

City of San Antonio

ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposals, Annual Job Order Contract for HVAC Services, (RFCSP 6100005370), Scheduled to Open: January 9, 2015. Date of Issue: December 5, 2014.

FROM: Paul J. Calapa
Procurement Administrator

DATE: December 18, 2014

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, PRE-SUBMITTAL CONFERENCE:

On December 12, 2014, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Job Order Contract for HVAC Services Request for Competitive Sealed Proposals. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Are Respondents required to be SMWVBO certified in order to bid this? Or can we use the Good Faith Efforts?

Response: There are no bidding restrictions on this project. However, in order to be eligible to receive the 15 SBE Prime Contract Program incentive points, prime respondents who are certified as Small Business Enterprises (SBEs) must propose that at least 51% of the contract shall be self-performed or shall be subcontracted to other certified SBEs. To be SBEDA eligible, SBE prime respondents must be certified as SBEs through the South Central Texas Regional Certification Agency (SCTRCA) and be headquartered or demonstrate a "significant business presence" (20% of total company employees) in the San Antonio Metropolitan Statistical Area (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson counties) for at least one year.

In addition, all prime respondents must demonstrate their intent to accomplish the twenty percent (20%) Minority/Women-owned Business Enterprise (M/WBE) subcontracting requirement by submitting the Subcontractor/Supplier Utilization Commitment Form with their proposal. In the absence of a Respondent/ Vendor Subcontracting Waiver Request or Exception to SBEDA Program Requirements Request being approved by the Small Business Office, failure of a respondent to commit to satisfying the twenty percent (20%) M/WBE subcontracting goal shall render its response NON RESPONSIVE.

Question 2: Will there be any particular HVAC work that will be excluded from this contract?

Response: No. However, awarded contracts will not be exclusive.

Question 3: How are the call outs handled when there are multiple contracts?

Response: The City may, at its discretion, ask both vendors for an On Call Proposal for the work and will evaluate the responses to determine what vendor will perform the work.

Question 4: If Respondent is M/WBE certified, will that meet the 20% goal?

Response: No. See response to Question #1.

Question 5: If any HVAC work crosses over into plumbing work, does the City use the plumbing contract or can the HVAC contractor subcontract the plumbing work?

Response: City will, at its discretion, determine which contract to use on a case by case basis.



Paul J. Calapa
Procurement Administrator
Finance Department – Purchasing Division

RFCS P ATTACHMENT B

PRICE SCHEDULE

Contractor shall furnish all supervision, labor, materials, tools, supplies, equipment, transportation, bonds, insurance, including taxes, overhead and profit to perform all services necessary and required for the On Call Contracting Services (OCCS). Work requirements shall be specified in individual RFOCP, OCP and/or PO.

A. Contractor's Coefficient: Normal Working Hours	<u>1.25</u>
B. Contractor's Coefficient: Overtime Working Hours	<u>1.50</u>
C. Contractor's Coefficient off of Suggested Retail Price	<u>.01% reduction for projects over \$100,000.00</u>

Notes:

1. The City Cost Indexes (CCI) coefficient (based upon the RS Means Cost Data Catalog for San Antonio, Texas) shall be applied to the RS Means Cost Data Unit Price Book. This section is for services anticipated to be accomplished during normal working hours. Contractor's Coefficient is to be applied to RS Means Unit Price Book services anticipated to be accomplished during both normal working hours and overtime working hours.
2. The actual pricing for work performed under this contract will be based on the unit rates contained in the Unit Price, including applicable coefficients adjustments as set forth above, and the quantities mutually agreed to by Contractor and City prior to the issuance of a PO. Contractor's Coefficient shall be firm for the duration of the Contract and each optional year. The RS Means prices contained in the Unit Price Book will be replaced with the unit prices in the most current RS Means Cost Data Book.
3. For those job items not listed in the specified R.S. Means Cost Data Book, pricing shall be determined by applying the same coefficient other applicable current R.S. Means publications however, OCP must clearly identify the publication utilized. If the specific job item is not listed in any R.S. Means publications, then the price will be determined through selected Respondent's discount off of suggested retail price.

PROMPT PAYMENT DISCOUNT:

Prompt Payment Discount: 2 % 10 days (if no discount is offered, Net 30 will apply.)

Note:

Prompt Payment Discount. Provided Respondent meets the requirements stated herein. City shall take Respondent's offered prompt payment discount into consideration in scoring Respondent's Coefficient. However, the City reserves the right to reject a discount if the percentage is too low to be of value to the City, all things considered. The City may also reject a discount if the percentage is so high as to create an overly large disparity between the price City would pay if it is also to take advantage of the discount and the price City would pay if it were unable to pay within the discount period. City may also reject the discount and pay within the 30 day period, at the City sole option.

The City will not consider discounts that provide fewer than ten (10) days to pay in order to receive the discount.

For example, Payment terms of 2% 5, Net 30 will NOT be considered in bid evaluations or in the payment of invoices. However payment terms of 2% 10, Net 30 will result in a two (2%) percent reduction in the bid price during bid evaluation, and the City will take the 2% discount if the invoice is paid within the ten (10) day time period.

