



City of San Antonio

ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposal for Annual Contract for Preventive Maintenance and Repairs of HVAC - Citywide - (RFCSP 18-006, 6100009580), Scheduled to Open: December 13, 2017; Date of Issue: November 13, 2017

FROM: Paul J. Calapa, Procurement Administrator

DATE: November 21, 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. RFCSP Attachment B, Price Schedule is hereby removed and replaced with RFCSP Attachment B, Price Schedule Revision 1 Dated 11/21/2017, a copy of which is attached hereto and incorporated herein for all purposes.
Respondent must complete and submit Attachment B, Price Schedule Revision 1 Dated 11/21/2017 with Respondent's proposal.
2. **ADD:** Attachment R - Pre-Submittal Conference Sign-in Sheet, dated November 17, 2017. Posted as a separate document.
3. **ADD:** Attachment S - Small Business Economic Development Advocacy (SBEDA) Presentation. Posted as a separate document.
4. RFCSP – Section 004 – Specifications/Scope of Services, 4.1 BACKGROUND, 2nd paragraph, is amended to read as; “Contractors can submit a bid for one Group or all five Groups, or any combination thereof, but must submit a bid price on every line item listed within a Group on Attachment B – Price Schedule Revision 1 Dated 11/21/2017. For Example: Group 1 includes Line Item #1, Fire Station #1, through Line Item #64, Corrective Repair Parts for Group 1. Contractor must submit a price for all line items to be considered responsive for Group 1. No partial bid submission within Groups will be accepted.”
5. RFCSP – Section 004 – Specifications/Scope of Services, 4.1 BACKGROUND, 4th paragraph, is amended to read as; “City may award a contract by Group number(s) possibly resulting in multiple service contracts under this solicitation. Only one contractor award per Group.”
6. RFCSP – Section 004 – Specifications/ Scope of Services, 4.1.2 Definitions, 10. Emergency Service Calls, c) is amended to read as; “For any location listed herein, the CDDR will identify to the Contractor that this is an emergency service call and contractor shall provide the service as an emergency service call.”
7. RFCSP – Section 004 – Specifications/ Scope of Services, 4.4 Work Hours, 4.4.1, is amended to read as; “Scheduled preventive maintenance shall be performed during Standard Work Hours, defined as Monday through Friday, 8:00 AM – 5:00 PM for all departments except Department of Human Services; Department of Human Services Standard Work Hours are 7:00 AM – 4:00 PM.”

8. **Attachment A, Part Three, Proposed Plan is hereby removed and replaced with RFCSP Attachment A, Part Three Revision 1 Dated 11/21/2017.**
9. **RFCSP Attachment K, HVAC Equipment List, is hereby removed and replaced with RFCSP Attachment K, HVAC Equipment List, Revision 1 Dated 11/21/2017, a copy of which is attached hereto and incorporated herein for all purposes.**

On November 17, 2017, the City of San Antonio hosted a Pre-Submittal Conference and Site Tour to provide information and clarification for the Annual Contract for Preventive Maintenance and Repairs on HVAC – Citywide. Below is a list of questions that were asked at the pre-submittal conference and the Small Business Economic Development Advocacy (SBEDA) Program presentation. The City's official responses to questions asked are as follows:

Question 1: With some Groups more extensive than others, will there be multiple contract awards for the same Group?

Response: City anticipates multiple contract awards; however, only one (1) Contractor will be awarded per Group. Refer to Section 004 – Specifications/ Scope of Services, 4.1 Background, paragraph 2, last line; “No partial bid submission within Groups will be accepted.”

Question 2: Are respondents able to pick and choose the locations we want to bid on?

Response: Respondents may bid on whichever Group they choose, but must bid on all the locations within that same Group or their bid will not be accepted. Refer to Section 4.1 Background, paragraph 2, last line; “No partial bid submission within Groups will be accepted.”

Question 3: If we have a question at the site visit, where do we send questions to?

Response: Refer to Section 004- Specifications/Scope of Services, 4.13: Bidders shall submit all questions in writing to Maria Blake at maria.blake@SanAntonio.gov. City's official response to questions will be addressed via an addendum. Any information provided by the departments is not binding.

Question 4: What are the response times for Corrective Repairs – Emergency, Urgent, and Routine?

