



ADDENDUM I

SUBJECT: Formal Annual Contract for On-Call Vehicle Repairs, Request for Offer (6100016474), Scheduled to Open: February 1, 2023; Date of Issue: January 11, 2023

FROM: Jennifer Johnson, Procurement Administrator

DATE: January 27, 2023

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I – TO THE ABOVE REFERENCED REQUEST FOR OFFER

THE ABOVE-MENTIONED FORMAL REQUEST FOR OFFER IS HEREBY AMENDED AS FOLLOWS:

1. The bid opening date is hereby extended to Friday, February 3, 2023, at 10:00 am Central Standard Time.
2. ADD: Pre-Submittal Sign in Sheet. This document will be posted as a separate file.

QUESTIONS SUBMITTED IN ACCORDANCE WITH RFO SECTION 003 - INSTRUCTIONS FOR OFFERORS:

On January 17, 2023, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the On-Call Vehicle Repairs Request for Offer. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

- Question 1: Can the vendor e-mail their response or mail it to the City?
Response: No, submissions of offers will only be accepted through the City's Portal. Refer to 003-Instruction for Offerors, Submission of Electronic Offer's: Submit one offer electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any offer or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.
- Question 2: Can we add other fees to the response, such as shop supplies, mileage, environmental fees, etc.?
Response: Refer to 004-Specifications / Scope of Services, 4.26 Shop Supplies & Environmental Fees: All costs associated with shop supplies, environmental fees, or any other expenses incurred in fulfilling this contract, shall be included in the rates shown on the price schedule.
- Question 3: How will parts be invoiced?
Response: Refer to 009-Attachments, Attachment A, Pricing Schedule: The payment for parts used in repairs shall be the actual purchase price with the applicable percent markup and will include all costs, profit and overhead for purchase of parts, fluids, materials, incidentals, etc. used in the repair/fabrication and also to be used for the purchase of parts for installation/repairs by others.

The percentage markup submitted in this item shall be used to provide cost estimates for the Purchase Orders issued by the City and shall remain unchanged throughout the term of the contract.

Question 4: Will the City be able to provide parts?

Response: Yes, refer to 004-Specifications / Scope of Services, 4.23 Parts, 4.23.1: Any materials or parts used in complying with the contract must be equal to or better than original equipment. Aftermarket parts are acceptable under this contract when available, except for units under factory warranty. All parts must be new, unless otherwise approved by the City's Representative. The City of San Antonio reserves the right to furnish parts needed for repairs.

Question 5: How will the vendor charge for equipment initial diagnostic?

Response: Vendor can charge for equipment initial diagnostic using the labor rate on Attachment A, Price Schedule for the current year.

Question 6: Is the request for offer for On Call Vehicle Repairs an all or nothing solicitation?

Response: No, the request for offer for On Call Vehicle Repairs is **NOT** an all or nothing solicitation. Refer to 004-Specifications / Scope of Services, 4.4 multiple awards: It is anticipated that this solicitation shall result in multiple contract awards. This solicitation is intended to obtain on-call repair providers to timely perform repair work on equipment in the City's fleet. More than one repair provider will be selected. Selection to be an on-call repair provider is not a guarantee of work. This is not an exclusive contract.

Question 7: Does the vendor need to be able to work on all of the equipment from Attachment B – Schedule of Equipment in order to be considered for award?

Response: No, this contract is not specific to one particular equipment manufacturer, chassis, body, or equipment component. This contract is intended to be a general repair contract for many of the City's vehicles, multiple makes and equipment. Please include all the equipment that your company can provide services on our Attachment B – Schedule of Equipment.

Question 8: My company can only work on one type of equipment e.g. Cummins; would that disqualify us for award?

No, this contract is intended to be a general repair contract for many of the City's vehicles, multiple makes and equipment. If your company can only work on a specific(s) equipment, your company will be considered for those types of equipment. Please include all the equipment that your company can provide services on our Attachment B – Schedule of Equipment.



Jennifer Johnson

Procurement Administrator

Finance Department - Purchasing Division