

## City of San Antonio

### ADDENDUM I

**SUBJECT:** Request for Competitive Sealed Proposal, Annual Contract for Acreage Shredding, (RFCSP 6100008688; 17-086), Scheduled to Open: September 6, 2017. Date of Issue: August 2, 2017.

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

**DATE:** August 18, 2017

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

### **QUESTIONS SUBMITTED IN ACCORDANCE WITH 6100008688, ANNUAL CONTRACT FOR ACREAGE SHREDDING:**

**Question 1:** How many shredding cycles/calls are involved per year?

**Response:** 4 cycles/calls per year for the Aviation Department and 12 cycles/calls per year for the Fire Department.

**Question 2:** Will there be a possibility for more cycles/calls per year?

**Response:** ~~The quantity of cycles/calls stated in the solicitation document are estimated annual quantities.~~ There is a possibility for more or even less cycles/calls per year, but for pricing purposes the estimated annual quantity shall be 4 cycles/calls per year for the Aviation Department and 12 cycles/calls per year for the Fire Department as stated in RFCSP Attachment B, Price Schedule.

**Question 3:** The solicitation states that the completion of each task order shall be within 5 business days. Is this for the Aviation Department only?

**Response:** Yes.

**Question 4:** Will there be any trimming along fence lines?

**Response:** There will be minimal fence line trimming at Aviation because Aviation staff regularly applies herbicides the fence lines. Fire facilities will need trimming along fence lines, if applicable.

**Question 5:** Will there be litter pickup?

**Response:** Yes, "Contractor shall pick up and legally dispose of all litter at each location upon completion of each service call" as stated in RFCSP Section 004-Specifications/Scope of Services, Acreage Shredding Service Requirements.

**Question 6:** Is tree trimming involved?

**Response:** No, not for this solicitation.

**Question 7:** Are there any drop offs on any of the properties to be mowed?

**Response:** Yes, there are in some areas, particularly on the sites near and around Salado Creek. These location sites are on pages 3 and 4 of RFCSP Attachment K – Site Locations and Related Map Diagrams.

**Question 8:** Can the Contractor leave equipment on site for the next day?

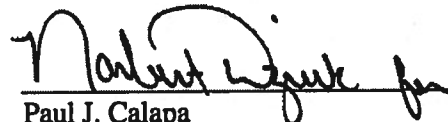
**Response:** Yes, for the Aviation Department. However, equipment will need to be moved to a gated and secure area through coordination with the Facilities Manager.

**Question 9:** How many shredders have been typically used in the past for each work order?

**Response:** Usually about 3 shredders.

**Question 10:** Can the City provide a copy of the SBEDA Program Summary that was presented at the Pre-Submittal Meeting?

**Response:** See Exhibit A to this Addendum I.

  
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Paul J. Calapa  
Procurement Administrator  
Finance Department, Purchasing Division

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## EXHIBIT A TO ADDENDUM I

### **A/C for Acreage Shredding Pre Submittal Meeting August 15, 2017**

#### **Emerging Small Business Enterprise (ESBE) Prime Contract Program - 10 Points**

- ESBE prime respondents certified with the South Central Texas Regional Certification Agency (SCTRCA) and headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA) responding to this solicitation as the Prime Contractor proposing at least 51% ESBE participation (Prime and /or Subcontractor) will receive **ten (10) evaluation criteria points, and**

#### **Minority and/or Women-Owned Business Enterprise (M/WBE) Prime Contract Program - 10 Points**

- Certified M/WBE firms headquartered or having a Significant Business Presence within SAMSA responding to this solicitation as the Prime Contractor proposing at least 51% M/WBE participation (Prime and/or Subcontractor) will receive **ten (10) evaluation criteria points.**
- ***NO evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime Contractors through subcontracting to certified SBE or M/WBE firms.***

#### **Eligibility Criteria**

- Certified through the South Central Texas Regional Certification Agency (SCTRCA): **SBE and M/WBE**
- Perform a commercially-useful function (*see definition in the solicitation*)
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the **SAMSA** (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for **at least one year**

#### **Waivers & Exceptions**

- A Respondent may request, for good cause, a full or partial Waiver of a specified **subcontracting goal** included in this solicitation by submitting the ***Subcontracting Goal- Waiver Request*** form **with** its solicitation response.
  - Form is available at <http://www.sanantonio.gov/SBO/Forms.aspx>
  - **The Respondent's Waiver request must fully document** Sub-consultant unavailability despite the Respondent's good faith efforts to comply with the goal. Such documentation shall include all good faith efforts made by Respondent including, but not limited to, which Sub-consultants were contacted (with phone numbers, e-mail addresses and mailing addresses, as applicable) and the method of contact.
  - **Late Waiver requests will not be considered.**
- A Respondent may, for good cause, request an Exception to the application of the SBEDA Program if the Respondent submits the ***Exception to SBEDA Program Requirements Request*** form **with** its solicitation response
  - Form is available at <http://www.sanantonio.gov/SBO/Forms.aspx>.
  - **The Respondent's Exception request must fully document why:**
    - (1) the value of the contract is below the \$50,000 threshold for application of the SBEDA Program; or

- (2) no commercially-useful subcontracting opportunities exist within the contract scope of work; or
- (3) the type of contract is outside of the scope of the SBEDA Ordinance.
- **Late Exception Requests will not be considered.**
- For Waivers or Exceptions, contact [Aviation.SBO@sanantonio.gov](mailto:Aviation.SBO@sanantonio.gov)

#### **Central Vendor Registry (CVR)/San Antonio eProcurement System (SAePS)**

- All vendors wishing to do business with the City are encouraged to register in SAePs which serves as the City's Central Vendor Registry (CVR).
  - To begin the registration process, please go to:  
<http://www.sanantonio.gov/purchasing/SAePS.aspx>
  - For technical assistance please call (210) 207-0118.
- Please visit the City of San Antonio's Vendor Listing to view or download SBEDA eligible certified vendors and non-certified vendors at  
<http://www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>

#### **Exception to Communications:**

- There is no restriction on communication with the solicitation period for SBEDA-specific questions. Respondents may contact Aviation Business Development staff for assistance or clarification with SBEDA issues for the specified project. Contacting her or her office regarding this RFQ **after** the proposal due date is not permitted.

#### **Business Development SBEDA Program Contacts**

Business Development Enterprise staff can assist with priority certification while solicitation is open and finding certified firms if needed. For information, contact:

- [Aviation.SBO@sanantonio.gov](mailto:Aviation.SBO@sanantonio.gov);
- Business Development Coordinator Barbara Trevino at **210.207.3592** /  
[Barbara.Trevino@sanantonio.gov](mailto:Barbara.Trevino@sanantonio.gov) or
- Business Development Coordinator Joe Gonzales at **210.207.3826** /  
[Joseph.Gonzales2@sanantonio.gov](mailto:Joseph.Gonzales2@sanantonio.gov)