



ADDENDUM II

SUBJECT: Formal Invitation for Bid – Annual Contract for Vehicle Cleaning and Detailing Services (RFx 6100019365), Scheduled to Open: December 5, 2025; Date of Issue: October 27, 2025

FROM: Jennifer Johnson, Procurement Administrator

DATE: December 4, 2025

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

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

- 1. REVISE:** The deadline for bid submission has been changed to Friday, December 12, 2025, at 2:00 p.m. CT.
- 2. REVISE:** The Staff Contact Person has been changed to Jo Ann Figueiredo, Procurement Specialist II, 210-206-2745, joann.figueiredo@sanantonio.gov.

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

Question 1: I read it was for 40 vans and buses but also read it was a year contract; is it a once a week to clean and detail the vehicles or what is the expectation?

Response: See Section 004 – Specifications/Scope of Services, Section 4.2.1. Vendor shall provide vehicle washing services Quarterly (4 times per year). See section 4.2.2, Vendor shall provide One-Time Annual Car Detailing Service for each Vehicle.

Question 2: I downloaded the forms provided on the website, we are a mobile business, and the physical address is my home address would that be fine?

Response: Contractor shall be capable of providing a secure location to store City vehicles overnight. See Section 004 – Specifications/Scope of Services, section 4.5.1 Contractor shall maintain and secure all vehicles for the duration of the service. Overnight storage shall be included in the pricing for services.

Question 3: As far as providing proof of my employees what documents would be needed?

Response: See the Note in Local Preference Program Identification Form (Attachment B) on page 2:

NOTE: Bidders / Respondents are required to submit documentation to substantiate that the requirements of a City Business have been met. Examples of documentation may include, but are not limited to the following:

1. Existence of local headquarters or office: For corporations, Texas Comptroller's listing of names/addresses of officers and directors. For partnerships, partnership agreement and any documents identifying the current managing partners and their current work addresses.
2. Evidence of local headquarters or office in existence for one year or more: Utility bills, real property lease agreements, equipment leases, personal property taxes, real property taxes
3. Evidence of number of employees: Organizational charts, payroll records by location

Question 4: Where is form 1295, Attachment F, and section 007?

Response: For Form 1295, please see section 003 – INSTRUCTIONS FOR BIDDERS, CERTIFICATE OF INTERESTED PARTIES (FORM 1295) of the IFB document. For Attachment F – Bid Checklist, please refer to page 35 of 36 of the IFB document. For Section 007 – SIGNATURE PAGE, please refer to page 24 of 36 of the IFB document.

Question 5: Given the 2-business-day turnaround requirement and the fleet size of 40 vehicles (16 vans, 24 buses), what is the maximum number of vehicles the City anticipates delivering to the vendor's facility at one time for quarterly cleaning services?

Response: This is going to be dependent on business needs as well as staffing at the vendor's facility. The Department of Human Services (DHS) representative will call ahead to schedule cleaning and anticipate delivering no more than two vehicles per visit. City anticipates only one bus (21 or 23 passenger style)

may remain overnight at any given time.

- Question 6:** **How is the One-Time Annual Car Detailing Service typically scheduled relative to the Quarterly General Cleaning? Does the City prefer to have all 40 vehicles detailed within a specific season or quarter?**
- Response: The Department of Human Services (DHS) representative will call the vendor to inform them that DHS is bringing in vehicles for service and what service the department is requesting to have done. DHS does not have a set season or quarter for the detailing of the vehicles to be accomplished.
- Question 7:** **While the City's Fleet Services Manager coordinates delivery and retrieval, how frequently does the City intend to send vehicles (e.g., daily, weekly, or large batches once per quarter)?**
- Response: The Department of Human Services (DHS) will send the vehicles based on what the City's day-to-day business needs look like. When DHS has the flexibility to send vehicles daily, that will be done. If City's workload determines otherwise, then DHS will adjust accordingly.
- Question 8:** **Beyond providing a secure, well-lit, and enclosed area for storage, are there specific security clearance or access protocols required for contractor personnel handling the DHS vehicles, especially if vehicles contain sensitive internal equipment?**
- Response: No, there are no other specific security clearances or access protocols required.
- Question 9:** **Given the nature of DHS services, what is the expected range of interior contamination (e.g., standard road dirt, spills, heavy wear, or potential exposure to biohazardous materials or medical waste)?**
- Response: Standard road dirt, spills, and wear and tear. No biohazardous materials or medical waste.
- Question 10:** **Do the 21 and 23 Passenger Buses contain specialized components (such as wheelchair lifts, tie-downs, or specialized electronic monitoring equipment) that require specific protection or cleaning procedures during the detailing process, particularly during?**
- Response: No, there are no specialized components on the buses that require any specific protection.
- Question 11:** **What specific metrics or standards will the City use during the Inspection of Facilities/Equipment phase to determine if the vendor is qualified and capable of performing the contract's requirements?**
- Response: See section 004 – SPECIFICATIONS/SCOPE OF SERVICES.
- Question 12:** **What is the City's historical or expected utilization rate for these services? For instance, while there are estimated quantities of 40 vehicles, should the vendor anticipate that all 40 vehicles will consistently require all four Quarterly Cleanings?**
- Response: City estimates each vehicle will be washed quarterly (4 times per year); however, services are required at various times, not all at once.
- Question 13:** **Since the Fleet Services Manager coordinates vehicle delivery, what is the maximum volume of vehicles the City expects to deliver for service within a single week or month for the Quarterly Cleaning services?**
- Response: This will be dependent on City's day-to-day business requirements. Some weeks DHS will be able to schedule more vehicles than other weeks. City anticipates only two vehicles, at any given time, will be at the Contractor's facility.
- Question 14:** **Could you confirm if we are able to come and wash the units where they are parked? We are fully mobile, so no washes occur on our property typically.**
- Response: No, City is not seeking services on City property. City will deliver vehicles to vendor's location as referenced throughout section 004 – SPECIFICATIONS/SCOPE OF SERVICES.
- Question 15:** **For the Quarterly Cleaning Services and Annual Detailing Services, I need clarification on whether this service is required to be completed for every vehicle within the one-year span of the contract, or if the department will select specific vehicles to receive the quarterly or annual services.**
- Response: City anticipates all vehicles will be cleaned quarterly and detailed annually within a 1-year span.



Jennifer Johnson
Procurement Administrator
Finance Department – Procurement Division