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**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

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Issued By: Joseph Ramon  
BID NO.: 17-1110

Date Issued: May 12, 2017

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**FORMAL INVITATION FOR BEST VALUE BID (BVB)  
FOR SHREDDING OF DOCUMENTS AND ELECTRONIC MEDIA  
FOR SAWS HEADQUARTERS AND SATELLITE LOCATIONS  
ADDENDUM 1**

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Sealed bids, one (1) Original and seven (7) copies, 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. May 18, 2017** 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 1** is issued to make the following changes on Bid 17-1110.

**1. Questions and Responses to questions**

IT IS **NOT NECESSARY** TO RETURN THIS ADDENDUM 1 AS PART OF YOUR BID SUBMISSION

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**I. QUESTIONS: General**

1) If we are not yet NAID certified, but in the process, can we still submit a bid??

*Response:* A vendor can be in the process of becoming certified during the bid submittal process, but they must have obtained the certification by the time the bid is awarded.

2) Is it mandatory that a supplier be NAID AAA certified??

*Response:* Yes.

3) Is it mandatory that the shredding occur on site? Safesite completes all shredding at our centralized shredding facility. All records to be shred are totally secure from door to door during transport.

*Response:* Yes.

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

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