



City Public Service  
"CPS Energy"  
PO Box 2906  
San Antonio, Texas 78299-2906

Buyer **Tina Marie Kern (108)**  
**tkern@cpsenergy.com**  
Phone **210-935-5988**  
Fax **210-353-3056/**  
**210-353-3060/**  
**210-353-3156**

Collective #: **7000205103**  
RQ #:  
Bid Opening date/time:  
**01/27/2026 AT 04:00:00 pm**

**THIS IS NOT A PURCHASE ORDER**

Do not include State Sales Tax, as CPS Energy is exempt. The unit price should include all other applicable taxes and fees unless they are specifically listed on your quote. When quoting exactly as specified below, state "No Exceptions". All exceptions must be listed. If you are not prepared to quote, Return This Form and state reason, otherwise you may be Removed From Our Supplier List.

ITEM NO.	PLANT CODE	SHIP TO STRM	QUANTITY	CPS ENERGY UNIT	CPS ENERGY DESCRIPTION-SPECIFY EXCEPTIONS, IF ANY	QUOTE PRICE AND UNIT	STANDARD PACKAGING
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All Suppliers are encouraged to access the "About CPS Energy"; "Suppliers" section of the CPS Energy website [www.cpsenergy.com](http://www.cpsenergy.com) to review CPS Energy Terms and Conditions, Storeroom Locations and changes to the CPS Energy Procurement Process.

CONTRACT PERIOD IS FROM  
04/13/2026 TO 04/14/2029

Bid will be evaluated to one supplier based upon price, price related factors and social economic considerations, or as otherwise set forth on the applicable solicitation. Please return by e-mail to [tkern@cpsenergy.com](mailto:tkern@cpsenergy.com) or [BidSubmittal@cpsenergy.com](mailto:BidSubmittal@cpsenergy.com).

Three Year Term Contract for Various Rags

QUANTITIES ARE ESTIMATED based upon the best information available and is provided as a generalization. Unless otherwise specifically agreed in writing, the City of San Antonio, acting by and through City Public Service Board ("CPS Energy") shall not be limited to, nor shall be required to procure any specific quantity, including the total estimated amount. Additionally, CPS Energy reserves the right at all times to engage multiple suppliers for the supply of Goods under this Purchase Order.

CPS Energy's Terms and Conditions (11-2023) or Master Agreement shall govern and control the working relationship of CPS Energy and <<Name of Supplier>> ("Supplier" or "Company") in providing the Goods under this Purchase Order. Notwithstanding anything contained therein to the contrary, Supplier's terms and conditions shall NOT be binding on CPS Energy unless agreed to in writing by CPS Energy.



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This Purchase Order shall be for a Term beginning April 15, 2026 and ending April 14, 2029. In the event CPS Energy desires to extend the existing Agreement, CPS Energy shall give notice to the Supplier no later than thirty (30) days prior to the expiration of this Purchase Order. Upon such notification and to the extent Supplier is willing to extend the Term, Supplier shall provide revised commercially reasonable rates, if any. If CPS Energy approves the newly proposed rates, then CPS Energy shall issue a new Purchase Order including new pricing, if applicable, and extending the Term.

The prices specified in this Purchase Order shall not be increased for the first six months, however, if the Good, decreases in price, such price adjustment shall be made in accordance with CPS Energy's Standard Terms & Conditions or Master Agreement. Supplier can propose one (1) price increase adjustment in writing to CPS Energy every six months following the start of the contract. Such proposed price adjustment will be considered by CPS Energy within thirty (30) days. If CPS Energy accepts the proposed price increase adjustment, the Purchase Order will be modified to reflect the new price.

If you are the supplier selected for award you may be required to provide the manufacturers cost and your mark-up percentage (%) from the manufacturer's cost.

