

## City of San Antonio

### ADDENDUM I

**SUBJECT:** Formal Invitation for Bid for Municipal Facilities Lighting Retrofit Project, (IFB 6100004264),  
Scheduled to Open: May 9, 2014; Date of Issue: April 14, 2014

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

**DATE:** May 5, 2014

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

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

1. The IFB opening date is hereby extended to May 12, 2014; 2:00 PM local time.
2. Remove Attachment A Price Schedule and replace with Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project, posted as a separate document.
3. Remove Attachment B Detailed Scope of Work - Municipal Facilities Lighting Retrofit Project and replace with Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project, posted as a separate document.
4. Add Attachment N – SBEDA Pre-Submittal Presentation, posted as a separate document.
5. Add Attachment O – Good Faith Effort Tips for SBEDA Waivers, posted as a separate document.
6. Add Attachment P – Pre-Submittal Conference Sign-in Sheet, posted as a separate document.

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

On April 22, 2014, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for Municipal Facilities Lighting Retrofit Project. 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: Does Local Preference Program apply to this solicitation?

Response: The Local Preference Program does apply to non-professional services contracts of \$50,000 to under \$500,000.

Question 2: How many documents were attached to the solicitation?

Response: There are a total of 16 attachments to this solicitation. Please refer to section 005 – Supplemental Terms and Conditions, Incorporation of Attachments.

Question 3: Does the solicitation include information about recycling of lamps and fixtures?

Response: Yes, please refer to item #7 under Section 004 – Specification/Scope of Services on page 11 of the IFB document for information on appropriate disposal practices.

Question 4: Does CPS require the vendor to be certified in order to participate in the lighting rebate program?

Response: CPS Energy does not offer a certification program for contractors who participate in their lighting rebate program but requires that, "Installations must be completed in accordance with all laws, codes, permits and other applicable requirements under federal, state and local authority." Full program details are available on the CPS Energy website: <http://www.cpsenergysavers.com/commercial/start-saving/lighting-rebates>.

Question 5: Is the vendor required to provide a schedule of work for each location?

Response: No, the Office of Sustainability will work with the installation contractor to develop a schedule of work for retrofits at all 16 locations after the project has been by City Council.

Question 6: Is the address for the overnight response the same as the address listed?

Response: Refer to solicitation 6100004264 cover page:  
Bids can be submitted by any the following means:  
Electronic submission through the portal  
Hard Copy in person or by mail

Question 7: Is this a lowest price bid solicitation?

Response: Refer to Section 003: Instructions for Bidders, Evaluation and Award of Contract.

Question 8: Are Federal Prevailing Wages required for this solicitation?

Response: The wage rates required for this solicitation are attached to the IFB. They are established by the U.S. Department of Labor for this locality.

Question 9: Are there 16 total facilities on this solicitation?

Response: Yes, please refer to Attachment H – Facilities List – Municipal Facilities Lighting Retrofit Project for the complete list of locations, including addresses.

Question 10: Is there a defined process for getting products pre-approved?

Response: Bidders may submit proposed alternative products as part of their response and these will be reviewed for their suitability as alternate materials during the bid review process. Respondents may propose alternates as long as the technology chosen meets or exceeds the specifications listed under Section 004, item #6 in Specification/Scope of Services within the IFB document and meets or exceeds the quality and functionality of the specified Manufacturer, Make, Model, and Part Number in Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project . For an alternative product to be considered contractor must designate specifically which item in Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project the product would replace and provide a detailed manufacturer specification sheet for the proposed product. Based on this information the Office of Sustainability will determine whether the proposed materials are suitable alternatives.

Question 11: Can a substitute be pre-approved prior to the bid date?

Response: No. Please see response to question 11 above.

Question 12: Can the vendor submit alternate bids?

Response: Yes, vendor can submit alternate bids.

Alternate Bids. Alternate bids may be allowed at the sole discretion of City.

