



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0102

Addendum No: 1

Date of Addendum: 01/27/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Questions and Answers:

(Q1) What are the average inbound and outbound currency liabilities?

(A1) Zilker Botanical Garden Office: we currently deposit \$200 to \$400 per day and need \$150 to \$250 in change each day. In the summer, these numbers can be two to three times higher.

Jimmy Clay-Roy Kizer Golf Course: average \$2,800

Morris Williams Golf Course: average \$1,600 per day

Lions Golf Course: average \$1,600 per day

Hancock Golf Course: average \$600

Cemetery Office: no inbound, \$200 outbound.

(Q2) What are the average outbound check liabilities?

(A2) Zilker Botanical Garden Office: \$150 to \$200 per day on weekends and less than \$25 on weekdays.

Golf courses: We accept checks on a limited basis for tournaments or large events only. When we take checks, the amounts are typically over \$1,000 and under \$5,000.

Cemetery Office: \$4,000

(Q3) What are the average inbound and outbound coin liabilities?

(A3) Zilker Botanical Garden Office: We don't get enough coins to need inbound or outbound on these.

Golf courses: \$10.00 per day per golf course.

Cemetery Office: No inbound. \$1,000 outbound.

(Q4) What is the average number of items (bags) shipped in and out?

(A4) Zilker Botanical Garden Office: We usually do two drops every day and three in summer on weekends; each drop is in one bag

Golf courses: Typically one. Up to three on some rare occasions.

Cemetery Office: One.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:


Sandy Brandt, Corporate Contract Administrator
Purchasing Office, (512) 974-1783

1/27/16
Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.