



WESTPOINTE WEST OFF-SITE SEWER EXTENSION PHASE 2 PROJECT

Solicitation Number: CO-00329

Job No.: 18-1674

ADDENDUM 3

April 3, 2020

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. **INVITATION TO BIDDERS.** The last paragraph of the Invitation to Bidders is deleted in its entirety and replaced 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 3:00 PM (CDT), April 9, 2020. 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.

If Bidders intend to submit bids electronically, Bidders will need to submit a request by **April 8, 2020 by 2PM CDT** 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 **April 8, 2020 by 2PM (CDT)**.

2. **BID PACKET CHECKLIST.** The Bid Packet Checklist is hereby deleted in its entirety and replaced with the revised Bid Packet Checklist attached to this Addendum.
3. **SUPPLEMENTAL CONDITIONS.** Sections 1, 2, 4 and 24 of the Instructions to Bidders are hereby deleted in their entirety and replaced with the following:

"1. Bids will be submitted in accordance with the following:

- a. **Electronic bids will be received by Contract Administration in the SAWS secured File Transfer Protocol (FTP) site. Personal/hand delivered sealed bids will be received by Contract Administration 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 at San Antonio Water System, 2800 U.S. Hwy 281 North, Customer Center Building, Suite 141, San Antonio, Texas 78212. **All bids will be received until the time specified in the Invitation to Bidders.**

- b. If the submittal of a **hardcopy** sealed bid is by any means other than personal/hand delivery, then it is the bidder's sole responsibility to ensure the bid is delivered to San Antonio Water System, 2800 U.S. Hwy 281 North, San Antonio, Texas 78212, no later than the exact time specified in the Invitation to Bidders.
 - c. All bids errantly submitted or delivered to a location other than the exact locations stated above will be returned/ **deleted** and unopened.
 - d. All bids received after the exact time set for the bid opening in the Invitation to Bidders will be returned/ **deleted** and unopened.
 - e. The San Antonio Water System Contracting Office may, at its sole discretion, without waiver of rights or authority, in equity or at law, return or delete any unopened bids not meeting the exact requirements as stated above.
2. Bids will be opened in accordance with the following:
- a. Bids will be opened **in a public WebEx meeting** and read aloud by a Contract Administration representative. Instruction on how to participate in this public WebEx meeting can be found in the Electronic Bid Opening Instructions.
 - b. The lowest bid received at the time of the bid opening shall be designated as the "apparent low bid," whether announced in that manner or not, and shall not represent an acceptance of an offer.
 - c. All bid results are unofficial, tentative and subject to verification on the day of the bid opening.
 - d. No bid may be withdrawn after the scheduled bid opening time without the written consent of a Contract Administration representative.
 - e. The "official" bid results will be tallied on a "bid tabulation sheet" and posted within 10 business days of the bid opening on the San Antonio Water System's website.
4. **Electronic** bids submitted on the original bid form attached herein must be titled with the solicitation number, date and time of the bid opening, and the project name. **Hardcopy** bids submitted on the original bid form attached herein must be sealed in an envelope plainly marked on the outside with solicitation number, the date and time of the bid opening, and project name.
5. To assist the San Antonio Water System Contracting Office in performing the bidder evaluation and subsequent recommendation of award, the apparent low bidder must submit upon request the following items within one (1) day of the bid opening. Failure to provide the required information within the specific time, may result in determining a non-responsive bidder:
- (a) An information packet on company showing experience, organization and equipment
 - (b) A statement regarding ability to complete the project within the schedule taking into account existing commitments.
 - (c) Record of performance on three (3) similar projects completed within the last 5 years including name of project, amount of project, project duration, name, address, and telephone number of contact person for each project.
 - (d) A completed and signed W-9 Request for Taxpayer Identification Number and Certification form.
 - (e) **A completed Good Faith Effort Plan.**
 - (f) **Conflict of Interest Questionnaire - Form CIQ**

(g) Proof of Insurability (Letter from Insurer or Sample Certificate of Insurance)

(h) For projects with a construction estimate of \$10,000,000 or greater:

A complete financial statement for your organization that was prepared within the past 12 months, by an independent Certified Public Accountant, and a point of contact for your banking institution.

All other sections of the Instructions to Bidders shall remain the same.

CLARIFICATIONS

1. To minimize travel and the need for Bidders to hand deliver bids during the COVID19 Emergency, SAWS has provided the option to Bidders to submit bids electronically. See the Electronic Bid Opening Instructions attached to this Addendum. Bidders may still hand deliver bids if they wish and as provided for in this Addendum, but shall only submit the items as indicated on the revised Bid Proposal Checklist in the initial bid packet. Reference the revised Bid Proposal Checklist attached to this Addendum.
2. If Bidders opt to submit their bids electronically, SAWS has provided the Excel version of the List of Bid Items file, which will be made available for download on the SAWS solicitation website. The List of Bid Items shall be accompanied by the Bid Proposal Signature Page and Proposal Certification page. Reference the revised Bid Proposal Checklist attached to this Addendum.
3. The public Bid Opening will be conducted on video via a WebEx meeting. See the Electronic Bid Opening Instructions attached to this Addendum.

END OF ADDENDUM

This Addendum is six (6) page(s) in its entirety.

Electronic Bid Opening Instructions
Bid Packet Checklist

Engineer Name
Company
(SEAL)



Jason T. Diamond
4-3-20



WESTPOINTE WEST OFF-SITE SEWER EXTENSION PHASE 2 PROJECT
Solicitation Number: CO-00329
Job No.: 18-1674

ELECTRONIC BID OPENING INSTRUCTIONS
April 9, 2020 3:00 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 **April 8, 2020 by 2PM (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 **April 8, 2020 by 2PM (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 **April 9, 2020 3:00 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-00329 – WESTPOINTE WEST OFF-SITE SEWER EXTENSION PHASE 2 PROJECT**
- 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: **996 731 537**

Meeting Password: **Webex@2**

Audio Connection: 210-233-2550 (SAWS WebEx)

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

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This checklist is a required document that must be utilized and submitted with the Bid Packet. The Bid Packet should include the following items in this order:

- List of Bid Items
- Signed Bid Proposal Signature Page, Acknowledgement of All Addendums and Executive Order
- Bid Packet Checklist
- Signed Proposal Certification
- Bid Bond

Items to be submitted Upon Request by SAWS from the Apparent Low Bidder within one (1) day of the bid opening:

- Completed Good Faith Effort Plan
- Conflict of Interest Questionnaire - Form CIQ (*Rev. 11/30/2015*)
- Proof of Insurability (Letter from Insurer or Sample Certificate of Insurance)
- Company Information Packet
- Statement regarding ability to complete the project
- W-9
- Statement regarding ability to complete the project

***And, if bid was submitted electronically without a Bid Bond:**

- Cashier's Check or Certified Check