

**LICENSED COMMERCIAL INSURANCE BROKER OF RECORD AND RISK  
MANAGEMENT CONSULTING SERVICE  
SAWS Solicitation No. R-11-004-DG**

**Questions and Responses**

March 25, 2011

**BID DATE: March 30, 2011 @ 2:00 PM Central Time**

**The Vendor/Consultant of Record:**

This information, applicable to the project above, is a response to the bidding documents and as such shall be a part of and included in the Contract. The original contract documents and any prior addenda remain in full force except as modified by the following which shall take precedence over any contrary provisions in prior documents.

**Questions and Responses:**

**Q1. Does Section V. Security Procedures and Exhibit "D" Security Procedures apply to this RFP? Upon review of Exhibit "D" it appears the Security Procedures are intended for parties who do work on SAWS property and the services contemplated under this RFP appear to be not applicable for the Security Procedures. Please confirm this can be deleted from the RFP?**

R1. Yes, the Security Procedures is part of the RFP and will not be deleted. The Security Procedures is for any and all SAWS Property. Respondent acknowledges having read the security procedures in Exhibit "D" and understands the requirements. Respondent, at their own expense, is prepared to perform background security checks on their employees, or the employees of their consultants or sub-consultants if requested by SAWS.

**Q2. Please clarify what a "Corporate Authorization Resolution" is as referenced under VI. B. 2. Do you have a sample form or is this a letter from the successful responder?**

R2. A Corporate Authorization Resolution is a corporate action; an expression or document containing authorization by a corporate board of directors of a particular act, transaction, agent, or representative authorizing to bind the corporation to an agreement. If not a Corporation you may include a Signature Authorization Letter to show authenticity to that the people who are signing the letter are the same as those signing the contracts and reviewing the invoices. The letter must be typed on the Vendor's letterhead. The signatures and notary stamp must be both clear and have original signatures

**Each vendor/consultant is requested to acknowledge receipt of these questions and responses by his/her signature affixed hereto and to file the same with attached to his/her bid.**

**The Undersigned acknowledges receipt of this question & response, and the bid submitted herewith is in accordance with the information and stipulation set forth.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vendor/Consultant

**END OF QUESTIONS AND RESPONSES**

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