



ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposals for Annual Contract for Preventive Maintenance and Repairs of HVAC - Citywide (RFCSP 23-013, 6100016648); Scheduled to Open: May 31, 2023; Date of Issue: April 12, 2023

FROM: Jennifer Johnson
Procurement Administrator

DATE: May 30, 2022

THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL

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

- 1. ADD:** RFCSP Exhibit 2 - Pre-submittal Sign-in Sheet
- 2. REVISE:** RFCSP Attachment K - HVAC Equipment Master List, SAFD tab worksheet, Row 192, Academy, is hereby removed entirely from this solicitation.
- 3. REVISE:** RFCSP Attachment B- Price Schedule, Item # 55 - Academy is deleted entirely.
- 4. The RFCSP submission deadline has been extended to June 7, 2023; 2:00PM.**

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

On Tuesday, April 25, 2023, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for Request for Competitive Sealed Proposal for Annual Contract for Preventive Maintenance and Repairs of HVAC - Citywide. Below is the list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

- Question 1: Will City share Pre-submittal Agenda and SBEDA PowerPoint Presentation?
Response: RFCSP Exhibit 1 - Pre-submittal Agenda was released through the City's SAePS portal on the date the RFCSP was released, April 12, 2023. Similarly, the SBEDA Presentation was released as RFCSP Attachment R.
- Question 2: Will City share the Pre-submittal Sign-in sheet?
Response: Refer to No. 1 above of this addendum.
- Question 3: What is the anticipated start date for the new contract?
Response: Refer to RFCSP Section 005 - Supplemental Terms & Conditions, Original Contract Term, paragraph 1.
This contract shall begin upon the effective date of the ordinance awarding the contract or July 1, 2023, whichever is later. This contract shall begin upon the date specified in the award letter, if it does not exceed \$50,000. The contract shall terminate on December 31, 2026.
- Question 4: If vendor is awarded a different city contract, can both contracts be combined that way vendor does not need bid out?

Response: No. Each solicitation is developed for the City Department(s) seeking the services. Vendors interested in seeking a contract with the City for the requested services must submit a proposal response for this RFCSP solicitation.

Question 5: Air Handlers normally do not get the EVAP coils cleaned unless there is an issue. Are vendors to quote cleaning the EVAP coils?

Response: Yes. The City requires evaporative coils be cleaned as specified in the RFCSP.

Question 6: Does the entire Academy fall under the line item "Academy"? Or is it just the main building? If so, can vendor schedule a site visit of the "Academy"?

Response: Refer to No. 2 and 3 above of this addendum. Academy is removed from this solicitation.

Question 7: There is no line for WIC South Flores Clinic on the price schedule; is this site included with another site?

Response: No. The WIC South Flores Clinic is not included in this solicitation.



Jennifer Johnson
Procurement Administrator
Finance Department-Purchasing Division

JJ/sr