



**CITY OF SAN ANTONIO**  
***Finance Department, Purchasing Division***

REQUEST FOR OFFER (“RFO”) NO.: 6100018963

SA CORE VAN UPFITTING  
Date Issued: March 14, 2025

RESPONSES MUST BE RECEIVED **NO LATER** THAN:  
10:00 AM, CENTRAL TIME, MARCH 21, 2025

Responses may be submitted by any of the following means:

**Electronic submission through the Portal**

**Electronic submission by e-mail**

Bid Bond: None      Performance Bond: None      Payment Bond: None      Other: None

See Supplemental Terms & Conditions for information on these requirements.

Affirmative Procurement Initiative: None      DBE / ACDBE Requirements: None

See Instructions for Offerors and Attachments sections for more information on these requirements.

Pre-Submittal Conference: None

Staff Contact Person:

Cesar Mirelez

Procurement Specialist II

Email: [cesar.mirelez2@sanantonio.gov](mailto:cesar.mirelez2@sanantonio.gov)

Phone Number: 210-207-4043

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## 003 - INSTRUCTIONS FOR OFFERORS

### Submission of Offers.

#### Submission of Offers. **\*Offer(s) maybe submitted through the Portal or by E-mail**

Submission of Electronic Offers. Submit one offer electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any offer or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Submission of Offers by Email. Submit one document by email to the Staff Contact Person, by the due date provided on the Cover Page. All times stated herein are Central Time. Any offer or modification received after the time and date stated on the Cover Page shall be rejected.

Modified Offer. Offers may be modified provided such modifications are received prior to the time and date set for submission of Offer, and submitted in the same manner as original offer "**electronically**". Electronic offers, a modified offer will automatically replace a prior offer submission. See below for information on submitting Alternate Offers.

City shall not be responsible for lost or misdirected offers or modifications.

For electronic offers, Offeror's electronic submission, with accompanying affirmations, constitutes a binding signature for all purposes.

Offerors are cautioned that they are responsible for the security of their log on ID and password, since unauthorized use could result in Offeror's being held liable for the submission.

Certified Vendor Registration Form. If Offeror has not completed the City's Certified Vendor Registration (CVR) Form, Offeror is required to do so prior to the due date for submission of offers. The CVR form may be accessed at <http://www.sanantonio.gov/purchasing/>. Offerors must identify the correct name of the entity that will be providing the goods and/or services under the contract. No nicknames, abbreviations (unless part of the legal title), shortened or short-hand names will be accepted in place of the full, true and correct legal name of the entity.

Alternate Offers. Alternate offers may be allowed at the sole discretion of City.

Electronic Alternate Offers Submitted Through the Portal. All alternate offers are recorded with original offers when submitted electronically.

Catalog Pricing. (This section applies to offers using catalog pricing, unless this is a cooperative purchase.)

The offer will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price schedule.

Offerors shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which an offer is submitted. Offeror shall provide said catalog at the time of submission of its offer. Manufacturers' catalogs may be submitted in any of the following formats: paper copy or CD ROM for offer(s) submitted on paper, or PDF file for offers submitted electronically.

Offerors may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of the City Finance Department-Purchasing Division.

Specified items identified herein, if any, are for overall offer evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered.

### Restrictions on Communication.

Offers are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFO or offers from the time the RFO has been released until the contract is posted for consideration as a City Council agenda item during a meeting designated as an "A" session; and 2) City employees from

the time the RFO has been released until the contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFO and/or offer submitted by offeror. Violation of this provision by offeror and/or its agent may lead to disqualification of Offeror’s offer from consideration.

Exceptions to the restrictions on communication with City employees include:

Offerors may ask verbal questions concerning this RFO at the Pre-Submittal Conference.

Offerors may submit written questions, or objections to specifications, concerning this RFO to the Staff Contact Person listed on the Cover Page on or before one calendar days prior to the date offers are due. Questions received after the stated deadline will not be answered. Questions submitted and the City’s responses will be posted with this solicitation. All questions shall be sent by e-mail or through the portal.

Offerors may provide responses to questions asked of them by the Staff Contact Person after responses are received. The Staff Contact Person may request clarification to assist in evaluating the Offeror’s response. The information provided is not intended to change the offer response in any fashion. Such additional information must be provided within two business days from City’s request.

Offerors and/or their agents are encouraged to contact the Small Business Office of the International and Economic Development Department for assistance or clarification with issues specifically related to the City’s Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA form (s), if any. The point of contact is identified on the Cover Page. Contacting the Small Business Office regarding this RFO after the due date is not permitted. If this solicitation contains Affirmative Procurement Initiatives, it will be noted on the Cover Page.

If this solicitation contains DBE/ACDBE requirements, offeror and/or their agents may contact the Aviation Department’s DBE/ACDBE Liaison Officer for assistance or clarification with issues specifically related to the DBE/ACDBE policy and/or completion of the required form(s). Point of contact is Ms. Barbara Patton, who may be reached via telephone at (210) 207-3592 or through e-mail at [Barbara.Patton@sanantonio.gov](mailto:Barbara.Patton@sanantonio.gov). Offerors and/or their agents may contact Ms. Patton at any time prior to the due date for submission of offer. Contacting her or her office regarding this RFO after the offer due date is not permitted. If this solicitation contains DBE/ACDBE requirements, it will be noted on the Cover Page.

#### Pre-Submittal Conference.

If a Pre-Submittal Conference is scheduled, it will be held at the time and place noted on the Cover Page. Offerors are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings.

Pre-Submittal Conference participation is optional, but highly encouraged.

Respondents who join the WebEx Pre-Bid Conference are highly encouraged to email the solicitation’s Staff Contact Person confirming Respondent attendance and participation through the WebEx.

Any oral response given at the Pre-Bid Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

To request an interpreter for the deaf or other assistance, call (210) 207-7245 Voice/TTY. Interpreters for the deaf must be requested at least 48 hours prior to the meeting.

#### Changes to RFO.

Changes to this RFO made prior to the offer due date shall be made directly to the original RFO. Changes are captured by creating a replacement version each time the RFO is changed. It is Offeror’s responsibility to check for new versions until the offer due date. City will assume that all offers received are based on the final version of the RFO as it exists on the day offers are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFO.

## Preparation of Offers.

All information required by the RFO must be furnished or the offer may be deemed non-responsive and rejected. Any ambiguity in the offer as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of City.

Correct Legal Name. If an Offeror is found to have incorrectly or incompletely stated the name of the entity that will provide goods and/or services, the offer may be rejected.

Line Item Offers. Any offer that is considered for award by each unit or line item must include a price for each unit or line item for which Offeror wishes to be considered. All offers are awarded on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" offer in the Supplemental Terms & Conditions.

All or None Offers. Any offer that is considered for award on an "all or none" basis must include a price for all units or line items. In an "All or None" offer, a unit price left blank shall result in the offer being deemed nonresponsive and disqualified from consideration. An "All or None" offer is one in which City will award the entire contract to one offeror only.

