

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

Issued By: Sandra Rios  
BID NO.: 19-16043

Date Issued: July 25, 2019

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**FORMAL INVITATION FOR BIDS**  
**ANNUAL CONTRACT FOR ONE TIME PURCHASE OF RELOCATION OF SAWS OFFICES**  
**FROM THREE (3) EXISTING SERVICE CENTERS TO TWO (2) NEW OPERATIONS**  
**CENTERS FACILITIES LOCATED WITHIN BEXAR COUNTY**  
**ADDENDUM 1**

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Sealed bids addressed to the Purchasing Department, 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 PM, August 1, 2019 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 19-16043 to do the following:

1. Provide questions and responses.
2. Correct solicitation pages 20-21
3. Provide Exhibits A-D.

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

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**QUESTIONS:**

- 1) **Question:** Previous historical bids on moves like this?

*Response:* The bid tab for the previous project is located on our website. Please visit the following link:

[https://apps.saws.org/Business\\_Center/Procbids/Drill.cfm?id=1667&View=Yes](https://apps.saws.org/Business_Center/Procbids/Drill.cfm?id=1667&View=Yes)

- 2) **Question:** Refrigerated equipment other than wall plugs will the water lines need to be disconnected and reconnected by the mover?

*Response:* Yes, SAWS will disconnect and re-connect all appliances with water lines.

- 3) **Question:** The bid speaks of cartons to be used, does this mean that you prefer the cardboard carton versus the use of plastic office moving crates?

*Response:* We have no preference, the selected vendor can use whichever they deem more appropriate for the items being moved.

- 4) **Question:** Is the mover responsible for moving plotters? If yes, how many are there?

*Response:* Yes there are 2 plotters, see exhibit D.

- 5) **Question:** Is the mover responsible for moving the gym equipment that we saw during the site visit?

*Response:* Yes, there are 2 sets of gym equipment, please see exhibit D.

- 6) **Question:** Is the mover responsible for moving the large recycle bins?

*Response:* Yes, we accounted for 8 recycle bins from MRSC and 8 from the old ESSC Bldg. Please see exhibit D.

7) **Question:** Do we have to use the loading dock at the HQ location for moves out of that building?

***Response:** The loading dock is available for the move, it will be up to the selected vendor whether they chose to use it.*

8) **Question:** What floor is the group on that are moving out of the South Cherry location?

***Response:** The second floor, and there is an elevator available.*

Page 20-21, Corrections/additions are in **BOLD**:

13. Moving Company will supply the technical expertise and equipment to: a) turn off equipment; b) disconnect electronics, including personal computer equipment, **desktop** printers, fax machines, scanners, and plotters; c) bundle component parts; d) transport these devices safely; e) reconnect properly at destination; f) turn on equipment; and g) flag for service if needed. Provide certifications if applicable.

14. Moving Company will **not** be required to detach selected icemakers, refrigerators, coffee makers and large appliances, from water lines. **Moving company will coordinate dates with SAWS POC for Owner to arrange for Owner staff to disconnect prior to the move. Moving company will** relocate to a site to be determined by SAWS POC – refer to EXHIBIT D for a complete list of this equipment.

**E. SERVICE INCLUSIONS:**

Moving of staff may include the following:

1. Staff moves include boxes, files, **docking stations**, monitors, **desktop printers, where applicable**, and phone and computer de-install and hook-ups.
2. Miscellaneous items may include plotters, ~~desktop printers~~, appliances, and other miscellaneous equipment or lockers. Refer to Exhibit D

\*\*\*\*\*

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

### Exhibit - A

Note: All moves start on a Thursday and continue into the weekend, if needed, with all testing of computers and completion occurring N.L.T. that following Monday at 8:00 a.m.

| Group 1 - Oct 17 thru Oct 21, 2019   |   |   |   |                        |                        |
|--|---|---|---|------------------------|------------------------|
| The Group 1 move will involve relocating all of SAWS' supply staff from their offices and warehouse space in the existing Administration Building into the new separate free standing Supply Building. |   |   |   |                        |                        |
| <b>Group 1 counts: 3 offices, 8 cubes</b>  |   |   |   |                        |                        |
| Department   | Moving From   |   | Moving To   |                        | Questions/<br>Comments |
|  | Site  | Building  | Site  | Building               |                        |
| Supply   | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | Existing<br>Administration<br>Building<br>2nd Floor | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | New Supply<br>Building |                        |

ESOC- New Supply Building

| Group 2 - January 2 thru January 6, 2020  |  |                       |  |                                   |  |
|---|--|-----------------------|--|-----------------------------------|--|
| The Group 2 move includes relocating SAWS' Production field staff from multiple sites to the New North West Operation Center. |  |                       |  |                                   |  |
| <b>Group 2 counts: 11 Offices, 7 Cubes, 2 Bullpen Areas (66 total spots in bullpen, no computers, boxes only)</b>             |  |                       |  |                                   |  |
| Department  | Moving From  |                       | Moving To  |                                   | Questions/<br>Comments                                   |
|   | Site   | Building              | Site   | Building                          |  |
| Production<br>Electrician   | East Side<br>Operations Center<br>3930 East Houston St.  | Temporary<br>Trailers | North West<br>Operations Center<br>6003 Wurzbach RD.                 | New<br>Administration<br>Building |  |
| Mechanics   | QC Building  | Building              | Operations Center  | Administration                    |  |
| PDM Group   | SAWS Main<br>Headquarters<br>2800 US-281<br>SA, TX 78212 | Tower 1<br>5th Floor  | North West<br>Operations Center<br>6003 Wurzbach RD.<br>SA, TX 78238 | New<br>Administration<br>Building | This is a small bullpen<br>area - moving into 6<br>cubes |

NWOC - New Admin Building

| Group 3A - January 2 thru January 6, 2020   |   |  |   |                |                        |
|---|---|--|---|----------------|------------------------|
| The Group 3A move includes relocating all of the D&C staff from all three floors of the existing Admin Building into the new two story Admin building constructed on the same site directly adjacent to the existing Administration building. |   |  |   |                |                        |
| <b>Group 3A counts: 26 offices**, 16 cubes, 1 bullpen area (6 spots, computers only- no boxes) ** includes temp fleet offices</b>   |   |  |   |                |                        |
| Department  | Moving From   |  | Moving To   |                | Questions/<br>Comments |
|   | Site  | Building                               | Site  | Building       |                        |
| Distribution &<br>Collection /<br>Fleet**   | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | Existing<br>Administration<br>Building | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | Administration |                        |

ESOC- New Admin Building

| Group 3B - January 9 thru January 13, 2020   |  |                      |   |                |   |
|--|--|----------------------|---|----------------|---|
| The Group 3B move includes relocating D&C ops Support from SAWS Headquarters to the new ESOC site. |  |                      |   |                |   |
| <b>Group 3B counts: 3 offices - 5 cubes - 1 bullpen areas (4 spots)</b>                            |  |                      |   |                |   |
| Department   | Moving From  |                      | Moving To   |                | Questions/<br>Comments  |
|  | Site   | Building             | Site  | Building       |   |
| D&C OPS<br>Support   | SAWS Main<br>Headquarters<br>2800 US-281<br>SA, TX 78212 | Tower 1<br>1st Floor | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | Administration | Moving into 2 offices on<br>1st floor, remaining to<br>2nd floor Admin<br>(southern side) |

