



ADDENDUM II

SUBJECT: Formal Annual Contract for Dog Food for the San Antonio Police Department (SAPD) (RFO 6100019373), Scheduled to Open: July 1, 2026; Date of Issue: June 12, 2026

FROM: Shelly Reynolds
Procurement Manager

DATE: July 2, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - 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.

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

Question 1: If the offeror does not own or operate any vehicles and will use a third-party supplier/distributor to fulfill deliveries directly to the SAPD K9 facility, is the Business Automobile Liability coverage still required of the offeror, or would the delivering supplier's auto liability coverage satisfy this requirement?

Response: Per Section 005 – Supplemental Terms & Conditions, Insurance, subcontractors performing work under the Agreement must carry the required insurance coverages, as Section 005 states: "CONTRACTOR must require, by written contract, that all subcontractors providing goods or services under this Agreement obtain the same insurance coverages required of CONTRACTOR and provide a certificate of insurance and endorsement that names CONTRACTOR and CITY as additional insureds." Because the third-party supplier/distributor is the entity performing the deliveries, the supplier's Business Automobile Liability coverage may satisfy this requirement as long as the City of San Antonio is named as an additional insured and all required certificates and endorsements are submitted.

Question 2: If the offeror has no employees and operates as a sole proprietor, is Workers' Compensation and Employers' Liability coverage still required? If so, what documentation would satisfy this requirement given that Texas does not mandate workers' compensation for sole proprietors?

Response: Per Section 005 – Supplemental Terms & Conditions, Insurance, Workers' Compensation and Employers' Liability apply only when employees are present, as Section 005 states "Workers' Compensation – Statutory" and "Employers' Liability – \$1,000,000/\$1,000,000/\$1,000,000," and Section 005 further states "If the CONTRACTOR claims to be self-insured, they must provide a copy of their declaration page so the CITY can review their deductibles"; therefore, a sole proprietor with no employees is considered self-insured for Workers' Compensation purposes and

is not required to carry these coverages, but must instead submit written documentation confirming that no employees exist, such as a signed statement of no employees.

Question 3: If deliveries are performed entirely by a third-party supplier/distributor, can that supplier's insurance certificates and endorsements satisfy the delivery-related insurance requirements on behalf of the offeror, provided the City of San Antonio is named as an additional insured on those policies?

Response: Yes. Per Section 005 – Supplemental Terms & Conditions, Insurance, subcontractors must carry the same insurance coverages required of the contractor, as Section 005 states: "CONTRACTOR must require, by written contract, that all subcontractors providing goods or services under this Agreement obtain the same insurance coverages required of CONTRACTOR and provide a certificate of insurance and endorsement that names CONTRACTOR and CITY as additional insureds." Therefore, the supplier/distributor's insurance certificates and endorsements may satisfy the delivery-related insurance requirements as long as the City of San Antonio is named as an additional insured and all required documentation is submitted prior to performance.

Question 4: Is the offeror required to be an authorized distributor of the brands listed in Section 4.6.1, or may the offeror source products through any legitimate wholesale supplier?

Response: Per Section 4.6 – Items and Specifications, products "shall be new, unused, in the original manufacturer-sealed packaging" and must match the exact brands and formulations listed. The offeror may source the listed products from any legitimate wholesale supplier as long as the exact brands in Section 4.6.1 are provided in manufacturer-sealed packaging and manufacturer documentation can be obtained if needed.

Question 5: The offeror states they are unable to submit individual line-item pricing through the SAePS Portal. Will uploading Attachment A – Price Schedule suffice?

Response: Yes. Per Section 003, all pricing must be submitted electronically through SAePS, and vendors may upload required pricing documents as attachments. If the system does not allow line-item entry, Attachment A – Price Schedule is acceptable and sufficient, as long as it is fully completed and uploaded with the offer. Offerors must also upload the signed Signature Page as part of their electronic submission.

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