

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

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Issued By: Sandra Rios  
BID NO.: 20-6034A

Date Issued: May 15, 2020

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**FORMAL INVITATION FOR BIDS ANNUAL CONTRACT FOR JANITORIAL SUPPLIES,  
AIR FRESHENERS & ODOR CONTROL  
ADDENDUM 1**

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Sealed bids addressed to the Purchasing Department, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5<sup>th</sup> Floor, San Antonio, TX 78212 will be received until **3:00 PM, May 20, 2020** 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.**

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\*\*\*\*\* This **Addendum 1** is issued to make the following change to 20-6034A:

1. Change/update requirements to participate via WEBEX
2. Change/update requirements to submit contract via FILE TRANSFER PROTOCOL

IT IS NOT NECESSARY TO RETURN THIS ADDENDUM 1 AS PART OF YOUR BID SUBMISSION

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**1. Change/Update WEBEX:**

Original language:

**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: 961 497 507

Meeting Password: None

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

New language:

**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

Join by phone

Tap to call in from a mobile device (attendees only)

[+1-408-418-9388](tel:+14084189388) United States Toll

Meeting number (access code): 961 076 132

Meeting password: U978JjKSH5y

**2. Change/Update FILE TRANSFER PROTOCOL:**

Original language:

If Bidders intend to submit bids electronically, Bidders will need to request access to the File Transfer Protocol (FTP) site via email before the submission deadline. Bidders must send FTP access request to **Sandra.Rios@saws.org** by **2:00 PM CDT**. 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 **May 20, 2020, 2:00 PM (CDT)**.

New language:

If Bidders intend to submit bids electronically. Bidders will need to request access to the File Transfer Protocol (FTP) site via email before the submission deadline. Bidders must send FTP access request to **Gina.Cappa@saws.org** by **2:00 PM CDT**. Bidder's email requesting access to the FTP site shall provide the legal name for the Bidder's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **May 20, 2020, 2:00 PM (CDT)**.



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