



## **ADDENDUM II**

**SUBJECT:** Annual Contract for Purchase of Vehicle Decals, (IFB 6100019783), Scheduled to Close: July 29, 2026; Date of Issue: July 1, 2026

**FROM:** Jorge D. Figueroa  
Procurement Manager

**DATE:** July 27, 2026

### **THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - 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. Revised: The IFB opening date is scheduled for August 5, 2026; 2:00 PM CT
2. Add: IFB Document Section 004 – Specifications / Scope of Services, 4.1.3 Proofs is to read:  
  
**4.1.3 PROOFS:** Prior to the initial production of any new logo decal, department name, numbering, or other artwork not previously approved by the City, the contractor shall provide an electronic proof to the City's designated representative for review and written approval. Production shall not begin until the City has approved the proof. Proof approval does not relieve the contractor of the responsibility to supply products that comply with all requirements of this contract. Previously approved artwork may be reproduced without an additional proof unless requested by the City.
3. Add: Pre-Submittal Conference Sign In Sheet, this document will be posted as a separate file.
4. Modify: IFB Document Section 004 – Specifications / Scope of Services, 4.4.0 Samples is revised to read:

**4.4.0 SAMPLES** - Samples shall not be submitted with the bid response. However, City may request samples in accordance with Section 003 – Instructions for Bidders, Samples, Demonstrations and Pre-award Testing. Graphic art for logo decals, letters, and numbers will be made available to the awarded vendor.

**5. Delete: IFB Document Section 004 – Specifications / Scope of Services, 4.4.1:**

Failure to provide samples as requested may cause a rejection of bid.

**6. Delete: IFB Document Section 004 – Specifications / Scope of Services, 4.4.2:**

Electronic Responses: Samples must be mailed to the specified mailing address prior to specified deadline. All packages must clearly identify all Respondent information and bid number on all package(s).

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

On Tuesday, July 7, 2026, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Purchase of Vehicle Decals. The following questions were submitted during pre-submittal conference:

Question 1: Is the City open to accept deliveries via workshop personnel in a work truck? Can the same be done with the samples?

Response: Yes, the City will accept deliveries via workshop personnel in a work truck.

Question 2: Are any of the department names needed to be reflective or should we quote nonreflective on everything?

Response: Please see Section 4.6 for product specifications.

Question 3: How often does the City of San Antonio place orders for decals?

Response: Please see Section 4.3.1 for anticipated order frequency.

Question 4: When visiting Angela to view the samples, can the vendors take a sample back to their facility with them to inspect?

Response: See Amendment 4 above for revised Section 4.4.0 Samples.

Question 5: When submitting a sample decal, will it be a sample of material used or sample of finished product? If so, can artwork be provided?

Response: See Amendment 4 above for revised Section 4.4.0 Samples..

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**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS OF COMMUNICATION:**

Question 6: Please confirm that digital printing is acceptable, and screen printing is not mandatory.



- Response: Digital printing is acceptable provided the finished decals comply with all specifications in Section 4.6.0. Screen printing is not mandatory.
- Question 7: Please confirm if a \$250 minimum order charge is acceptable to cover print runs, freight costs, and setup charges.
- Response: No. Pricing shall be submitted in accordance with the solicitation requirements. The City will not accept a minimum order charge.
- Question 8: It is unclear why a physical site inspection would be necessary since the samples can be produced from the pictures. Please advise. If the purpose is to collect a proof, can we send a courier to pick it up?
- Response: Samples are not required to be submitted with the bid response. Therefore, physical site inspection is not required. See Amendment 4 above for revised Section 4.4.0 Samples.
- Question 9: Please provide mailing address to return the samples.
- Response: Samples are not required to be submitted with the bid response. See Amendment 4 above for revised Section 4.4.0 Samples
- Question 10: Are these samples of the vinyl material (e.g. 3M Controllac Plus Series 180 vinyl sheeting, clear coat), or pre-produced decal per the photos?
- Response: Samples are not required to be submitted with the bid response. See Amendment 4 above for revised Section 4.4.0 Samples
- Question 11: For the latter (pre-produced decal) which department is required? Is it sufficient to provide an example for one department, and if so which one?
- Response: Samples are not required to be submitted with the bid response. See Amendment 4 above for revised Section 4.4.0 Samples
- Question 12: To anticipate the cost impact of paragraph 4.1.2 ("City reserves the right to modify or replace the logo during the contract term at no additional cost to City") can you please advise any planned future changes, or how many changes were made in the last three years or if not the typical change period within the five-year lifespan of the contract.
- Response: The City does not anticipate changes to the logo during the contract term. However, the City cannot guarantee logos will not change.
- Question 13: Regarding the statement in paragraph 4.3.1 ("Orders shall be placed approximately every thirty (30) calendar days; however, the City reserves the right to order more or less frequent based upon demand") please can you state the average monthly order in terms of the volume, number of decal types and value.
- Response: Order quantities, decal types, and order values will vary based on the City's operational needs. The City may order decals for up to approximately 1,000 vehicles annually. No minimum or maximum order quantity or value is guaranteed.
- Question 14: Regarding the pictures provided in 4.7 Decal Examples on page 13, that Item 1 and Item 2 in the Price Schedule are the same other than different dimensions?
- Response: Please see Section 4.6.1 and 4.6.2 for description of items.
- Question 15: Regarding page 18, request to remove Business Automobile Liability from the Insurance requirement as not applicable to the fulfillment of this requirement
- Response: The insurance requirements on page 18 will remain as is.



