



### ADDENDUM #1

The following Addendum is made pursuant to **RFP #20-025(RC)**, “**Administration Building Dining Operations & Development Services**”. SAISD intends that this Addendum be fully incorporated into the RFP and have the same force and affect. If any portion of this Addendum conflicts with the RFP or Attachment (s), this Addendum controls.

The following changes and/or clarifications have been made to the RFP:

1. It is stated that there is an estimated 625 staff that would be occupying the building. Is this total year round, or only during the school year? That being said, would rent remain the same during summer months with less staff? How about Holidays, and winter break, when the whole building will be vacant?  
**ANSWER:** District staff work year around with short breaks during Thanksgiving, Winter Break (Christmas and New Year), and Spring Break. Schedules during June may be adjusted to 4 10-hour days with Friday off. Selected vendor may elect to close or continue to operate during these periods as well as on weekends to serve the public. The proposal and rental amount should be based on a 12 months lease.
2. It is stated that rent shall be no less than \$3.50 / square foot. Is this based on the 1630 square feet of restaurant space?  
**ANSWER:** Information provided on Page 28 are intended as an example of items to be included in the lease agreement and the numbers do not reflect actual conditions. Actual space dimensions are shown on pages 27 and 29.
3. Can you please clarify, the “Non-Conforming Terms & Conditions,” on page 2? Are you stating that as a proposer we should not provide any documentation that is contradictory to the General Terms and Conditions? Please clarify what forms should not be included in the proposal? SAISD has stated they want the vendor to propose in a manner that is of “Best Overall Value to the District”, however, this term is stating not to include certain information. As proposers, we want to ensure we do not become non-responsive and the information here seems contradictory to the requirements requested in the bid?  
**ANSWER:** The best Overall Value to the District should not contradict the Terms and Conditions. Bidder/Proposer are required to accept the Districts Terms and Conditions and any additional terms and conditions submitted will not be considered upon review of submitted proposal(s). Please include any requested forms or documents to be completed as indicated in the entire RFP solicitation including the “PROPOSAL ACKNOWLEDGEMENT” section on the first page of the solicitation. For any additional forms needed, please refer to page two of the solicitation. Further guidance is provided on page eleven, item number three of the Procurement Services- General Terms & Conditions.
4. As requested on page 4, Section (e) “Conflict of Interest,” it states for proposers to include the Conflict of Interest Questionnaire, if applicable. In reviewing page 32, where it outlines the “Proposal File Submission Structure,” we do not see in the outlined structure where SAISD would request that we add this form if applicable. Can you please clarify?  
**ANSWER:** The CIQ can be uploaded along with the Representation and Certification Form.
5. On page 4, Section (f) “Bidder/Proposer agrees to attached “Procurement Services General Terms & Conditions...” we want to clarify that the bidder/proposer is being asked to acknowledge that we agree to all general terms and conditions and special terms. Can you please confirm if bidder/proposer will have the opportunity to negotiate any terms that are outlined? The only statement where we see that SAISD states that negotiation may take place seems to be referenced on page 28 regarding potential Lease Agreement with selected bidder/proposer. Is this accurate? Please advise.  
**ANSWER:** As a bidder you will not be able to negotiate the terms in the RFP as written. The selected vendor will have an opportunity to view the lease agreement and negotiate terms of the lease with SAISD during Phase II of the RFP prior to signing. The final executed terms of the lease agreement will be made pursuant to the RFP and fully incorporated in the terms.
6. On page 7, Section (D) it states “...the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above. However, it seems the statement was referring to Letter (D). Can you verify if this is just a typo?  
**ANSWER:** Yes, it should be (D).

