



City of San Antonio

SUBJECT: Request for Proposal (RFP) for Operations and Facility Management of Newly Constructed Brooks Spay/Neuter Clinic (RFP 016-069, RFX# 6100007558), Scheduled to Open: **July 6, 2016**; Date of Issue: **June 5, 2016**

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

DATE: June 24, 2016

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

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

1. The proposal due date for this solicitation has been extended to **Wednesday, July 13, 2016**.
2. **Add: Exhibit 7**, Current Drawings of Spay/Neuter Clinic with measurements. Exhibit is posted as a separate document.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 1: Will the facilities come with a fire alarm system, and will that be monitored? If so, what kind of monitoring system?

Response: The facility will include fire alarms as required by code. However, the facility will not come with a pre-installed fire alarm monitoring system.

Question 2: How many AC units in each facility?

Response: There is one HVAC System connected with this particular facility.

Question 3: For the existing equipment at the Paul Jolly Center as well as the equipment purchased with the \$20k for the Southside clinic, does it then all belong to the City? In this case, would the City carry the depreciation cost?

Response: Equipment purchased with the \$20,000 will not be owned by the City.

Question 4: If so, we understand we would be responsible for the repair and replacement of all equipment, correct? In that case, will the City provide a capital asset list with acquisition dates

and purchase amounts? If we are responsible for replacing, then do we own the equipment we are replacing?

Response: Equipment that is replaced by the selected Respondent due to natural wear and tear will become the property of the selected Respondent.

Question 5: For insurance quote purposes, what kind of construction make up each facility? For example, brick, concrete block, frame, etc?

Response: Concrete block exterior walls with framed interior walls.

Question 6: For both locations, how does the process work to get approval of fees from the ACS? Please provide a timeline.

Response: Fees will be negotiated after an organization has been recommended by the evaluation committee. After the contract has been approved by City Council, the awarded organization will need to submit a formal request to the ACS Director via email or a memo asking for additional approval of fees.

Question 7: Do the anesthesia machines have vaporizers and if so, can we request Isoflurane vaporizers?

Response: Yes, the anesthesia machines will have vaporizers and the Respondent can request Isoflurane vaporizers.

Question 8: Are there surgical lights installed in the surgery room?

Response: Yes.

Question 9: Will the surgery tables be self-heated?

Response: Yes.

Question 10: Is there an active anesthetic gas exhaust system?

Response: Yes.

Question 11: Is there an oxygen delivery system or do the anesthesia machines each require an oxygen tank?

Response: Yes, there is an oxygen delivery system.

Question 12: What intellectual property licenses will be granted for City logo's to be used by the Respondent?

Response: Any use of the ACS Logo by the selected Respondent must receive written approval from the ACS Director.

Question 13: What intellectual property license will the city require from the Respondent for use of Respondent's logo?

Response: The City will only utilize the logo of the selected Respondent after receiving written approval from the selected Respondent.

Question 14: What is the area immediately to the left of the proposed building?

Response: It is a grassy area that will be fenced off and is designed to serve as a dog park. The management of this area is the responsibility of the selected Respondent.

Question 15: Who do we share the common area with? Is this a shopping center? What area on the proposed building map is considered common area?

Response: The common area would consist of the parking lot and landscaping around the parking lot. Selected Respondent will be responsible for all the landscaping within the fence line. Because the facility is being built in a newly developed area, it is unknown who the common area will be shared with.

Question 16: What is the room behind the proposed building?

Response: It is a gated exterior area where the HVAC System is located.

Question 17: Can we get a blue print copy to include measurements of the proposed building?

Response: Please see Exhibit 7 posted with this addendum as a separate document.

Question 18: Can we tour the current construction?

Response: We do not have the ability to coordinate a tour of the current construction site in association with this RFP.

Question 19: Will the building be hardwired for Ethernet and phone lines and how many access points are provided?

Response: Yes, it will be hardwired. Two Ethernet/phone lines will be provided in the surgery prep room, one line will be located in the surgery room, one line will be provided in the break room, two lines will be provided within the office, one line will be provided in the treatment area, and four lines will be located in the front lobby area.

Question 20: Are exam tables included in the exam rooms?

Response: Yes.

Question 21: Where are the washer/dryer connections?

Response: They are located in the room located just right of the surgery room.

Question 22: Who determines the naming of the facility? Can it include the Respondent's name?

Response: The City will retain naming rights for the building; however, the selected Respondent will have the ability to promote the name of their organization as the operator of the facility.

Question 23: Can we get a complete list of equipment provided with the facility?

Response: The following equipment will be initially provided: 6 Lobby chairs, 5 Office chairs, 3 Rolling chairs, 2 wet tables, 2 surgery tables, 4 filing cabinets, Office Desk, 1 drug safe, 1 money safe, 1 walk-on scale, 1 Autoclave, 1 microscope, 1 Centrifuge, 4 Anesthesia machines, 4 Anesthesia Vaporizers, 1 counter-top scale, 1 small refrigerator, 1 large refrigerator, small surgery desk, 1 Office desk, 1 small rolling dog cage (Shore-line P25, 5' Assembly Option C), 7 Large rolling dog cage (Shore-line P27: 8' Assembly Option C), and 1 Commercial Washer/Dryer set. Any additional equipment that is required needs to be indicated in the proposal.

Question 24: What is the process for being notified about City RFP's? We were notified 2 weeks after the original RFP was made public. Can we receive an extension on proposal submission due to being informed of the RFP late?

Response: The City of San Antonio utilizes various methods to advertise discretionary solicitations. The City advertises discretionary projects on the City website at <http://sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>. Also, all vendors interested in doing business with the City are required to register as a vendor through our electronic portal (SAePS). At the time of registration, a firm must select the appropriate NIGP code for the services the firm may provide. When a solicitation is advertised, it is sent to all registered vendors for the particular, applicable NIGP code related to the project in the portal. The NIGP Code for this project was 96206. For firms that may not be registered, the City also advertises the solicitation in the San Antonio Express-News and on Time Warner Cable Channel 21. As a courtesy, an email notification is sent to organizations that are identified by the using department as those firms that might be interested in the solicitation. The proposal due date has been extended. The new due date is July 13, 2016.



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