

City of San Antonio

SUBJECT: Request for Proposal (RFP) for Management of Towing Services, (RFP 015-025),
Scheduled to Open: **March 2, 2015**; Date of Issue: **January 18, 2015**

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

DATE: February 24, 2015

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

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

1. Add: Exhibit 11- Calls per zone -posted as a separate attachment.
2. Add: Exhibit 12-Substations Map posted as a separate attachment.
3. Add: Exhibit 13- Downtown Area 1 Mile Map posted as a separate attachment.
4. Add: Exhibit 14- Towing RFP from 2008 posted as a separate attachment.
5. Add: Exhibit 15- Tow Operator Check In posted as a separate attachment.
6. Add: Exhibit 16- Policy and Procedure Drop Area Payment posted as a separate attachment.
7. Add: Exhibit 17- Fuel Adjustment Formula posted as a separate attachment.
8. Add: Exhibit 18- Heavy Duty Rates for City of San Antonio posted as a separate attachment.
9. Add: Exhibit 19 Information Technology descriptions- posted as a separate attachment.
10. The proposal due date has been **extended to Wednesday, March 4, 2015.**

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

Question 1: Can we have a breakdown of the towing history by light, medium and heavy and also by which zone they were in?

Response: Please see Exhibit 11-Calls per zone. Exhibit is posted as a separate attachment.

Question 2: Please provide software/hardware specs for:

- i. City's Dispatch/ing System
- ii. City's Information Technology
- iii. VSF Management System
- iv. City's Data Systems

Response: Please see Exhibit 19- Information Technology descriptions. Exhibit is posted as a separate attachment.

Question 3: On page 15 of the RFP under Proposal Format it states, "A proposal response to RFP Attachment A – General Information form may not exceed 75 pages in length," I just want to confirm that only applies to Attachment A, Part 1 and not Parts 2 or 3.

Response: The 75 page limit includes all of RFP Part A which consists of Part One, Part Two and Part Three.

Question 4: Does the City have a standard letter of credit that you prefer to use as a proposal bond? If we can use a cashier's check for the proposal bond, who do we make the check out to?

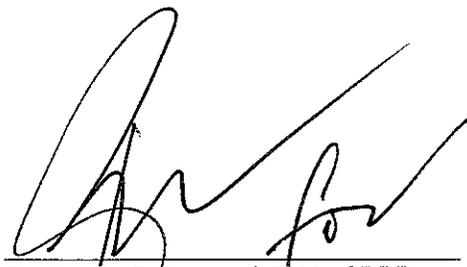
Response: The City will only accept a proposal bond executed by a corporate surety acceptable to the City who is licensed pursuant to the Texas Insurance Code and listed on the United States Department of the Treasury's Listing of Approved Sureties (Dept. Circular 570) in the amount of \$10,000. The City will accept a cashier's check for the proposal bond only made out to the City of San Antonio and must be valid for 180 days.

Question 5: I am trying to find the boundaries of the four main zones and the additional five Zones as well as the current contract's plan and dispatch system.

Response: There are six (6) zones which correspond with the Police substations. The boundaries have also changed. The San Antonio Police Department will not be dispatching to the individual subcontractors, only to the tow manager and the tow manager will dispatch the nearest tow truck. See Exhibits 12-18 attached to this addendum posted as separate documents.

Question 6: Since the proposal due date is in a few days and we are lacking some important Information, will the due date be extended?

Response: Yes, the proposal due date will be extended to **March 4th, 2015**.



Denise D. Gallegos, C.F.M., CPPB
Procurement Administrator
Finance Department – Purchasing
Division