ADDENDUM III

SUBJECT: Food And Gasoline Gift Cards for San Antonio Metropolitan Health District, (RFO 6100019730), Scheduled to Close: July 1, 2026; Date of Issue: June 5, 2026

FROM: Regina Leal-Vandervort
Procurement Manager

DATE: July 1, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED 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 REQUEST FOR OFFER IS HEREBY AMENDED AS FOLLOWS:

1. **The Request for Offer Bid Opening has been extended from July 1, 2026, at 10:00 am to July 8, 2026, at 10:00 am**
2. **Remove: Addendum I**
3. **Add: Addendum I**
4. **Modify: Request for Offer: Formal Request for Offer Number from 6100019669 to 6100019730**

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

Question 1: What can you tell me about the volume of gift cards associated with the 3 solicitations? Are you looking for digital or physical gift cards? Are there specific brands?

Response: This is a bulk order due to the number of clients we service, and we need physical gift cards for all. There are no specific brands.

Question 2: Please confirm whether the correct attachments have been posted in the SAePS portal for this solicitation. The portal appears to include an attachment referencing Bid No. 6100019669-Clothing and Household Items for SAMHD as the RFO document, and page 20 “Signature Page,” of that document also references RFP No. 6100019669. However, our understanding is that the applicable solicitation for this opportunity is RFO No. 6100019730-Food and Gasoline Gift Cards for San Antonio Metropolitan Health District (SAMHD). Please confirm whether the attachment referencing Bid/RFP No. 6100019669 is the correct document for this solicitation, and whether the requirements, guidelines, and gift card specifications listed in that document apply to RFO No. 6100019730 or only to Bid No. 6100019669.

Response: The addendum has been re-posted, and the correct RFx Number is 6100019730.

Question 3: Additionally, Addendum I posted in the SAePS portal is titled “Food and Gas”; however, upon opening the attachment, it appears to reference Bid No. 6100019669. Could you please confirm whether this is the correct document so we can ensure we submit the appropriate documentation to the City?
Response: Addendum I has been reposted.

Question 4: Given the need to clarify these items and ensure our response meets the City’s requirements, would the City consider extending the bid submission deadline?
Response: Not at this time.

Question 5: Due to the coordination required with potential retail partners and/or third-party providers to confirm availability, fulfillment requirements, activation procedures, and pricing details, would the City consider extending the bid submission deadline? This coordination process may take up to a minimum of ten (10) business days to complete.
Response: Not at this time.

Question 6: Please identify the City’s current and/or most recent contractor that has provided gift cards for the San Antonio Metropolitan Health District (SAMHD) and indicate whether that contract is still active or has expired.
Response: You can request our previous contracts by completing an open records request on the City’s website.

Question 7: Please provide the start date, term length, and current status of the existing or most recent contract for these services.
Response: You can request our previous contracts by completing an open records request on the City’s website.

Question 8: Are there any specific challenges, limitations, or performance issues experienced under the current or previous contract(s) that the City intends to address through this solicitation?
Response: No.

Question 9: Please clarify the primary reason this solicitation is being reissued at this time, including whether it is due to contract expiration, program changes, or other factors.
Response: This is being reissued for programmatic needs.

Question 10: Is the awarded vendor required to be the direct issuer of the gift cards, or may the awarded vendor source gift cards through third-party retailers, distributors, or authorized partners?
Response: The awarded vendor does not need to be the direct issuer, and may be issued to third party retailers, distributors, and/or authorized partners.

Question 11: Please confirm whether the solicitation allows vendors to propose a solution using one or more retail gift card providers, provided all stated requirements are met.
Response: No, it needs to be the same retail provider for all gift cards.

Question 12: Is the City seeking gift cards from a specific retailer, or will equivalent retail gift card solutions be considered if they meet the solicitation requirements.
Response: There are no specific brands.

Question 13: Will the City accept a single-retailer gift card solution that meets all stated requirements, or is a multi-retailer gift card solution preferred?
Response: We need a single retailer.

Question 14: If a multi-retailer solution is preferred, please clarify whether there is a minimum number of retailers or retail categories required.
Response: Not applicable.

Question 15: May gift card orders be fulfilled through multiple shipments, if necessary, provided the full order is completed within the required delivery timeframe?
Response: No, it needs to be one shipment for all gift cards.

Question 16: Will the City allow in-person delivery of gift cards to the designated delivery location?
Response: Yes.

Question 17: Does the City require gift cards to be delivered inactive for security purposes? If so, please clarify the required activation process, including when activation should occur, who is responsible for activation, and whether activation may be completed after confirmed receipt by the City.
Response: This is coordinated through the vendor.

Question 18: For security and fulfillment purposes, will the City allow gift cards to be delivered actively and activated only after receipt has been confirmed by the City? If so, please clarify the required activation process, including who is responsible for authorizing activation, how activation should be confirmed, and whether activation may occur after delivery confirmation.
Response: This is coordinated through the vendor.

Question 19: Please clarify any documentation, confirmation, or chain-of-custody requirements associated with delivery and activation of the gift cards.
Response: This is coordinated through the vendor.

Question 20: Are the quantities listed in the pricing schedule guaranteed purchase quantities, estimated annual quantities, or quantities provided for evaluation purposes only?
Response: The quantities listed are the required quantities, no changes shall be made to the specific quantities and denominations.

Question 21: Will the City issue purchase orders on an as-needed basis throughout the contract term, or is the full quantity expected to be ordered at one time?
Response: Must be ordered at one time.

Question 22: Please confirm when payment will be initiated, such as upon delivery, receipt, activation, acceptance by the City, or invoice approval.
Response: Please refer to Section 006 – General Terms for Invoicing and Payment.

Question 23: In addition to the stated Net 30 payment terms, what is the City's typical payment processing timeline from invoice submission to payment issuance?
Response: Please refer to Section 006 – General Terms & Conditions for Invoicing and Payment.

Question 24: Will payment be issued after each individual order, or only after completion of the full awarded quantity?
Response: Payment will be issued after completion of the full awarded quantity.

Question 25: Given that this procurement involves gift cards, which typically require advance funding prior to activation, please confirm whether the City will allow or consider any alternative payment structure (e.g., expedited payment) to accommodate vendor funding requirements.
Response: Not Applicable.

Question 26: Does the City intend to make a single award or multiple awards under this solicitation?
Response: Single award.

Question 27: Will the City evaluate pricing based on the total cost per card, including face value plus any applicable fees, delivery, and administrative costs?

Response: Yes.

Question 28: Please clarify how vendors are expected to restrict prohibited purchases (e.g., alcohol, tobacco, lottery), and whether documentation of these controls is required.

Response: Please review the specified Gift Cards requirements in Section 04 – Specifications / Scope of Services.

______________________________ Original Signature of Person Authorized to Sign Bid/Contract (Please Sign) ______________________________ Signer's Name (Please Print) ______________________________ Vendor Name ______________________________ Vendor Address ______________________________ City ______________________________ State, Zip code	Regina Leal-Vandervort Procurement Manager Finance Department, Procurement Division