Response: Refer to Section 004 – Specifications/Scope of Services,

“4.16.6 Emergency Services – Corrective Repairs

- a) The Contractor shall acknowledge and provide a response to the CDDR's request within fifteen (15) minutes of the time the CDDR places the phone call and sends the email.
- b) Contractor technician shall be present and on-site at requested location, within sixty (60) minutes, one (1) hour, of CDDR having placed the phone call and sent the email, regardless of the date, day or time (holidays, weekends or nights).

4.16.7 Urgent Services – Corrective Repairs - Same service standards as emergency service calls apply with the exception of response time.

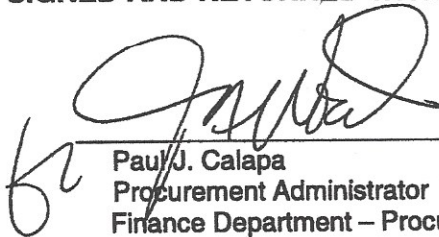
- a) Contractor shall acknowledge and provide a response to the CDDR's request within fifteen (15) minutes of the time the CDDR places the phone call and sends the email.
- b) Contractor technician shall be present and on-site at requested location, within two (2) hours of CDDR having placed the phone call and sent the email, regardless of the date, day or time (holidays, weekends or nights).

4.16.8 Routine Services – Corrective Repairs - Same service standards apply, as emergency and urgent calls, with the exception of response time.

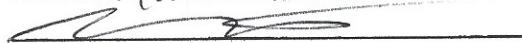
- a) Contractor shall acknowledge and provide a response to the CDDR's request within fifteen (15) minutes of the time the CDDR places the phone call and sends the email.
- b) Contractor technician shall respond on site within twenty-four (24) hours of receiving the notification during the week and holidays.”

- Question 5:** Will City provide scissor lift for those locations that require it?
- Response:** Refer to Section 004 – Specifications/Scope of Services, subsection 4.12.2.11 "Scissor Lift equipment or other lifting equipment used for reaching units located in high places is Contractor's responsibility, and shall be at Contractor's sole cost. No additional cost shall be billed to City."
- Question 6:** At which locations are scissor lifts needed?
- Response:** Refer to Section 004 – Specifications/Scope of Services, subsection 4.12.2.11: "The list of locations requiring scissor lifts is provided for reference only. City does not guarantee its complete accuracy. Bidders are encouraged to inspect each facility prior to submitting a bid, and will be held to the prices bid, even if scissor lift locations are not properly identified herein. The locations are as follows:
- a) Frank Garrett Community Center
 - b) All Fire Stations except Fire Station No. 12
 - c) Market Square air handler units"
- Question 7:** How many locations are included in the Scope of Work and do you have a list of the equipment at each location?
- Response:** Refer to Section 004 – Specifications/Scope of Services, subsection 4.13, City Departments and Respective HVAC Units: "RFCSP Attachments supply bidders with the required listing of all units to be serviced by this contract. Bidders are encouraged to familiarize themselves with the Attachments and the amount of labor, materials, and equipment that will be required in the performance of the work under this contract **PRIOR** to placing a bid. Contractor shall carefully examine these specifications and, if necessary, secure from the City any additional information that may be a requisite to a clear and full understanding of the work. Attachment K is the HVAC equipment lists and provides the equipment at each location. Attachment P is the filters list and provides the filters at each of the locations."
- Question 8:** Does bidder's price need to be in accordance with RS Means?
- Response:** No.
- Question 9:** Will all repairs greater than \$3,000.00 be bid out?
- Response:** Refer to Section 004 – Specifications/Scope of Services, 4.1.2 Definitions, 7. Corrective Repairs paragraph, last sentence: "For any corrective repair exceeding \$3,000.00, the City reserves the right to obtain quotes from other parties."
- Question 10:** Does giving points to a small business put the bigger businesses at a disadvantage?
- Response:** Response will be provided in a future Addendum.

****THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID PACKAGE****


Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division

"Vendor Acknowledgement"

Date: 12/12/17
Company Name: Republic Air and Heating
Address: 2315 Munasa Blvd
City/State/Zip Code: San Antonio TX 78245
Signature: 

PC/lb