



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Carver Center Seasonal Performance Collateral Material Graphic Design

Solicitation Number: RFP 16-062, 6100007358

Description: The City of San Antonio, Convention and Sports Facilities Department, Carver Community Cultural Center (“the Carver”) is seeking proposals from qualified graphic design vendors/firms to provide services to include the creation, design, and layout of brochures, playbills, rack cards, post cards, posters, invitations, envelopes, banners, etc. for performance seasons during the next two years with the possibility of two, one-year renewals. The Carver’s performance season typically runs from October through June.

Applicable Product Categories: 96546

Date Issued: Monday, April 18, 2016

Due Date & Time: Wednesday, May 11, 2016 at 11:00 a.m. CST

Pre-Submittal Conference(s): City of San Antonio, Finance Department, Purchasing Division, Large Conference Room, 111 Soledad, 11th Floor, San Antonio, Texas 78205 at 1:00 p.m., Central Time, on Monday, April 25, 2016.

Staff Contact Person: Charisma Esparza, Procurement Specialist III, charisma.esparza@sanantonio.gov

Evaluation Committee Voting Members:

Yonnie Blanchette, Executive Director, Carver Community Cultural Center

Teresa Vasquez-Romero, Marketing and Communications Manager, Carver Community Cultural Center

Cassandra Parker-Nowicki, Cultural Center Supervisor, Carver Community Cultural Center

Tracy Alva, Management Analyst, Carver Community Cultural Center

Pursuant to Section 011 – 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 12:00 p.m., Local Time, on Thursday, April 28, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Charisma Esparza, Procurement Specialist III

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.

To view this solicitation, go to the City of San Antonio’s e-Procurement system, SAePS, <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, please do so in order to view the solicitation and submit a response through the SAePS portal.

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 for SAePS portal viewing.