

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

Issued By: **D. Anthony Rubin**  
**BID NO.: 19-19125**

Date Issued: **November 15, 2019**

**FORMAL INVITATION FOR BIDS**  
**ANNUAL CONTRACT FOR SERVICE AND MAINTENANCE OF**  
**COOLING PLANTS SCADA SYSTEM**  
**ADDENDUM NO. 1**

Sealed bids addressed to the Purchasing Director, 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 p.m., November 21, 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.

**(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 no. 1** is being issued to respond to question submitted and to revise the price schedule. **The bid opening date is changed from November 18, 2019, 3:00 PM to November 21, 2019, 3:00 PM.**

Question Submitted for Annual Contract for Service and Maintenance of Cooling Plants SCADA System

1. Item 1-The quantity listed is 6 and the Unit of Measure is Month. Should the Unit of Measure be Each? **Answer- the measure is 6 preventive maintenance but, a total of 6 schedule preventive maintenance calls when needed throughout the year.**
2. Item 2-What should we assume for the on-site time for each Emergency visit? **Answer-Hardware[ Allen Bradley] not talking to the software or interlock safeties restricting our chiller to come on.:**
3. Item 4-What duration should we assume for each training session? **Answer-2 to 4 hours per session.**
4. Items 6 & 7-The quantity of 15 hours will make the total price artificially low and has a significant effect on the SMWBE participation percentage. Can these quantities be increased? **Answer-These hours are estimates and it is anticipated that they will only be for needs outside** We suggest increasing them to at least 240 hours (6 weeks).
5. Item 9-The quantities of hardware and software are not defined. May we instead put a percentage markup for this item? **Answer-the price schedule will be revised to reflect our estimated parts**

### **Bid Markups**

This line item shall be used if a subcontractor performs specialty labor, or furnishes parts and materials. The amount indicated in the Quantity column on the Price Schedule is an annual estimate. The Extended Price on the Price Schedule shall equal the annual estimate plus the Contractor's mark-up. Mark-up shall be expressed as a percentage (%). For subcontracted work, the subcontractor's invoice shall contain detailed information such as labor and material costs.

**Example for Parts and Materials Markup:** Electrical Parts are estimated to be \$100,000/ year. For a bid with a proposed mark up of 10%, the following would be represented on the Price Schedule: The same process should be followed for each of the Parts and Materials categories.

<b>Group E – Electrical Repairs</b> (mark-ups not to exceed 20%)					
	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>% Mark Up</b>	<b>Extended Price</b>
1	Parts and Materials	\$100,000	/YR	10%	\$110,000.00

**IT IS NECESSARY TO RETURN THIS ADDENDUM TOGETHER WITH YOUR ORIGINAL BID DOCUMENT.**

**PRICING SCHEDULE**

**PRICE SCHEDULE**

<b>Item</b>	<b>Description</b>	<b>QTY</b>	<b>Unit Price</b>	<b>Unit of Measure</b>	<b>Extended Price</b>
1	Scheduled Maintenance Visits	6	\$	MONTH	\$
2	Emergency Services	5	\$	EACH	\$
3	Travel Time	6	\$	EACH	\$
4	Operator Training	2	\$	EACH	\$
5	License Upgrades	1	\$	EACH	\$
6	Programmer Technicians Services	15	\$	HOUR	\$
7	Instrumentation Technician Services	15	\$	HOUR	\$
8	RockWell Energy Assessments Services	5	\$	HOUR	\$
9	Parts/Materials/RockWell Software (mark-ups not to exceed 20%)	\$50,000.00	% Mark Up	ANNUAL	\$
<b>TOTAL</b>					\$

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

FOR: \_\_\_\_\_  
(Name of Firm Submitting Bid)

DATE: \_\_\_\_\_