



ADDENDUM VII

SUBJECT: Formal Invitation for Bid – Annual Contract for Violation Notice Forms (IFB 6100019333), Scheduled to Open: May 4, 2026; Date of Issue: February 6, 2026

FROM: Jennifer Johnson, Procurement Administrator

DATE: April 29, 2026

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

Respondents and bidders shall be responsible for reading the entire addendum. All addenda issued for this solicitation shall be attached to and become part of the solicitation and resulting contract documents for this project. By submitting a response to a City solicitation, respondent/bidder is acknowledging the receipt of this addendum.

By virtue of this addendum, the specifications, requirements and amendments stated below become a permanent addition to the solicitation referenced above

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

- 1. REVISE:** The deadline for bid submission has been revised to Wednesday, May 27, 2026, at 2:00 p.m. CT.
- 2. ADDED:** A second site visit has been added. Details of the site visit can be found on the first page of the IFB solicitation document. The second site visit details read as follows:

2nd Site Visit: Prospective vendors are invited to attend a 2nd site visit to view sample booklets for ITEMS 1-9 requested in the specifications on **Friday, May 8, 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 Tuesday, May 5, 2026, no later than 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.

7. 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.
3. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 1, #4. now reads as: Traffic Violation Notices shall be printed as followed:
 - Front Page (card stock 80 lbs) - Calendar (front), reminders (back)
 - Part 1 shall be printed on 15# CB White; Violation Municipal Court Copy (front), Probably Cause Statement (back)
 - Part 2 shall be printed on 14# CF Canary with Backer different and glued at bottom; Violation Violator Copy (front), Information (back)
 - Part 3 Desensitized page shall be printed on 14# CB Canary with glued bottom; Liability of Service Information (front), Schedule (back) Desensitized-when the writing does not transfer from the top sheet to the bottom sheet.
 - Part 4 shall be printed on 14# CF Blue, Officer copy
 - All parts shall be perforated except the blue copy; and
 - Covers shall be constructed of 175# tag triad front with 2 back covers.
4. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 1, #7., now reads as: Each book shall also include a second 4" wide back cover set (card stock 80 lbs) placed on the left side of each book which must fold over the Court copy of the ticket. 1st cover - Moving Violations.
5. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 1, #8., now reads as: The outside back cover (card stock 80 lbs) must wrap around the ticket book with an arrow pointing to the associated number listed on each individual ticket. For example: A1, A2, A3, etc. 2nd cover - Racial Profiling.
6. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 2, #1., now reads as: Each parking violation notice form book shall be printed in a numbered sequence beginning with the letter "H". A designated City representative shall provide the correct number sequence at the time of each order. For example, ticket nos. H500000-H599999. Front Page (card stock 80 lbs) - Calendar (front), Acknowledgment (bottom perforated card stock 80 lbs), and Instructions (back).
7. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 2, #5., now reads as: Cardboard backing #.26 chip board back.
8. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 2, #6., now reads as: Wrap around Cover (card stock 80 lbs).
9. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 3, #5., now reads as: Front Cover (card stock 80 lbs) shall include a current year calendar and prospective future year calendars.
10. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 3, #6., now reads as: Cardboard backing #.26 chip board back.
11. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 3, #7., now reads as: Booklet Cover (card stock 80 lbs) - Classification of Misdemeanor Violations.
12. **MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 4, #5., now reads as: Front Cover (card stock 80 lbs) shall include a current year calendar and prospective future year calendars.