Delivery Dates. Proposed delivery dates must be shown in the offer form where required and shall include weekends and holidays, unless specified otherwise in this RFO. Proposed delivery times must be specific. Phrases such as "as required", "as soon as possible" or "prompt" may result in disqualification of the offer. Special delivery instructions, if any, may be found in the Specifications / Scope of Services section of this document, or in the Purchase Order.

Tax Exemption. The City of San Antonio is exempt from payment of federal taxes, and State of Texas limited sales excise and use taxes. Offerors must not include such taxes in offer prices. An exemption certificate will be signed by City where applicable upon request by Offeror after contract award.

Samples, Demonstrations and Pre-award Testing. If requested by City, Offeror shall provide product samples, demonstrations, and/or testing of items offered to ensure compliance with specifications prior to award of the contract. Samples, demonstrations and/or testing must be provided within 7 calendar days of City's request. Failure to comply with City's request may result in rejection of an offer. All samples (including return thereof), demonstrations, and/or testing shall be at Offeror's expense. Samples will be returned upon written request. Requests for return of samples must be made in writing at the time the samples are provided. Otherwise, samples will become property of City at no cost to City. Samples that are consumed or destroyed during demonstrations or testing will not be returned.

## Estimated Quantities for Annual Contracts.

Designation as an "annual" contract is found in the contract's title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied.

Offerors shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.

Offerors shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, or conditions and sites/locations for providing goods and services as required by this RFO. No plea of ignorance by Offeror will be accepted as a basis for varying the requirements of City or the compensation to Offeror.

Confidential or Proprietary Information. All offers become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Offeror should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Offeror may not be considered confidential under Texas law, or pursuant to a Court order. Pricing may be tabulated and posted to City's website, so shall not be considered proprietary or confidential.

Costs of Preparation. Offeror shall bear any and all costs that are associated with the preparation of the Offer, attendance at the Pre-Submittal conference, if any, or during any phase of the selection process.

### Rejection of Offers.

City may reject any and all offers, in whole or in part, cancel the RFO and reissue the solicitation. City may reject an offer if:

Offeror misstates or conceals any material fact in the offer; or

The offer does not strictly conform to law or the requirements of the offer;

The offer is conditional; or

Any other reason that would lead City to believe that the offer is non-responsive or Offeror is not responsible.

City, in its sole discretion, may also waive any minor informalities or irregularities in any offer, such as failure to submit sufficient offer copies, failure to submit literature or similar attachments, or business affiliation information.

Changes to Offer Form. Offers must be submitted on the forms furnished. Offers that change the format or content of City's RFO may be rejected.

Withdrawal of Offers. Offers may be withdrawn prior to the due date. Offers submitted electronically may be withdrawn electronically.

### Evaluation and Award of Contract.

City reserves the right to make an award on the basis of City's best interests. Award may also be made based on low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" offer in the Supplemental Terms & Conditions.

A written award of acceptance, manifested by a City Ordinance, and a purchase order furnished to Offeror results in a binding contract without further action by either party. Offeror must have the Purchase Order before making any delivery.

City reserves the right to delete items prior to the awarding of the contract, and purchase said items by other means.

Inspection of Facilities/Equipment. Depending on the nature of the RFO, Offerors' facilities and equipment may be a determining factor in making the offer award. All Offerors may be subject to inspection of their facilities and equipment.

### Prompt Payment Discount.

Provided Offeror meets the requirements stated herein, City shall take Offeror's offered prompt payment discount into consideration. The evaluation will not be based on the discount percentage alone, but rather the net price as determined by applying the discount to the offer price, either per line item or total offer amount. However, City reserves the right to reject a discount if the percentage is too low to be of value to City, all things considered. City may also reject a discount if the percentage is so high as to create an overly large disparity between the price City would pay if it is able to take advantage of the discount and the price City would pay if it were unable to pay within the discount period. City may always reject the discount and pay within the 30 day period, at City's sole option.

City will not consider discounts that provide fewer than 10 days to pay in order to receive the discount.

For example, payment terms of 2% 5, Net 30 will NOT be considered in offer evaluations or in the payment of invoices. However, payment terms of 2% 10, Net 30 will result in a two percent reduction in the offer price during offer evaluation, and City will take the 2% discount if the invoice is paid within the 10 day time period.

### Prohibited Financial Interest.

The Charter of the City of San Antonio and the City of San Antonio Code of Ethics prohibit a City officer or employee, as those terms are defined in the Code of Ethics, from having a direct or indirect financial interest in any contract with City. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- A City officer or employee; his or her spouse, sibling, parent, child, or other family member within the first degree of consanguinity or affinity;

- An entity in which the officer or employee, or his or her parent, child or spouse directly or indirectly owns (i) 10% or more of the voting stock or shares of the entity, or 10% or more of the fair market value of the entity; or
- An entity in which any individual or entity listed above is (i) a subcontractor on a City contract, (ii) a partner or (iii) a parent or subsidiary entity.

By submitting a proposal, Respondent warrants and certifies, and a contract awarded pursuant to this RFO is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City.

**State of Texas Conflict of Interest:**

Questionnaire (Form CIQ). Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under 176.006(a) of the statute.

By law this questionnaire must be filed with the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

<https://ethics.state.tx.us/forms/conflict/>

In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together by mail to the Office of the City Clerk. Please mail to:

Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966.

Do not include these forms with your offer. The Purchasing Division will not deliver the forms to the City Clerk for you.

## 004 - SPECIFICATIONS / SCOPE OF SERVICES

**4.1 SCOPE:** The City of San Antonio ("City") is requesting offers to upfit four (4) 2024 Ford Transit vans, that will be used as mental health response vehicles. These vehicles are extended wheelbase, high roof vans. Vendor shall have a CAD drawing for the modifications approved by City prior to any metal cut for modification that contains the following design:

- 4.1.1 Vehicle shall be separated into 3 segments: OEM front cabin, mid-section, and rear holding area.
- 4.1.2 Rear holding area shall seat 2 patients with 3-point seat belts. Vinyl cushioned bench shall be waterproof for wash down ease.
- 4.1.3 Patients shall enter and exit the van at rear with bumper step. Additional lighting shall be provided for safe rear entry and exit. There shall be a 2<sup>nd</sup> single-entry door that is acrylic with metal grid that is lockable from the exterior.
- 4.1.4 The patient area and mid-section area shall be separated with solid bulkhead containing with a ¼" D acrylic window that contains clear visibility of two patients. Exact dimensions for height and width shall depend on vendor's design.
- 4.1.5 At mid-section, vehicle shall include 1-workstation that is located at streetside. Workstation shall include (1) rolling caster chair that shall be secured with elastic cord while in transit. A flip down seat, located at curbside, shall be cushioned vinyl bench seating with 3-point seat belts. It is acceptable to design workstation and flip down seats over wheel wells.
- 4.1.6 Behind the OEM cabin shall be one captain chair with 3-point seat belts. Chair shall pivot and swivel to observe the mid-section.
- 4.1.7 Officers shall enter the van through OEM driver and passenger doors, and curbside sliding door. Van shall have running boards added for access ease.
- 4.1.8 The van shall be equipped with a low-profile rooftop air conditioning system designed to provide efficient cooling for both the rear holding area and the mid-section. The air conditioning system shall feature user-friendly controls enabling the driver to efficiently manage airflow and temperature in all sections of the van from the drivers position. The A/C unit must be durable, reliable, and suitable for continuous operation in varying climate conditions.
- 4.1.9 Van cargo area must have white powder coated finished aluminum walls that is insulated with ¼" polyethylene closed cell foam core that is double sided aluminum.

