

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

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Issued By: **Richard A. Marsh**  
BID NO.: **16-16128**

Date Issued: **November 14, 2016**

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**FORMAL INVITATION FOR BIDS  
ANNUAL CONTRACT FOR FOLDER/INSERTER PURCHASE  
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., November 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.**

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**\*\*\*\*\* This Addendum 2 is issued to make the following changes to Bid 16-16128:**

1. Provided below are responses to the following questions:

**QUESTION 1:** With regard to the “Security Procedures” on page 23, do these procedures apply to vendors who only periodically make service calls?

**RESPONSE 1:** As identified in the “SECURITY PROCEDURES” section, “If work will be conducted on SAWS property, involve any SAWS networks or any SAWS facility the Contractor shall ensure a Prime Contractor Data Form (PCDF) and a Background Screening Letter, provided by SAWS Security, is properly completed for all employees performing work under this Agreement.”

**QUESTION 2:** Is it your intention to procure Formax branded equipment only?

**RESPONSE 2:** As prescribed in the Scope, the contractor shall be responsible for providing the Inserter (or equivalent) as reflected in the Specifications of the Invitation for Bid (IFB).

**QUESTION 3:** Is the maintenance pricing on each of the 4 years for the first year of a newly purchased folder inserter or is it for the first year and an additional 3 years of maintenance on the purchase of a singular folder inserter?

**RESPONSE 3:** Addendum 1 revised the Price Schedule in its entirety. The maintenance pricing, as identified in the updated Price Schedule, reflects the annual maintenance cost in support of just one (1) Inserter that is to be purchased at the outset of the contract.

**QUESTION 4:** Is there already a site decided and setup for the machine or do we need to review the site for appropriate electric outlets, space and a table or stand for the unit upon delivery?

**RESPONSE 4:** A site is already decided and setup for the machine.

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

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

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