

City of San Antonio

ADDENDUM III

SUBJECT: Invitation for Bids - Annual Contract for Electrical and Lighting Parts and Supplies (IFB 6100004851), Scheduled to Open: July 31, 2015; Date of Issue: June 23, 2015

FROM: Paul J. Calapa, Procurement Administrator

DATE: July 30, 2015

THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - 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 AUGUST 7, 2015, AT 2:00 PM CENTRAL TIME.
2. Added Attachment K - Bid Tabulation for A391-09 Annual Contract for Electrical Parts and Fixtures, posted as a separate document.
3. Remove Attachment A – Price Schedule Section 1, Catalog Discounts by Category and replace with Attachment A – Price Schedule Section 1 Rev. 1 dated 7/30/2015 Catalog Discounts by Category. Price Schedule Section 1 is posted as a separate document.
4. Remove Attachment A – Price Schedule Section 2: Market Basket Pricing Worksheet and replace with Attachment A – Price Schedule Section 2 Rev. 1 dated 7/30/2015. Price Schedule Section 2 is posted as a separate document.
5. Section 004 – Specifications / Scope of Services, 8. Experience, change to read as;

“Vendors must possess verifiable experience in sales of electrical supplies and be properly licensed to do business within the State of Texas. Verifiable experience should include accounts equal or larger in size and scope to this IFB 6100004851.”

6. Section 004 – Specifications / Scope of Services, Pricing, f. revised to read as:

“Award will be made to the lowest responsible bidder by category, after evaluation of items from both the Price Schedule (Section 1) and the Market Basket Pricing (Section 2) Worksheet. For the purposes of evaluation, any item left blank shall be deemed “no bid”. Award will be based on the lowest responsible bidder submitting pricing for the greatest number of items in Section 2 – Market Basket Pricing.”

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

On June 29, 2015 and on July 10, 2015, the City of San Antonio hosted Pre-Submittal Conferences to provide information and clarification for Annual Contract for Electrical and Lighting Parts and Supplies. 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: Are the bidders required to bid all categories?

Response: Refer to Section 004 – Specifications / Scope of Services, 4. Pricing: e & f

- e. "The Market Basket Pricing Worksheet will NOT be awarded separately."
- f. "Award will be made to the lowest responsible bidder by category, after evaluation of items from both the Price Schedule (Section 1) and the Market Basket Pricing (Section 2) Worksheet. For the purposes of evaluation, any item left blank shall be deemed "no bid". Award will be based on the lowest responsible bidder submitting pricing for the greatest number of items in Section 2 – Market Basket Pricing."

Question 2: Will the City make more than one award per category?

Response: Refer to Section 004 – Specifications / Scope of Services, 4. Pricing, f:

"Award will be made to the lowest responsible bidder by category, after evaluation of items from both the Price Schedule (Section 1) and the Market Basket Pricing (Section 2) Worksheet. For the purposes of evaluation, any item left blank shall be deemed "no bid". Award will be based on the lowest responsible bidder submitting pricing for the greatest number of items in Section 2 – Market Basket Pricing."

Question 3: Does the vendor need to have five years of experience to submit a bid?

Response: Refer to Item 5 for above. "Vendors must possess verifiable experience in sales of electrical supplies and be properly licensed to do business within the State of Texas. Verifiable experience should include accounts equal or larger in size and scope to this IFB 6100004851."

Question 4: What are the City procedures in regards of payment and defective items?

Response: Refer to Section 004 – Specifications / Scope of Services, 6. Defective Products:

"In the event any material is found to be defective, the Vendor shall pick-up the products and the City shall not be liable for payment of the materials or any other charges incurred. If defective material is encountered, it is the responsibility of the Vendor to remedy all problems in a timely manner. The City will not be responsible for charges incurred as a result of the defective items. In addition, the Vendor will notify the City of San Antonio of the problem and proposed remedy."

Question 5: Is the pre-submittal conferences mandatory?

