



Gallagher Tract 30" & 24" Sewer Extension  
Solicitation Number: CO-00609  
Job No.: 21-4407

**ADDENDUM 2**  
**November 18, 2022**

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 SPECIFICATIONS**

**1. Section IV-1 INVITATION TO BIDDERS** – Remove and replace the following paragraph:

**“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), November 29, 2022. 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.”**

The remaining sections shall remain the same.

**2. Section IV-3 ELECTRONIC BID OPENING INSTRUCTIONS** - Remove the Electronic Bid Opening Instructions in its entirety and replace with the revised version attached to this Addendum.

The remaining sections shall remain the same.

**END OF ADDENDUM**

This Addendum two (2) pages in its entirety.

Attachments:  
Electronic Bid Opening Instructions



**GALLAGHER TRACT 30" & 24" SEWER EXTENSION  
PROJECT**

**Solicitation Number: CO-00609**

**ELECTRONIC BID OPENING INSTRUCTIONS**

**November 29, 2022, 2:00 PM (CST)**

**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 **November 28, 2022, 2:00 PM (CST)** 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 **November 28, 2022, 2:00 PM (CST)**. 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 **November 29, 2022, 2:00 PM (CST)**. 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 received by SAWS.

**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-00609 Gallagher Tract 30 & 24 Sewer Main Extension \_FIRM NAME**
- 5) **DO NOT SHARE ACCESS AND/OR PASSWORD WITH OTHER PARTIES OUTSIDE YOUR COMPANY.**
- 6) **ENSURE THE BID IS RECEIVED BY SAWS NO LATER THAN THE DUE DATE AND TIME. BIDS RECEIVED BY SAWS 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: 2480 365 6950

Meeting Password: MMdWnMwQ698

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](mailto:Roxanne.Lockhart@saws.org)