



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Collateral Material Graphic Design Services

Solicitation Number: RFP 21-053; RFx 6100013821

Description: The City of San Antonio, Convention and Sports Facilities Department, Carver Community Cultural Center is requesting proposals from qualified graphic design firms to provide services to include the creation, design, and layout of brochures, playbills, rack cards, post cards, posters, invitations, envelopes, banners, etc. for the upcoming performance seasons.

Applicable Product Categories: 96546 – Graphic Design Services for Printing

Date Issued: Thursday, March 18, 2021

Due Date & Time: Monday, April 19, 2021, 11:00 A.M. Central Time

A Pre-Submittal Conference is scheduled for March 26, 2021 at 11:00 a.m. Central Time. The Pre-Submittal Conference will be held via WebEx meeting and the meeting agenda may be accessed in the SAePS portal. Prospective Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001

Meeting number (access code): 133 857 5386

Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents who join the WebEx Pre-Submittal Conference are highly encouraged to email the solicitation's point of contact person confirming Respondent attendance and participation through the WebEx. Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

Staff Contact Person: Charisma Esparza, Procurement Manager, Charisma.Esparza@sanantonio.gov

Evaluation Committee Voting Members:

Scott Munson, Assistant Director, Convention and Sports Facilities Department

Cassandra Parker-Nowicki, Carver Executive Director, Convention and Sports Facilities Department

Ernie Ramirez, Carver Cultural Center Supervisor, Convention and Sports Facilities Department

Teresa Vasquez-Romero, Marketing & Communication Manager, Convention and Sports Facilities Department

Tracy Alva, Management Analyst, Convention and Sports Facilities Department

Pursuant to Section 010 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: 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 RFP or proposal from the time the RFP has been released until staff has determined and notified all who gets the award; and 2) City employees from the time the RFP has been released until staff has determined and notified all who gets the award.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **11:00 a.m., Central Time, on March 30, 2021**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Charisma Esparza, Procurement Manager

City of San Antonio, Finance Department – Purchasing Division

Charisma.Esparza@sanantonio.gov

Questions submitted, and the City's responses will be posted with this solicitation in the SAePS portal.

To view this solicitation, go to the SAePS portal: <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed

PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734

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).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.