



## ADDENDUM II

SUBJECT: Invitation For Bid (IFB 6100016682) SAPD – Annual Contract for Cleaning and Sanitation of Vehicles and Office Areas for SAPD and SAFD, Scheduled to Close: May 24, 2023, Date of Issue: May 3, 2023

FROM: Jennifer Johnson  
Procurement Administrator

DATE: May 23, 2023

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

### **THE ABOVE MENTIONED INVITATION FOR BID IS HERBY AMENDED AS FOLLOWS:**

1. **Change:** The Submission deadline has been extended to May 31, 2023, 2:00 p.m. Central Time.
2. **Change:** Section 009 – Attachment C-Price Schedule has changed to remove “if applicable” on lines 4 and 6.

### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATION:**

1. **Question:** I do not see anything labeled as the contract. I believe this is the 33-page document with the table of contents, instructions, terms, definitions and attachments, as well as other items. Is that correct? If so, does the entire document need to be included in our Bid Proposal?

**Response:** Yes, if awarded, the complete IFB including City’s final electronically posted online version, together with its authorizing ordinance and its price schedule(s), attachments, addendums, purchase orders, and exhibits, if any, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. See IFB Section 006, Entire Agreement. Vendor responses must be submitted through the SAePS Portal, Suppliers will attach the entire IFB, the Signature Page, Price Schedule and all required attachments.

2. **Question:** Are the CIS and CIQ Forms only required if there is a relationship between the supplier and a local city/government officer? Since we have no relationship that would pose a conflict, do we need to include these documents in the proposal?

**Response:**

**CIS- Local Government Officer Conflicts Disclosure Statement.** The CIS form is required if you are a Local Government Officer. Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

**CIQ-** Please refer to IFB page 8, State of Texas Conflict of Interest Questionnaire (Form CIQ) Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under 176.006(a) of the statute.

3. **Question:** The IFB states catalog pricing which is irrelevant to us. Our pricing will be on the Price Sheet. Do we need to submit any catalog pricing? If we use a sub-contractor that utilize a catalog for pricing, are we required to provided their catalog in the proposal?  
**Response:** Catalog Pricing is not applicable to this solicitation. The price for any awarded contract shall be in accordance with vendors response for Attachment C – Price Schedule.
4. **Question:** Where is page 20 "Incorporation of the Attachments" found?  
**Response:** Please refer to Section 005 – Supplemental Terms & Conditions, Incorporation of Attachments, page 20 of the IFB.
5. **Question:** In the last proposal we submitted, only the documents/attachments with cover pages labeling each section? Is that still sufficient or do we need to include the whole contract?  
**Response:** The complete IFB does not need to be submitted and cover pages are not required. Vendor shall submit through the SAePS Portal the signature page and required Attachments. Please refer to Section 009-Attachments. Any attachment that requires information or a signature must be submitted, plus a copy of the Emergency Response Certification, proof of certification and completed and signed 1295 Form.
6. **Question:** Who signs the IFB's signature page?  
**Response:** The IFB is signed by the person who has the company's signature authority to bind/enter into a contract with the City. Each company is different. It may be the owner, Vice President, Contract Manager or other designee.
7. **Question:** Is the City of San Antonio Subcontractor/Supplier Utilization Plan the same form as what is required in the contract as Attachment F?  
**Response:** Yes, Attachment F - SBEDA Program Utilization (UP) Form is the supplier Utilization Plan.
8. **Question:** Will it be possible for the due date to submit bids be extended?  
**Response:** The IFB submission deadline has been extended to 5/31/2023 per this Addendum II.
9. **Question:** Is there a budget allocated for this contract that can be shared?  
**Response:** The solicitation is based on Department estimated annual quantities on an as needed basis. However, vendor may refer to previous contract award information provided in Question 10 and Response.
10. **Question:** Are there any previously awarded bids available to view?

**Response:** Refer to previous contract awarded by City Council on March 7, 2019.

<https://sanantonio.legistar.com/LegislationDetail.aspx?ID=3872772&GUID=B5A2E563-8360-4156-8C3F-2DB020355986>

11. **Question:** Are these contracts available for small business?

**Response:** All City contracts are available to small businesses. The Pre-submittal Conference held On May 9, 2023 provided suppliers an overview of the City's Small Business Office/ Economic Development Department presentation and program. Please refer to Attachment F- SBEDA Program Utilization (UP) Form and Attachment E – SBEDA Presentation which includes SBO email and phone #.

12. **Question:** Do the Emergency Response Certifications need to have been taken prior to the award date?

**Response:** Vendor shall have a current Emergency Response Certification and submit proof of certification with bid. See Section 4.3.3.

13. **Question:** Will it help and would you also accept references from our subcontractors?

**Response:** The City prefers references from customers you service. Other subcontractors references would be the secondary preference. References we will be for internal review only and the final award will be in accordance with Section 003 – Instructions for Bidders, Evaluation and Award of Contract.

