



**ARTESIA PUMP STATION ADDITIONAL WELL NOS. 7 AND 8**

**Solicitation Number: CO-00416**

**Job No.: 21-8602**

**ADDENDUM 4**

**September 16, 2021**

To Respondent of Record:

This addendum, applicable to work referenced above, is an amendment to the price proposal, plans and specifications and as such will be a part of and included in the Contract Documents. Acknowledge receipt of this addendum by entering the Addendum number and issue date on the space provided in submitted copies of the price proposal.

**RESPONSES TO QUESTIONS**

- 1. None.

**CHANGES TO THE SPECIFICATIONS**

- 1. Section IV-1 Request for Competitive Sealed Proposals (RFCSP)

Replace as follows: "For questions regarding this solicitation, technical questions or additional information, please contact Roxanne Lockhart, Contract Administrator, in writing via email to: [Roxanne.Lockhart@saws.org](mailto:Roxanne.Lockhart@saws.org) or by fax to (210) 233-4438 until **5:00 PM (CDT) on September 10, 2021**. Answers to the questions will be posted to the web site by **4:00 PM (CDT) on September 22, 2021** as a separate document or included as part of an addendum. Please be advised that firms responding to this RFCSP (Respondents) are prohibited from communicating with any other SAWS staff, the Consultant, the Developer, or COSA officials regarding this RFCSP up until the contract is awarded as outlined in the Instructions to Respondents."

Replace as follows: "**Due to the COVID-19 emergency and to protect the health of the public, SAWS is implementing new procedures for the submission of proposals. Proposals will be received electronically only, until 1:00 PM (CDT), September 29, 2021.** Electronic proposals will be received via the secure SAWS FTP site. See the Electronic Proposal Opening Instructions attachment for additional information regarding an electronic proposal submittal. Electronic proposals shall be accompanied by a bid bond in an amount not less than five percent of the total proposal price. (Or, if providing SAWS with a cashier's check or certified check in an amount not less than five percent of the total proposal price, SAWS will request this within 24 hours from the Respondent who did not submit a bid bond). Proposals will then be publicly opened and read aloud by Contract Administration via WebEx.

The remaining sections shall remain the same.

**END OF ADDENDUM 4**

This Addendum is two (2) pages in its entirety.

Attachment:  
Electronic Proposal Opening Instructions (1 Page)



September 16, 2021



Solicitation Number: CO-00416

**ELECTRONIC PROPOSAL OPENING INSTRUCTIONS**  
**SEPTEMBER 29, 2021 at 1:00 PM (CDT)**

**FTP PROPOSAL UPLOAD**

In order to receive electronic proposals for this project, SAWS will utilize a SAWS secured File Transfer Protocol (FTP) site. Only Respondents submitting as Prime Contractors will need to submit their request prior to **September 28, 2021 by 1:00 PM (CDT)** to receive access to the FTP site via email to **Roxanne.Lockhart@saws.org**. Respondent's email shall provide the legal name of the Respondent's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **September 28, 2021 by 1:00 PM (CDT)**. Once a Respondent is approved for access, an email with a hyperlink to the FTP site and a unique password for the Respondent will be provided to the Respondent's email recipient.

Once access is received, Respondents may upload the required documents per the Respondent's Proposal Checklist any time before **September 29, 2021 by 1:00 PM (CDT)**. **Please ensure to allow sufficient time should Respondent's experience technical difficulties in uploading the required documents. No changes to the proposal price can be made once the Proposal has been submitted.**

**Respondents shall comply with the following:**

- 1) Limit files to three (3) pdf files that includes all items as indicated on the revised Respondent's Proposal Checklist. ONLY 3 SUBMITTALS PER RESPONDENT WILL BE ACCEPTED PER REQUEST. Do not upload zip files.
- 2) Ensure that the itemized General Price Proposal Items is the first page(s) of File 1.
- 3) Respondents may protect the documents from editing by adding a password. **However, the document must be accessible for viewing by SAWS without requiring a password.**
- 4) Files shall be titled as required on the Respondent's Proposal Checklist.
- 5) DO NOT SHARE ACCESS AND/OR PASSWORD WITH OTHER PARTIES OUTSIDE YOUR COMPANY.
- 6) ENSURE THE PROPOSAL IS SENT NO LATER THAN THE DUE DATE AND TIME. PROPOSALS SUBMITTED AFTER THE PROPOSAL OPENING DEADLINE WILL NOT BE ACCEPTED.

If the Respondent is in need of help, they may contact the SAWS Contract Administrator, **Roxanne Lockhart**, at **210-233-3095** or view troubleshooting tips at <http://www.Serv-U.com/sharefiles>

**WEBEX PROPOSAL OPENING MEETING**

The WebEx meeting details are below if you would like to view the public opening of the proposals.

When it's time, start or join the WebEx meeting from [here](#).

*Access Information*

Meeting Number: **1467 80 3983**

Meeting Password: **zKJesMZa657**

Audio Connection: +1-469-210-7159 US Toll (Dallas)  
+1-408-418-9388 US Toll

If you have any questions or concerns, please feel free to contact me.

Thank you,

**Roxanne Lockhart**

Contract Administrator

2800 U.S. Highway 281 North, Ste. 171 | San Antonio, TX 78212

Office | 210-233-3095

Email | [roxanne.lockhart@saws.org](mailto:roxanne.lockhart@saws.org)

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