



ADDENDUM I

SUBJECT: On Call Asbestos Abatement Services, (RFP 2026-042) Scheduled to Close: May 1, 2026; Date of Issue: March 17, 2026

FROM: Joseph Ramon, MSOL
Procurement Manager

DATE: April 7, 2026

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

This addendum is divided into sections for convenience only. All Respondents are responsible for reviewing the entire addendum. Compliance is required for any item included in this addendum, even if it appears only once. All interested parties and affected trades must review this addendum carefully and ensure full compliance in performing the related work. All documents in this addendum shall be attached to and incorporated into the Contract Documents.

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 PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

GENERAL INFORMATION

1. Add: Pre-Submittal Conference DBE Presentation, this document will be posted as a separate file.
2. Add: Pre-Submittal Conference Sign in Sheet, this document will be posted as a separate file.
3. Current Exhibit C – DBE Provisions has been updated and replaced with revised Exhibit C – DBE Provisions
4. Current Form #7 - Veteran-Owned Small Business (VOSB) Program Tracking Form has been updated and replaced with the revised Form #7 - Veteran-Owned Small Business (VOSB) Program Tracking Form.
5. Current Form #8 - Local Preference Identification Form has been updated and replaced with the revised Form #8 - Local Preference Identification Form.

Joseph Ramon

Joseph Ramon, MSOL
Procurement Manager
Finance Department - Procurement Division

**Request for Proposal
Pre-Submittal Meeting for the On Call Asbestos
Abatement Services**



Project# 2026-042

Monday, March 30, 2026

Sign-In Instructions



Everyone attending today's meeting **is highly encouraged** to scan the QR Code with your phone/tablet or click/type the URL link on your computer and complete the Sign-In Form.

All information provided by you on this form may be posted on the City's website or otherwise disseminated publicly. By including this information, you hereby affirmatively consent to the release of the information you provide.

By signing in, this will confirm your attendance for today's meeting. If you do not complete the form, your information will not be added to the sign in sheet and may miss critical updates should the City need to release notifications. The QR code will not be available after the meeting.



Sign-In Form: <https://forms.office.com/g/LHvxN2z9YA>

Introductions



City Staff Only:

We will begin with City staff introductions who are attending today's meeting.

PLEASE HOLD ALL QUESTIONS UNTIL THE END OF THE PRE-SUBMITTAL CONFERENCE.

High Profile Solicitation



This solicitation has been identified as High-Profile.

Prohibition against Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections beginning on the 10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council (“blackout” period).

1. Any individual seeking a high-profile contract;
2. Any owner, officer, officer of board, executive committee member, and general board member of an entity seeking a high-profile contract;
3. The legal signatory of the high-profile contract;
4. Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
5. Subcontractors hired or retained to provide services under the high-profile contract;
6. Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection; and
7. Any corporate political action committee (PAC) established or formed by the entity seeking a high-profile contract.

Please refer to the solicitation and the Contracts Disclosure Form for additional details.

High Profile Solicitation



This solicitation has been identified as High-Profile.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution was made by any of these individuals during the “blackout” period.

For this solicitation, the first-day contributions are prohibited is, **April 1, 2026. The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session meeting.*

For more information on updates to the Ethics Code and Municipal Campaign Finance Code, approved by City Council on May 2, 2024, and were effective on October 1, 2024, please visit: <https://www.sa.gov/Directory/Departments/OCC/Ethics/Revisions>. Resources are available to include a Vendor Frequently Asked Questions (FAQs) with key changes and compliance requirements for vendors working with the City, including non-profit organizations.

Solicitation Background



The City of San Antonio (City), Capital Delivery Department (CDD) is seeking proposals from qualified firms (Respondents) through this Request for Proposals (RFP), to provide on-call or as needed environmental abatement services (asbestos, lead, mold, & industrial waste) for various City projects in various locations. Typical work to be performed consists of asbestos and lead abatement, mold remediation, and industrial waste removal, transportation, and disposal. Although there are aspects for performance that require specialized training and certification, these services do not require professional engineering services. Awarded firms (Contractors) will be required to follow abatement and/or industrial waste specifications, and local, State, and Federal regulations when handling these materials.