14. **Question:** Do you have any mentors or team members who can help answer questions as we fill out the forms required for the bid?

**Response:** Please refer to Section 003- Instructions for Bidders and the Restrictions of Communication. A Pre-Submittal Conference and the opportunity to submit questions was offered to all suppliers. Please read the IFB carefully, sign the IFB and review each attachment. All required attachments should be completed in full, signed and submitted through the SAePS Portal.

15. **Question:** There's an additional RFO (No. 6100016925) for the same scope of work, due on 5/11/2023 - Contract Term is 7/31/2023? Will the submitted information and awarded contractor of RFO 6100016925, determine the award of this IFB?

**Response:** No, RFO 6100016925 is for an interim, short-term contract. This IFB 6100016682 is for a separate longer term contract that will be awarded to the lowest responsible bidder.

16. **Question:** Who is the current contractor?

**Response:** The prior contractor was Keya Brown Skinner, DBA Timeless Solutions. This contract has expired.

17. **Question:** What is the contract term for the existing contract?

**Response:** There is no existing contract. The previous contract term was 3years with 2, 1 year options for the City to renew.

18. **Question:** What is the current contract value for these services per year?

**Response:** The prior contract volume was high due to Covid. The value for this contract may be significantly lower based on estimated annual quantities on an as needed basis.

19. **Question:** Will this IFB be awarded to one vendor or multiple?

**Response:** The City intends to award to one supplier.

20. **Question:** Can you provide a copy of the most recent twelve months invoice and payments?

**Response:** The City is not providing this information at this time. Refer to question 10 and Response.

21. **Question:** What is the service duration per vehicle for the current contractor?

**Response:** The service duration for the previous vendor would range from 1-3 hours per vehicle. However, service times are largely dependent on what the type of vehicle.

22. **Question:** On the Price Schedule is the estimated annual quantities based on the past year or an estimated for the current contract term?

**Response:** The annual contract estimate quantities is for the new contract term.

23. **Question:** How often did the current contractor have to remove seats, cotton padding, door panels and rubber strips?

**Response:** This is not a re-occurring requirement that happens often but it is required on occasion.

24. **Question:** Will ER vehicles be staged in a specific area to service during decontamination process?

**Response:** Please refer to IFB Section 4.5.8 Locations.

25. **Question:** Attachment C – Price Schedule: Can you add a line item for Miscellaneous hand tools and materials (if needed)?

**Response:** No, the City will not add this line. The awarded supplier must have all tools and labor to support the contract.

26. **Question:** Attachment C – Price Schedule: Item No. 4; reads PPE Equipment Fee Per Service, If applicable lists Annual Quantity of 60 Each. Is the department aware that each service requires PPE utilization for the decontamination process verses (If applicable)?

**Response:** PPE is required for each service that is requested. “If Applicable” is being removed from this line on the Price Schedule.

27. **Question:** Attachment C – Price Schedule: Item No. 6; reads Incineration Fee Per Service, If applicable. Per the IFB Specifications, Section 4.5.7 Removal & Disposal – all waste collected must be incinerated. Is the department aware that each service will require incineration disposal process for waste collected vs If applicable?

**Response:** Each Service requires incineration and “If applicable” will be removed.

28. **Question:** Attachment C – Price Schedule: Can you remove the (If applicable) on Item No. 4 and 6?

**Response:** Please refer to response on Questions 26 and 27.

29. **Question:** What is the square footage of the SAPD (2-3) office areas?

**Response:** Office areas may vary so price is based on an hourly rate. The requirement to clean these areas is minimal and not a reoccurring need.

30. **Question:** General Requirements: Section 4.3.3 – Emergency Response Certification. Due to various terms of this certification, can you please provide the current contractors certification?

**Response:** The prior supplier submitted multiple Certificate of Achievements from the United States Department of Homeland Security – FEMA, OSHA and Amdecon Certification.

31. **Question:** General Requirements: Section 4.3.3 – Emergency Response Certification requires this certification. Will the following certification suffice? OSHA 40-hour Hazwoper standard 29 *CFR* 1910.120 – items covered; Site Characterization and Control, Planning & Organization, Decontamination,

Medical Monitoring, Hazardous Materials Handling, Emergency Response, Protective Equipment, Hazard Recognition including Biological, Radiological, & Meteorological, PPE & NIOSH

**Response:** The Emergency Response certification is much more detailed and covers more than the Hazwoper certification. We will provide a final response in Addendum III.

32. **Question:** Can you extend the IFB submittal date, due to the review of the Q&A's?

**Response:** Per this Addendum II the submission date has been extended to May 31, 2023. 2:00 p.m. C.T.



Jennifer Johnson

Procurement Administrator

Finance Department-Purchasing Division

**ACKNOWLEDGED AND AGREED:**

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature

JJ/aas