



CITY OF SAN ANTONIO

Aviation Department
Purchasing and General Services Department

P.O. Box 839966
SAN ANTONIO, TEXAS 78205

ADDENDUM II

SUBJECT: Formal Invitation for Best Value Bids - Annual Contract for Janitorial Services at the San Antonio International Airport, dated December 6, 2010.

DATE: December 22, 2010

A. THE ABOVE MENTIONED BVB IS HEREBY AMENDED AS FOLLOWS:

1. Page 22, Section IX – Bid and Performance Bonds, Item B – Performance Bond, First Sentence, **Change to Read:** “If selected, Bidder shall provide a performance bond made payable to the city of San Antonio, executed by a corporate surety acceptable to City who is licensed pursuant to the Texas Insurance Code in the estimated annual amount of the contract price.”
2. Page 36, Attachment A – Bidder Questionnaire, Part D – Experience, Background, Qualifications, Item # 3, **Change to Read:** “Give the following information on all current and former janitorial clients served over the past three (3) years.”
3. Page 36, Attachment A – Bidder Questionnaire, Part D – Experience, Background, Qualifications, Item # 6, **Delete in its Entirety.**
4. Page 36, Attachment A – Bidder Questionnaire, Part D – Experience, Background, Qualifications, Item # 7, First Sentence, **Change to Read:** “Indicate any client listed in the response to question # 3 above that terminated the referenced contract.”

B. QUESTIONS RECEIVED BY CITY STAFF ARE ANSWERED AS FOLLOWS:

- Question 1:** Is a policy that covers Theft and Dishonesty acceptable in place of employee bonding?
Response: No. The City is not requiring employee bonding, per se. The City requires a performance bond, which serves a different function. Therefore, a theft and dishonesty policy cannot take the place of the performance bond requirement.
- Question 2:** Terms for the termination by the City is stated. What are the terms for termination by the vendor?
Response: City does not grant vendors rights to terminate its contracts.

Question 3: Will the performance bond need to equal one full year of projected project value be based on the initial specified staffing levels and remain the same in the event of an annual extension?

Response: The bond will be in the amount of one year's estimated price, calculated based upon the rates and staffing levels for that period. It shall be renewable for each year of the contract.

Question 4: Will the City require the bidders to disclose all indirect cost so that they know what makes up the pricing of the hourly wage quotes, ensuring that bids include all expenses (i.e. FICA, Insurance, communication device costs, BBP training, uniforms, badging, overhead and profit are all included in the price calculation?

Response: No.

Question 5: How should alternative bids be differentiated? Will they need to include a full set of all documents, separate bid bond, submitted in same package?

Response: The City will not consider alternative bids.

Question 6: Payment by City. The document states that the city should have no less than 30 days, but a clarification of how many days the city will commit to paying in would be helpful.

Response: City cannot commit to a set date for payment, other than acknowledging that it will be no less than 30 days. See page 5, Terms & Conditions Section, Item 11 – Invoicing, Payment & Discounts, sub-item c – Payment by City.

Question 7: All change orders are required in writing from the City of San Antonio Purchasing & General Services Department. However there may be differing staffing requirements (i.e. third shift projects and peak season staffing). How will the day to day changes be handled so that it does not conflict with the Change Order Policy?

Response: Staffing requirements communicated at weekly coordination meeting that are consistent with the Scope of Services will not constitute changes requiring change orders.

Question 8: Performance Standards and Inspections. Could a copy of the inspection sheets be provided to help delineate the inspection criteria?

Response: A copy of the inspection sheets can not be provided. They are currently in development phase.

Question 9: Liquidated Damages for Non-Performance. Could more specifics behind the scoring of unsatisfactory as a 'three' be provided? Is there an opportunity/ grace period to correct a three or worse condition prior to a penalty?

Response: City will be providing a rating score sheet to the successful bidder. It will have a rating of between 1 – 5 for performance, with 1 being the lowest score and 5 being the highest (best) score. Terminal Service Manager or designee may, but will not be required to, provide the contractor with the opportunity to correct conditions prior to scoring and rating.

Question 10: Badging. What is the Progressive Security Fee Program with Sliding Scale?

Response: The Progressive Security Fee Program is a tool used by the City to encourage compliance. The fines assessed for violations are on a sliding scale depending on the number of violations in a fiscal year and the severity of the violation multiplied by a base fee for each violation.

Question 11: Considering the lag time for badge clearance, especially at the time of project start up until such time that all of the contract employees are cleared, is it realistic to expect that the crew will be working on land side so that they are not split into two locations for logistical/supervisory reasons?

Response: In accordance with BVB page 14, Item #3, the City will assist employees with badging on first day. The selected Respondent's crew will be deployed in unsecured areas until badges are received.

Question 12: What are the wage ranges for City's comparable positions? How many are full time with benefits?

Response:

City Position	Hourly Wage Range	# Employed (Full Time with Benefits)
Maintenance Worker (equivalent to Janitor)	\$10.24 to \$13.90	57
Crew Leader II (equivalent to Supervisor)	\$12.46 to \$16.90	9

Question 13: Will there be a policy in place to assure that the contractor's employees will not be hired by the city during the period that they are working for the contractor plus a reasonable amount of time afterwards, to avoid attrition?

Response: No.

Question 14: Can the bid bond be a cashiers check made payable to the City of San Antonio instead of a bid bond from a surety agency?

Response: No.

Question 15: It is my understanding that the City will provide all equipment and supplies to perform floor maintenance. Is this true?

Response: Yes.

Question 16: The City will provide all paper products equipment and chemicals?

Response: Yes.

Question 17: What is the square footage of the concourse?

Response: Respondents may schedule a time to measure the square footage of the space by contacting Marisol Amador at marisol.amador@sanantonio.gov.

Question 18: Will the contract follow any local living wage guidelines?

Response: No.

Question 19: Do the 10 copies of the proposal need the entire BVB specs or just the required pages? The checklist states the entire BVB must be submitted as Tab 1

Response: Tab 1 of the original and all 10 copies must include pages 1 through 31; page 1 must be completed and signed as stated in Attachment H – Best Value Bid Checklist.

Question 20: Who is the current contractor(s) providing services at this facility?

Response: There is no current contractor.

Question 21: What is the precise contract value for the most recent twelve (12) month period of each facility?

Response: Not applicable. There is no current contract.

Question 22: What is the current monthly amount being invoiced by the current vendor(s) for each facility?

Response: Not applicable. There is no current contract.

Question 23: Can the City provide a copy of the previous bid tabulation?

Response: Not applicable. There is no current contract.

Question 24: Will the City provide any special training to Contractor?

Response: the selected Respondent is expected to be fully trained in the custodial work. However, if any special direction is required it will be addressed during the pre-shift meetings.

Question 25: Can the requested past history on accounts be scaled down to specifics?

Response: Yes. As stated in Section A, items 2 - 4 of this Addendum, Attachment A – Bidder Questionnaire, Part D has been amended.

****THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID PACKAGE****

Date: _____

Company Name: _____

Address: _____

City/State/Zip Code: _____

Signature

Print Name/Title