



ADDENDUM III

SUBJECT: Formal Invitation for Bid – Annual Contract for Violation Notice Forms (RFx 6100019333), Scheduled to Open: March 6, 2026; Date of Issue: February 6, 2026

FROM: Jennifer Johnson, Procurement Administrator

DATE: March 6, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. III 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 Monday, March 23, 2026, at 2:00 p.m. CT.
- 2. ADDED:** A site visit has been added. Details of the site visit can be found on the first page of the IFB solicitation document. The site visit details read as follows:

Site Visit: Prospective vendors are invited to attend a site visit to view sample booklets of Items 1-9 requested in the specifications on **Thursday, March 12, 2026, at 2:00 p.m. Central Time**, located at **401 South Frio Street, San Antonio, TX 78207**. Attendance at the site visit is optional but highly encouraged.

All vendors must follow the guidelines outlined below:

- Vendors interested in attending the site visit must **RSVP by Wednesday, March 11, 2026, at 4:00 p.m. Central Time** via email to **joann.figueiredo@sanantonio.gov**.
- All attendees must check-in with building security and will be required to pass through a metal detector upon arrival before being escorted to the meeting room.
- Vendors should inform security that they are attending the **Site Visit for IFB 6100019333 – Violation Notice Forms**.
- Vendors are advised to arrive no later than five (5) minutes prior to the start time, as the meeting will begin promptly.
- Vendors arriving after the scheduled start time may not be permitted to join the site visit.
- Parking is available at no cost.
- Verbal statements made during the site visit are not binding. All official questions must be submitted through the formal question process outlined in the solicitation.



Jennifer Johnson
Procurement Administrator
Finance Department – Procurement Division