**4.2 VENDOR REQUIREMENTS:** Respondent is required to have a Texas Motor Vehicle Upfitter License. Respondents are required to demonstrate experience having built or modified vehicles for government purposes.

**4.3 GENERAL CONDITIONS:** The following general conditions will apply to all items within this bid unless specifically excluded within any item.

- 4.3.1 Vehicles which are free of defects and already road worthy shall be supplied by the City of San Antonio.
- 4.3.2 Vendor shall install new, unused, standard production model components. Vendor shall include all manufacturers' standard equipment unless otherwise specified or replaced herein. Equipment will be considered unacceptable if for any reason its long-term availability on the U.S. Market or in the local area is in doubt.
- 4.3.3 Warranty and Parts – The maximum standard manufacturer's warranty on all components parts and service must be included. All components, parts, and service are required to provide, as a minimum, a one year or 36,000 mileage warranty. All warranty times will start the date the vehicle is placed in service, not on the delivery date. The dealer will be notified by letter of the in-service date of each vehicle by serial number. Vendor will fully explain the warranty by attaching separate, authenticated correspondence or entering such



information in the remarks section of this bid. Warranty, reliability, and replacement captive parts costs and availability shall be a consideration in award of this bid. Warranty parts and service must be available within a 50 mile radius of San Antonio City Hall and by a factory-authorized dealer identified on the Price Schedule page (NO EXCEPTIONS). All warranty repairs must be completed within 3 days from the date equipment is delivered to the vendor unless otherwise approved by the appropriate City of San Antonio maintenance superintendent. By submitting a bid, Vendor certifies that all repairs needed after the warranty period will be available within 50 mile radius of San Antonio City Hall.

- 4.3.4 Delivery: All deliveries are to be made inside the City limits of San Antonio. Vendor must deliver vehicles to the following address:

City of San Antonio,  
Southeast Service Center, Building 6, Gate 5  
1318 SE Loop 410,  
San Antonio, TX 78220  
Attn: Acquisitions

Delivery to a non-specified location will result in non-acceptance of the vehicles by the City. All deliveries must be pre-arranged with a minimum 24-hour notification, NO EXCEPTIONS. Vehicles will be accepted 8:00 A.M. to 3:00 P.M. CST.

- 4.3.5 Literature and Equipment Manuals – The Vendor shall furnish a minimum of one (1) digital wiring diagram and design drawing, Parts Manual, Maintenance Manual, Service Manual, Operators Manual, USB drive or access to on-line/real time for parts, maintenance service and operations per model of all equipment, accessories, and components. The supplier shall furnish two (2) complete sets of detailed literature and specifications or access to on-line/real time literature and specifications of each subcomponent upon contract award.
- 4.3.6 No vendor nameplates, markings or decals is permitted on the vehicles.
- 4.3.7 All units shall be equipped with safety equipment as required by the Federal Government and shall MEET ALL SAFETY STANDARDS AND REQUIREMENTS.
- 4.3.8 PRE-DESIGN CONFERENCE: There will be a pre-design in-person conference with the vendor and two City representatives to review the vehicle being upfit and to gain insight for final design features. **Attendance is mandatory.**

VEHICLE UPFIT REQUIREMENTS:

4.4	ITEM	QUANTITY	DESCRIPTION
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1		4	2024 Ford Transit Upfit
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- 4.4.1 **INSTALLATION:** Vendor shall take every precaution for upfit installation.

4.4.1.1 Air Impact Tools – Vendor shall exercise caution when using air impact tools to prevent over-torque of fasteners that may lead to fastener failure within 3-years. Any damaged fasteners shall be replaced free of charge as a warranty claim. Vendor shall follow manufacturer's guidelines for drill stop depth.

4.4.1.2 Holes - Any installation holes shall be sealed with silicon or butyl sealant to prevent exhaust fumes from entering the vehicle as recommended by manufacturer's installation guide. Failure to seal holes leading to the illness of City employee(s), shall be the liability of the vendor, to the fullest extent allowable by law for the damages experienced by the City employee(s) and additionally to the City to correct the vehicle for safe operation.

4.4.1.3 Vehicle Systems - Damage to fuel tank, fuel lines, brake lines, electrical lines, and/or any other vehicle system resulting from faulty installation requiring repair or replacement shall be the financial

responsibility of the Vendor. The City shall be made whole and receive either repairs within 10 days or financial compensation for cost of repairs based upon third party appraisal; course of action shall be determined at the sole discretion of the City.

**4.4.2 SILENCE OR ERROR OF SPECIFICATIONS:** The apparent omission or error of specification as to any detailed description concerning any point shall be regarded as meaning that only the best commercial practice is to prevail and only the material and workmanship of the first quality are to be used. Proof of specification compliance will be the responsibility of the awarded respondent.

**4.4.3 QUALITY ASSURANCE AND INSPECTIONS:** The Vendor shall allow authorized City staff to perform quality control inspections of the upfit services at any point during the installation process.

4.4.3.1 During the performance of the installation services, if the vendor damages any features on the vehicle, the vendor shall notify City immediately within two (2) hours of the discovery of the damage, and the vendor shall be responsible for replacing and/or repairing the feature(s) prior to continuing performance of this Scope of Services. The Vendor shall not be entitled to any adjustment in the contract price for any work resulting from Vendor damage.

**4.4.4 VENDOR RESPONSIBILITIES:**

4.4.4.1 Vendor shall supply all labor, for the proper execution and completion of the work and shall in the best and most workmanlike manner complete installation and everything incidental thereto, as stated in the specifications or as required by the manufacturer.

4.4.4.2 Vendor shall provide full time supervision and properly skilled craftsman to perform the work required under this contract. Unless specified on the contrary, all material used shall be new and of the best kind and grades and all workmanship shall be up to the best recognized standards known to the various trades.

**4.4.5 INTERIOR FINISHES**

4.4.5.1 FLOOR FINISH: Vehicle shall have a non-slip rubber flooring. The color shall be either brown, gray, or black. Vehicle shall be equipped with a heat reflective insulation to prevent heat transfer from the under carriage.

4.4.5.2 WALL FINISH: Fiberglass reinforced panels shall be installed. The color shall be either white, beige, or light gray.

4.4.5.3 INSULATION – Body shall be insulated with a minimum of R-11 material: mineral fiber, spray foam, and wall board are all acceptable.

