



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: FORMAL ANNUAL CONTRACT FOR SUPPLEMENTAL PRINTING SERVICE

Solicitation Number: 6100007277

Description: The City of San Antonio is soliciting bids for the supplemental printing services to support the City of San Antonio's Print and Mail Operations Division. Supplemental printing services include the categories such as letterheads, notepads, business cards, envelopes, decals, forms, brochures, door hangers, posters, banners, and booklets. Supplemental printing services will be utilized by all City departments.

Applicable Product Categories: 966-76 & 966-07

Date Issued: May 11, 2016

Bid Due Date & Time: May 27, 2016 at 2:00PM, CT

Pre-Submittal Conference: YES; Tuesday, May 17, 2016 at 10:00am CT at 111 Soledad 11th Floor, Hill Country Conference Room, San Antonio, TX 78205

Staff Contact Person: HEIDI HERIDIA, PROCUREMENT SPECIALIST II,

Email: [HHERIDIA@SANANTONIO.GOV](mailto:HHERIDIA@SANANTONIO.GOV)

**To view this solicitation**, go to <https://supplierservice.sanantonio.gov/iri/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.