

**BID PROPOSAL CHECKLIST:
Dos Rios WRC Re-Rating Headworks Improvements
and Process Enhancements, Phase I
SAWS Job No. : 08-6502
Solicitation No. B-10-057-DD**

Mandatory items to be submitted with the Bid Packet for the above-referenced project:

- Bid proposal (Including, but not limited to the following):
 - Bid Proposal (BP-1 through BP-7)
 - Schedule of Manufacturers and Suppliers (BP-8)
 - Alternate Manufacturers and Suppliers (BP-10)
 - Bidder's Questionnaire (BP-11 through BP-14)
- Bidder's Experience
 - Resume(s) for Contractor's Project Superintendent
 - Resume(s) for Contractor's Project Manager
- Bid Bond
- Acknowledgement of Pollution Statement Compliance Form
- Good Faith Effort Plan
- Conflict of Interest Questionnaire (Form CIQ)
- Signed page(s) of Addendum(s)
- Letter of Insurance Verification and/or sample Certificate of Insurance verifying insurance coverage
- Financial Statement prepared within the last twelve months by an independent Certified Public Accountant
- Company Information Packet
- Prepared statement regarding ability to complete project
- Work Plan (Section 01015)

BID PROPOSAL

PROPOSAL OF _____, a corporation
 a partnership consisting of _____
 an individual doing business as _____

THE SAN ANTONIO WATER SYSTEM:

Pursuant to Instructions and Invitation to Bidders, the undersigned proposes to furnish all labor and materials as specified and perform the work required for the construction of the **Dos Rios Water Recycling Center (WRC) Re-rating Headworks Improvements and Process Enhancements Phase I Project**, San Antonio Water System Job No. 08-6502, in accordance with the Plans and Specifications for the following prices, to wit:

BID ITEMS:

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICES IN FIGURES	TOTAL IN FIGURES
1	All labor, materials, tools, equipment, incidentals and work necessary for the construction of the Dos Rios Water Recycling Center (WRC) Re-Rating Headworks Improvements and Process Enhancements Phase I project, except those costs specifically included in the other Items, as shown on the plans and described in the specifications, complete in place, per lump sum. _____ Dollars and _____ Cents	LS	1	\$	\$
2	All labor, materials, tools, equipment, incidentals and work necessary for constructing the Influent Flow Metering Facility as shown on the plans and described in the specifications, complete in place, per lump sum. _____ Dollars and _____ Cents	LS	1	\$	\$

For Reference Only - Not for the Purpose of Bidding

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICES IN FIGURES	TOTAL IN FIGURES
3	All labor, materials, tools, equipment, incidentals and work necessary for constructing the Influent Screening Facility as shown on the plans and described in the specifications, complete in place, per lump sum. _____ Dollars and _____ Cents	LS	1	\$	\$
4	All labor, materials, tools, equipment, incidentals and work necessary for constructing the Grit Removal Facility as shown on the plans and described in the specifications, complete in place, per lump sum. _____ Dollars and _____ Cents	LS	1	\$	\$
5	Trench Excavation Safety Protection – The total amount for furnishing all labor, materials, tools, equipment and incidentals required to perform trench excavation safety protection in accordance with the Contract Documents, complete in place. _____ Dollars and _____ Cents	LF	2,400	\$	\$

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ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICES IN FIGURES	TOTAL IN FIGURES
6	Subsurface Utility Investigation – This item includes all the labor, equipment, and materials required to complete the task of utility location and depth verification to identify all underground tie-in locations and underground utility conflicts with the proposed improvements. For underground electrical locates, vacuum excavation (or similar non-destructive technology) shall be used. _____ Dollars and _____ Cents	LS	1	\$	\$
7	All labor, materials, tools, equipment, incidentals and work necessary for constructing the 54-inch bypass line with associated valves and fittings to handle peak instantaneous wet weather flows as shown on the plans and described in the specifications, complete in place, per lump sum. _____ Dollars and _____ Cents	LS	1	\$	\$
8	All labor, materials, tools, equipment, incidentals and work necessary to replace existing deteriorated concrete, including steel reinforcement, epoxy and all other necessary works, complete in place, per lump sum. _____ Dollars and _____ Cents	LS	1	\$	\$