ESOC- New Admin Building

| Group 4 - April 30 thru May 4, 2020  |   |                                   |   |                            |                        |
|--|---|-----------------------------------|---|----------------------------|------------------------|
| The Group 4 move will involve relocating fleet staff from the new Admin Building into the renovated Fleet office on the same site. |   |                                   |   |                            |                        |
| <b>Group 4 counts: 3 offices, 5 cubes</b>  |   |                                   |   |                            |                        |
| Department   | Moving From   |                                   | Moving To   |                            | Questions/<br>Comments |
|  | Site  | Building                          | Site  | Building                   |                        |
| Fleet  | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | New<br>Administration<br>Building | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | Renovated<br>Fleet offices |                        |

ESOC- New Fleet Building

| Group 5 - TBD June/July 2020   |   |  |   |                |                        |
|--|---|--|---|----------------|------------------------|
| The Group 5 move will involve relocating Inspectors from Cherry St to the new ESOC site. |   |  |   |                |                        |
| <b>Group 5 counts: 3 offices -1 bullpen area (9 spots in bullpen)</b>                    |   |  |   |                |                        |
| Department   | Moving From   |  | Moving To   |                | Questions/<br>Comments |
|  | Site  | Building                                   | Site  | Building       |                        |
| D&C<br>Inspectors  | Cherry Street Central<br>Cooling<br>725 S. Cherry St.<br>SA, TX 78203 | Cooling Admin<br>building office<br>spaces | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | Administration |                        |

ESOC- New Admin Building

| Group 6 - TBD June/July 2020   |  |                 |   |                |   |
|--|--|-----------------|---|----------------|---|
| The Group 6 move will involve relocating Customer Service and R.P.C staff from the SAWS' Mission Road facility to the new ESOC site. |  |                 |   |                |   |
| <b>Group 6 counts: 8 offices - 15 cubes - 3 bullpen areas (44 total spots) // RPC area = 50 boxes and Equipment (RE: Exhibit D)</b>  |  |                 |   |                |   |
| Department   | Moving From  |                 | Moving To   |                | Questions/<br>Comments  |
|  | Site   | Building        | Site  | Building       |   |
| Customer<br>Service  | Mission Road<br>QC Building                                    | Quality Control | East Side<br>Operations Center  | Administration |   |
| R.P.C  | Mission Road<br>QC Building<br>515 Mission Rd.<br>SA, TX 78210 | Quality Control | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | Supply         | No offices, but supplies<br>(50 boxes) AND<br>Equipment will require<br>moves - re: EXHIBIT D |

ESOC- New Admin Building

| Group 7 - TBD June/July 2020  |  |                      |   |                |   |
|---|--|----------------------|---|----------------|---|
| The Group 7 move will involve relocation from various locations at Headquarters to the new ESOC site. |  |                      |   |                |   |
| <b>Group 7 counts: 4 offices - 17 cubes</b>   |  |                      |   |                |   |
| Department  | Moving From  |                      | Moving To   |                | Questions/<br>Comments                      |
|   | Site   | Building             | Site  | Building       |   |
| Maintenance<br>& Planning   | SAWS Main<br>Headquarters<br>2800 US-281<br>SA, TX 78212 | Tower 2<br>3rd Floor | East Side<br>Operations Center<br>3930 East Houston St.<br>SA, TX 78220 | Administration | Moving to 2nd floor<br>Admin (eastern side) |

ESOC- New Admin Building





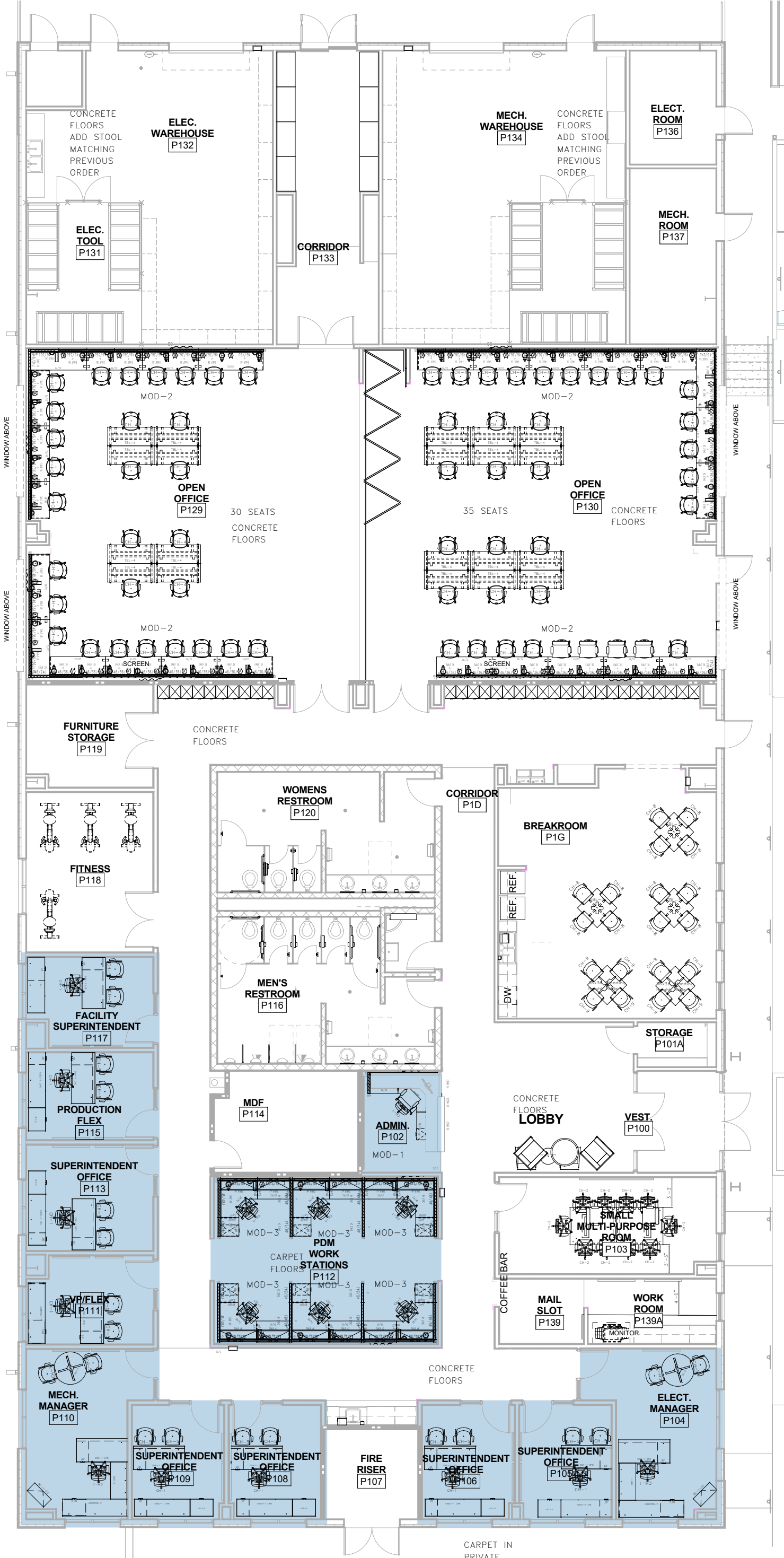
**1 FURNITURE PLAN - FLEET - LEVEL 1**  
 N.T.S. - PLAN PROVIDED FOR REFERENCE ONLY



