



City of San Antonio

ADDENDUM I

SUBJECT: Request for Proposals for Recycling Electronic Equipment (RFP 17-045)
Scheduled to Close: Monday, April 17, 2017; Date of Issue: Monday, March 13, 2017

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

DATE: April 12, 2017

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

1. **THE RFP SUBMISSION DEADLINE HAS BEEN CHANGED FROM MONDAY, APRIL 17, 2017, 11:00 AM, LOCAL TIME TO FRIDAY, APRIL 21, 2017, 11:00 AM, LOCAL TIME.**

1.1 **Revise:** Section 010 – Submission of Proposal, 2nd Paragraph, 1st Sentence to read as the following:
“Proposals must be received in the Office of the City Clerk no later than 11:00 a.m., Local Time, on Friday, April 21, 2017 at the address below.”

1.2 **Revise:** Section 014 – Schedule of Events, revising the last event to read as the following:
“Proposal Due: Friday, April 21, 2017 at 11:00 a.m., Central Time”.

2. **Revise:** Section 003 – Background, 6th Paragraph, 1st Sentence to read as the following:

“The City collects approximately 190 tons of e-waste annually from all drop-off facilities or events.”

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

On Wednesday, March 29, 2017, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Recycling of Electronic Equipment Request for Proposals. 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: Approximately how large will a pick-up be?

Response: A combination of approximately 40 pallets or Cubic Yard boxes per week.

Question 2: Do all sites have the ability to segregate materials?

Response: Yes, all sites have the ability to segregate materials.

Question 3: Do all sites have a loading dock and pallet jack?

Response: All sites have pallet jacks but no loading docks.

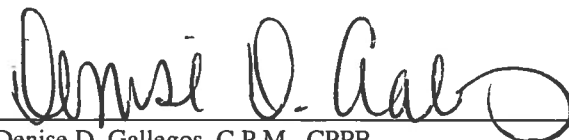
Question 4: Regarding the additional service locations, are there any limitations for the additional sites? I.e. would it be sufficient for the vendor to just train staff at the site proper segregating and packaging methods?

Response: Yes, that will be sufficient.

Question 5: What is the approximate level of storage of electronic material each additional site can hold?

Response: The approximate level of storage of electronic material each additional site can hold is 100 pallets or boxes or a combination of both.

- Question 6: What is required of the vendor for the City's collection events? (i.e. Will the vendor be required to provide labor to collect and package material or will the vendor just need to pick up material after the event? Will the trailers need to be there all day?)
Response: When required, vendor will just need to pick up material after the event.
- Question 7: Approximately how much material is expected at the event?
Response: Approximately, at mobile events, currently no more than 2 pallets full.
- Question 8: When and where are the events normally held?
Response: Usually 3 events per year usually during the months of January, May and September
- Question 9: Are the permanent locations in San Antonio?
Response: Yes, 1800 Wurzbach Parkway, San Antonio, TX 78216 and 7030 Culebra Rd. San Antonio, TX 78238
- Question 10: Would the vendor pay for transportation of your equipment into Albuquerque or COSA will pay?
Response: Vendor will pay for transportation of equipment to recycling destination.
- Question 11: When you talk about Electronic equipment, can you tell me what the equipment is (computers, hard drives, etc)?
Response: A list would be appreciated.
Response: Sample items are listed in the RFP Attachment B-1 and Attachment B-2 Compensation/Price Schedule.
- Question 12: What would be the volume of the weekly pick-ups?
Response: Approximately 40 pallets or 40 cubic yard boxes, or a combination of both.
- Question 13: Can the vendor compensate the City for some items on the price schedule but charge a fee for others?
Response: Yes, the respondent can provide the City with either a revenue rebate or a price by category on the compensation/price schedule.
- Question 14: Section 10 – Submission of Proposal, pg. 8 PROPOSAL FORMAT: May graphics and or tables contain less than 12- point font, as that would make them unwieldy?
Response: Yes, different size font is allowed on graphics and/or tables as long as they are legible.
- Question 15: Insurance: pg 13 Reference “5.Environmental impairment/pollution liability coverage (either as a stand-alone policy or as an endorsement to the CGL policy.” Can the city clarify which type of policy they are requesting: Pollution Liability or Contractors Pollution Liability or if the respondent can choose the pollution insurance type, can the city define which exposures they would like to insurance to cover?
Response: We would require the Contractors Pollution Liability \$1,000,000.00 per occurrence or the coverage may be added on the CGL policy through endorsement. The exposures covered would be for bodily injury, property damage, defense and cleanup as a result of pollution conditions (sudden/accidental and or gradual) resulting from contracting operations performed.
- Question 16: Would the government post into the RFP site the latest documents referenced in the RFP as RFP Attachment E Local Preference Program Identification Form and RFP Attachment F Veteran-Owned Small Business Preference Program Identification Form?
Response: RFP Attachment E Local Preference Program Identification Form and RFP Attachment F Veteran-Owned Small Business Preference Program Identification Form are currently posted on the City's website and can be found at: <http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>



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