- 13. MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 4, #6., now reads as: Cardboard Backing #.26 chip board back.
- 14. MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 4, #7., now reads as: The outside back cover (card stock 80 lbs) must wrap around the ticket book.
- 15. MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 6, #4. now reads as: Traffic Violation Notices shall be printed as followed:
Front Page (card stock 80 lbs) - Calendar (front), and Reminders (back).
- Part 1 shall be printed on 15# CB White; Violation Municipal Court Copy (front), and Probably Cause Statement (back).
- Part 2 shall be printed on 14# CF Pink with Backer different and glued at the bottom; Violation Violator Copy (front), and Information (back).
- Part 3 Desensitized page shall be printed on 14# CB Pink with glued bottom; Liability of Service Information (front), and Schedule (back). Desensitized page – when the writing does not transfer from the top sheet to the bottom sheet.
- Part 4 shall be printed on 14# CF Blue, Officer Copy.
- All parts shall be perforated except the blue copy; and
- Covers shall be constructed of 175# tag triad front with 2 back covers.
- 16. MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 6, #7. now reads as: Each book shall also include a second 4” wide back cover set (card stock 80 lbs) placed on the left side of each book which must fold over the Court copy of the ticket.
1st cover - Moving Violations.
- 17. MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 7, #1. now reads as: Each parking violation notice formbook shall be printed in a numbered sequence beginning with the letter “H”. A designated City representative shall provide the correct number sequence at the time of each order. For example, ticket nos. H500000-H599999.
- Front Page (card stock 80 lbs) - Calendar (front), Acknowledgment (bottom perforated card stock 80 lbs), and Instructions (back).
- 18. MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 7, #5. now reads as: Cardboard backing #.26 chip board back.
- 19. MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 7, #6. now reads as: Wrap around cover (card stock 80 lbs).
- 20. MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 8, #6. now reads as: Cardboard backing #.26 chip board back.
- 21. MODIFY:** Section 004 - Specifications / Scope of Services, 4.4 Product Specifications, under ITEM 8, #7. now reads as: Booklet back cover (card stock 80 lbs) - Classification of Misdemeanor Violations.

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

On Thursday, March 12, 2026, the City of San Antonio hosted a Site Visit for vendors to view the sample booklets for ITEMS 1-9 requested in the specifications for the Violation Notice Forms. Below is a list of questions asked during the Site Visit. The City’s official response to the questions asked is as follows:

Question 1: What is the weight of the cover of each item/booklet? What is the thickness of the cover for each item/booklet? In the specifications, only ITEM 1 has that information. In addition, ITEMS 5, 8, and 9 have thinner covers.

Response: The weight of each cover must be sufficient so that when an officer is writing a citation, it does not bleed over onto the additional citations. The court recommends at least 80 lb cardstock. ITEM 9 is manila card stock.

Question 2: Will the design/artwork of each ITEM/booklet change? To avoid being at a loss, we would need 12 months' notice of the design/artwork change. Is that possible?

Response: The design artwork may change based on new legislative updates or updates to city ordinances. The court can give 60 days' notice of artwork changes. In regard to ITEM 9, there are no anticipated changes to the form or booklet.

Question 3: How many large orders/shipments will be made in a year per ITEM/booklet? The price by paper mills is lower when large quantities are ordered at one time. For example, in the Price Schedule for ITEM 1, the estimated annual quantity is 3,500. I'm providing a price for one order of 3,500, which includes one shipping charge. In order to provide an accurate estimate of what the shipping cost will be, I need to know how many orders will be made.

Response: Orders are placed as needed. Booklet orders can range from 750 citation books to 4350 citation books per order. Regarding ITEM 9, one order is anticipated per year.

Question 4: Can the awarded vendor receive a confirmed total amount needed to be ordered for that year for each ITEM/booklet?

Response: No, the annual order varies by year due to usage. Orders are placed as stock depletes. In regard to ITEM 9, there will be approximately one (1) order of approximately 2,000 booklets.

Question 5: Are booklets required to be stored by the vendor, or will the City department store the booklets?

Response: Completed orders are stored at the City department.

Question 6: In review of booklets ITEM 1 and ITEM 6 I noticed there is a desensitized page which is the 3rd page under the Violator page that is a Canary color. These specifications are not included and affect the price. Will this be included?

Response: Yes, it has been included. Please see section 004 – SPECIFICATIONS / SCOPE OF SERVICES, 4.4 PRODUCT SPECIFICATIONS, revised ITEM 1, #4 and revised ITEM 6, #4

Question 7: Are the Book numbers on the cover continuous per booklet? Meaning if the first booklet is Book No. M32306, will the next booklet be Book No. M32307?

Response: No, each citation within the booklet will have a unique citation number. For example, if the first citation on the booklet is M32306, the next citation would be M32307. Each booklet is labeled with the first citation listed to avoid duplicate citation number in subsequent booklets. In regard to ITEM 9, yes, the numbers are continuous, and each booklet shall contain 25 forms (white/yellow copy).

Original Signature of Person Authorized to Sign Bid/Contract (**Please Sign**)

Signer's Name (**Please Print**)

Vendor Name

Vendor Address

City

State, Zip code

Jennifer Johnson

Procurement Administrator
Finance Department, Procurement Division