The awarded Contractors shall provide environmental abatement services on an as-needed basis for time sensitive situations in connection with this RFP and resulting Contract(s) for a three-year initial term with an option to extend two (2), one-year renewal periods for a total contract(s) not to exceed amount of \$4,500,000.00, for all contracts awarded and all terms to include initial terms and extensions. The City anticipates awarding multiple contracts as a result of this RFP.

Scope of Services



- This On-Call Contract will be administered through Indefinite Delivery Orders (IDO) and Indefinite Delivery Quantities (IDQ) to perform environmental abatement services on an as-needed basis. Work under this Contract includes, but is not limited to, the removal and disposal of asbestos-containing materials (ACM), lead-based paint, mold, and regulated industrial waste (e.g., PCB-containing ballasts, mercury-containing fluorescent lamps) from City facilities and unsafe structures scheduled for demolition or renovation.
- Project sites may be in varying conditions, including those impacted by fire, flooding, or structural deterioration. The Contractor shall possess the necessary training, certifications, and experience to safely and effectively perform all required services. As applicable, the Contractor shall generate, maintain, and submit all required waste manifests to the Capital Delivery Department (CDD), Environmental Management Division (EMD), in accordance with regulatory requirements.
- Certain work assignments may require expedited response, including mobilization within 24 hours of notification by the City. For each work order, the Contractor shall mobilize as directed and complete the scope within the agreed-upon timeframe outlined in the approved proposal.
- This is an indefinite quantity contract. The City does not guarantee any minimum volume of work. Compensation will be based solely on actual quantities performed and the unit prices established in the Contract. Any services or materials not included in the Price Proposal shall be subject to negotiation and formal authorization prior to execution.



Submission Instructions

Online submission will be utilized via CivCast at: www.civcastusa.com/bids
Solicitation was released on March 17, 2026; and is due on May 1, 2026, at 2:00
P.M.C.T.

- **Hard or emailed copies of submissions will not be accepted.**
- Utilize the Table of Contents/Submittal Checklist to ensure tabs and forms are in the identified order listed in solicitation.
- Keep submittal relevant to project.
- Company/Firm legal name must match the Texas Secretary of State website listing.
- CivCast can be accessed using any internet desktop browser.
- **Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last minute challenges.**

Restriction of Communications

- No communication with 1) City Officials from the release of the solicitation until the contract is posted for consideration as an agenda item and 2) City staff from the release of the solicitation until Contract Award except:
 - Questions at today's pre-submittal conference;
 - Submit written questions by 4:00 p.m. CT, April 17, 2026.
- Failure to adhere to the restrictions on communications policy may lead to disqualification of Respondent's submittal from consideration.
- City staff can reach out to Respondents to clarify documents submitted and to begin negotiations once evaluation is completed, if applicable.

Solicitation Document Requirements



TAB	TITLE	DESCRIPTION
1	Submittal Checklist and Table of Contents (Form 1)	Ensure all required information is in correct order.
2	Executive Summary	One (1) page summary stating relevant information of your firm.
3	Contract Template/General Conditions Review	<u>Must</u> provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City's General Conditions.
4	Letter of References	Maximum of 5 letters.
	Statement of Qualifications	<u>Must</u> provide a narrative document addressing all evaluation criteria and project defined in this solicitation.

Evaluation Criteria



A: Experience, Background, & Qualifications of Firm, Key Personnel, and Key Sub-Consultants (40 points)

TAB	TITLE	DESCRIPTION
5	Experience	Respondent's qualifications relating to scope.
6	Project Sheets	Maximum of 5 project sheets.
7	Proposed Key Personnel/Organizational Chart	Organizational Chart of proposed team.
8	Resumes	One-page Resumes of key team members.

