



City of San Antonio

ADDENDUM III

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

FROM: Paul Calapa
Procurement Administrator

DATE: June 8, 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. **Replace: Attachment A, Part II – Experience, Background & Qualifications and Part III – Proposal Plan & Solution has been modified.**
2. **Replace: Attachment E – Utilization Plan**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATIONS:

Question1: The Conflict of Interest Questionnaire – does that form needed to be filled out if our company has no business relationship with a local governmental entity? I'm familiar with the form and have, in the past with other situations, just noted 'NONE' – had it signed and returned as noted.

Response: The form will need to be completed and submitted to the Office of the City Clerk.

Question 2: Attachment A (Parts I, II & III), Part Two (Experience, Background, Qualifications) and Part Three (Proposed Plan) appears to be focused on Landscaping services. Has this been revised to reflect the Library's Media need?

Response: Attachment A, Part II – Experience, Background & Qualifications and Part II – Proposal Plan & Solution has been replaced and modified.

Question 3: For the hard copy submission: 1 original signed in ink copy with Tabs (all) in binder; 10 hard copies (not in binder) but with Tabs – General Information Form, Experience, Background and Qualifications, Proposed Plan & Solution, Contracts Disclosure Form, Litigation Disclosure Form, Certificate of Interested Parties, Proof of Insurance, Financial Information, Signature Page, Proposal Checklist? Binder Clipped together ok? 1 electronic copy of all in PDF format (one flowing document with all required paperwork) on a flash drive.

Response: The copies should include the following: Table of Contents, Executive Summary, General Information, Experience, Background & Qualification, Proposed Plan/Solution, Contracts Disclosure Form, and Signature

Page.

Question 4: What is the NIGP Code for this solicitation – 17056?

Response: The NIGP Code used for this solicitation is 95610.

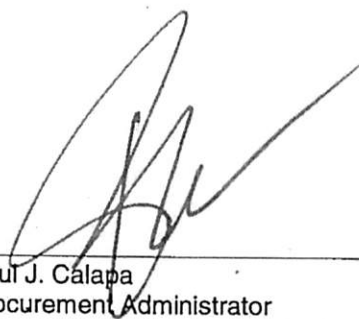
Question 5: Attachment E – Utilization Plan appears to be incorrect as it states SAPL Summer Reading Online Registration Solution.

Response: Attachment E has been replaced.

Addendum acknowledged:



Jeff Jankowski, Vice President



Paul J. Calapa
Procurement Administrator
Finance Department – Purchasing Division