

**20-20048 – INVITATION FOR BID**  
**ANNUAL CONTRACT FOR SANITARY SEWER CLEANING & INSPECTION**  
**OF SMALL DIAMETER COLLECTION SYSTEM**  
**CONSENT DECREE RELATED**

**Mandatory Pre-Bid Meeting**

**May 28, 2020**

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 <b>projected dates/times</b> for this Invitation for Bid	
Mandatory Pre-Bid Conference	<b>May 28, 2020; 10:00 am</b>
Final Questions Due	<b>May 29, 2020; 4:00 pm</b>
Q & A Posted to Website	<b>June 3, 2020; 4:00 pm</b>
Bid Due Date	<b>June 10, 2020; 3:00 pm</b>
Board Meeting to consider Award	<b>July 7, 2020</b>
Proposed Start of Contract	<b>TBD</b>

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** – Friday, May 29, 2020; 4:00 pm -- No other questions will be entertained after the deadline.
- c. **COMMUNICATION Pg 15**

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 Due Date** – Wednesday, June 10, 2020 at 3:00 pm – Late bid will not be accepted;
7. **Contract Terms and Conditions – Advised to read all terms and conditions in their entirety!**
- a. **Period of Performance:**

The Vendor shall provide the equipment and workforce to accomplish the work within the four month period of the contract.

Period of Service Agreement: The contract shall begin upon the effective date of award, and will remain in full force until December 31, 2021. SAWS reserves the right to cancel the contract without cause with 30 day written notice.

- b. **Start Date:** Scheduled for TBD

- c. **Minimum Requirement:**

**1. Minimum Vendor Qualifications:** Bidders must meet or exceed the following criteria. Documentation must be submitted with the bid to fully demonstrate these minimum requirements. Failure to provide the required information may result in determining a bidder to be non-responsive:

- A. Vendor Experience. Bidder shall have a minimum five (5) years experience in the process of cleaning, televising, and recording the condition of sanitary sewer system pipes, including current work. Among the vendor’s experience, such work shall have been satisfactorily completed on at least one project involving small mains during the last five (5) years in which the productivity rate equaled or exceeded 500,000 linear feet per year, and a combination of projects in which the productivity equaled or exceeded 500,000 linear feet in one year.

- B. Personnel Qualifications.

- a. The on-site project superintendent shall have experience that includes successful completion of cleaning and inspection activities for at least 1,000,000 linear feet of sanitary sewer mains, and shall have at least five (5) years of experience in such activities and have worked for the bidder for the last twelve (12) months. Experience

of the on-site superintendent shall include the use of mechanical cleaning equipment, electronic locating equipment, TV camera inspection equipment, root removal, grease removal, and remote obstruction removal. The superintendent shall possess current NASSCO PACP certification.

- b. The data manager shall have at least 3 years of GIS experience managing data for cleaning and inspection work, or similar data, in an ArcGIS environment, specifically Arc Map version 10. The data manager must also be competent in the use of excel and access computer applications to perform the data management requirements. The data manager shall at least have an associate's level degree in GIS or related equivalent certificates for documentation on experience to be submitted to SAWS.
  - c. All CCTV camera operators performing field work under this contract shall possess an active NASSCO PACP certification with a minimum of 1 year working survey experience.
  - d. The vendor shall employ operators with knowledge, experience, and training in OSHA certification programs that will perform work under this contract.
- C. Resources. Vendor and any sub-vendor(s) shall have available manpower and shall own available equipment to perform the work required by these specifications, including the production of maps necessary to locate and identify the assets.
- a. The vendor must own an easement machine for work in tight areas as needed
  - b. The vendor must have an electronic locating devise for above ground and to be placed in the main to be traced above ground.
  - c. The vendor must have cameras for 6" pipes.
  - d. The vendor must have the equipment and tools to do the work specified heir in this contract.

## 8. BID SUBMISSION

Bid documents can be downloaded from the SAWS website. All pages of this bid document must be returned along with all other required documents.

One (1) complete original bid (marked as "Original") and two (2) complete copies (marked as "Copy") placed in a sealed package must be submitted. An officer of the bidder's company authorized to bind the bidder shall print or type his/her name and manually sign page 1 of the original bid package.

Include the following documents with the bid submission, tabbed, and attached in the order indicated below:

1. **BID PACKAGE**: Bidder must complete, sign and submit the entire bid document. **Place as Tab 1.**

2. **EXPERIENCE:** Submit the information required by the attachment entitled “Experience”. **Place as Tab 2.**
  3. **PERSONNEL QUALIFICATIONS:** Submit the information required by the attachment entitled “Personnel Qualifications”. **Place as Tab 3.**
  4. **RESOURCES:** Submit the information required by the attachment entitled “Resources”. **Place as Tab 4.**
  5. **PRICE SCHEDULE:** Complete and submit the attached Price Schedule. **Place as Tab 5.**
  6. **SMALL, MINORITY AND WOMAN-OWNED BUSINESS PROGRAM COMPLIANCE:** Complete, sign and submit the attached Good Faith Effort Plan. **Place as Tab 6.**
  7. **ADDENDUMS:** Bidder shall submit all Addendums (if any) issued for this Bid. Addendums to the Bid will be posted on the San Antonio Water System’s Website, [http://www.saws.org/business\\_center/procbids/](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. **Place as Tab 7.**
  8. **PROOF OF INSURANCE:** Submit proof of possessing the required insurance. **Place as Tab 8.**
  9. **BID BOND:** All bids must be accompanied by Certified or Cashier's Check or an approved Bid Bond in the amount of not less than five percent (5%) of the total bid, payable without recourse to the San Antonio Water System. **Place as Tab 9.**
  10. **PERFORMANCE BOND:** A Performance Bond of **\$1,200,000.00**; will be required from the successful bidder. Bidders must provide a letter from the Bonding Company stating that in the event of award, bidder will be able to provide the requested Performance Bond. **Place as Tab 9.**
  11. **PAYMENT BOND:** A Payment Bond of **\$600,000.00**; will be required from the successful bidder. Bidders must provide a letter from the Bonding Company stating that in the event of award, bidder will be able to provide the requested Payment Bond. **Place as Tab 9.**
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8. Insurance Requirements: (page no. 39-45) Insurance requirements will have to full compliant before awarded respondent will begin work on SAWS facility.
  9. **SMALL, MINORITY AND WOMAN-OWNED BUSINESS PROGRAM COMPLIANCE:** (page no. 58-63) Complete, sign and submit the attached Good Faith Effort Plan.

10. Security Procedures (**page no. 48-49**): Respondent will be required to get background checks and employees will have to wear a SAWS contractor's badge.
11. **SCOPE OF SERVICES: (Dennis Laskowski) – Annual Contract for Sanitary Sewer Cleaning & Inspection of Small Diameter Collection System** as required and provided for in this IFB.
12. Any other questions.
13. Sign-in sheet will be posted to SAWS website.
14. Thank you for your interest and attendance. Sign-in sheet will be posted on SAWS website.
15. Adjourn