Hard Copy Alternate Bids. Alternate bids must be submitted in separate sealed envelopes in the same manner as submission of other bids. Alternate bids must be marked consecutively on the envelope as Alternate Bid No. 1, 2, etc. Failure to submit alternate bids in separate envelopes may result in rejection of a bid.

Electronic Alternate Bids Submitted Through the Portal. All alternate bids are recorded with original bids when submitted electronically.

Question 13: Does the project needs to be bonded?

Response: Yes, the solicitation requirements include a bid bond, a payment bond, and a performance bond. Any bids received without a bid bond will be disqualified. Please refer to section 005 Supplemental Terms and Conditions.

Question 14: Which vendor does the City use to build scaffolding in order to change light bulbs or fixtures over the San Fernando gym?

Response: The Parks & Recreation Department had contracted different vendors in the past to build scaffolding when replacing lighting at the gym. Vendor is responsible to obtain contractor at their expense for any scaffolding needs.

Question 15: Why the API changed form a similar past project of 30% requirement down to 5% for the current solicitation? Did the 30% API applied to the other project was not met?

Response: Per the City of San Antonio Small Business Economic Development Advocacy (SBEDA) Ordinance, Affirmative Procurement Initiatives (APIs) are applied on a contract-by-contract basis. For further information, please contact Edson I. Zavala at [edson.zavala@sanantonio.gov](mailto:edson.zavala@sanantonio.gov) and (210) 207-3962.

Question 16: Will that list of the vendors who attended the pre-submittal be posted online or will I have to contact you to get a copy?

Response: Pre-submittal attendees list is attached as Attachment P

Question 17: We are a Florida State Certified BUILDING, ELECTRICAL AND COMMERCIAL swimming pool contractor. Do our credentials allow for us to compete on your project? We have extensive experience with these projects?

Response: Eligible respondents must meet or exceed the minimum requirements as described in Attachment C – Minimum Qualifications – Municipal Facilities Lighting Retrofit Project. Work experience in a field other than lighting retrofits should not preclude a vendor from being considered for selection in this project, so long as the minimum requirements for this project are met.

Question 18: Is the City considering an all LED retrofit?

Response: No, the Office of Sustainability reviewed different lighting options (LED included) in conjunction with a consultant and chose induction as the best technology for most applications. LEDs were chosen for some applications (e.g. tree bullet lights) but the City isn't aware of any LEDs that can match the burn hour or warranty terms required for the majority of fixtures. Induction was chosen in most cases because the lamps need to last longer than their expected payback periods.

Bidders may submit proposed alternative products as part of their response and these will be reviewed for their suitability as alternate materials during the bid review process. Respondents may propose alternates as long as the technology chosen meets or exceeds all the specifications listed under item #6 in Specification/Scope of Services within the IFB and meets or exceeds the quality and functionality of the specified Manufacturer, Make, Model, and Part Number in Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project. For an alternative product to be considered, contractor must designate specifically which item in Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project the product would replace and provide a manufacturer specification sheet for the proposed product. Based on this information the Office of Sustainability will determine whether the proposed materials are suitable alternatives. The City of San Antonio shall be solely responsible for determining whether a proposed product is an acceptable alternative.

LEDs will not be acceptable for retrofits where induction technology is specified.

Question 19: Is this a service (i.e. supply and install) or parts supply bid only?

Response: Both. The awarded contractor will supply and install all materials. Please refer to the Specification/Scope of Services section within the IFB document for a full description of the project requirements.

Question 20: Are you planning to purchase the lighting from the contractor or is this an installation bid?

Response: The awarded contractor will be responsible for supplying and installing all necessary materials, which are outlined within Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project. Please refer to the Specification/Scope of Services within the IFB document for a full description of the project requirements.

### **Site Visit 1 - Rosedale Park**

Question 21: What is the voltage for the high bay lights serving the Rosedale (Westside) YMCA swimming pool?

