

19-19052 – Invitation for Bid
CONTRACT BEST VALUE BIDS (BVB) FOR SANITARY SEWER LINE SMOKE
TESTING IN THE EARZ CYCLE 5

Mandatory Pre-Bid Meeting
April 12, 2019

1. **Sign in Sheets**
2. **Introductions**
3. **Mandatory Pre-Bid Meeting**
 - a. In order to be considered for an award, bidder shall attend the Mandatory Pre-Bid Conference in-person.

4. **Timetable**

Following is a list of projected dates/times for this Best Value Bid	
Mandatory Pre-Bid Conference	April 12, 2019; 10:00 am
Final Questions Due	April 15, 2019; 4:00 pm
Bid Due	April 25, 2019; 3:00 pm
Pricing Portion Opened	To Be Determined
Proposed Start of Contract	June 17, 2019

5. **Questions**
 - a. Everyone is encouraged to ask questions as we cover the contract terms and conditions and scope. Any oral responses given at the Pre-Bid Meeting shall not be official or binding on SAWS until followed up in writing. Questions asked during the Pre-Bid Meeting must be followed up in writing. SAWS to follow up with an official response via an Addendum.
 - b. **Final Questions Due Date** – Monday, April 15, 2019; 4:00 pm -- No other questions will be entertained after the deadline.
 - c. **COMMUNICATION Pg 13**

Restrictions

1. Bidders or their representatives are prohibited from communicating with any City of San Antonio officials to include:
 - City Council members (as defined by the City of San Antonio Ethics Code),
 - City Council member’s staff, and
 - San Antonio Water System (SAWS) Board of Trustees regarding the bid from the time the bid is released until it has been acted upon by the Board of Trustees.
2. Respondents or their representatives are prohibited from communicating with SAWS employees regarding this bid, except as provided under QUESTIONS, from the time the bid is released until the contract is awarded.

3. This includes “thank you” letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the bid response submitted by Bidder.
 4. Violation of this provision by the Bidder and/or their agent may lead to disqualification of the Bidder’s bid response from consideration.
6. **Bid Opening Date** – Thursday April 25, 2019 at 3:00 pm – Late bids will not be accepted;
7. **Contract Terms and Conditions – Advised to read all terms and conditions in their entirety!**
- a. **Period of Performance:**
 - i. Contract shall begin upon the effective date of Board award, or June 17, 2019, whichever is later, and terminate on December 31, 2019 upon completion and acceptance of work to be performed.
 - b. **Start Date:** Scheduled for June 17, 2019
 - c. **Award:** Award will be made to the responsible bidder who provide the Best Value in accordance to the award criteria.

8. **BID SUBMISSION AND MINIMUM REQUIREMENTS**

One (1) complete original bid (marked as “Original”) and seven (7) complete copy (marked as “Copy”) placed in a sealed package must be submitted. Original bid must be signed by a representative that is authorized to bind the bidder. Submit the Original Bid in in hard copy and provide a copy of in CD Format and hard copy. The CD should contain the entire Bid as submitted, and be encased in a paper CD envelope, clearly marked with the Bid number information.

1. **BID PACKAGE:** Bidder must complete, sign and submit the entire bid document, as well as, any Addendum. Include the following documents with your bid submission, tabbed, and attached in the order indicated below:
Place as Tab 1.
2. **RESPONDENT QUESTIONNAIRE:** Complete and submit the attachment entitled “Respondent Questionnaire.”
Place as Tab 2.
3. **W-9 FORM:** Complete and submit a signed W-9 Form. Please go to <http://www.irs.gov/formspubs/index.html?portlet=3> to download the form, if needed.
Place as Tab 3.
4. **PERFORMANCE, QUALITY CONTROL, QUALITY ASSURANCE:** Submit the information required by the attachment entitled “Performance, Quality Control, Quality Assurance.”
Place as Tab 4.
5. **EXPERIENCE:** Submit the information required by the attachment entitled “Experience”.
Place as Tab 5.

6. **PERSONNEL QUALIFICATIONS:** Submit the information required by the attachment entitled "Personnel Qualifications".
Place as Tab 6.
7. **RESOURCES:** Submit the information required by the attachment entitled "Resources".
Place as Tab 7.
8. **PRICING:** Complete and submit the attached Pricing Schedule.
Place as Tab 8.
9. **SMALL, MINORITY AND WOMAN-OWNED BUSINESS PROGRAM COMPLIANCE:** Complete, sign and submit the Good Faith Effort Plan.
Place as Tab 9.
10. **ADDENDUMS:** Bidder shall submit all Addendums (if any) issued for this Best Value Bid. Addendums to the Best Value Bid will be posted on the San Antonio Water System's Website, http://www.saws.org/business_center/procbids/. It is Bidder's responsibility to review this site and ascertain whether Addendums have been issued prior to submission of a bid response. Sign all Addendums that are required to be returned and attach them to your bid.
Place as Tab 10.
11. **BONDS:** Bidders must provide a letter **with bid** from Bonding Company stating that in the event of award, bidder will be able to provide the requested Performance Bond & Payment Bonds.
Place as Tab 11.

<u>Bid Bond:</u>	<u>5 % of bid amount</u>
<u>Performance Bond:</u>	<u>\$1,000,000.00</u>
<u>Payment Bond:</u>	<u>\$ 500,000.00</u>

12 PROOF OF INSURANCE: Submit proof of possessing the required insurance. **Place as Tab 12.**

9. Insurance Requirements: (page no. 40-45) Insurance requirements will have to full compliant before awarded bidder will begin work on SAWS facility.
10. Security Procedures (**page no. 46**): Contractor will be required to get background checks and employees will have to wear a SAWS contractor's badge.
11. **SCOPE OF THE BID (Jerome Iltis/ Dennis Laskowski)** -- The contractor shall provide for the Sanitary Sewer Line Smoke Testing in the EARZ Cycle 5 accordance with the bid requirements
12. Any other questions.
13. Sign-in sheet will be posted to SAWS website.