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ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICES IN FIGURES	TOTAL IN FIGURES
9	All labor, materials, tools, equipment, incidentals and work necessary to replace existing deteriorated concrete protective lining with new concrete protective coating, complete in place, per lump sum. _____ Dollars and _____ Cents	LS	1	\$	\$
10	All labor, materials, tools, equipment, incidentals and work necessary for off-site disposal of grit and other solids removed during cleaning of the Plant Influent Chamber, Plant Influent Distribution Chamber, Screen Channels, Aerated Grit Tanks, and Pre-Aeration Tanks, complete in place, per lump sum based on 3500 cubic yards. _____ Dollars and _____ Cents	LS	1	\$	\$

For Reference Only - Not for the Purpose of Bidding

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICES IN FIGURES	TOTAL IN FIGURES
LINE ITEM "A." SUBTOTAL BASE BID AMOUNT				\$ _____ . ____	
11	All Permitting Fees – Contractor to pay and be reimbursed actual amount by SAWS. Twenty-five Thousand Dollars and No Cents	Not to Exceed Allowance	1	\$25,000.00	\$25,000.00
12	Mobilization and Demobilization – This item includes project move-in and move-out of personnel and equipment, set-up of temporary facilities, and clean-up of site upon completion of Work, complete in place, per lump sum. _____ Dollars and _____ Cents _____ % Percent (Maximum of 5% of the Line Item Sub-total Base Bid Amount)	LS	1	\$	\$
TOTAL BID AMOUNT (Line Item "A." + Item Nos. 11 and 12)				\$ _____ . ____	
_____ Dollars and _____ Cents					

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- Mobilization and Demobilization lump sum bid shall be limited to a maximum 5% of the Line Item "A." Subtotal Base Bid Amount. The Line Item "A." Subtotal Base Bid Amount is defined as all bid items **EXCLUDING** Item 11 - Permitting and Item 12 - Mobilization and Demobilization. **In the event of a discrepancy between the written percentage and dollar amount shown for Item 12 - Mobilization and Demobilization, the bid item's written percentage will govern. If the percentage written exceeds the allowable maximum stated for mobilization, SAWS reserves the right to cap the amount at the percentage shown and adjust the extensions of the bid item accordingly.**
- Bidder shall submit a Work Plan as per Section 01015. Submittal and acceptance of Work Plan is required for determination of lowest responsible bid.

BIDDER'S SIGNATURE & TITLE

FIRM'S NAME (TYPE OR PRINT)

FIRM'S ADDRESS

FIRM'S PHONE NO./FAX NO.

FIRM'S EMAIL ADDRESS

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Contractor herein acknowledges receipt of the following:

Addendum No's.: _____

OWNER RESERVES THE RIGHT TO ACCEPT THE OVERALL MOST RESPONSIBLE BID.

The Bidder offers to construct the Project in accordance with the Contract Documents for the contract price, and to complete the Project within **Six Hundred and Forty (640)** calendar days after the start date, as set forth in the Authorization to Proceed.

A separate Substantial Completion milestone has been established for the Influent Flow Metering Facility. Due to the need to have the Medina River Sewer Outfall (MRSO) line "live" by May 2012, work on this facility must be complete by the end of April 2012.

The bidder understands and accepts the provisions of the Contract Documents relating to liquidated damages if the Project is not completed on time. Complete the additional requirements of the Proposal which are included on the following pages.

