

City of San Antonio

ADDENDUM I

SUBJECT: Annual Contract for Armored Car Services, Formal Invitation for Bid, (IFB 6100003511), Scheduled to Open: January 10, 2014; Date of Issue: December 13, 2013

FROM: Paul J. Calapa, Procurement Administrator

DATE: January 6, 2014

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

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

- 1. THE SUBMISSION DATE IS HEREBY EXTENDED TO JANUARY 15, 2014; 2:00PM LOCAL TIME.**
- 2. Change 004 – Specifications / Scope of Services, Specification 10, Add “The contractor has the responsibility to return deposit bank bags to the originating location within 3 days so as to allow the department to once again prepare and provide a deposit for next scheduled pickup service.”**
- 3. Change 004 – Specifications / Scope of Services, Route Table, Item 2, Remove “Contractor’s staff must be accompanied by a Pre-K 4 SA staff member at all times while at the centers.”**
- 4. Change 005 – Supplemental Terms & Conditions, Original Contract Term, first sentence to “This contract shall begin upon the effective date of the ordinance awarding the contract or APRIL 1, 2014, whichever is later.”**
- 5. ADDED: Price Schedule rev. 1, 1-6-14 (Attachment B). Attached as a separate document.**

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

On December 18, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Armored Car Services. 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: Will City provide the anticipated date that the annual contract will be presented to City Council if requested by prospective bidder?
Response: Any award as a result of this solicitation is anticipated for City Council review in late March 2014. Bidders may review the City Council Agenda at City of San Antonio website; www.sanantonio.gov.
- Question 2: Are bid submissions transmitted through the City’s Portal the only allowable form of electronic submission?
Response: Refer to Section 003 – Instructions for Bidders, Submission of Bids.
- Question 3: Are hard copy bid submissions time-stamped at the City Clerk’s office and read aloud at Purchasing?

Response: Refer to Section 003 – Instructions for Bidders, Bid Opening.

Question 4: In regard to the City holiday schedule, will there be sufficient time to address questions from prospective bidders before communication is restricted on or before 7 calendar days prior to the bid due date of January 10, 2014?

Response: Refer to Section 003 – Instructions for Bidders, and this addendum changing the bid due date.

Question 5: Did the City require same-day deposits on the contract previous to the current contract?

Response: Yes, unless the pickup was made on a day when the City Depository was closed.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATION:

Below is a list of questions that were submitted in accordance with Restrictions on Communication. The City's official response to questions asked is as follows:

Question 1: What is the average value of a pickup at each of the City's locations as the locations are varied?

Response: Deposits could range from approximately \$500 to \$100,000.

Question 2: What percent of a pickup is cash versus checks?

Response: The approximate percentages are that 75% may be checks and 25% may be cash.

Question 3: Can the City location identify the maker and amount of a check in the event it is lost or stolen?

Response: No.

Question 4: Do any of the City locations image checks?

Response: Yes. Checks are sent to the bank by a remote process at two locations, One Riverview Towers and Development Services. However, other bank bags at those two locations will be available for pick up that have deposits with checks that are not imaged.

Question 5: How many items are presented for pick up by the contractor on each day of service as locations vary?

Response: Each location varies from one bag to several bags at time of pick up.

Question 6: Are there any building security requirements of which the contractor should be aware?

Response: Yes, some locations are maintained by security personnel.

Question 7: Can the contractor be armed at all times in the performance of their duties?

Response: Yes.

Question 8: Are there any parking concerns of which the contractor should be aware?

Response: No.

Question 9: Do any locations ship or receive a quantity of coin?

Response: Yes, but rarely.

Question 10: Is there any flexibility in the pickup times provided in the Route Table?

Response: Contractor will provide pickups for the days of the week and times specified in the Route Table. Contractor is to arrive within or at the time specified at each location.

Question 11: Paragraph 4 of Section 004 - Specifications / Scope of Services indicates that the contractor is required to provide the City with a signature list and photos of all employees that will service the City account. Will the City consider alternative identification means such as a controlled photographic identification badge?

Response: Yes, along with a signature list.

Question 12: Paragraph 7 of Section 004 - Specifications / Scope of Services indicates the City may require that deposits be delivered to an alternate City Depository. Please provide the name and address of the alternate depositories used by the City.

Response: Today, the City's Depository is Frost Bank. However, the Bank Depository could be changed during the life of this contract.

