



1400 West Ave  
San Antonio, TX 78201  
(210) 738-2394

# 15 ADDENDUM 1 (ATTACHMENT O & ATTACHMENT P)

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## City of San Antonio

### ADDENDUM I

**SUBJECT:** Annual Contract for Rigging Services for the Alamodome - Request for Competitive Sealed Proposals, (RFCSP 6100004055), Scheduled to Open: March 19, 2014; Date of Issue: February 17, 2014

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

**DATE:** March 7, 2014

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

On February 25, 2014, the City of San Antonio hosted a Pre-Submittal conference to provide information and clarification for the Annual Contract for Rigging Services for the Alamodome. Below is a list of the changes to the solicitation as a result of the pre-submittal conference.

**THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY CHANGED AS FOLLOWS:**

1. Add Attachment O – Redacted Pre-Submittal Conference Sign-in Sheets
2. Add Attachment P – Small Business Office 2-25-14 Pre-Submittal Conference Presentation

  
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Paul J. Calapa  
Procurement Administrator  
Finance Department – Procurement Division

City of San Antonio - Convention and Sports Facilities Department  
 RFCSP - Annual Contract for Rigging Services for the Alamodome

Pre-Submittal Conference  
 February 25, 2014; 8:00 a.m. Central Time

Name (Print Legibly)      Company      Email Address      Phone

Richard Tourar	Labor On Demand	
Jorge Figueroa	COSA	
Debra Light	COSA	
Bill Frensen	GI Event Services	
Geoserry Conskat	Prio Ngunda	
KEVIN BURTON	COSA CSEF	
Lelan Jarnan	Cosa CSEF	
Linda Beal	COSA	



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Project Name: Annual Contract for Rigging Services for the Alamodome  
Pre-Submittal Date: February 25, 2014  
SBEDA Affirmative Procurement Initiatives: SBE Prime Contract Program 20 points.

## **I. SBE Prime Contract Program**

- Small Business Enterprise (SBE) prime respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area (SAMSA) *for at least one year* proposing at least 51% SBE utilization are eligible to receive **twenty (20)** SBEDA evaluation preference points
- ***No evaluation criteria percentage points will be awarded to non-Small Business Enterprises (non-SBE) prime respondents by subcontracting to certified SBE firms***

## **II. Eligibility Criteria**

1. Certified through the South Central Texas Regional Certification Agency (SCTRCA)
  - o SBE
2. Perform commercially useful function
3. Headquartered in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year **OR** demonstrate significant business presence by showing 20% of the total company employees are regularly based in SAMSA
4. Submit the Subcontractor/Supplier Utilization Form with response

SBEDA staff can assist with priority certification while solicitation is open but this does not guarantee certification by solicitation close date. For additional information, contact Edson Zavala at 210-207-3962 or email [edson.zavala@sanantonio.gov](mailto:edson.zavala@sanantonio.gov)

## **III. Exceptions**

- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form **with** the solicitation response
    - o Form available at <http://www.sanantonio.gov/SBO/Forms.aspx>
    - o Exception request must fully document why:
      - ◆ Value of contract is below \$50,000;
      - ◆ No commercially-useful subcontracting opportunities exist; or
      - ◆ Type of contract is outside scope of the SBEDA Ordinance
- Please note that Exception forms are subject to SBO approval. For additional information and assistance contact Edson Zavala at (210) 207 – 3962 or [edson.zavala@sanantonio.gov](mailto:edson.zavala@sanantonio.gov).

## **IV. Certified Vendor Information**

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> to view or download a listing of certified and non-certified vendors registered with the City. For assistance please contact Edson Zavala at (210) 207-3962 or [edson.zavala@sanantonio.gov](mailto:edson.zavala@sanantonio.gov)

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

- All contractors/consultants and their subcontractors/ sub-consultants wishing to do business with the City must first register in the CVR/ SAePS
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please contact Edson Zavala at (210) 207 – 3962 or [edson.zavala@sanantonio.gov](mailto:edson.zavala@sanantonio.gov)

**VI. SBDC Procurement Technical Assistance Center (PTAC)**

- The University of Texas at San Antonio Small Business Development Center (SBDC) Procurement Technical Assistance Center (PTAC) is a specialty center of the South-West Texas Border SBDC Network. The SBDC PTAC provides assistance to small, minority and/or woman-owned business enterprises to expand their business into federal, state, regional, county, and local markets with government agencies, and military installations. PTAC staff provides advising, training and networking opportunities through specialized classes, monthly networking meetings, matchmaking events, and one-on-one assistance.
- For assistance with bid and proposal preparation, call (210) 458-2458 or email [ptac@utsa.edu](mailto:ptac@utsa.edu) to make an appointment with a business advisor.