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PROPOSAL CERTIFICATION

Accompanying this proposal is a Bid Bond or Certified or Cashier's Check on a State or National Bank payable to the Order of the San Antonio Water System for _____ dollars (\$ _____), which amount represents five percent (5%) of the total bid price. Said bond or check is to be returned to the bidder unless the proposal is accepted and the bidder fails to execute and file a contract within 10 calendar days after the award of the Contract, in which case the check shall become the property of said San Antonio Water System, and shall be considered as payment for damages due to delay and other inconveniences suffered by said San Antonio Water System due to the failure of the bidder to execute the contract. The San Antonio Water System reserves the right to reject any and all bids.

It is anticipated that the Owner will act on this proposal within 60 calendar days after the bid opening. Upon acceptance and award of the contract to the undersigned by the Owner, the undersigned shall execute standard San Antonio Water System Contract Documents and make Performance and Payment Bonds for the full amount of the contract within 10 calendar days after the award of the Contract to secure proper compliance with the terms and provisions of the contract, to insure and guarantee the work until final completion and acceptance, and the guarantee period stipulated, and to guarantee payment of all lawful claims for labor performed and materials furnished in the fulfillment of the contract.

It is anticipated that the Owner will provide written Authorization to Proceed within 30 days after the award of the Contract.

The Contractor hereby agrees to commence work under this Contract within seven (7) calendar days after issuance by the SAWS of the written Authorization to Proceed. Under no circumstances shall the work commence prior to Contractor's receipt of SAWS issued, written Authorization to Proceed. Work shall be completed in full within ___ consecutive calendar days.

The undersigned certifies that the bid prices contained in the proposal have been carefully checked and are submitted as correct and final.

In completing the work contained in this proposal the undersigned certifies that bidder's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin and that the bidder will affirmatively cooperate in the implementation of these policies and practices.

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Signed _____

Company Representative

Company Name

Address

Please return bidder's check to:

Company Name

Address

SCHEDULE OF MANUFACTURERS AND SUPPLIERS

The Contract Documents are based upon the equipment or products available from the manufactures/suppliers denoted as "A", "B", etc., below. Provision is made in the Contract Documents for alternate manufacturers and suppliers whose equipment or product may be deemed equivalent in quality. However, the Bidder must indicate in his Bid which manufacturer/supplier he based his bid upon and which he intends to use for each item of equipment, listed below by circling one of the listed suppliers/manufacturers.

If the Bidder desires to propose one or more alternate suppliers/manufacturers, he may write in (or circle if names are provided) the name of such alternates in the spaces provided on the pages following the lists below, but he must nevertheless also circle one of the listed suppliers/manufacturers because the Total Base Bid must be based upon this list. Wherever an alternate supplier is proposed, the Bidder must insert the amount to be deducted from the Contract Price (either lump sum or unit price) if the alternate supplier is eventually approved.

If the proposed alternate supplier is determined "not equivalent" by the Engineer, the Bidder must use the circled supplier. If the Bidder fails to indicate which listed supplier/manufacturer he intends to use if an alternate is rejected, he must use the supplier listed as "A". Also, if the Bidder circles more than one listed supplier, he must use the first supplier circled (unless an alternate is approved).

For any alternate supplier accepted by the Owner, the Contract Price will be reduced by the deductive amount stated in the Bid. However, because the Contract Price is based on listed suppliers/manufacturers, it will not be adjusted for any alternate supplier rejected.

The deductive amount specified for alternate suppliers/manufacturers will not be used in determining the successful Bidder. Alternates will be considered only after award of the contract.

In addition to the reimbursement due to the deduct, the Contractor shall also reimburse the Owner for any other costs directly attributable to the change in suppliers such as additional field trips for the Engineer, additional redesign costs, additional review and inspection costs, modifications to structures or piping systems or other parts of the work, etc.

The Owner may request and the Bidder shall supply complete information on proposed alternates prior to the Notice of Award.

