



ADDENDUM I

SUBJECT: Invitation for Bid (IFB) Annual Contract for Wristbands for Convention Center, (IFB 6100019621) Scheduled to Close: May 8, 2026; Date of Issue: April 22, 2026.

FROM: Regina Leal-Vandervort
Procurement Manager

DATE: May 5, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR OFFER

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 REQUEST FOR OFFER (RFO) IS HEREBY AMENDED AS FOLLOWS:

1. **Change:** Bid opening date is hereby extended to **May 14, 2026, at 10:00 a.m. central time.**
2. **Add:** Pre-Submittal Conference Sign In Sheet, this document will be posted as a separate file.
3. **Revised: RFO SECTION 004- SPECIFICATIONS/ SCOPE OF SERVICES, 4.0 SCOPE:** is revised to read:

The City of San Antonio is soliciting bids for paper wristbands for the Henry B. Gonzalez Convention Center (HBGCC). The wristbands shall be supplied in twenty-one (21) assorted colors; shall have "HBGCC" in bold black letters when required and include the design on each band per Example in Item 1. The paper bands will also need to be sequentially numbered for accountability.

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

On Wednesday April 28, 2026, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Invitation for Bid for Annual Contract for Wristbands for Convention Center. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Is the City of San Antonio requesting Tabbed Wristbands or Tableless Wristbands?

Response: Tabbed Wristbands

Question 2: Can Wristbands be striped instead of solid colors?

Response: Wristbands can be striped; however, CSF is requesting a minimum of (12) solid colors.

Question 3: Can a different color be used in lieu of a black wristband?

Response: Yes. Black wristband (s) are no longer required.

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

Question 1: What is the minimum order quantity for any additional orders?

Response: Please refer to Section 003 – Instruction for Bidders, Estimated Quantities for Annual Contracts.

Question 2: Will the price remain firm for a 1-year or 3-year contract?

Response: Price should remain firm for a 3-year contract with the possibility of (2) one-year renewals but overall contract cannot exceed \$50,000.

Question 3: Will 192,000 wristbands be delivered in a single shipment?

Response: No. Please refer to Section 004 – Specifications / Scope of Services. **4.2 LEAD TIME:** 3 weeks max lead time once department places the order for quantity and color needed.

<p>_____ Original Signature of Person Authorized to Sign Bid/Contract (Please Sign)</p> <p>_____ Signer's Name (Please Print)</p> <p>_____ Vendor Name</p> <p>_____ Vendor Address</p> <p>_____ City</p> <p>_____ State, Zip code</p>	<p><i>Regina Leal-Vandervort</i></p> <p>_____ Procurement Manager Finance Department, Procurement Division</p>
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