



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

ADDENDUM I

SUBJECT: Request for Proposals for Mulch Transport and Reuse, (RFP 13-044), Scheduled to Open: April 29, 2013; Date of Issue: March 29, 2013

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

DATE: April 17, 2013

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

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

1. Remove RFP, Section 006 and replace with **Amended Section 006, Term of Contract** to read as :

“The term of the agreement shall be for period of five (5) years, beginning on the date of the executed contract. The City shall have the option to renew for two (2) additional renewal terms of five (5) years at the sole discretion of the City and upon City Council approval. The City reserves the right to terminate this contract with 90 days notice.”

2. Page 5, RFP Section 008 - Proposal Requirements, **Delete sentence:** “If submitting electronically through City’s portal, scan and upload these documents with your proposal. Each of the items listed below must be uploaded as a separate attachment, labeled with the heading indicated below.”
3. Page 6, RFP Section 010 - Submission of Proposal, **Delete 1st sentence:** “Proposals may be submitted electronically though the portal or in hard copy format.” **Replace with:** “Proposals may be submitted in hard copy format, only.”
4. Page 6, RFP Section 010 - Submission of Proposal, paragraph 2: **Submission of Hard Copy Proposals – Add sentence:** “Only Hard Copy Proposal submissions accepted. Respondent shall submit one (1) original, signed in ink, six (6) hard copies, and one (1) copy of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, “MULCH TRANSPORT AND REUSE” on the front of the package.”
5. Page 7, RFP Section 010 - Submission of Proposal, **Delete paragraph:** “Submission of Electronic Proposals” **in its entirety.**
6. **Add:** Exhibit 4, City of San Antonio SBEDA Program Presentation – SBE Prime Contract Program. Exhibit is posted as a separate document.
7. **Add:** Exhibit 5, Table - Mulch Production Totals YTD. Exhibit is posted as a separate document.

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

On April 9, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Request for Proposal for Mulch Transport and Reuse. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Is the City of San Antonio wanting haulers to pay the city to haul mulch off the 2 city sites?

Response: Yes. The City is requesting respondents be interested in a beneficial reuse project requiring mulch generated between the 2 City sites as a source of feedstock. Hauling would be required to move mulch from the City's inventory location to the respondents processing facility and should be done at the respondents own expense.

Question 2: Will the Solid Waste department consider a longer contract term of 15 to 20 years?

Response: The contract has been amended to allow for an initial 5 year contract term with the option to extend for 2 additional 5 year terms. Please see # 1 - Amended Section 006, Term of Contract.

Question 3: Will Solid Waste department consider paying a tipping fee for the mulch? If so, how much will it pay per ton?

Response: Yes, the City would consider paying a tipping fee. A net cost to the City should be written as a negative dollar amount, and/or in parenthesis in the bid tab. A respondent that charges a nominal fee to the City may be viewed and scored favorably if other scoring criteria are ranked high, such as resources to transport material weekly, a sound reuse project, etc.

Question 4: Will Solid Waste department consider transporting mulch to customer site located in Bexar county?

Response: The City may haul to the respondents' facility during unusual circumstances such as a storm event and should be reflected in the price schedule outlined in the contract. In the event the respondent fails to perform services under the contract, the respondent may be in default of the contract. The City is not opposed to an option of the City hauling mulch separately from this contract.

Question 5: Does the City have any flexibility as to when transportation of mulch starts after the contract execution?

Response: Yes. Transportation of mulch can start immediately, but no later than 15 days after the contracted is executed.

Question 6: The mulch is 4 inches to 6 inches in size. With City consider regrinding the mulch to a smaller size, say 2 to 4 inches?

Response: The City will not likely consider this option in order to maintain current production levels.

Question 7: Mulch Production – What is the quantity of mulch produced?

Response: Please see attached Exhibit 5 - Table - Mulch Production Totals YTD, for the Nelson and Bitters facilities.

Question 8: Can I get a list of transportation contractor/vendors registered in the Small Business Economic Development Advocacy Program (SBEDA)?

Response: Yes. Small Business Office can assist vendors in obtaining a list of certified vendors that are certified through South Central Texas Regional Certification Agency. Please contact Ms. Shuchi Nagpal at Shuchi.Nagpal@sanantonio.gov with any requests for vendor lists.

Question 9: Under the SBEDA program, what if I can't find some qualified to perform 51% of the work, will I still get the points?

Response: Small Business Enterprise (SBE) Prime respondents who propose to perform at least 51% of the work solely, will receive fifteen (15) preference evaluation points **if** they are certified as an SBE with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year.

Alternatively, SBE Prime respondents are eligible for the fifteen (15) preference points if they can demonstrate that at least 51% of total contract value is being performed between SBE Prime and SBE Subcontractor(s) **if** they are certified as SBE(s) with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year. For further details please contact Small Business Office at (210) 207-0071.

Question 10: If the SBEDA waiver is accepted, do the respondents still get the 15 points?

