



ADDENDUM VII

SUBJECT: Formal Invitation for Bid (IFB) for Annual Contract for Promotional T-Shirts - Citywide, (6100019501), Scheduled to Close: June 12, 2026; Date of Issue: April 27, 2026

FROM: Jorge Figueroa
Procurement Manager

DATE: July 2, 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. Add: Pre-Bid Conference Sign In Sheet, this document will be posted as a separate file.
2. Replace: Attachment A – Price Schedule with Attachment A Price Schedule – REVISED – JUNE 26, 2026:
3. The bid opening date is extended to Friday, July 10, 2026, by 2:00 p.m. Central Time.
4. Add: Spec 4.2.7 Art Charge per Hour and Set Up Fee may be charged, when applicable, by contractor for any work requested by City departments.

003 – INSTRUCTIONS FOR BIDDERS

5. Replace: Restrictions on Communication.

Bidders are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the IFB or bid from the time the IFB has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or until the contract award is posted as an agenda item at a City Manager Contract Approval Review meeting; and 2) City employees from the time the IFB has been released until the contract is approved at a City Council "A" session or by City Manager, 7 calendar days after agenda posted date.

Restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the IFB or bid submitted by Respondent.

004 – SPECIFICATIONS / SCOPE OF SERVICES

6. Replace: Specification #4.2.2

Deliveries must be completed within **7 business days** after receipt of purchase order. Complete deliveries should be made; approval for delivery of partial or incomplete purchase orders must be obtained in writing prior to delivery from the individual who placed the purchase order. Partial deliveries without approval may not be accepted and any charges incurred (freight, restocking fees, etc.) for partial deliveries shall be the responsibility of the Contractor. Exceptions to the required 7 business day delivery time may be granted for long lead-time items by the individual who placed the purchase order, provided the successful bidder contacts the City department within **2 business days** after purchase order is placed. Failure to comply with delivery requirements may result in termination of the contract.

7. Replace: Specification #4.2.3

The Parties agree that the actual damages that might be sustained by City by reason of the breach by Vendor of its covenant to make delivery within the time specified herein, including all City authorized extensions, are uncertain and would be difficult of ascertainment, and that **the sum of \$0.25 per garment per day for each day that delivery is overdue** would be a reasonable compensation for such breach. Vendor hereby promises to pay, and City hereby agrees to accept, such sum as liquidated damages, and not as a penalty, in the event of such breach. City may deduct this sum from any invoices owed to Vendor or make a demand for payment of same. Vendor shall pay all such demands within 30 days of receipt. In addition, if Vendor is more than 30 business days late, City may cancel the purchase order without cost to the City, purchase the garments on the open market, and charge Vendor the difference in price, in lieu of liquidated damages.

005 – SUPPLEMENTAL TERMS & CONDITIONS

8. Replace: Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract, on the City Manager or designee approved contract effective date as applicable, or the date specified in the award letter, if it does not exceed \$50,000.00. This contract shall terminate on **May 31, 2028**.

9. Replace:

Price Adjustments. After the first year, the prices shown on the Price Schedule may be increased or

decreased as follows:

Date for Price Adjustment. Prices may be adjusted annually after the first year of the contract (the "Price Adjustment Date").

10. Replace: Force Majeure.

Should performance of any obligation created under this Agreement become illegal or impossible by reason of fire, flood, storm, epidemic, pandemic, or other national or regional emergency, act of God, governmental authority, or the common enemy, or the result of war, riot, civil commotion, sovereign conduct, or any other cause not enumerated herein but which is beyond the reasonable control of the Party whose performance is affected, then the liquidated damages provision is suspended during the period of, and only to the extent of, such prevention or hindrance, provided the affected Party provides reasonable notice of the event of force majeure and exercises all reasonable diligence to remove the cause of force majeure.

006 – GENERAL TERMS & CONDITIONS

11. Replace:

Vendor Master Records. The City establishes a Vendor Master Record for payments once a contract has been awarded to a vendor. All vendors are required to register with City's Authorized Third Party, which is used by the City to intake and validate key vendor information (including bank account information) and to set up a Vendor Master Record. Vendors awarded contracts through the competitive procurement process will be paid by Automated Clearing House (ACH).

Existing vendors that are awarded new contracts are also required to register with City's Authorized Third Party. The City will send an invitation to register with City's Authorized Third Party after a contract is awarded. Registration with City's Authorized Third Party and the establishment of a Vendor Master Record is separate-and-apart from a supplier registration in the San Antonio Electronic Procurement System (SAePS).

