

City of San Antonio

ADDENDUM I

SUBJECT: Annual Contract for - Request for Competitive Sealed Proposal, (RFCSP 6100007289, 16-019), Scheduled to Open: April 08, 2016; Date of Issue: March 08, 2016

FROM: Paul J. Calapa, Procurement Administrator

DATE: March 28, 2016

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

A. THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS

1. The Proposal Submission Deadline is hereby extended to April 22, 2016 on or before 2:00p.m. Central Time (CT).
2. The deadline for written questions, or objections to specifications, concerning this RFCSP to the staff contact Person listed on the Cover Page is hereby extended to April 5, 2016 on or before 2:00p.m. CT.
3. **ADD: Redacted Sign-In Sheet for the Pre-Submittal Conference dated, Tuesday, March 15, 2016.**
4. **ADD: Small Business Economic-Development Advocacy (SBEDA) Program Presentation.**

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

Question 1: Reference: Price Schedule Part III Trade-In Equipment: (Page 42 of 56) "Could you tell me what type, age if available, and brand printers are in use now? This will greatly impact the trade in ability."

Response: The specifics on the Trade-In Equipment are stated on page 42 under the Price Schedule Part III of the RFCSP. The Trade-In Equipment was new when installed in January 2009.

Question 2: "Per ADVERTISEMENT INFORMATION for Solicitation Number: 6100007289, RFCSP-016-019...Is the Pre-Submittal Conference mandatory?"

Response: No, the Pre-Submittal is not mandatory. It is an opportunity for interested vendors to physically come in and ask questions if they choose or they can ask questions via e-mail. Answers to questions asked at the pre-submittal conference and via e-mail are posted in this addendum.

C. QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATIONS:

On Tuesday, March 15, 2016, the City of San Antonio's Finance Department, Purchasing Division hosted a Pre-Submittal Conference to provide information and clarification for the Printers for the Print Shop Request for Competitive Sealed Proposals. 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 3: Was there a specific unit that the City used to build the specifications?

Response: The City used a model to depict the level of quality desired. Vendors should bid on machines that meet or exceed the requirements.

Question 4: Reference: Specifications/Scope Of Services (Page 12 of 56) (a) Printer # 1 – High Speed Black and White Network Printer with Booklet Maker: Please provide clarification on binding.

Response: The booklet maker we currently use can saddle-stitch 44 flat sheets.

Question 5: Reference: Specifications/Scope Of Services (Page 13 of 56) (c) Printer # 3 – High Speed Commercial Digital Color Network Printer: How widely do those impressions fluctuate?

Response: The estimated print volume is 50 to 75 thousand images per month.

Question 6: Will the City accept alternate bid?

Response: Yes.

Question 7: Is the 750,000 impressions per month based on a single or dual impression engine?

Response: It is based on single engine technology.

Question 8: Is an electronic submission required if we are submitting a hard copy?

Response: No.

Question 9: Will the City consider a split award?

Response: Yes.

Question 10: Will the Trade-In Equipment be one for one?

Response: Please refer to Section 004-Specifications / Scope of Services under Background Section (Page 12 of 56).

Question 11: Please elaborate on the time frame expected for completed delivery after receipt of order?

Response: Please see section 4.3 on page 14 of 56.

Question 12: Will the city accept bids on this opportunity using the DIR contract?

Response: No. The City requires a response to the RFCSP.

Question 13: Will we be able to ask additional questions once the amendment is released?

Response: Please refer to Section A of the Addendum I.

Question 14: The Bid requires a leasing alternative, but does not provide leasing terms.

Response: All of the contract terms are stated in the RFCSP.

Question 15: Would the City allow a response pursuant to the Statewide, TX Department of Information Resources ("TXDIR") negotiated contract for Print, Scan, Facsimile, Copier, Multifunction Devices and Managed Print Services for purchase, rent or lease? If the contract and operating lease is based on the TXDIR contract, the parties could mutually negotiate specific service requirements, as permitted.

Response: No. The City requires a response to the RFCSP.

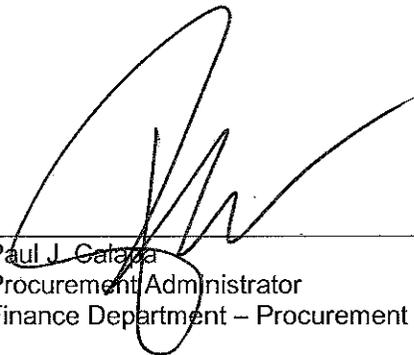
Question 16: Concerning Variances and Exceptions to Proposal Terms on page 7, given the City's stated obligation to comply with State law, would the proposed variance or exception be material only if it conflicts with State law? Otherwise, please advise what the City considers a material variance or exception.

Response: A variance is material if it allows a bidder to avoid the binding nature of his/her bid, or if it gives a substantial advantage or benefit not enjoyed by other bidders. The essence of competitive bidding is said to be placing all bidders on the same place of equality, so that they are essentially bidding on the same terms.

Question 17: Given the significant investment in equipment, would the City consider removing termination without cause set forth on page 25?

Response: No. This clause is standard for all similar City contracts.

Question 18: Reference: Section 4.5 MAINTENANCE, SERVICE AND SUPPORT (Page 15 of 56)
Paragraph 4.5.9 Basic Connectivity Services”: What are those configurations specifically?
Response: A concise response is forthcoming and will be provided as Addendum II.



Paul J. Catala
Procurement Administrator
Finance Department – Procurement Division

PC/mc