

City of San Antonio

ADDENDUM II

SUBJECT: Annual Contract for Custodial Services - Parks and Recreation Facilities - Request for Competitive Sealed Proposals, (RFCSP 6100004100), Scheduled to Open: March 28, 2014; Date of Issue: February 17, 2014

FROM: Paul J. Calapa, Procurement Administrator

DATE: March 21, 2014

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

- 1. THE SUBMISSION DATE IS HEREBY EXTENDED TO APRIL 4, 2014; 2:00PM LOCAL TIME.**
- 2. Change 004 – Specifications / Scope of Services, Specification 4.2.2 (d), Add “City requires disinfectant spray that kills 99.9% of viruses and bacteria; commonly found in most Lysol Disinfectant Spray or approved equal.”**
- 3. Change 004 – Specifications / Scope of Services, Specification 4.17.7, Change second sentence to read as “High dusting includes, but is not limited to, ventilation grilles mounted in the ceiling, ceiling light fixtures, ceiling fans and “EXIT”/”ENTRANCE” signs”**
- 4. Change 004 – Specifications / Scope of Services, Facility List, paragraph 3, Add “The contractor will coordinate service hours during this time with the Clean & Green Section of the Parks and Recreation department. The Point of Contact will be provided after contract award.”**
- 5. ADDED: Attachment L – Bid Tabulation for Current Contract**
- 6. ADDED: Attachment M – Copy of Current Contract**
- 7. ADDED: Attachment N – Redacted Pre-Submittal Conference Sign-in Sheets**
- 8. ADDED: Attachment O – Small Business Office 2-26-14 Pre-Submittal Conference Presentation**
- 9. ADDED: Attachment P – Good Faith Effort Tips for SBEDA Waivers**

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

On February 26, 2014, the City of San Antonio hosted a Pre-Submittal conference and site tour to provide information and clarification for the Annual Contract for Custodial Services - Parks and Recreation Facilities. Below is a list of questions that were asked at the pre-submittal conference and the Small Business Economic Development Advocacy (SBEDA) presentation. The City's official response to questions asked is as follows:

Question 1: Is the Sub-Contractor required to be registered with SWBE?
Response: This solicitation requires that 26% be subcontracted to certified Minority and/or Women-Owned Business Enterprises (M/WBEs) designated within San Antonio Metropolitan Statistical Area (SAMSA). Please note that MWBEs must also be certified as Small Business Enterprises (SBEs) to be considered a SBEDA eligible subcontractor(s)/ supplier(s).

SBEDA eligibility requirements:

1) Certified as an SBE and MBE/WBE with the South Central Texas Regional Certification Agency (SCTRCA)

2) Headquartered or have "significant business presence" in the San Antonio Metropolitan Statistical Area (20% of total company employees regularly based in any of the following eight counties: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year.

3) Perform a commercially useful function

Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (Subcontractor/Supplier Utilization Form). Failure of a respondent to submit the Subcontractor/Supplier Utilization Form or meet the subcontracting requirement will deem its response NON-RESPONSIVE.

For questions regarding SBEDA requirements, certification process and assistance in completing forms please contact Edson Zavala at (210) 207-3962 or email at Edson.Zavala@sanantonio.gov.

Question 2: What is the employee count for each Parks facility, as well as the estimated number of clients?
Response: There are 2-5 employees for each facility. Approximately 150 participants and spectators visit facilities each day.

Question 3: Since the recreation centers will be opening at various hours during the summer, who will the vendor speak with to arrange hours of services?
Response: The contractor will coordinate service hours with the Clean & Green Section of the Parks and Recreation department. The Point of Contact will be provided after contract award.

Question 4: How long has the current Contractor been doing this contract?
Response: The current contract was awarded by the San Antonio City Council on January 20, 2011.

Question 5: Can you provide a breakdown in the number of a) Number of restrooms per facility, b) Number of fixtures in the restrooms per facility, c) Square footage of different types of flooring i.e. carpeted area at facilities?
Response: Response is pending.

Question 6: Does the subcontractor need to be a vendor with the City?
Response: All contractors/consultants and their subcontractors/ sub-consultants wishing to do business with the City must first register in the Centralized Vendor Registration System (CVR) / San Antonio e-Procurement System (SAePS).

Question 7: Does the Subcontractor need to be registered through Small Business Office (SBO) as a Minority/Woman-Owned Business (MWB)?

Response: Please refer to response for Question 1.

Question 8: How long is the process to obtain certification?

Response: Processing times for new applicants can vary, the certification applications can be obtained online through South Central Texas Regional Certification Agency (SCTRCA) at <http://sctrca.org/>, at the physical location: 3201 Cherry Ridge St., Building C-319, San Antonio, TX 78230. Please call (210) 227-4722 to receive application information.

After a completed application is submitted with SCTRCA, SBEDA staff can assist with priority certification while the solicitation is open but does not guarantee certification by solicitation close date. For further questions regarding the certification process please contact Edson Zavala at (210) 207-3962 or email at Edson.Zavala@sanantonio.gov.

Question 9: Is the current contract with the same vendor?

Response: The current contract was awarded to one vendor.

Question 10: How many facilities does the current contract have?

Response: The current contract was awarded for 62 buildings located throughout the City of San Antonio. However, the current solicitation is for 44 Parks and Recreation locations.

Question 11: Can the City provide monthly usage of commodities such as soap, towels, toilet tissue, etc.?

Response: Current contractor provides its own commodities based on usage that differs from facility to facility therefore the City does not have this information to provide.