**Exhibit - B**

Dept. Move Legend

|          |         |
|----------|---------|
| Group 1  | Group 4 |
| Group 2  | Group 5 |
| Group 3A | Group 6 |
| Group 3B | Group 7 |



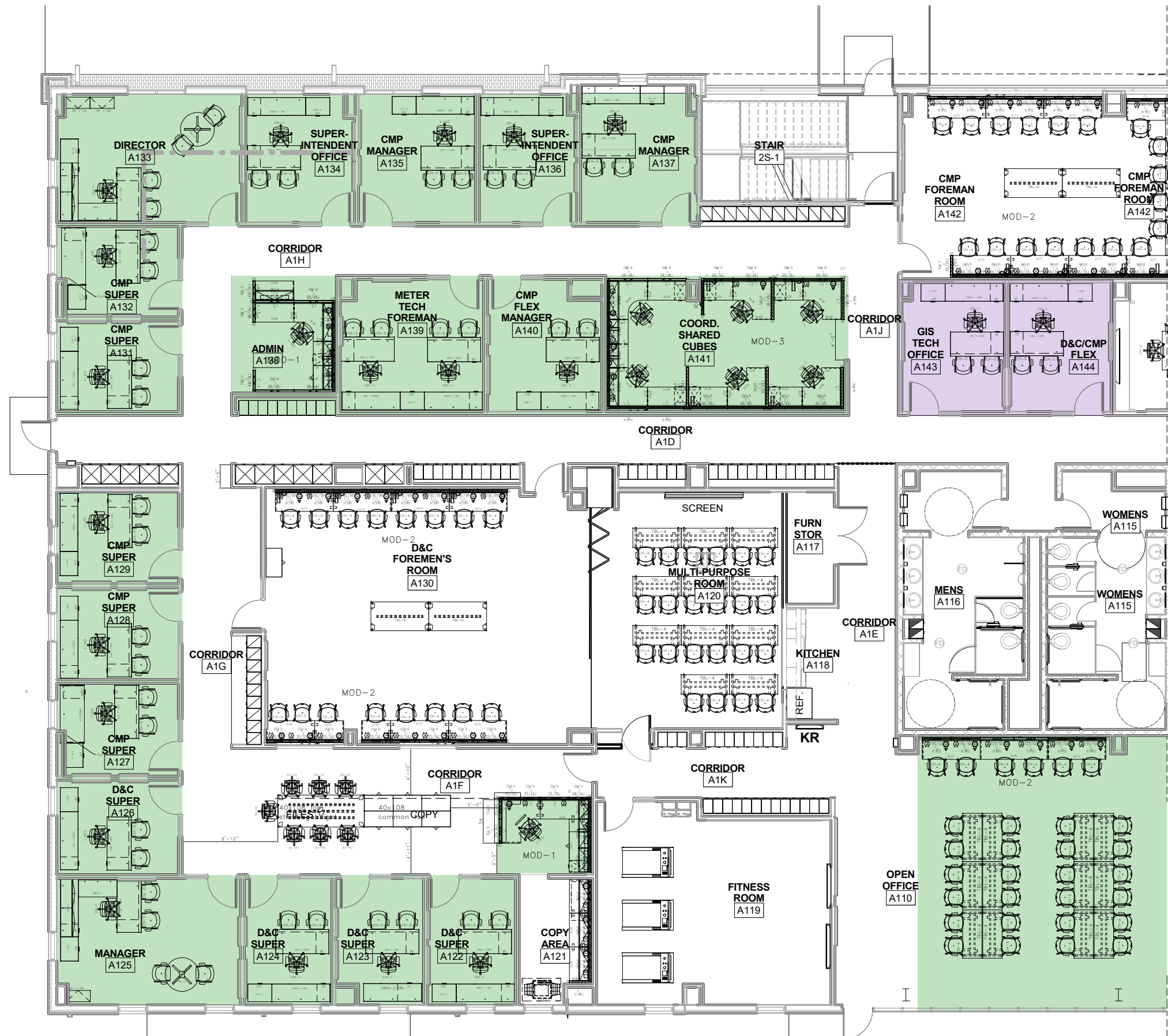
**1 FURNITURE PLAN**  
 N.T.S. - PLAN PROVIDED FOR REFERENCE ONLY



**Exhibit - B**

Dept. Move Legend

|          |         |
|----------|---------|
| Group 1  | Group 4 |
| Group 2  | Group 5 |
| Group 3A | Group 6 |
| Group 3B | Group 7 |



**Exhibit - B**

Dept. Move Legend

|          |         |
|----------|---------|
| Group 1  | Group 4 |
| Group 2  | Group 5 |
| Group 3A | Group 6 |
| Group 3B | Group 7 |

**1 FURNITURE PLAN - ADMIN - LEVEL 1 WEST**  
 N.T.S. - PLAN PROVIDED FOR REFERENCE ONLY



**Exhibit - B**

Dept. Move Legend

|          |         |
|----------|---------|
| Group 1  | Group 4 |
| Group 2  | Group 5 |
| Group 3A | Group 6 |
| Group 3B | Group 7 |



