
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Gina Cappa
BID NO.: 19-1148

Date Issued: May 15, 2019

FORMAL INVITATION FOR BEST VALUE BID (BVB)
FOR PRINT SHOP UPGRADE
Addendum 1

Sealed bids, one (1) Original and seven (7) copies, addressed to the Purchasing Department, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5th Floor, San Antonio, TX 78212 will be received until **3:00 PM (CT) May 23, 2019** and then publicly opened and read aloud for furnishing materials or services as described herein below,

The San Antonio Water System Purchasing Department is willing to assist any bidder(s) in the interpretation of bid provisions or explanation of how bid forms are to be completed. Assistance may be received by visiting the Purchasing Office in the SAWS Main Office, 2800 US Hwy 281 North, San Antonio, TX 78212, or by calling (210) 233-3819.

This invitation includes the following:

Invitation for Bids
Terms and Conditions of Invitation for Bids

Specifications and General Requirements
Price Schedule

The undersigned, by his/her signature, represents that he/she is authorized to bind the Bidder to fully comply with the Specifications and General Requirements for the amount(s) shown on the accompanying bid sheet(s). By signing below, Bidder has read the entire document and agreed to the terms therein.

Signer's Name: _____ Firm Name: _____
(Please Print or Type)

Address: _____

Signature of Person Authorized to Sign Bid _____ City, State, Zip Code: _____

Email Address: _____ Telephone No.: _____

Fax No.: _____

Please complete the following:

Prompt Payment Discount: _____% _____ days. (If no discount is offered, Net 30 will apply.)

Please check the following blanks which apply to your company:

Ownership of firm (51% or more):

Non-minority Hispanic African-American Other Minority (specify) _____

Female Owned Handicapped Owned Small Business (less than \$1 million annual receipts or 100 employees)

Indicate Status: Partnership Corporation Sole Proprietorship Other (specify) _____

Tax Identification Number: _____

To report suspected ethics violations impacting the San Antonio Water System, please call 1-800-687-1918.

***** This **Addendum 1** is issued for Bid 119-1148 to do the following:

1. Provide questions and responses.
2. Remove and replace section IX. Security Procedures revision date 08/14/2018 in its entirety with section IX. Security Procedures revision date 04/12/2019.
3. **REMOVE AND REPLACE THE PRICE SCHEDULE. PRICE SCHEDULE DATED 5/15/19 MUST BE SUBMITTED WITH THE BID.**

IT IS NECESSARY TO RETURN THIS ADDENDUM 1 AS PART OF YOUR BID SUBMISSION

QUESTIONS AND RESPONSES

1. On page 19 of the bid specifications on the equipment, number 12 lists out options for the different types of finishing. Do you want those items included as part of the total price or listed out as separate price options?

Response: The Price Schedule has individual places to enter pricing per component of the printer. Each part of the revised Price Schedule dated 5/15/19 shall be filled out in its entirety.

2. 18. Performance Deposit. The BVB indicates that a Performance Deposit will be required. Please confirm if SAWS does or does not require a Performance Deposit with this IFB.

Response: A performance deposit is not required for this bid.

3. Pg. 19 No. 4.
 - a. Please confirm the dpi specification of 1200x1200x10 is correct?
 - b. Should the Rip for the Ultra HD also be 2400x2400 dpi?

Response: a. Yes it is correct. 1200x1200x10 dpi.
b. Yes.

4. Pricing Pages
 - a. The price pages state 110,000 images to be included per month. Is this Color or B/W and if incorrect, please describe the proper allocation per B/W or Color category?
 - b. The pricing page only designates one area for page cost. Should two separate costs be included, one for B/W and one for Color?

Response: a. 110,000 prints included both color and black & white.
b. The revised Price Schedule has been updated to separate the color from the black & white.

5. Equipment Specifications.
 - a. Do the units require or need one oversized high capacity feeder or 2-Tray oversized high capacity?
 - b. Do the units require GBC and Comb Punch?
 - c. Do the units required face trimmer with square fold module?
 - d. Do the units require a creaser?

Response: a. The requirement is two (2) oversized capacity trays of 2,000 per tray and up to 13 X 19.2, 350 gsm.
b. The requirement is Coil and Comb.
c. Yes.
d. Yes.

6. Please confirm that SAWS is requesting 2 Color units rather than 1-B/W and 1-Color unit in the RFP.

Response: Yes, that is correct, two color units.

7. Our product line does offer Batch scanning which allows for continuous large scanning jobs into one file, for instance it could combine 2 sets of 220 through the doc feeder for a total of 440 sheets all into one doc, etc. The bid request asks for a 250 sheet doc feeder and our products offers a 220 page doc feeder, is this acceptable?

Response: Yes.

8. The bid asks for 3 standard trays, our product offers 2 trays here, however the first tray has two tandem 1,000 sheets and the second tray is 500 sheets for a total of 2500 sheets, the first tray is larger in size. Is this acceptable?