4.4.5.4 INTERIOR CEILING – Ceiling shall be finished to prevent, rust, and deterioration from routine use. Ceiling shall be smooth and wipeable with a damp cloth.

4.4.5.5 INTERIOR LIGHTING – A minimum of four (4) mounted LED lights shall be provided for interior lighting; ½" maximum protruding fixture. Lighting may be split over workstations, partial workstations and rear patient hold area, and full lighting for nighttime operations. Lighting controls shall be at the Central Panel, located at curbside sliding door. Workstations shall have individual lighting. Vender may provide specific lighting selections at the Pre-Design Conference.

OPTION A – LED lighting shall have variable dimming to adjust brightness.

**4.4.6 PATIENT REAR HOLDING AREA**

4.4.6.1 Patient rear holding area shall have HVAC ducting added to ensure proper ventilation and air flow.

4.4.6.2 Patient rear holding area shall be the width of the van (curbside to streetside) and a minimum of 30" in length towards the mid-section.

4.4.6.3 Floor drains shall be installed for ease of cleaning.

4.4.6.4 As per 4.1.2, vinyl cushioned bench seating that is waterproof for wash down ease. One seat shall be located at streetside, and one seat shall be located at curbside. Each seat shall have a 3-point safety belt.

4.4.6.5 Vinyl floor should be cushioned and removable, see photo below.

4.4.6.6 **All vinyl material shall be a demure, earthtone, in color.**

4.4.6.7 A wall covering, located above seating, shall be installed at curbside and streetside. Wall covering shall be a non-proprietary, serene, image. Options shall be discussed at the Pre-Design Conference.



4.4.6.8 A bulkhead and walk-through door shall be installed between the Patient Rear Holding Area and the Mid-Section. The walk-through door shall be lockable from the Mid-Section. There shall be holes close to ceiling that allows sound to travel. The bulkhead shall include a lockable window, operable from the mid-section, to allow controlled communication between rear holding area and mid-section compartments. The window shall be reinforced with heavy-duty metal mesh or expanded metal to prevent unauthorized access while ensuring passenger protection. The protective material shall be securely fastened to withstand impact and tampering while maintaining visibility and ventilation.

4.4.6.9 A bulkhead and walk through door shall be installed for rear exit. It shall be adjacent to the OEM rear door. Door shall be lockable from the outside.

4.4.6.10 Bulkhead and doors shall be constructed of metal grid and enclosed with ¼" acrylic. The acrylic shall be smooth from inside the Patient Rear Holding Area. All fasteners shall be recessed, flush, and smooth to the touch. All holes shall be smooth to the touch. There shall be no protrusions or sharp edges of any kind along bulkhead. Bulkhead shall have clear visibility allowing clinicians in the mid-section to observe the patient from the rear passenger seat.

#### **4.4.7 MID-SECTION**

4.4.7.1 ONE WORKSTATION COUNTER SPACE: A counter space/work surface shall be installed that is a minimum of 20" deep and length to be determined during the Pre-Design Conference. The counter space shall be affixed to the wall. Location shall be approximately 30" from floor, or as approved at the Pre-Design conference. It is acceptable to design workstation over wheel wells.

4.4.7.2 WORKSTATION SEAT: (1) workstation chair on casters and shall be secured with an elastic cord while in transit. Chair shall be required to accommodate a 250 lbs. occupant.

4.4.7.3 HORIZONTAL OVERHEAD STORAGE: Shallow overhead cabinets with doors shall be installed above counter space and shall be the same length of the counter area. Cabinet and cabinet doors

shall have a magnetic dry/erase front with locking stainless steel "D" latches to prevent doors from opening during transit. 1 (qty.) 12"-16" (inch) Led light strips shall be mounted under cabinets to illuminate work surface. Overhead storage shall have a maximum width across curbside.

- 4.4.7.4 VERTICAL STORAGE: Two side by side cabinets that are 75" Tall x 18" Deep x 24" Wide each. The total side-by-side width combined is 48" wide. Cabinet 1 will have a left swing out and Cabinet 2 will have a right swing out. Each cabinet will have 2 adjustable shelves. These cabinets will have a locking latch that can be keyed alike or individually and can be determined at the pre-construction meeting. With 2 adjustable shelf and locking latch and keyed.
- 4.4.7.5 DRUG BOXES: Module will have one aluminum double locking drug box with touch-point cam lock. Location of box to be decided by City at pre-construction conference. Knox medvault wifi enabled lock box will also be installed in front driver side corner of module. This box will be wired to constant 12-volt dc power.
  - 4.4.7.5.1 One Knox Key Secure 6 will also be installed in the cab of the ambulance to secure one Knox brand key and one Knox e-key. This will be in easy reach of the passenger seat but will not interfere with operation of other items.
- 4.4.7.6 BIOHAZARD DISPOSAL: A disposal container, for syringes and other miscellaneous sharp items, shall be installed in a convenient location that shall be determined at Pre-Design Conference.
- 4.4.7.7 FLIP DOWN SEAT: A cushioned flip-down seat, designed to accommodate two (2) passengers, shall be installed on the curbside adjacent to the rear bulkhead. The seat shall feature cushioned vinyl bench seating and be equipped with 3-point seat belts for passenger safety. The design may incorporate flip-down seating over the wheel wells if necessary.
- 4.4.7.8 SWIVEL CAB SEAT: One high back H.O. Boston seat, or band equivalent seats with 3-point belt shall swivel to face rear when not in transit and forward facing while in transit. Material may be vinyl or heavy-duty cloth. Seat shall be installed directly behind OEM Driver's Seat.
- 4.4.7.9 CENTRAL PANEL shall have convenient access to the thermostat, interior body lighting, electrical reset, and other applicable sources. Central Panel shall be located at entry door on curbside. Central Panel should have a master shut off switch to turn-off all power to the body (lighting, receptacles, chargers, and generator).
- 4.4.7.10 GRAB HANDLE: Vehicle shall have at minimum one grab handle to aid with entry/exit to the mid-section.
- 4.4.7.11 AV DEVICE: A monitor, tablet, or small television, appropriately sized based on the vehicle's design, shall be installed on an articulating mount along the curbside wall. The AV device shall support either wireless or HDMI connectivity and must be controllable from the workstation. The mount and device shall be securely installed to withstand vibrations and movement while the vehicle is in motion. Additionally, the screen must remain stable and clearly visible from the patient area when extended.
- 4.4.8.12 LAPTOP STORAGE: The mid-section of the vehicle shall include a secure laptop storage area designed to safely accommodate a standard Panasonic Toughbook sized laptop. The storage area shall be constructed of durable material. The design shall ensure easy access while keeping the laptop secure during transit.

#### **4.4.8 ELECTRICAL and MECHANICAL UPFIT**

- 4.4.8.1 One (1) Low-voltage alarm with warning light shall be installed to alert occupants of low power levels. The system shall continuously monitor power usage and activate both an audible and visual alert when voltage drops below a specified threshold. The warning light shall be clearly visible within the vehicle to ensure prompt attention and response.

