
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Joseph Ramon
BID NO.: 16-6032

Date Issued: October 11, 2016

**FORMAL INVITATION FOR BEST VALUE BID (BVB)
FOR JANITORIAL SERVICES FOR
SAWS HEADQUARTERS
ADDENDUM 1**

Sealed bids, one (1) Original and seven (7) copies, addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5th Floor, San Antonio, TX 78212 will be received until **3:00 p.m. October 17, 2016** 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 to make the following changes on Bid 16-6032.

1. Bid Opening Date has changed as follows:

“3:00 p.m., October 17, 2016”

2. Questions and Responses to questions

I. QUESTIONS: General

1) How long has the current contractor held this contract?

Response: Five years

2) Please provide the current price?

Response: There is no bid tab for the following Best Value Bid as SAWS will award the contract to the bidder that represents the “best value” to SAWS, price and other factors considered. Please see page 14 section 6 Evaluation Process.

3) Can give us a rough estimate as to how long it takes for the custodial crew member(s) to clean the mail room and cashiers office before 5?

Response: The Customer Service area (Cashiers) shall be cleaned daily beginning at 4:30 p.m. and completed by 5:00 p.m. The Mail Room will be cleaned by SAWS staff.

4) What is the current cost of the contract (monthly/yearly) per tower and hourly rates?

Response: There is no bid tab for the following Best Value Bid as SAWS will award the contract to the bidder that represents the “best value” to SAWS, price and other factors considered. Please see page 14 section 6 Evaluation Process.

5) Who is the current contractor using as a subcontractor??

Response: Current Contractor is not subcontracting.

6) Copies of bid must be CD, 1 original with original signature, and 7 copies, so 8 paper copies and CD total? Will you accept double sided copies to save paper?

Response: Yes.

7) Do we need a letter from our potential subcontractor stating and acceptance of this project amount?

Response: No. Please provide the information under the Good Faith Effort Plan Attachment F where it states List ALL SUBCONTRACTORS/SUPPLIERS that will be utilized on this project/contract.

8) Do we provide Performance Deposits (Performance bond/Payment) after the contract has been awarded?

Response: Yes, The successful vendor must furnish the San Antonio Water System with a performance deposit in the amount set forth in the Invitation For Bids. This deposit is not to be submitted with the bid, but must be presented to the Purchasing Department within ten (10) calendar days from request.

9) Regarding payment bond, this is required due to the SMWB goal, correct?

Response: No.

10) Page 14 Letter C states we are to submit a current audited financial report. This report is a time consuming process that cannot be completed before the due date of this RFP. With years of services provided in the industry, will written references to our commitment in providing quality services be accepted as a substitute?

Response: No.

11) Will the cleaning contractor be allowed to keep a computer, printer and timeclock in the main janitorial closet/office in Tower 1 in room 556 and have access to power and possibly internet for email?

Response: No.

12) Please confirm that the contractor will be responsible for hand soap and SAWS will provide all paper and trash liners only?

Response: SAWS will supply hand soap, paper products for dispensers & trash liners.

13) All potential bidders are considered potential prime contractors and the minority subcontracting goal is 19%, must the prime, even if minority certified, still have to subcontract the 19% in order to earn the 15 points? As compared to self performing. A prime cannot subcontract to itself.?

Response: No, a prime does not have to subcontract in order to meet the goal if they are a certified firm. A prime cannot subcontract to itself.

14) It is my understanding that the day porter hours are as needed and not required daily is this correct?

Response: Yes.

15) Could you please let me know whom your current supplier is for this or maybe the last bid tabulations you may have?

Response: National Building Services is our current vendor. There is no bid tab for the following Best Value Bid as SAWS will award the contract to the bidder that represents the "best value" to SAWS, price and other factors considered. Please see page 14 section 6 Evaluation Process.

16) What is the total yearly amount for the current janitorial contract?

Response: There is no bid tab for the following Best Value Bid as SAWS will award the contract to the bidder that represents the "best value" to SAWS, price and other factors considered. Please see page 14 section 6 Evaluation Process.

17) What is the average monthly invoice for the current janitorial contract?

Response: There is no bid tab for the following Best Value Bid as SAWS will award the contract to the bidder that represents the "best value" to SAWS, price and other factors considered. Please see page 14 section 6 Evaluation Process.

18) I read that Pricing needs to be submitted in a separate envelope. Does that mean we should not include a TAB 5 in the main portion of the bid?

Response: 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. You can leave tab 5 blank or leave a blank copy of the price schedule.

All other terms and conditions of the original bid remain unchanged.

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