



City of San Antonio

ADDENDUM X

SUBJECT: Request for Qualifications (RFQ) for Catering and Concessions for the Convention Center (RFQ 014-007) Scheduled to Open: January 26, 2015; Date of Issue: May 21, 2014

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

DATE: January 12, 2015

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. X TO THE ABOVE REFERENCED
REQUEST FOR QUALIFICATIONS**

**THE ABOVE MENTIONED REQUEST FOR QUALIFICATIONS IS HEREBY AMENDED AS
FOLLOWS:**

1. **Change:** Section 011 – Restriction on Communication - Statement that reads, The point of contact is Celeste Flores. Ms. Flores may be reached by telephone at (210) 207-8110 or by email at Celeste.Flores@sanantonio.gov, is hereby changed to read, The point of contact is Alejandra Lopez. Ms. Lopez may be reached by telephone at (210) 207-1001 or by e-mail at Alejandra.Lopez@sanantonio.gov.

2. Replace: Above addendum change will also reflect the SBEDA point of contract information on the following documents of the RFQ:

RFP Attachment E, SBEDA Forms
Revised Pre-Submittal Conference SBEDA Presentation

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

Question 1: With regard to the tax returns/financial statements to be included in the proposal submission, is it acceptable to include one copy with the "original" proposal or must we submit a copy within each of the required 13 copies and the CD?

Response: Tax returns/financial statements should be included with original copy of a firm's response as well as on a compact disc in PDF format.

Question 2: The aforementioned RFQ language states that “*A letter of credit is acceptable...*”:

Please confirm that a Proposal Bond or Letter of Credit must accompany the proposal and please confirm that if a Letter of Credit is submitted with the Proposal, a Proposal Bond is not required to accompany the proposal and the proposal will not be deemed non-responsive.

Response: Yes, a Proposal Bond or Letter of Credit must accompany the proposal. If a Letter of Credit is submitted with the Proposal, a Proposal Bond is not required to accompany the proposal and the proposal will not be deemed non-responsive.

Question 3: The RFQ language states that “*an original signed and notarized Power-of Attorney...*” is required:

Please confirm that a notarized signature of a Power-of-Attorney for the issuing surety company with the Power of Attorney’s statement confirming that he/she is a designated “Attorney-In-Fact” and a signatory to the bond is required if a Proposal Bond is submitted with the Proposal.

If a Letter of Credit is submitted with the Proposal, is a notarized Power of Attorney also required for the Letter of Credit?

Response: Yes, a notarized signature of a Power-of-Attorney for the issuing surety company with the Power of Attorney’s statement confirming that he/she is a designated “Attorney-In-Fact” and a signatory to the bond is required if a Proposal Bond is submitted with the Proposal. A Power-of-Attorney is not needed with a Letter of Credit.

Question 4: There is a note that says the city drop off location for the proposals is open at 7AM. Does this mean that the office of the city clerk opens at that time too? If not, when does that office open for receipt of the proposals?

Response: The Office of the City Clerk opens at 7:45 AM to receive proposals.

Question 5: Please identify the width and height of the opening of the security scanning equipment at city hall (i.e. so we know what size boxes will pass thru the equipment).

Response: Boxes up to 12” wide and 12” high are acceptable.

Question 6: Has the HBG CC updated timing for completion of its expansion? If it has, would you kindly share the revised schedule?

Response: The following are the latest substantial completion updates:

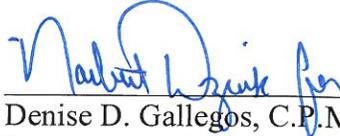
East Substantial completion: April 30, 2016

West Substantial Completion: July 1, 2016

Final demo & project completion: July 31, 2016

Question 7: On Exhibit 9 - Management Staffing Model. May this be amended to reflect the proposer's projected staffing model (i.e. type and number of positions)?

Response: The City requires respondents to propose all of the minimum staffing indicated. Respondents may propose additional positions under "Add Any Additional Staff Required".



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Finance Department – Purchasing Division