- 4.4.8.2 One (1) UNDERHOOD GENERATOR SYSTEM - shall be provided with a dual high amperage alternator kit. Vehicle requires an additional power source to run mid-section workspace outlets, lighting, and additional HVAC for patient rear and mid-ship sections. Request the MEPS brand, any other substitute must be approved by City.
- 4.4.8.3 One (1) MANUAL COLE HERSEE #284 PADDLE HANDLE CUT-OFF SWITCH from vehicle battery. Switch shall be on the side of cab floor console.
- 4.4.8.4 One (1) ELECTRONIC THROTTLE DEVICE - Said device to be sealed, Carling rocker switch, or an approved equivalent should have a blue indicator light.
- 4.4.8.5 One (1) COMARTMENT WIRE COVER PACKAGE – Vehicle shall be supplied with a Blue Sea Systems 5025, 12 V covered terminal ends.
- 4.4.8.6 Night Service: One Blue Sea Sure Eject 7851 should be installed on driver side of body. This will power a duplex type 120-volt plug. The cover shall be black.
- 4.4.8.7 BATTERY POWER: Vehicle shall have 1 Progressive Dynamics PD9300 30 installed to dominant and auxiliary batteries. System shall be plugged into duplex plug that is powered by external shore power on driver side behind driver's door.
- 4.4.8.8 DISTRIBUTION PANEL - One (1) 120/240 Main Power System with distribution panel that includes up to 10 breakers.
- 4.4.8.9 OUTLET RECEPTICALS:
  - 4.4.8.9.1 One (1) 15 Amperage, 125 Volt Duplex Outlet/Receptacles shall be mounted at right of workstation.
  - 4.4.8.9 2 Two (2) 15 Amperage, 125 Volt Duplex Outlet/Receptacle with (1) Type-A and (1) Type-C ports. Both shall be installed in the center of the workstation.
- 4.4.8.10 AIR CONDITIONER: An aftermarket low profile A/C shall be mounted towards the rear of the vehicle. Ducting shall be piped to the rear holding area and mid-section compartments.

#### **4.4.9 IT INSTALLATION AND UPFITTING OPTIONS**

- 4.4.9.1 One (1) Coaxial wiring for antenna with mounting based that shall be added to the roof of van and to terminate in van interior.
- 4.4.9.2 Provide raceway for future radios with applicable 12 V circuit, 20 amperage breaker, and #12 battery red switch wire and battery direct ground.
- 4.4.9.3 One (1) Cell Signal Booster for RVs that can accommodate LTE, 3G, 4G, and 5G cellular phone models.
- 4.4.9.4 One (1) Cradlepoint IR1900 or better to support 5G, with NetCloud Essentials RX30-PoE managed accessory for mobile routers. Alternate brands may be considered with submitted documentation proving the substitution is truly equal.
- 4.4.9.5 One MIMO antenna shall be installed on the roof to support the Cradlepoint.
- 4.4.9.6 City shall program network sensitive items at time of installation.

- 4.4.10 BUMPER:** Van shall be equipped with a rear step bumper to allow for easy entry/exit from rear patient holding area.

**4.4.11 OPTION A - PREPARATION FOR FUTURE EXTERIOR LIGHTING & SIREN:** If requested by City, Vendor shall provide interior raceways for future installation of lights and siren. Exact location shall be determined at pre-design meeting post award. Total raceway length shall be up to 44 ft (two times the length of the vehicle.) Raceway shall have an internal string to aid in future installation of lighting and siren.

**4.4.12 OPTION B - PREPARATION FOR FUTURE RADIO INSTALLATION:** If requested by City, Vendor shall provide one interior raceway and rooftop plug for the future installation of 2 radios. Exact location shall be determined at pre-design meeting post award. Total raceway length shall be up to 20 ft (approximately 5 ft high and 5ft right per each race way.)  
Raceway shall have an internal string to aid in future installation of up to 2 radios.

**4.4.13 MISCELLANEOUS ITEMS**

4.4.13.1 SAFETY - A 5-pound dry chemical fire extinguisher shall be provided. Fire extinguisher shall be firmly secured either mounted or in a custom holder that is clearly visible to occupants.

4.4.13.2 FIRST AID KIT – Vehicle shall be supplied with a Uline First Aid Kit model # H-1293, or equivalent 25-person supply kit. First Aid Kit shall be fastened securely to wall anywhere in the vehicle. Exact location shall be determined at the Pre-Design Conference.

4.4.13.3 CARBON AND SMOKE DETECTORS – One carbon emission/smoke alarm shall be supplied.

4.4.13.4 Handles at rear entry to aid patient and occupants to enter and exit vehicle with ease.

**4.4.14 EXAMINATION OF SPECIFICATIONS AND PROVISIONS:** Vendor shall carefully examine this RFO, and all specifications and the contract forms for the material contemplated. Vendor shall investigate and satisfy itself as to the conditions to be encountered, type, quality, and quantities of the material to be furnished. The submission of an offer shall be conclusive evidence that the Vendor has examined the complete RFO and agrees to the terms herein.

## 005 - SUPPLEMENTAL TERMS & CONDITIONS

### Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract, or date specified in the award letter if this contract does not exceed \$50,000.00. This contract shall terminate upon completion of all work described herein or delivery of all goods ordered, as applicable.

### Warranty.

A minimum of 90-days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products and/or services purchased under this RFO, unless otherwise specified in the Specifications/Scope of Services section of this RFO. This warranty shall provide for replacement of defective merchandise, parts, and labor, and shall include pick-up of the defective merchandise from City and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise, or completion of the service, as applicable.

### Force Majeure.

Should performance of any obligation created under this Agreement become illegal or impossible by reason of fire, flood, storm, epidemic, pandemic, or other national or regional emergency, act of God, governmental authority, or the common enemy, or the result of war, riot, civil commotion, sovereign conduct, or any other cause not enumerated herein but which is beyond the reasonable control of the Party whose performance is affected, then the performance of any such obligation is suspended during the period of, and only to the extent of, such prevention or hindrance, provided the affected Party provides reasonable notice of the event of force majeure and exercises all reasonable diligence to remove the cause of force majeure.

### Rejection of Disclaimers of Warranties & Limitations Of Liability.

**ANY TERM OR CONDITION IN ANY DOCUMENT FURNISHED BY VENDOR, DISCLAIMING THE IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR ATTEMPTING TO LIMIT VENDOR'S LIABILITY SHALL BE OF NO FORCE OR EFFECT, AND SHALL BE STRICKEN FROM THE CONTRACT DOCUMENTS AS IF NEVER CONTAINED THEREIN.**

### Insurance.

Prior to the commencement of services under this Agreement, CONTRACTOR must provide a completed Certificate(s) of Insurance to CITY's Building and Equipment Services Department (BESD). The certificate must be:

- clearly labeled with the name of the contract in the Description of Operations block;
- completed by an agent and signed by a person authorized by the insurer to bind coverage on its behalf (CITY will not accept Memorandum of Insurance or Binders as proof of insurance); and
- properly endorsed and have the agent's signature, and phone number.

