



ADDENDUM I

SUBJECT: Invitation for Bid (“IFB”) for Escalator Cleaning Machine for the Convention Center (IFB 6100014066), Scheduled to Open: June 11, 2021; Date of Issue: May 26, 2021

FROM: Denise Gómez Esquivel, C.P.M., CPPB
Procurement Administrator

DATE: June 10, 2021

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED INVITATION FOR BID

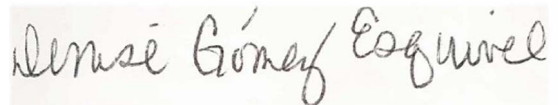
THE ABOVE-MENTIONED INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

1. **The Bid Submission deadline has been extended to June 16, 2021; 2:00 PM Central Time.**
2. **ADD:** IFB Section 004 SPECIFICATIONS/SCOPE OF SERVICES, 4.2 SPECIFICATIONS, is hereby amended to include:
 - 4.2.1 Escalator cleaning machine must have the ability to clean the riser and step simultaneously.
 - 4.2.2 Equipment Manuals – Successful bidder shall furnish one set of operator manuals for each unit delivered. Successful bidder shall also provide two (2) complete sets of repair and parts manuals, or USB drives, or on-line access for each item bid, to include all major components, or prepaid 8-year subscription to manufacturer’s maintenance/parts web site at no cost to the City.
 - 4.2.3 Training – The City may require operational and maintenance training for equipment. If so, training shall be provided by a qualified instructor and conducted at a designated City facility. The City will not pay any cost incurred by the successful bidder in providing training. Training shall be provided no later than 30 days after the City takes delivery and accepts the new equipment at the specified City facility. Unless otherwise specified, training shall consist of a minimum one (1) eight (8) hour day. Payment for new equipment will not be made to successful bidder until training is completed. Operator training shall be coordinated with Fleet Operations staff. For equipment requiring more complex operation the City may require job site operational training that could last multiple days to assure proper machine operation.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003 – INSTRUCTIONS FOR BIDDERS, RESTRICTIONS ON COMMUNICATION AND PRE-SUBMITTAL CONFERENCE:

On June 1, 2021, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Invitation for Bid for Escalator Cleaning Machine for the Convention Center. 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: Should we name the Convention Center as an additional loss payee under our insurance policy?
Response: Contractor shall name the City of San Antonio as an additional insured and name the City and Convention and Sports Facilities Department in the certificate holder box of the Certificate of Insurance.
- Question 2: Do we need to send a product catalog via carrier or just electronically?
Response: Any related product information must be submitted electronically with your bid submission.
- Question 3: Do we need to bid a specific brand?
Response: No. Any brand name or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired. Bids submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with bid response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item's suitability and compliance with bid specifications. City shall be the sole judge of equality and suitability of comparable items. See Section 003 - INSTRUCTIONS FOR BIDDERS, Description of Supplies on page 5 of 24 in the IFB.
- Question 4: Will training on the proposed product be required?
Response: See added specification Item 4.2.3.
- Question 5: Will the criteria for bid award be determined by lowest price?
Response: Per Section §252.043 of the Texas Local Government Code, the contract will be awarded to the lowest responsible bidder. The bid submission with the lowest price that also meets compliance with the bid specifications will be awarded.
- Question 6: Will you be able to provide us assistance with bid submission if we encounter a problem?
Response: You must contact City Vendor Support for any questions or assistance with the SAePS portal. Vendor Support can be contacted at vendors@sanantonio.gov or (210) 207-0118.



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