

**City of San Antonio**

**ADDENDUM III**

**SUBJECT:** Request for Competitive Sealed Proposals, Annual Contract for Temporary Busing Services for the San Antonio International Airport, (RFCSP 6100005267), Scheduled to Open: March 9, 2015. Date of Issue: January 30, 2015.

**FROM:** Paul J. Calapa  
Procurement Administrator

**DATE:** March 2, 2015

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

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

- A. Change: Proposal due date and time is extended to Friday, March 13, 2015 at 2:00 p.m. Central Time.
- B. Change: RFCSP Section 005-Supplemental Terms & Conditions, Performance Bond, is amended as follows:

“Contractor shall provide a performance bond made payable to the City of San Antonio, executed by a corporate surety acceptable to City who is licensed pursuant to the Texas Insurance Code and listed on the United States Department of Treasury’s Listing of Approved Sureties (Dept. Circular 570) in the amount of \$2,000,000.00. Said bond shall further provide that the surety shall indemnify the obligee for all damages or losses resulting from the principal’s default. Said bond shall further guarantee the principal’s performance of all terms and obligations under this contract. Said bond must have attached thereto a Power of Attorney as evidence of the authority of the person executing the bond to bind the surety. This bond must be furnished in compliance with the statutory requirements of the Texas Government Code, chapter 2253. This bond must be executed and delivered to City prior to commencement of work under this contract. The performance bond shall secure all services provided herein, but the duration of the bond shall only be for the full term of Item 1, Long Term Garage Bus Service, and shall be non-cancelable during the period Long Term Garage Bus Service is provided.”

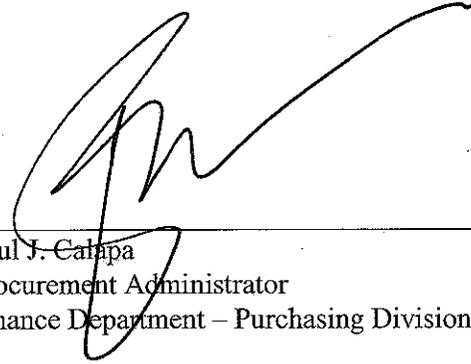
- C. Change: RFCSP Section 004-Scope of Services, Scope of Work, paragraph 16, first sentence is amended as follows:

“Contractor must follow all applicable laws for license requirements and must guarantee that all drivers are properly licensed for all size(s) buses proposed.”

**QUESTIONS RECEIVED IN ACCORDANCE WITH RFCSP SECTION 003, INSTRUCTIONS FOR RESPONDENTS: RESTRICTIONS ON COMMUNICATION:**

- Question 1: Currently the city is requiring a \$2,000,000 performance bond. Is this an annual bond or for the term of the agreement?  
Response: The current bond requirement is for the term of the agreement. However, see change to Performance Bond requirement in Item B above.
- Question 2: Bonding companies typically won't write bonds for more than one year. Therefore can the bond be reduced to \$1,000,000 to be renewed annually?  
Response: No. However, see change to Performance Bond requirement in Item B above.
- Question 3: Regarding the section titled "Financial Information" can we submit up to date bank references, letters of credit through our banks and audited financial statements in lieu of a D&B report?  
Response: Yes.
- Question 4: In order to determine how many shuttles and the size we need to purchase or lease, can City provide an estimate of how many times a week we will be dispatched to the Outlying lots?  
Response: The requirements for the Supplemental Service are unpredictable. In the past we have needed Supplemental Services around the Thanksgiving and Christmas holidays for one or two 8 hour shifts per day. The Supplemental Services will be changing from serving the employee shuttle needs to providing busing for public parkers with bags. For City operations, we are removing the large 26 passenger buses and replacing them with 18 passenger buses with internal luggage racks. The racks fill fast and we don't want to make customers wait too long so the smaller buses are what we have determined is needed. City estimates Supplemental Services will increase. To provide the expected level of service, Respondent should plan to assist the City with at least one bus/driver for 16 hours per day M-F throughout the contract.
- Question 5: Please confirm that all shuttles to be used in the airport operation are to be dedicated to the airport operation fulltime with the exception of the Supplemental Services shuttles?  
Response: It is Aviation's desire that a core fleet of vehicles be dedicated to the contract. We understand the logistics of doing that for 100% of the needs so all shuttles do not have to be dedicated to the Airport Operations 100% of the time. We only need the shuttles to be properly identified while on the Aviation Route and that can be accomplished with magnetic signage for the exterior.
- Question 6: If the city terminates the contract prior to the 20 month term will the City pay for the remaining balance of the shuttles?  
Response: The City will not pay for the shuttles. Instead, per the guarantee, if the contract is cancelled after Notice to Proceed but before the end of Month 20, the City will pay for 2,200 hours per month for any remaining months between the effective date of termination up to and including Month 20. Partial months will be paid out on a prorated basis according to the following formula:  $2,200 / \# \text{ of Days in Month Being Prorated} \times \text{Number Days in Partial Month}$ .
- Question 7: So we can provide competitive pricing for the On Demand Supplemental Service, please provide the estimated total of billable hours needed over the length of the contract?  
Response: There are unpredictable circumstances that will drive the demand for supplemental busing services. Based on the answer provided in Question #2 to plan for one driver and bus 16 hours each day, the number of billable hours may be up to 5,480 hours annually.
- Question 8: If 14 passenger shuttles are proposed, could the CDL Driver requirement be amended?  
Response: License requirements must follow applicable laws and proposer must guarantee that the drivers are properly licensed for all size(s) buses proposed.

Question 9: In our pricing model, should we include shuttle decals or wraps as part of our submission?  
Response: No. The RFCSP specifically states that all buses must not have any advertising affixed to them. See RFCSP Section 004, Scope of Services, Scope of Work, paragraph 13 (page 14 of 58):  
“All vehicles used during the contract period for the purposes of fulfilling contract obligations must not have any advertising affixed to the vehicle. This includes but is not limited to bus wraps, advertising boards, electronic displays other than a destination sign, externally or internally. The logo of the Company fulfilling the contract is excluded from this requirement provided that it does not reference any other company or service as an advertisement.”



---

Paul J. Calapa  
Procurement Administrator  
Finance Department – Purchasing Division

Date \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
\_\_\_\_\_  
Signature