

## City of San Antonio

### ADDENDUM I

**SUBJECT:** Request for Competitive Sealed Proposals, Annual Contract for Auction Services for Automotive Vehicles & Equipment, (RFCSP 14-002, 6100002865), Scheduled to Open: November 8, 2013; Date of Issue: October 11, 2013

**FROM:** Paul J. Calapa  
Procurement Administrator

**DATE:** November 5, 2013

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

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

- 1. THE BID OPENING DATE IS HEREBY EXTENDED TO FRIDAY, NOVEMBER 15, 2013, 2:00 PM LOCAL TIME.**
2. Add: Pre-Submittal Conference SBEDA Presentation - SBE Prime Contract Program, this document will be posted as a separate file.
3. Add: Sign-In Sheet to Pre-Submittal Conference dated October 21, 2013.
4. Change: Section 004 - Scope of Services, Payment Provisions, 1st Paragraph to read as the following:  
  
"The awarded Auctioneer shall pay to City, by check(s) drawn on the auction company's business account and made payable to the City of San Antonio, the gross sales price of the property sold, less amounts deducted for compensation and expenses as provided in this contract. Said check(s) shall be delivered to the Building and Equipment Services Department, Fleet Services Division - Acquisitions, no later than 1:00 P.M. the **third** working day following the sale of the property without exception. The City shall not accept checks or cash from the purchaser of the property."
5. Delete: Page 12, 2<sup>nd</sup> paragraph:  
  
"Auctioneer shall furnish pickup and delivery service for vehicles and equipment to the auction facility and from designated City facilities and from the auction facility and to designated City facilities if required. The service is to include operational and non-operational vehicles and equipment which will include Sedans, Motorcycles, Light Duty Trucks, SUVs, Medium Heavy Duty Trucks, Light Equipment (i.e. ATV's & generators), Medium Heavy Equipment (i.e. Bulldozer & Backhoe) and Heavy Duty - Class 8. Auctioneer will only provide these additional services if instructed to by the Fleet Acquisitions Administrator or designee."

### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:**

On October 21, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Auction Services for Automotive Vehicles & Equipment. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: How do vendors receive notifications through the portal?

- Response: All changes, addendums, etc. to the solicitation will be released through the portal. Vendors who are registered with the City of San Antonio and on the solicitation listing for this particular solicitation will have access to these changes. It is vendor's responsibility to review this site and ascertain whether amendments or revisions have been made prior to submission of a proposal.
- Question 2: Can submission of the PDF version proposal being requested be on a flash drive as opposed to the CD version?  
Response: Yes, but when submitting hard copy in addition to a CD or flash drive, Respondent is still required to submit one (1) original signed in ink and five (5) additional hard copies of your proposal.
- Question 3: Regarding Page 12, second paragraph, "Auctioneer must offer pre-sale certification for sellers and post-sale inspection for buyers". Please explain.  
Response: Pre-sale certification is an option/offer provided by the auctioneer for certifying the sale of vehicle, meaning the vehicle is in good operational order (i.e. no mechanical or structural damage to the vehicle). The post sale inspection ensures the vehicle is certified.
- Question 4: Does awarded vendor have to use the City's merchant number and processor to process credit card transactions and PIN based debit card transactions?  
Response: Yes, the City has an exclusive merchant banking (credit card services) relationship. In accordance with the City's credit card services contract, the City's merchant banking contractor shall be the City's exclusive provider of all transaction processing services (including, without limitation, the authorization, conveyance and settlement of Transactions).
- Question 5: Are proposals providing ALL online services acceptable? Or does this request require a live, real-time auction be conducted at the contractor's facility?  
Response: We are requesting a live real-time auction to be conducted in order to provide public participation. We are also asking that the Auction be able to provide an on-line service as well.
- Question 6: Are invoices required to be itemized?  
Response: Yes
- Question 7: Regarding Page 13, Payment Provisions, "Said check(s) shall be delivered to the Building and Equipment Services Department, Fleet Services Division – Acquisitions, no later than 1:00 P.M. the first working day following the sale of the property without exception." Can this be revised?  
Response: Please see amended change # 4 above in this addendum.
- Question 8: Are titles provided to contractor before or after the sale?  
Response: Titles are provided by the City of San Antonio prior to sale.
- Question 9: When will Addendum I be released?  
Response: Addendum I will be released after the question deadline of Friday, October 25<sup>th</sup> at 2:00 p.m. Addendum is anticipated to be posted the early week of November 4<sup>th</sup>.
- Question 10: Is awarded vendor required to use the City's contracted vendor for Towing Services?  
Response: No.
- Question 11: Regarding Minimum Requirements, #7, page 12 –Can the requirement for setting a reserve be removed?  
Response: No.
- Question 12: Is the submission of the proposal limited to 15 pages?  
Response: No, RFCSP Attachment A, Part One - General Information Form, page 28-30, is limited to 15 pages, not the Respondents entire proposal submission.
- Question 13: Do auction sales have to be conducted weekly? Can auctions be held 5 times a year instead of on a weekly basis?  
Response: Due to the amount of vehicles sold a year, auction sales are required to be conducted weekly.
- Question 14: Can vehicles and heavy equipment be on two separate contracts?  
Response: No.
- Question 15: How many vehicles are sold weekly?

