



ADDENDUM No. IV

SUBJECT: Formal Request for Offer, Annual City-Wide Contract for the Purchase of Medical Supplies & Pharmaceuticals, (RFO 6100019181), Scheduled to Close: May 22, 2026; Date of Issue: March 13, 2026

FROM: Shelly Reynolds
Procurement Manager

DATE: May 6, 2026

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

Respondents and bidders shall be responsible for reading the entire addendum. All addenda issued for this solicitation shall be attached to and become part of the solicitation and resulting contract documents for this project. By submitting a response to a City solicitation, respondent/bidder is acknowledging the receipt of this addendum.

By virtue of this addendum, the specifications, requirements and amendments stated below become a permanent addition to the solicitation referenced above.

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

- 1. Revise submission deadline is hereby extended to May 22, 2026, at 2:00 P.M. Central Time**
- 2. Revise: Section 004 – Specifications / Scope of Services, 4.10 Revision of Unit Prices, is replaced in its entirety to read:**

4.10 Replacement of Published Price Lists. Manufacturer Price Lists must remain fixed for the first twelve (12) months of the Original Contract Term. See Section 005 – Supplemental Terms and Conditions, Catalog Discount Pricing. Thereafter, it is agreed that Manufacturer Price Lists may be superseded only if the manufacturer has issued a price increase for industry-wide application and it is approved by the City. Price lists that are not manufacturer-issued may not be superseded or replaced during the contract period.
- 3. Add: Exhibit I - Pre-Submittal Conference Sign-In Sheet, this document will be posted as a separate file.**
- 4. Revised: 009 – Attachments; Attachment A – Price Schedule, Section 2, Specified Items Pricing Excel Work sheet is replaced with Section 2, Specified Items Pricing, Rev 1, 5.05.2026.**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS OF COMMUNICATION:

Question #1: Will this RFO be all or none, to one vendor?

Response: No, this solicitation is not identified as an "all or none" award.

Question #2: 003 Instructions for Offerors - Certified Vendor Registration Form, If we are registered with SAePS and received notification of these bids, are we considered a Certified Vendor? Or is there something else we need to fill out to be a CVR?

Response: Yes. If you have a SAePS Vendor ID, then you are a registered vendor with the City.

Question #3: Form 1295 as a publicly traded company we are exempt from completing a 1295, do we write that on the 1295 and upload it?

Response: A publicly traded company does not need to upload Form 1295.

Question #4: Catalog Pricing - Manufacturer's latest dated price lists are not available, they do not produce or distribute this type of information, there is nothing that we can provide. Can this instruction be removed?

Response: No. See Section 003 – Instructions for Offerors, Catalog Pricing, for details. This requirement is not being removed.

Question #5: Manufacturer's catalog for each manufacture offered? To be clear you are requesting that we submit / upload a copy of the catalog for each manufacturer we bid? If the manufacture bid does not produce a catalog, where should we make this notation in our submission?

Response: Yes. Offerors shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which an offer is submitted. Per section 003 Instruction for Offerors, Catalog Pricing, Offerors may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City's Finance Department - Procurement Division.

Question #6: Offerors may submit price lists other than the mfg's price list? Please clarify what you mean here? Would this be referring to our List price that we offer for the items? We have over 160,000 items in our system are you looking for a price list of all of these items? If it is our list of items with LIST pricing that price can change anytime our cost changes the LIST pricing is not firm.

Response: It could be manufacturer price list or distributor price list.

Question #7: 004 Specifications/Scope of Services - 4.6 Discontinued Items, E if a mfg. discontinues an item- it is unreasonable to expect that the replacement item from a different mfg. would be the same price or less, if that were the case the replacement item would have been the item bid in the first place. Will you remove this requirement?

Response: No. Section 4.6, Discontinued Items, City may allow the Vendor to provide a substitute for the discontinued product(s) or delete the product(s) altogether.

Question #8: Will you consider removing the % discount from the line items (columns L&M) and just ask for a firm price for each line item (Columns R-T?) And add, a line for % discount for anything not listed in the items, this will still give the City an opportunity to purchase items not listed and it would be at the discount provided. This also allows for a better price and or discount when there is a request for a high volume product that could occur from time to time, the vendor would be able to offer a better price/discount without the restriction of only providing the one discount.

Response: No. The Price Schedule will remain unchanged.

Question #9: 4.10 REVISION OF UNIT PRICES The Unit prices will remain fixed for the first 12 months: to be clear we can request a price adjustment if there is a mfg. increase at anytime during the contract term of 3 years with proper documentation even if it is during the first 12 months?