Evaluation Criteria



B: Understanding of the Project and Proposed Management Plan (25 points)

	TITLE	DESCRIPTION
9	Project Understanding	Understanding the primary objectives of the project. Constraints and technical challenges.
10	Construction Management Plan	Project management approach. Approach to Quality Control/Assurance.

Evaluation Criteria



C: Experience with the San Antonio Region & Past Performance (20 points)

TAB	TITLE	DESCRIPTION
11	Experience with the San Antonio Region & Past Performance	Narrative form. Work in San Antonio or surrounding area in past 5 years. Reference projects listed in the project sheets. Describe the teams experience in the areas listed in the solicitation. A portion of the scoring for this section may be based on the City's Consultants' Scorecard.

Evaluation Criteria



D: Price Proposal (15 points)

TAB	TITLE	DESCRIPTION
12	Price Proposal	Respondent's must enter Price Proposal in the Bid Form section of CivCast https://www.civcastusa.com/bids .

The submitted Price Proposal reflecting the lowest price total including the base proposal, allowances (if any) and all alternates (if any) will receive the maximum fifteen (15) points. Refer to formula and example listed below:

Formula: $\text{Lowest price proposal} / \text{Firm's price proposal} \times 15 \text{ points} = \text{Score}$

Evaluation Criteria Summary



Evaluation Criteria Summary	Maximum Points
A. Experience, Background, & Qualifications of Respondent, Key Personnel, and Key Sub-Consultants	40
B. Understanding of the Project and Proposed Management Plan	25
C. Experience with the San Antonio Region & Past Performance	20
D. Price Proposal	15
Total Maximum	100 Points

Required Uploads



Upload each Document Individually

Submittal Cover/Signature Page (Form 2)
SOS Filing Number and SAMS Unique Entity ID and/or CAGE number

Contracts Disclosure Form (Form 3)
<https://webapp1.sanantonio.gov/ContractsDisclosure/>

Litigation Disclosure Form (Form 4)

DBE Good Faith Form (Form 5)

DBE Commitment Form (Form 6)

Veteran-Owned Small Business Program Tracking Form - VOSB (Form 7)

Local Preference Program (LPP) Identification Form (Form 8)

Heat Illness Prevention Acknowledgement Form (Form 9)

Letter of Insurability

Certificate of Interested Parties Form (Form 1295)
<https://www.ethics.state.tx.us/filinginfo/1295/>

DBE Presentation



Disadvantaged Business Enterprise (DBE) Program



Capital Delivery Department DBE Program

Point Of Contact:

Courtney McClure

(210) 207-4633

courtney.mcclure@sanantonio.gov

Conflict of Interest Questionnaire



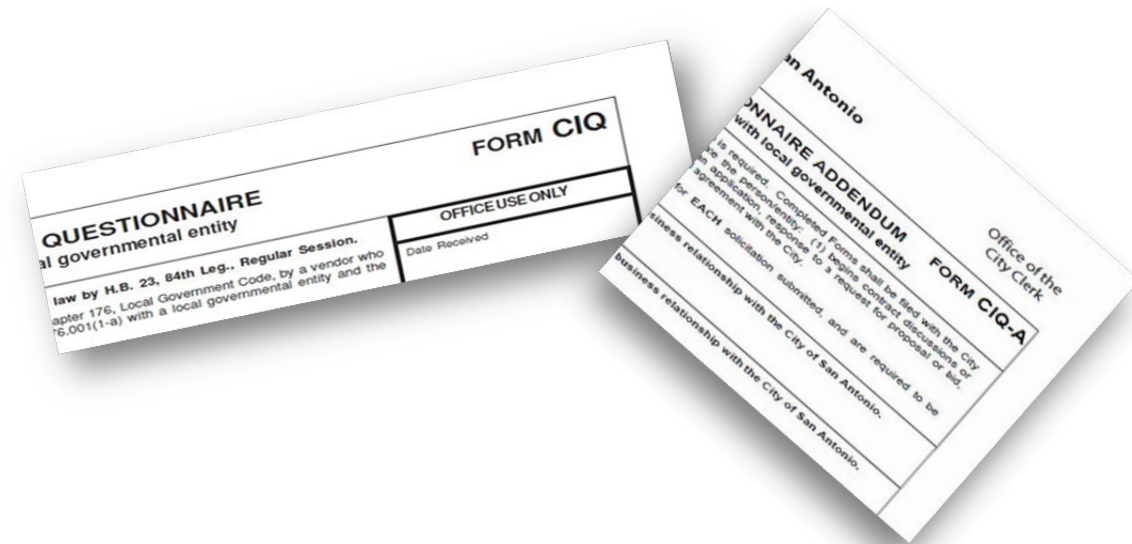
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

