



ADDENDUM I

SUBJECT: Annual Contract for Custodial Services at La Villita, Market Square, Centro de Artes Building, Downtown Lavatory, Centro Information Center, San Antonio Garden Center and Brush Recycling Centers, RFCSP 17-116, RFX 6100009414, Scheduled to Open: February 23, 2018; Date of Issue: January 22, 2018

FROM: Paul J. Calapa, Procurement Administrator

DATE: February 8, 2018

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. **Change:** Section 004 – Specifications/Scope of Services, 4.3.2 Market Square Minimum Personnel Requirements, 2nd shift, is revised to read as follows:

“Three custodians Monday-Friday from 2:30 p.m. to 11:00 p.m.; Five custodians Saturday-Sunday from 2:30 p.m. to 11:00 p.m.”

2. **Change:** Section 004 – Specifications/Scope of Services, 4.18 Public Operating Hours/Custodial Cleaning Staff Hours/Approximate Square Footage: Centro Information Center - Custodial Cleaning Staff Hours -is revised to read as follows:

“Daily- Beginning at 7:15 a.m., with site checks at 11:15 am, 2:15 pm, 5:15 pm, and 8:15 pm.”

3. **Add:** Attachment O - Small Business Economic Development Advocacy (SBEDA) Program Presentation. This document is attached as a separate document.
4. **Add:** Attachment P - Pre-submittal Conference Sign In Sheet, dated January 30, 2018. This document is attached as a separate document.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE

On January 30, 2018 the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the referenced Annual Contract for Custodial Services at La Villita, Market Square, Centro de Artes Building, Downtown Lavatory, Centro Information Center, San Antonio Garden Center and Brush Recycling Centers. Below is a list of questions that were asked at the pre-submittal conference and Small

Business Economic Development Advocacy (SBEDA) program presentation. The City's official response to questions asked is as follows:

Question 1: On the minimum personnel requirements for Market Square 2nd shift for- Saturday – Sundays, should the hours be 3:30 to 11:00 p.m.?

Response: Please refer to Item 1 above in this addendum.

Question 2: Can the times for custodial services at the Downtown Lavatory & Centro Information Center be changed so that they have different custodial beginning times?

Response: Yes, please refer to Item 2 above in this addendum.

Question 3: Will Parking be available at La Villita for the site visit?

Response: Yes, free parking was provided for the bidders at La Villita for site visit.

**THE FOLLOWING QUESTIONS WERE ASKED DURING THE SITE VISITS THAT IMMEDIATELY
FOLLOWED THE PRE-SUBMITTAL CONFERENCE**

Market Square/Farmers Market/El Mercado/Centro de Artes Building

Question 4: In the back area of Market Square Food court, does the low lying area which is susceptible to storm water flooding required to be cleaned by custodial staff?

Response: Yes. During heavy rains, the low lying vendor area on the southwest side at Market Square floods and will require custodial services. Additional staff can be brought in and reimbursed as per Item II of the price schedule. Refer to Section 004 – Specifications / Scope of Services, 4.8, Extended/Emergency Services Hours in the RFCSP document.

Question 5: Do the pillars located outside the Farmer Market Food Court – west entryway (beneath expressway) require power washing?

Response: No. Only the pavement is required to be power washed.

Question 6: When is the bird droppings required to be washed down along the walkway areas of Market Square?

Response: Please refer to Section 004 – Specifications / Scope of Services, 4.19.15, Wash Down, in the RFCSP document.

Question 7: How are issues with homeless sleeping on the premises handled?

Response: Contractor is not to engage the homeless.

Question 8: Inside the Farmers Market – El Mercado, what is the area of custodial responsibility?

Response: Please refer to Section 004 – Specifications / Scope of Services, 4.18, Routine Cleaning Tasks in the RFCSP document. Common areas that need to be serviced include, but are not limited to walkways, breeze ways, alleys and driveways.

Question 9: Does the contractor have any office space at Market Square to utilize computer?

Response: No. Please refer to Section 004 – Specifications / Scope of Services, 4.11, Technology Usage in the RFCSP document.

Question 10: How many exterior trash cans and recycle bins are at Market Square and will require trash liners?

