
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Richard A. Marsh
BID NO.: 17-0403

Date Issued: 09 Feb 2017

FORMAL INVITATION FOR BEST VALUE BID (BVB)
FOR NOVELTY ITEMS & PROMOTIONAL TYPE CLOTHING
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., 23 Feb 2017** 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 Best Value 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 to BVB 17-0403:**

1. Extend the due date of bid submission from 17 Feb 17 to 23 Feb 17.
2. Page 18 of 55 is revised in its entirety and replaced with the attached page 18 of 55 providing update to Section IV.B TECHNICAL APPROACH.
3. Page 22 of 55 is revised in its entirety and replaced with the attached page 22 of 55 providing update to Section V.B. ITEM 2 – REGULAR ITEMS in order to identify the minimum requirements of the clothing items.
4. Page 22 of 55 is revised in its entirety and replaced with the attached page 22 of 55 providing update to Section V.B. ITEM 3 – SPECIAL ITEMS in order to update pricing guidance for Special Items.
5. Page 22a of 55 is added in order to maintain consistency regarding the total number of pages.
6. APPENDIX 2 – REGULAR AND SPECIAL ITEM PRICE SPREADSHEET is revised in its entirety and replaced with the attached Appendix 2 in order to break-out sizes 2XL-4XL, for each clothing item, in order to account for any potential price variances.
7. APPENDIX 3 -- Approved SAWS Design & Print logos is added to the BVB.
8. APPENDIX 4 -- Approved Embroidery DST File is added to the BVB.
9. Provide response to the following questions:

QUESTION 1: Re bid # 17-0403, is the bid line item, or all or nothing.

RESPONSE 1: In accordance with the BVB, a single award will be made to the responsible bidder offering the best value to SAWS.

QUESTION 2: Apparel pricing differs from si[z]es xsmall-xlarge. On the pricing spreadsheet, Appendix 2, there is not an option to differentiate the pricing for sizes 2X, 3X and 4X. How should this pricing differentiation be recorded in this spreadsheet?

RESPONSE 2: APPENDIX 2 – REGULAR AND SPECIAL ITEM PRICE SPREADSHEET is revised in its entirety and replaced with the attached Appendix 2 in order to break-out sizes 2XL-4XL, for each clothing item, in order to account for any potential price variances.

QUESTION 3: Page 13, Section 2 reads, “*All pricing shall be enclosed in a separate sealed envelope, marked Pricing.” On Page 25, Section VIII, bidders are instructed to place the pricing schedule as Tab 2, Appendix 1- Regular Item Data Sheet as Tab 9 and Appendix 2 – Regular and Special Item Spreadsheet as Tab 2.” Should one copy of these sections be sealed in a separate envelope, or placed as Tab 2, 9 and 10 in the One Original and Six Copies of the bid response?

RESPONSE 3: In accordance with the BVB, all pricing shall be enclosed in a separate sealed envelope, marked Pricing. Pricing information is not to be included in Tab 2 or 10 of the hard-copy bid. Note, Appendix 1 does not contain pricing information as it is a description and picture of each of the Regular Items.

QUESTION 4: Should pricing also be excluded or included from the bid response saved to a CD?

RESPONSE 4: Pricing should be excluded from the hard-copy bid response, but can be saved to a CD.

QUESTION 5: How should I respond to the “List All Subcontractors/Suppliers that will be utilized on this project” portion of this requirement since the bid/contract suppliers will be determined by SAWS needs at a later date?

RESPONSE 5 (Provided by SAWS SMWB Pgm Mgr): The reason we ask for subcontractors and suppliers is because if you win the contract, you will be asked to report actual payments to your subcontractors/suppliers every time you are paid by SAWS. SAWS defines the percentages of SMWVB participation as the percentage of the total value of the contract you are proposing.

QUESTION 6: My business is a certified SWMB. How should I respond to the question “Prime’s Percent Participation on this project” given the preceding statement?

RESPONSE 6 (Provided by SAWS SMWB Pgm Mgr): Minus the cost of the products, what is the total value of your firm’s participation in product preparation? That would determine your percentage of participation.

QUESTION 7: If my (Prime Participation) exceeds 19%, as defined by the responsibilities above, and the prime is SWMB Certified does that satisfy the SWMB participation utilization of 19% on this contract?

RESPONSE 7 (Provided by SAWS SMWB Pgm Mgr): Yes, self-performance does count toward meeting the SMWVB goal.

QUESTION 8: Since I establish that my firm’s participation value will be in excess of 19% I feel that I will satisfy this requirement. Do you concur?

