

City of San Antonio

ADDENDUM I

SUBJECT: Annual Contract for Armored Car Services, Formal Invitation for Bid, (IFB 6100004023), Scheduled to Open: March 14, 2014; Date of Issue: February 25, 2014

FROM: Paul J. Calapa, Procurement Administrator

DATE: March 10, 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 MARCH 14, 2014; 2:00PM LOCAL TIME.**
- 2. Change 005 – Supplemental Terms & Conditions, Remove All or None Bid “City of San Antonio will make award to one bidder only.”**
- 3. ADDED: Price Schedule rev. 1, 3-10-14 (Attachment A). Attached as a separate document.**

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? The City previously disclosed that the range was \$500 to \$100,000. Please identify which locations have an average pickup of \$100,000.

Response: There are approximately 8 City locations that could occasionally have deposits of approximately \$100,000. The City will not provide the specific locations as part of this process for security reasons. The activity varies by location.

Question 2: In particular, what is the average value of a pickup at the Airport and Municipal Court?

Response: The City will not provide this information as part of this process for security reasons.

Question 3: Do the City locations record the maker and amount of checks received?

Response: Yes.

Question 4: How many items are presented for pick up by the Carrier on each day of service? Previously the City disclosed that each location varies from one bag to several bags at the time of pickup. Please provide the specific number of bags picked up at each location.

Response: Each location varies and is dependent on the volume of activity for any given day. The number of bags varies from 4-8 on average.

Question 5: If the City cannot disclose the average number of items to be picked up at each location, will the City accept an excess item fee? How can the excess item fee be indicated on the pricing page?

Response: No. All bidders must bid on the same terms and conditions. Please note that any bids that vary the price schedule will be rejected as non-responsive.

Question 6: What is the average value of a change order picked up at Frost Bank and delivered by the Carrier on the next regularly scheduled day of service?

Response: Change orders can range from \$500 up to \$15,000 depending on the department and the purpose for the change.

Question 7: Please identify any locations where the Carrier is required to be escorted.

Response: There are no locations requiring an escort.

Question 8: Do any locations ship or receive a quantity of coin? Previously the City indicates "yes, but rarely". Please identify which locations ship or receive a quantity of coin. How much coin is shipped or received by these locations? What is meant by "rarely"?

Response: The following locations have deposits which could include coinage, both from special events and from normal business operations: Aviation, Parking Division, and Alamodome. The City has not tabulated the amount of "coins" in any given deposit. "Rarely" is to indicate that deposits will infrequently include coinage.

Question 9: The Route Table indicates that the Parking Division, Visitor Information Center, McFarlin Tennis Center, etc. require occasional special pickups or delivery times. Please explain what is meant by this requirement.

Response: The City has several parking facilities which are made available to the general public within the downtown district. The Visitor Information Center is located across the street from the Alamo. The McFarlin Tennis Complex is one of our busiest centers that host several tournaments for local Junior, high school and college teams. Based on activity at these locations, these locations may have a need to deposit sums of money that would normally not be stored overnight. These deposit pick-ups would be scheduled as necessary.

Question 10: Is the Respondent to indicate the cost for special pickups or delivery times on the pricing page line 30?

Response: Yes.

Question 11: Paragraph 12 of Section 004 - Specifications / Scope of Services indicates, "In the event of inclement weather where an official weather emergency has been declared and City offices are closed, Contractor shall immediately provide services on the date City offices re-open. In the event that City offices remain open during inclement weather, Contractor shall provide services as scheduled for the normal course of business." Will the City offices notify the Carrier when they will be re-opening following a weather emergency? If so, how far in advance of needing service with the City location notify the Carrier that service is to be resumed? How will the Carrier know if any City offices remain open during inclement weather? Will City locations staying open during inclement weather notify the Carrier that service is needed?

Response: Yes, the carrier will be notified as soon as City offices become staffed adequately in order to perform the duties of the office. Any situation that results from an "Official" closure due to weather or catastrophic conditions, the carrier will be notified by the best possible means with the intentions of giving ample notification.

