

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

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**Issued By: Karen Guerrero**  
**BID NO.: 13-1110A**

**Date Issued: May 14, 2013**

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**FORMAL INVITATION FOR BIDS  
ANNUAL CONTRACT FOR  
SHREDDING OF DOCUMENTS AND ELECTRONIC MEDIA  
FOR SAWS HEADQUARTERS AND SATELLITE LOCATIONS  
ADDENDUM 1**

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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., May 17, 2013** 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: \_\_\_\_\_

On page 10 of the bid document **PERIOD OF CONTRACT** shall now read:

**PERIOD OF CONTRACT:** Contract shall begin May 29, 2013, and terminate on May 31, 2014.

On page 15 of the bid document, under Section 3.1 Shredding that does not occur at a SAWS' location, the following statement shall be added:

- A "box" shall mean all box sizes including letter, legal, check, paper, etc.

Questions and Answers

1. Pursuant to Section 3.1 regarding the material at "other" locations, can these materials be shred onsite at the location or do they have to be removed from said location?

Answer: Yes, they may be shredded on site. Off-site shredding may occur provided the procedure listed in Section 3.1 Shredding that does not occur at SAWS' location is followed.

**IT IS NECESSARY TO SUBMIT THIS ADDENDUM WITH YOUR BID RESPONSE**

Note the following changes and/or corrections to the Pricing Schedule:

**PRICE SCHEDULE  
ADDENDUM 1**

**PART 1 – HEADQUARTERS, 2800 U.S. Highway 281 North, San Antonio, Texas 78212**

**Regularly Scheduled MONTHLY Services**

<u>Description</u>	<u>Est. Qty. Containers/ Month</u>	<u>Unit Price/ Per Container</u>	<u>No. Pickups Per year</u>	<u>Extended Price/ Year</u>
65 Gallon Containers Shredding – HQ Location	45	\$_____/cont.	12	\$_____
96 Gallon Containers Shredding – HQ Location	2	\$_____/cont.	12	\$_____
Executive Containers	3	\$_____/cont.	12	\$_____

**Total for PART 1 – HEADQUARTERS Regularly Scheduled Services \$ \_\_\_\_\_**

**PART 2 – SATELLITE - Regularly Scheduled EVERY OTHER MONTH Services – Satellite Locations**

<u>Description</u>	<u>Est. Qty. Containers</u>	<u>Unit Price/ Per Container</u>	<u>No. Pickups Per year</u>	<u>Extended Price/ Year</u>
65 Gallon Containers Shredding – Satellite Locations	10	\$_____/cont.	6	\$_____
96 Gallon Containers Shredding – Satellite Location	8	\$_____/cont.	6	\$_____

**Total for PART 2 – SATELLITE Regularly Scheduled Every Other Month Services \$ \_\_\_\_\_**

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

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

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

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

**PART 3 – SATELLITE LOCATIONS – TWICE PER YEAR Services**

<u>Description</u>	<u>Est. Qty. Containers</u>	<u>Unit Price/ Per Container</u>	<u>Est. No. Pickups Per Year</u>	<u>Extended Price/ Year</u>
65 Gallon Containers Shredding – Satellite Locations	3	\$_____/cont.	2	\$_____
96 Gallon Containers Shredding – Satellite Location	1	\$_____/cont.	2	\$_____

**Total for PART 3 –Twice Per Year Services \$ \_\_\_\_\_**

**PART 4 - Electronic Media Pickup Services**

<u>Description</u>	<u>Est. Weight Media Per Pickup</u>	<u>Unit Price/ Per Pound</u>	<u>Estimated Pickups Per Year</u>	<u>Extended Price/ Year</u>
Electronic Media Shredding – by weight (as needed)	50 lbs.	\$_____/ per pound	3	\$_____
Electronic Media Shredding – per 64 gal container (as needed)	64 gal container	\$_____/ per container	3	\$_____

**Total for PART 4 - Electronic Media Pickup Services \$ \_\_\_\_\_**

**PART 5 - Box pickup/removal for on-site/off-site shredding**

**Box pickups shall be billed by cubic foot not by the number of boxes.**

<u>Description</u>	<u>Estimated Box Quantity</u>	<u>Unit Price/ Per Cubic Foot (CF)</u>	<u>Extended Price/ Year</u>
Box pickups Minimum of 20 boxes per pickup (Size may vary: i.e. 1.2 cf; 2.4 cf; 3.6 cf, etc.)	500 boxes	\$_____/ per cubic foot	\$_____

**Total for Part 5 - Box Pickup/Removal Services \$ \_\_\_\_\_**

**GRAND TOTAL for PART 1 + PART 2 + PART 3 + PART 4 + PART 5 = \$ \_\_\_\_\_**

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

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

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

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