RESPONSE 8 (Provided by SAWS SMWB Pgm Mgr): If your firm’s participation meets the 19% goal, then you have met the requirement. Since everything else is undetermined at this time, but all products will be procured through you, please count the total value of what you are proposing as being self-performed.

QUESTION 9: What is the allowed time for delivery?

RESPONSE 9: 10 to 14 calendar days from the date the order is placed. SAWS is aware that custom items or high quantity items could entail a longer delivery time.

QUESTION 10: Is a rush delivery option desired?

RESPONSE 10: Rush delivery will be requested on an as-needed basis.

QUESTION 11: Do you want representatives to be allowed to take full credit card numbers online, or just point the users back to the online my account section?

RESPONSE 11: Users should be directed to the online account section.

QUESTION 12: How many employees will have access to the website?

RESPONSE 12: Approximately 1,600 employees will have access to the SAWS Gear website.

QUESTION 13: Do you wish representatives to solicit and/or provide usernames and/or passwords during support calls?

RESPONSE 13: Support calls do not require the use of usernames or passwords.

QUESTION 14: There is dramatic variation in tee-shirt material, from base to ring-spun cotton. Are specific qualities specified?

RESPONSE 14: At this moment tee-shirts are not required. Specific quality will be identified on an as-needed basis prior to placing future, potential tee-shirt orders.

QUESTION 15: Do you require that the shirts be from a US Manufacturer?

RESPONSE 15: No.

QUESTION 16: What shirt material are you currently using for branded items?

RESPONSE 16: The material below is what is currently being used, which will also be the requirement for this contract as identified at Attachment 2 below.

Men's Long Sleeve Polo Shirt

- 5-ounce, 65/35 poly/cotton pique
- Flat knit collar and cuffs
- Double-needle armhole seams and hem

Women's Long Sleeve Polo Shirt

- 5-ounce, 65/35 poly/cotton pique
- Traditional, relaxed look
- 3-button reverse placket

Men's Bamboo Blend Pique Sport Shirt

- 68/32 poly/poly from bamboo charcoal
- Double-needle stitching throughout
- 3-button placket

Ladies' Bamboo Blend Pique Sport Shirt

- 68/32 poly/poly from bamboo charcoal
- Double-needle stitching throughout
- 3-button placket

QUESTION 17: Are the promotional items for giveaway?

RESPONSE 17: Promotional items are used for community giveaways, employee incentives and stakeholder gifts.

QUESTION 18: Will promotional items be needed all at once?

RESPONSE 18: Promotional items will not be needed all at once. Orders will occur throughout the year.

QUESTION 19: What format would you like the SAWS gear site to be in?

RESPONSE 19: As the contractor shall be responsible for providing and managing the website, SAWS does not have a preference as to the contractor's format of the website.

QUESTION 20: Is the quantity of the products on the bid because I cannot find it?

RESPONSE 20: Appendix 2– REGULAR AND SPECIAL ITEM PRICE SPREADSHEET identifies the estimated annual quantities for each item.

QUESTION 21: I thought I heard that they samples were to be submitted with the bid but when I read page 4 , part #5 it says we should send them with in 10 calendar days after a request. So when are the samples due? And are they only due after your request?

RESPONSE 21:

1. In accordance with the BVB, pg 18 of 55, Section IV.B.i.5., samples shall be provided with the bid submission.
2. In addition, page 18 of 55 is revised in its entirety and replaced with the attached page 18 of 55 providing

update to Section IV.B TECHNICAL APPROACH.

- a. Section IV.B.i.5. is changed to read, “Provide one sample of silk screen printing and one sample of embroidery work in accordance with the SAWS logo.”
- b. Section IV.B.i.5a. is added and reads as follows: “Provide a virtual sample printout of each of the items identified at APPENDIX 1 – Regular Items.”

QUESTION 22: I just want to be clear on the website company store. Is this for the apparel and hard goods, or will be setting up the site for both?

RESPONSE 22: The website company store is in support of those items identified on Appendix 1 and 2 of the BVB.

QUESTION 23: Will all requested items have same [the] imprint?

RESPONSE 23: No. Nearly all items will include the SAWS logo, but we have additional brand treatments that may be included in printing including Gardenstyle, H2Oaks and various hashtags. Imprints, other than the SAWS logo, will be provided to the contractor on an as required basis.

QUESTION 24: Is there any way to get the PMS Color and SAWS logo for samples?

RESPONSE 24:

1. The standard three-color logo, using the appropriate corporate colors (Pantone Matching System (PMS) 307 blue, white and black) is required when representing the logo in full color. In most cases the logo should be printed on white. When the full color logo must be printed on a dark background, the San Antonio Water System text may be reversed to white, with all other colors and lines remaining in their original form. Single color positive logos (all black or all blue) should be printed on white or pale neutral backgrounds. Single color reverse logos (all white) should be printed on black or dark backgrounds.
2. Provided as an attachment is APPENDIX 3 -- Approved SAWS Design & Print logos.
3. Provided as an attachment is APPENDIX 4 -- Approved Embroidery DST File .