12. Add: City Data.

Vendors awarded a contract with the City of San Antonio agree to comply with the City's Data Governance Administrative Directive 7.12 and Data Security Administrative Directive 7.3a in the same manner required of City employees, interns, volunteers and trainees, for City Data arising out of, resulting from or related to Vendor's activities under such contract.

As between City and Vendor, City is and will remain the sole and exclusive owner of all right, title, and interest in and to all City Data, including all intellectual property rights relating thereto, subject only to any limited license expressly granted to Vendor, and Vendor is and will remain the sole and exclusive owner of all right, title, and interest in and to the Vendor materials, including all intellectual property rights relating thereto, subject only to the authorization and license granted to City.

007 – SIGNATURE PAGE

13. Replace:

By submitting a bid, Bidder represents that:

he/she is authorized to bind Bidder to fully comply with the terms and conditions of City's Invitation for Bid for the prices stated therein;

he/she has read the entire document, including the final version issued by City, and agreed to the terms therein;

Bidder is in good standing with the Texas State Comptroller's Office; and

to the best of their knowledge, all information is true and correct.

Complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your bid.

Bidder Information:

Please Print or Type:

Bidder Information:

Please Print or Type:

Vendor ID No.: _____

Signer's Name: _____

Name of Business: _____

Street Address: _____

City, State, Zip Code: _____

Email Address: _____

Telephone No.: _____

Fax No.: _____

City's Solicitation No.: 6100019501 ANNUAL CONTRACT FOR PROMOTIONAL T-SHIRTS - CITYWIDE

Signature of Person Authorized to Sign Bid

009 - ATTACHMENTS

14. Replace:

BID CHECKLIST

Use this checklist to ensure that all required documents have been included in the Bid response and appear in the correct order.

Document	Initial to Indicate Document is Attached to Bid Response
Table of Contents	
Price Schedule	
Attachment A	
+Local Preference Program Identification Form	
Attachment B	
+Veteran-Owned Small Business Program Tracking Form	
Attachment C	
+Certificate of Interested Parties (Form 1295)	
Attachment X	
+Subcontractor/Supplier Utilization Plan	
Attachment D	
+Proposal Bond	N/A
+*Signature Page	
Section 007	
Prevailing Wage Rates	N/A
Attachment X	
Proposal Checklist	
Attachment X	
MFR Catalogs as applicable to Attachment A, Price Schedule	N/A
+Signed Addenda	
One (1) COMPLETE electronic copy.	

+ Documents marked with a "+" on this checklist require a signature.

* Documents marked with a "*" on this checklist are required from Co-Respondents as well as prime contractors.

~ Documents marked with a "~" are required from subcontractors.

Be sure all forms that require a signature are signed prior to your electronic submittal of the proposal.

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

On Wednesday, **April 29, 2026**, the City of San Antonio hosted a Pre-Bid Conference to provide information and clarification for the Annual Contract for Promotional T-Shirts - Citywide. Below is a list of questions that were asked at the pre-bid conference. The City's official response to questions asked is as follows:

Question 1: Does the 2nd imprint location have the same style, 1st color charge, 2nd color charge, 3rd color charge and the 4th color charge? That way we can price it correctly.

Response: The style and imprint location colors depend on each job request. Usually, the main imprint is on the center chest and can include several colors. The 2nd imprint is the City of San Antonio logo and any other imprint locations are usually titles such as "STAFF" on the back of the shirt. See amendment 2 above; additional pricing is added for 2nd Location Imprints.

On Wednesday, **May 6, 2026**, the City of San Antonio hosted a Pre-Bid Conference to provide information and clarification for the Annual Contract for Promotional T-Shirts - Citywide. Below is a list of questions that were asked at the pre-bid conference. The City's official response to questions asked is as follows:

Question 1: Is the short/long sleeve price (per each) with no imprint?

Response: The short/long sleeve price (per each) is for the t-shirt only with no imprint.

Question 2: For the 2nd location imprint, how many colors are we supposed to assume it includes?

Response: See amendment 2 above - Replace: Attachment A – Price Schedule with Attachment A Price Schedule – REVISED – JUNE 26, 2026 ; additional pricing is added for 2nd Location Imprints.

Question 3: If a request include more than 4 colors, how will this be handled?

Response: See amendment 2 above - Replace: Attachment A – Price Schedule with Attachment A Price Schedule – REVISED – JUNE 26, 2026 -; additional pricing is added for up to 10 color imprints for vendors to provide price.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 03, RESTRICTIONS OF COMMUNICATION:

Question 1: Are we supposed to offer blank t-shirts? Or will they include silk-screen imprints? If they include imprints, could you please provide more information about that?

