



City of San Antonio

ADDENDUM I

SUBJECT: Request for Offer (RFO), Annual Contract for The Purchase of Bunker Gear, (RFO 6100009729), Scheduled to Open: December 22, 2017; Date of Issue: December 06, 2017

FROM: Paul J. Calapa, Procurement Administrator

DATE: December 19, 2017

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I – TO THE ABOVE REFERENCED REQUEST FOR OFFER

THE ABOVE MENTIONED FORMAL REQUEST FOR OFFER IS HEREBY AMENDED AS FOLLOWS:

1. SECTION 004-SPECIFICATIONS/SCOPE OF SERVICES, 4.3 INVENTORY TRACKING SYSTEM, "Inventory Tracking System. **VENDOR** at its sole expense shall provide a web-based computerized inventory system ("System") to track and maintain the information as set forth below. The Inventory tracking system shall be utilized for the distribution of initial inventory, replacement of defective PPE, and invoice of items throughout the history of the PPE. **VENDOR** shall maintain a web based computerized Inventory system on which it will track all PPE issued and returned. **VENDOR** warrants that the Inventory Tracking system software is compliant with **CITY'S** current operating system and has the potential to interface with other database applications. All transactions done within the application must provide real time updates of inventory availability, location and status. **VENDOR** shall maintain all such records, information and reports in a compatible format acceptable to **CITY**. **CITY** reserves the right to access the Inventory System and to audit the system at any time during the contract period.
2. 4.3.3, CHANGE TO READ: "**VENDOR** shall provide **CITY** monthly reports, for the term of the Contract, no later than the tenth (10th) day of each month which provides the following: (1) the Employee's historical sizing purchases from the vendor to include the gear's manufacturing date, date of delivery and distribution; (2) inventory levels; (3) item costs; (4) item locations; (5) Invoices shall include the employee's name, SAP number, station number, shift, rank, date of transaction, and description of service and (6) payments made. A voucher from the Employee's Commanding Officer requesting a service, and a signed receipt by the firefighter from **VENDOR** when services are rendered are required for all transactions to be paid. Said Monthly reports shall be at no additional cost to City and shall be forwarded to SAFD designees. City may, to the extent reasonable, request additional reports at no additional cost to City. "

On December 14, 2017 the City of San Antonio received a request for clarification. Below is a list of questions and the City's official response as follows:

- 1. Question:** What inventory levels of bunker gear is forecasted to be stored in the commissary service facility at any given time?

Response: Please see chart below.

Bunker Gear Type	Quantity
Cadet Gear - 45 cadets @ 3 classes per year with 1 pant & 1 coat	135 sets (coat, pant)
Initial New Gear Request = 1500 Firefighters @ 1 coat and 1 Pant	1500 sets
Yearly Replacement - 120 coats & Pants	120 sets
Total	1755 sets

- 2. Question:** Sizing-What is the intent of this document?

Response: This document is to provide awarded vendor with an existing list of various sizes (smallest to largest) that are currently in use.

- 3. Question:** VENDOR shall provide CITY monthly reports. Sub item (1) appears to seek data that would be provided from the cleaning and repair contracted vendor. Please clarify.

Response: Please see change 1, Section 4.3, Inventory Tracking System.



Paul J. Calapa
Procurement Administrator
Finance Department, Purchasing Division