Specification Number	Equipment	"Base Bid" Manufacturer or Supplier	Alternate Manufacturer or Supplier	Amount to Deduct From Base Bid and Alternates Bid Items to Use Alternate Equipment Listed
				DEDUCT
11203	Slide Gates	a. Waterman Industries		
		b. Hydro Gate Corp.		
		c. Fontaine Industries, Ltd.		
11215	Submersible Drain Pumps	a. Wemco Pump		
		b. ABS Pump		
		c. ITT Flygt		
11280	Sluice Gates	a. Hydro Gate Corp.		
		b. Waterman Industries		
		c. Fontaine Industries, Ltd.		
11320	Vortex Grit Collection Equipment	a. Smith & Loveless Inc.		
		b. Jones & Attwood		
11321	Grit Washing and Classification Equipment	a. Huber Technology		
		b. Lakeside Equipment		
11330	Mechanical Fine Screens	a. WesTech W/A		
		b. Huber Technology		
11331	Shaftless Screw Conveyors	a. WesTech		
		b. Huber Technology		
		c. Vulcan Industries		
11332	Screenings Washing and Compacting Equipment	a. WesTech		
		b. Huber Technology		
		c. Vulcan Industries		
11377	Coarse Bubble Fixed-Grid Diffused Aeration System	a. Sanitaire Corp.		
		b. EDI		
		c. Stamford Scientific		
		d. Envirex		
14650	Jib Cranes	a. Konecranes		
		b. Gaffey Overhead Cranes		
		c. Crane Authority		

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ALTERNATE MANUFACTURERS/SUPPLIERS

Bidder proposes the following alternate manufacturers/suppliers for the equipment or material categories so identified:

Equipment Item or Material	Drawing No.	Specification Section	Alternative Manufacturer/Supplier (List One Only)	Deductible Amount (indicate whether lump sum or unit price)
1.				
2.				
3.				
4.				
5.				
6.				

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BIDDER'S QUESTIONNAIRE

Complete this form and return it with the Bid Proposal. In order to make a responsive Bid, the CONTRACTOR shall submit a record of performance on three (3) similar projects completed within the last five (5) years, including name of project, amount of project, project duration; and name, address, and telephone number of Owner contact person for each project. Similar projects must have been a minimum of \$10 million in construction cost and must have included improvements and/or modifications to existing wastewater treatment facilities. All questions must be answered and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets.

1. Bidder: _____

2. Years in business under present business name: _____

3. Attach a list of current projects. Provide the name of the Owner and Engineer for each project and include the name and telephone number of the contact person for each organization. Indicate the total value of each contract and the value of the work remaining.

4. Have you ever failed to complete any work awarded to you? () No () Yes

If yes, provide complete circumstances for each occurrence on separate sheets of paper.

5. Are you presently involved in any litigation or lawsuits involving construction work of any type? () No () Yes

If yes, provide complete circumstances for each occurrence on separate sheets of paper.

6. Has the company received an OSHA citation during the most recent 12 months?
() No () Yes

If yes, provide complete circumstances for each occurrence on separate sheets of paper.

7. Has the company experienced lost time accidents during the most recent 12 months?
() No () Yes

If yes, describe each accident and the amount of time lost. Attach a copy of the OSHA 300 logs for the past three (3) years.

8. Is the Bidder now or has the Bidder even been involved in any bankruptcy or reorganization proceedings within the last seven (7) years? () No () Yes

If yes, provide complete circumstances for each occurrence on separate sheets of paper.

9. Has the Bidder ever failed to enter into a contract in the past 10 years when the Bid was awarded to them? () No () Yes

If yes, provide complete circumstances for each occurrence on separate sheets of paper.

10. During the last 10 years, has the Bidder even been declared in default under a contract by an Owner? () No () Yes

If yes, provide complete circumstances for each occurrence on separate sheets of paper.

11. Submit resumes for the proposed project manager and the proposed project superintendent detailing prior work experience and current references. The resumes must demonstrate that these individuals have worked on at least (3) similar, successfully completed wastewater treatment facilities during the last 10 years.