Response: The lights are listed as 277v. Please refer to Attachment B – Detailed Scope of Work – Municipal Facilities Lighting Retrofit Project for voltage information per fixture at all facilities.

Question 22: Who will be responsible for removing the glass panels in order to access the highbay lights serving the Rosedale (Westside) YMCA pool?

Response: The contractor is responsible for obtaining access to the fixtures and all associated equipment and labor costs, including moving glass panels if necessary. The YMCA staff indicated that it may be possible to bring in a lift through the exterior door. It will be the responsibility of the installation contractor to determine if an appropriate lift can be brought in through the exterior door prior to the installation date.

Question 23: Does the City provide the vendor who will remove the glass panels in order to access the Rosedale (Westside) YMCA swimming pool?

Response: No, if removal of the glass wall panels is required it will be the responsibility of the installation contractor to provide those services at no additional cost to the City.

Question 24: Can lifts be used on the tiles at the swimming pool area?

Response: Yes. It is the responsibility of the contractor, to provide all equipment to perform scope of services.

Question 25: What is the height of the ceiling above the pool at the Rosedale (Westside) YMCA?

Response: The fixture height is listed as 20 feet. Please refer to Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project for information on fixture heights at all locations.

Question 26: Can the vendor submit alternate technologies?

Response: See response to question 11 above.

Question 27: Will the City amend the scope of work to remove switch (breakers) at the Rosedale (Westside) YMCA swimming pool?

Response: Yes, Attachment Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project & Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project is amended to remove installation of lighting switches at both the Rosedale (YMCA) Pool and San Fernando Gym.

Question 28: How will the vendor bring a lift into the swimming pool area at the Rosedale (Westside) YMCA?

Response: Facility staff indicated that it might be possible to bring in a lift through the exterior door. It will be the responsibility of the installation contractor to determine if an appropriate lift can be brought in through the exterior door.

#### Site Visit 2 – San Fernando Gym

Question 29: What does the installation contractor need to do if the lenses are damaged?

Response: The installation contractor will make the Office of Sustainability aware of any broken or damaged lenses. If the Office of Sustainability determines that the contractor should replace any broken or damaged lenses this will be included as change order the price list.

Question 30: Can the lights be changed from the roof?

Response: Facility staff at the San Fernando Gym indicated that the 400W flood fixtures can be accessed through the roof.

Question 31: What is the voltage of the exterior lights?

Response: The lights are listed as 277v. Please refer to Attachment Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project for voltage information per fixture at all facilities.

Question 32: Will ballasts serving the linear fluorescent fixtures need to be replaced?

Response: Replacement of the existing ballasts was not determined to be necessary.

Question 33: Are there any complicated areas over stairwells?

Response: All complex retrofit situations that were identified within the project assessment are listed under Column S – Retrofit Complexity within Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project. Nothing is noted for the stairwell lights and it is the Office of Sustainability's understanding that no special accommodations should be needed for these areas.

Question 34: Are all the stairwells on the facilities similar?

Response: Facility staff at the San Fernando Gym indicated that the stairwells throughout the facility are similar.

Question 35: Does the City have a vendor for scaffolding to replace lighting over the San Fernando Gym?

Response: The City currently uses a scaffolding vendor for lighting replacements but will not provide this service as part of the installation contract. It is the responsibility of the installation contractor to build scaffolding for this project. Please include this cost within line item M-2 in Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project.

Question 36: Can a lift be used on the Gym floor?

Response: No, It is the responsibility of the installation contractor to procure a vendor to build scaffolding for this project. Facility staff has indicated that there are concerns that a lift would damage the floor. Please include this cost within line item M-2 in Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project.

Question 37: Need to change scope of work to remove switch (breakers) at the second floor gym (Is the score board the only thing using the breakers to turn on and off)?

Response: Yes, Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project & Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project is amended to remove installation of lighting switches at both the Rosedale (YMCA) Pool and San Fernando Gym.

