

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

**FORMAL INVITATION, BID**

Sealed bids addressed to the Purchasing Director, San Antonio Water System, 2800 U.S. Hwy 281 North, San Antonio, TX 78212 will be received until **3:00 p.m., September 22, 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 **January 1, 2012** and ending **December 31, 2012**.
- Bid Bond is required
- 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

| Item No. | Estimated Quantity | Description | Unit Price | Total Amount |
|----------|--------------------|-------------|------------|--------------|
|----------|--------------------|-------------|------------|--------------|

**SAN ANTONIO WATER SYSTEM  
ANNUAL "BEST VALUE" BID FOR  
JANITORIAL SERVICES FOR  
SAWS HEADQUARTERS  
ADDENDUM NO. 2**

This Addendum does the following:

- Provides the questions received and the responses to those questions.

Floor plans will be e-mailed to those individuals who attended the Pre-Bid Meeting and are available by contacting Yvonne Torres at [ytorres@saws.org](mailto:ytorres@saws.org).

**IT IS NOT NECESSARY TO RETURN THIS ADDENDUM WITH YOUR BID**

c:;rb;bestvalue/janitorial svcs

Bid No. 11-6035

**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 U.S. 281 Hwy North, or by calling (210) 233-38.

|                 |  |                    |  |
|-----------------|--|--------------------|--|
| <b>MAIL TO:</b> | Purchasing Division<br>San Antonio Water System<br>P. O. Box 2449<br>San Antonio, Texas 78298-2449 | <b>DELIVER TO:</b> | Purchasing Division<br>San Antonio Water System<br>2800 U.S. 281 Hwy North<br>San Antonio, Texas 78212 |
|-----------------|--|--------------------|--|

**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)**

---

Page No. 2 No. Pages 2

| Item No. | Estimated Quantity | Description | Unit Price | Total Amount |
|----------|--------------------|-------------|------------|--------------|
|----------|--------------------|-------------|------------|--------------|

1. Will the vendor be responsible for the basement in Tower 2? This was not mentioned and it was not a part of the tour.

**Response:** Yes, the contractor will be responsible for Tower 2 basement cleaning.

2. Is it possible to receive a list and count of the types of vehicles in your pool? (ie: suburban, van, crew cab, etc.)

**Response:** Currently there are a total of 24 vehicles, see the breakdown below. The pool is setup to have 40 vehicles, but currently there are some vehicles that have been borrowed by other locations to be used for special projects.

|                        |    |
|------------------------|----|
| SUV                    | 11 |
| TRUCK                  | 12 |
| VAN                    | 1  |
| Total as of<br>9/16/11 | 24 |

3. Will we be responsible for carpet shampooing and floor strip & wax?

**Response:** The contractor is responsible for spot cleaning/treatment of the carpet, but not over all carpet shampooing. No, the vendor is not responsible for waxing and stripping the floors.

4. Will SAWS provide for the sanitary napkin dispensers, or is that the responsibility of the contractor?

**Response:** This is not the responsibility of the contractor.

5. Will SAWS provide the toilet seat covers as part of the paper products and the hand soap for the restrooms?

**Response:** Yes, toilet seat covers are a part of the paper products SAWS provides.

---

Name of Bidder (Company) (print or type)

---

Signature of person authorized to sign bid:

---