



**City of San Antonio**

**ADDENDUM I**

**SUBJECT:** Request for Competitive Sealed Proposals, Annual Job Order Contract for Electrical Services, (RFCSP 6100009675; 18-012), Scheduled to Open: January 10, 2018. Date of Issue: December 6, 2017.

**FROM:** Paul J. Calapa  
Procurement Administrator

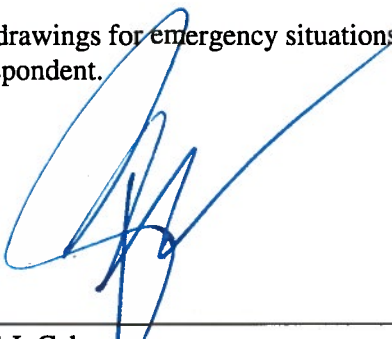
**DATE:** January 3, 2018

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

**QUESTIONS SUBMITTED IN ACCORDANCE WITH RFCSP SECTION 003, INSTRUCTIONS FOR RESPONDENTS:**

Below is a list of questions that were asked in accordance with RFCSP Restrictions on Communication. The City's official response to questions asked is as follows:

- Question 1: Will there be an "On-Site" location to stage equipment and tools for this project?  
Response: There will be an on-site, secure location that a Contractor can use to store materials for only the specific job that is being worked on at that time.
- Question 2: Is there a Central Location that has accurate as built drawings for emergency situations for reference?  
Response: Yes. These can be made available to the selected Respondent.

  
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Paul J. Calapa  
Procurement Administrator  
Finance Department – Purchasing Division



**Annual Job Order Contract for On-Call Electrical Services  
Pre Submittal Meeting  
December 14, 2017**

**Emerging Small Business Enterprise ( ESBE)Prime Contract Program - 10 Points**

- ESBE prime respondents certified with the South Central Texas Regional Certification Agency (SCTRCA) and headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA) responding to this solicitation as the Prime Contractor proposing at least 51% ESBE participation (Prime and /or Subcontractor) will receive **ten (10) evaluation criteria points, and**

**Minority and/or Women-Owned Business Enterprise (M/WBE )Prime Contract Program - 10 Points**

- Certified M/WBE firms headquartered or having a Significant Business Presence within SAMSA responding to this solicitation as the Prime Contractor proposing at least 51% M/WBE participation (Prime and/or Subcontractor) **will receive ten (10) evaluation criteria points.**
- ***NO evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime Contractors through subcontracting to certified SBE or M/WBE firms.***

**Eligibility Criteria**

- Certified through the South Central Texas Regional Certification Agency (SCTRCA): **SBE and M/WBE**
- Perform a commercially-useful function (*see definition in the solicitation*)
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate “significant business presence” (20% of total company employees) regularly based in the **SAMSA** (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for **at least one year**

**Waivers & Exceptions**

- A Respondent may request, for good cause, a full or partial Waiver of a specified **subcontracting goal** included in this solicitation by submitting the **Subcontracting Goal- Waiver Request** form **with** its solicitation response.
  - Form is *available at* <http://www.sanantonio.gov/SBO/Forms.aspx>
  - The Respondent’s Waiver request must fully document Sub-consultant unavailability despite the Respondent's good faith efforts to comply with the goal. Such documentation shall include all good faith efforts made by Respondent including, but not limited to, which Sub-consultants were contacted (with phone numbers, e-mail addresses and mailing addresses, as applicable) and the method of contact.
  - **Late Waiver requests will not be considered.**
- A Respondent may, for good cause, request an Exception to the application of the SBEDA Program if the Respondent submits the **Exception to SBEDA Program Requirements Request** form **with** its solicitation response
  - Form is *available at* <http://www.sanantonio.gov/SBO/Forms.aspx>.
  - The Respondent’s Exception request must fully document why:

- (1) the value of the contract is below the \$50,000 threshold for application of the SBEDA Program; or
  - (2) no commercially-useful subcontracting opportunities exist within the contract scope of work; or
  - (3) the type of contract is outside of the scope of the SBEDA Ordinance.
- **Late Exception Requests will not be considered.**
- For Waivers or Exceptions, contact [Aviation.SBO@sanantonio.gov](mailto:Aviation.SBO@sanantonio.gov)

### **Central Vendor Registry (CVR)/San Antonio eProcurement System (SAePS)**

- All vendors wishing to do business with the City are encouraged to register in SAePs which serves as the City's Central Vendor Registry (CVR).
  - To begin the registration process, please go to:  
<http://www.sanantonio.gov/purchasing/SAePS.aspx>
  - For technical assistance please call (210) 207-0118.
- Please visit the City of San Antonio's Vendor Listing to view or download SBEDA eligible certified vendors and non-certified vendors at  
<http://www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>

### **Exception to Communications:**

- There is no restriction on communication with the solicitation period for SBEDA-specific questions. Respondents may contact Aviation Business Development staff for assistance or clarification with SBEDA issues for the specified project. Contacting the Business Development office regarding this RFQ **after** the proposal due date is not permitted.

### **Business Development SBEDA Program Contacts**

Business Development Enterprise staff can assist with priority certification while solicitation is open and finding certified firms if needed. For information, contact:

- [Aviation.SBO@sanantonio.gov](mailto:Aviation.SBO@sanantonio.gov);
- Small Business Coordinator Barbara Trevino at **210.207.3592** / [Barbara.Trevino@sanantonio.gov](mailto:Barbara.Trevino@sanantonio.gov)  
or
- Small Business Coordinator Joe Gonzales at **210.207.3826** / [Joseph.Gonzales2@sanantonio.gov](mailto:Joseph.Gonzales2@sanantonio.gov)