



## **ADDENDUM V**

**SUBJECT:** Request for Competitive Sealed Proposals – Annual Contract for Custodial Services, (RFCSP 23-059, 6100016583), Scheduled to Close: Wednesday, September 13, 2023; Date of Issue: Friday, July 7, 2023

**FROM:** Denise Gómez-Esquivel, C.P.M., CPPB  
Procurement Administrator

**DATE:** September 1, 2023

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. V - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS**

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

1. **CHANGE:** The deadline for proposal submission has been extended to **September 15, 2023, 2:00 p.m. Central Time.**

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, INSTRUCTIONS FOR RESPONDENTS, PART A, RESTRICTIONS OF COMMUNICATION:**

**Question 1:** Will the response date be extended due to new questions?

**Response:** Please see item 1 above. The RFCSP has been modified.

**Question 2:** Can crew exit at the end of the daily operations as specified in 4.3.2? or is it only for Central Library?

**Response:** As per 4.3.2, full time custodians at the Central Library can leave at the end of the operational hours. For example: Let's say the respondent proposed eight (8) full time custodians and additional custodians on as needed basis to perform various tasks as per scope. The eight (8) full time custodians will come one (1) hour before the operational hours and can leave at the end of the operational hours. The additional custodians can come to perform various tasks as defined in the 004- Scope of Services.

Similarly, as per 4.3.1, a full time custodian can leave at the end of the operational hours for all library branches. For example: Let's say at Bazan library, in addition to the one (1) custodian city requirement, respondent proposed additional custodians on as needed basis.

**Finance Department, Procurement Division**

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The one (1) full time custodian will arrive one (1) hour before the operational hours and can leave at the end of the operational hours. The additional custodians can come to perform various task requires specified in the 004- Scope of Services.

**Question 3:** While there are no day porters, there is a request for at least one person at each library facility - daytime, full time?

**Response:** Previously, there was a separate line item on the price schedule for the day porter services which City removed as City requested one (1) custodian at each library branch. Based on respondent business or industry jargon, respondent may consider the requirement of one (1) full time custodian at the library branches as day porter services but the City will consider a requirement of one (1) custodian full time.

**Question 4:** Is the 1.2-million-dollar current contract value inclusive of Central Library? Addition of the Central dramatically skews the total value so would it be better as a separate line item?

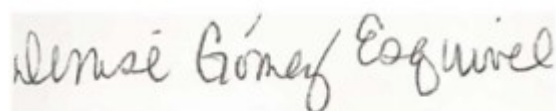
**Response:** Please see below council link:  
<https://sanantonio.legistar.com/LegislationDetail.aspx?ID=3674193&GUID=0F6178F5-D104-44CA-B04E-9D7510895E51>  
Irrespective whether there is a separate line or not, City will consider all line items in evaluation.

**Question 5:** Has the start date of the contract changed, as currently is October 1, 2023?

**Response:** City will not finish evaluation by October 1<sup>st</sup>, 2023. This contract will start upon Council approval as per 005-Supplemental Terms and conditions, Original contract term, this contract shall begin upon effective date of the ordinance awarding the contract or October 1, 2023, whichever is later.

**Question 6:** Was the current contractor awarded with the Central Library incorporated or was the contract amended at a later time for the supplementary labor?

**Response:** Full services and augmentation services were part of the contract, but full services were not awarded to the current contractor. City staff perform custodial services at Central Library and requests augmentation on an as needed basis.



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