7. On page 12 of the Procurement General Terms & Conditions, Item #23 entitled “Termination” outlines 5 criteria for circumstances in which a contract can be terminated by SAISD. Is a vendor allowed to terminate a lease agreement or contract with SAISD for a justifiable cause?  
**ANSWER:** Please reference response to previous question number five (5). Vendor has the option to negotiate final terms of lease agreement including termination of lease. If a mutual agreement is not reached, negotiations will be terminated and the District may undertake negotiations with the next ranked vendor continuing the process as needed until a satisfactory lease agreement has been reached.
8. On page 13 of the Procurement General Terms & Conditions, Item #31 entitled “Proprietary Information,” states that if we as a bidder/proposer want to include a list of any information we consider proprietary and if we choose to do this, please advise in what part of the bid response this should be included?  
**ANSWER:** If applicable, any Proprietary Information should be clearly labeled as “PROPRIETARY” and can be uploaded along with the signed proposal form.
9. On page 15 of the Procurement General Terms & Conditions, Item #56 entitled “Discount Purchases,” states “Zero (0) percent discounts will not be considered for contract award” and it also states “Bidders must submit a catalog or price list, if applicable, with a bid for evaluation purposes. Failure to submit a catalog will result in disqualification.” Is this applicable to this bid? It is not clear in the Statement of Work on page 32 if you are requesting a catalog/price list or in this case menu with pricing. As stated in above question, we are also trying to understand how all of this relates to the “Non-conformity Terms & Conditions,” outlined on page 4 where it states not to include information that is not requested. As proposer/bidder, we want to ensure we are not deemed non-responsive. Please clarify?  
**ANSWER:** This does not apply to this RFP. This is standard language in our solicitations.
10. On page 15 of the Procurement General Terms & Conditions, Item #57 entitled “Bonds-Cashier’s Check, Bid Bond or Irrevocable Letter of Credit,” after reading this section, we want to confirm that this not applicable to this bid? We see that on page 32, it states there is no bond requirement for the bid, however, should we propose in our bid that SAISD pay bidder/proposer a management fee, we were not sure if we would be held to these requirements. Will this contract require a payment or performance bond? Please clarify?  
**ANSWER:** This does not apply to this RFP. This is standard language in our solicitations. If it was required, it would have been identified on page 1.
11. On page 20 of the Past Performance Questionnaire Instructions, it states “A list of three (3) Non-SAISD references from current customers. References must include Educational Agencies (K-12 preferred), Governmental Agencies and/or firms, which are substantially serviced by Proposer (references most similar to SAISD must be provided).” Can you please clarify if we can include references from our current customers that are not educational or governmental agencies?  
**ANSWER:** Additional references are highly encouraged and may be included with your submission.
12. If a proposal calls for SAISD to pay for items in a proposal, will the expectation be that a bidder/proposer issue payment and be reimbursed net 30 for all items. We need clarification to appropriately understand the level of financial commitment prior to entering into an agreement with SAISD.  
**ANSWER:** SAISD handles payments directly with third party providers. For any SAISD purchases from the successful proposer, payments are made within 30 days as would be reflected in the agreement.
13. On page 26, it states an estimated 625 administrative staff will be housed in the new administrative building. Can you please provide the following information regarding staff?
- a. What are the employee schedules of these 625 administrative staff, specifically, will they be working year- round or will staff diminish during the summer months?  
**ANSWER:** Majority of administrative staff work on a 230-day schedule over a 12 month period. See attached “**DRAFT**” calendar for 230 Day employees.
- b. Please advise what school calendar and work schedule will be used for these 625 administrative staff for school year 2020-2021?  
**ANSWER:** See response for 13.a
- c. What are their work hours anticipated to be? Will they be different during the school year versus the summer months?  
**ANSWER:** Majority of staff work hours are 7:30 am to 4:30 pm. During the month of June, some staff elects to work 10 hour days Monday through Thursday with Friday off.

- d. Please provide demographic information of these employees to include:
  - SAISD is an Equal Opportunity Employer and the information provided herein are estimates only:
  - Gender: 2/3 females and 1/3 males.
  - Average Age: Most employees are between 30 and 55 years old.
  - Average Pay: Majority of employees pay is \$40K to \$60K per year with some at up to \$100K
  - Ethnic Breakdown: Majority are Hispanics at approximately 75% with all other races represented.
  - Exempt vs Non-Exempt Employees 50/50

14. Please provide us with the scheduled school holidays for School Year 2020-2021.

**ANSWER:** See response to 13.a

15. On page 26, the scope of work states that proposer/bidder could be responsible for vending and catering? What are the anticipated number of catering events?

**ANSWER:** No data is available. Potential catering for board, administration, staff gatherings, meetings, and other events.

16. Does SAISD have a current vending contract?

**ANSWER:** No

17. If we as proposer/bidder are responsible for vending in the administration building, how many vending/beverage machines is SAISD anticipating putting in the building?

**ANSWER:** Negotiable ... up to 2 machines per floor or total of 6 machines depending on space availability.

18. Will we be allowed to manage all the vending/beverage machines in the administration building?

**ANSWER:** Negotiable.

19. Can we propose a partnership with another vendor or entity as part of our response?

**ANSWER:** Yes.

20. On page 26, it states that the new building is under construction and occupancy is anticipated for March 2021, can you please clarify if you are moving staff in March 2021 and would then expect the restaurant to be operational at that time or in April 2021?

**ANSWER:** With the understanding that the successful vendor will need some time to setup and start operations, it is SAISD's desire to have the operations as soon as practical. This will be negotiated and affixed in the agreement.

21. When does the District anticipate executing a contract with a proposer/bidder?

**ANSWER:** Fall 2020.

22. Do you currently have a vendor in your current administration building? If so, can you please provide the daily number of transactions and sales?

**ANSWER:** No. The employees are coming from seven different sites with no food serving operation except the current administration facility with approximately 150 staff members. The kitchen is managed by SAISD's Child Nutrition Department with limited menu. No specific data is available for this operation.

