



ADDENDUM 1

SUBJECT: RFO 6100015684 Annual Contract For Zoll Defibrillator "X-Series 12 Lead Accessories"

FROM: Jennifer Johnson, Procurement Administrator

DATE: March 28, 2024

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

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

- 1. Modify:** The Pre-Submittal conference date on the Cover Page of the RFO has been revised to **April 10, 2024; 10:00 AM CT.**
- 2. Modify: Section 003 – Instructions For Bidders,** under Restrictions on Communication, the written questions, or objections to specifications, concerning this RFO has been revised to **April 19, 2024 at 10:00 AM** Central Time and will now read as follows:

Offerors are prohibited from communicating with: 1) City officials as defined by §2-62 of the City Code of the City of San Antonio regarding the RFO or offers from the time the RFO has been released until the contract is posted for consideration as a City Council agenda item during a meeting designated as an "A" session; and 2) City employees from the time the RFO has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFO and/or offer submitted by Offeror. Violation of this provision by Offeror and/or its agent may lead to disqualification of the offer from consideration.

Exceptions to the restrictions on communication with City employees include:

Offerors may ask verbal questions concerning this RFO at the Pre-Submittal Conference.

Offerors may submit written questions, or objections to specifications, concerning this RFO to the Staff Contact Person listed on the Cover Page on or before **April 19, 2024 at 10:00 AM Central Time**. Questions received after the stated deadline will not be answered. Questions submitted, and City's responses will be posted with this solicitation. All questions shall be sent by e-mail or through the portal.

Offerors may provide responses to questions asked of them by the Staff Contact Person after responses are received. The Staff Contact Person may request clarification to assist in evaluating the Offeror's response. The information provided is not intended to change the offer response in any fashion. Such additional information must be provided within two business days from City's request.

Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact may be reached by telephone at (210) 207-3922 or by e-mail at SBEDAdocs@sanantonio.gov. This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.

- 3. Modify:** The Due Date on the Cover Page of the RFO has been extended to **May 1, 2024; 10:00 AM CT.**



Jennifer Johnson
Procurement Administrator
Finance Department - Procurement Division