
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Gina Cappa
BID NO.: 18-6023

Date Issued: March 26, 2018

FORMAL INVITATION FOR BIDS
ANNUAL CONTRACT FOR DELL DESKTOPS, LAPTOPS, MONITORS, AND PRINTERS
ADDENDUM 2

Sealed bids addressed to the Purchasing Department, 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., April 2, 2018** 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 Best Value 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 for Bid 18-6023 to do the following:

1. Provide questions and responses.

IT IS NECESSARY TO RETURN THIS ADDENDUM 2 AS PART OF YOUR BID SUBMISSION

QUESTIONS:

- 1) **Question:** Is it possible for you to provide the forms, signature pages, and attachments in an editable format?

Response: The bid and addendum 1 have been unlocked and reposted on our website at www.saws.org.

- 2) **Question:** The IFB requests that we send response to the attention of the Purchasing Director. Am I correct that this is Yvonne Torres?

Response: Sealed bids should be addressed to the Purchasing Department and clearly marked **Bid 18-6023**.

- 3) **Question:** Price Schedule, Item 21, RF(x) Page No. 19 - SAWS is requesting pricing for Dell Roadmap – January and July. Please confirm that this pricing is for Section 5. Dell Roadmap Meetings described on page 12 of the RFP.

Response: Yes, that is correct.

- 4) **Question:** Scope of Work, Item 9: Delivery, RF(x) Page No. 13 - Contractor is required to keep a small surplus inventory of 5 standard laptops (un-etched) and desktops.
- a. Are 5 laptops and 5 desktops required (for a total of 10)?
 - b. Will the surplus inventory need to be maintained at the required amounts for the life of the contract?
 - c. If the surplus inventory must be maintained, then when a laptop or desktop is shipped from surplus, how is it to be replaced in the inventory?
 - d. Why are the surplus laptops required to be un-etched?

Response: Contractor is required to keep a small surplus inventory of 5 standard laptops (un-etched) and desktops.

- a. Yes, that is correct.
- b. Yes, that is correct.
- c. It is the respondent's responsibility to maintain and restock so that there is always the required number of surplus on hand.
- d. SAWS intends to have these items on hand in case an emergency need arises. Due to the changing environment we want to be able to update the surplus items if or when models change and not be locked into buying an older etched model.