



ADDENDUM I

SUBJECT: Request for Proposals, ORM Insurance Appraisal Services, (RFP 6100018876), Scheduled to Open: Monday, May 19, 2025; Date of Issue: Friday, April 18, 2025

FROM: Stacey L. Czachor, NIGP-CPP, CPPB
Procurement Manager

DATE: April 28, 2025

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

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

1. **ADD:** Exhibit 11 – Statement of Values
2. **REVISE:** The RFP submission deadline has been extended to **May 23, 2025, at 11:00 a.m., Central Time.**
3. **REVISE: Attachment I – Signature Page**
4. **REVISE:**

006 – Term of Contract for the referenced solicitation is revised as follows:

This contract shall begin upon the effective date of the ordinance awarding the contract on the City Manager or Designee approved contract effective date as applicable, or October 29, 2025, whichever is later. The contract shall terminate on October 28, 2028.

Renewals:

At City's option, this Contract may be renewed under the same terms and conditions for two (2) additional (1) year period(s). Renewals shall be in writing and signed by Department Director or designee, without further action by the San Antonio City Council or City Manager or designee as applicable, subject to and contingent upon appropriation of funding therefor.

011 – Restrictions on Communications for the referenced solicitation is revised as follows:

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date or City Manager Contract Approval Review meeting, as applicable.

012 – Evaluation of Criteria for the referenced solicitation is revised as follows:

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The City may appoint a selection committee to perform the evaluation.

Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council by adoption of an Ordinance or approval of the City Manager or designee, as applicable.

013 – Award of Contract and Reservation of Rights for the referenced solicitation is revised as follows:

City reserves the right to award one (1), more than one (1) or no contract(s) in response to this RFP.

The contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council or City Manager or designee, as applicable.

City may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to approval by City Council or the City Manager or designee, as applicable.

City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

City will require the selected Respondent(s) to execute a contract with the City, prior to award by the City Council or City Manager or designee, as applicable. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the contract. Contract documents are not binding on City until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

Stacey L. Czachor

Stacey L. Czachor, NIGP-CPP, CPPB
Procurement Manager

Acknowledged and Agreed:

Company Name _____

Address _____

City/State/Zip Code _____

Signature: _____

Date: _____