Response: Yes.

9. The bid request asks for 2 high capacity trays totaling 4,000 sheets, ours comes with 3 covering the 4,000 sheets requested. Is this acceptable?

Response: Yes.

10. I am asking for clarification on page 38 of the RFP. SAW's states that SAW's wants to include 110,000 prints/copies per month. Is that for Color Prints/Copies and or Monochrome Prints/Copies? Assumption is Color.

Response: Refer to the response to question number four (4).

11. Same page 38, you also state that there is 10,000 allowance for overages. Do you want me to give you the calculation if you exceed the number of allotted of prints at 110,000 per month? So the total prints would be 120,000 in total per month. Am I understanding that correctly?

Response: Yes.

12. Is this 110,000 prints per month derived from an older TPASS contract?

Response: The 110,000 was derived from the current usage.

13. Can you give us a Printer Footprint / Service Envelope? Max Length & Max Depth of the Printer?

Response: The current printer footprint is 220 inches (18 feet 4 in) in width and 33 inches (2 feet 9 in) in depth. The current foot print is the max.

14. Would you like Post Insertion devices?

Response: Yes, the Post or Pre insertion device(s) have been added to the revised Price Schedule.

15. In our meeting the operators said they supported PDF and Microsoft applications. What other applications do they support?

Response: Adobe® PostScript® Level 1, 2, 3; Adobe® Acrobat® 9.0, PDF 1.8, PDF/X; PCL5c, PCL5e, PCL6XL; TIFF; ASCII; JPEG; PDFL9.0; PDF X1A, PDF/X-3; PDF/X-4.

16. Do the operators have to set up Multi up documents? Do they need software for instance to set up business Cards Multi up?

Response: Yes.

17. Does the operators need any software for setting up jobs? Examples would be converting color pages to gray scale, combining PDF's, moving pages, document clean up.

Response: Yes.

18. On the Tabs, do the operators just want basic tab setup? Do they need to print on the body of a tab? Do they have a need for the tabs to have more than basic colors of the fonts (Red, Green, Blue, and Black)?

Response: Basic is sufficient.

19. Need the current Meters on the existing Units. Color, B&W, Totals.

Response: Current count on the 4127 black and white machine is 2,978,072 and the 700i series machine is 4,080,999 in color and 625,062 in black and white.

20. In the Service Maintenance Plan, you specify 110,000 images per month, is this all color? If not, what is the B&W and Color breakdown?

Response: Refer to the response to question number four (4) and the revised Price Schedule.

21. How many Booklets per month do you currently produce?

Response: Approximately 1,000.

22. Are you looking to lease the equipment on a monthly basis?

Response: No.

IX. SECURITY PROCEDURES

If work will be conducted on SAWS property, on SAWS infrastructure, on a SAWS customer's property, or involve any SAWS networks, or any SAWS facility, the Contractor shall ensure a Prime Contractor Data Form (PCDF) and a "Background Screening Letter" (provided by a third party background screening service) are properly completed for all employees and sub-contractors performing work under this Contract and is on file with SAWS Security prior to work commencement. Background checks must at a minimum include National Criminal Check, Verify Employment Eligibility (E-Verify), and Terrorist Watch List with this information being provided in the Background Screening Letter from the third party screening service. Any person found to have an unacceptable background check will not be allowed to perform work under this Contract (however, at SAWS sole discretion a waiver may be given by SAWS Security for an unacceptable finding provided that it must first be approved and signed off on by the Director of SAWS Security). Any Sub-Contractors performing work must also be listed in the PCDF and the Background Screening Letter. Contractor shall be responsible for the accuracy of information on the PCDF and the Background Screening Letter, and for obtaining any and all required items (badges and parking tags) necessary to fulfilling the work under this Agreement. The PCDF and Background Screening Letter must be sent electronically to securitygroup@saws.org. Contractor shall advise the SAWS Project Manager/Inspector of any employee terminations or changes to personnel performing work under this Agreement and the Contractor shall immediately turn in any and all badges and/or parking tags of employees who are terminated or no longer performing work under this Contract. If Contractor becomes aware or reasonably should have become aware of any changes in the information contained in the PCDF or the Background Screening Letters, Contractor shall immediately notify the SAWS Project Manager/Inspector and provide updated PCDF and Background Screening Letters, with copies to securitygroup@saws.org.

Contractor, its employees, and agents shall obtain a SAWS photo identification badge (Contractor's Badge) and parking tag, prior to any work on SAWS property, which shall be used only for purposes necessary to perform the work under this Agreement. SAWS Badge Office hours are Monday, Wednesday and Friday 9:00am to 12:00pm excluding SAWS holidays (hours are subject to change). Security staff can be contacted at (210) 233-3177 or (210) 233-3338. Once the project is completed the Contractor shall return all badges and parking tags to the Security Office. Contractor who does not return the badges or parking tags are not in compliance with these procedures.