007 - SIGNATURE PAGE

By submitting a proposal, whether electronically or by paper, Respondent represents that:

(s)he is authorized to bind Respondent to fully comply with the terms and conditions of City's Request for Competitive Sealed Proposals for the prices stated therein;

(s)he has read the entire document, including the final version issued by City, and agreed to the terms therein;

Respondent is in good standing with the Texas State Comptroller's Office; and

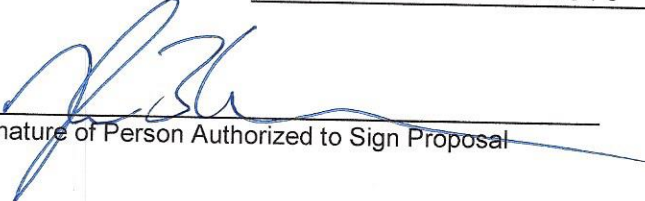
to the best of his/her knowledge, all information is true and correct.

If submitting your proposal by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

Respondent Information

Please Print or Type

Vendor ID No.	<u>10032765</u>
Signer's Name	<u>John B. Lowe</u>
Name of Business	<u>Mechanical Technical Services, Inc.</u>
Street Address	<u>10604 Sentinel Street</u>
City, State, Zip Code	<u>San Antonio, TX 78217</u>
Email Address	<u>john.lowe@csusa.us</u>
Telephone No.	<u>(210) 233-8401</u>
Fax No.	<u>(210) 233-8421</u>
City's Solicitation No.	<u>RFCSP No. : 6100005370</u>


Signature of Person Authorized to Sign Proposal

City of San Antonio
Veteran-Owned Small Business Program Tracking Form

Authority. San Antonio City Code Chapter 2, Article XI describes the City's veteran-owned small business preference program.

Tracking. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.

Certification. The City relies on inclusion in the database of veteran-owned small businesses (VOSB) maintained by the U.S. Small Business Administration to verify VOSB status; however, veteran status may also be confirmed by certification by another public or private entity that uses similar certification procedures.

Definitions.

The program uses the federal definitions of veteran and veteran-owned small business found in 38 CFR Part 74.

- The term "veteran" means a person who served on active duty with the U.S. Army, Air Force, Navy, Marine Corps, Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in line of duty or while in training status.
- A veteran-owned small business is a business that is not less than 51 percent owned by one or more veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; the management and daily business operations of which are controlled by one or more veterans and qualifies as "small" for Federal business size stand purposes.

The program uses the below definition of joint venture.

- Joint Venture means a collaboration of for-profit business entities, in response to a solicitation, which is manifested by a written agreement, between two or more independently owned and controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture.

The program does not distinguish between a veteran and a service-disabled veteran-owned business and is not limited geographically.

COMPLETE THE FOLLOWING FORM AND SUBMIT WITH YOUR BID/PROPOSAL.

INSTRUCTIONS

- IF SUBMITTING AS A PRIME CONTRACTOR ONLY, COMPLETE **SECTION 1** OF THIS FORM.
- IF SUBMITTING AS A PRIME CONTRACTOR UTILIZING A SUBCONTRACTOR, COMPLETE **SECTIONS 1 AND 2** OF THIS FORM.

City of San Antonio
Veteran-Owned Small Business Program Tracking Form

SOLICITATION NAME/NUMBER: Annual Job Order Contract for On Call HVAC Services for SAAS-RFCSP No.:6100005370

Name of Respondent:	Mechanical Technical Services, Inc.	
Physical Address:	10604 Sentinel Street	
City, State, Zip Code:	San Antonio, TX 78217	
Phone Number:	(210) 233-8401	
Email Address:	stephanie.rainbow@csusa.us	
Is Respondent certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #	N/A	
If not certified by the SBA, is Respondent certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified Respondent as a VOSB. Include any identifying certification numbers.	N/A	
Participation Percentage:	N/A	
Participation Dollar Amount:	N/A	

Is Respondent subcontracting with a business that is certified as a VOSB? (circle one)	Yes	No
Name of SUBCONTRACTOR Veteran-Owned Small Business:	N/A	
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is SUBCONTRACTOR certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is SUBCONTRACTOR certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified SUBCONTRACTOR as a VOSB. Include any identifying certification numbers.	N/A	
Participation Percentage:	N/A	
Participation Dollar Amount	N/A	

City of San Antonio
Veteran-Owned Small Business Program Tracking Form

ACKNOWLEDGEMENT

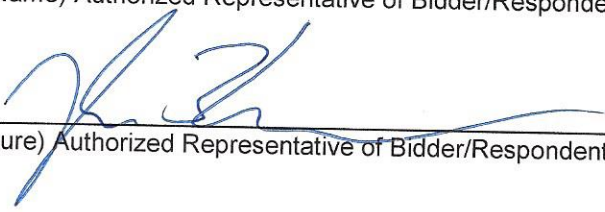
THE STATE OF TEXAS

I certify that my responses and the information provided on this Veteran-Owned Small Business Preference Program Identification Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Veteran-Owned Small Business Preference Program Identification Form may be investigated and I hereby give my full permission for any such investigation, including the inspection of business records and site visits by City or its authorized representative. I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected or contract to be terminated. I further acknowledge that providing false information is grounds for debarment.

BIDDER/RESPONDENT'S FULL NAME:

John B. Lowe

(Print Name) Authorized Representative of Bidder/Respondent


(Signature) Authorized Representative of Bidder/Respondent

Area Manager

Title

January 8, 2015

Date

This Veteran-Owned Small Business Program Tracking Form must be submitted with the Bidder/Respondent's bid/proposal.