Question 12: Who does the vendor contact if they wish to survey other facilities listed on the solicitation?

Response: Prospective bidders may visit four (4) Parks and Recreation facilities on Wednesday, March 26th:
1) 9:00 AM: Jack White (Park Police Sub-station); 3503 Old Seguin Road; San Antonio TX 78234
2) 9:45 AM: Jesse James Leija Gymnasium; 319 W. Travis; San Antonio TX 78205
3) 10:30 AM: Commander's House Senior Center; 647 S. Main; San Antonio 78204
4) 11:15 AM: Roosevelt Club House; 331 Roosevelt Ave; San Antonio TX 78210

These locations represent several different types of facilities. Additional site visits may be scheduled by contacting Jennifer Gates (210-207-4046) at least 24 hours in advance of a proposed site visit.

Question 13: Does Parks use more than one type of dispensers for paper products at different facilities?

Response: Parks & Recreation use standard c-fold dispensers and trade standard large & small roll dispensers.

Question 14: Is Parks open to changing out dispensers?

Response: Not at this time. Upon the initiation of the contract, the Parks & Recreation department will consider alternatives suggested by contractor.

Question 15: Does the City require a specific type of disinfectant?

Response: Yes. The department requires disinfectant spray that kills 99.9% of viruses and bacteria; commonly found in most Lysol Disinfectant Spray or approved equal.

Question 16: Are there any child daycare facilities at any of these centers?

Response: No. The Parks department offers out-of-school camps and summer programs for children ages 6-14. We provide lunch and afternoon snack during those programs.

- Question 17: If so, are the facilities monitored by the CDC?
Response: These facilities are not monitored by the CDC. Our summer youth program is self-monitoring through an exemption from State of Texas for municipally operated programs. Our self-monitoring standards are adopted by City Council each year as our minimum operation standards.
- Question 18: What are the other locations (not community centers) i.e. facilities with Park Police substations like?
Response: Other park facilities that are not deemed community centers have their own unique design (square footage) based on department need, usage and location.
- Question 19: Since this is a multi-year contract, will there be an opportunity to renegotiate contract pricing during the term of the contract due to the potential change in Minimum Wage rates?
Response: The prices are fixed at the time of bid submission and will remain firm throughout the contract period, including all renewals. Prices that include ranges will be deemed non-responsive.
- Question 20: Where are the sign-in sheets at each facility?
Response: Sign in sheets will be located at the nearest table to the entrance door.
- Question 21: How many facilities have gymnasiums?
Response: 25
- Question 22: Are there any special cleaning requirements for gymnasiums?
Response: No, the cleaning requirements are the same as outlined in the specifications that have been provided in the solicitation.
- Question 23: What are the approximate sizes of the gymnasiums?
Response: Gymnasiums square footage varies by location.
- Question 24: Are propane burnishers allowed in any of the facilities?
Response: Yes. For cleaning purposes only.
- Question 25: Are there any HVAC cleaning requirements?
Response: No.
- Question 26: Is Net 30 the standard payment plan for the City? How quickly can payment be received?
Response: Refer to Section 006 – General Terms & Conditions, Payment by City.
- Question 27: Does high dusting include vents in the ceiling?
Response: Yes.
- Question 28: Are bids weighted i.e. based upon other aspects than just pricing?
Response: Responsive proposals will be evaluated in accordance with Section 003, Part B, Evaluation Criteria. Respondent's proposed plan shall describe in detail how Respondent will provide the services.
- Question 29: What is the anticipated award value?
Response: The scope and specifications have been revised for this pending annual contract since it was bid in 2011 and Respondents are responsible for providing competitive pricing independent of any City cost estimates.
- Question 30: Do vendors need to scan and attach the signature page separately if submitting the bid online?

Response: The electronic submission satisfies the signature on the signature page, but all other documents requiring a signature must be either digitally or electronically signed, or printed, signed by hand, and scanned and uploaded with the bid.

Question 31: Will all questions be addressed in addendums?

Response: Yes, the City will respond to all vendor questions submitted on or before March 12, 2:00 P.M. Local Time via an addendum issued through the SAePS Portal.

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

Question 32: Is the pre-bid meeting mandatory?

Response: No, the pre-submittal conference is recommended, but not mandatory for the submittal of a response.

Question 33: Is the bid tab for the current contract available?

Response: Yes. The bid tab for the current contract is posted as a separate document, as Attachment L.

Question 34: Would it be possible for you to let me know if there is any past procurement history for this solicitation? If there is, can you provide the contractor(s) name(s), contract number(s), contract duration, quantities and dollar amounts?

Response: Yes. A Copy of the current contract is attached as a separate document, as Attachment M.

Question 35: Is there any Penalties section information mentioned?

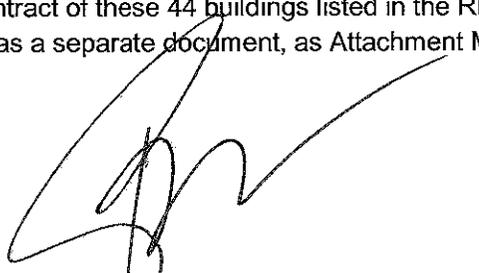
Response: No.

Question 36: Is there any Bid Bond information mentioned?

Response: No, a bid bond is not required for this solicitation.

Question 37: How can I obtain the current Janitorial Contract of these 44 buildings listed in the RFCSP?

Response: A copy of the current contract is attached as a separate document, as Attachment M.



Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division