

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Print Materials, Cataloging, and Processing Services**

Solicitation Number: RFCSP 26-039; RFx 6100019611

Description: The City of San Antonio (City) is soliciting proposals for the purchase of print materials in English, Spanish, and other languages; cataloging for special circumstances; processing services; and electronic ordering and invoicing from qualified vendors for the San Antonio Public Library.

Applicable Product Categories: 71510 – Books, Curriculum Guides, Directories, Magazines, Pamphlets, Periodicals, Publications, Reprint
95638 – Library Services

Date Issued: April 10, 2026

Due Date & Time: May 27, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m., Central Time, on April 20, 2026, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2347 639 1603 | **Meeting Password:** COSA26

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc4ebaae1cd70806acfc7bcc3b6132bdb>

Staff Contact Person: Stephanie Nouman, Procurement Specialist III,
Stephanie.Nouman@sanantonio.gov

Evaluation Committee Voting Members:

David McCary, Assistant City Manager, City Manager's Office

Sukrit Goswami, Director, San Antonio Public Library

Dale McNeill, Assistant Director – Public Services, San Antonio Public Library

Heidi Novotny, Coordinator of Technical Services, San Antonio Public Library

Jamie Flowers, Collection Development Supervisor, San Antonio Public Library

Adam Zaby, Library Services Administrator, San Antonio Public Library

Troy Hoyles, Library Services Manager, San Antonio Public Library

The following restrictions on communications apply to City solicitations. Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.



Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **11:00 a.m., Central Time, on April 23, 2026**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

Stephanie Nouman, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Stephanie.Nouman@sanantonio.gov

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.