Response: No. See item 2 of this addendum above.

Question #10: How much is the estimated spend for each solicitation?

Response: The estimated spend for solicitation #6100019181 is \$16 million over five years.

Question #11: Where are the Joint Venture Forms Located?

Response: The Joint Venture Commitment Form is located on the COSA website link provided below.
<https://www.sa.gov/Directory/Departments/EDD/Programs-Grants/Preference/SBEDA/Forms>

Question #12: For a single line item, is it acceptable to propose multiple products from different manufacturers as options, or should each line item be limited to one manufacturer and product?

Response: Yes, it is acceptable to propose multiple products from different manufactures as options. Per section 003 Instruction for Offerors, Alternate offers may be allowed at the sole discretion of City.

Question #13: We noticed there appear to be duplicate line items in both bids. Could you please confirm whether these are intentional and should be priced separately, or if they are listed in error?

Response: Yes, some lines have been listed more than once in error. The Price Schedule has been updated and duplicate rows have been marked deleted (do not bid on deleted rows).

Question #14: Do we have to respond to all the items on Section 2? Is there a minimum quantity of items that we should respond to in order to be considered responsive?

Response: There is no minimum quantity of items to respond. Per section 003 Instructions for Offerors, Catalog Pricing: Specified items identified herein, if any, are for overall offer evaluation and represent the commonly and most used items.

Question #15: Is San Antonio looking to award a single supplier for all items, or will multiple vendors be considered?

Response: City intends to award one supplier per catalog, however, one supplier could be awarded for multiple catalogs.

Question #16: Are we able to submit partial bids for only the items we can procure?

Response: Per section 004, Specifications / Scope of Services, 4.9 Evaluation, Award will be made to the Offeror submitting the overall lowest pricing for items contained in Section 2, Specified Items. The range of items and the number of items in which pricing is offered for the Specified Items will be used to determine responsiveness.

Question #17: For items not available to quote, would you prefer we leave those lines blank or mark them as "N/A"?

Response: Please insert "no-bid" for any item(s) that are not quoted.

Question #18: Besides the requirement of an 8% goal should go to the SBE, can you provide information on how we make that work? Will the City be placing a PO directly with the SBE for the products we determine to meet the goal, do we need to make the City aware of what products should be ordered from the SBE?

Response: To comply with the SBE requirement, **8% of the total contract value** must be subcontracted to small businesses. Since the City will not issue POs directly to these firms, list all vendors you plan to use on the Utilization Plan, even if they are not SBEDA-eligible. Be sure to include the **NIGP code** for each vendor so the City can identify the specific scope they will cover.

Question #19: Please confirm bidders must submit one fixed discount percentage that applies to the entire catalog, including catalogs containing products from multiple manufacturers.

Response: Yes, Offeror shall submit one fixed discount percentage for each catalog submitted in Price Schedule, Section 1. Offeror shall submit one single fixed percentage discount for each item listed in Price Schedule, Section 2.

Question #20: The solicitation references discounts off manufacturer pricing; however, in the medical supply and pharmaceutical distribution space, MSRP or manufacturer list pricing is not standard, and suppliers establish and publish their own distributor catalog pricing. Please confirm whether bidder-published catalog pricing is acceptable so long as the catalog pricing is published, current, and publicly accessible, and the proposed discount is applied consistently.

Response: Yes. Per section 003 Instruction for Offers, Catalog Pricing, Offerors may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City's Finance Department - Procurement Division.

Question #21: To ensure fair and equitable evaluation across bidders, please confirm that distributors may not create customer-specific, City-specific, or San Antonio-specific catalog or list pricing for purposes of this solicitation. Further, please confirm that catalog pricing used for evaluation must be the bidder's standard enterprise catalog pricing, applied consistently across public-sector customers and not structured to manipulate the apparent discount percentage?

Response: See Section 004, Background: This contract will provide a fixed percentage discount from published catalog pricing for a wide range of medical supplies, pharmaceuticals and clinical supplies to be purchased on an "as needed" basis by various City departments.

Question #22: Catalog pricing for medical supplies and pharmaceuticals is typically established and maintained at an enterprise level, rather than on a customer-specific basis, and is updated based on manufacturer price actions, regulatory impacts, market conditions, and internal pricing governance. As such, CPI-based or similar index escalation mechanisms do not accurately reflect how catalog pricing is created, calibrated, or updated in this market. If a bidder provides up-front, detailed documentation describing its catalog pricing methodology, including how pricing is established, how and when updates occur, controls governing price changes, and the standard update cadence, would the City accept this approach in place of the escalation methodology referenced in the solicitation, provided that the fixed discount off catalog pricing remains unchanged for the life of the contract?

