

**City of San Antonio – Office of Environmental Policy**

**Pre-Submittal Conference  
Request for Proposals  
Downtown Carshare Pilot Program  
(RFx 600000482)**

**Purchasing and General Services Department, 111 Soledad, Suite 1100,  
San Antonio, Texas  
August 9, 2011, 3:00 p.m. Local Time**

**PLEASE HOLD ALL QUESTIONS UNTIL THE END OF THE PRE-SUBMITTAL CONFERENCE**

**Respondents that are not able to attend in person may participate by Conference Call.  
Toll Free Dial-In Number: 1-(877)-226-9790  
Access Code: 6803495**

**I. Welcome and Introductions**

**San Antonio eProcurement System (SAePS) –**  
[http://www.sanantonio.gov/purchasing/SAePS\\_intro.aspx](http://www.sanantonio.gov/purchasing/SAePS_intro.aspx)

Every manufacturer, supplier, vendor and others wishing to do business with the City of San Antonio such as furnishing materials, equipment, supplies and services to the City, **MUST FIRST** register with the City via the Central Vendor Registration (CVR). Registering allows you to receive emails regarding for NIGP Commodity Codes you have registered for bidding opportunities, submit a response to a solicitation and receive a contract award or to receive payment from the City.

**II. Overview of Background and Scope of Services**

**III. Term of Contract**

**IV. Review of Responses to Questions Submitted in Advance, if any**

**V. Overview of RFP Process:**

- A. RFP Requirements**
- B. Submission Instructions**
- C. Restrictions on Communication**
- D. Evaluation Criteria**

**VI. Small Business Program Presentation**

**VII. Key Points/Reminders:**

**A. Restrictions on Communication**

Questions (outside of this meeting) must be submitted in writing according to the Restrictions on Communications Requirements. Please refer to RFP Section 011 - Restrictions on Communication for contact information and protocol. Questions received after the stated deadline will not be answered.

All written questions are to be sent to:

**Jennifer Wood, Procurement Manager**  
City of San Antonio, Purchasing & General Services  
[jennifer.wood@sanantonio.gov](mailto:jennifer.wood@sanantonio.gov) or to fax # (210) 207-7814.

**SBEDA:** The point of contact is Marissa Newman. Marissa Newman may be reached by telephone at (210) 207-3962 or by e-mail at [Marissa.Newman@sanantonio.gov](mailto:Marissa.Newman@sanantonio.gov).

