

City of San Antonio

ADDENDUM I

SUBJECT: Annual Contract for Window Cleaning Services for the Convention Center, Informal Invitation for Bid, (IFB 6100003644), Scheduled to Open: November 27, 2013; Date of Issue: November 7, 2013

FROM: Paul J. Calapa, Procurement Administrator

DATE: November 26, 2013

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED INFORMAL INVITATION FOR BID

THE ABOVE MENTIONED INFORMAL INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

1. THE BID OPENING DATE IS HEREBY EXTENDED TO FRIDAY, DECEMBER 6, 2013, 10:00 AM LOCAL TIME.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

On November 18, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Window Cleaning Services for the Convention Center. 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: What is the value of the current annual contract for the window cleaning services at the Convention Center?

Response: The current value of the annual contract for window cleaning services at the Convention Center is \$16,350.00 per year.

Question 2: Has the Convention Center performed a pre-inspection of the worksites and documented pre-existing damage such as cracked windows?

Response: It is currently documented that there are three skylight windows in the Tower View Area that are cracked.

Question 3: How recently have fixed structural features such as tie-backs on the roof of the Convention Center been inspected and certified by a third-party engineer? Will a copy of the inspections be available to bidders prior to the award of the contract?

Response: The inspection report will be available to the awarded Contractor post-award.

Question 4: Does the bi-annual window cleaning service need to be completed during one session?

Response: The Convention Center will coordinate the cleaning schedule with the contractor a minimum of one week in advance. The cleaning schedule will be arranged per area to accommodate events at the Convention Center.

Question 5: Does the Convention Center provide a list of available equipment i.e. pre-existing outlets that may be utilized during window cleaning service?

Response: There are no outlets available on the roof for window cleaning services.

Question 6: Will the areas being serviced be closed to the public during service? May escalators in proximity to service areas be shut down to allow for safe access to the interior windows?

Response: The Convention Center's intention is to have windows cleaned during non-event times which should result in minimal public activity. Areas are generally not blocked due to the public being able to access

the building. If an area needs to be blocked, the vendor must notify the Convention Center point of contact in advance and provide own items such as barricades or caution tape to block the area when approved.

Question 7: Does the existing window cleaning contract entail the same scope of work?

Response: The scope of work for the existing contract is basically the same. It is the Contractor's responsibility to review and understand the scope of services of this IFB 6100003644.

Question 8: Is the \$75 cost limit for the removal of a deceased bird fixed or may it be adjusted for the complexity of the location? Will the fee be charged per bird or per visit?

Response: After the first 4 visits at no additional charge to the City, the cost limit will be fixed to no more than \$75 per visit. The Convention Center does not anticipate that this type of service would be required often as the historical need for this service has been 3 calls in 5 years.

Question 9: What are the current requirements by the Convention Center to protect the interior of the building during window cleaning services?

Response: The tires on Contractor lifts being utilized inside of the Convention Center must be covered with fabric for the protection of carpeted areas.

Question 10: What are the current requirements by the Convention Center to protect the exterior of the building during window cleaning services?

Response: The contractor will be required to provide a protective barrier such as a bumper to be placed in locations where a rope may cause a pressure point on an exterior wall i.e., when safety lines are attached to tiebacks on the roof and extend over a concrete wall to access exterior windows.

Question 11: Are there electrified bird wires on exterior window ledges that will need to be deactivated prior to exterior window cleaning service?

Response: Yes, the City of San Antonio staff electricians at the Convention Center will disconnect the power to the bird wires. Contractor will coordinate with Convention Center point of contact.

Question 12: What is the elevator rating and physical dimensions/specifications for the service elevator to be utilized by Contractor i.e. for the transport of a lift to be used for cleaning interior windows?

Response: The service elevator has a 10,000 lb weight capacity; dimensions are 11'10" length X 8' wide by 10' height.

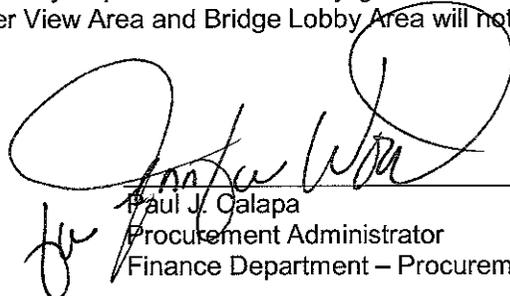
Question 13: What is the name of the equipment utilized by the Convention Center to reach maximum heights when changing lights at the facility, specifically, in the Tower View Area?

Response: The Convention Center uses a Danka Lift with a maximum height of 65 ft to reach maximum heights. Please note that the Contractor is required to provide their own equipment to perform the scope of services.

Question 14: What is the maximum height of the interior windows to be cleaned in each of the seven specified areas?

Response: The maximum height of the interior windows is as follows -
Area 1 - Tower View Area: 65 ft.
Area 2 - Park View Area: 24 ft.
Area 3 - Rooms 209 and 211: 14 ft.
Area 4 - UNAM (University of Mexico) Entrance: 12 ft.
Area 5 - Grotto Area: 12 ft.
Area 6 - Island Area: 16 ft.
Area 7 - Lobby Bridge Area: 50 ft.

Note: The Convention Center will only require that outside skylight surfaces be cleaned. Interior skylight surfaces located in Tower View Area and Bridge Lobby Area will not be required to be cleaned as part of this contract.



Paul J. Galapa
Procurement Administrator
Finance Department – Procurement Division

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