

## City of San Antonio

### ADDENDUM I

**SUBJECT:** Informal Invitation for Bid, (IFB 6100003932), Park Gate Opening/Closing Services  
Scheduled to Open: May 7, 2014; Date of Issue: April 22, 2014

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

**DATE:** May 6, 2014

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

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

1. Informal Invitation for Bid, 6100003932 is hereby extended to Friday, May 9, 2014; 10:00 AM C.T.
2. Section 004 - Specifications / Scope of Services, Service Requirements # 1, change first sentence to read:  
"Keys for the six locations requiring daily service will be provided to the contractor."
3. Section 004 - Specifications / Scope of Services, Service Requirements # 3, change last sentence to read:  
"If problems occur trying to open or close a gate during normal city business hours, Mondays – Fridays, 7:45 AM – 4:30 PM, excluding city holidays, the contractor shall contact Parks and Recreation at 207-8480."
4. Section 004 - Specifications / Scope of Services, Service Requirements # 5, change second sentence to read:  
"The contractor must perform satisfactory background checks on its employees performing gate opening and closing services; and provide to the City upon request."
5. Section 004 - Specifications / Scope of Services, Service Requirements # 6, change first sentence to read:  
"City personnel will provide maps showing specific locations of each gate for the six locations requiring daily service, and designated service areas which may requires service on an as needed basis."
6. Section 004 - Specifications / Scope of Services, Service Locations and Times Item # 3, change last paragraph to read:  
"There are undesignated Parks facilities: City parks, natural areas, or greenway trails located within the city limits which may require gate opening and gate closing service on occasion and will be priced accordingly. The park gates will be opened/closed at the designated times as directed by Parks and Recreation staff."

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

On April 29, 2014, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Park Gate Opening/Closing 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: What does the City consider a satisfactory driving record?

Response: A satisfactory driving record is a current valid Texas Driver's License, no moving violations, no outstanding warrants for arrest and conformance to all Texas traffic regulations.

Question 2: Is there a specific type of vehicle the City requires the Contractor to use in the performance of the park gate opening/closing services?

Response: No, there is no specific type of vehicle required for the Contractor to use.

Question 3: Who is the point of contact outside normal business hours?

Response: The point of contact outside normal business hours is the Parks and Recreation Director's Office; the phone number will be provided after contract award.

Question 4: How often would the Designated Locations require service?

Response: The estimated annual quantity for the Designated (Item 2) and Undesignated (Item 3) Locations are provided on the Attachment A – Price Schedule.

Question 5: How often would the Undesignated Locations require service?

Response: The estimated annual quantity for the Designated (Item 2) and Undesignated (Item 3) Locations are provided on the Attachment A – Price Schedule.

Question 6: Is there a possibility of a short term extension?

Response: Yes, Refer to Section 005 – Supplemental Terms & Conditions; Temporary Short Term Extensions.

Question 7: For the locations requiring service 365 days a year, how lenient will you allow the contractor to be in reference to opening the gates by the requested time?

Response: No leniency is permitted.

Question 8: Who is the point of contact for this solicitation?

Response: The Procurement Specialist for this solicitation is Sharon Guerrero, who may be reached at 207-7262.

Question 9: Is it possible to review a bid tabulation?

Response: Refer to Section 003 – Instructions for Bidders; Tabulations.

Question 10: Does the Contractor need to be licensed as a security contractor under the Texas Department of Public Safety Private Security Bureau?

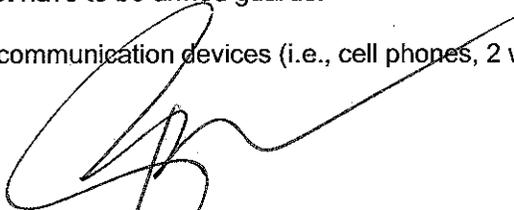
Response: No, the Contractor does not have to be licensed as a security contractor under the Texas Department of Public Safety Private Security Bureau.

Question 11: Will the security contractor employees performing the duties under the solicitation, need to be armed guards?

Response: No, security contractor employees do not have to be armed guards.

Question 12: Are there any specific requirements for communication devices (i.e., cell phones, 2 way radios, pagers, etc.)?

Response: No, specific devices are required.



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Finance Department – Procurement Division

PC/sg