**1 FURNITURE PLAN - ADMIN - LEVEL 1 EAST**  
 N.T.S. - PLAN PROVIDED FOR REFERENCE ONLY



**Exhibit - B**

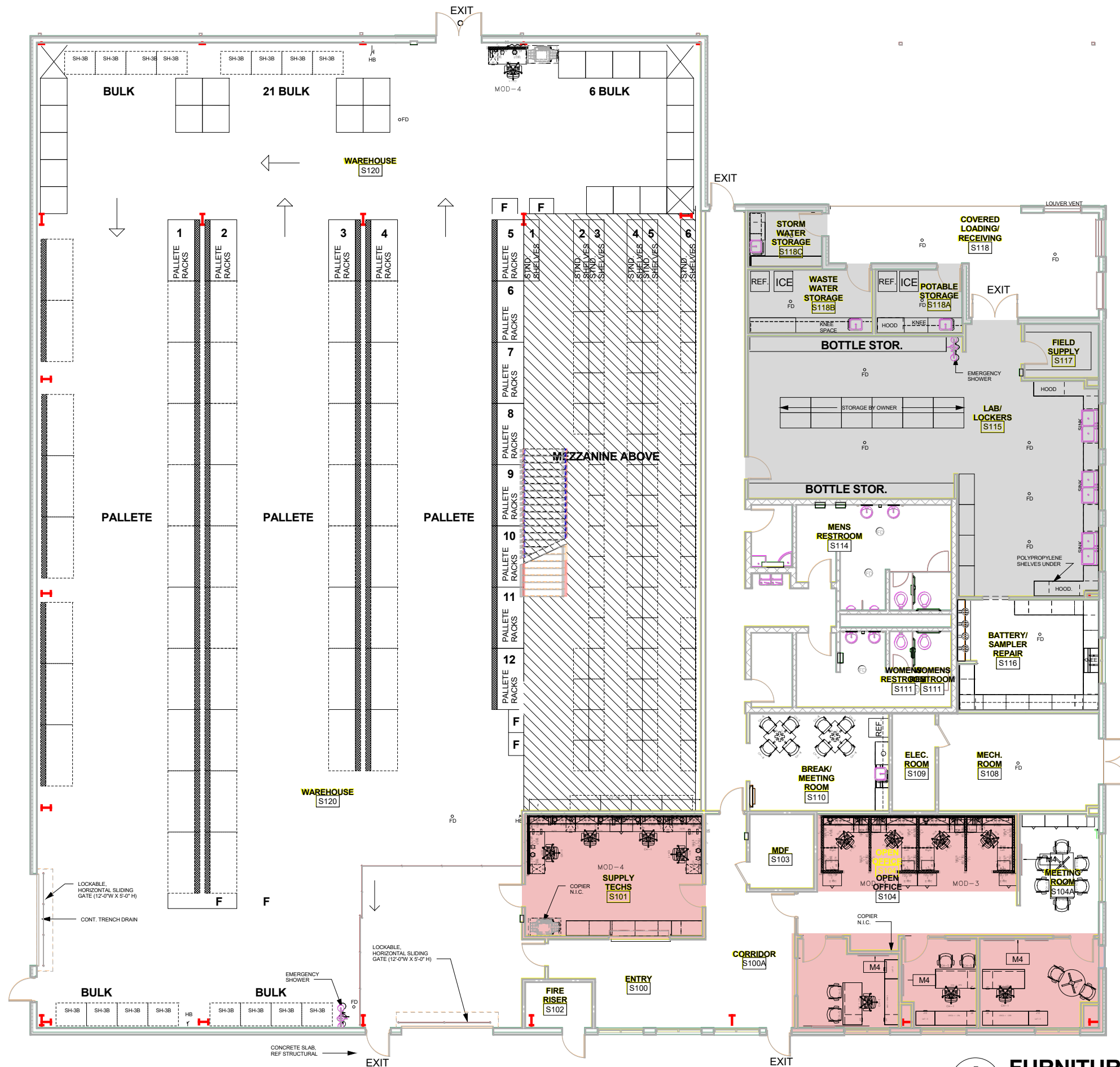
Dept. Move Legend

|          |         |
|----------|---------|
| Group 1  | Group 4 |
| Group 2  | Group 5 |
| Group 3A | Group 6 |
| Group 3B | Group 7 |



**1 FURNITURE PLAN - ADMIN - LEVEL 2**  
 N.T.S. - PLAN PROVIDED FOR REFERENCE ONLY





**Exhibit - B**

Dept. Move Legend

|          |         |
|----------|---------|
| Group 1  | Group 4 |
| Group 2  | Group 5 |
| Group 3A | Group 6 |
| Group 3B | Group 7 |

**1 FURNITURE PLAN - SUPPLY BLDG LEVEL 1**  
 N.T.S. - PLAN PROVIDED FOR REFERENCE ONLY





# Exhibit C

## Phase 2 moves

GROUP 1  
SITE MAP

## Legend

Moving all Supply staff from Existing Admin Building, 2nd floor to the New Supply Building