12. Will the Bidder provide a dedicated superintendent for the project (as defined under Sc. 3)? () No () Yes

13. Relevant Experience – List firm’s construction experience for wastewater treatment facility improvements and/or modifications of at least \$10 million in construction costs. A minimum of three (3) successfully completed projects must be listed.

Project No. 1

Project Name and Location: _____

Project Description: _____

Owner’s Name and Address: _____

Contract Price: _____

Owner’s Contact Person: _____

Phone No.: _____

Contract Start Date (date of Notice to Proceed): _____

Contract Time: () Calendar Days () Working Days

Contract Substantial Completion Date: _____

Actual Substantial Completion Date*: _____

* If contract completion time extensions exceeded three (3) percent of the total time allowed, attach a written explanation for each time extension.

Project No. 2

Project Name and Location: _____

Project Description: _____

Owner's Name and Address: _____

Contract Price: _____

Owner's Contact Person: _____

Phone No.: _____

Contract Start Date (date of Notice to Proceed): _____

Contract Time: Calendar Days Working Days

Contract Substantial Completion Date: _____

Actual Substantial Completion Date: _____

* If contract completion time extensions exceeded three (3) percent of the total time allowed, attach a written explanation for each time extension.

Project No. 3

Project Name and Location: _____

Project Description: _____

Owner's Name and Address: _____

Contract Price: _____

Owner's Contact Person: _____

Phone No.: _____

Contract Start Date (date of Notice to Proceed): _____

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Contract Time: Calendar Days Working Days

Contract Substantial Completion Date: _____

Actual Substantial Completion Date: _____

* If contract completion time extensions exceeded three (3) percent of the total time allowed,
attach a written explanation for each time extension.

THIS FORM MUST BE RETURNED WITH THE BID.

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ACKNOWLEDGEMENT OF POLLUTION ABATEMENT COMPLIANCE
(To Be Submitted with Bid Proposal)

THE STATE OF TEXAS §
COUNTY OF BEXAR §

CONTRACTOR'S ACKNOWLEDGEMENT
OF
POLLUTION ABATEMENT COMPLIANCE

I hereby attest that as of the date hereof, I have read and familiarized myself with the Pollution Abatement and Sediment and Erosion Control Plans and Specifications for this project and EPA's NPDES Construction Storm Water Regulations and that I have made an independent diligent effort to identify all other applicable state and local regulations related to this specification.

I hereby attest that I have considered the conditions required by the Pollution Abatement and Sediment and Erosion Control Plans and Specifications for the project, the EPA's NPDES Construction Storm Water Regulations and the other applicable and related state and/or local regulations and that cost for measures necessary to comply fully with these conditions, regulations and requirements have been and are included in the bid proposal submitted herewith.

B: _____
Title: _____

STATE OF TEXAS §
COUNTY OF _____ §

This instrument was acknowledged before me on this _____, 20____,
by _____, the _____
_____ of _____ on behalf of said corporation.

For Reference Only - Not for the Purpose of Bidding

Notary Public in and for
The State of Texas

My Commission Expires:

Typed or Printed Name of Notary



**GOOD FAITH EFFORT PLAN FOR
CONSTRUCTION SUB-CONTRACTS
FOR**

NAME OF PROJECT: _____

SECTION A - CONTRACTOR INFORMATION:

Name of Firm: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Telephone:** _____

Email Address: _____ **Fax:** _____

Is your firm Certified: Yes _____ No: _____ If certified, Certification Number: _____

Type of Certification: _____ **AABE** _____ **DIBE** _____ **MBE** _____ **WBE**
 _____ **SBE** _____ **VBE** _____ **HUB** _____ **DBE**

1. List ALL SUBCONTRACTORS/SUPPLIERS that will be utilized on this project/contract.

Name & Address of Company	Scope of Work/Supplies to be Performed/Provided by Firm	Estimated Contract Amount on this Project	If Firm is Certified, Provide Certification Number and attach copy of Certification Affidavit
1.			
2.			
3.			
4.			
5.			
6.			