**FAILURE TO SIGN AND RETURN THIS "ADDENDUM" MAY RESULT IN DISQUALIFICATION.**

***This sheet must be completed, signed, and returned with firm's submittal.***

COMPANY NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

Please Print or Type

SIGNATURE: \_\_\_\_\_

DATE

TITLE: \_\_\_\_\_

**230 Workday Calendar**

**San Antonio Independent School District**

Revised to include COVID-19 "Intercession Calendar B" Adopted by Board of Trustees on 6-22-2020

2020 - 2021 School Year

Calendar No: 27

HS PRINCIPALS; HS AG TCHRS; ROTC INSTRUCTORS;  
HS SECRETARIES & REGISTRARS; CENTRAL OFFICE PROFESSIONAL &  
PARAPROFESSIONALS

Begin Date: 7/1/2020

End Date: 6/30/2021

**DRAFT**

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
			w	w	h	
5	6	7	8	9	10	11
	w	w	w	w	w	
12	13	14	15	16	17	18
	w	w	w	w	w	
19	20	21	22	23	24	25
	w	w	w	w	w	
26	27	28	29	30	31	
	w	w	w	w	w	
Workdays per Mo =						22

1-2 District Closure (Non-Duty Days)

1 - Reporting Date

3 - Holiday - Fourth of July

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
	w	w	w	w	w	
9	10	11	12	13	14	15
	w	w	w	w	w	
16	17	18	19	20	21	22
	w	w	w	w	w	
23	24	25	26	27	28	29
	w	w	w	w	w	
	w					
30	31	Work Days per Mo =				21

10 - First Day of School

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
		w	w	w	w	
6	7	8	9	10	11	12
	h	w	w	w	w	
13	14	15	16	17	18	19
	w	w	w	w	w	
20	21	22	23	24	25	26
	w	w	w	w	w	
27	28	29	30			
	w	w	w			
Work Days per Mo =						21

7 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
				w	w	
4	5	6	7	8	9	10
	w	w	w	w	w	
11	12	13	14	15	16	17
	h	w	w	w	w	
18	19	20	21	22	23	24
	w	w	w	w	w	
25	26	27	28	29	30	31
	w	w	w	w	w	
Workdays per Mo =						21

9 - Student Holiday/Staff Development Work Day

12 - Holiday - Columbus Day

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
	w	w	w	w	w	
8	9	10	11	12	13	14
	w	w	w	w	h	
15	16	17	18	19	20	21
	w	w	w	w	w	
22	23	24	25	26	27	28
	h	h	h	h	h	
29	30					
	w					
Work Days per Mo =						15

13 - Holiday - Battle of the Flowers

16-20 - Campus Intercession, All Work Days

23-27 Holiday - Thanksgiving Break

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
		w	w	w	w	
6	7	8	9	10	11	12
	w	w	w	w	w	
13	14	15	16	17	18	19
	w	w	w	w	w	
20	21	22	23	24	25	26
	h	h	h	h	h	
27	28	29	30	31		
	h	h	h	h		
Work Days per Mo =						14

21 - 31 - Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
					h	
3	4	5	6	7	8	9
	w	w	w	w	w	
10	11	12	13	14	15	16
	w	w	w	w	w	
17	18	19	20	21	22	23
	h	w	w	w	w	
24	25	26	27	28	29	30
	w	w	w	w	w	
31	Workdays per Mo =					19

1 - Holiday - Winter Break

4-8 - Campus Intercession, All Work Days

11 - Student Holiday/Staff Development-Work Day

18 - Holiday - Martin Luther King Jr. Day

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	w	w	w	w	w	
7	8	9	10	11	12	13
	w	w	w	w	w	
14	15	16	17	18	19	20
	h	w	w	w	w	
21	22	23	24	25	26	27
	w	w	w	w	w	
28						
Work Days per Mo =						19

15 - Holiday - President's Day/Bad Weather

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	w	w	w	w	h	
7	8	9	10	11	12	13
	h	h	h	h	h	
14	15	16	17	18	19	20
	w	w	w	w	w	
21	22	23	24	25	26	27
	w	w	w	w	w	
28	29	30	31			
	w	w	w			
Work Days per Mo =						17

5-12 - Holiday - Spring Break

15-19 - Campus Intercession/All Work Days

22 - Student Holiday/Staff Development Workday

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
				w	h	
4	5	6	7	8	9	10
	w	w	w	w	w	
11	12	13	14	15	16	17
	w	w	w	w	w	
18	19	20	21	22	23	24
	w	w	w	w	h	
25	26	27	28	29	30	
	w	w	w	w	w	
Workdays per Mo =						20

2 - Holiday - Easter Break

23 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
	w	w	w	w	w	
9	10	11	12	13	14	15
	w	w	w	w	w	
16	17	18	19	20	21	22
	w	w	w	w	w	
23	24	25	26	27	28	29
	w	w	w	w	w	
	h					
30	31	Work Days per Mo =				20

31 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
		w	w	w	w	
6	7	8	9	10	11	12
	w	w	w	w	w	
13	14	15	16	17	18	19
	w	w	w	w	w	
20	21	22	23	24	25	26
	w	w	w	w	w	
27	28	29	30			
	w	w	w			
Work Days per Mo =						22

18 - Last School Day / End of 9 Weeks

21 - Bad Weather Makeup Day

30 - Last Work Day

231 Possible Workdays  
-1 Non-Paid Non Duty Days  
230 Total Paid Workdays

**DRAFT**