

SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Gina Cappa
BID NO.: 18-18100

Date Issued: August 27, 2018

FORMAL INVITATION FOR BIDS
ANNUAL CONTRACT FOR PRINT SHOP EQUIPMENT AND SERVICES
Addendum 1

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 PM, September 7, 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 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 for Bid 18-18100 to do the following:

- 1. Provide questions and responses.**

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

QUESTIONS AND RESPONSES

- 1. Are these units for SAWS print production area?**

Response: Yes.

- 2. 18. Performance Deposit. The RFP indicates that a Performance Deposit will be required. Please confirm if SAWS does or does not require a Performance Deposit with this IFB.**

Response: A performance deposit is not required for this bid.

- 3. Specifications (2) Paper Cutter. The RFP indicates a maximum cutting width of 30 ½". Would you allow 28 3/8" as the maximum cutting width?**

Response: No.

- 4. Under the Folder Specifications: 1-4 Gives specifications for a folder, 5-12 gives specifications for Cutter/Slitter/Creaser/ perforator. Are these requirements for two different machines or one machine that will do everything?**

Response: These specifications are for one machine. The folder shall have the ability to create perforations.

- 5. Under the Business Card Specifications: Are the 5-12 specifications set up to handle all the business card cutting needs for print shop or will there be a need for a standalone business card cutter?**

Response: The specifications are for a standalone business card cutter.
