



City of San Antonio

ADDENDUM I

SUBJECT: Request For Competitive Sealed Proposal for Annual Contract for Elevator and Escalator Preventive Maintenance for Various Locations, (RFCSP 17-027 6100008857), Scheduled to Open: June 16, 2017; Date of Issue: May 8, 2017

FROM: Paul J. Calapa, Procurement Administrator

DATE: June 12, 2017

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

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

1. Section 004 – Specifications / Scope of Services, revised to read as:

"The City of San Antonio is soliciting proposals for a contractor to provide a full service maintenance agreement (including parts, with some exceptions) for electric drive and hydraulic elevators, escalators, and dumbwaiters in accordance with the specifications listed herein. The facilities are located throughout the City of San Antonio, TX. This service is required to establish a maintenance program that will preserve the safety and functionality of this equipment at various City Facilities. The elevators, escalators, and dumbwaiter systems shall be referred to jointly herein as "the Equipment". Full service maintenance shall be performed monthly on all equipment at all locations.

The intent of this solicitation is to maintain the Equipment in accordance with industry standards and "industry best" practices by having an effective and efficient operating system at each facility and parking garages. Preserving and maintaining the condition, appearance, and performance of the Equipment in keeping with its intended design and operational standards will ensure safe, consistent, and reliable functionality; optimum performance; maximum beneficial usage; and extended life cycle (prolonging its usable "life")."

2. ADD: Attachment O – Small Business Economic Development Advocacy (SBEDA) Presentation.

3. ADD: Attachment P - 05/16/17, Pre-Submittal Conference Sign-in Sheets.

On May 16, 2017 the City of San Antonio hosted a Pre-Submittal conference to provide information and clarification for the referenced Request for Competitive Sealed Proposal. Below is a list of questions that were asked at the pre-submittal conference and the Small Business Economic Development Advocacy (SBEDA) presentation. The City's official response to questions asked is as follows:

1. **Question 1:** In order to create a monthly preventive maintenance schedule, how will vendors know about events that will be scheduled during normal working hours Monday through Friday at specific locations?

Response: Vendors will be notified by the CDDR of any scheduled events that will prevent preventive maintenance from being scheduled during normal working hours for that day at that location.

2. **Question 2:** When is testing expected to be done?

Response: Refer to Section 004 - Specifications /Scope of Work, 4.13 Work Hours, #5, page 36.

3. **Question 3:** How often is the preventive maintenance to be done for the equipment?

Response: All preventive maintenance services are to be performed monthly; Refer to amended Section 004 - Specifications /Scope of Work, 4.01 Scope, paragraph one.

4. **Question 4:** How are after hour emergency service requests handled?

Response: Refer to Section 004 - Specifications /Scope of Work, 4.19 Services and Response Time, Emergency Service, #2, page 38.



Paul J. Calapa
Procurement Administrator
Finance Department, Purchasing Division

PC/mab





City of San Antonio

ADDENDUM II

SUBJECT: Request For Competitive Sealed Proposal for Annual Contract for Elevator and Escalator Preventive Maintenance for Various Locations, (RFCSP 17-027, 6100008857), Scheduled to Open: June 16, 2017; Date of Issue: May 8, 2017

FROM: Paul J. Calapa, Procurement Administrator

DATE: June 13, 2017

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

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

1. **THE BID OPENING IS HEREBY EXTENDED TO JUNE 23, 2017 at 2:00 P.M. CT**

A handwritten signature in blue ink, appearing to be 'Paul J. Calapa', written over a horizontal line.

Paul J. Calapa
Procurement Administrator
Finance Department, Purchasing Division

PC/mab

A handwritten signature in blue ink, appearing to be 'Hope L. Evans', written in a cursive style.