Response: See Section 005, Catalog Discount Pricing. CPI price adjustment are not applicable to this solicitation.

Question #23: Will the City make one city-wide award, or does the city anticipate multiple awards (e.g., primary, secondary, etc.)?

Response: City intends to award one supplier per catalog, however, one supplier could be awarded for multiple catalogs.

Question #24: If a bidder prices all items within a category but is deemed non-responsive on one line item, will the entire category be deemed non-responsive or only the affected item?

Response: Per section 004, Specifications / Scope of Services, 4.9 Evaluation, Award will be made to the Offeror submitting the overall lowest pricing for items contained in Section 2, Specified Items. The range of items and the number of items in which pricing is offered for the Specified Items will be used to determine responsiveness.

Question #25: If a bidder submits pricing for all Specified Items (Section 2) but is found non-responsive on one or more items, will the bidder be disqualified entirely or only for the specific non-responsive items?

Response: Per section 004, Specifications / Scope of Services, 4.9 Evaluation, Award will be made to the Offeror submitting the overall lowest pricing for items contained in Section 2, Specified Items. The range of items and the number of items in which pricing is offered for the Specified Items will be used to determine responsiveness.

Question #26: For items marked "Substitution Allowed," is substitution approval required at bid submission, and what is required with the bid to confirm equivalency?

Response: None of the items are marked Substitution Allowed for RFO #6100019181.

Question #27: Certain items appear to overlap between this solicitation and Contract 6100019182 (SAFD Medical Supplies & Equipment). Are overlapping items intended to be available under both contracts, or are items awarded under Contract 6100019182 excluded from this city-wide contract? Additionally, how will the City determine which contract governs SBEDA evaluation for overlapping items.

Response: Overlapping items intended to be available under both contracts. RFO 6100019181 is for a City-wide contract for all City departments to use excluding the San Antonio Fire Department. RFO 6100019182 will only be utilized by the Fire Department. SBEDA requirements apply to each solicitation as indicated in each solicitation.

Question #28: Given regulatory and licensing constraints associated with pharmaceuticals, will the city consider excluding pharmaceutical products from the 8% SBEDA evaluation, or allow a partial waiver limited to pharmaceutical spend where SBEDA participation is not feasible?

Response: The City of San Antonio is committed to addressing marketplace barriers and using its procurement practices to promote a robust, competitive, and inclusive local economy. As part of this commitment, the City seeks to ensure full utilization of all segments of its small business community. Accordingly, the City has determined that applying a contracting goal is appropriate to encourage participation by eligible small businesses. With respect to pharmaceutical products, the City acknowledges the regulatory and licensing constraints associated with this industry. However, these constraints do **not** exempt respondents from the required SBE goal. If a prime contractor encounters challenges in meeting the goal, they may submit a **Contracting Goal Waiver Request**. The City will evaluate the waiver based on documented efforts to identify and engage eligible small businesses.

Question #29: The solicitation references SBEDA participation requirements and evaluation considerations. Please confirm whether this solicitation will be awarded based on a scored evaluation using multiple criteria, or whether award will be made to the lowest priced, responsive, and responsible bidder.

Response: The award will be made to the lowest priced, responsive and responsible bidder. See response on question 18. For a Prime Contractor or Subcontractor to count toward a City required contracting goal(s), the Prime Contractor or Subcontractor must be SBEDA eligible and certified as ESBE and/or SBE per the goal applied 8% to be considered responsive.

Question #30: If the City intends to use a scored evaluation, please provide additional detail regarding the evaluation criteria and weighting, including whether any non-price factors are evaluated as part of the award decision.

Response: See response to Question #29. The award will be made to the lowest priced, responsive and responsible bidder.

Question #31: Will the City consider allowing at least 2-3 weeks after final responses to questions are issued to allow bidders sufficient time to finalize pricing, catalogs, and SBEDA documentation?

Response: The solicitation has been extended to May 20, 2026.

Question #32: Can you clarify how you'd like pricing structured for **Section 2 – Specified Items Pricing (6100019181)**? Should we apply one flat percentage discount across all listed items, or can we price each item individually (including deeper discounts on certain items) and then provide a standard discount for products on our website or in our catalog?

Response: See Response to Question #19.

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Jennifer Johnson

Original Signature of Person Authorized to Sign Bid/Contract (**Please Sign**)

Procurement Manager
Finance Department, Procurement Division

Signer's Name (**Please Print**)

Vendor Name

Vendor Address

City

State, Zip code