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SECTION B. – SMWB COMMITMENTS

The SMWB goal on this project is 17%

- 1. The under signed contractor has satisfied the requirements of the BID specification in the following manner (please check the appropriate space):

The contractor is committed to a minimum of % SMWB utilization on this contract.

The contractor (if unable to meet the SMWB goal of %) is committed to a minimum of % SMWB utilization on this contract. *(If contractor/consultant is unable to meet the goal, please fill out Section C and submit documentation demonstrating good faith efforts).*

- 2. Name and phone number of person appointed to coordinate and administer the SMWB requirements on this project.

Name: _____

Title: _____

Phone Number _____

IF THE SMWB GOAL WAS MET, PROCEED TO AFFIRMATION AND SIGN THE GFEP. IF GOAL WAS NOT MET, PROCEED TO SECTION C.

During the term of the contract, the contractor must report the actual payments to all the SMWB subcontractors on a monthly basis, on the "Subcontractor Report Form" or in other specified time intervals and format prescribed by the SAWS. Any unjustified failure to comply with the levels of SMWB participation identified in the bid and affirmed in the Good Faith Effort Plan shall be considered a material breach of contract. The SAWS reserves the right, at any time during the term of the contract to request additional information, documentation or verification of payments made to subcontractors in connection with the contract. Verification of amounts being reported may take the form of requesting copies of canceled checks paid to SMWB participants and/or confirmation inquiries directly to the SMWB participants. Proof of payments, such as copies of canceled checks must properly identify the project name or project number to substantiate SMWB payment for this project.

The completed Subcontractor Report Forms should be mailed to:

San Antonio Water System
SMWB Program
2800 U. S. Hwy 281 N., Suite 171
San Antonio, TX 78212

For Reference Only - Not for the Purpose of Bidding

SECTION C – GOOD FAITH EFFORTS (Fill out only, if the SMWB goal was not achieved).

1. List all firms you contacted with subcontracting/supply opportunities for this project that will not be utilized for the contract by choice of the contractor, subcontractor, or supplier. Written notices to firms contacted by the contractor for specific scopes of work identified for subcontracting/supply opportunities must be provided to subcontractor/supplier not less than five (5) business days prior to bid/proposal due date. The following information is required for all firms that were contacted of subcontracting/supply opportunities.

Name & Address of Company	Scope of Work/Supplies to be Performed/Provided by Firm	Is Firm SMWB Certified?	Date Written Notice was Sent & Method (Fax, Letter, E-Mail, etc.)	Reason Agreement was not reached?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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(Use additional sheets as needed)

In order to verify a contractor’s good faith efforts, please provide to SAWS copies of the written notices to all firms contacted by the contractor for specific scopes of work identified in relation to the subcontracting/supply opportunities in the above named project. Copies of said notices must be provided to the Business Development Liaison with five (5) business days after the bid is due. Such notices shall include information on the plans, specifications, and scope of work.

2. Did you attend the pre-proposal conference scheduled for this project? ____ Yes ____ No

3. List all SMWB listings or directories, contractor associations, and/or any other associations utilized to solicit SMWB Subcontractors/suppliers.

4. Discuss efforts made to define additional elements of the work proposed to be performed by SMWBs in order to increase the likelihood of achieving the goal:

5. Indicate advertisement mediums used for soliciting bids from SMWBs. (Please attach a copy of the advertisement(s):

AFFIRMATION

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that, this document shall be attached hereto and become a binding part of the contract.