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

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

Attachments:

Attachment 1: Page 18 of 55 – Addendum 1

Attachment 2: Page 22 of 55 – Addendum 1

Attachment 3: Page 22a of 55 – Addendum 1

Attachment 4: APPENDIX 2 – REGULAR AND SPECIAL ITEM PRICE SPREADSHEET – Addendum #1

Attachment 5: APPENDIX 3 -- Approved SAWS Design & Print logos

Attachment 6: APPENDIX 4 -- Approved Embroidery DST File

12. **Invoices:** All invoices shall be prepared per SAWS location. Invoices that are not in accordance with the terms and conditions of this bid may be returned for correction before processing payment. Any invoice discrepancy shall be corrected and the Vendor shall not hold SAWS accountable as such. All invoices shall be sent to SAWS Accounts Payable. SAWS Accounts Payable contact information will be provided upon contract award.

IV MINIMUM REQUIREMENTS. Award will be made to the responsible bidder offering the best value to SAWS based on evaluation of the criteria below. The bidder shall provide a response, in its bid, addressing each item below.

A. BIDDER’S PRICING

- i. Bidders shall complete the Price Schedule below, and at the spreadsheet at Appendix 2 in accordance with the instructions provided in the spreadsheet. Price shall remain firm over the life of the contract. Pricing shall include all costs and related fees associated to the scope of this best value bid. Prices shall be quoted FOB Destination (SAWS receiving agency, San Antonio, Texas). **Note: Bidders shall not propose alternate pricing arrangements. Bidders shall not alter the provided Price Schedule.**

B. TECHNICAL APPROACH

- i. The bidder shall describe its technical solution by addressing **each item** identified below and **each item** in the Scope of Services.
 - 1. Reference URLs to similar websites for existing customer/clients or a test website shall be provided by contractor for SAWS evaluation team.
 - 2. Demonstrate how the web store complies with Payment Card Industry (PCI) Standards.
 - 3. Disclose your payment processor as SAWS will not accept offshore processors.
 - 4. Explain privacy policy with regards to the information collected via the web store.
 - 5. Provide one sample of silk screen printing and one sample of embroidery work in accordance with the SAWS logo.
 - 5.a. Provide a virtual sample printout of each of the items identified at APPENDIX 1 – Regular Items.
 - 6. Provide the most recent catalog of items offered.
 - 7. **Customer Support:** The contractor shall define their client and customer support plan to include:
 - a. Level of support included
 - b. Defined response and resolution time to inquiries.
 - c. Options for customer support (e.g. Phone, email or online form)
 - d. Business hours available for live customer support.
 - e. Testing and fixing any functionality issues.
 - f. Bug and error handling
 - g. Web site content modifications – spell checking, edits, rewrites
- ii. Note: Alternate bids will not be accepted.

C. PRIOR EXPERIENCE/REFERENCES

- a. Respondent provides at least three (3) current and/or previous projects that demonstrate experience and competence on recent (performed within the last five (5) years of release of this bid), and relevant (similar type and scope) projects as compared to the requirements of this RFP.
- b. Bidder provides a summary of each project to include:
 - i. Contract Number
 - ii. Contract Name

SAWS Gear Web store PROPOSED TIMELINE:

1. Early May 2017 - Initial Work and target date

- a) The contractor shall create initial web store layout and framework and detail how the web store adheres to the Scope of Services.
- b) Target date: Webstore to be fully operational by **July 1, 2017**

2. June 2017 - Building the SAWS Web store

- a) Web store set-up will initiate once the initial approval of the planned web store is approved by the SAW Webmaster with communication provided by the SAWS Purchasing Department.
- b) Testing is performed to ensure the web store functions and displays correctly.

3. 01 July 2017 - Launch and Publish

- a.) Completion Date: The SAWS Gear web store shall be fully operational.

