



ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposals (RFCSP 24-180, 6100018507), Annual Contract for Kitchen Equipment Preventative Maintenance and Repairs, Scheduled to Open: March 18, 2025; Date of Issue: February 14, 2025.

FROM: Jessie Hinojosa
Procurement Manager

DATE: March 13, 2025

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

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

1. **MODIFY:** The submission deadline has hereby been extended to **Friday, April 4, 2025 at 11:00 a.m., Central Time.**
2. **MODIFY:** The number of site locations has been changed to two (2) part-time nutrition sites from five (5) part-time nutrition sites in, SECTION 004 – SPECIFICATIONS / SCOPE OF SERVICES, BACKGROUND and SENIOR CENTERS sections.
 - Three (3) part-time site locations [13. Bethel, 14. Hope Center (Salvation Army), and 15. St. Timothy's] have been removed.
3. **MODIFY:** Samsung and Whirlpool have been removed from Section 004 – SPECIFICATIONS / SCOPE OF SERVICES, KITCHEN EQUIPMENT. These brands are no longer included.
4. **ADD:** The following has been added to Section 004 – SPECIFICATIONS / SCOPE OF SERVICES.

PRE-ASSESSMENT SERVICES OF KITCHEN EQUIPMENT:

Contractor shall have 30 days from the start of the contract to identify all pre-existing issues with the Kitchen Equipment and provide recommendations including repairs. Contractor shall also provide estimates to perform the related repairs.

The City shall have the discretion to hire Contractor or another party to complete any repairs. Once the repairs have been completed, City and Contractor shall schedule a walk-through to verify that all repairs have been completed. Once verification of repairs is made, Contractor is responsible for maintaining the Kitchen Equipment in accordance with the RFCSP scope of services.

5. **ADD:** Parts for filter replacement will be paid separately and has been ADDED to PREVENTATIVE MAINTENANCE in Section 004 – SPECIFICATIONS / SCOPE OF SERVICES.
6. **ADD:** Filter Replacement has been added to Section 004 – SPECIFICATIONS / SCOPE OF SERVICES as follows.

FILTER REPLACEMENT:

Contractor shall replace filters during biannual preventative maintenance services. Contractor shall submit invoices with evidence of filter costs replaced from manufacturers in print and the percentage of make-up per the price schedule. The City will not pay labor costs and Preventative Maintenance Services shall include labor costs for filter changes.

7. **ADD:** Pre-Assessment Services has been added to Attachment A, Part Three – Proposed Plan.
 4. Pre-Assessment Services
Provide your plan for 30 days' Pre-Assessment
 8. **MODIFY:** Attachment B – Price Schedule has been modified to reflect changes to the scope of service and site locations.
- See Attachment B- Price Schedule attached.
9. **MODIFY:** Exhibit 1. Kitchen Equipment has been modified. Three (3) site locations [13. Bethel, 14. Hope Center (Salvation Army), and 15. St. Timothy's] have been removed.

See Exhibit 1. Kitchen Equipment is enclosed.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, INSTRUCTIONS TO RESPONDENTS, PART A, RESTRICTIONS ON COMMUNICATION:

On Thursday, February 20, 2025, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Request for Sealed Competitive Proposals for Annual Contract for Kitchen Equipment Preventative Maintenance and Repairs. Below is a list of questions that were asked during the Pre-Submittal Conference. The City's official response to questions asked is as follows:

Question 10: Filter changes are part of the Preventative Maintenance for ice machines. Do we have information regarding what filters are on each ice machine? Filters have a wide range of prices.

Response: The City will not provide filter information. Respondent shall change filters when they provide Preventative Maintenance Service and submit separate invoices with the manufacturer's price in print with a mark-up for the filter change parts, if applicable. Preventative Maintenance Services shall cover labor costs for filter replacement and only parts for filter replacement will be paid separately.

Question 11: Equipment can be moved or added to locations from various locations throughout the 5-year contract. If any ice machines are added, there will be a significant amount of time for Preventative Maintenance Service. Replacing equipment to service is not much.

Response: The City has no plan to add any equipment to existing locations. However, we may replace Kitchen Equipment with similar equipment when necessary.

Question 12: Can you explain the catalog pricing?

Response: Catalog pricing is not applicable. All compensable expenses of Respondent will be as stated in Attachment B – Price Schedule.

Question 13: Responding to call-ins & coordinating servicing timing. Will call-ins be with site managers in the Exhibit 1 Equipment List, or will the contact be with someone else?

Response: Each site manager will schedule with the Contractor the Preventative Maintenance Services and Repair Services.

Question 14: Who will be the main contact point when the Site Managers change?

Response: The awardee will be provided with the main contact information.

Question 15: Some ice machines are listed in the Kitchen Equipment. However, per the model number, they look like ice bins, not ice machines. Please verify.

Response: Each site has an ice maker.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PART A, INSTRUCTIONS TO RESPONDENTS, RESTRICTIONS ON COMMUNICATION:

Question 16: Was there a previous contract?

Response: There has not been a contract previously. The City has used different vendors for regular maintenance services.

Question 17: When was the last service?

Response: Each site manager coordinates their service visits with various vendors on an annual basis. Services have been conducted since the equipment was delivered and installed in each center. The City would like to establish a contract for preventive maintenance and repairs at all site locations.

Question 18: Do the ice maker use water filters or tap water?

Response: Some ice makers do not have water filters installed. Awarded Contractor will be given 30 days for Pre-Assessment of all equipment.

Question 19: The pricing schedule asks for markup on repair parts. We do not sell from markup, but rather at the manufacturer's suggested list price. We are a parts representative for the manufacturers of all equipment listed. How should I indicate this on the price schedule?

Response: If there is no markup, you can put 0 (zero) percent. This will also apply to filter replacement.

Question 20: Page 17 of the bid includes brands Samsung and Whirlpool. These are not commercial brands and we do not provide service to non-commercial equipment. Neither of these brands are listed in the equipment list at the centers. Is this going to be an issue?

Response: Samsung and Whirlpool have been removed.

Question 21: Do warmers need to be cleaned internally or will City staff clean before the Preventative Maintenance Service?

Response: Warmers do not have any food spillage inside. The warmers are used to keep sealed containers of food warm before meal service.

Question 22: Will all food be removed by City Staff from all units before the Preventative Maintenance Service or just determine if the food is to be disposed by Contractor?

Response: Food does not need to be removed by the Contractor prior to Preventative Maintenance Service.

Question 23: Can you provide an inventory of ice makers with filtration system?

Response: Please see responses for Questions 10 and 18.

Question 24: If no filtration system on Ice Makers, can you provide a separate line item on the price schedule for initial installation?

Response: Please see responses for Questions 10 and 18. Please use the revised Price Schedule, Attachment B.

Question 25: Contract Terms; is the exceeded amount of \$50k correct for all Preventative Maintenances and Repairs for the potential 5-year commitment for over 70 power units? Or should this be per year plus a repair cost line item added to it?

Response: Although the City has not disclosed the project budget, it is anticipated to exceed \$50,000. This is a three-year contract with the option for the City to renew for two additional, one-year periods and Respondent shall submit their prices per Attachment B - price schedule.



Jessie Hinojosa
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