Response: Pre-submittal conferences are not mandatory.

Question 6: Is the scope of work on this contract brand new?

Response: The scope of work on this solicitation is not new.

Question 7: Can a vendor catalog include a compilation of manufacture catalogs?

Response: Please refer to Section 003 Instructions for Bidders, Catalog Pricing and Section 005 Supplemental Terms & Conditions, Catalog Discount Pricing.

"Catalog Pricing.

The bid will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price schedule.

Bidders shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which a bid is submitted. Bidder shall provide said catalog at the time of submission of its bid. Manufacturers' catalogs may be submitted in any of the following formats: paper copy or CD ROM for bids submitted on paper, or PDF file for bids submitted electronically.

Bidders may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City Purchasing & General Services Department.

Specified items identified herein, if any, are for overall bid evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered."

"Catalog Discount Pricing.

It is agreed that any published price list(s) may be superseded or replaced during the contract period only if such list is published by the manufacturer for industry wide use. If Vendor's catalog is a compilation of products from various manufacturer's, then the product pricing for a particular manufacturer's products may be superseded or replaced if that manufacturer's price increase is published for industry wide use. Vendor must be able to substantiate the price increase to City's satisfaction.

A revised price list must be submitted to City in the same format as the originally submitted price list, unless a different format is approved by City. It is agreed that any price list provided other than the manufacturer's price list may not be superseded or replaced during the contract period. (NOTE: Discounts accepted as part of this bid are not subject to revision.)

A written notice stipulating in detail the changes of a price list must be furnished and approved by the City before revisions go into effect.

All price lists submitted with the bid, or approved revisions, are hereby incorporated into this contract by reference."

Question 8: How can the vendor provide accurate discounts if some manufacturers (e.g. GE, Phillips, etc) have different discounts on the same catalogs?

Response: Vendor can provide different discounts for the same category on the Price Schedule Section 1 by differentiating the manufacturers from the same catalogs.

Example:

CATEGORY 1 - CONDUITS, PLUGS, & NIPPLES

Typical products ordered from this section may include, but are not limited to conduit, conduit fittings, and conduit mountings.

1. Catalog % Discount Offered: 50%
2. Name of Catalog: ABC Electrical Supplies
3. Catalog Publication Date: January 2015
4. Manufacturer: Carlton

Example:

CATEGORY 1 - CONDUITS, PLUGS, & NIPPLES

Typical products ordered from this section may include, but are not limited to conduit, conduit fittings, and conduit mountings.

1. Catalog % Discount Offered: 30%
2. Name of Catalog: ABC Electrical Supplies
3. Catalog Publication Date: January 2015
4. Manufacturer: Emerson

Question 9: Does the vendor have to bid on all items within a category?

Response: Refer to Section 004 – Specifications / Scope of Services, 4. Pricing, f

Question 10: Can discounts be offered in the form of quarterly rebates instead of a catalog discount?

Response: No, refer to Section 004 – Specifications / Scope of Services, 4. Pricing, a & b:

a. "Contract pricing will be in the form of discount off the catalog price. Discounts in Price Schedule, Section 1 – Catalog Discounts by Category, may vary by category but must be consistent for all products within the category. Discounts in Price Schedule, Section 2 – Market Basket Pricing Worksheet may vary within the category.

b. "Discounts quoted shall be held firm for the term of the contract."

Question 11: Will section 2, market basket of the price schedule be awarded separately?

Response: No, please refer to Section 004 – Specifications / Scope of Services, 4. Pricing, e.

Question 12: On some of the items warranty is handled by the manufacturer, is that acceptable?

Response: No, please refer to Section 006 – General Terms & Conditions, Warranty:

Warranty. A minimum of 90-days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products and/or services purchased under this IFB, unless otherwise specified in the Specifications/Scope of Services section of this IFB. This warranty shall provide for replacement of defective merchandise, parts, and labor, and shall include pick-up of the defective merchandise from City and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise, or completion of the service, as applicable.

