



City of San Antonio

ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposals for SAPL Media, Cataloging and Digital Processing Services, (RFCSP 17-056, 6100008595), Scheduled to Close: Friday, June 16, 2017; Date of Issue: Friday, May 12, 2017

FROM: Paul Calapa
Procurement Administrator

DATE: May 23, 2017

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

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. **Add:** Pre-Submittal Conference Sign-In Sheets, this document will be posted as a separate file.
2. **Add:** Economic Development Department Small Business Office presentation for Annual Contract for Media Materials, Cataloging, and Digital Processing for San Antonio Public Library
3. **Replace:** Section 005 – SUPPLEMENT TERMS & CONDITIONS, Insurance, Paragraph A with the following:

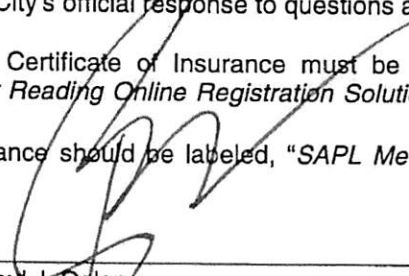
A) Prior to the commencement of any work under this Agreement, Vendor shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the City's Finance Department, which shall be clearly labeled "*SAPL Media, Cataloging and Digital Processing Services*" in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must be signed by the Authorized Representative of the carrier, and list the agent's signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City's Finance Department. No officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007. PRE-SUBMITTAL CONFERENCE:

On May 23, 2017, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the SAPL Media, Cataloging and Digital Processing 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: On Page 20 of the RFCSP, it states that a Certificate of Insurance must be submitted to the Finance Department and clearly labeled "*SAPL Summer Reading Online Registration Solution*." Can you clarify if that information is correct?

Response: The label is incorrect. The Certificate of Insurance should be labeled, "*SAPL Media, Cataloging and Digital Processing Services*."


Paul J. Calapa
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Finance Department – Purchasing Division

Addendum acknowledged


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