



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for Printers for the Print Shop

Solicitation Number: 6100007289, RFCSP-016-019

Description: The City of San Antonio is soliciting proposals for the purchase or lease, delivery, and installation of three high-speed network printers for the Print & Mail Operations Print Shop, consisting of two black and white and one color printer. The three high-speed network printers purchased or leased under this contract shall be used to replace existing printers. These high-speed network printers will be utilized to support the printing needs of various City departments. The selected Vendor shall be responsible for removing three existing printers and shall provide a detailed plan for the removal. The City is also requesting a trade in offer for existing equipment. The value of the trade in offer will be evaluated as part of the overall price component.

City may purchase one or more of the printers specified herein and may lease one or more of the printers. City's decision whether to purchase or lease any combination of the printers shall be made based on the City's best interest.

Applicable Product Categories: NIGP 20479 / 93927

Date Issued: March 08, 2016

Bid Due Date & Time: April 08, 2016 at 2:00 p.m. Central Time

Pre-Submittal Conference: City of San Antonio, Finance Department – Riverview Towers, 11th Floor Hill Country Conference Room, 111 Soledad, San Antonio, Texas 78205 at 1:30 p.m. Central Time, on Tuesday, March 15, 2016.

Staff Contact Person: Maria Castillo, Procurement Specialist II, maria.castillo@sanantonio.gov

Evaluation Committee Voting Members:

Guillermo Castoreno, Finance Department, Print & Mail Operations Print Shop

Veronica Carrillo, Finance Department

Amy Cowley, Finance Department

~~Tiffany Edmonds, Solid Waste Management Department~~

Norbert Dziuk, Finance Department, Purchasing Division

Pursuant to Section 010 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Central Time, on March 22, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Maria Castillo, Procurement Specialist II
City of San Antonio, Finance Department, Purchasing Division
maria.castillo@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.