

City of San Antonio

ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposals, Annual Contract for Temporary Busing Services for the San Antonio International Airport, (RFCSP 6100005267), Scheduled to Open: March 2, 2015. Date of Issue: January 30, 2015.

FROM: Paul J. Calapa  
Procurement Administrator

DATE: February 18, 2015

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

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

1. Change: Proposal due date and time is extended to Monday, March 9, 2015 at 2:00 p.m. Central Time.
2. Change: RFCSP, Attachment A, Part Three – Proposed Plan, second bullet – Staffing Plan, is amended as follows:
  - **Staffing Plan** – Describe the proposed plan, to include the following
    - An organizational chart showing positions for managers, drivers, mechanics and all other personnel assigned to the contract.
    - Job description for each position identified in organizational chart, including all certificates, licenses, and registrations required for the job.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH RFCSP SECTION 003, INSTRUCTIONS FOR RESPONDENTS: PRE-SUBMITTAL CONFERENCE:**

On February 10, 2015, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for Temporary Busing Services 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 1: How many buses is the City expecting the Contractor to provide?

Response: Contractors shall propose the number of buses that would be necessary to meet the quality of service that the City is looking for.

Question 2: If submitting electronically, is the bid bond the only thing that needs to go to the Office of the City Clerk?

Response: Yes.

Question 3: If the Prime Contractor does not qualify as a Small Business Enterprise (SBE), is there something else they can do to receive the SBEDA points?

Response: No. To be eligible to receive fifteen (15) evaluation preference points the Prime respondents must be certified as Small Business Enterprises (SBEs) and must propose by documenting on the Subcontractor/Supplier Utilization Commitment Form that at least 51% of the contract shall be self-performed or shall be subcontracted to other certified SBEs. To be SBEDA eligible SBEs, prime respondents must be certified as SBEs through the South Central Texas Regional Certification Agency (SCTRCA) and be headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year. All prime respondents must **sign and submit** the Subcontractor/Supplier Utilization Form with their proposal, even if they are not eligible to receive the evaluation preference points.

Question 4: Can the prime contractor joint venture with an SBE to receive the points?

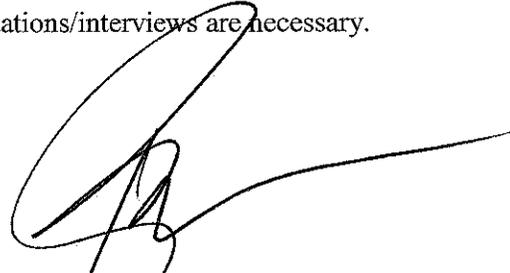
Response: No. SCTRCA does not certify joint ventures. Therefore, a joint venture is NOT eligible for SBE Prime Contractor Program evaluation points.

Question 5: Can the prime contractor receive SBEDA points if they subcontract to SBE firms?

Response: No evaluation criteria percentage points will be awarded to non-SBE Prime Contractors through subcontracting to certified SBE firms.

Question 6: Will Contractors be required to do a presentation?

Response: The evaluation committee will determine if presentations/interviews are necessary.



Paul J. Calapa  
Procurement Administrator  
Finance Department – Purchasing Division

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature