ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:
Formal Invitation for Bid Annual Contract for Postcards, Brochures, Booklets, and Tax Stamps for San Antonio Finance Department – Print Shop

Solicitation Number: RFx 6100019826

Description: The City of San Antonio is soliciting bids for supplemental printing services to include categories such as, Postcards, Brochures ,Booklets &Tax Stamps. This supplemental printing contract will be managed by the City's Print and Mail Services Division (Print Shop) to support print and mail services for various City departments.

Applicable Product Categories: 96663 Offset Printing, Booklets, Saddle Stitch Binding (Quantities up to 100,000; 4 Color Process or Tight Registration Required): Books, Magazines, etc.

Date Issued: October 19, 2026
Due Date & Time: December 9, 2026, 2:00 P.M. Central Time

Pre-Submittal Conference is scheduled for October 22, 2026, at 10:00 a.m. Central Time. The conference will be held either via WebEx. While attendance at the Pre-Submittal Conference is optional, we highly encourage prospective vendors to participate.

You can join the WebEx or call in to the meeting using the instructions provided below:

Join by Phone: 1-415-655-0001 (Toll-free Dial-In)
Meeting number (access code): 2339 073 7118
Meeting password: COSA

Join from the meeting link:
https://sanantonio.webex.com/sanantonio/j.php?MTID=m4f29a40b859c2b9a63e2a29b219b4089

Staff Contact Person: Mary Alice Alvarez, Procurement Specialist II MaryAlice.Alvarez@sanantonio.gov

For SAePS language -

To view this solicitation, go to the SAePS portal; https://supplierservice.sanantonio.gov/irj/portal If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:
https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at
https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor.
Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.