



ADDENDUM II

SUBJECT: INVITATION FOR BID – ANNUAL CONTRACT FOR JANITORIAL SUPPLIES – CITYWIDE (6100019245), Released August 13, 2025, Opening date September 3, 2025.

FROM: Jennifer Johnson, Procurement Administrator

DATE: August 29, 2025

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

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

1. **CHANGE:** The bid opening date is hereby extended to September 8, 2025; 2:00 PM CT.
2. **Add:** Pre-Submittal Conference Sign In Sheet, this document will be posted as a separate file.

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

On Monday, August 18, 2025, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Janitorial Supplies – Citywide. Below is the question that was asked at the pre-submittal conference and the City's response.

Question 1: Confirm the bid opening date?

Response: The bid opening date has been extended to September 8, 2025

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS OF COMMUNICATION:

Question 1: Will our proposal be disqualified if we are unable to meet the 5% subcontracting goal?

Response: Yes, 5% of the total bid value by the Prime respondent must be subcontracted to Small Business Economic Development Advocacy (SBEDA) eligible Small Business Enterprises (SBEs). Prime respondent must submit a SBEDA Subcontractor/Supplies Utilization Plan (UP) with their bid response that lists the SBE(s) and the dollar amount/ percentage to be paid to them, if awarded the contract. A UP form that does not satisfy the subcontracting goal placed on this solicitation and absent an approved Subcontracting Goal – Waiver at the time of bid submission will be deemed non-responsive. If the Prime respondent is SBEDA eligible and certified as SBE, they can self-perform the 5% SBE contracting goal.

Question 2: Can you provide clarity on the SBEDA requirement? Is the 5% SBE subcontracting goal limited to the NIGP codes identified in the RFP? Or could another subcontracting component be identified (such as a delivery provider)?

Response: A prime respondent may utilize any scope of work/categories included on the solicitation to subcontract that is considered as a 'commercially useful function' per the definition provided on the SBEDA language. Note that per the legal definition, it is not a Commercially Useful Function if the role

of subcontractor is limited to that of an extra participant in a transaction, contract or project through which funds are passed to obtain the appearance of SBE participation.

Question 3: For the Contracting Goal Waiver Request Form discussed during the pre-submittal conference, Section A says to “Identify Sufficient Commercially Useful Work To Meet The Contracting Goal(s).” If we can perform all work under this contract in our standard business model, would this be considered to have no “commercially useful” work to subcontract? And if there’s no “commercially useful” work to subcontract, would the waiver be granted?

Response: Please see responses for questions #1 and #2. Prime must meet the 5% SBE contracting goal or submit a full or partial waiver by submitting the Contracting Goal-Waiver Request form with the Subcontractor/Supplier Utilization Plan (UP). The waiver form and a guide on how to fill the form is available at: <http://www.sanantonio.gov/SBO/Forms.aspx>. This waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal. Please note that submitting a waiver does NOT guarantee responsiveness, it is subject to approval by and if denied, your response may be deemed non-responsive.

Question 4: I notice that this requirement has just been implemented by the COSA on July 1, 2025, will there be a grace period since this only gives less than 60 days from the announcement?

Response: The information of changes to SBEDA eligibility requirements was sent to all registered vendors with City of San Antonio via letter, emails, and phone calls starting June 2025. All registered vendors are required to update their vendor profile in the City’s SAePS system <https://supplierservice.sanantonio.gov/irj/portal> and answer just two questions to complete the eligibility requirements, which takes five minutes. If you have any questions about your SAePS, please contact the Vendor Support at 210-207-0118 or email at Vendors@sanantonio.gov. To be SBEDA eligible a for-profit business must meet ALL THREE conditions:

- a. Firm must be headquartered in the San Antonio Metropolitan Area.
- b. Firm must be certified as a Small Business Enterprise (SBE) from South Central Texas Regional Certification Agency (SCTRCA) at the time of bid close date/submittal date.
- c. The Personal Net Worth (PNW) of majority owner(s) of a firm must have their personal net worth below \$2.047 million. To validate that information a firm must be registered as a vendor in City’s SAePS system respond and attest to the PNW question.

Question 5: Is participation in the yearly trade-show mandatory?

Response: Yes. Currently, the location is not yet determined, but will most likely occur annually and at a central location in downtown San Antonio. Refer to 004 Specifications/Scope of Services, Vendor Requirement, 11.

Question 6: Are vendors required to submit bids on the majority of listed items? We offer 2 main items (trash can liners & gloves). Is that sufficient for the bid to be considered?

Response: Yes, bidders may submit for one or more categories and shall submit pricing for all the specified items within the category.

Question 7: Is the catalog required to be in electronic form or are paper catalogs sufficient?

Response: Refer to section 003, Catalog pricing that defines how bidders can submit catalogs. Bidders shall be responsible for providing one copy of the manufacturer’s catalog for each manufacturer for which a bid is submitted. Bidder shall provide said catalog at the time of submission of its bid. Manufacturers’ catalogs may be submitted in any of the following formats: flash drive, or CD ROM. Catalogs shall be mailed to the Finance Department, Procurement Division, P.O. Box 839966, San Antonio, Texas 78283-3966 prior to bid opening. Bidder shall submit a PDF file for proposals submitted electronically.

Section 004 Specifications / Scope of Services: Vendor Requirements, 4, provides the catalog requirements for the awarded vendor(s). The Vendor's electronic online catalog shall have the capability of "punch-out" integration with the City of San Antonio's SAePS e-procurement system (see Section 005, Supplemental Terms and Conditions, "Internal/External Catalog").

Question 8: Howdy! Can you please share last years detailed bid tabulation for 2023 and/or 2024?

Response: Refer to City Council Agenda for the current janitorial supplies contracts awarded June 17, 2021 on City of San Antonio (COSA) website: [Here](#)

Question 9: Hello! Will this solicitation be submitted in multiple purchase orders throughout the year on a as needed basis? If so, do you happen to have last yearly monthly consumptions in units?

Response: Yes, the Purchase Orders' will be issued on as needed basis to the awarded vendor(s). The City does not have last consumptions on units.

Question 10: When is the tentative board vote for this solicitation?

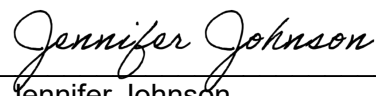
Response: That will be determined once potential vendor(s) selection is complete.

Question 11: Hi. Are you intending to award this bid to 1 single vendor who Bids on most/all items?

Response: The City reserves the right to make an award based on low line-item category, low total of categories, or in any other combination that serves the best interest of City.

Question 12: Please advise if the current contract for janitorial supplies (that's about to expire), is awarded to 1 vendor, or to multiple vendors.

Response: Refer to City Council Agenda for the current janitorial supplies contracts awarded June 17, 2021 on City of San Antonio (COSA) website: [Here](#)



Jennifer Johnson
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Finance Department – Procurement Division