



**CITY OF SAN ANTONIO**  
**FINANCE DEPARTMENT – PURCHASING DIVISION**

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: INFORMAL INVITATION FOR BID for  
ANNUAL CONTRACT FOR LINEN SUPPLY SERVICE

Solicitation Number: 6100002110

**Description: The City of San Antonio is soliciting bids to furnish weekly linen supply and service for the Orilla del Rio Ballroom located in the International Center at 203 S. St. Mary's Street in accordance with the specifications listed herein.**

Applicable Product Categories: 95405

Date Issued: OCTOBER 29, 2012

Bid Due Date & Time: NOVEMBER 13, 2012 at 10:00AM CST

Pre-Submittal Conference: N/A

Staff Contact Person: STEPHANIE CRIOLLO, PROCUREMENT SPECIALIST II,  
STEPHANIE.CRIOLLO@SANANTONIO.GOV

**To view this solicitation**, go to <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.

**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](mailto:vendors@sanantonio.gov)

**Note:** After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.