
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Joseph Ramon
BID NO.: 17-15129

Date Issued: December 18, 2017

**FORMAL INVITATION FOR BIDS
FOR CONFLUENCE 2018 DECORATING, AUDIO VISUAL
AND ELECTRICAL REQUIREMENTS
ADDENDUM 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. **December 21, 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)

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 1** is issued to make the following changes on Bid 17-15129.

1. Bid Opening Date has changed as follows:

“3:00 p.m., December 21, 2017”

2. Questions and Responses to questions

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

I. QUESTIONS: General

1) Can you provide the conference dates and the name of the venue?

Response: See page 13 item 12 in bid.

2) Regarding the entrance, do you have dimensions/measurements we should follow?

Response: We do not have the dimensions to the entrance.

3) Will the venue be providing electrical power?

Response: The Witte does provide power.

4) Can you provide the venue dimensions so we can anticipate how much space will be needed for your event?

Response: Please refer to Exhibit 4

5) Does the venue provide rigging, or do we need to include those costs?

Response: If rigging is needed it will need to go through the JSAV.

6) What type of materials do you prefer your signage to be? Fabric, vinyl, mounted photo paper?

Response: SAWS is looking for suggestions for this event. This element will be used to brand the event by placing the Confluence logo throughout the venue. Please refer to page 13 item 15.

7) Do you have a theme and/or style guide we should be aware of?

Response: Please see exhibit 1. There are other exhibits of the venue we had in the past and they are titled Exhibit 2 & 3.

8) Do you want to use video graphics or are you seeking hard set elements for your stage design? If using graphics, will we need to produce those for you or will they be provided?

Response: Hard set elements but will consider video graphics. Our designers will create the graphics when we have the set specifications.

9) What is the dimension of your stage?

Response: The stage size is 12 x 24 with 3 fixed position pull down screens and associated projectors.

10) Will we be providing the tables and chairs for the booth, or just the skirting and draping?

Response: Booth package should include pipe and drape (black) with table and two chairs.

11) Can you confirm it will be 3 projectors as well? Also, what lumen or size are the projectors? Will you need additional screens for them?

Response: No, the laptops will be used with monitors, not projectors.

BY: _____

TITLE: _____

FOR: _____
(Name of Firm Submitting Bid)

DATE: _____

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

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Exhibit 1



Exhibit 2