Question 38: How many lamps are on the 2<sup>nd</sup> floor gym -24 or 25?

Response: All proposals should be based on the information within Attachment B – Detailed Scope of Work – Municipal Facilities Lighting Retrofit Project. Any changes made based on discoveries in the field can be handled as a change order Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project.

Question 39: Is replacement of the existing exit signs included?

Response: All proposals should be based on the information within Attachment B – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project. Any changes made based on discoveries in the field can be handled as a change order to Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project .

Question 40: Does the vendor needs to take pictures of every light?

Response: No, the installation contractor does not need to take pictures of every lamp. However, pre and post-retrofit pictures must be taken at each location and include a representative sample of each fixture type in a manner that shows pre and post-retrofit lighting levels. Please refer to item #7 under Specification/Scope of Services within the IFB document for a full description of the project requirements.

Question 41: Does the vendor need to take pictures at night before and after the retrofit project?

Response: Please refer to question #41.

Question 42: How can the vendor submit the pictures (format & CD or memory stick?)

Response: The installation contractor may submit the pictures on a CD, memory stick, or some other means. No format is explicitly specified and this can be determined between the Office of Sustainability and installation contractor once they are selected.

### **Site Visit 3 – San Pedro Park**

Question 43: What is the wattage of the San Pedro Park lights?

Response: Wattages vary by lighting type. Please refer to Attachment B – – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project for wattage information per fixture at all facilities.

Question 44: What is the plan for the damages lenses and the damage fixtures?

Response: The installation contractor will make the Office of Sustainability aware of any broken or damaged lenses. If the Office of Sustainability determines that the contractor should replace any broken or damaged lenses this will be included as an amendment to Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project.

Question 45: What is the plan for the missing sockets?

Response: The installation contractor will make the Office of Sustainability aware of any broken or damaged sockets. If the Office of Sustainability determines that the contractor should replace any broken or damaged sockets or other internal parts this will be included as an amendment to Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project.

Question 46: What is the voltage of the bullet fixtures by the pavilion?

Response: The lights are listed as 208v. Please refer to Attachment B – – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project for voltage information per fixture at all facilities.

Question 47: How many lights need to be replaced at the pavilion?

Response: All proposals should be based on the information within Attachment B – – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project. Any changes made based on discoveries in the field can be handled as an amendment to Attachment A – Rev I. Price Schedule dated 5/2/14– Municipal Facilities Lighting Retrofit Project.

### **Site Visit 4 – Brackenridge Park**

Question 48: Can the vendor use a lift on the softball field?

Response: Recommended lift types are included under Column R – Lift Type Required within Attachment B – – Rev I. Detailed Scope of Work dated 5/2/14 - Municipal Facilities Lighting Retrofit Project. It is the responsibility of the installation contractor to notify the Office of Sustainability if they determine that use of a lift may damage the ground or cause an unsafe work environment.

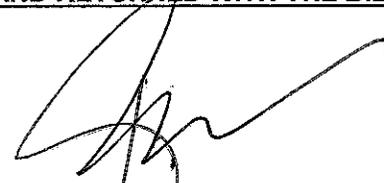
Question 49: Who is responsible for the foot candle readings under the specified exterior light fixtures after the retrofit is done, the contractor or the city of San Antonio?

Response: Light level readings are not required to be taken to demonstrate compliance with the retrofits, as the wattage and technology specified for each fixture were chosen to match existing light levels. Pictures will be taken before and after each retrofit to provide visual documentation of lighting quality pre and post-retrofit. Please refer to item #7 under Specifications/Scope of Services within the IFB documentation for a full description of the project requirements.

Question 50: For the bid bond, is it ok to do a cashier's check?

Response: The City requires an original bid bond for this project. The City will not accept a cashier's check for this project.

**\*\*THIS ADDENDUM SHALL 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/jf