



ADDENDUM No. IV

SUBJECT: Formal Request for Offer, Annual Contract for the Purchase of Medical Supplies & Equipment for the San Antonio Fire Department, (RFO 6100019182), Scheduled to Close: May 22, 2026; Date of Issue: March 13, 2026

FROM: Shelly Reynolds
Procurement Manager

DATE: May 11, 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: The bid submission deadline is hereby revised to May 27, 2026, at 2:00 p.m. Central Time**
- 2. Add: Second Pre-submittal conference as follows:**

A Pre-Submittal Conference is scheduled, for May 15, 2026, at 9:00 a.m. Central Time. The Pre-Submittal Conference will be held via WebEx meeting. Prospective Respondents may join the WebEx using the following instructions:

WebEx Call-in: 1-415-655-0001

Meeting Number (Access Code): 2347 987 5427

Meeting Password: COSA

Webex Link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m74d1575c44f08e5ccb0d604da2e50c21>

3. **Revise: Section 004 – Specifications / Scope of Services, 4.10 Revision of Unit Prices, is replaced in its entirety to read:**

4.10 REVISION OF UNIT PRICES

The unit pricing stated on the Price Schedule shall remain fixed for the first twelve months of the Original Contract Term. Thereafter, it is agreed that specified item and unit prices may be superseded only if such price list is published by the manufacturer for industry wide use. Vendor must be able to substantiate the price increase to the City's satisfaction.

A request for change in pricing must be submitted by the Vendor in writing to the Finance Department, Procurement Division, along with the current price, revised price, dollar amount of increase and percentage increase of each item. This request must include documentation from the manufacturer showing the dollar price increase. Any price adjustments must be received within a minimum sixty (60) days' notice prior to effective date of the requested price change. Vendor shall receive written notice that either authorizes or rejects proposed price increase(s).

Invoices containing revised pricing prior to or without City approval will not be paid. The Vendor will be required to resubmit a new invoice to the City with the original pricing. No price increase will be effective until after written approval has been received by the City.

If a Vendor's direct cost decreases at any time during the term of this contract, Vendor shall immediately pass the decrease onto the City.

All price lists submitted, or approved revisions, are hereby incorporated into the contract by reference.

4. **Add: Exhibit I – First Pre-Submittal Conference Sign-In Sheet for March 23, 2026, this document will be posted as a separate file.**
5. **Revised: Section 004 Specifications / Scope of Services, 4.11 Specifications Category B: EMS Supplies, Item #B20 is revised to read SHEET STRETCHER G-FORCE™ BLUE, 36" x 90", Fluid Resistant, Elastic Corners, 50/CS, Manufacturer or Distributor: Taylor Healthcare, Part #90-G-Force-V**
6. **Remove: Section 004 Specifications / Scope of Services, Section 4.9 Evaluation in its entirety.**

7. Revised: 009 – Attachments; Attachment A – Price Schedule, Section 1, Specified Items Pricing Excel Work sheet is amended & replaced with Section 1, Specified Items Pricing, Rev 1, 5.11.2026.

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: This solicitation price schedule is not based on a catalog; therefore, catalog pricing is not applicable to this solicitation. The price schedule has been revised, referring to item 7 of this addendum, updated price schedule revision 1.

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: This solicitation price schedule is not based on catalog; therefore, catalog pricing is not applicable to this solicitation. The price schedule has been revised, referring to item 7 of this addendum, updated price schedule revision 1.

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: This solicitation price schedule is not based on catalog; therefore, catalog pricing is not applicable to this solicitation. The price schedule has been revised, referring to item 7 of this addendum, updated price schedule revision 1.

Question #7: 004 Specifications/Scope of Services - 4.7 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 4.7, 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: This solicitation price schedule is not based on catalog; therefore, catalog pricing is not applicable to this solicitation. The price schedule has been revised, referring to item 7 of this addendum, updated price schedule revision 1.

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 3 of this addendum above.

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

Response: The estimated spend for solicitation #6100019182 is \$5 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: There are no duplicate line items in this solicitation.

Question #14: Is San Antonio looking to award a single supplier for all items, or will multiple vendors be considered?

Response: City intends to award one vendor per category, however, one vendor could be awarded multiple categories.

Question #15: Are we able to submit partial bids for only the items we can procure?

Response: No. Per Section 004 Specifications / Scope of Services 4.11 Specifications Award will be made by category. offeror may bid one, more than one, or all categories of medical supplies contained in this request for offer. offerors are required to submit

pricing for all items in each category for which the offeror wishes to be considered for award.

Question #16: 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 #17: 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 #18: Please confirm bidders must submit one fixed discount percentage that applies to the entire catalog, including catalogs containing products from multiple manufacturers.

Response: This solicitation price schedule is not based on catalog, therefore catalog pricing is not applicable to this solicitation. The price schedule has been revised, refer to item 7 of this addendum, updated price schedule revision 1.

