



**SAN ANTONIO WATER SYSTEM
COST OF SERVICE AND RATE DESIGN STUDY**

**SOLICITATION NO. R-19-004-JG
REQUEST FOR PROPOSALS**

WEBEX INSTRUCTIONS

Information in red text has been added or changed

1. At the time of the Virtual ONLY Non-Mandatory Pre-Submittal meeting, attendees should click here to access the meeting:

[Join the meeting](#)

The meeting number is: 992 465 568

For Audio Connection dial: 210-233-2550 (SAWS WebEx)
Access Code: 992 465 568

2. It is anticipated that attendees will need both visual and audio connections for the meeting. It is advised to try to access the system in advance to work through any technical issues that may occur. *To help ensure the meeting begins smoothly at the scheduled start time, it is advised that attendees of the Virtual ONLY Non-Mandatory Pre-Submittal meeting join the meeting 5-10 minutes prior to work through any potential technical or login issues ahead of time.*
3. *When attendees are logging in to WebEx they should include their Company name before their first name to help SAWS capture the participants.*
4. Questions for the Virtual ONLY Non-Mandatory Pre-Submittal meeting shall be submitted within the WebEx system as opposed to verbally. SAWS staff will read aloud each question received and provide a response during the meeting.
5. Should there be any technical issues on the date of the meeting but before the meeting has started, reach out to either Jessica Goforth or Fred Flores using the below:

Jessica Goforth
Contract Administrator
210-233-3849
Jessica.Goforth@saws.org

Fred Flores
Contract Administrator
210-233-3404
Fred.Flores@saws.org

If there are any issues after the meeting has started, reach out to either Diana Woltersdorf or Stella Manzello using the below:

Diana Woltersdorf
Contract Manager
210-233-3372
Diana.Woltersdorf@saws.org

Stella Manzello
Contract Administrator
210-233-3854
Stella.Manzello@saws.org