



ADDENDUM I

SUBJECT: Formal Invitation for Bid – Annual Contract for Water Bottle Services Citywide (IFB 6100019423), Scheduled to Open: June 3, 2026; Date of Issue: May 15, 2026

FROM: Jennifer Johnson, Procurement Administrator

DATE: June 2, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I 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, the 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. ADDED:** Pre-Submittal Sign-in sheet.
- 2. REVISE:** The deadline for bid submission has been changed to Wednesday, June 10, 2026, at 2:00 p.m. CT.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003 – INSTRUCTIONS FOR BIDDERS, RESTRICTIONS ON COMMUNICATION:

On Thursday, May 21, 2026, the City of San Antonio hosted a Pre-Submittal to provide prospective vendors with a general overview of the solicitation requirements, submission procedures, and contract expectations under IFB 6100019423 – Annual Contract for Water Bottle Services Citywide. The meeting also provided vendors with an opportunity to ask questions. Below is a list of questions asked and received. The City's official response to the questions asked is as follows:

Question 1: For line item 2.2 (16.9 oz bottled water), can you provide estimated order frequency, average order size, and whether it's large pallet drops to central sites or small split deliveries to many departments?

Response: The City cannot guarantee order frequency, average order size, or specific delivery patterns under this solicitation. However, vendors should anticipate deliveries to multiple geographically dispersed City departments and facilities throughout San Antonio. Deliveries may include both centralized deliveries and smaller inside deliveries to individual service locations depending on departmental operational needs.

Please refer to:
Section 4.0.2 regarding Citywide geographically dispersed service locations,
Section 4.3.6 Estimated Annual Quantities, and
Section 4.5 Delivery Requirements.

As indicated in the IFB, the estimated annual quantity for Item 2.2 – 16.9 oz bottled water (24-count cases) is approximately 16,800 cases annually. Actual quantities may vary based on operational needs.

Question 2: Is one of the requirements that the vendor be located in San Antonio?

Response: No. The IFB does not require vendors to be physically located in San Antonio. However, pursuant to Section 4.2.6.1, the Contractor must possess sufficient operational capacity, staffing, delivery fleet, warehouse/storage facilities, and logistical infrastructure necessary to provide Citywide service to multiple geographically dispersed locations throughout the City of San Antonio and must be capable of providing services within the required delivery timelines.

Question 3: Does this City have any prior records of how much water is needed for the months of June and September, as a spike could potentially be seen? We want to be able to attend to those types of needs, if that is the case, and kind of prepare for what the weather might bring.

Response: The estimated annual quantities listed in Attachment A – Price Schedule were derived from an internal historical usage report and are provided for evaluation purposes only. Actual quantities and seasonal usage may vary based on operational needs, weather conditions, emergency response activities, and departmental demand.

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

Signer's Name

Vendor Name

Vendor Address

City

State, Zip code

lgaguilar - Signed on behalf of
Procurement Administrator
Finance Department, Procurement Division