

## City of San Antonio

**SUBJECT:** Request for Proposal (RFP) for Management of Towing Services, (RFP 015-025),  
Scheduled to Open: **February 20, 2015**; Date of Issue: **January 18, 2015**

**FROM:** Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator

**DATE:** February 3, 2015

### **THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS**

#### **A. THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:**

- 1. Add: Exhibit 6 City of San Antonio SBEDA Program Presentation** – Exhibit is posted as a separate document.
- 2. Add: Exhibit 7, Pre-Submittal Sign in Sheet dated January 28, 2015**- Exhibit is posted as a separate document.

#### **B. QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:**

On January 28, 2015, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the proposal for Management of Towing Services. Below are questions that were asked at the Pre-Submittal Conference.

The City's official responses to questions asked are as follows:

**Question 1:** On page 13 the RFP states "Respondent must submit a hard copy proposal and submit one original and 20 copies on compact disk or jump drive" – Do we submit 20 hard copies or 1 hard copy per the RFP.

**Response:** Respondent must submit 20 hard copies and 1 CD or jump drive copy.

**Question 2:** The current ordinance stated the maximum fee for light duty is \$177.00. Will the rate change any time soon to properly compensate the tow companies (since all the fees will come out of the tow fee – tow manger, city, etc.)?

**Response:** The non-consent towing rates were set by ordinance in January of 2013. These rates were established through a tow rate study which is required under City ordinance to increase or decrease the tow rate. The City does not anticipate a change to the rate during the solicitation period; however, the adoption of the tow manager contract will serve as the City's approval of the rate submitted by the successful proposer.

**Question 3:** What is a body shop does it include repair shop?

**Response:** Yes, a body shop does include a repair shop. Respondent and subcontractor may not own an interest, whether controlling or otherwise, in any auto body shop which includes repair shops during the term of the agreement.

**Question 4:** What is the turnaround time for the addendum to be released?

**Response:** A week at the most.

**Question 5:** Does the list of subcontractors need to be submitted with the proposal or can a good faith effort plan be submitted in its place?

**Response:** RFP Attachment E (Subcontractor/Supplier Utilization Plan) must be submitted with your proposal. This form should document how the subcontracting goals established for this RFP will be met. Respondents only need to submit a good faith effort plan, also referred to as a Subcontracting Waiver Request, if they will be unable to meet the subcontracting goals. The Subcontracting Waiver Request form is available at <http://www.sanantonio.gov/SBO/Forms.aspx>.

**Question 6:** Does the proposals receive credit for HUB zone?

**Response:** No, not for this contract.

**Question 7:** Will EDD provide assistance with paper to certify subcontractors prior to submittal?

**Response:** EDD can assist with expediting certification requests with the South Central Texas Regional Certification Agency (SCTRCA), however completion of this process prior to proposal submission deadline cannot be guaranteed.

**Question 8:** Can a subcontractor be added to the proposal if the application is pending with South Central Texas Regional Certification Agency (SCTRCA)?

**Response:** A subcontractor can be added to the proposal pending a certification by SCTRCA; however, the certification will need to be approved by the submission deadline.

**Question 9:** How would you secure that the subcontractor receives a reasonable rate per tow?

**Response:** The Respondent is required to submit this information in their proposal. The proposed distribution of tow rates will be a contractual requirement.

**Question 10:** How would you secure that the workload is distributed evenly between the prime and subcontractor?

**Response:** The Respondent is required to submit this information in their proposal. The proposed distribution workload will be a contractual requirement.

**Question 11:** What's in place to protect the local businesses (subcontractors)?

**Response:** The proposed plan will define the payments to the subcontractors and be included in the contract requirements. In addition, the prime contractor must report monthly payments to their subcontractor which will be monitored by the Department.

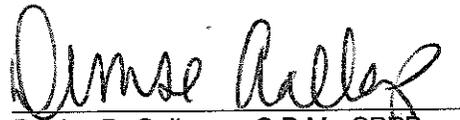
**Question 12:** What is the maximum percentage of the contract or percent of total a prime contractor can allocate to themselves?

**Response:** Sixty percent (60%)

**C. QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATIONS:**

**Question 1:** Can a Respondent fill in the required utilization plan with variables (example, "V1%") in the Percent Level of participation column, without stating the actual Percentage proposed to be subcontracted?

**Response:** No. Respondent must enter the actual percentage of participation for each Subcontractor in order to demonstrate the Respondent's commitment to satisfying the SBE and M/WBE subcontracting goal established for this solicitation.



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