



ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposal – Auction Services for Auto Vehicles & Equipment, (RFCSP 18-013, 6100009871), Scheduled to Close: Friday, February 9, 2018; Date of Issue: Wednesday, January 10, 2018

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: January 30, 2018

THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL

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

1. **Add:** Pre-Submittal Conference SBEDA Presentation, this document will be posted as a separate file.
2. **Add:** Pre-Submittal Conference Sign-In Sheet, this document will be posted as separate file.

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

On Wednesday, January 17, 2018, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Auction Services for Auto Vehicles & Equipment 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: For clarification, the document states this is an "annual" contract however in the term of the document it states this is a three year contract, please clarify.
Response: The City has identified this RFCSP as an annual contract with an initial contract term for three (3) years with an additional one (1) year renewal option.
- Question 2: When does the current contract expire?
Response: The current contract for these services expires on June 30, 2018.
- Question 3: What is the anticipated timeline for this to be taken to Council?
Response: The City anticipates staff will have an award recommendation for a March 2018 Council date.
- Question 4: As mentioned in the Scope of Services, the auctioneer will provide services on a weekly basis, is this optional? Would this be pickups only or pickups and sales?
Response: The general public must have access to view vehicles on a weekly basis as a required minimum. As part of your submission please refer to Page 32 in the RFCSP document under Attachment A, Part Three - Proposed Plan, and submit a detailed marketing plan for proposed auction sales. In addition, please refer to Page 13, "Auctioneer shall be able to provide auctions that are available to the general public on a weekly basis and shall provide proof of such ability. The City will not guarantee a minimum or maximum number of vehicles that will be provided for each auction." See Page 12 for types of equipment to be sold.

- Question 5: Regarding the time of notice, is there a 24 hour requirement to have the vehicle/equipment moved? Is there flexibility? Is 1-3 days reasonable?
 Response: Vehicle retrieval is flexible based on what is coordinated at the point of service. Please refer to CSP document, Page 12 – 1st paragraph, “This contract will provide management services to coordinate retrieval of the item.”
- Question 6: Is online only an option? Is there a strict requirement for these services?
 Response: This remains a requirement because some equipment is best marketed outside of the metropolitan area and/or state.
- Question 7: Regarding duplicate titles, is this something that the contractor will need to do?
 Response: No, the contractor is not able to obtain a title on the City’s behalf.
- Question 8: Are there any restrictions on purchases regarding federal grants under this contract?
 Response: Any granting issue will be cleared up before it is sent to auction for disposition.
- Question 9: Payment Provisions – if the City gets paid within 3 days based off Credit and Pin based transactions, how is an all cash transaction get reconciled through this contract – through the City or not through City accounts? Within the Credit Card process is it bank account to the City or through the contractor? Who is responsible for the fees and payment to the Credit Cards?
 Response: Sales fees to Auctioneer shall be all inclusive, refer to CSP document - Page 33, “Auctioneer’s Sales Fee must include Auctioneer’s total price to provide the City with services requested under this RFCSP, with the exception of those charges allowed under Item 2 [Vehicle Preparatory Service Fees]. If Auctioneer lists additional charges separately, Auctioneer’s proposal will be disqualified from consideration.” The City does not accept debit transactions. The City processes credit card transaction through its merchant banking processor, Chase Paymentech, who credits the City with gross sales to a designated City bank account and charges the City for credit card services and fees.
- Question 10: To confirm the USB drive that we submit as part of our proposals, that includes the entire response - all documents?
 Response: Yes.
- Question 11: We would like to know the lump sum fees for the years of 2014, 2015, 2016, and 2017 for each year?
 Response: The City, at this time, has access to the total cost of fees under this contract which is \$332,472.85. This amount is from April 2014 through mid-January 2018.
- Question 12: Regarding the pricing schedule, do you foresee any modifications or extension at this time?
 Response: No.
- Question 13: What is the service that is most important to the City for the contractor under this contract?
 Response: Please refer to the Page 11 – Evaluation Criteria in the RFCSP document for reference on how much weight will be considered under the evaluation of your response.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

- Question 14: With Attachment A, Part Two - we are required to provide samples of all sales, titles transfers, billing, and site documentation. Do these samples count towards the 10 page proposal limit? Or can these be provided as exhibits and not count towards the page limit?
 Response: Please do not count these samples as part of the 10 page limit. You may submit as exhibits to your proposal response.

Question 15: On Page 13, Section A - Services and Facilities, at the bottom of the first paragraph the RFP states "Auctions must offer a mobile application compatible with the iPhone and Android smart phones." For costing purposes, could you please provide the 3 year historical data on the number of vehicles sold through a mobile application?

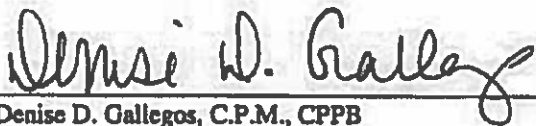
Response: This data is not collected by the City of San Antonio.

Question 16: On Page 13, Section A - Services and Facilities, in paragraph 3 the RFP states "Auctioneer must offer pre-sale certification for sellers..." Could you please expand on this service? Does the City require a pre-sale certification? Is it different that the standard auction condition report that is used for marketing purposes? And if so please note that there is no line item provided to price this service.

Response: A condition report with photos to identify what is being sold that has been inspected by the Auctioneer is required. This shall not be confused with certified pre-owned or other warranty promotion. All Sales fees to be paid by the City to Auctioneer shall be all inclusive, see Page 33 of CSP document.

Question 17: On Page 13, Section A - Services and Facilities, in paragraph 4 the RFP states "Auctioneer must have a reconditioning center that provides full or partial reconditioning, de-identifying services, tire services bays, frame and inspection bay" Is this a required facility? If so can you expand on the specification of this facility? And please note there is no line item provided to price any of the recondition services.

Response: The contractor is not expected to perform any mechanical or reconditioning work. Contractor must have the means and facility to perform inspections that is professional and safe for its employees. Open lot grass storage or use of vehicle jack stands are examples of services and facilities that are insufficient for contract award. Respondent is expected to clearly identify the services and facilities that define it as a quality auction house. Respondent must also demonstrate that it has the means, facilities, and space to manage the volume of this contract in addition to its other auction sales.



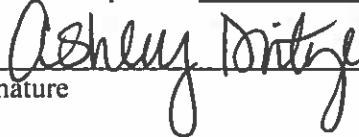
Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Date 1-30-18

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Signature