Do not include these forms with your proposal. The Procurement Division **will not** deliver the forms to the City Clerk for you.

CIQ: <https://www.ethics.state.tx.us/forms/conflict/>

CIQ-A:

<https://www.sa.gov/files/assets/main/v/1/occ/documents/occ-ci-q-addendum.pdf>



Completed forms must be mailed to:
Office of the City Clerk, P.O. Box 839966, San Antonio, TX. 78283-3966

Schedule of Events



SOLICITATION



March 2026

- Mar 17, 2026; RFP Released
- Mar 30, 2026; at 9:30 AM CT: Pre-Submittal Conference
- Apr. 17, 2026; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



May/June 2026

- May 1, 2026; at 2:00 PM CT: Submittals Due
- May/June 2026; Evaluation Process

FINALIZATION



August 2026

- Aug. 2026; Anticipated Award Consideration

Addendums to Solicitation

- Changes and responses to questions received, in compliance with Restriction on Communications, will be posted as part of an addendum. It is Respondent's responsibility to review and ascertain whether addendums or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the solicitation. Changes, if any, shall be made in writing only.
- **Respondent must confirm receipt of all amendments/addenda.**
- It is Respondent's responsibility to review site and ascertain whether addenda or revisions have been made prior to submission of a proposal.

Reminders - CIVCAST



- Today's Pre-Submittal Presentation will be released through the site.
- Failure to adhere to the Restrictions on Communications may deem your submittal non-responsive.
- Submit written questions by question deadline 4:00 PM CT, April 17, 2026.
- Submissions must be uploaded by 2:00 PM CT, May 1, 2026.
Please remember to click the "Submit Bid" button. If not, your bid will not be received by the City. LATE PROPOSALS WILL NOT BE ACCEPTED. Failure to properly click SUBMIT will not be grounds for acceptance of late proposal.

QUESTIONS?





Thank You
Reminder to Sign-In

Sign-In Form: <https://forms.office.com/g/LHvxN2z9YA>

RFP 2026-042 On Call Asbestos Abatement Services Sign In Sheet - 3/19/26

Full Name	Title	Company Name	Email Address	Phone #
Victor Ochoa	Project Manager	Alamo1	vochoa@alamo1.com	210-387-9843
Rebecca Geiger	Commercial Account Manager	Blackmon Mooring BMS CAT	rgeiger@bmsmanagement.com	210.371.0576
Courtney McClure	DBE Coordinator	Capital Delivery Department	Courtney.mcclure@sanantonio.gov	210-207-4633
Rudy Lopez	Project Coordinator	Blackmon Mooring BMS CAT	rulopez@bmsmanagement.com	210-440-5955
Salvador Zambrano	Operations Manager	Blackmon Mooring	szambrano@bmsmanagement.com	2103232595
Robert P Espinosa	Intern Env Services Coordinator	City of San Antonio, Capital Delivery Department	robert.espinosa@SanAntonio.gov	210-207-1448