Question 13: Paragraph 8 of Section 004 - Specifications / Scope of Services indicates that the City will not be liable for payment of pickups canceled not later than one hour prior to the pickup time specified in the Route Table. How frequently does the City cancel pickups?

Response: In rare instances a deposit pick up could be cancelled, however, this is not anticipated.

Question 14: Paragraph 10 of Section 004 - Specifications / Scope of Services indicates that deposits are to be delivered by 3:00 on the day of pickup. Will the City accept quotes for next business day delivery to the bank?

Response: No, the City deposit must be delivered to the City's Depository Bank on same day of pick up.

Question 15: Paragraph 10 of Section 004 - Specifications / Scope of Services states that in the event the contractor fails to return deposit bank bags to a City locations which prevents that location from making a deposit the City will not be charged for service at that location. Please explain this paragraph. Does the City use tamper evident bank bags or cloth Rifkin bags?

Response: Bank bags will be picked up on scheduled days and delivered same day to the City's Bank Depository by 3:00pm. The contractor has the responsibility to return those bags to the originating location within 3 days so as to allow the department to once again prepare and provide a deposit for next scheduled pick up service. If the contractor fails to timely return such bags, the City would be unable to make its next scheduled deposit. In that event, Contractor shall not charge for the service at that location. City locations use cloth bank bags with locks.

Question 16: Please identify the holidays when the contractor is not required to provide service for the City locations.

Response: Pick-up services will not be required on City recognized holidays, unless otherwise notated. However, Contractor must be able to provide services to the locations that require pick-ups and/or deliveries on City recognized holidays that are not considered National or Federal holidays. Any pick-ups or deliveries during weekends or holidays will be done at bid price submitted for the corresponding City location. City recognized holidays are as follows:

Martin Luther King Jr. Day - January

Fiesta San Jacinto Day - April

Memorial Day - May

Independence Day - July

Labor Day - September

Veterans Day - November

Thanksgiving Day - November

Day after Thanksgiving - November

Winter Holiday (Christmas through New Year) - December through January

Question 17: What is the City currently paying per pickup for this service?

Response: \$16.00 per site for most sites. Branch library sites cost \$14.25 each.

Question 18: Is the City currently paying a fuel surcharge and if so, in what amount?

Response: No. Please note that any bids that vary the price schedule will be rejected as non-responsive.

Question 19: The Route Table indicates that some locations will call for change orders the day prior to pick-up. Please explain how this process works. Typically, change is picked up when the deposit is dropped off and delivered to the location on the next regularly scheduled day of service.

Response: That is the standard procedure for the City also. The City department will call in the change order to the bank and upon arriving at the bank; the bag will be picked up by the Carrier. The bag will then be delivered to the requesting department on next business day.

Question 20: Do any locations require pickup or delivery service after normal business hours or on weekends? All locations have pickups prior to the 3:00pm deadline.

Response: The City has two sites, Bitters Brush Scale House and Nelson Gardens Scale House, that require a 7-day pick up schedule.

Question 21: How much notice will be provided to the contractor that pickups are required at the Item 8 locations?

Response: There will be a 24-hour notice to the contractor.

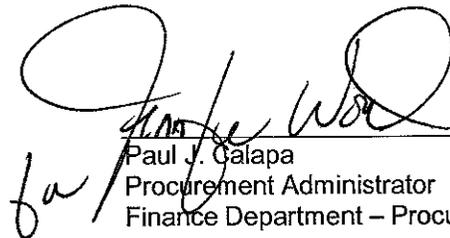
Question 22: Can you please provide additional information on the requirement that the contractor's staff must be accompanied by a Pre-K 4 SA staff member at all times while at the centers? How readily available is the escort? What is the process to be followed when the carrier arrives?

Response: This requirement has been removed from the scope of services. Refer to Item 2 of this Addendum.

Question 23: Please note that the Price Schedule refers to 28 locations but the Route Table has 58 locations. Do any of the locations have multiple pick-up points?

Response: The Route Table in Section 004 - Specifications / Scope of Services has 61 locations listed, including 5 locations that are anticipated to open during the term of the contract. The revised Price Schedule that is now attached to the solicitation has 32 line items, some of which have been consolidated from the individual locations on the Route Table. For example, there are 28 locations listed in the Route Table for the Branch Libraries but there is one line on the Price Schedule for the Branch libraries for a total of 2,132 pick-ups.

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


Paul J. Galapa
Procurement Administrator
Finance Department – Procurement Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature _____

PC/jg