



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: REQUEST FOR INFORMATION FOR DIGITAL MULTI-FUNCTION DEVICE (MFD) AND DESK TOP PRINTER.

Description: The City of San Antonio seeks comprehensive information on services, equipment and supplies associated with Multifunction network printers, scanners, and copier Machines and desk top printers industry best-practices that support a consistent approach to implementing, managing, supporting, and maintaining MFDs and desk-tops city-wide.

Applicable Product Categories: 98460

Date Issued: FEBRUARY 13, 2014

Bid Due Date & Time: MARCH 14, 2014 2:00 P.M.

Pre-Submittal Conference: N/A

Staff Contact Person: Tony Aguilar, Procurement Specialist II,

[Tony.Aguilar@sanantonio.gov](mailto:Tony.Aguilar@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.