Certificates may be mailed or sent via email, directly from the insurer's authorized representative. CITY shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by CITY'S Building and Equipment Services Department (BESD). No officer or employee, other than CITY'S Risk Manager, shall have authority to waive this requirement.

If the City does not receive copies of insurance endorsement, then by executing this RFO, CONTRACTOR certifies and represents that its endorsements do not materially alter or diminish the insurance coverage for this contract.

The City's Risk Manager reserves the right to modify the insurance coverages, their limits, and deductibles prior to the scheduled event or during the effective period of this Agreement based on changes in statutory law, court decisions, and changes in the insurance market which presents an increased risk exposure.

CONTRACTOR shall obtain and maintain in full force and effect for the duration of this Agreement, at CONTRACTOR'S sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and with an A.M. Best's rating of no less than A- (VII), in the following types and for an amount not

less than the amount listed below. If the CONTRACTOR claims to be self-insured, they must provide a copy of their declaration page so the CITY can review their deductibles:

TYPE	AMOUNTS
1. Workers' Compensation	Statutory
2. Employers' Liability	\$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury *d. Independent Contractors	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella Liability Coverage
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
*5.Products liability	\$1,000,000 per occurrence; \$2,000,000 general aggregate, or its equivalent in Umbrella Liability Coverage.
*6. Garage keepers Liability	\$1,000,000 per occurrence; \$2,000,000 general aggregate, or its equivalent in Umbrella Liability Coverage.
*If Applicable	

CONTRACTOR must require, by written contract, that all subcontractors providing goods or services under this Agreement obtain the same insurance coverages required of CONTRACTOR and provide a certificate of insurance and endorsement that names CONTRACTOR and CITY as additional insureds. CONTRACTOR shall provide CITY with subcontractor certificates and endorsements before the subcontractor starts work.

If a loss results in litigation, then the CITY is entitled, upon request and without expense to the City, to receive copies of the policies, declaration page and all endorsements. CONTRACTOR must comply with such requests within 10 days by submitting the requested insurance documents to the CITY at the following address:

City of San Antonio  
Attn: Building and Equipment Services Department  
P.O. Box 839966  
San Antonio, Texas 78283-3966

CONTRACTOR's insurance policies must contain or be endorsed to contain the following provisions:

- Name CITY and its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with CITY. The endorsement requirement is not applicable for workers' compensation and professional liability policies.
- Endorsement that the "other insurance" clause shall not apply to CITY where CITY is an additional insured shown on the policy. CITY's insurance is not applicable in the event of a claim.
- Contractor shall submit a waiver of subrogation to include, workers' compensation, employers' liability, general liability and auto liability policies in favor of CITY; and
- Provide 30 days advance written notice directly to CITY of any suspension, cancellation, non-renewal or materials change in coverage, and not less than ten (10) calendar days advance written notice for nonpayment of premium.

Within five (5) calendar days of a suspension, cancellation, material change in coverage, or non-renewal of coverage, CONTRACTOR shall provide a replacement Certificate of Insurance and applicable endorsements to CITY. CITY shall



have the option to suspend CONTRACTOR'S performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

In addition to any other remedies CITY may have upon CONTRACTOR'S failure to provide and maintain any insurance or policy endorsements to the extent and within the time required, CITY may order CONTRACTOR to stop work and/or withhold any payment(s) which become due to CONTRACTOR under this Agreement until CONTRACTOR demonstrates compliance with requirements.

Nothing contained in this Agreement shall be construed as limiting the extent to which CONTRACTOR may be held responsible for payments of damages to persons or property resulting from CONTRACTOR'S or its subcontractors' performance of the work covered under this Agreement.

CONTRACTOR'S insurance shall be deemed primary and non-contributory with respect to any insurance or self - insurance carried by City for liability arising out of operations under this Agreement.

The insurance required is in addition to and separate from any other obligation contained in this Agreement and no claim or action by or on behalf of City shall be limited to insurance coverage provided.

CONTRACTOR and any subcontractor are responsible for all damage to their own equipment and/or property result from their own negligence.

#### Incorporation of Attachments.

Each of the attachments listed below is an essential part of this contract, which governs the rights and duties of the parties, incorporated herein by reference, and shall be interpreted in the order of priority as appears below, with this document taking priority over all attachments:

Attachment A – Price Schedule

Attachment B – City of San Antonio Local Preference Program Tracking Form

Attachment C – Veteran-Owned Small Business Preference Program Tracking Form

Attachment D – Certificate of Interested Parties (Form 1295)

Attachment E – Working with COSA

## 006 - GENERAL TERMS & CONDITIONS

Electronic Offer Equals Original. If Vendor is submitting an electronic offer, City and Vendor each agree that this transaction may be conducted by electronic means, as authorized by Chapter 322, Texas Business & Commerce Code, known as the Electronic Transactions Act.

### Delivery of Goods/Services.

Destination Contract. Vendor shall deliver all goods and materials F.O.B., City of San Antonio's designated facility, inside delivery, freight prepaid, to the address provided in this RFO or, if different, in the Purchase Order. Vendor shall bear the risk of loss until delivery. Freight charges will be paid only when expedited delivery is requested and approved in writing by City. Vendor shall be responsible for furnishing necessary personnel or equipment and/or making necessary arrangements to off load at City of San Antonio facility, unless otherwise noted herein.

Failure to Deliver. When delivery is not met as provided for in the contract, City may make the purchase on the open market, with any cost in excess of the contract price paid by Vendor, in addition to any other direct, indirect, consequential or incidental damages incurred by City as a result thereof. In addition, Vendor may be removed from City's list of eligible bidders.

Purchase Orders. Each time a City department wishes to place an order against this contract, it will issue Vendor a purchase order. Vendor must have the purchase order before making any delivery.

Acceptance by City. City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by Vendor. City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If City elects to accept nonconforming goods and services, City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate City for the nonconformity. Any acceptance by City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

Testing. After award of contract, City may, at its sole option, test the product delivered to ensure it meets specifications. Initial testing shall be at City's expense. However, if the product does not to meet specifications, Vendor shall reimburse City for the costs of testing. City may withhold the cost of testing from any amounts owed to Vendor under this or any other contract, or invoice Vendor for same. If invoiced, Vendor shall pay City within 30 calendar days' of the invoice.

### Invoicing and Payment.

Invoice Submissions. City requires all original first-time invoices to be submitted directly to the Accounts Payable section of the Finance Department. The preferred method of delivery is electronically to the following e-mail address:

**accounts.payable@sanantonio.gov**

Invoices submitted electronically to the e-mail address above must be in separate .pdf format file. Multiple invoices cannot be submitted in a single .pdf file; however, Vendor may submit multiple, separate invoice files in a single e-mail. Any required documentation in support of the invoice should be compiled directly behind the invoice in the same .pdf file. Each electronically submitted file must have a unique identifying name that is not the same as any other file name.