SAWS facilities require a SAWS employee to physically escort the Contractor at all times. SAWS may, in its sole discretion, waive the escort requirements if the PCDF and a "clean" Background Screening Letter, signed by an authorized representative of a third party background screening service are approved by the SAWS Project Manager and SAWS Security. Waiver of the escort requirement shall only be through a written correspondence to Contractor from SAWS Security.

Sub-Contractors must always be under escort of Contractor while performing work on any SAWS property or asset. Sub-Contractors must display either a company photo badge, with name, or a valid governmental identification card at all times while working on any SAWS property. The contractor is solely responsible for the actions of its employees, agents, sub-contractors and consultants.

Contractor is responsible for being in compliance with the SAWS security requirements and for maintaining its security of SAWS property, infrastructure, SAWS customer's property, networks, and facilities for the length of the project. Security incidents must be reported to SAWS Security immediately at (210) 233-3338.

If the Contractor plans to stage or store their property such as equipment, storage boxes, tools, trailers or high-priced supplies needed for the project on SAWS Production or Treatment sites the Contractor will be responsible to provide a security guard, who will be subject to SAWS prior approval, when the Contractor is not on the site working.

If the Contractor plans to leave the site unsecure or open during the project they must provide an employee or SAWS approved security guard to monitor ingress and egress to the site. If the Contractor plans to leave the site open or unsecure when not working on the site the Contractor must provide a SAWS approved security guard.

SAWS provides for security on its sites. If Contractor takes any action that diminishes SAWS security, Contractor will be responsible for providing additional security requirements at its expense. Some examples of additional requirements that SAWS may require include hiring of SAWS approved security guards, temporary fencing, mobile Closed Circuit Television Monitoring trailer(s), or extra lighting. Notwithstanding anything herein to the contrary, any provisions in these Security Procedures that may appear to give SAWS the right to direct Contractor as to details of doing any work under this Contract or to exercise a measure of control over any security measures or such work shall be deemed to mean that Contractor shall follow the desires of SAWS in the **results** of the work or security measures only.

Advance coordination by Contractor with SAWS Security for these security requirements is necessary to ensure no delays with timely performance of work. Any other provision of this Contract notwithstanding, in the event Contractor fails to comply with SAWS Security requirements, SAWS may, with no penalty, claim of any nature (including but not limited to breach of contract) against SAWS by the Contractor:

- Issue a Work Stoppage Order until the security violation (s) are remedied
- Ask any unidentified or improperly identified person or equipment to leave SAWS site immediately and not return until items or deficiencies are remedied to SAWS satisfaction.

ADDENDUM 1
(TAB 5) ATTACHMENT C
PRICING SCHEDULE

Pricing will be evaluated and will be a part of determining the overall “Best- Value” Bid.

All pricing shall be **enclosed in a separate sealed envelope, marked “PRICING”**. Vendor must submit Pricing on “Pricing Schedule” provided in this best value bid.

The pricing will be evaluated based upon the lowest total price submitted on the Pricing Schedule. The Proposal with the lowest price will receive forty (40) points. All other proposals will be allotted a percentage of the 40 points based on a comparison with the lowest priced proposal. The following formula will be used:

$$[(\text{Lowest price}) \div (\text{Bidder's price})] \times 40 = \text{Bidder's allotted points}$$

*** All pricing shall be enclosed in a separate sealed envelope, marked “PRICING”.**

It is anticipated that one printer will be purchased in 2019. However, depending on available budget this year, or in future years a second printer could be purchased.

BY: _____

TITLE: _____

FOR: _____
(Name of Firm Submitting Bid)

DATE: _____

Vendor must submit pricing on Price Schedule provided in ADDENDUM 1.

PRICE SCHEDULE

Printer #1: One Production full color copier/printer at a minimum 80PPM.

DESCRIPTION	FILL IN THE MFG & MODEL	QTY	UOM	EXTENDED PRICE
Printer		1	EA	\$
Booklet Finisher		1	EA	\$
Square-Fold Booklet Maker		1	EA	\$
Folding Unit		1	EA	\$
In-line Punching		1	EA	\$
Pre/Post Insertion Device		1	EA	\$
Trade In Value	Xerox LTPROD/EPS S/N NXL517494	1	EA	\$()
Trade In Value	Xerox P4127CP S/N GYA891866	1	EA	\$()
Printer #1 Total				

OPTIONAL Printer #2: One Production full color copier/printer at a minimum 80PPM. Printer #2 shall be the same make and model as Printer #1, and may be purchased with Printer #1 in 2019 or in a future year depending on available budget.

