



**CITY OF SAN ANTONIO**  
**FINANCE DEPARTMENT – PURCHASING DIVISION**

**ADVERTISEMENT INFORMATION ONLY**

Solicitation Type and Name: Informal Annual Contract for Janitorial Paper Products

Solicitation Number: 6100003698

Description: The City of San Antonio is soliciting bids for a contractor to furnish and delivery janitorial paper products in accordance with the specifications listed herein. This contract will provide custodial paper products to the Building and Equipment Services Department.

Applicable Product Categories: 64075

Date Issued: November 4, 2013

Bid Due Date & Time: November 22, 2013 at 10:00 am

Pre-Submittal Conference: None Scheduled

Staff Contact Person: Jackie Mendez, Procurement Specialist III,  
[jackie.mendez@sanantonio.gov](mailto:jackie.mendez@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](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.