Response: A full or partial waiver of a specified **subcontracting goal** may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response. However, the waiver process is considered for subcontracting goals not determination of evaluation preference points. For further details please contact Small Business Office at (210) 207-0071.

Question 11: **013 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS** - City reserves the right to award one, more than one or no contract(s) in response to this RFP, if more than one contract is awarded, will the prices be the same? How will this be determined?

Response: The City reserves the right to award multiple contracts. Multiple contracts may be necessary if the respondents cannot accept the full quantity of mulch or have other limitations to fulfill the contract. The contract that is most advantageous to the City will be given the first right of refusal of mulch. It is not the City's intent to go with multiple contracts if the respondent can accommodate the 40,000 tons annually.

Question 12: Will the selected respondent be guaranteed 40,000 tons at both sites? Will they be obligated to take more than 40,000 tons?

Response: The respondents will not be obligated to take more than the 40,000 tons between the 2 sites. However, the respondents who can accept more than the guaranteed minimum will be considered a better value to the City during the evaluation of proposals.

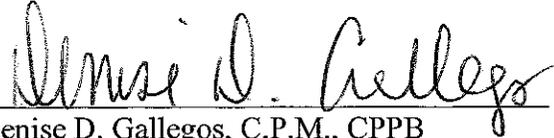
Question 13: If the volume of material produced is excessive will the material be hauled to the selected respondent?

Response: Excessive cannot be defined since the City does not know how each respondent operates. The City may haul to the respondents' facility during unusual circumstances such as a storm event and should be reflected in the price schedule outlined in the contract. In the event the respondent fails to perform services such as hauling mulch this may cause the respondent to be in default of the contract.

Question 14: What is the basis for wanting respondents to pay?

Response: Prior to crafting this RFP, potential vendors approached the City suggesting that they would pay the City for mulch and haul it at their expense. The mulch could be a feedstock or a basic ingredient

for some products. Therefore, the City drafted this RFP as a revenue contract. In the event that a potential vendor would like to respond and determines that it must charge the City a price per ton, that is acceptable. A net cost to the City should be written as a negative dollar amount, and/or in parenthesis in the bid tab. A respondent that charges a nominal fee to the City may be viewed and evaluated favorably if other scoring criteria are ranked high, such as resources to transport material weekly, a sound reuse project, etc.



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

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature

Project Name: Mulch Transport & Reuse

Pre-Submittal Date: April 9, 2013

SBEDA Affirmative Procurement Initiatives: SBE Prime Contract: 15 points; SBE Subcontracting Goal: 30%; and M/WBE Subcontracting Goal: 21%.

I. SBE Prime Contractor Program

- SBE prime respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area proposing at least 51% SBE utilization (Prime and/or Subcontractor) are eligible to receive 15 SBEDA evaluation preference points.
- ***No evaluation criteria percentage points will be awarded by (only) subcontracting to certified SBE firms***

II. Subcontracting Program

- **30%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **21%** must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (Subcontractor/Supplier Utilization Form)
- Failure of a respondent to submit the Subcontractor/Supplier Utilization Form or meet the subcontracting requirement will deem its response nonresponsive
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- ***M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal***
- All Minority and/ or Women-owned Business Enterprises (M/WBE's) must also be certified as Small Business Enterprises (SBEs); therefore, participation by M/WBEs automatically counts towards the SBE goal

III. Eligibility Criteria

- Eligibility Certification:
 - SBE
 - SBE and MBE and/or WBE
 - Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform **commercially-useful** function
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the SAMSA (Atascosa, Banderita, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year
- SBEDA staff can assist with priority certification while solicitation is open but this does not guarantee certification by solicitation close.
- For additional information, contact Shuchi Nagpal at 210.207.0071 shuchi.nagpal@sanantonio.gov

IV. Waivers & Exceptions

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
 - Form is available at www.sanantonio.gov/edd/SmallBusiness/
 - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
 - Form available at www.sanantonio.gov/edd/SmallBusiness/
 - Exception request must fully document why:
 - ◆ Value of contract is below \$50,000;
 - ◆ No commercially-useful subcontracting opportunities exist; or
 - ◆ Type of contract is outside scope of the SBEDA Ordinance
- For Waivers or Exceptions, contact Shuchi Nagpal at 210.207.0071 or shuchi.nagpal@sanantonio.gov

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V. Central Vendor Registry (CVR) / San Antonio Electronic Procurement System (SAePS)

- All contractors/consultants wishing to do business with the City must first register in the CVR / SAePS
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118

For questions regarding SBEDA requirements, contact Shuchi Nagpal at 210.207.0071 or email at shuchi.nagpal@sanantonio.gov

Exhibit 5
Table - Mulch Production Totals YTD

Total Mulch Tonnage				
	FY 2013			FY 2013
Bitters	2012-2013		Nelson	2012-2013
October	2,297.57		October	1,007.20
November	4,754.97		November	2,398.22
December	5,941.97		December	3,642.99
January	16,620.76		January	7,015.98
February	4,395.64		February	7,293.59
March	4,238.84		March	278.00
Total	38,249.75		Total	21,635.98