



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Public Photocopying and Printing Vending Services

Solicitation Number: RFP 13-095

Description: The City of San Antonio is soliciting proposals for firm(s) to operate a Public Photocopying/Printing Vending Service at the Central Library and twenty-four (24) branch locations, at its own expense. These services include equipment acquisition, installation, operation, maintenance, plus overall management of the Program.

Applicable Product Categories: 96618, 93959, 61560, and 61573

Date Issued: September 19, 2013

Due Date & Time: October 11, 2013 at 2:00 P.M.

Pre-Submittal Conference: Wednesday, September 25, 2013 at 10:00 A.M. at San Antonio Central Library, 600 Soledad, 4th Floor, Conference Room 4.2, San Antonio, TX 78205

Staff Contact Person: Christina Cardenas, Procurement Specialist III, christina.cardenas2@sanantonio.gov

Evaluation Committee Voting Members:

Kathy Donellan, Assistant Library Director, Support Services Development
Mike Walker, Assistant Director, Information Technology Services Department
Rolf Laun, Librarian III, Digital Services Unit, Library Department
Theresa Ybarra, Library Assistant, Westfall Branch Library
Diane Backhus, Librarian III, Johnston Branch Library
Keri Moczygemba, Librarian II, Tobin @ Oakwell Branch Library
James Laferla, Librarian II, Central Library Reference/Government Documents

Pursuant to the Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **10:00 a.m.**, Local Time, on **September 27, 2013**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Christina Cardenas, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
christina.cardenas2@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.