



CITY OF SAN ANTONIO
FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: REQUEST FOR INFORMATION – PRINT SERVICES

Solicitation Number: 6100002806

Description: The City of San Antonio is soliciting information under a Request for Information (RFI) to collect market pricing for various print services over the course of a year, based on varying annual quantities, job sizes and completion times. This will be used to conduct an analysis of in house printing costs compared to external printing sources. This information will be used to determine the feasibility of utilizing outside printing sources for some or all of the City's printing.

Applicable Product Categories: 96676, 96607, 96657, 96658

Date Issued: March 26, 2013

Bid Due Date & Time: APRIL 15, 2013 at 10:00 AM CST

Pre-Submittal Conference: N/A

Staff Contact Person: ANDREA DE LA GARZA, PROCUREMENT SPECIALIST I,
ANDREA.DELAGARZA@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

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.