



ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposal (“RFCSP”) for Annual Contract for Fire Sprinkler Inspections, Maintenance, and Repair Services (RFCSP 19-071, RFx: 6100011607), Scheduled to Open: September 13, 2019; Date of Issue: August 9, 2019

FROM: Norbert Dziuk, Procurement Operations Lead

DATE: August 28, 2019

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

1. **Add:** Attachment P – Small Business Economic Development Advocacy (SBEDA) Program presentation. Posted as a separate document.
2. **Add:** Attachment Q – Pre-Submittal Conference Sign-in Sheet dated August 19, 2019. Posted as a separate document.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003 – PRE-SUBMITTAL CONFERENCE:

On August 19, 2019, the City of San Antonio hosted a Pre-Submittal Conference and site tour to provide information and clarification for the Annual Contract for Fire Sprinkler Inspections, Maintenance, and Repair Services. Listed below are questions that were asked at the Pre-Submittal Conference and the Small Business Economic Development Advocacy (SBEDA) Program presentation. The City’s official responses to the questions asked are as follows:

Question 1: Does the project have an estimated value?

Response: The City requests all responses to be based on the scope of work and bidder’s best pricing.

Question 2: Does the City use Cooperative Purchasing for any of its contracts? If so will this contract be awarded to a Vendor with a current Cooperative contract?

Response: The City may and does engage in Cooperative Purchasing with other governmental entities or governmental cooperatives to enhance the City’s purchasing power.

The City will conduct a comprehensive, fair and impartial evaluation of all submissions received in response to this RFCSP. Each submission will be analyzed to determine overall responsiveness and qualifications under this RFCSP. Per Section 003, Part B –Evaluation Criteria; the criteria to be evaluated per this RFCSP are as follows:

- A. Experience, Background, Qualifications (35 points)
- B. Proposed Plan (35 points)
- C. Price (20 points)
- D. Small Business Economic Development Advocacy Program (SBEDA)
 - a. SBE Prime Contract Program (5 points)
 - b. M/WBE Prime Contract Program (5 points)

The City reserves the right to participate in cooperative purchasing should the City determine that cooperative purchasing provides the best value to the City.

Question 3: Do you have to be an SBE or M/WBE to be awarded this contract?

Response: No, awarded Vendor does not have to be SBE or M/WBE. See response to Question 2, Evaluation Criteria response.

Question 4: Is there a Local Preference initiative associated with this contract?

Response: The City's Local Preference Program is not applicable to RFCSPs.

Question 5: Is the current contract holder a Small Business?

Response: The current contract holder is not a Small Business.

Question 6: If I don't qualify for the SBEDA points do I still have to submit the associated documents?

Response: Yes, the SBEDA Utilization Plan (UP) Commitment Form does still have to be filled out, signed, and returned with bidder's response.

Question 7: How long is the Mentor Protégé Program that is offered through the partnership of the City and Alamo Colleges?

Response: S/M/WBEs are partnered with mentors for a 2 year period. Interested parties may reach out to the Economic Development Department (EDD) for more information. See also Attachment P - Small Business Economic Development Advocacy (SBEDA) Program presentation.

Question 8: If any repair or item that is estimated to cost over \$3,000.00 is purchased by the City from another Vendor does the Vendor who is awarded this contract have to install that component?

Response: Section 004 – Specifications/Scope of Services, Subsection 4.1.2 – Other Services, 4.1.2.9 states *"The City reserves the right to obtain quotes from other parties for Other Service calls with estimates that exceed \$3,000.00. This contract shall not be considered exclusive with regard to Major Service calls; however, this non-exclusivity shall not relieve Contractor from its obligation to provide a quote and perform Major Service work hereunder, if requested by the City."*

The City will not purchase a component from one Vendor and request a separate Vendor to perform the installation. If and when Other Services are required, City will issue the purchase order to one Vendor for both parts and service.

Question 9: Can we take photos of the equipment as we walk through the different locations during the site visits?

Response: Photos of equipment may only be taken in sites that are deemed to be Non-Criminal Justice Information Services Locations (CJIS).

Question 10: Will additional equipment, locations, or departments be added to this RFCSP?

Response: Additional equipment, locations, or departments will not be added to this RFCSP prior to contract award. However, please note the following:

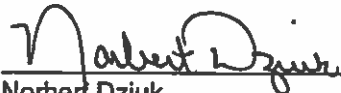
A. Per Section 003 - Instructions for Respondents – Part A, subsection Evaluation and Award of Contract *"City reserves the right to delete items prior to the awarding of the contract"*. Should item(s) be deleted City will issue an Addendum providing notice of such action(s).

B. Per Section 004 – Specifications/Scope of Services, subsection 4.7 Service Locations item 4.7.1 *"The City of San Antonio reserves the right to add or delete locations or equipment for Scheduled Maintenance and Other Services during this contract period. If a location is deleted from the Contract, Contractor shall reduce the contract fee by the full amount for the specific location or equipment. If equipment is added to an existing location, or a new location is added to the contract, City shall pay Contractor in*

accordance with the price stated in the Price Schedule for added Equipment. The City will issue a change order to the contract to implement the change".

Question 11: If I am not able to access the system to obtain and electronic copy of the solicitation can you send the documents to me?

Response: All interested parties must use the Certified Vendor Registration (CVR) system to obtain any and all updates related to the RFCSP. Respondents may contact the Vendor Support staff at (210)207-0118 or by email at vendors@sanantonio.gov for assistance with registration, issues getting into the system, and submitting electronic bids.



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