Existing Admin

New Supply

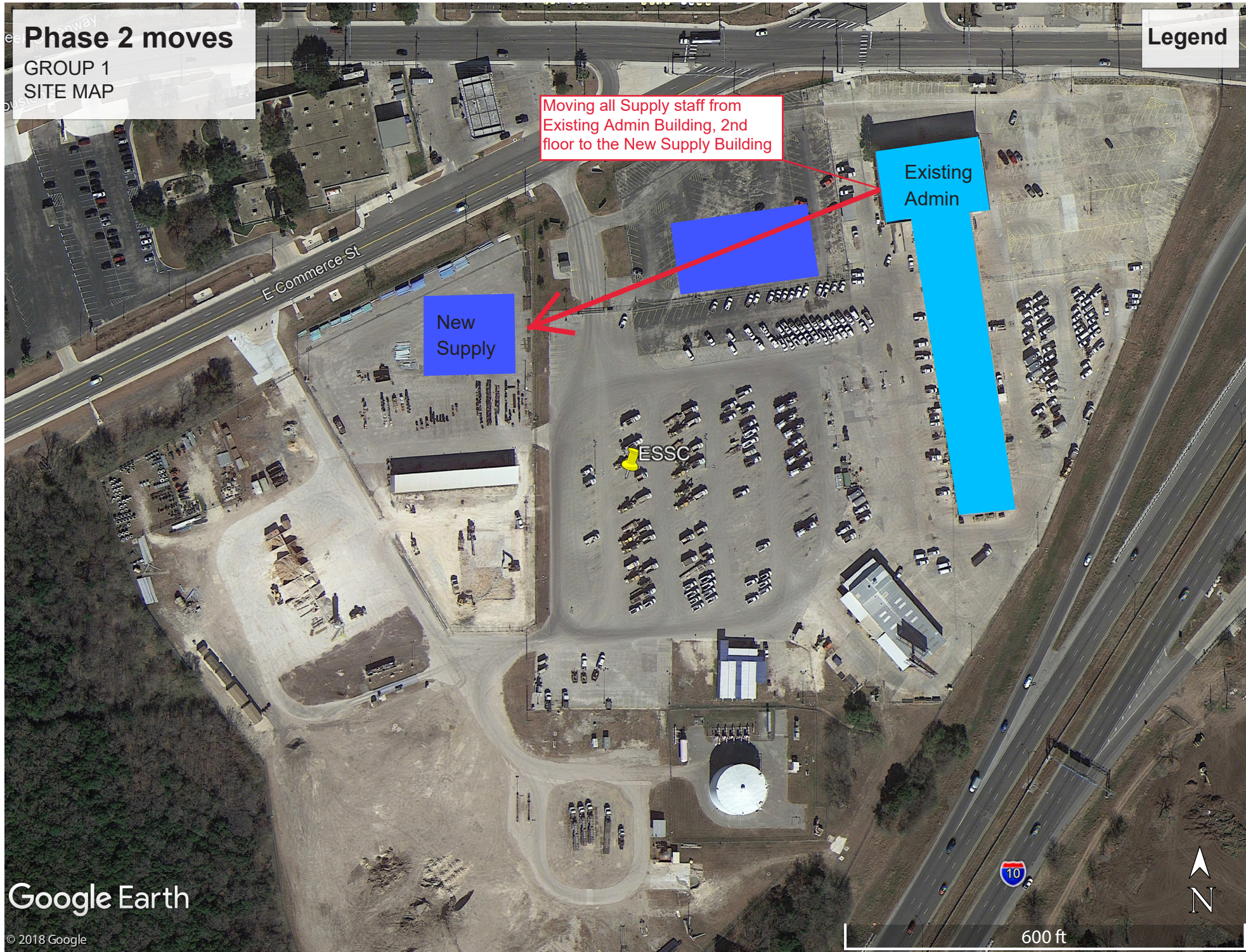
ESSC

Google Earth

© 2018 Google



600 ft









# Exhibit C

## Phase 2 moves

GROUP 3A  
SITE MAP

## Legend

All D&C and Fleet Staff  
moving from existing  
to New Admin Building

Existing  
Admin

New Admin  
Building

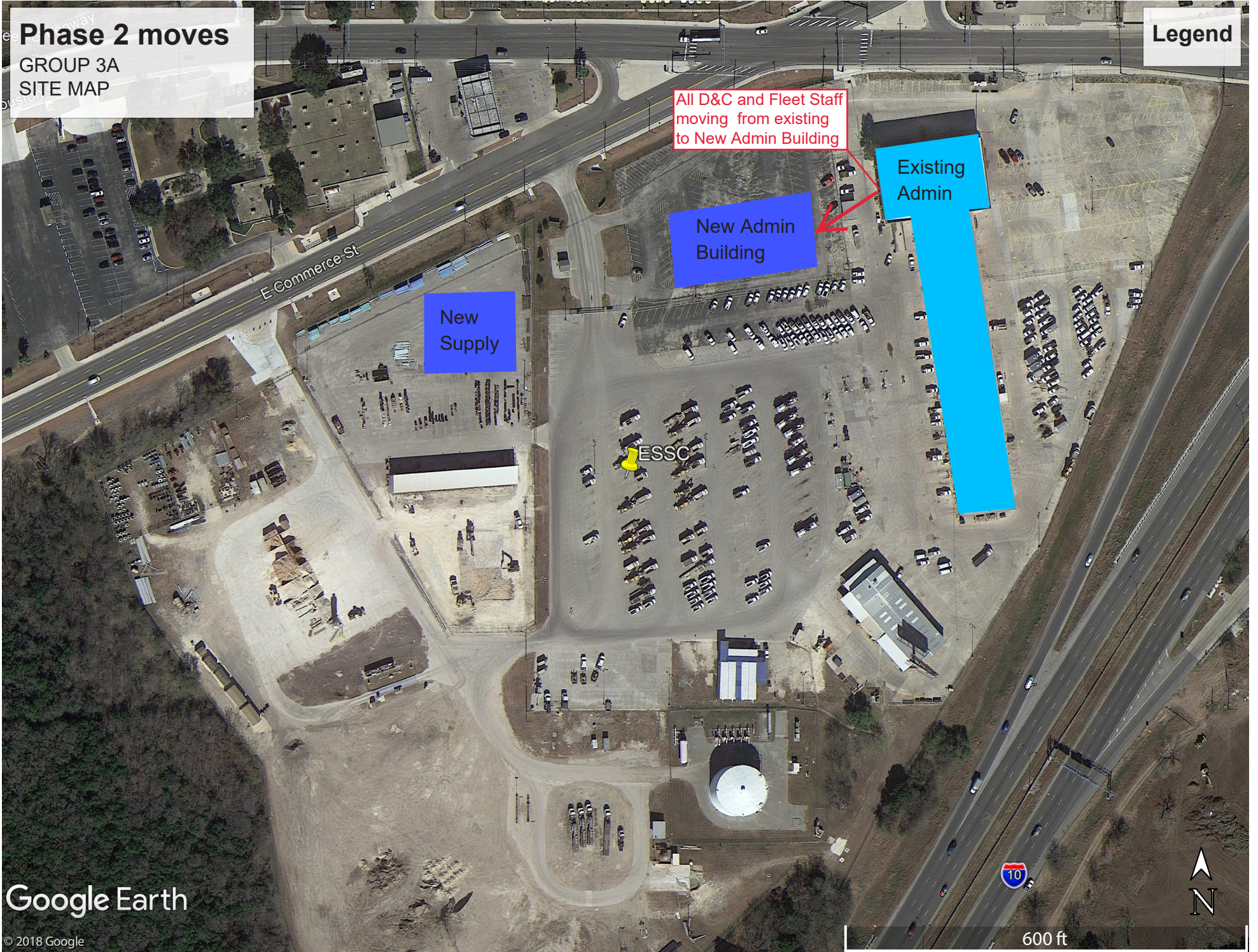
New  
Supply

ESSC

Google Earth

© 2018 Google

600 ft

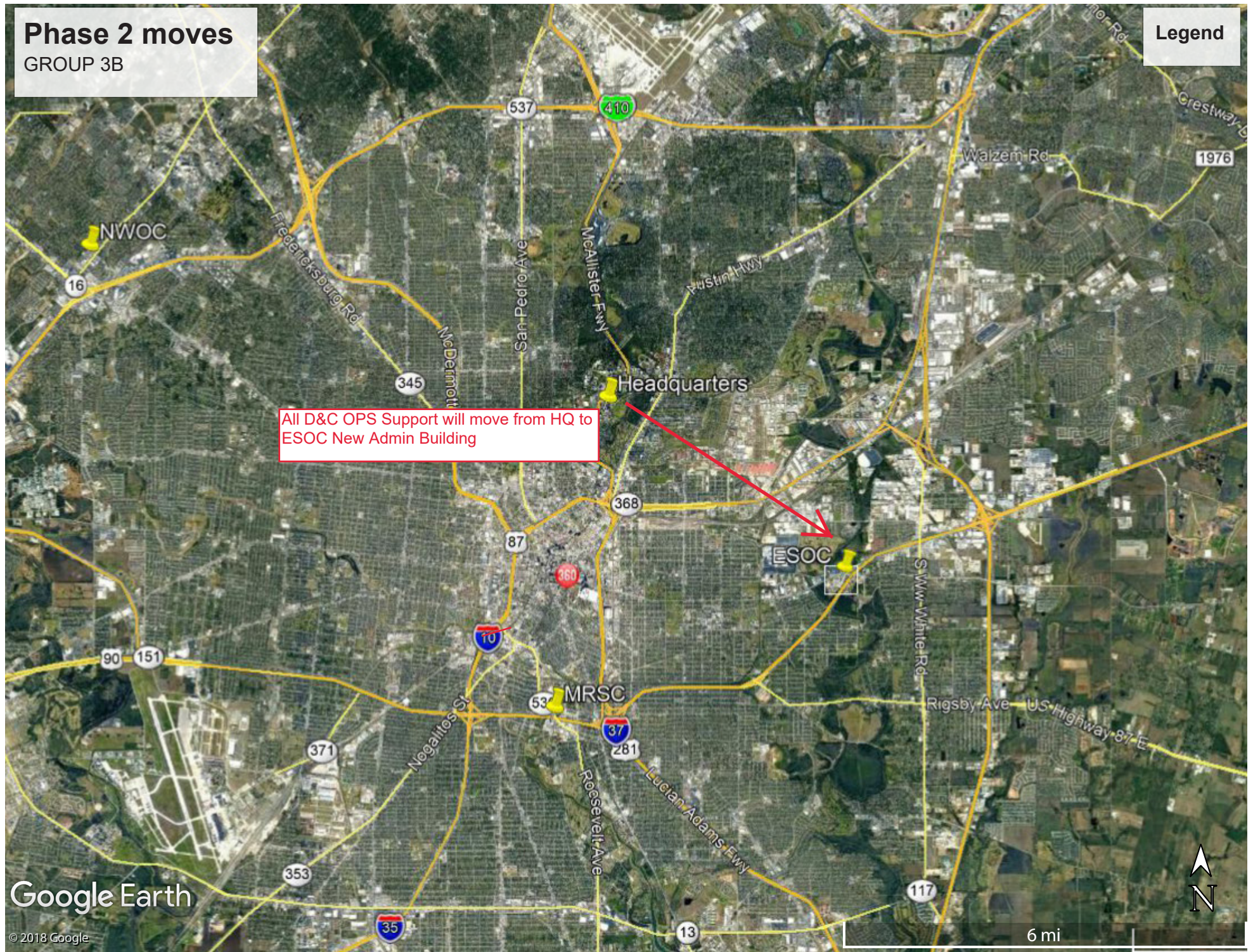




# Exhibit C

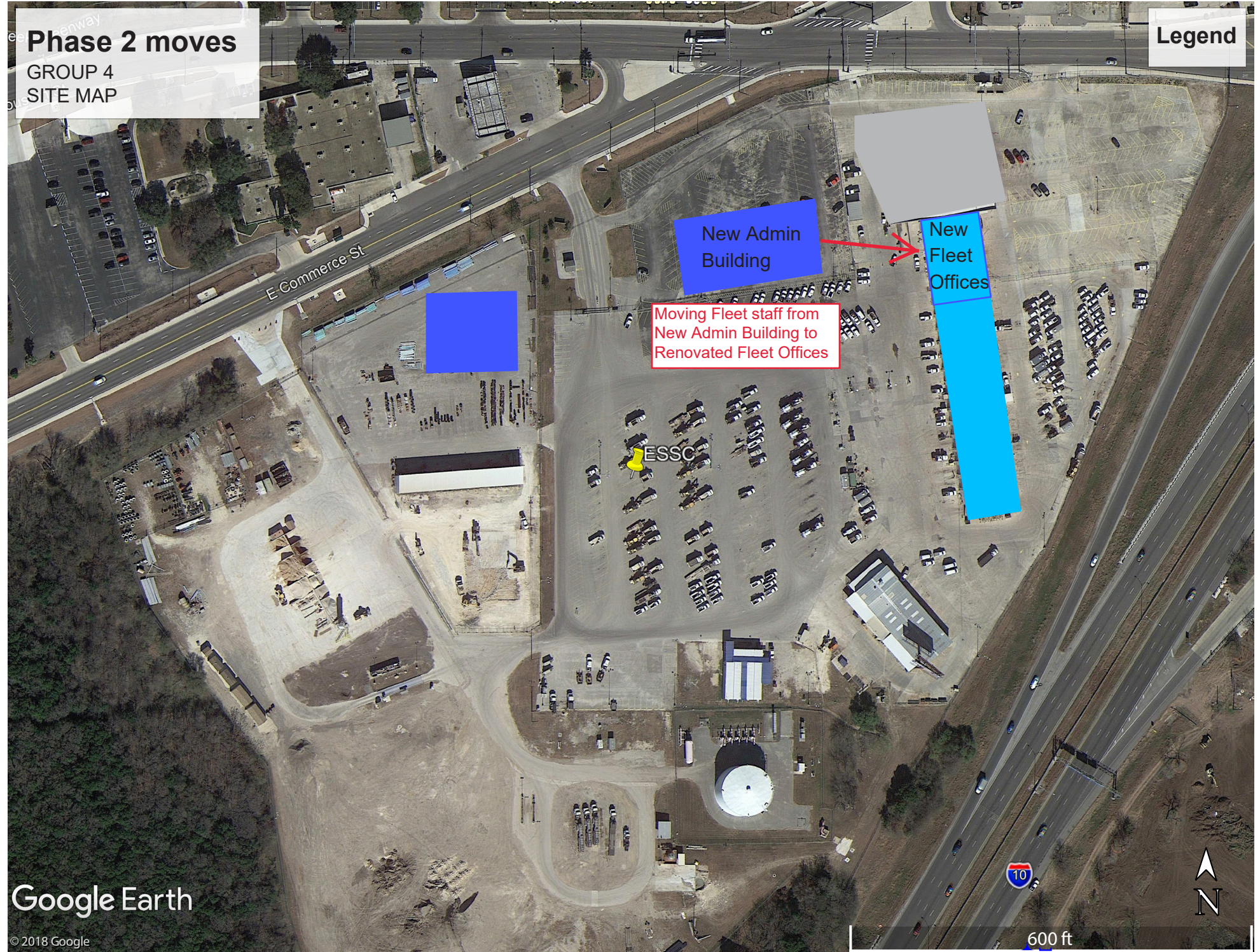
**Phase 2 moves**  
GROUP 3B

Legend





# Exhibit C



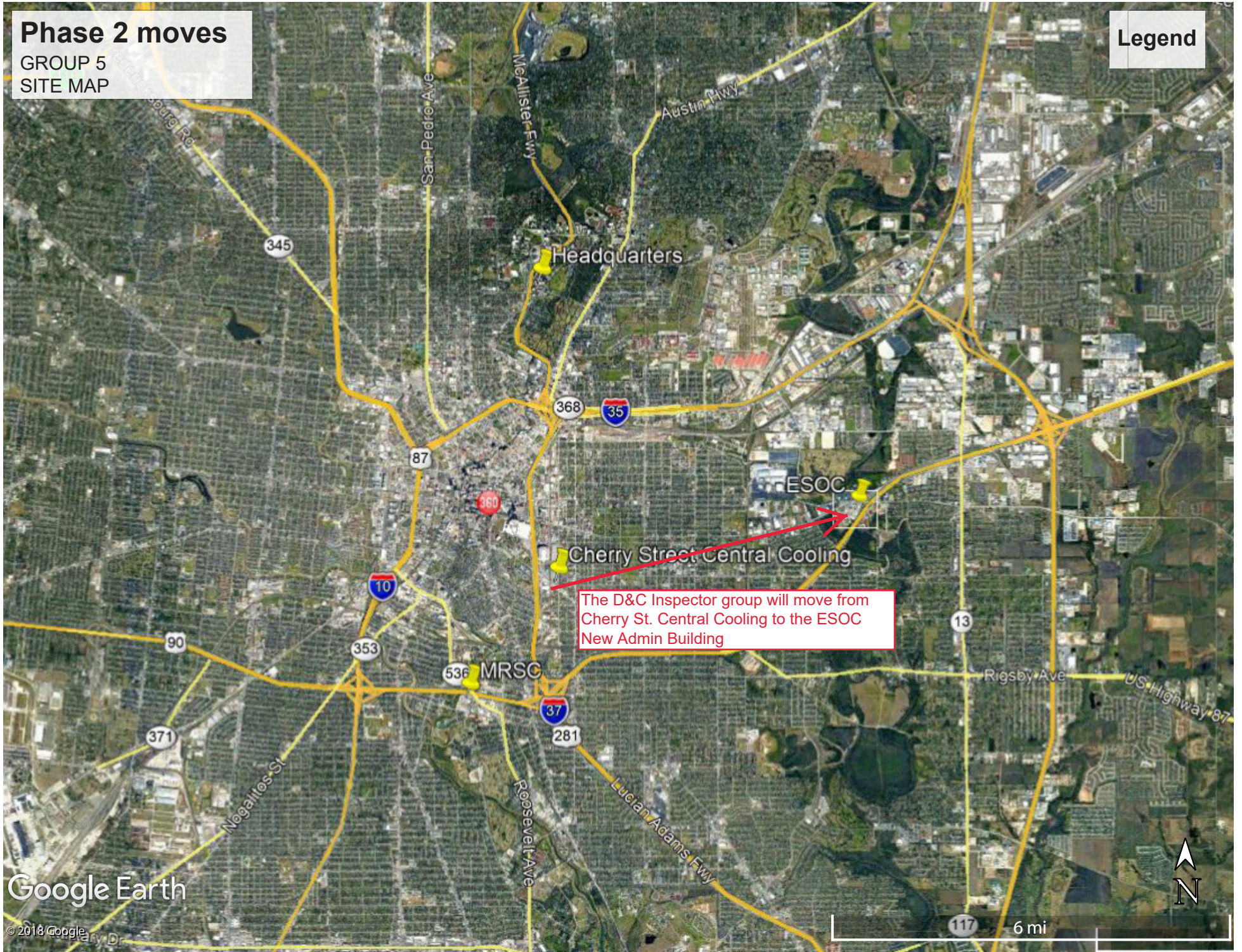


# Exhibit C

## Phase 2 moves

GROUP 5  
SITE MAP

Legend



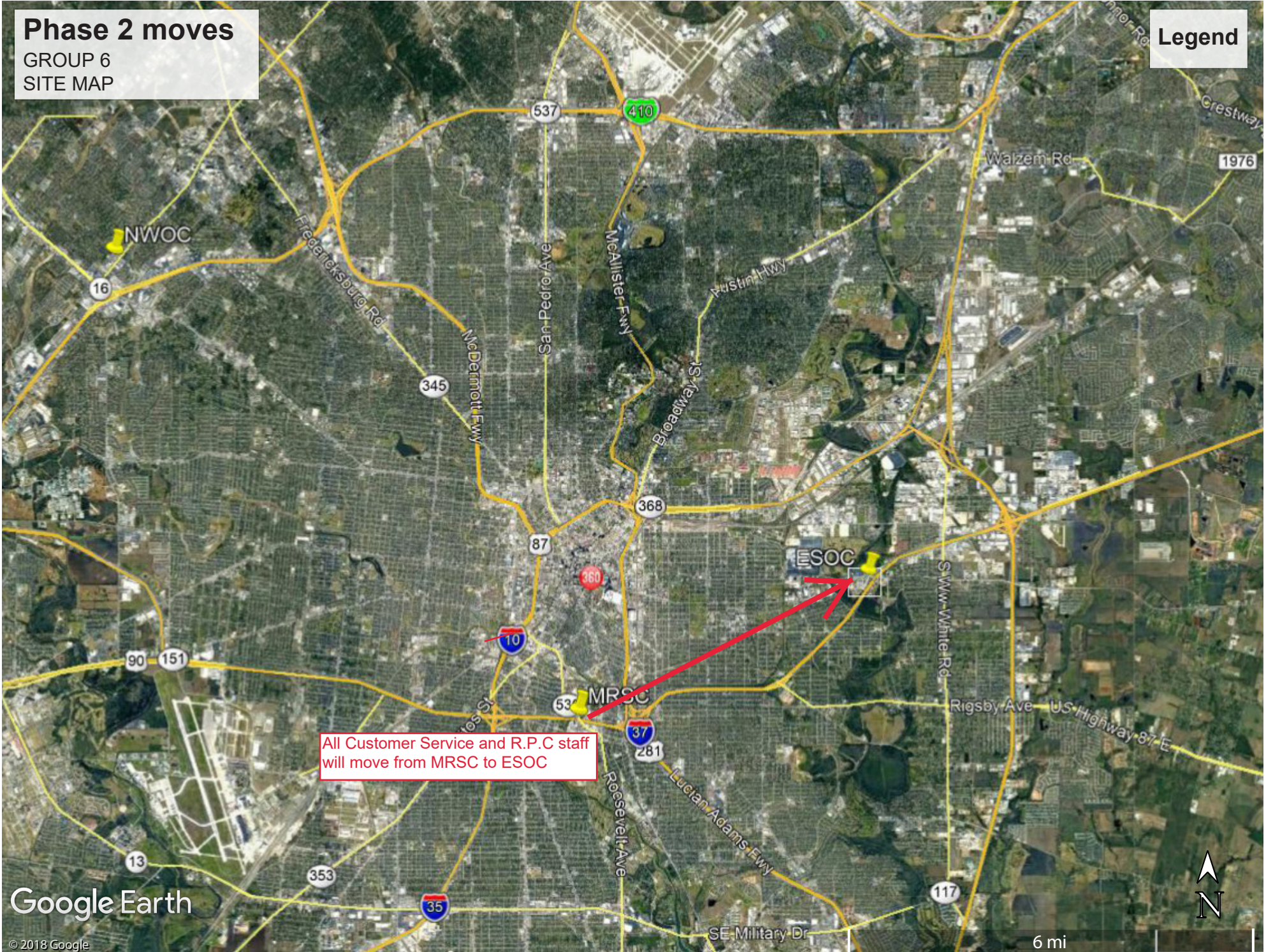


# Exhibit C

## Phase 2 moves

GROUP 6  
SITE MAP

## Legend



All Customer Service and R.P.C staff  
will move from MRSC to ESOC

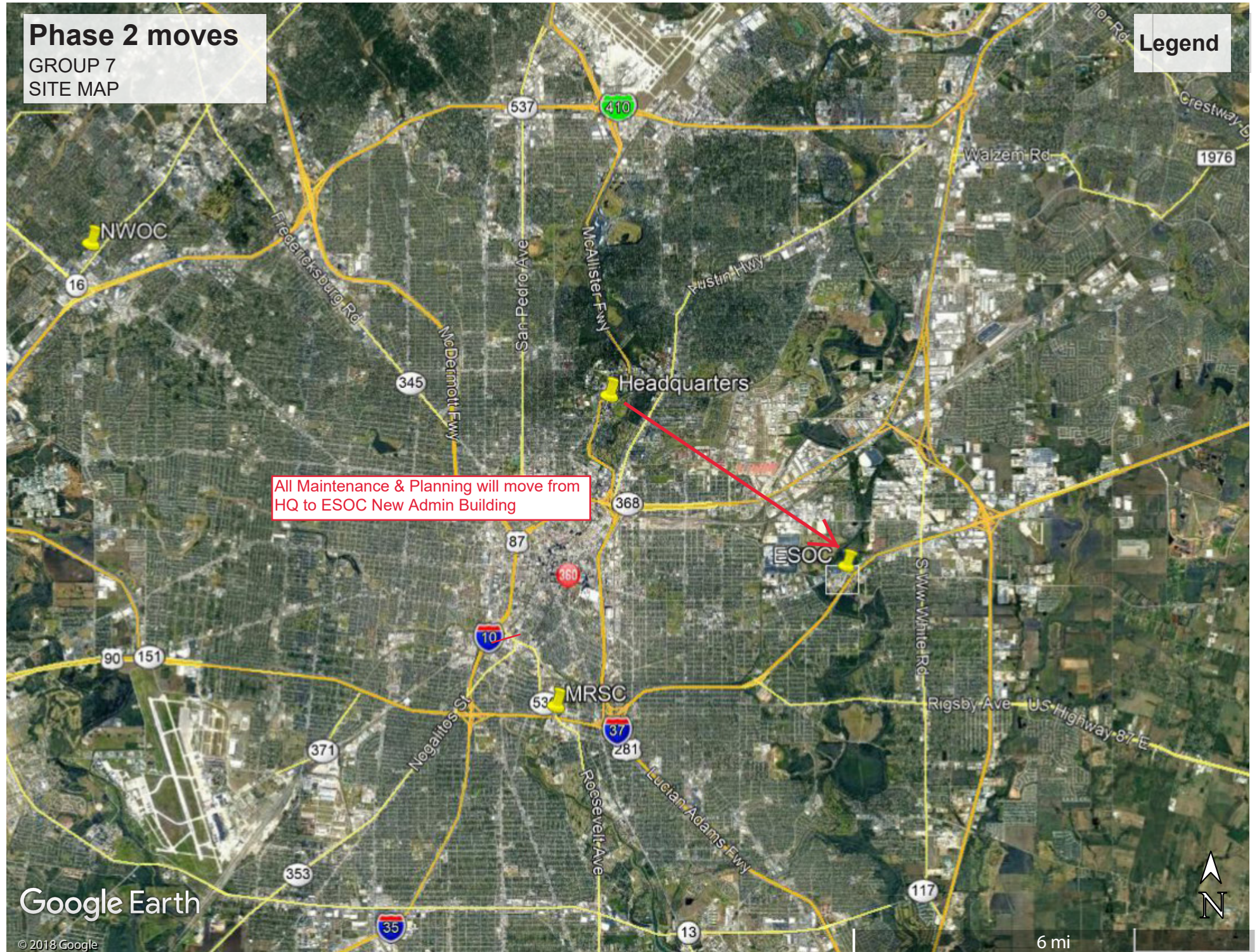


# Exhibit C

## Phase 2 moves

GROUP 7  
SITE MAP

Legend









All Maintenance & Planning will move from HQ to ESOC New Admin Building









## Exhibit D - Equipment List

Bidder to refer to this "Exhibit D- Equipment" when pricing the "Equipment" line item on the Pricing Schedule –  
This shall apply to Groups 2, Group 3A and Group 6. Equipment on the Pricing schedule shall be priced as a lump sum for each of the respective moves.







| Table A |   | Equipment to be moved from Mission Road QC Building |                                |  |   |