DBE Contract language Professional Services Agreement no goals

12.1 It is the policy of the City of San Antonio that Disadvantaged Business Enterprises (DBEs), as defined under 49 CFR Part 26, shall have equal opportunity to participate in the awarding of federally-assisted Capital Delivery Department contracts and related subcontracts. This policy supports the U.S. Department of Transportation (DOT) and Federal Highway Administration (FHWA) in ensuring nondiscrimination and removing barriers in the administration of contracts financed in whole or in part with federal funds. The DBE requirements of 49 CFR Part 26 apply to this Agreement.

12.2 The Consultant agrees to comply with all applicable provisions of 49 CFR Part 26 and the Capital Delivery Department's DBE Program, including requirements related to nondiscrimination, prompt payment, recordkeeping, termination/substitution procedures, and reporting of subcontractor activity.

12.3 The Capital Delivery Department's DBE Program may be obtained through the DBE Liaison Officer at (210) 207-4633 or by contacting the City's Capital Delivery Department.

12.4 Pursuant to the USDOT Interim Final Rule (IFR) issued October 3, 2025, recipients may not apply numeric DBE contract goals to applicable procurements. Accordingly, **no DBE contract goal** has been established for this Agreement (**zero percent (0%)**). Notwithstanding the absence of a contract goal, the City strongly encourages the participation of DBE and small business firms whenever feasible.

12.5 The Consultant shall appoint a responsible, high-level representative to administer and coordinate the Consultant's efforts to comply with DBE requirements.

12.6 The Consultant, subrecipient, or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR Part 26. Failure to do so is a material breach of this Agreement and may result in remedies including, but not limited to:

- a) withholding monthly progress payments;
- b) assessing sanctions;
- c) liquidated damages; and/or
- d) termination of the Agreement.

The Contractor/Consultant shall include this nondiscrimination clause in all subconsultant agreements.

12.7 The Consultant agrees to pay each sub-consultant under this Contract for satisfactory performance of its contract no later than ten (10) days from the receipt of each payment the Consultant receives from the City of San Antonio. In the event they perform any construction work pursuant to this agreement and hires subcontractors to perform such construction work for which Consultant retains any funds as retainage, they agree to return retainage payments to each sub-consultant within ten (10) days after the sub-consultant's work is satisfactorily completed. A subcontractor's work is satisfactorily completed when all the tasks called for in

DBE Contract language Professional Services Agreement no goals

the subcontract have been accomplished and documented as required by the City. When the City has made an incremental acceptance of a portion of a prime contract, the work of a sub-consultant covered by that acceptance is deemed to be satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only following written approval from the City of San Antonio. This clause applies to both DBE and non-DBE sub-consultants.

12.8 Consultant shall not terminate for convenience a DBE sub-consultant submitted with the proposal and approved by the City or the Capital Delivery Department (or an approved substitute DBE firm) and then perform the work of the terminated sub-consultant with its own forces or those of an affiliate, without prior written permission by the City.

12.9 All changes to the list of sub-consultants submitted with the proposal and approved by the City or Capital Delivery Department shall be submitted for review and approval by Capital Delivery Department's DBE Liaison Office for approval when adding, changing, or deleting sub-consultant's projects. Consultants shall make a good-faith effort to replace DBE sub-consultants unable to perform on the contract with another DBE

12.10 The Consultant shall report subcontractor and supplier activity through the City's online compliance system on a monthly basis, including actual payments to all subcontractors. The City may request additional documentation at any time, including canceled checks or confirmation of DBE payments. Records associated with subcontracting and DBE participation shall be maintained for at least four (4) years.

12.11 The Consultant shall comply with the DBE Compliance and Enforcement Policy attached hereto as Exhibit E.

12.12 Failure or refusal by Consultant to comply with the DBE provisions herein or any applicable provisions of the DBE Program, either during the proposal process or at any time during the term of the Contract, may constitute a material breach of Contract, whereupon the Contract, at the option of the Capital Delivery Department, may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be debarred from further contracts with the City of San Antonio.