**B. Schedule of Events:**

**Deadline for Written Questions: 4:00 p.m., Local Time, on Wednesday, August 17, 2011.**

**Proposal Due Date: 2:00 p.m. on Monday, August 29, 2011**

**C. Proposal Submission:**

**Electronically through SAePS Portal-**  
<https://supplierservice.sanantonio.gov/irj/portal>

**Hard Copies - Delivery Location:**  
City Hall, City Clerk's Office, 2<sup>nd</sup> Floor  
100 Military Plaza

**D. Review <https://supplierservice.sanantonio.gov/irj/portal> for updates & revisions.**

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

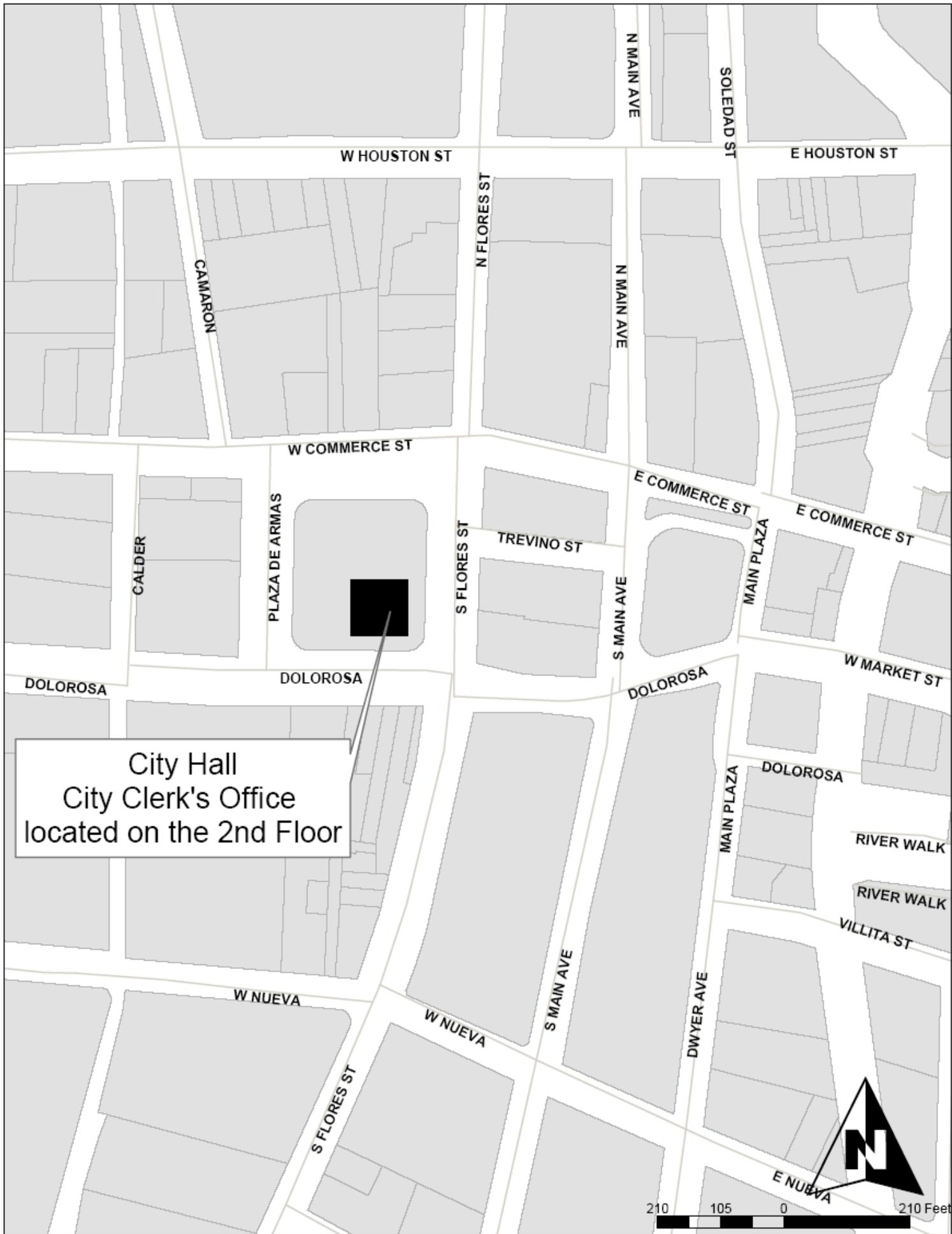
**VIII. Questions**

**IX. Adjourn**

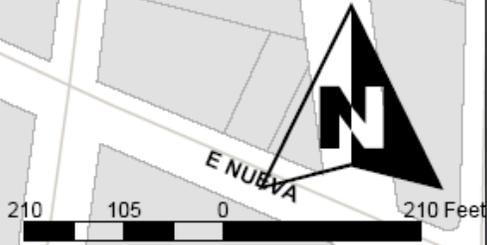
**Note:** Changes to the RFP and responses to questions may be posted to the City of San Antonio's Website, <https://supplierservice.sanantonio.gov/irj/portal>. It is Respondent's responsibility to review this site and ascertain whether amendments or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in RFP. Changes, if any, to the Request for Proposals shall be made in writing only.

**Visitors to City Hall are required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7 a.m. to 7 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor's badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.**

**Please anticipate this security screening changes and allow ample time for delivery of proposal responses. The City is NOT responsible for late delivery of any proposal responses.**



City Hall  
City Clerk's Office  
located on the 2nd Floor



**Questions submitted in accordance with RFP Section 007, Pre-Submittal Conference**

1. The city mentioned the use of various transportation cards (i.e. bike sharing, bus). Would it be possible to get a sample of each of those and some technical specifics on it?

2. The city mentioned the possibility of awarding the car sharing contract to multiple vendors.  
Will the city consider a proposal from vendors that are seeking an exclusive partnership?  
Based on experience, we believe multiple car sharing vendors would probably be a drawback for the future of this initiative.

3. It is unclear how / if the city is going to provide parking to the selected vendor.  
If so, would it be public parking only?  
Free of charges?  
Indoor or outdoors?  
Some general clarifications would help.

4. The feasibility study suggests 5 cars for a one year pilot.  
Is the city expecting a specific # of vehicles?  
This is also related to the previous question about parking.

5. What is the support provided by the city from a marketing and operations stand point?  
Will a team be dedicated to this program?  
If so, would it be possible to have the number of resources and the amount of time committed outlined.

6. The grid / pricing template doesn't reflect most of the standards in the industry.  
Would it be okay if we can provide our own pricing structure instead?

7. If the city is providing parking spaces, we feel it is their responsibility to maintain and install any signage. Signs to be provided by vendor.  
Would it be possible to get a confirmation on this?

8. It is mentioned that the city is very interested in Electric Vehicles.  
What is the city's overall Electric Vehicle strategy related to the car sharing program?  
For e.g., does the city envision providing parking with charging stations already equipped?  
What type of support will the city provide regarding the Electric Vehicle piece of the project?

9. It is mentioned that the vendor would have to pay for electricity.  
This is an additional cost that we would have to pass onto the members which we think isn't the most favorable approach.  
Would the city consider paying for this electricity use (maybe a portion)?

10. Regarding the multiple language question, we wanted to confirm that the city's expectation is to have both marketing materials and phone customer service in Spanish? Could we suggest a phased approach (may not be ready at launch)? Are other languages recommended or encouraged?