Invoices submitted by electronic submission are only considered "original" when the submission comes directly from the Vendor to Accounts Payable using this e-mail address. Vendor may courtesy copy the ordering City department personnel on the e-mail.

Vendors not able to submit invoices with the required file formatting above may mail original invoices, on white paper only, to: City of San Antonio, Attn: Accounts Payable, P.O. Box 839976, San Antonio, Texas 78283-3976.

### Information Required on Invoice.

All invoices must be in a form and content approved by the City. City may require modification of invoices, if necessary, in order to satisfy City that all billing is proper and pursuant to the terms of the contract. Invoices are required to show each City Purchase Order Number. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any). All invoices must show unit prices for each item being billed, the quantity of items being billed and the total for each item, as well as the total for all items on the invoice. If prices are based on list prices basis, then the list prices, the percentage discount or percentage surcharge, net unit prices, extensions and net total prices must be shown. Prompt payment discounts offered shall be shown separately on the invoice.

#### Payment by City.

In accordance with the Texas Prompt Payment Act, City shall have not less than 30 days to pay for goods or services. Time for payment, including payment under discount terms, will be computed from the later of: (1) the date City receives conforming goods under the contract; (2) the date performance of the service under the contract is completed; or (3) the date City receives a correct and valid invoice for the goods or services. Payment is deemed to be made on the date of mailing of the check. Payment is made in US dollars only.

This provision shall not apply where there is a bona fide dispute between City and Vendor about the goods delivered or the service performed that causes the payment to be late, or where the invoice is not mailed to the address provided herein.

The payment amount due on invoices may not be manually altered by City personnel. Once disputed items are reconciled, Vendor must submit a corrected invoice or a credit memorandum for the disputed amount.

**NECESSITY OF TIMELY INVOICE / WAIVER OF PAYMENT.** NOTWITHSTANDING THE FORGOING, CITY CANNOT PAY FOR ANY GOODS OR SERVICES WITHOUT AN INVOICE. VENDOR MUST INVOICE CITY NO LATER THAN 90 CALENDAR DAYS FROM THE DATE GOODS ARE DELIVERED OR SERVICES RENDERED. FAILURE TO SUBMIT AN INVOICE WITHIN SAID 90 DAY SHALL NEGATE ANY LIABILITY ON THE PART OF CITY AND CONSTITUTE A **WAIVER** BY VENDOR OF ANY AND ALL RIGHT OR CLAIMS TO COLLECT MONEYS THAT VENDOR MAY RIGHTFULLY BE OTHERWISE ENTITLED TO FOR GOODS OR SERVICES PERFORMED.

The total price for all goods and/or services is shown on the Price Schedule. No additional fees or expenses of Vendor shall be charged by Vendor nor be payable by City. The parties hereby agree that all compensable expenses of Vendor are shown on the Price Schedule. If there is a discrepancy on the Price Schedule between the unit price for an item, and the extended price, the unit price shall govern.

Amendments. Except where the terms of this contract expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both City and Vendor. The Director of the Finance Department – Procurement Division, or Director's designee, shall have authority to execute amendments on behalf of City without further action by the San Antonio City Council, subject to and contingent upon appropriation of funds for any increase in expenditures by City.

#### Termination.

Termination-Breach. Should vendor fail to fulfill in a timely and proper manner, as determined solely by the Director, its material obligations under this contract, or violate any of the material terms of this contract, City shall have the right to immediately terminate the contract in whole or in part. Notice of termination shall be provided in writing to the Vendor, effective upon the date set forth in the notice. City may, in City's sole discretion, provide an opportunity for Vendor to cure the default. If City elects to offer an opportunity to cure, City shall provide notice to Vendor specifying the matters in default and the cure period. If Vendor fails to cure the default within the cure period, City shall have the right, without further notice, to terminate the contract in whole or in part. Such termination shall not relieve Vendor of any liability to the City for damages sustained by virtue of any breach by Vendor.

Termination-Notice. City may terminate this contract, in whole or in part, without cause. City shall be required to give Vendor notice ten days prior to the date of termination of the contract without cause.

Termination-Funding. City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

Termination by City may be effected by Director, without further action by the San Antonio City Council.

Independent Contractor. Vendor covenants and agrees that it is an independent contractor and not an officer, agent, servant or employee of City. City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by Vendor under this contract and that Vendor has no authority to bind City. The doctrine of respondeat superior shall not apply as between City and Vendor.

## **INDEMNIFICATION.**

**VENDOR covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, CITY and the elected officials, employees, officers, directors, volunteers and representatives of CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon CITY directly or indirectly arising out of, resulting from or related to VENDOR'S activities under this Agreement, including any acts or omissions of VENDOR, any agent, officer, director, representative, employee, consultant or subcontractor of VENDOR, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT VENDOR AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. In addition, Vendor agrees to indemnify, defend, and hold City harmless from any claim involving patent infringement, trademarks, trade secrets, and copyrights on goods supplied.**

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. VENDOR shall advise CITY in writing within 24 hours of any claim or demand against CITY or VENDOR known to VENDOR related to or arising out of VENDOR's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at VENDOR's cost. CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving VENDOR of any of its obligations under this paragraph.

**Assignment.** Except as otherwise stated herein, Vendor may not sell, assign, pledge, transfer or convey any interest in this contract, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of Director. As a condition of such consent, if such consent is granted, Vendor shall remain liable for completion of the services and provision of goods outlined in this contract in the event of default by the successor vendor, assignee, transferee or subcontractor. Any attempt to transfer, pledge or otherwise assign this Contract without said written approval, shall be void ab initio and shall confer no rights upon any third person.

**Ownership of Documents.** Pursuant to Texas Local Government Code Chapter 201, any and all Records produced by Vendor pursuant to the provisions of this contract are the exclusive property of City; and no such Record shall be the subject of any copyright or proprietary claim by Vendor. The term "Record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic. Vendor understands and acknowledges that as the exclusive owner of any and all such Records, City has the right to use all such Records as City desires, without restriction.

### **Records Retention.**

Vendor and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder ("Documents"), and shall make such Documents available to City at their respective offices, at all reasonable times and as often as City may deem necessary during the contract period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

Vendor shall retain any and all Documents produced as a result of services provided hereunder for a period of four years ("Retention Period") from the date of termination of the contract. If, at the end of the Retention Period, there is litigation or other questions arising from, involving or concerning these Documents or the services provided hereunder, Vendor shall retain the records until the resolution of such litigation or other such questions. Vendor acknowledges and agrees that City shall have access to any and all such Documents at any and all times, as deemed necessary by City, during said Retention Period. City may, at its election, require Vendor to return the documents to City at Vendor's expense prior to or at the conclusion of the Retention Period. In such event, Vendor may retain a copy of the documents.

Vendor shall notify City, immediately, in the event Vendor receives any requests for information from a third party, which pertain to the Documents referenced herein. Vendor understands and agrees that City will process and handle all such requests.

