

SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: **D. Anthony Rubin**
BID NO.: 17-7033

Date Issued: May 12, 2017

**FORMAL INVITATION FOR BIDS
ANNUAL CONTRACT FOR HIGH SERVICE PUMPS REPAIR, MACHINING,
AND TECHNICAL/FIELD SUPPORT SERVICES
ADDENDUM NO. 1**

Sealed bids addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5th Floor, San Antonio, TX 78212 will be received until **3:00 p.m., May 23, 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.

**(Contractor's Insurance Requirements Attached)
(Bid Bond, Performance Bond & Payment Bond Required)**

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 no. 1** is being issued to provide responses to the following question submitted for Bid no. 17-7033. The bid submission and minimum requirement is included for formatting purposes.

1 – On Page 18, Item 3(a) states that SAWS will cover the cost associated with pump delivery to the Contractor's facility and the Contractor shall be responsible for delivery back to SAWS. On page 30 at the bottom of the page it states that pricing shall include shipping to the supplier's facility and back to SAWS. Can you please clarify? **Answer: Bottom of page 30 shall be revised to read as follows: Prices shall also include shipping from San Antonio to the supplier's facility.**

2 – On Page 13, Item 6 talks about Economic price adjustments over the 4 years of the proposed contract extensions. In the event that labor cost rise from year to year, can they be adjusted under the contract? **Answer: When documentation can be provided that labor cost have increased, SAWS will consider a price adjustment upon execution of a contract extension.**

3 – On Page 16, Item 1(d) It states the at least one professional engineer must be on staff to review TIR's, pump selections and provide suggestions for performance enhancement and recommend materials for improved pump life. In previous contracts we have always relied on the manufacturer's engineers and SAWS engineers and the experience of our staff for this information. Will this be sufficient for this contract? If a PE is required will each TIR be required to be stamped by the PE? **Answer: There must be at least one P.E. on staff. Proof must be provided as instructed in the bid documents. Relying on Manufacturer's engineers is not acceptable. We expect a PE to weigh in on every TIR and provide recommendations. This does not need to be sealed. When we specifically request help with a problem pump or pump material related issues it may be necessary for a PE to seal his report and recommendations.**

4 – Can delivery be shown as a separate line on the invoice? **Answer: Delivery and freight cost needs to be calculated in the cost of the services or add to the cost of parts and materials.**

1. BID SUBMISSION AND MINIMUM REQUIREMENTS

Bidders must submit one (1) complete original bid (marked as "Original") and two (2) complete copies (marked as "Copy") placed in a sealed package. Original bid must be signed by a representative that is authorized to contractually bind the Bidder. The bid proposal shall include all of the following required documentation with each section tabbed in the order indicated below. Failure to submit any of the required documentation, or to meet specified minimum requirements, may be cause for SAWS to declare the bid/contractor non-responsive and to reject the bid. SAWS reserves the right to verify all information provided.

Tab	Description	Required Documentation
1	Bid Package and Addendums	<ul style="list-style-type: none"> Bidder must complete, sign and submit the entire bid proposal document. Bidder shall submit all Addendums issued for this Bid, if any. Addendums will be posted on the SAWS Website: http://www.saws.org/business_center/procbids/. It is Bidder's responsibility to review this site and ascertain whether Addendums have been issued prior to submission of a bid proposal. Bidder shall sign all Addendums and submit them with their bid proposal.
2	Experience and Equipment	<ul style="list-style-type: none"> Brief description of the Bidder's organization, including years of experience in the water and wastewater field, with specific knowledge of pump repairs. A list of personnel A list of all specialized equipment available by the firm.

3	References	A minimum of five (5) customer references within the last three (3) years for which the Bidder has performed similar work to that required by this solicitation. With each reference submitted, Bidder shall provide date of service, a brief description of similar services performed as a contractor and name of the individual in receipt of the services, with contact information, telephone number, and email address if available. SAWS reserves the right to contact references. -Verify any reference information submitted
4	Price Schedules	Bidder shall provide a completed Price Schedule for all items on the Pricing page. Bidders submitting Price Schedules with missing prices shall be deemed as non-responsive and will not be considered for award.
5	SMWBE Program Compliance	Complete, sign and submit the Good Faith Effort Plan to demonstrate compliance with the Small, Minority and Woman-Owned Business Program.
6	Proof of Insurance	Submit proof of possessing the required insurance. Pages 32-37
7	Bid Bond	Each bid must be accompanied by a cashier's check, certified check, or bid bond in an amount not less than five percent of the total bid price.
8	Performance Bond Pg 46	A Performance Bond of \$100,000.00 will be required from the successful bidder for the initial contract period. The Performance Bond will be required for the length of the contract to include the execution of each extension period. Bidders must provide a letter with bid from Bonding Company stating that in the event of award, bidder will be able to provide the requested Performance Bond. Sample bond forms are attached. Bonds submitted must meet the requirements as specified in these samples.
9.	Payment Bond Pg 47	A Payment Bond of \$50,000.00 is required from the successful bidder for those Contractors which sub-contracting any of the services identified in this contract. The Payment Bond will be required for the length of the contract to include the execution of each extension period. Bidders must provide a letter with bid from Bonding Company stating that in the event of award, bidder will be able to provide the requested Payment Bond. Sample bond forms are attached. Bonds submitted must meet the requirements as specified in these samples.

IT IS NOT NECESSARY TO RETURN THIS ADDENDUM WITH THE ORIGINAL BID DOCUMENTS.