Response: The City will have the choice to order blank t-shirts or t-shirts with imprints on them.

Question 2: Please provide a Grainger item number or manufacturer number?

Response: The City does not currently have a manufacturer item number to share.

Question 3: Will the shirts be delivered to one main location or multiple locations? If not, will the address of each of the locations be available before shipping?

Response: Multiple locations. See Section 4.2.4: "All items shall be delivered F.O.B. destination (no delivery charge) to any location within the city limits of the City of San Antonio, Texas." The City will provide the delivery address on each Purchase Order (PO).

Question 4: Will the t-shirts need logos?

Response: The City will have the choice to order blank t-shirts or t-shirts with imprints on them, including logos.

Question 5: Regarding the punch out catalog in the solicitation, we do not have the ability to integrate this. We can provide a dedicated webstore for the City of San Antonio departments to use for ordering? Please advise.

Response: Please see section 005 – Supplemental Terms and Conditions, External / Catalog for more information. The City is not requesting additional items other than the ones included on the price schedule.

Question 6: For the bid submission, are you expecting only 1 attachment?

Response: Please submit all the documents requested on the solicitation following Section 3 - INSTRUCTIONS FOR BIDDERS and Bid Checklist

Question 7: Do we ignore the My Items tab (no info appears to be found here)?

Response: Please contact the Vendor Support Department at 210-207-0118 or vendors@sanantonio.gov for clarification. For instructions about how to respond, please refer to Section 3 - INSTRUCTIONS FOR BIDDERS and Bid Checklist

Question 8: Are the short sleeve 100% cotton and the long sleeve 50/50 cotton poly blend shirts?

Response: See Section 4.1.1 Production Information. The City requires for Items 1 - 4 to be 100% cotton for short sleeve and long sleeve or to be 50/50% cotton for short sleeve and long sleeve for the same price.

Question 9: Submission deadline was 5/13 then was 5/18?

Response: The City issued various addendums extending the due date. The current solicitation deadline is July 10, 2026, by 2:00 pm CST.

Question 10: When will the questions be answered (either online or here below)?

Response: Questions will be answered via addendum posted in the SAePS portal.

Question 11: Has the updated pricing sheet been released?

Response: Revised price schedule dated June 26, 2026, is included in this Addendum VII.

Question 12: Should we enter the total price of the shirt including printing, or only the screen-printing cost?

Response: Please provide pricing as requested on revised price schedule dated June 26, 2026, included in this Addendum VII.

Question 13: Will shirts be ordered all at once or do we print in increments?

Response: The t-shirts will be ordered as needed.

Question 14: Item #1 asks for Estimated Annual Quantity of 8,000 each. Does the city pay for all 8,000 t-shirts up front or do they pay as shirts are ordered?

Response: The t-shirts will be ordered as needed and payment shall be based on the actual quantities supplied.

Question 15: On the column where it asks for short sleeve price per each, do I provide price for a blank t-shirt and then give a separate price for 1, 2, 3, and 4 imprint?

Response: Yes, Please provide pricing as requested on revised price schedule dated June 26, 2026, is included in this Addendum VII.

Question 16: Do t-shirts get a left chest, center chest in front? 2nd location, back or right chest?

Response: The style and imprint location colors depend on each job request. The majority of shirts that are ordered will have 1 logo on the chest. 2nd imprint location is usually on the back (neckline) for STAFF/INSTRUCTOR, and 3rd imprint location generally includes the City of San Antonio logo on one of the sleeves.

Question 17: I would like to know more about the procurement process. T-shirt manufacturing and printing costs are volume driven by order. To adequately bid, I will need to know the estimated total volume of t-shirts.

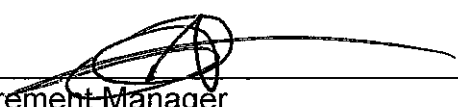
Response: See Section 003 – Instructions for Bidders, Estimated Quantities for Annual Contracts.

Question 18: Could you please provide guidance on the annual designation?

Response: See Section 003 – Instructions for Bidders, Estimated Quantities for Annual Contracts: "Designation as an "annual" contract is found in the contract's title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied."

Question 19: Will you be releasing an updated pricing sheet, or should we modify the existing sheet to include prices for the wicking long sleeve shirts?

Response: Revised price schedule dated June 26, 2026, is included in this Addendum VII.

Original Signature of Person Authorized to Sign Bid/Contract (Please Sign) Signer's Name (Please Print) Vendor Name Vendor Address City State, Zip code	 Procurement Manager Finance Department, Procurement Division
---	--