DBE COMPLIANCE AND ENFORCEMENT

Penalties for Noncompliance - Failure to comply with any portion of the DBE Program, and whose failure to comply continues for a period of 30 calendar days after the Consultant receives written notice of such noncompliance, may be subject to any or all of the following penalties:

- a. Withholding of ten percent of all future payments for the Eligible project until it is determined the Consultant/Contractor is in compliance.
- b. Withholding of all future payments for the Eligible project until it is determined the Consultant/Contractor is in compliance.
- c. Cancellation of the Eligible Project.
- d. Refusal of all future contracts or sub-contracts with the San Antonio Capital Delivery Department for a minimum of one year and a maximum of three years from the date upon which this penalty is imposed. In the event a penalty is imposed, the Consultant/Contractor continues to be obligated to pay its subcontracts, laborer, suppliers, etc.

The Capital Delivery Department will provide a cure-period to allow Consultants/Contractors to comply with the terms of the contract and associated default provisions.

The City will actively implement the enforcement actions detailed above.

City of San Antonio
Veteran-Owned Small Business Program Tracking (Form 7)

Authority. San Antonio City Code Chapter 2, Article XI describes the City's veteran-owned small business preference program.

Tracking. **This solicitation is not eligible for a preference** based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.

Certification. The City relies on inclusion in the database of veteran-owned small businesses (VOSB) maintained by the U.S. Small Business Administration to verify VOSB status; however, veteran status may also be confirmed by certification by another public or private entity that uses similar certification procedures.

Definitions.

The program uses the federal definitions of veteran and veteran-owned small business found in 38 CFR Part 74.

- The term “veteran” means a person who served on active duty with the U.S. Army, Air Force, Navy, Marine Corps, Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in line of duty or while in training status.
- A veteran-owned small business is a business that is not less than 51 percent owned by one or more veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; the management and daily business operations of which are controlled by one or more veterans and qualifies as “small” for Federal business size standard purposes.

The program uses the below definition of joint venture.

- Joint Venture means a collaboration of for-profit business entities, in response to a solicitation, which is manifested by a written agreement, between two or more independently owned and controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture.

The program does not distinguish between a veteran and a service-disabled veteran-owned business and is not limited geographically.

COMPLETE THE FOLLOWING FORM AND SUBMIT WITH YOUR BID/PROPOSAL.

INSTRUCTIONS

- IF SUBMITTING AS A PRIME CONTRACTOR ONLY, COMPLETE **SECTION 1** OF THIS FORM.
- IF SUBMITTING AS A PRIME CONTRACTOR UTILIZING A SUBCONTRACTOR, COMPLETE **SECTIONS 1 AND 2** OF THIS FORM.

City of San Antonio
Veteran-Owned Small Business Program Tracking Form

SOLICITATION NAME/NUMBER: On Call Asbestos Abatement Services RFP: 2026-042

Name of Respondent:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is Respondent certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is Respondent certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified Respondent as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount:		

Is Respondent subcontracting with a business that is certified as a VOSB? (circle one)	Yes	No
Name of SUBCONTRACTOR Veteran-Owned Small Business:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is SUBCONTRACTOR certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is SUBCONTRACTOR certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified SUBCONTRACTOR as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount		

City of San Antonio
Veteran-Owned Small Business Program Tracking Form

ACKNOWLEDGEMENT

THE STATE OF TEXAS

I certify that my responses and the information provided on this Veteran-Owned Small Business Preference Program Identification Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Veteran-Owned Small Business Preference Program Identification Form may be investigated and I hereby give my full permission for any such investigation, including the inspection of business records and site visits by City or its authorized representative. I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected or contract to be terminated. I further acknowledge that providing false information is grounds for debarment.