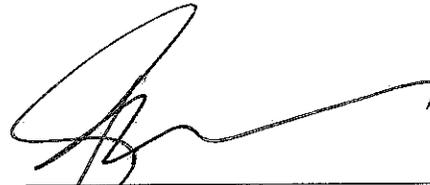
- Response: The City of San Antonio sells approximately 600 vehicles per year. Vehicles are dispositioned from service and sent to auction weekly.
- Question 16: Are all sales conditional sales? Are vehicles sold as-is?  
 Response: Per Section 004-Scope – “The City makes absolutely no warranties of any kind regarding any items being sold by the auctioneer. The vehicles and equipment will be sold “as is”, “where is” with no warranties express or implied, and it is the responsibility of the auctioneer to notify prospective purchasers of this provision. Not all vehicles or equipment may be in operating condition.”
- Question 17: Can sales be conducted on Saturdays?  
 Response: No, the Building & Equipment Services Department’s operation hours are M-F from 7:30am to 4:30pm.
- Question 18: Please provide a few examples of how much certain vehicles and heavy equipment have sold for within the past year?  
 Response: The average gross sales yearly is \$5 million. Below are percentages of units sold yearly.  
 Emergency Vehicles-50%  
 Heavy Trucks-10%  
 Heavy Equipment-10%  
 Light Equipment-30%
- Question 19: Regarding Section 004 – Specifications/Scope of Services, Part A under “Functional Requirements,” full paragraphs 3 and 4, page 12: Can the requirements for “reconditioning” and “mechanical repair” be subcontracted out as needed, or must these services be offered on-site at the facility where vehicles will be stored?  
 Response: There is no subcontracting requirement for this solicitation but all subcontractors / suppliers being utilized on this contract have to be reported on the Subcontracting Utilization Plan Attachment E in the Request for Competitive Sealed Proposal. Please include the names of the subcontractors to be utilized in the project (certified and non-certified); the percentage of prime contract dollars and the projected absolute dollar value of subcontracting services to be performed by each subcontractor (certified and non-certified); a description of the work that each subcontractor shall perform (certified and non-certified); and documentation confirming subcontractor commitment to perform the work. Auctioneer must be able to provide reconditioning and mechanical repairs at their facility.
- Question 20: Regarding Section 004 – Specifications/Scope of Services, Part B. Minimum Requirements, Item 1, page 12: Our subcontractor maintains their facilities and keeps them neat and orderly. All cars are locatable throughout the lot from their database, but traditionally they have a light gravel yard. Is this requirement negotiable?  
 Response: No.
- Question 21: Regarding Section 004 – Specifications/Scope of Services, Part B. Payment Provisions, paragraph 1, page 13: We have a standard payment process where we remit proceeds to all our clients on a monthly basis for the previous month’s sales. Is the payment within 1 day negotiable?  
 Response: Please see amended change # 4 above in this addendum.
- Question 22: Regarding Section 004 – Specifications/Scope of Services, Part B. Credit and PIN Based Debit Card Transactions, page 13: We work with a subcontractor for the auctioning of vehicles, and they have their own credit card processing system. Since you are contracting out for these services, are you still required to use the City’s bank for these kinds of transactions?  
 Response: Please see response to Question # 4
- Question 23: RFCSP Attachment B – Price Schedule, page 34-35: We traditionally charge tow fees separate from our set commission percentage because our tow fees are free up to a certain amount of miles. Is there a way to include tow fees as separate pricing category?  
 Response: Please see amended change # 5 above in this addendum.
- Question 24: In the reconditioning requirements: tire bays, Frame lifts, Mechanic Shop, Detail, Paint and Body – we meet all with exception of on-site paint and body booths – If we sub-let this aspect will it conform to their requirements. How much Body and Paint including partials do they anticipate? – (If awarded we may be able to Erect an on-site Building.)  
 Response: All reconditioning must be done at the auction site, depending on the disposition status of the vehicle, i.e. wrecked, appraised or damaged.
- Question 25: Credit Cards Services – The provision about using the City’s banking relationship is confusing. Please explain.

Response: The City has an exclusive merchant banking (credit card services) relationship. In accordance with the City's credit card services contract, the City's merchant banking contractor shall be the City's exclusive provider of all transaction processing services (including, without limitation, the authorization, conveyance and settlement of Transactions). This provision includes any City business that involves credit card functionality that is outsourced.

Question 26: General Public Internet Site – Please explain in more detail what is expected.  
Response: The public must be able to obtain access and view on-line sales of city vehicles.

Question 27: Actively Advertise and Market the City Sale – Please explain what actively advertise and market is.  
Response: Please refer to Attachment A, Part 3, #3.

Question 28: Important General Question: The City Contract has not been sent for submittals on an annual basis. Is it normal to require such a short submittal period of time from date of notification?  
Response: Requests of an annual contract are generated by the using departments as the need exists. Solicitation 14-002 was released on October 11, 2013, in which all vendors who are registered with the City of San Antonio and on the solicitation listing for this particular solicitation received an automated notification of the release. Thirty days is the typical period between advertisement and submission due dates for this kind of procurement.



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