A. ITEM 2 - REGULAR ITEMS

- i. The contractor shall provide for those items identified at the Price Schedule, Appendix 1, and Appendix 2.
- ii. The contractor shall provide clothing items in accordance with the following specifications:

Men's Long Sleeve Polo Shirt

- 5-ounce, 65/35 poly/cotton pique
- Flat knit collar and cuffs
- Double-needle armhole seams and hem

Women's Long Sleeve Polo Shirt

- 5-ounce, 65/35 poly/cotton pique
- Traditional, relaxed look
- 3-button reverse placket

Men's Bamboo Blend Pique Sport Shirt

- 68/32 poly/poly from bamboo charcoal
- Double-needle stitching throughout
- 3-button placket

Ladies' Bamboo Blend Pique Sport Shirt

- 68/32 poly/poly from bamboo charcoal
- Double-needle stitching throughout
- 3-button placket

- B. **ITEM 3 - SPECIAL ITEMS** - The contractor shall provide for those items identified at the Price Schedule and Appendix 2. These items will be required on as-needed basis. A quote will be requested by the customer and the contractor shall price each item in accordance with the current Catalog Price/Manufacture List Price less the SAWS Discount % as identified in Appendix 2. The contractor shall submit supporting documentation (ie, Catalog Pricing/Manufacturer List Price) supporting how it arrived at its SAWS offered pricing prior to SAWS approval to process the order.

The contractor shall:

1. Provide for a wide selection of items to offer to SAWS. SAWS may, from time to time request for information, clarification or quotes for budgetary purposes only and in no way binding unless otherwise a purchase order is released.
2. Provide proofs and/or artwork for review prior to processing each order.
3. Be capable of providing silk screen printing and embroidery on all items requested by SAWS internal users.

C. ITEM 4 – SETUP CHARGE

The contractor may charge for setup fees for complex orders that include custom prints and multiple full color graphics depending on the design. The contractor shall not charge setup charge for repeat orders within a 3-month period.

D. ITEM 5 - SHIPPING

The contractor shall only charge actual shipping costs as only actual shipping charges will be paid by SAWS. SAWS will randomly request shipping invoices for auditing purposes.

E. CUSTOMER SERVICE

A qualified designated account representative shall be assigned to service the SAWS account and shall be responsible for customer service, tracking orders, correcting shipping problems, and handling invoice issues or other problems that may occur. The contractor shall provide the SAWS point of contact.

Name: _____ **Title:** _____

Phone No. _____ **FaxNo :** _____ **Mobile No.** _____

Email: _____

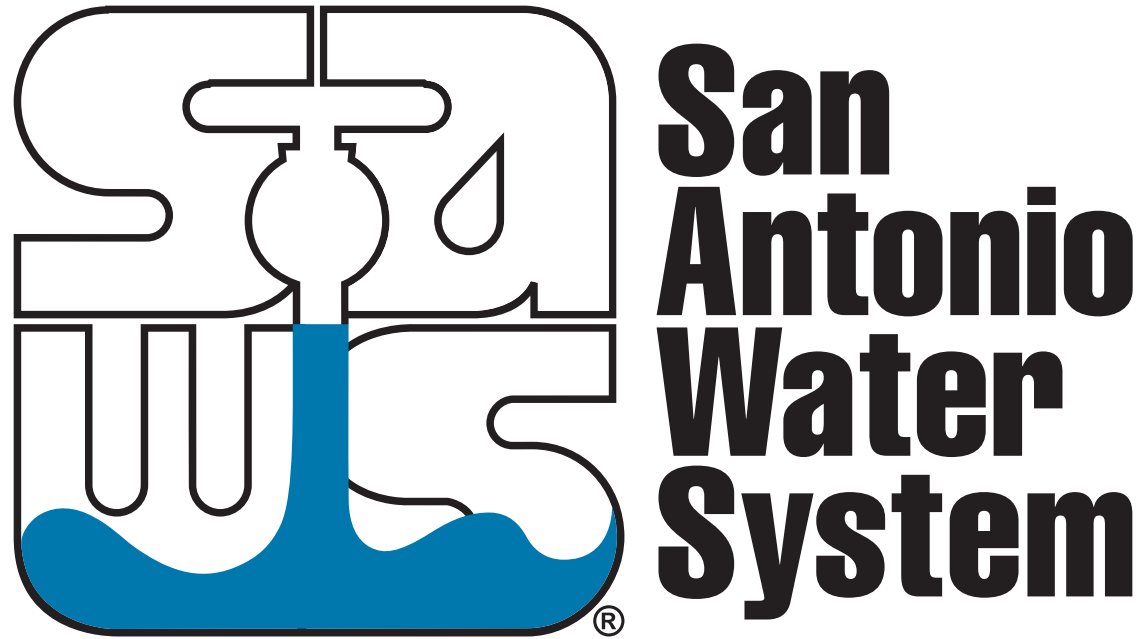
**APPENDIX 3 -- Approved SAWS Design & Print logos
(4 Files)**

SAWS 1 COLOR BLACK



SAWS 1 COLOR WHITE

SAWS 3 COLOR BLACK



SAWS 3 COLOR WHITE



**APPENDIX 4 -- Approved Embroidery DST File
(1 File)**

SAWS EMBROIDERY DST FILE