DESCRIPTION	FILL IN THE MFG & MODEL	QTY	UOM	EXTENDED PRICE
Printer		1	EA	\$
Booklet Finisher		1	EA	\$
Square-Fold Booklet Maker		1	EA	\$
Folding Unit		1	EA	\$
In-line Punching		1	EA	\$
Pre/Post Insertion Device		1	EA	\$
Trade In Value	Xerox LTPROD/EPS S/N NXL517494	1	EA	\$()
Trade In Value	Xerox P4127CP S/N GYA891866	1	EA	\$()
Printer #2 Total				

Software: Including operating systems and printer management tools

DESCRIPTION	FILL IN THE MFG & MODEL	QTY	UOM	EXTENDED PRICE
Software		2	EA	\$
Printer Controller(s) Per Printer		2	EA	\$
Software Total				

Vendor must submit Pricing on Pricing Schedule provided in ADDENDUM 1.

PRICING SCHEDULE

Services: Installation, onsite training, and maintenance for the first four years of coverage. Maintenance agreement will include printer, controller and software with necessary updates and all consumable supplies, except paper. Each Printer includes 110,000 images per month.

DESCRIPTION	QTY PER MONTH	UOM	UNIT PRICE	EXTENDED PRICE	4 YEARS	EXTENDED 4 YEAR PRICE
Maintenance Printer #1 Color	85,000	EA	\$	\$	4	\$
Maintenance Printer #1 B/W	25,000	EA	\$	\$	4	\$
Maintenance Printer #1 Overages	10,000	EA	\$	\$	4	\$
Maintenance Printer #2 Color	85,000	EA	\$	\$	4	\$
Maintenance Printer #2 B/W	25,000	EA	\$	\$	4	\$
Maintenance Printer #2 Overages	10,000	EA	\$	\$	4	\$

DESCRIPTION	QTY	UOM				EXTENDED PRICE
Training	1	EA				\$
Service Total						\$
GRAND TOTAL: Hardware, Software, and Service for the first four years of support coverage.						\$

Services: Maintenance support coverage years Five (5) thru Eight (8) shall include Maintenance agreement for printers, controllers and software with necessary updates and all consumable supplies, except paper. Each Printer includes 110,000 images per month.

DESCRIPTION	YEAR	QTY PER MONTH	UOM	UNIT PRICE	EXTENDED PRICE PER MONTH	MARK UP %	EXTENDED PRICE PER YEAR
Maintenance Printer #1 Color	YEAR 5	85,000	EA	\$	\$	%	\$
Maintenance Printer #1 B/W	YEAR 5	25,000	EA	\$	\$	%	\$
Maintenance Printer #1 Overages	YEAR 5	10,000	EA	\$	\$	%	\$
Maintenance Printer #2 Color	YEAR 5	85,000	EA	\$	\$	%	\$
Maintenance Printer #2 B/W	YEAR 5	25,000	EA	\$	\$	%	\$
Maintenance Printer #2 Overages	YEAR 5	10,000	EA	\$	\$	%	\$
Maintenance Printer #1 Color	YEAR 6	85,000	EA	\$	\$	%	\$
Maintenance Printer #1 B/W	YEAR 6	25,000	EA	\$	\$	%	\$
Maintenance Printer #1 Overages	YEAR 6	10,000	EA	\$	\$	%	\$
Maintenance Printer #2 Color	YEAR 6	85,000	EA	\$	\$	%	\$
Maintenance Printer #2 B/W	YEAR 6	25,000	EA	\$	\$	%	\$
Maintenance Printer #2 Overages	YEAR 6	10,000	EA	\$	\$	%	\$
Maintenance Printer #1 Color	YEAR 7	85,000	EA	\$	\$	%	\$
Maintenance Printer #1 B/W	YEAR 7	25,000	EA	\$	\$	%	\$
Maintenance Printer #1 Overages	YEAR 7	10,000	EA	\$	\$	%	\$
Maintenance Printer #2 Color	YEAR 7	85,000	EA	\$	\$	%	\$
Maintenance Printer #2 B/W	YEAR 7	25,000	EA	\$	\$	%	\$
Maintenance Printer #2 Overages	YEAR 7	10,000	EA	\$	\$	%	\$
Maintenance Printer #1 Color	YEAR 8	85,000	EA	\$	\$	%	\$
Maintenance Printer #1 B/W	YEAR 8	25,000	EA	\$	\$	%	\$
Maintenance Printer #1 Overages	YEAR 8	10,000	EA	\$	\$	%	\$
Maintenance Printer #2 Color	YEAR 8	85,000	EA	\$	\$	%	\$
Maintenance Printer #2 B/W	YEAR 8	25,000	EA	\$	\$	%	\$
Maintenance Printer #2 Overages	YEAR 8	10,000	EA	\$	\$	%	\$
GRAND TOTAL: Hardware, Software, and Service for Years 5 thru 8 of support coverage							\$