REJECTION OF DISCLAIMERS OF WARRANTIES & LIMITATIONS OF LIABILITY. ANY TERM OR CONDITION IN ANY DOCUMENT FURNISHED BY VENDOR, DISCLAIMING THE IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR ATTEMPTING TO LIMIT VENDOR'S LIABILITY SHALL BE OF NO FORCE OR EFFECT, AND SHALL BE STRICKEN FROM THE CONTRACT DOCUMENTS AS IF NEVER CONTAINED THEREIN."

Question 13: Are comparable items acceptable on the market basket?

Response: Please refer to Section 003 – Instructions for Bidders, Description of Supplies:

"Any brand names, catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Bids submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with bid response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item's suitability and compliance with bid specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City."

Question 14: Are cooperatives acceptable, can vendor bid a cooperative?

Response: No, please refer to Section 004 – Specifications / Scope of Services, 11. Cooperative Pricing:

"The City of San Antonio will not consider cooperative pricing. This IFB will be the contract, if awarded. Therefore bidders are required to complete the price schedule as shown."

Question 15: Can the vendor upload documents, specification sheets in SAePS?

Response: Yes, Please refer to Section 003 – Instructions for Bidders, Submission of Electronic Bids:

Submission of Electronic Bids. Submit one bid electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any bid or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Bids sent to City by facsimile or email shall be rejected.”

For information on how to submit a response to a solicitation, refer to the RFx Response Guide;
<http://www.sanantonio.gov/Portals/0/Files/Purchasing/pdf/vendor-RFx-training-guide.pdf>

Question 16: How can the vendor obtain price changes from the City?

Response: Please refer to section 005 Supplemental Terms & Conditions, Catalog Discount Pricing.

Question 17: On commodity items: Wire, Cable, Conduit, Strut, and related products. We would like to provide a gross margin rate adder for these items which would be used during the term of the agreement. This pricing method is necessary for these products due to cost volatility, the regional differences in pricing from manufacturing, and supply/demand situations. The gross margin rate will be an added to the cost for the item on the date of the order. Can this pricing method be used on these materials?

Response: No, refer to Section 005 Supplemental Terms & Conditions, Catalog Discount Pricing.

Question 18: Would the City allow Vendors to respond with a cooperative offer in this instance?

Response: No, please refer to Section 004 – Specifications / Scope of Services, 11. Cooperative Pricing:

“The City of San Antonio will not consider cooperative pricing. This IFB will be the contract, if awarded. Therefore bidders are required to complete the price schedule as shown.”

Question 19: Can the City please provide previous bid tabulations for Electrical and Lighting Parts and Supplies?

Response: Refer to Attachment K, posted as a separate document.

Question 21: Can you please confirm if a bidder is required to bid all lines within a category? Will a bidder be disqualified for a category if all lines are not bid?

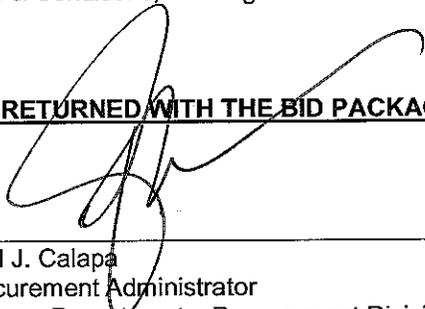
Response: Refer to Section 004 – Specifications / Scope of Services, 4. Pricing, h:

“Award will be made to the lowest responsible bidder by category, after evaluation of items from both the Price Schedule (Section 1) and the Market Basket Pricing (Section 2) Worksheet. For the purposes of evaluation, any item left blank shall be deemed “no bid”. Award will be based on the lowest responsible bidder submitting pricing for the greatest number of items in Section 2 – Market Basket Pricing”

Question 22: Will the City allow yearly price adjustments to accommodate manufacturer increases?

Response: Please refer to section 005 Supplemental Terms & Conditions, Catalog Discount Pricing.

****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