



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM # 1

To: File 1810-958-95-4836

Quick Quote for: Utility Billing Services for Beacon Communities

The following questions are asked:

Question 1: Is the utility bill going to be paid by the vendor or by Beacon Communities?

Answer 1: Beacon Communities will make sure the vendor has all necessary information to allocate the utilities, and Beacon Communities will pay the utility bill, not the vendors. The vendor payment of the utility bill is an option we may use in the future; additional fees for this service can be shown in the Quote Fee Sheet under item 2. Additional Cost/Fees.

Question 2: Do you want the vendor to generate the "total bill" including rent and send it out to residents, after approval?

Answer 2: No. We only want vendors to send the residents the utility or water statement and to load the allocated amount information into Yardi for each unit's allocation of the utility bill.

By: Shayne Everett-Endres
Shayne Everett-Endres, Purchasing Agent

Date: November 13, 2018