

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Library Indoor Specialty Furniture and Services**

Solicitation Number: RFCSP 26-068; RFx 6100019625

Description: The San Antonio Public Library is seeking to establish contract(s) with qualified vendors to provide library-specific furniture for indoor public library spaces. Furniture includes appropriately sized options for children, teens and adults, such as seating, tables, study pods, computer stations and related furnishings. Vendors shall support the Library with product selection and ordering support, including recommendations on appropriate furniture options, configurations and finishes from the awarded catalog(s) to meet library needs.

Applicable Product Categories: 42056 – Library Furniture: Books Trucks, Card Cabinets, Carrels, Chairs, Curb-side Book Returns, Dictionary Stands, Step Stool, etc.
90652 – Interior Design, Decorating, Space Planning, Exhibits and Displays

Date Issued: April 29, 2026

Due Date & Time: July 6, 2026, 11:00 a.m. Central Time

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

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

Dial-In Number: 1-312-667-7136

Phone Conference ID: 238 358 579#

Join from the meeting link:

<https://teams.microsoft.com/meet/228706535098542?p=xv2taqyqcUkeQVIOBE>

Meeting ID: 228 706 535 098 542

Passcode: uD6a7Zc6

Staff Contact Person: Stephanie Nouman, Procurement Specialist III, 210-207-6075,
Stephanie.Nouman@sanantonio.gov

Evaluation Committee Voting Members:

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

Sukrit Goswami, Director, San Antonio Public Library

Kathy Donellan, Assistant Director, San Antonio Public Library

Darrell Glasscock, Facilities Manager, San Antonio Public Library

Yolanda Perez, Human Services Administrator, Department of Human Services

Elma Neito-Rodriguez, Public Services Administrator, San Antonio Public Library

Mark Loiselle, Project Control 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 May 14, 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.

Gilberto Saldivar, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gilberto.Saldivar@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.