BIDDER/RESPONDENT'S FULL NAME:

(Print Name) Authorized Representative of Bidder/Respondent

(Signature) Authorized Representative of Bidder/Respondent

Title

Date

This Veteran-Owned Small Business Program Tracking Form must be submitted with the Bidder/Respondent's bid/proposal.

City of San Antonio
Finance Department - Procurement Division
Local Preference Program Identification (Form 8)

The City of San Antonio Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII, establishes a local preference for specific contracting categories. Each time a bidder or respondent submits a bid for a solicitation, this Local Preference Program Identification Form must be completed and turned in with the solicitation response in order to be identified as a City Business and receive the preference described below. The City will not rely on Local Preference Program Identification Forms submitted with prior or contemporaneous bids or proposals.

The Local Preference Program allows the City to grant a preference to a business meeting the definition of *City Business* in the award of the following types of contracts, when selection is made based on price alone:

- Personal Property (Goods / Supplies): The local bidder's price must be within 5% of the price of the lowest non-local bidder for contracts of \$50,000 to under \$500,000; or within 3% of the price of the lowest non-local bidder for contracts of \$500,000 or more
- Non-professional Services: The local bidder's price must be within 5% of the price of the lowest nonlocal bidder for contracts of \$50,000 to under \$500,000;
- Construction Services: The local bidder's price must be within 5% of the price of the lowest non-local bidder for contracts of \$50,000 to under \$100,000, excluding contracts awarded using alternative delivery methods.

The Local Preference Program also allows the award of additional points, when multiple evaluation criteria are used in the award of professional service contracts, where the selection process is not governed by statute and in revenue generating and concession contracts. A business meeting the definition of *City Business* stated below may be awarded 10 points for being headquartered within the city, or 5 points for having a local office within the city.

Moreover, the program recognizes joint venture agreements and allows for apportioning of points based upon the percentage of ownership of joint ventures by *City Businesses* responding to solicitations for which discretionary points are applied. For solicitations where selection is made based on price alone, all members of a joint venture must be *City Businesses* for the preference to be applied.

Effective January 1, 2023, the Local Preference Program may be applicable to federally funded contracts where federal statutes or the federal grantor expressly mandates or encourages local geographic preference.

City Business is defined as a business, or non-profit organization, headquartered within the incorporated San Antonio city limits for one year or more OR one that meets the following conditions:

- Has an established place of business for one year or more in the incorporated limits of the City:
 - (a) from which at least 100 of its employees OR at least 20% of its total full-time, part-time and contract employees are regularly based; and
 - (b) from which a substantial role in the business' performance of a commercially useful function or a substantial part of its operations is conducted by those employees.

A location utilized solely as a post office box, mail drop or telephone message center or any similar combination, with no other substantial work function, is not a *City Business*.

For the purposes of this program, Headquartered is defined as the place where a business entity's officers direct, control, and coordinate the entity's activities.

City of San Antonio
Finance Department - Procurement Division
Local Preference Program Identification Form

NOTE: Bidders / Respondents are required to submit documentation to substantiate that the requirements of a City Business have been met. Examples of documentation may include, but are not limited to the following:

1. Existence of local headquarters or office: For corporations, Texas Comptroller's listing of names/addresses of officers and directors. For partnerships, partnership agreement and any documents identifying the current managing partners and their current work addresses
2. Evidence of local headquarters or office in existence for one year or more: Utility bills, real property lease agreements, equipment leases, personal property taxes, real property taxes
3. Evidence of number of employees: Organizational charts, payroll records by location

CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION TO VALIDATE BIDDERS'/RESPONDENTS' DESIGNATION AS A CITY BUSINESS.