City of San Antonio

ADDENDUM III

SUBJECT: Request For Competitive Sealed Proposal for Annual Contract for Elevator and Escalator Preventive Maintenance for Various Locations, (RFCSP 17-027 6100008857), Scheduled to Open: June 23, 2017; Date of Issue: May 8, 2017

FROM: Paul J. Calapa, Procurement Administrator

DATE: June 19, 2017

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

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

1. RFCSP Attachment B, Price Schedule is hereby removed and replaced with RFCSP Attachment B, Price Schedule Revision 1 Dated 6/19/17, a copy of which is attached hereto and incorporated herein for all purposes.

2. Section 004 – Specifications / Scope of Services, 4.08 Contractor General Requirements, #4 revised to read as:

“Provide a letter from the manufacturer that the contractor is certified to perform the requirements of this solicitation with your proposal response and notify the City of any changes during the term of the contract. (See section 4.9 PROOF OF LICENSING AND CAPABILITY and 4.12 SUBMITTALS).”

3. Section 004 – Specifications / Scope of Services, 4.19 Services and Response Time, #5 Standby Services revised to read as:

“Event standby services shall be provided on an as needed basis based on facility event needs and paid in accordance with the hourly rates shown on the Price Schedule. Event standby services means Contractor shall have mechanics present in the building during an event, on standby to provide services, if needed. The CDDR may designate the number of Contractor personnel required to be on site during such an event. Contractor shall not charge any additional hourly labor rates (such as hourly labor rates for non-covered repairs) for repairs made while Contractor is performing Event Standby Services. Contractor shall be given a minimum of a one (1) day notice of a scheduled event that requires standby services.”

4. Section 004 – Specifications / Scope of Services, 4.10 Delivery of Services, P. Status of Equipment Notification Requirement, #3 revised to read as:

“Whenever any Equipment is placed out-of-service for any reason; the unit must be restored to full service within two (2) calendar days. Service Credits will be invoked for any unit that is not functioning after the two day period (see Section 4.20).”

5. Section 004 – Specifications / Scope of Services, 4.06 Locations and Equipment to be Maintained, first paragraph is revised to read as:

“The City of San Antonio may delete locations and/or equipment during this contract. The designated locations are listed below”

6. Section 004 – Specifications / Scope of Services, 4.22 Special Conditions, #4 revised to read as:

“The City reserves the right to delete locations during the contract term. The City will advise Contractor of the deletion of any locations, any old items, and when service shall be terminated for deleted items.”

7. Section 005 – SUPPLEMENTAL TERMS & CONDITIONS, Incorporated Attachments revised to read as:

Incorporation of Attachments.

Each of the attachments listed below is an essential part of this contract, which governs the rights and duties of the parties, incorporated herein by reference, and shall be interpreted in the order of priority as appears below, with this document taking priority over all attachments:

- Attachment A – Part One – General Information
- Attachment A – Part Two – Experience, Background and Qualifications
- Attachment A – Part Three – Proposed Plan
- Attachment B – Price Schedule
- Attachment C – Contracts Disclosure Form
- Attachment D – Litigation Disclosure Form
- Attachment E – Small Business Economic Development Advocacy (SBEDA) Program
- Attachment F - Subcontractor/Supplier Utilization Plan
- Attachment G - Veteran Owned Small Business Preference Program (VOSBPP) Ordinance
- Attachment H – Veteran-Owned Small Business Preference Program Tracking Form
- Attachment I – HB 1295 Certificate of Interested Parties
- Attachment J – Non-Discrimination Ordinance Language
- Attachment K – Equipment ID and Location
- Attachment L - Prevailing Wage Rates
- Attachment M - Criminal Justice Information Services
- Attachment N – Working with COSA – Keys to faster payments
- Attachment O – Small Business Economic Development Advocacy (SBEDA) Presentation
- Attachment P - 05/16/17, Pre-Submittal Conference Sign-in Sheets
- Attachment Q – Proposal Checklist



Paul J. Calapa
Procurement Administrator

Finance Department, Purchasing Division

****Vendor Acknowledgement****

Date 6/20/17
Company Name EMR Elevator, Inc.
Address 2320 Michigan Court
City/State/Zip Code Antioch, TX 76016
Signature [Handwritten Signature]

PC/mab