



ADDENDUM I

SUBJECT: Informal Invitation for Bid ("IFB") Brass Sale for San Antonio Police Department (SAPD) Training Academy (RFx: 6100019329), Scheduled to Open: December 10, 2025; Date of Issue: November 21, 2025

FROM: Shelly Reynolds
Procurement Manager

DATE: December 9, 2025

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

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

1. REVISED: The Bid Opening date is hereby extended to **December 12, 2025 at 10:00 a.m., Central Time.**

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

1. Question: Can you confirm whether SAPD personnel will provide any assistance with loading the boxes of brass?

Respond: SAPD personnel will not assist with loading. All boxes must be moved by hand into the transport vehicle by the vendor. Per Section A. 3 Awarded vendor will be responsible for picking up and removing the brass from City's storage facility, at its own cost.

2. Question: Are the boxes palletized so that we could use a pallet jack, or will they need to be loaded by hand? If palletized, how many pallets are available?

Respond: The boxes are not palletized. They will need to be loaded individually by hand.

3. Question: Is there a dock or ramp available to accommodate loading into a 53' dry van?

Respond: There is no dock or ramp at the storage site. Vendors may send a 53' dry van, but loading will be at ground level and must be done manually.

4. Question: What was the awarded price per pound of brass in the previous solicitation?

Respond: The last awarded price for brass was \$2.52 USD per pound

5. Question: Is payment required within three (3) business days of award notification, even before the brass is weighed?

Respond: According to Section B.1 TERMS AND CONDITIONS OF BIDS, payment must be made within three (3) business days of award notification. The initial award is based on a rough estimated weight. Vendors may begin removal as soon as they are awarded. The actual weight will be determined at the vendor's facility in the presence of an SAPD officer or designee. Once the weight is confirmed, an amended award letter will be issued, and payment in full must then be made within three (3) business days of that amended award.

6. Question: Can the brass be weighed at the vendor's location instead of at the City site?

Respond: Yes. The brass will be weighed at the vendor's location, with an SAPD officer or designee present to witness the process. An amended award letter reflecting the confirmed weight will then be issued, and payment must be completed within three (3) business days.

Shelly Reynolds

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Procurement Manager
Finance Department – Procurement Division

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