COMPLETE THE FOLLOWING FORM AND SUBMIT WITH YOUR RESPONSE EVEN IF YOU ARE NOT SEEKING A LOCAL PREFERENCE. THE BIDDER / RESPONDENT MUST COMPLETE THE FOLLOWING FORM TO BE IDENTIFIED AS A CITY BUSINESS. IF BIDDER / RESPONDENT IS SUBMITTING AS A JOINT VENTURE, EACH CITY BUSINESS THAT IS A MEMBER OF THE JOINT VENTURE MUST COMPLETE AND SIGN THIS FORM.

PROVIDE THE FOLLOWING INFORMATION IF BIDDER/ RESPONDENT IS SUBMITTING AS PART OF A JOINT VENTURE. Joint Venture means a collaboration of business or non-profit entities, in response to a solicitation, which is manifested by a written agreement, between two or more independently owned/governed and controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses/surplus or deficits of the joint venture enterprise commensurately with its contribution to the venture.

STATE BIDDER'S / RESPONDENT'S PERCENTAGE OF OWNERSHIP IN THE JOINT VENTURE: _____%

SUBMIT A COPY OF THE JOINT VENTURE AGREEMENT. SUBMIT ANY OTHER DOCUMENTATION REQUESTED BY CITY TO SUBSTANTIATE THE EXISTANCE OF AND/OR PARTICIPATION IN THE JOINT VENTURE. NO PREFERENCE POINTS WILL BE ALLOCATED TO A JOINT VENTURE THAT FAILS TO SUBMIT REQUIRED DOCUMENTATION.

SOLICITATION NAME/NUMBER: On Call Asbestos Abatement Services
 RFQ: 2026-042

PROVIDE THE FOLLOWING INFORMATION REGARDING BIDDER'S RESPONDENT'S HEADQUARTERS:

Name of Business or Non-Profit Entity:	
Physical Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	
Provide the total number of full-time, part-time, and contract personnel employed by Bidder / Respondent: _____	

City of San Antonio
Finance Department - Procurement Division
Local Preference Program Identification Form

Is Business or Non-Profit Entity headquartered within the incorporated San Antonio city limits? (circle one)	Yes	No
Has the business or non-profit entity been headquartered in the incorporated San Antonio city limits for one year or more? (circle one)	Yes	No
If the answers to the questions above are "Yes", stop here. If the answer to either of the above questions is "No", provide responses to the following questions:		

PROVIDE THE FOLLOWING INFORMATION REGARDING BIDDER'S / RESPONDENT'S LOCAL OFFICE (IF APPLICABLE):

Name of Business or Non-Profit Entity:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Provide the total number of full-time, part-time, and contract personnel employed by Bidder / Respondent in the local office: _____		
Is the business or non-profit entity located in the incorporated San Antonio city limits? (circle one)	Yes	No
Has the business been located in the incorporated San Antonio city limits for one year or more? (circle one)	Yes	No
Are at least 100 full-time, part-time or contract employees regularly based in the San Antonio office? (circle one)	Yes	No
Are at least 20% of the business' total full-time, part-time or contract employees regularly based in the San Antonio office? (circle one)	Yes	No
Do the employees in the San Antonio office perform a substantial role in the business' performance of a commercially useful function or are a substantial part of the business' operations conducted in the San Antonio office? (circle one)	Yes	No

ACKNOWLEDGEMENT

THE STATE OF TEXAS

I certify that my responses and the information provided on this Local Preference Program Identification Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Local Preference Program Identification Form may be investigated and I hereby give my full permission for any such investigation, including the inspection of business records and site visits by City or its authorized representative. I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected or contract to be terminated. I further acknowledge that providing false information is grounds for debarment.

City of San Antonio
Finance Department - Procurement Division
Local Preference Program Identification Form

BIDDER'S / RESPONDENT'S FULL NAME:

(Print Name) Authorized Representative of Bidder / Respondent

(Signature) Authorized Representative of Bidder / Respondent

Title

Date

**This Local Preference Identification Form must be submitted with the bidder's /
respondent's bid/proposal response.**