|---------|---|---|--------------------------------|--|---|
| Item    | Description                                       | Quantity  | Size                           | Comments   | Image   |
| 1       | TA - 50 Military Lockers<br><br>Moving w/ Group 6 | 15  | 5' wide x 24" deep x 78" high  | Moving to New Supply Bldg. at ESOC, RPC Lab Area<br><br>SAWS will empty all equipment prior to move  |    |
| 2       | Portable Refridgerator<br><br>Moving w/ Group 6   | 1   | 27" wide x 25" deep x 80" tall | Moving to New Supply Bldg. at ESOC, RPC Lab Area<br><br>On wheels.<br>It does not appear that the door swing can be switched without purchasing a kit.<br>110 Volt |    |
| 3       | Wastewater Refridgerator<br><br>Moving w/ Group 6 | 1   | 55" wide x 32" deep x 7' tall  | Moving to New Supply Bldg. at ESOC RPC Lab Area<br><br>On wheels.<br>110 Volt<br>Portable ice Maker  |   |
| 4       | Potable Ice Maker<br><br>Moving w/ Group 6        | 1   | 23" wide x 40" deep x 74" tall | Moving to New Supply Bldg. at ESOC, RPC Lab Area<br><br>Has a water line and a drain.<br>No wheels<br>110 Volt   |  |
| 5       | Wastewater Ice Maker<br><br>Moving w/ Group 6     | 1   | 32" wide x 44" deep x 72" high | Moving to New Supply Bldg. at ESOC, RPC Lab Area<br><br>Similar in style to Potable Ice Maker but larger.<br>Water line with filter and drain.<br>220 volt         |  |
