

**.SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

Issued By: **Angeline C. Peralez**  
**BID NO.: 13-4018**

**Date Issued: April 25, 2013**

**FORMAL INVITATION FOR BIDS**  
**ANNUAL CONTRACT FOR ELECTRONIC EQUIPMENT AND/OR COMPONENTS**  
**RECYCLING AND DISPOSITION SERVICES**  
**ADDENDUM 1**

Sealed bids addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5<sup>th</sup> Floor, P.O. Box 2449, San Antonio, TX 78298-2449 will be received until **3:00 p.m., April 30, 2013** and then publicly opened and read aloud for furnishing materials or services as described received 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: \_\_\_\_\_

\*\*\*\*\* This **Addendum 1** is issued to address the following clarification and questions related to the bid sent to you on April 11, 2013. Other terms and conditions of the bid document remain unchanged.

## **I. Minimum Requirements, no. 5 Security Requirements**

**Security Requirements under III. Minimum Requirements, no 5** should read as “*Bidder shall have a security protocol in place on their facility. This security protocol must include but not limited to security cameras in place, entrance and exit protocols of employees and contractors, open and close periods of the site, badge system, visitors’ acceptance procedure and protocol etc. Please provide a copy of this security protocol documentation on your submission. (Attachment E – Security Requirements)*”

## **II. Questions and Answers regarding the bid.**

1. What are the manufacturers and model numbers of the majority of the PCs, laptops, and notebooks?

*Answer: SAWS currently utilizes Dell desktops, laptops and monitors. Models will vary but currently, we have Dell OptiPlex 745 & 755 and Dell Latitudes D820 & D830 for our laptops.*

2. Are the PC monitors CRT or LCD?

*Answer: Monitors are 19” LCD’s.*

3. What is the average age of the desktops, laptops and monitors and how often they are refreshed?

*Answer: The equipment will be a minimum of 5 years old and the replacement is continuous during the year.*

4. Is the pre-bid conference absolutely mandatory?

*Answer: Pre-bid conference is a mandatory requirement. If a 2<sup>nd</sup> mandatory pre-bid meeting is required, all attendees will be notified and can attend the 2<sup>nd</sup> mandatory pre-bid meeting if they wish to.*

5. How many pickups were done last year?

*Answer: We had approximately 3-4 pickups for the whole year.*

6. How many SAWS locations will require service and do these locations have loading docks?

*Answer: SAWS locations have loading docks. Locations are as follow. Actual addresses will be provided to the winning bidder upon award.*

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>● <b>SAWS Headquarters</b></li><li>● SAWS Environmental Laboratory Services (ELS)</li><li>● SAWS Leon Creek WWTP</li><li>● SAWS Medio Creek WWRP</li><li>● SAWS ASR Plant</li><li>● SAWS Dos Rios WWTP</li><li>● SAWS Mission Rd, Service Center</li><li>● SAWS Eastside Service Center 3930</li><li>● SAWS 151 and Potranco Site</li></ul> | <ul style="list-style-type: none"><li><b>*2800 U.S. Hwy 281 North,<br/>San Antonio TX 78212</b></li><li>26 Miles from SAWS Headquarters*</li><li>22 Miles from SAWS Headquarters *</li><li>17 Miles from SAWS Headquarters*</li><li>27 Miles from SAWS Headquarters *</li><li>26 miles from SAWS Headquarters*</li><li>8 Miles from SAWS Headquarters*</li><li>11 Miles from SAWS Headquarters*</li><li>18 Miles from SAWS Headquarters*</li></ul> |
|---|--|

SAWS reserves the right to add, change or delete locations above depending on SAWS need.

7. Is there a minimum volume of materials to be accumulated before a pickup is requested by SAWS?

*Answer: There will be no minimum volume or quantity when pick-up is requested.*

8. Why the price schedule is broken down into two distinct sections, Group 1: Income Line Items, and Group 2: Cost Lines on the Price Schedule?

*Answer: These two sections were based on our past contract. Generally, income lines are line items that SAWS gets paid for its value. Cost lines are lines we pay vendor as they are scrap items.*

9. If an item is deemed of value and vendor will pay SAWS after all, how do we price the item on the Price Schedule?

*Answer: If an item is deemed **to provide value** to SAWS after all costs of service are considered, **the cost should be on a negative pricing**. Please be reminded that the pricing shall be inclusive of all fees and charges including but not limited to packaging, pickup, transporting, disassembling, demanufacturing, recycling and or disposing of all electronic equipment and components.*

10. Page 11, section III, item 4 indicates that Attachment C-NIST Certification is required, but the verbiage in the Attachment C Document states that only adherence to the NIST, or DoD 2550.22-M standard for data destruction is required. Will the SAWS accept proof of audited and documented processes that conform to these standards in lieu of actual certification from this body? Is providing copies of certification to these (ISO, Industry specific) standards as well as disclosure of the software and hardware utilized in the data mitigation process sufficient to meet requirements for attachment C?

*Answer: Yes.*

11. Page 12, section IV, item 3 indicates that the requirement for IAER Certification, or the equivalent in attachment K- IAER certification Copy needs to be submitted. Can the SAWS please describe or state what other standards of certification they would consider acceptable as equivalent?

*Answer: YES – an equivalent or similar recycling organization or body that is nationally accredited and /or accepted can be submitted.*

12. Page 12, section IV, item 4 Attachment L- Environmental Compliance Documentation indicates compliance documentation issued by a Federal, State, or Local regulatory agency be submitted. While this bidder is indeed registered with the TECQ, there is no documentable history of any audit being performed by this, or any other public regulatory bodies. Will disclosure and presentation of these annual audits/certifications/ results be sufficient to meet this requirement?

*Answer: YES. Please make sure to mention on your bid response if audits are done but no faults or incompliance were cited. If for any reason that there are faults cited during these audits, bidder shall disclose as such providing documentation of the audit results, faults and other pertinent documents.*

13. Page 14, Section V, items 6 and 7 indicate the requirement to provide objective evidence of all customer facing (SAWS asset tags, labels, etc.) markings being removed from the devices. This evidence can be presented in the form of the actual label being returned, or a picture of the label being provided to the SAWS. Would the SAWS consider objective evidence that the bidder has standard operating procedures and documented processes stating that all customer facing markings are removed from devices instead?

*Answer: SAWS can accept photos as evidence that markings/labels have been removed. Additional cost should be part of doing business and therefore, will not be considered as an additional line item.*

**It is NOT necessary to return this Addendum 1 on your bid submission.**