Response: There are 20 trash containers on the plazas, 5 trash containers along San Saba, 20 trash containers, 6 Clearsteams (recycling) containers in Farmer's Market, 3 trash contains on the gateway, 16 trash containers in El Mercado. 5 trash containers on the north side of W. Commerce St. alongside El Mercado.

Question 11: What kind of plastic liners are required for the trash receptacles?

Response: Please refer to Section 004 – Specifications / Scope of Services, 4.2, Contractor Furnished Supplies and Equipment 4.2.2(c).

Question 12: What is the border line area for vendors to be responsible for?

Response: The yellow line is the border.

La Villita

Question 13: When is pressure washing to be performed on the walkways?

Response: Please refer to Section 004 – Specifications / Scope of Services, 4.19.15 Wash Down in the RFCSP document.

Centro Information Center

Question 14: Describe the area to be maintained for custodial services and does it include outside?

Response: The area required to be maintained is the interior of the Centro Information Center and only the windows on the exterior. The sidewalk is not required to be maintained.

Question 15: Where are the janitorial supplies for the Downtown Lavatory stored?

Response: The supplies for the Downtown Lavatory are stored in the utility closet of the Centro Information Center.

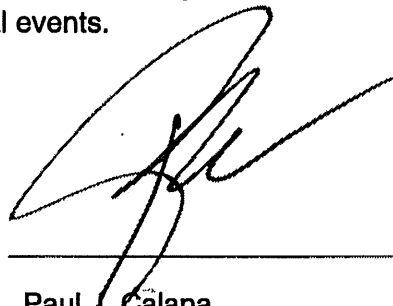
Question 16: Is the contractor responsible for securing the building at night?

Response: No. The closing of the building is done by Center City Development Office staff.

San Antonio Garden Center

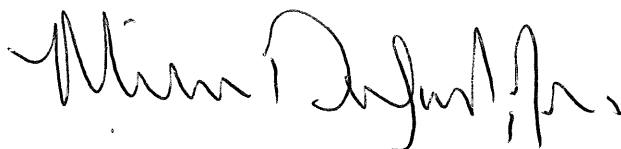
Question 17: How many custodians are currently assigned to this location?

Response: The current contractor has one custodian is assigned to the location and additional custodians are requested as needed for special events.



Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division

PJC/rs



2/23/18



ADDENDUM II

SUBJECT: Annual Contract for Custodial Services at La Villita, Market Square, Centro de Artes Building, Downtown Lavatory, Centro Information Center, San Antonio Garden Center and Brush Recycling Centers, RFCSP 17-116, RFx 6100009414, Scheduled to Open: February 23, 2018; Date of Issue: January 22, 2018

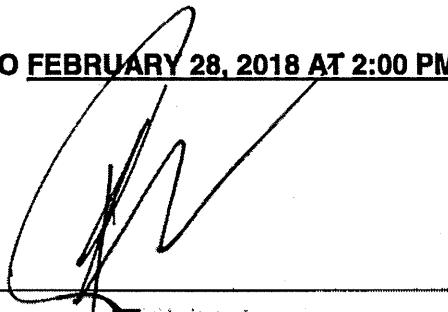
FROM: Paul J. Calapa, Procurement Administrator

DATE: February 20, 2018

**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 DATE IS HEREBY EXTENDED TO FEBRUARY 28, 2018 AT 2:00 PM, CT.



Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division

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ADDENDUM III

SUBJECT: Annual Contract for Custodial Services at La Villita, Market Square, Centro de Artes Building, Downtown Lavatory, Centro Information Center, San Antonio Garden Center and Brush Recycling Centers, RFCSP 17-116, RFx 6100009414, Scheduled to Open: February 28, 2018; Date of Issue: January 22, 2018

FROM: Paul J. Calapa, Procurement Administrator

DATE: February 22, 2018

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. Change: Section 004 – Specifications/Scope of Services, 4.9 THIRD PARTY SPECIAL EVENTS, 4.9.2 LA VILLITA, first paragraph is deleted and is replaced to read as follows:**

