



# CITY OF SAN ANTONIO

P.O. Box 839966  
SAN ANTONIO, TEXAS 78283-3966

## ADDENDUM II

**SUBJECT:** 6100002328, Formal Invitation for Bid, Lawn Maintenance for DHS, Library and Fire Locations, Scheduled to open January 28, 2013, date of issue January 4, 2012.

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

**DATE:** January 25, 2013

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED FORMAL INVITATION FOR BID

**1. The bid opening date is hereby extended to Monday, February 4, 2013, 2:00 P.M.**

### QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS OF COMMUNICATION:

On January 9, 2013, the City of San Antonio hosted a Pre-Submittal conference to provide information and clarification for the Lawn Maintenance for DHS, Library and Fire Locations Annual Contract, including a SBEDA Presentation (Listed as Attachment E). Below is a list of questions that were asked during the conference. The City's official response to questions asked is as follows:

Question 1: What was the length of the last contract?

Response: This solicitation is a consolidation of three separate contracts, the term of previous contracts varied from one to three years.

Question 2: What is the length of this contract?

Response: Refer to IFB 6100002328, Section 005-Supplemental Terms & Conditions, Original Contract Term and Renewals.

Question 3: What services last time were not on contract?

Response: The City is only addressing scope of services for this current solicitation.

Question 4: Is the Utilization Plan an Addendum?

Response: No, the Utilization Plan is part of the SBE, M/WBE subcontracting requirement.

Question 5: Can you help expediting certification?

Response: Yes, after a vendor has completed the application process with the SCTRCA, Small Business Office can assist in priority certification, which usually takes a minimum of 5-7 business days. Please contact SCTRCA at <http://sctrca.org/> or call (210) 227-4722 for questions regarding the certification application process and Shuchi Nagpal at (210) 207-0071 for priority certification.

Question 6: How does SBEDA work with vendors that do not bid on all items on the contract?

Response: If you are only bidding on certain line items of the solicitation, you will still need to fulfill the subcontracting requirements for your total bid amount, because subcontracting goals are calculated as a percentage of your total bid amount.

Question 7: What if subcontractor total at the end of the year is less than the required subcontracting total?

Response: There is a provision for a vendor subcontracting waiver. However, the waiver is subject to Small Business Office approval and is evaluated on the Prime contractor's good faith effort to search for the SBEDA eligible certified subcontractors that can perform a commercially useful function. If the awarded vendor cannot meet subcontracting goals, then they must notify the Small Business Office in advance. Please contact Small Business Office Compliance Division at (210) 207-3957 for any clarifications and further questions.

Question 8: If I am an SBE M/WBE do I still need to subcontract out per SBEDA Language?

Response: Yes. Self-performance does not count towards the subcontracting goals. There is a provision for a vendor subcontracting waiver. However, the waiver is subject to Small Business Office approval and is evaluated on the Prime contractor's good faith effort to search for the certified subcontractors.

Question 9: Who makes decision on contract award?

Response: Award of contract is subject to City Council approval.

Question 10: Are there any public documents for past contracts?

Response: Refer to City of San Antonio website ([sanantonio.gov](http://sanantonio.gov)) E-Agenda and search in appropriate field with keywords for like contracts.

Question 11: How many facilities on other contract?

Response: The City will address questions for this solicitation only.

Question 12: Will there be 51 separate contracts for each site?

Response: City reserves the right to make an award on the basis of low line item, low total line items, or in any other combination that serves the best interest of the City.

Question 13: Do you have to have the minimum number of equipment listed?

Response: Yes, awarded contractor must list and have the minimum number of equipment by contract start date. Refer to Attachment B for Minimum Equipment List.

Question 14: Can you rent equipment?

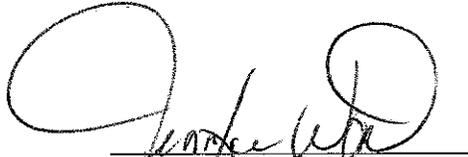
Response: The equipment list reflects the minimum equipment requirements to perform the scope of services for this contract. The Contractor awarded this contract must have the equipment and quantity that meets the requirements on the equipment list by the contract start date. The City will not provide Contractor equipment to perform services.

Question 15: What are the parameters of sites?

Response: Refer to Section 004 – Specifications/Scope of Services.

Question 16: Is there any insurance and bonding needed?

Response: There are no bonding requirements for this solicitation. Please refer to Section 005 – Supplemental Terms & Conditions for insurance information.



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for Paul J. Galapa  
Procurement Administrator  
Finance Department - Purchasing Division