



**SURPLUS PROPERTY FOR SALE
COUNTRY OAKS MOBILE HOME PARK - .15 ACRES (NO ACCESS)
R-21-012-LE**

**ELECTRONIC BID OPENING INSTRUCTIONS
October 21, 2021 at 2:00 P.M. (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 **October 19, 2021 by 2:00 pm (CDT)** to receive access to the FTP site via email to **Lindsay.Esquivel@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 **October 19, 2021 by 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 **October 20, 2021 by 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: **R-21-012-LE Country Oaks Mobile Home Park - .15 Acre (No Access)**
- 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, **Lindsay Esquivel**, at 210-233-3409 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 (access code): 2480 943 5499

Meeting password: usJrExVy892

Join by Phone: 210-233-2090

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

Thank you,

Lindsay Esquivel

Contract Administrator

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

Office | 210-233-3409

Email | Lindsay.esquivel@saws.org