



**BPC Central Small Diameter Package 4C
Solicitation Number: CO-00487
Job No.: 20-4523**

**ADDENDUM 3
November 15, 2021**

To Bidder of Record:

This addendum, applicable to work referenced above, is an amendment to the bid proposal, plans and specifications and as such will be a part of and included in the Contract Documents. Acknowledge receipt of this addendum by entering the Addendum number and issue date on the space provided in submitted copies of the bid proposal.

CHANGES TO THE SPECIFICATIONS

1. **REMOVE and REPLACE** the following paragraphs in Invitation to Bidders with the following:

Due to the COVID-19 emergency and to protect the health of the public, SAWS is implementing new procedures for the submission of bids. Bids will be received either Electronically or through Sealed bids, until 2:00 PM (CST), December 3, 2021. Electronic bids will be received via the secure SAWS FTP site. Sealed bids will be received by Contract Administration, 2800 U.S. Hwy 281 North, Tower II, Customer Center Building, via a drop box located on the left wall when walking through the first set of double glass doors of the main Tower II entry on the north side of the building, San Antonio, Texas 78212. See the Electronic Bid Opening Instructions attachment for additional information regarding an electronic bid submittal. Electronic bids shall be accompanied by a bid bond in an amount not less than five percent of the total bid price. (Or, if providing SAWS with a cashier's check or certified check in an amount not less than five percent of the total bid price, SAWS will request this within 24 hours from the apparent low bidder. Sealed bids must be accompanied by a cashier's check, certified check, or bid bond in an amount not less than five percent of the total bid price. Bids will then be publicly opened and read aloud by Contract Administration via WebEx.

WebEx Link: <https://saws.webex.com/saws/j.php?MTID=m6366d6623b494387ae4d685e7e6ca047>

Meeting number (access code): 249 761 93331

Meeting password: pFtYYt3gN35

Join by Phone: +1-496-210-7159 US Toll (Dallas)

+1-408-418-9388 US Toll

If Bidders intend to submit bids electronically, Bidders will need to submit a request by **December 2, 2021 2:00 PM (CST)** to receive access to the File Transfer Protocol (FTP) site via email to roxanne.lockhart@saws.org. Bidder's email requesting access to the FTP site shall provide the legal name of Bidder's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **December 2, 2021 2:00 PM (CST)**.

2. **REMOVE and REPLACE** entire "Electronic Bid Opening Instructions" with the attached updated Electronic Bid Opening Instructions.

END OF ADDENDUM

This Addendum, including these one (1) pages, is two (2) pages with attachments in its entirety.

Attachments:

Electronic Bid Opening Instruction (1 Page)



**BPC Central Small Diameter Package 4C
Solicitation Number: CO-00487**

ELECTRONIC BID OPENING INSTRUCTIONS
December 3, 2021 2:00 PM (CDT)

FTP BID PROPOSAL UPLOAD

In order to receive electronic bids for this project, SAWS will utilize a SAWS secured File Transfer Protocol (FTP) site. Only Bidders bidding as Prime Contractors will need to submit their request prior to **December 2, 2021 2:00 PM (CDT)** to receive access to the FTP site via email to roxanne.lockhart@saws.org. Bidder's email shall provide the legal name of the Bidder's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **December 2, 2021 2:00 PM (CDT)**. Once a Bidder is approved for access, an email with a hyperlink to the FTP site and a unique password for the Bidder will be provided to the Bidder's email recipient.

Once access is received, Bidders may upload the required documents per the Bid Proposal checklist any time before **December 3, 2021 2:00 PM (CDT)**. Please ensure to allow sufficient time should Bidder's experience technical difficulties in uploading the required documents. No changes to the Bid nor bid price can be made once the Bid has been submitted.

Bidders shall comply with the following:

- 1) Limit files to one (1) pdf file that includes all requested documents, per the Bid Packet Checklist. **ONLY ONE SUBMITTAL WILL BE ACCEPTED PER REQUEST.** Do not upload any zip files.
- 2) Ensure that the itemized List of Bid Items is (are) the first page(s) of your file.
- 3) Bidders may protect the document from editing by adding a password. However, the document must be accessible for viewing by SAWS without requiring a password.
- 4) File shall be named: **CO-00487 BPC Central Small Diameter Package 4C**
- 5) **DO NOT SHARE ACCESS AND/OR PASSWORD WITH OTHER PARTIES OUTSIDE YOUR COMPANY.**
- 6) **ENSURE THE BID IS SENT NO LATER THAN THE DUE DATE AND TIME. BIDS SUBMITTED AFTER THE BID OPENING DEADLINE WILL NOT BE ACCEPTED.**

If the Bidder is in need of help, they may contact the SAWS Contract Administrator, **Roxanne Lockhart**, at **210-233-3095** or view troubleshooting tips at <http://www.Serv-U.com/sharefiles>

WEBEX BID OPENING MEETING

The WebEx meeting details are below if you would like to view the public opening of the bids.

When it's time, start or join the WebEx meeting from [here](#).

Access Information

Meeting Number: **249 761 93331**

Meeting Password: **pFtYYt3gN35**

Audio Connection: +1-469-210-7159 US Toll (Dallas)
+1-408-418-9388 US Toll

If you have any questions or concerns, please feel free to contact me.

Thank you,

Roxanne Lockhart

Contract Administrator

2800 U.S. Highway 281 North, Ste. 171 | San Antonio, TX 78212

Office | 210-233-3095

Email | roxanne.lockhart@saws.org