



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – Publishing Services for Tricentennial

Solicitation Number: RFQ 16-013, 6100006908

Description: The Tricentennial Office of the City of San Antonio (“City”) and the San Antonio Tricentennial Celebration Commission (“Commission”) are soliciting for a publishing firm to publish the official Tricentennial book, on the historic event of the 300th birthday of San Antonio in 2018. This Tricentennial milestone will be captured in a commemorative book that tells many stories, not just of people and places, but of the larger forces that shaped our unique city. Through this book, the public will have the opportunity to discover the City’s roots, commemorate its storied history, recognize its progress, and collaborate on its bright future.

Applicable Product Categories: 71535, 92419, 91527, 95658, 95630

Date Issued: Tuesday, December 8, 2015

Due Date & Time: Friday, January 15, 2016, 2:00 p.m. Local Time

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Tuesday, December 15, 2015.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, laura.sambrano@sanantonio.gov.

Evaluation Committee Voting Members:

Edward Benavides, Chief Executive Officer, Tricentennial Office
Robert Thraikill, President, Tricentennial Celebration Commission
Dr. Alfonso Chiscano, Vice President, Tricentennial Celebration Commission
Lionel Sosa, Commission Chair, Tricentennial Celebration Commission
Dr. Katie Lubber, Commission Chair, San Antonio Museum of Art
Father David Garcia, Commission Chair, Archdiocese of San Antonio

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff; the TriCentennial Commission Office (“Office”) and its staff; and the Board of the TriCentennial Celebration Commission regarding the RFQ or proposals from the time the RFQ has been released until the contract is posted as a Commission agenda item; and 2) City employees from the time the RFQ has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until 10:00 a.m., Local Time, on Monday, December 21, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
laura.sambrano@sanantonio.gov

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

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.