| 6       | Under Cabinet Freezer<br><br>Moving w/ Group 6    | 1   | 48" wide x 48" deep x 48" tall | Moving to New Supply Bldg. at ESOC, RPC Lab Area<br><br>On wheels<br>No drain or water line<br>110 Volt  |  |

| Table A Continued |   |   |   |   |  |
|-------------------|---|---|---|---|--|
| 7                 | Plotter<br><i>Moving w/ Group 6</i>                     | 1 | 63" wide x 45" deep x 30" tall  | Moving to New Admin Bldg.<br>2nd Floor                              |   |
| 8                 | Phone Charging Dock Cabinet<br><i>Moving w/ Group 6</i> | 1 | 24" wide x 21" deep x 96" tall  | Moving to New Admin Bldg.<br>1st Floor                              |   |
| 9                 | 50 Gal. Recycle Bins<br><i>Moving w/ Group 6</i>        | 8 | 24" wide x 30" deep x 40" tall  | Moving to New Admin Bldg.<br>2nd Floor<br><br>8 total bins per move |   |
| 10                | Dumbbell Rack & Bench<br><i>Moving w/ Group 2</i>       | 1 | Dumbbell Rack: 24" Wide x 96" length x 32" tall<br><br>Dumbbells : approx 550 lbs<br><br>Bench: 44" wide x 18.75" length x 20" tall | Moving to New NWOC  |  |



## Exhibit D - Equipment List

Bidder to refer to this "Exhibit D- Equipment" when pricing the "Equipment" line item on the Pricing Schedule –  
This shall apply to Groups 2, Group 3A and Group 6. Equipment on the Pricing schedule shall be priced as a lump sum for each of the respective moves.