Question 16: For bidders that are self-performing all aspects of the contracted requirement please can you advise how to complete Attachment D - Subcontractor/Supplier Utilization Plan

Response: Please fill out the section that says "Prime Firm" only.

Question 17: For the "Delivery and Service" section of Attachment A - Price Schedule, Please can you state the nature of the requirement, and expectation, for completing the Re-stocking orders. Will the City purchase any unordered restocked items at the end of the contract period?

Response: No. Please see Section 4.3.2.

Question 18: For Item 6: Set-Up Charge For Titles Not Identified in Attachment A – Price Schedule, please confirm that the unit cost for producing and shipping of those titles will be set when they are identified.

Response: The unit pricing for Price Schedule Item 6 is a one-time setup charge for department names not identified in Section 4.6.5. Unit pricing shall include all costs to provide and deliver the finished product, as described in Section 4.2.0.

Question 19: Regarding the statement page 7 ("Vendors must specify the material composition and content levels (including post-consumer content % and total recovered materials content %) for each proposed product") this requirement for Environmentally Preferred Products is not applicable for vinyl products, please advise where this response should be provided.

Response: For this solicitation, the Environmentally Preferred Products requirements are not applicable to the vehicle decals being procured, and no response is required.

Question 20: Regarding the statement in point 4.1.1 'Artwork for the logo shall be provided by the City' on page 10, please confirm if the City will provide final artwork in high-resolution vector files (e.g. Adobe Illustrator, .AI or .EPS format)

Response: The City will provide artwork in an electronic format suitable for production.

Question 21: Please confirm freight costs are to be included in Unit Price.

Response: Unit Price shall include all costs to provide and deliver the finished product. Please see Section 4.2.0 Pricing.

Question 22: From the section title "Item 6: Set-Up Charge for Titles not Identified" in the Pricing Schedule please confirm Items 1 to 5 must include the Set-up Charge?

Response: Unit Price shall include all costs to provide and deliver the finished product. Please see Section 4.2.0 Pricing.

Question 23: Regarding the statement on page 10 in point 4.3.0 Delivery ("The initial order of any quantity and/or item(s) must be delivered within fifteen (15) City of San Antonio Business days from original date of order request") please confirm that the initial order will include the final artwork or the fifteen business days will begin from receipt of final artwork.

Response: The awarded vendor will be provided the final artwork in advance of the initial order. The fifteen (15) business-day delivery requirement begins upon issuance of the initial order.

Question 24: Regarding price revisions as described on page 14, request to base increases on cost increase in the supply chain evidenced by supplier invoices.

Response: Any price revisions will be in accordance with Section 005 – Supplemental Terms and Conditions, Producer Price Index (PPI) Price Adjustment Clause.

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| <p>Original Signature of Person Authorized to Sign Bid/Contract (<b>Please Sign</b>)</p> <p>_____<br/>Signer's Name</p> <p>_____<br/>Vendor Name</p> <p>_____<br/>Vendor Address</p> <p>_____<br/>City</p> <p>_____<br/>State, Zip code</p> | <p><br/>Procurement Manager<br/>Finance Department, Procurement Division</p> |
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