

**SAN ANTONIO WATER SYSTEM  
SAN ANTONIO, TEXAS**

Page No. **1** No. Pages **2**

Date **September 12, 2011**

**FORMAL INVITATION, BID**

Sealed bids addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, P. O. Box 2449, San Antonio, TX 78298-2449 will be received until **3:00 p.m., September 15, 2011** and then publicly opened and read aloud for furnishing materials or services as described received herein below,

- In estimated quantities indicated below.
- For period beginning **Date of Award** and ending **December 31, 2014**.
- Bid Bond is required (See Paragraph 15 of Terms & Conditions of Invitation for Bids.)
- Bid Bond is not required.
- Performance Bond is required.
- Performance Bond is not required.
- Price quoted shall be firm and non-escalating during the contract period (Paragraph 13a, b, and c of Terms and Conditions do not apply).

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
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**SAN ANTONIO WATER SYSTEM  
"BEST VALUE" BID  
FOR  
THREE YEAR CONTRACT  
MULTI-FUNCTIONAL FAX/SCAN/PRINTING/  
PHOTO COPYING EQUIPMENT  
ADDENDUM NO. 3**

On Page 27 of 60 replace page **ITEM 6 BIDDERS PRICING** with the following:

Note: Dollar signs have been removed and replaced with quantity on columns 3 (Black & White Monthly) & 4 (Color Monthly)

**IT IS NECESSARY TO RETURN THIS ADDENDUM WITH YOUR BID**

**c:rb;bestvalue/multi functional copier equip Add 3**

**Bid No. 11-5039**

**NOTICE TO BIDDERS:** The San Antonio Water System Purchasing Division is willing to assist any bidder(s) in the interpretation of bid provisions or explanation of how bid forms are to be completed. Assistance can be received by visiting the Purchasing Division located at 2800 US Hwy 281 North, or by calling (210) 233-3819.

<b>MAIL TO:</b>	Purchasing Division San Antonio Water System P. O. Box 2449 San Antonio, Texas 78298-2449	<b>DELIVER TO:</b>	Purchasing Division San Antonio Water System 2800 US Hwy 281 North San Antonio, Texas 78212
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**IMPORTANT MAILING INSTRUCTIONS:**

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)

The undersigned offers and agrees to furnish any or all the items or services enumerated and upon which prices are quoted at the unit price set opposite each item, delivered at the designated point(s) within the time specified. Bidder hereby makes this bid and offer subject to the Terms and Conditions on the reverse hereof and subject further to the terms and conditions of this Invitation for Bid, the accompanying schedule and such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the schedule; and upon acceptance of this bid and offer, bidder agrees to comply with all such Terms and Conditions, as well as contract provisions, specifications, drawings or other data.

**BIDDER MUST COMPLETE THE FOLLOWING:**

Discount Terms: \_\_\_\_\_ % 20 days. (Net 30 days if left blank)      Date of Bid \_\_\_\_\_  
Delivery will be completed within \_\_\_\_\_ calendar days after receipt of order. (if applicable)

_____ Name of Bidder (Company) (print or type)	_____ Signature of person authorized to sign bid:
_____ Address	_____ Print or Type Name of Authorized person
_____ City, State and Zip Code	_____ Phone No.                      Fax No.
_____ E-mail Address	

**SAN ANTONIO WATER SYSTEM  
SAN ANTONIO, TEXAS  
FORMAL INVITATION, BID (continued)**

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Item No.	Estimated Quantity	Description	Unit Price	Total Amount
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**ITEM 6 BIDDERS PRICING**

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

**INCLUDES THE SUPPLIES IN THE PRICE OF THE LEASE (toner and staples)**

Current Toshiba Model & #	Qty	Black & White Monthly copy/print/page allowance included (Quantity Allowed)	Color Monthly copy/print/page Allowance included (Quantity Allowed)	Model Bid equal or better	Lease Price per Machine	Extended Lease Price (36 months)
4520 color	2				\$ per mo	\$
283 blk/wt	4				\$ per mo	\$
2830 color	10				\$ per mo	\$
233 blk/wt	19				\$ per mo	\$
523 blk/wt	27				\$ per mo	\$
<b>Totals</b>						\$
<b>Grand Total</b>						\$

**Additional Copy Prices - For copies over the included quantity:**

Current Toshiba Model #	Model Bid Equal or Better	Estimated No of B & W Copies/per mo	Black and White Price/copy/per mo	Estimated No. of Color Copies/per mo	Color Price/ copy
4520 - color		23,000	\$ _____/ copy	35,000	\$ _____/ copy
283 - blk & wht		16,000	\$ _____/ copy		\$ _____/ copy
2830 - color		49,700	\$ _____/ copy	83,500	\$ _____/ copy
233 - blk & wht		88,500	\$ _____/ copy		\$ _____/ copy
523 - blk & wht		196,000	\$ _____/ copy		\$ _____/ copy
<b>Totals</b>		373,200		118,500	

\_\_\_\_\_  
Name of Bidder (Company) (print or type)

\_\_\_\_\_  
Signature of person authorized to sign bid: