
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Karen Guerrero
BID NO.: 12-0191

Date Issued: December 13, 2012

**FORMAL INVITATION FOR BEST VALUE BIDS (BVB)
FOR SAFETY SHOES AND BOOTS SERVICE CONTRACT
ADDENDUM 1**

Sealed bids, one (1) Original and six (6) copies, addressed to the Purchasing Manager, 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. December 21, 2012**, and then publicly opened and read aloud for furnishing materials or services as described received 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: _____

THIS ADDENDUM DOES NOT NEED TO BE RETURNED WITH THE BID RESPONSE.

1. Question: Prices must remain firm for the duration of the contract (page 14). Is this only for the first year or does it include the extensions? Pricing firm for 4 years?

Answer: SAWS will be looking at the vendor's pricing schedule and % markup over the course of the contract. Vendor will need to provide SAWS with a copy on an annual basis the price list/schedule used in connection with the price list/schedule. It is only during this annual submittal period will the vendor be allowed to change the pricing list/schedule. Vendors will need to take this into consideration when determining the % markup and pricing schedule submitted. NOTE: Periodically, SAWS will review transactions by comparing the purchase of the item(s) against the price schedule and % markup. If there is a discrepancy SAWS will contact the vendor.

2. Question: Some manufacturers do not have list pricing or suggested retail pricing. As a distributor, we develop our own price list. Should we use our own price list or eliminate manufacturers that do not have list or suggested retail pricing? Some of these brands are popular major brands.

Answer: SAWS will be looking at the vendor's pricing schedule and % markup over the course of the contract. Vendor will need to provide SAWS with a copy on an annual basis the price list/schedule used and in connection with the price list/schedule. It is only during this annual submittal period will the vendor be allowed to change the pricing list/schedule. Vendors will need to take this into consideration when determining the % markup and pricing schedule submitted. NOTE: Periodically, SAWS will review transactions by comparing the purchase of the item(s) against the price schedule and % markup. If there is a discrepancy SAWS will contact the vendor.

3. Question: The bid states in the bid that the "store location must be in Bexar County." We do not have stores and our proposal to the customer is purely a web based program. Knowing this, do you still think it is wise to proceed with bidding on this opportunity?

Answer: One of the minimum criteria is that the company will have a store front located in Bexar County. If there is no store front, then the minimum requirements have not been met, and the bid will not be evaluated.

4. Question: Are you going to allow employees to stop by during their work time or will this employees show up only during night hours and weekends only? Should we expect large groups if so how often and how many?

Answer: Employees will be allowed to visit a storefront during their work time. Work times for our employees vary from work positions and shift schedules, so work time for them may be during a weekend or on an evening. Typically, the maximum size group you can expect would be 5-6 employees who have been instructed to go purchase their shoes and have been allotted time for that task.

5. Question: When the employee leaves our store after the purchase what do you want them to leave with?

Answer: We want them to leave with a pair of shoes that meets the minimum specifications annotated on their voucher, as well as knowledge of the quality and durability their selected shoes have. We want our employee to leave your store with the best suitable shoe for their work related needs as well as their satisfaction that they have been offered options and selections varying in style, durability and comfort. The employee must leave with a copy of the voucher and a copy of the invoice/receipt.

On Page 17, add the following statement

f. Vendor will need to provide the employee with correct copy of the multi-part voucher form as well as a copy of the receipt.

6. Question: Is the voucher multi-part form?

Answer: The voucher is a multi-part form requiring sections to be completed by the employee and the employee's supervisor as well as a section to be completed by the vendor to accurately annotate purchase price to ensure payment. The form consists of multiple carbon copy type sheets that aid in ensuring payment even when a portion of the voucher is lost or not submitted by employee to SAWS for completion.