Name and Title of Authorized Official:

Name: _____

Title: _____

Signature: _____ Date: _____

NOTE:

This Good Faith Effort Plan is reviewed by SAWS Contracting Department. For questions and/or clarifications, please contact the SMWB Program Manager, Marisol V. Robles at (210) 233-3420. If the SMWB goal was not met the Business Development Liaison will evaluate the "good faith efforts" of a firm. The Good Faith Effort Plan must be approved prior to award of the contract.

Recommendation: Approval: _____ Denial: _____

Signature of Business Development Liaison: _____

Date: _____

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SUBCONTRACTOR / CONSULTANT REPORT

San Antonio Water System 2800 U.S. Hwy. 281 North San Antonio, Texas 78212		1) Invoice No.		2) Job Name/Reporting Period From: _____ To: _____		3) SAWS Job Number			
Instructions: All prime contractors are required to complete and submit this report until final payment of contract. To complete this report, we detailed instructions on reverse side. If you have any questions, please contact the SMWB Program Manager Marisol V. Robles at 210.233.3420.									
4) Type of Contract - Select from Drop-down below: (Tab down)			5) Contractor's/Consultant's Business Name, Address, and Telephone Number			6) Date of Contract Award		7) Scheduled Date of Completion	
8) Original Contract Amount		9) Current Contract Amount (Including Change Orders/Additional Addendums)			10) Total Contract Amount Rec'd to Date			11) Total Contract Amount Owed	
12) Proposed Participation SBE _____ % MBE _____ % WBE _____ %		13) Instructions for calculation of SMWB Percentage: Total dollar amount paid to SMWB divided by total dollar am			14) Name, Address, & Phone Number of Subcontractor/Sub Consultant			15) Select from Drop-down Below:	
16) Description of Subcontract Work		17) Subcontract Dollars Awarded	18) Subcontract Amount Paid to Date	19) Subcontract % Paid to Date		SBE, MBE, WBE			
Company's Official Signature and Title			Printed Name			Name & Title of Individual Completing Report			

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During the term of the contract, the contractor must report the actual payments to all the SMWB subcontractors on a monthly basis, on the “Subcontractor Report Form” or in other specified time intervals and format prescribed by the SAWS. Any unjustified failure to comply with the levels of SMWB participation identified in the bid and affirmed in the Good Faith Effort Plan shall be considered a material breach of contract. The SAWS reserves the right, at any time during the term of the contract to request additional information, documentation or verification of payments made to subcontractors in connection with the contract. Verification of amounts being reported may take the form of requesting copies of canceled checks paid to SMWB participants and/or confirmation inquiries directly to the SMWB participants. Proof of payments, such as copies of canceled checks must properly identify the project name or project number to substantiate SMWB payment for this project.

The completed Subcontractor Report Forms should be mailed to:

San Antonio Water System
SMWB Program
2800 U. S. Hwy 281 N., Suite 177
San Antonio, TX 78212

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CONFLICT OF INTEREST QUESTIONNAIRE NOTE:

“Effective January 1, 2006, Chapter 176 of the Texas local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with SAWS shall file a completed conflict of interest questionnaire with the SAWS Manager of Contract Administration no later than the 7th business day after the date that the person: (1) begins contract discussions or negotiations with SAWS; or (2) submits to SAWS an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with SAWS. The Conflict of Business questionnaire is attached on the following page and is available from the Texas Ethics Commission at www.ethics.state.tx.us. Completed Conflict of Interest questionnaires should be included with your bid or may be delivered by hand, within 7 business days of the bid opening, to the Manager of Contract Administration. If mailing a completed Conflict of Interest questionnaire, mail to: David Gonzales, Manager, Contract Administration, 2800 U.S. Hwy 281 North, San Antonio, TX 78212. If delivering a completed Conflict of Interest questionnaire, deliver to Contract Administration, Tower 2, 1st Floor, Room 171, 2800 U.S. Hwy 281 North, San Antonio, TX 78212. Please consult your own legal advisor if you have questions regarding the statute or form.”

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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined in Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date