

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

**Issued By: Joseph Ramon**  
**BID NO.: 16-0293**

**Date Issued: October 13, 2016**

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**FORMAL INVITATION FOR BIDS**  
**ANNUAL CONTRACT FOR ARMORED CAR SERVICE**  
**ADDENDUM 2**

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Sealed bids addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5<sup>th</sup> Floor, San Antonio, TX 78212 will be received until **3:00 p.m. October 21, 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 2** is issued to make the following changes on Bid 16-0293.

**1. Questions and Responses to questions**

**IT IS NOT NECESSARY TO RETURN THIS ADDENDUM 2 AS PART OF YOUR BID SUBMISSION**

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

**I. QUESTIONS: General**

1) What are the requested service windows?

**Response:** Customer Centers 8:30 – 10:45 and Headquarters Remittance Department 7:00 a.m. -7:15 a.m.

2) What is the average coin/currency liability shipped in (Change Orders)?

**Response:** Under \$2,000 twice a month at all locations

3) What is the average coin/currency liability shipped out (Deposits)?

**Response:** \$75,000 on a busy week and as low as \$35,000 on a non- busy week. It really varies however max would be around the \$75,000.00. The coin is minimal for each deposits less than .99 per Cashier. We do not deposit any bulks of coin.

4) What percentage of the maximum liability (deposit pickup) is cash and what percentage are checks?

**Response:** Cash 99.9 % and Checks .1 % (Remote Capture).

5) What is the average number of items shipped in (Change Orders)?

**Response:** We order on an average of twice a month and the coin piece would be once a month at possibly 6 or 7 boxes of coins.

6) What is the average number of items shipped out (Deposits)?

**Response:** Between 5 to 8 deposits per Center. We utilize one bag per Center and provide a Deposit ticket for each deposit enclosed in the bag.

7) Is next day deposit delivery acceptable?

**Response:** Yes, but our preference is to have the contractor deliver money, currency, checks, securities, and other valuables to designated bank for deposit prior to 3:00 p.m. for same day credit once each day, Monday through Friday.

8) Are there any weapons surrender requirements?

**Response:** No.

9) Are there any security access restrictions?

**Response:** No, they are escorted by SAWS Security

10) Are there any parking restrictions?

**Response:** No, however SAWS will designate what entrance doors armored car employees shall use and coordinate the parking locations after award of contract for each location. The use of the loading areas of Tower I and Tower II will be used for our Headquarters location. Our Westside Customer Center (Las Palmas) location is the only location that you have to park in the back parking lot to the shopping center and walk to our customer center location. Will need to walk about 200 feet to get to the location.

11) Who is the depository and what is the address including location, city, state, and zip?

**Response:** Frost Bank 3838 Rogers Road San Antonio, Texas 78251

12) Are there any service time restrictions?

**Response:** All payment centers service time restrictions are from 11:00 am – 2:00 pm and Remittance Department service time restrictions are 7:30 am – 5:00 pm.

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

**IT IS **NOT NECESSARY** TO RETURN THIS ADDENDUM 2 AS PART OF YOUR BID SUBMISSION**