Disclosure Requirements for Certain Government Contracts. For contracts (1) with a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City, or (2) that result in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a given fiscal year, Vendor acknowledges that the requirements of the Texas Public Information Act, Government Code, Chapter 552, Subchapter J, pertaining to the preservation and disclosure of Contracting Information maintained by the City or sent between the City and a vendor, contractor, potential vendor, or potential contractor, may apply to this offer and any resulting contract. Vendor agrees that the contract can be terminated if Vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

By submitting an Offer, Offeror warrants and certifies, and a contract awarded pursuant to this RFO is made in reliance thereon, that it, has not knowingly or intentionally failed to comply with this subchapter in a previous offer or contract. City hereby relies on Vendor's certification, and if found to be false, City may reject the offer or terminate the Contract for material breach.

Severability. If any clause or provision of this contract is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this contract shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein. It is also the intention of the parties hereto that in lieu of each clause or provision of this contract that is invalid, illegal, or unenforceable, there be added as a part of the contract a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

Compliance with Law. Vendor shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

Certifications. Vendor warrants and certifies that Vendor and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

Non-waiver of Performance. Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

**Venue. Venue of any court action brought directly or indirectly by reason of this contract shall be in Bexar County, Texas. This contract is made and is to be performed in Bexar County, Texas, and is governed by the laws of the State of Texas.**

Non-discrimination. As a condition of entering into this agreement, Vendor represents and warrants that it will comply with City's Commercial Nondiscrimination Policy, as described under Section III.C.1 of the SBEDA Ordinance. As part of such compliance, Vendor shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Vendor retaliate against any person for reporting instances of such discrimination. Vendor shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. Vendor understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of Vendor from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Vendor shall include this nondiscrimination clause in all subcontracts for the performance of this contract.

As a party to this contract, Vendor understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.

Attorney's Fees. The Parties hereto expressly agree that, in the event of litigation, each party hereby waives its right to payment of attorneys' fees.

State Prohibitions on Contracts:

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

**Prohibition on Contracts with Companies Boycotting Israel.**

Texas Government Code §2271.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

**Prohibition on Contracts with Companies Boycotting Certain Energy Companies.**

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

"Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described in (A).

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott energy companies and will not boycott energy companies during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

**Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.**

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATIONS PROHIBITED. Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §§2270.0201 or 2252.153. Vendor hereby certifies that it is not identified on such a list. City hereby relies on Vendor's certification. If found to be false, or if Vendor is identified on said list during the course of its contract with City, City may terminate the Contract for material breach.

Delinquent Taxes. In the event that Vendor is or subsequently becomes delinquent in the payment of taxes owed to the City of San Antonio, City reserves the right to deduct any delinquent taxes from payments that City may owe to the delinquent Vendor as a result of this contract.

Binding Contract. This contract shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

Entire Agreement. This contract, including City's final electronically posted online version, together with its authorizing ordinance, and its price schedule(s), addendums, attachments, purchase orders, and exhibits, if any, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereof, and be duly executed by the parties, in accordance with the Amendment provision herein. **Parties agree that City's final electronically posted online version of this solicitation contains the agreed upon specifications, scope of services, and terms and conditions of this contract, and shall control in the event of a conflict with any printed version signed and submitted by Vendor.**

007 - SIGNATURE PAGE

By submitting an offer, Offeror represents that:

(s)he is authorized to bind Offeror to fully comply with the terms and conditions of City's Request for Offer for the prices stated therein;

(s)he has read the entire document, including the final version issued by City, and agreed to the terms therein;

Offeror is in good standing with the Texas State Comptroller's Office; and

to the best of his/her knowledge, all information is true and correct.

Complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your offer.

Offeror Information:

Please Print or Type:

Vendor ID No.:

10060316

Signer's Name:

Tony Beigel

Name of Business:

Rolltechs Specialty Vehicles, LLC

Street Address:

16742 Paulin Dr. Ste 200

City, State, Zip Code:

Selma, TX 78154

Email Address:

Tbeigel@rolltechs.com

Telephone No.:

210 651-5700

Fax No.:

City's Solicitation No.: 6100018963 SA Core Van Upfitting

Signature of Person Authorized to Sign Offer

Tony Beigel



## 009 – ATTACHMENTS

## ATTACHMENT A – PRICE SCHEDULE

ITEM	QUANTITY	DESCRIPTION
1	4	2024 Ford Transit Upfitting

PRICE EACH: \$ \$73,843.30

TOTAL: \$ \$295,373.20

ITEM	QUANTITY	DESCRIPTION
1.1	4	OPTION A - PREPARATION FOR FUTURE EXTERIOR LIGHTING & SIREN

PRICE EACH: \$ \$2,802.00

TOTAL: \$ \$11,208.00

ITEM	QUANTITY	DESCRIPTION
1.2	4	OPTION B - PREPARATION FOR FUTURE RADIO INSTALLATION

PRICE EACH: \$ \$1,774.50

TOTAL: \$ \$7,098.00

## WARRANTY:

One Year bumper to bumper - except truck

## WARRANTY SERVICE PROVIDER FACILITY NAME AND ADDRESS:

Rolltechs Specialty Vehicles  
16242 Pawlin Dr Selma Tx 78154

DELIVERY WILL BE MADE WITHIN 100 CALENDER DAYS AFTER ISSUANCE OF PURCHASE ORDER.

INDICATE THE LAST DAY THAT THE CITY CAN PLACE ORDERS UNDER THIS CONTRACT WITHOUT MISSING VENDOR CUT OFF DATE: July 4, 2025

BID PRICES SHALL REMAIN FIRM FOR ALL ORDERS PLACED PRIOR TO THIS CUT OFF DATE. IN THE EVENT THAT CITY DOES NOT AWARD A CONTRACT PRIOR TO PRODUCTION CUT OFF DATE, CAN BIDDER PROVIDE BID ITEMS, AT THE BID PRICE SUBMITTED, AFTER THE PRODUCTION CUT OFF DATE? (YES/NO) Yes

Prompt Payment Discount: 0% 0 days. (If no discount is offered, Net 30 days)



**ADDENDUM No. I**

**SUBJECT:** Request for Offer, SA Core Van Upfitting, (RFO 6100018963),  
Scheduled to Open: Friday, March 21, 2025; Date of Issue: Friday, March 14, 2025

**FROM:** Jennifer Johnson  
Procurement Administrator

**DATE:** April 23, 2025

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

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

1. 005 – Supplemental Terms & Conditions for the referenced solicitation is revised as follows:

**Original Contract Term.**

This contract shall begin upon the effective date of the ordinance awarding the contract, on the City Manager or designee approved contract effective date as applicable, or date specified in the award letter if this contract does not exceed \$50,000.00. This contract shall terminate upon completion of all work described herein or delivery of all goods ordered, as applicable.

*Jennifer Johnson*

Jennifer Johnson  
Procurement Administrator  
Finance Department - Procurement Division

**Acknowledged and Agreed:**

Company Name Rolltechs Specialty Vehicles, LLC

Address 16242 Pavlin Dr.

City/State/Zip Code Selma, TX, 78154

Signature: Wm. Beibel

Date: 4-23-2025