Question 12: Paragraph 4 of Section 004 - Specifications / Scope of Services indicates that the Carrier 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? Previously the City indicated they will consider alternative identification means but will still require a signature list. Will the City waive the requirement for a signature list if the City is satisfied with the security of Carrier's photographic identification badge?

Response: Yes.

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. Because the Carrier's trucks have already been

dispatched to the City location, the Carrier would request a minimum of one day notice if a pickup is to be cancelled. Can the City accommodate one day notice rather than one hour?
Response: The City cannot ensure one day notice for all cancelations, but can notify the carrier by the best possible means to give the Carrier ample notification. The specifications of Paragraph 8 will remain as stated in the bid document.

Question 14: If the City cannot accommodate one day notice of cancellation, will the City be liable for payment if the Carrier's truck has already been dispatched to the City's location?

Response: In order to accommodate reasonable notification prior to dispatch, the City needs information regarding when the Carrier's truck will be dispatched. The City will strive to notify the carrier by the best possible means to give the Carrier ample notification of a cancellation prior to dispatch. However, the specifications are not changed in this regard.

Question 15: The Price Schedule indicates that the City anticipates awarding a minimum of 10 same day deposit service locations. Please identify these 10 same day service locations.

Response: The following locations are anticipated to require same day deposits:

1. Municipal Courts
2. Police
3. Parking Division
4. Aviation
5. Convention Facilities
6. Alamodome
7. Solid Waste
8. Finance
9. Development Services
10. Parks

Question 16: Will the City consider awarding a contract that does not include same day delivery to the bank for any of the locations?

Response: The City will consider all bids submitted.

Question 17: 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. How will the City determine if the Bank or the Carrier is responsible for the delay in returning the bags?

Response: Communication with the City's depository bank would keep us informed of unusual situations that would cause any of our departments to not receive deposit bags timely.

Question 18: Please identify the City locations that require holiday service.

Response: The following locations require Holiday service:

1. Parking Division
2. Solid Waste (Nelson Gardens Scale House, Bitters Brush Scale House)
3. Police
4. Aviation

Question 19: Paragraph 6 of Section 004 - Specifications / Scope of Services indicates, "Contractor will allow City departments to change locations, time, and days of pickup service without additional costs. Such changes will be made by change order issued by City." Will the City agree that any changes to times and days will be mutually agreed to?

Response: During the City's budget process there may be a need to consolidate or expand certain City departments. In doing so, armored car service may not be needed when consolidating or may be necessary when creating or establishing new offices. New locations will be included at the price per trip for new locations as indicated on the price schedule.

Question 20: How is pricing for renewal periods to be determined?

Response: Contract renewals are approved under the same terms and conditions as the original contract; therefore, pricing would be consistent.

Question 21: Will the City agree that renewals are by mutual agreement?

Response: No. All bidders must bid under the same terms and conditions.

Question 22: In lieu of fidelity or commercial crime insurance with the City accept "All Risk" cargo coverage?

Response: The "All Risk" cargo coverage will be may be a sufficient substitution for fidelity or commercial crime insurance but the City will review the submitted policy language to ensure that employee theft is included prior to approval.

Question 23: Will the City grant a full waiver of the S/M/WBE goals and if so how does the Respondent apply for the waiver?

Response: No Affirmative Procurement Initiative has been applied to this solicitation. Therefore, a waiver is not necessary for this procurement.

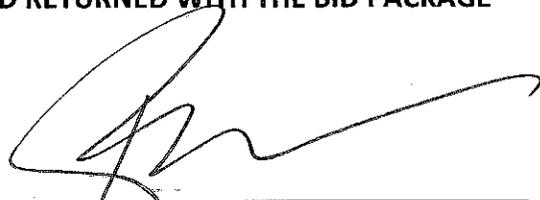
Question 24: What is the maximum liability requirement for the locations for service?

Response: There are no limitations of liability contained within this contract.

Question 25: What is the City Depository? Is that a bank? Can you please clarify?

Response: Today, the City's Depository is Frost Bank, located at 100 W Houston St.; San Antonio, TX 78207. However, the Bank Depository could be changed during the life of this contract.

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



Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature

PC/jg