



ADDENDUM II

SUBJECT: Request for Competitive Sealed Proposal (RFCSP), Annual Contract for On-Call HVAC Services for San Antonio Airport System, (RFx 6100015282; RFCSP 22-061), Scheduled to Open: August 5, 2022; Date of Issue: June 6, 2022

FROM: Jennifer Johnson
Procurement Administrator

DATE: July 28, 2022

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II TO THE ABOVE REFERENCED
REQUEST FOR COMPETITIVE SEALED PROPOSAL**

**THE ABOVE-MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL
IS HEREBY AMENDED AS FOLLOWS:**

- 1. THE SUBMISSION DATE IS HEREBY EXTENDED TO 2:00 P.M., CENTRAL TIME, ON MONDAY, AUGUST 8, 2022.**
- 2. Add:** RFCSP Attachment L – List of Existing HVAC Equipment, posted as a separate document
- 3. Add:** RFCSP Exhibit 1 – Pre-Submittal Meeting Attendee Sign-In Sheet
- 4. Correct:** SA Legal News, dba The HartBeat, advertisement submission date was incorrectly published as July 22, 2022; however, the deadline for this RFCSP has now been extended to Monday, August 8, 2022.
- 5. Correct:** SA Express News advertisement submission date was incorrectly published as July 18, 2022; however, the deadline for this RFCSP has now been extended to Monday, August 8, 2022.
- 6. Change:** RFCSP Section 003 – Instructions for Bidders, Restrictions on Communication, sixth paragraph, first sentence is hereby amended to read as; “Respondents may submit written questions, or objections to specifications, concerning this RFCSP to the Staff Contact Person listed on the Cover Page on or before Tuesday, August 2, 2022 by 4:00 p.m. CT.”
- 7. Change:** RFCSP Section 004 - Specifications/Scope of Services, On Call Contracting Services (OCCS) Process, C.3. Purchase Order (PO), third paragraph is hereby amended to read as; “In the event of an emergency service requirement, the OCCS process will be expedited upon receipt of a written or verbal request by the City. Contractor will commence work upon written or verbal approval by the City, and provide OCP documents pursuant to this section C., no later than three (3) business days from the date of the City’s initial request for service. City will issue PO in accordance with policy and procedures established by the City’s Finance Department.”
- 8. Add:** RFCSP Section 004 - Specifications/Scope of Services, G. Requirements for Invoices, is hereby amended to add the following: “4. Proof of materials or parts paid by Contractor.”

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

On June 22, 2022, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Request for Competitive Sealed Proposal for On-Call HVAC Services for San Antonio Airport System. The City's official response to questions asked is as follows:

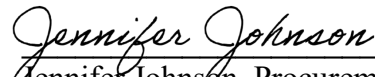
Question 1: Can the City post a list of the existing HVAC equipment currently in use?

Response: Yes. Refer to amendment number 2 above.

Question 2: Is there a way we can have a site visit to see the existing HVAC equipment?

Response: Yes. Vendors may reach out to Marco Beltran by emailing, marco.beltran@sanantonio.gov or by calling (210) 207-3512, to schedule a site visit.

The last date/time for site visits is 4:00 p.m., Central Time, Monday, August 1, 2022.



Jennifer Johnson, Procurement

Administrator

Finance Department, Purchasing Division

JJ/mab