FOR ALL DOCUMENTS PERTAINING TO THIS BID OPPORTUNITY, PLEASE VISIT THE BELOW SITE:  
<https://cpsenergy.diversitycompliance.com/>  
PROPOSAL #: 7000205103

010	1200		750	RL	CPS Material# 1031871 RAG MANUFACTURED RED 12.5 X 13.4 IN ON ROLL WITH 475 SHEETS, HEAVY DUTY,
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SOLVENT RESISTANT, ABSORBS WATER AND OIL

MSDS not required

MP Number : KIMBERLY-CLARK #41055

Manufacturer: KIMBERLY-CLARK CORPORATION

020	1200		8,850	BX	CPS Material# 1031872 RAG MANUFACTURED BLUE 9.1 X 16.8 IN IN BOX WITH 100 SHEETS, MEDIUM DUTY, SOLVENT RESISTANT, ABSORBS WATER AND OIL		
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MSDS not required

MP Number : KIMBERLY-CLARK #41412

Manufacturer: KIMBERLY-CLARK CORPORATION

030	1200		4,200	BX	CPS Material# 1031873 RAG MANUFACTURED RED 9.1 X 16.8 IN IN BOX WITH 80 SHEETS, HEAVY DUTY, SOLVENT RESISTANT, ABSORBS WATER AND OIL		
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MSDS not required

MP Number : KIMBERLY-CLARK #05930

Manufacturer: KIMBERLY-CLARK CORPORATION



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Products must be approved for quotations to be considered. See Specification 000-01 for approval process details. All specifications are available at [www.cpsenergy.com](http://www.cpsenergy.com) keyword "specifications" within the Developers & Builders section.

**IMPORTANT NOTICE**

It is CPS Energy's position that approved contractors and suppliers are responsible for ensuring that they provide the Supply Chain Department the most current information for their company to ensure their business file is current. Effective immediately, if the Supply Chain Department receives a Forwarding Order Expired (FOE) from the Post Office on any correspondence mailed out to your business, CPS Energy will remove your company from our active list of business providers for a period of six months. The only exception will be those businesses that have open Purchase Orders or are Sole Source providers.

**CONFIDENTIALITY:** The information contained in this communication and any attachments may be privileged and confidential and protected from disclosure. It is intended solely for the individual or entity to whom it is addressed and others authorized to receive it. You are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited, and may be unlawful.

**QUOTE SHALL BE CONSIDERED FIRM PRICE AND DELIVERY F.O.B. CPS ENERGY FACILITIES. FREIGHT ALLOWED (i.e. no additional cost to CPS Energy) UNLESS STATED OTHERWISE.**

Payment Terms & Cash Discount, if any  
From Date of Material Receipt by CPS Energy \_\_\_\_\_  
(See # 6 on attachment)

F.O.B. \_\_\_\_\_  
City & State (if not SA TX) \_\_\_\_\_

Shipping Weight \_\_\_\_\_

Delivery \_\_\_\_\_  
(State in terms of days/weeks from receipt of order)

\_\_\_\_\_ Freight Allowed (Supplier pays freight)

\*Est Freight  
Expense \_\_\_\_\_

\_\_\_\_\_ Freight Not Allowed (CPS Energy pays freight)\*

Ship Via \_\_\_\_\_

\*\*\*\*\*  
To keep our Supplier information current, you must complete the following section below. If there is a change in company name or dba (i.e., inc., corp., LP, etc.) submit a notarized letter/state certificate with your RQ. A hard copy of a notarized letter must be received by CPS Energy Supply Chain Department to be considered for a Purchase Order.

Legal Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Invoicing Company: \_\_\_\_\_  
(If different than above)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**IF REMIT INFORMATION IS NOT CORRECT THIS MAY CAUSE THE PAYMENT TO BE DELAYED AND/OR SENT TO AN INCORRECT LOCATION.**

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Quote Reference No. \_\_\_\_\_ Quote Date: \_\_\_\_\_ Quote by: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

City of San Antonio, acting by and through City Public Service Board ("CPS Energy")