

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

Issued By: Joseph Ramon  
BID NO.: 13-1058

Date Issued: August 28, 2013

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**FORMAL INVITATION FOR BIDS  
ANNUAL CONTRACT FOR JANITORIAL SERVICES AT  
DOS RIOS RECYCLING CENTER, LEON CREEK AND TWIN OAKS  
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. September 10, 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: \_\_\_\_\_

\*\*\*\*\* **Addendum 1** is issued to make the following changes/ clarifications on Bid 13-1058.

- **Addition of Janitorial Services for the Leon Creek and ASR Twin Oaks locations to the Description of Work.**
- **Addition of a Mandatory Pre-bid Conference/ Site Visit for Leon Creek and ASR Twin Oaks locations.**
- **Replaced Work Requirements.**
- **Revised Price Schedule**
- **Revised award basis from “Award will be made to the overall lowest responsible bidder” to “Award will be made to the overall lowest responsible bidder *per item*”. Standard Requirements award based upon the overall lowest responsible bidder changed.**

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**I. Additional Locations: Janitorial Services for the Leon Creek and the ASR Twin Oaks Plant locations are added to the original bid document.**

Leon Creek Waste Water Treatment Plant Locations	Square Footage
O & M Building	1500sq ft.
Admin Building	2700sq ft.
Security Building	144sq ft.

ASR Twin Oaks Plant Locations	Square Footage
ASR O & M Building	9,000sq ft.
ASR Outside Restroom.	100sq ft.
ASR Security Building	240sq ft.

**II. Mandatory Pre-Bid Conference/Site Visit** for additional locations will be held on **September 4, 2013 9:00 a.m. beginning** at the Leon Creek Waste Water Treatment Plant, located at 1104 Mauermann Road, San Antonio, TX. 78224. Vendors will then travel to the second location at the ASR Twin Oaks Plant located at 4588 Hardy Road Elmendorf, TX. 78112. Vendors must attend the Mandatory Pre-Bid Conference/ Site Visit for the locations that they will be bidding on.

**III. Work Requirements:** Work Requirements are replaced in their entirety, see revised Work Requirements below.

**A. Revised Work Requirements**

1. Sweep and mop VCT floor areas morning and afternoon Monday through Friday including hallways, restrooms and offices.
2. Vacuum all carpets once a day Monday through Friday.
3. Empty all trash receptacles. Replace liners in offices and restrooms once a day Monday through Friday.
4. Clean, sanitize and re-stock restrooms Monday through Friday with toilet paper, paper towels and soap. SAWS to provide supplies. Contractor must submit supply list every two weeks (Friday) to Roger Cruz.
  - Clean and sanitize urinals, toilets, stall partitions, the wall area behind the toilet and the floor under the toilets daily. Use a sprayer to apply germicidal detergent solution. Clean the insides of the toilets and urinals with a bowl mop. Use the bowl mop to thoroughly clean the underside of the flushing rim. Both sides of the toilet seat must be thoroughly cleaned with a sponge, as

well as the exterior surfaces of the toilet. Toilet seats must also be wiped dry to prevent spotting. Use two different color sponges so that the toilet and urinal sponge is easy to tell one from the other.

- Re-stock restrooms Monday through Friday with toilet paper, paper towels and soap. The paper supplies and hand soap shall be correctly installed in accordance with the direction of Roger Cruz or his designee. Hand soap dispensers and adjacent surfaces shall be wiped to remove spillage. All dispensers shall be spot cleaned. No extra rolls of paper towels or toilet tissue shall be left in the rest rooms. After refilling, the dispensers shall be ready to use and checked so that paper rolls easily. Any defective dispenser shall be reported Roger Cruz or his designee. Clean sinks and mirrors also. SAWS to provide toilet paper, paper towels and hand soap. Contractor must submit supply list every two weeks (Friday) to Roger Cruz.
5. Dust horizontal surfaces once a day Monday through Friday (counters, desks, tables, shelves, etc.)
    - Dust horizontal surfaces with a lightly treated dust cloth once a day Monday through Friday (counters, desks, tables, shelves, etc.) . After regular dusting, all such surfaces shall have a uniform appearance, free of streaks, smudges, dust, lint, litter, etc. Use a telescoping handle lamb's wool dusting tool for high dusting.
  6. Clean and sanitize drinking fountains once a day Monday through Friday.
    - Clean and sanitize drinking fountains with a germicidal detergent once a day Monday through Friday and wiped dry with a dry cloth. A small brush may be necessary to remove built up scale. When completed, entire drinking fountain, including all sides, shall be free of smears, spots and soil.
  7. Sweep and pick up trash that is located around all buildings including entrance doors and sidewalks. Once a day Monday through Friday.
  8. Clean interior and exterior of glass entrance doors (front, side or back) of all buildings once a week on Wednesday.
  9. Clean interior and exterior of glass windows of all buildings (reachable from the floor) once a week on Wednesday.
  10. Dust window blinds and clean windows once a day Monday through Friday.
  11. Contractor to provide own equipment and cleaning supplies.
    - Contractor to provide own equipment and cleaning supplies to perform the work defined in this contract. SAWS is not to be held accountable for any cost of stolen materials, tools and equipment

## **B. Additional Requirements**

1. The contractor shall furnish all transportation necessary to provide the contracted services.
2. SAWS shall designate a storage area for the vendor to store their supplies at each SAWS location and Supplier agrees to keep these areas neat and clean at all times and to abide by applicable fire regulations.

**IV. Pricing must be submitted on the updated Price Schedule below:**

**PRICE SCHEDULE**  
**Revision 1**

*Quantities provided are only estimates and are in no way binding to SAWS.  
SAWS reserves the right to add or delete items and change quantities depending on SAWS needs.*

Item No.	Description	UOM	# of Days	Unit Price	Extended Price
1	Janitorial Services as per scope of service. Dos Rios Waste Water Treatment Plant Lawson no. 34379	per day	255	\$_____/Day	\$_____
2	Janitorial Services as per scope of service Leon Creek Waste Water Treatment Plant Lawson No. _____	per day	255	\$_____/Day	\$_____
3	Janitorial Services as per scope of service. ASR Twin Oaks Lawson No. _____	per day	255	\$_____/Day	\$_____

**IT IS NECESSARY TO RETURN THIS ADDENDUM 1 AS PART OF YOUR BID SUBMISSION.**

**All other terms and conditions of the original bid remain unchanged.**