

**City of San Antonio**

**ADDENDUM I**

**SUBJECT:** Request for Competitive Sealed Proposals, Annual Job Order Contract for HVAC Services, (RFCSP 6100008507), Scheduled to Open: February 24, 2017. Date of Issue: January 25, 2017.

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

**DATE:** February 7, 2017

**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 February 3, 2017, 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: Regarding response times, what does the City mean by "immediate service"?  
Response: "Immediate service" means the selected Respondent must meet the response times established by this RFCSP. See RFCSP Section 004 – Specifications/Scope of Services, Item B. General Information #6, "Response times for trade work will be answered within (4) hours of receiving the call by contacting the City Representative. Contractors will be required to respond by phone within **1 hour** of receiving an emergency call and respond on site within **2 hours**. The City reserves the right to determine when a call is considered an "emergency". Due to the nature of the Airport environment, Contractor must successfully maintain a staff of qualified personnel available to provide immediate service."

Question 2: Is Stinson Airport included in this contract?  
Response: Yes.

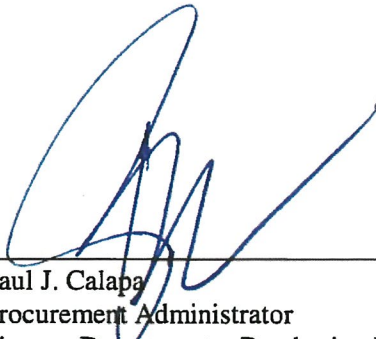
Question 3: Are there any mechanical rooms in the secured area?  
Response: Yes.

Question 4: What is the required amount of the Bid Bond?  
Response: Respondent must submit a bid bond in the amount of \$1,500.00.

Question 5:  
Response:

Will there be a bid opening?

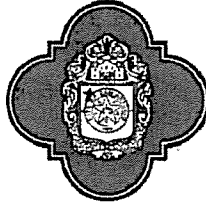
Yes. See RFCSP Section 003 – Instructions for Respondents, Proposal Opening, “Proposals will be opened publicly and the names of the respondents read aloud at 2:30 P.M. on the day the proposals are due. Proposal openings are held at Purchasing & General Services, Riverview Tower, 11<sup>th</sup> floor, 111 Soledad, Suite 1100, San Antonio, Texas 78205. However, in accordance with state law, the contents will not be revealed until after the contract is awarded.”



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Paul J. Calapa  
Procurement Administrator  
Finance Department – Purchasing Division





## City of San Antonio

### ADDENDUM II

**SUBJECT:** Request for Competitive Sealed Proposals, Annual Job Order Contract for HVAC Services, (RFCSP 6100008507), Scheduled to Open: February 24, 2017. Date of Issue: January 25, 2017.

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

**DATE:** February 22, 2017

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II 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: Would you please provide the most recent past bid tabulation for the current / most recent contract for On Call HVAC Services for the San Antonio Airport System?  
Response: See Score Matrix at <https://sanantonio.legistar.com/LegislationDetail.aspx?ID=2254528&GUID=30A46EEA-DF1D-4F64-94BD-CBD8F0FE3D61>
- Question 2: Who is the current / most recent service provided for these HVAC services?  
Response: See Ordinance 2015-04-09-0274 at <https://sanantonio.legistar.com/LegislationDetail.aspx?ID=2254528&GUID=30A46EEA-DF1D-4F64-94BD-CBD8F0FE3D61>
- Question 3: How long has the current / most recent service provider been under contract with the airport for these HVAC services?  
Response: See Ordinance 2015-04-09-0274 at <https://sanantonio.legistar.com/LegislationDetail.aspx?ID=2254528&GUID=30A46EEA-DF1D-4F64-94BD-CBD8F0FE3D61>
- Question 4: Is the current / was the most recent service provider under the rates shown in their original bid?  
Response: Yes.

Question 5:


What is the average annual contract billings for this contract?

Response:

For FY2015 (April 9, 2015) – September 30, 2015), the Purchase Orders totaled approximately \$30,600.00.

For FY2016 (October 1, 2015 – September 30, 2016), the Purchase Orders totaled approximately \$157,462.00.

For FY2017 Y-T-D (October 1, 2016 – February 21, 2017), the Purchase Orders have totaled approximately \$895,535.00.



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Paul J. Calapa  
Procurement Administrator  
Finance Department – Purchasing Division