| Table B |  | Equipment to be moved from East Side Operations Center to new Admin Building. |   |   |   |
|---------|--|---|---|---|---|
| Item    | Description  | Quantity  | Size  | Comments  | Image   |
| 11      | Refridgerator<br><i>Moving w/ Group 3A</i>         | 1   | 30" wide x 34" deep x 69" tall  | Move to 2nd Floor Break Room of New Admin Bldg.<br><br>115 Volt<br>No wheels        |    |
| 12      | Microwave<br><i>Moving w/ Group 3A</i>             | 1   | 20.5" wide x 16" deep x 12" tall  | Move to 2nd Floor Break Room of New Admin Bldg.                                     |    |
| 13      | Coffee Maker<br><i>Moving w/ Group 3A</i>          | 1   | 8" wide x 18.5" deep x 19" tall   | Move to 2nd Floor Break Room of New Admin Bldg.                                     |   |
| 14      | Plotter<br><i>Moving w/ Group 3A</i>               | 1   | 63" wide x 45" deep x 30" tall  | Move to 1st floor of new Admin Bldg. (West Wing)                                    |  |
| 15      | Dumbbell Rack & Bench<br><i>Moving w/ Group 3A</i> | 1   | Dumbbell Rack: 24" Wide x 96" length x 32" tall<br><br>Dumbbells : approx 550 lbs<br><br>Bench: 44" wide x 18.75" length x 20" tall<br><br>Includes 2 Weight Scales | Move to Fitness room in new Admin Bldg.   |  |
| 16      | 50 Gal. Recycle Bins<br><i>Moving w/ Group 3A</i>  | 8   | 24" wide x 30" deep x 40" tall  | To be located in copy rooms throughout new Admin Bldg.<br><br>8 total bins per move |  |