La Villita has 4 exterior plazas, 2 pedestrian walkways, 3 interior spaces, and 1 amphitheatre that are rented out for special events. Restrooms in these areas are included in the rental contracts. Events may occur 7 days a week, usually within the hours of 6:30AM and 12:00AM midnight. Gates, restrooms, dressing rooms, and concession stands must be unlocked and opened by the contractor who is awarded a contract pursuant to this RFCSP ("Contractor") prior to the event start time and/or as requested by the Event Coordinator or Facility Manager. Events vary in size and scope, and the renter may choose to hire a third-party custodial service provider or may be required to secure a third-party custodial service provider due to expected waste volume and/or expected attendee amount. The renter may choose to hire Contractor to perform services for the event. If a renter hires a third-party custodial service provider, the third party custodial service provider will be responsible for providing custodial services for the designated event area, as well as for providing the necessary supplies and equipment. Contractor will continue to maintain and clean common areas not rented for the event. In most cases, Contractor will be required to remain on-site as the 'key holder' and to lock up the buildings and/or remaining gates at the end of the event. Park Police locks unused facility areas at approximately 8:00 PM nightly. Historically, most renters that need to hire a third-party custodial service provider choose to procure those services directly from Contractor. When renters choose, or are required to hire, third party custodial service providers, the renter is responsible for the costs of supplies, so those are provided by the third party custodial service provider, not Contractor. If the renter hires Contractor, Contractor shall charge the renter for the supplies used for the event, not the City.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATION

Question 1: How often are the blowing of leaves at La Villita and Market Square required during peak times in the fall?
Response: Please refer to Section 4.19.14 Exterior Cleaning.

Question 2: Will there be a separate charge for 3rd party events supplies?
Response: Please refer to Section 4.9.1 Market Square and 4.9.2 La Villita.

Question 3: Is there a water source for power washing the cement floor at the Downtown Lavatory?
Response: Yes. The water source is located in the back side of the Downtown lavatory.

Question 4: Will the outside hand washing station be repaired at the Downtown Lavatory?
Response: Yes. The hand washing station will be repaired.

Question 5: Will the outside hand sanitizer dispenser be repaired at the Downtown Lavatory?
Response: Yes. The hand sanitizer dispenser will be repaired.

Question 6: Is a key available to access small area behind restroom unit and toilet paper dispensers at the Downtown Lavatory?
Response: Yes. The key is available and will be provided.

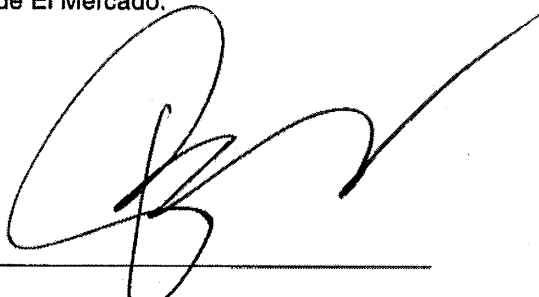
Question 7: Can you reference the prior solicitation number under which the facilities (majority of the facilities) were solicited under?
Response: The previous solicitation number was RFCSP 13-073, RFx 6100003169.

Question 8: Can you reference the prior solicitation number under which the Centro De Artes was solicited under which may have been at the Alameda Art Museum.?
Response: Yes. The Prior solicitation number was RFCSP 14-049, RFx 6100004278

Question 9: Can you provide current billing rates for each of the facilities, i.e. most current invoice?
Response: The city does not post price schedules or bid tabulations when opening or awarding RFCSP'S, as some vendors consider the information proprietary.

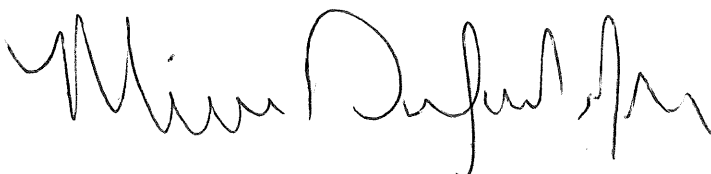
Question 10: Can you provide which option year the contract is in or if the contract is meeting its final term year.
Response: Yes. The contract is in the final year and will terminate on December 31, 2018.

Question 11: Can you provide exterior trashcan count for the Market Square?
Response: Please refer to Addendum I. Response to Question #10. There are 20 trash containers on the plazas, 5 trash containers along San Saba, 20 trash containers, 6 Clearsteams (recycling) containers in Farmer's Market, 3 trash contains on the gateway, 16 trash containers in El Mercado. 5 trash containers on the north side of W. Commerce St. alongside El Mercado.



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