Question #19: The medical supplies and equipment distribution space does not always rely on manufacturer MSRP or list pricing, and many distributors establish and publish their own standard 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: This solicitation price schedule is not based on catalog, therefore catalog pricing is not applicable to this solicitation. The price schedule has been revised, refer to item 7 of this addendum, updated price schedule revision 1.

Question #20: If a catalog includes products from multiple manufacturers, may a single blended fixed discount be applied, provided it is applied consistently across all catalog items offered under this contract?

Response: This solicitation price schedule is not based on catalog, therefore catalog pricing is not applicable to this solicitation. The price schedule has been revised, refer to item 7 of this addendum, updated price schedule revision 1.

Question #21: To ensure fair and equitable evaluation, please confirm that bidders may not create SAFD-specific, department-specific, or City-specific catalog or list pricing for purposes of this solicitation, and that catalog pricing used for evaluation must reflect the bidder's standard enterprise catalog pricing, applied consistently and not structured to manipulate the stated discount.

Response: This solicitation price schedule is not based on catalog, therefore catalog pricing is not applicable to this solicitation. The price schedule has been revised, refer to item 7 of this addendum, updated price schedule revision 1.

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

Response: CPI price adjustment is not applicable to this solicitation.

Question #23: Will the City award one vendor per category (A, B, C), or may multiple vendors be awarded within a category? Would the city be open to offers that group the categories together for award?

Response: City intends to award one vendor per category, however, one vendor could be awarded multiple categories.

Question #24: If a bidder submits pricing for 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: Only for the affected item, not the entire category.

Question #25: If a bidder submits pricing for all required or specified items 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: Only the specific non-responsive item would be considered non-responsive.

Question #26: For items marked "Substitution Allowed," is substitution approval required at the time of bid submission, or post-award, only if a substitution becomes necessary due to availability discontinuation, or operational requirements?

Response: Bidder shall submit product name, product number, manufacturer information, product specifications, and packaging size (UOM) for City to review. If necessary, the bidder's substitution will be reviewed for final approval after bid closes. Bidder recommended substitutions must be equal to the original items requested by City.

Question #27: Certain product categories appear to overlap between this solicitation and RFO 6100019181(City-Wide Medical Supplies & Pharmaceuticals). Are overlapping items intended to be available under both contracts, or are items awarded under one contract excluded from use under the other? Additionally, how will the City determine which contract takes precedence for ordering and contract governance?

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 is will only be utilized by the Fire Department. SBEDA requirements apply to each solicitation as indicated in each solicitation.

Question #28: 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 17. 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 #29: 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: The award will be made to the lowest priced, responsive and responsible bidder.

Question #30: 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, compliance documentation, and SAFD-specific requirements?

Response: The solicitation has been extended to May 27, 2026.

Question #31: Can you clarify how you'd like pricing structured for **6100019182 - SECTION 1, SPECIFIED ITEMS PRICING for SAFD Med Supplies and Equip?** 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: This solicitation price schedule is not based on catalog, therefore catalog pricing is not applicable to this solicitation. The price schedule has been revised, refer to item 7 of this addendum, updated price schedule revision 1.


Question #32: We would like to know if the A/C Medical Supplies & Equipment SAFD 6100019182 bid is open to vendors outside of San Antonio, Texas. Additionally, could you clarify the requirements for the Small Business Economic Development Advocacy (SBEDA) for out-of-state vendors?

Response: The requirement for the SBEDA program is the same for everyone, regardless of location. There is an 8% Small Business Enterprise (SBE) Contracting Goal. To meet this requirement a bidder must subcontract a minimum of 8% to a SBEDA-eligible SBE. If the goal is not met and/or a contracting goal waiver request is not submitted and approved, the bidder will be deemed non-responsive. The requirements for SBEDA-eligibility are:

1. Certification as a Small Business Enterprise (SBE) from Supply SA
2. Headquartered in the San Antonio Metropolitan Statistical Area (SAMSA)
3. Each majority owner must have a Personal Net Worth (PNW) less than \$2.047 million

If the goal is not met, a contracting goal waiver request must be completed and submitted with their bid. Bidders must also complete, sign and submit the Subcontractor/Supplier Utilization Plan (UP). If you cannot meet the required goal, you must perform sufficient good faith efforts to demonstrate all efforts made to meet the 8% SBE contracting goal. You can find the waiver form along with a GFE documentation form [here](#). You must complete, sign, and submit the UP along with the Vendor Waiver Request and all back-up documentation as noted on the waiver form at time of bid

submittal. You can search for SBEDA-eligible vendors by NIGP code using the City of San Antonio Vendor Search [here](#). You can include multiple NIGP codes at once, just separate them with a comma, and be sure to check the “SBEDA-eligible” box as well. Please contact us for any additional questions at SBEDAdocs@sanantonio.gov.

	
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	