

**SAN ANTONIO WATER SYSTEM  
SAN ANTONIO, TEXAS**

Page No. **1** No. Pages **10**

Date **June 17, 2011**

**FORMAL INVITATION, BID**

Sealed bids addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, P. O. Box 2449, San Antonio, TX 78298-2449 will be received until **3:00 p.m., June 24, 2011** and then publicly opened and read aloud for furnishing materials or services as described received herein below,

- In estimated quantities indicated below.
- For period beginning **Date of Award** and ending **August 1, 2013**.
- Bid Bond is required (See Paragraph 15 of Terms & Conditions of Invitation for Bids.)
- Bid Bond is not required.
- Performance Bond is required.
- Performance Bond is not required.
- Price quoted shall be firm and non-escalating during the contract period (Paragraph 13a, b, and c of Terms and Conditions do not apply).

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
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**SAN ANTONIO WATER SYSTEM  
BIENNIAL "BEST VALUE" BID FOR  
SECURITY SERVICES  
ADDENDUM NO. 1**

Please make the following changes to subject bid form mailed to you July 17, 2011.

Addendum 1 provides for the following:

- Revisions and clarifications.
  - Copy of Sample Service Agreement
- Additions.
- Responses to questions.
- Pre-Bid Sign In Sheet
- Item 8, Pricing, page 27, is replaced in its entirety.

**IT IS NECESSARY TO RETURN THIS ADDENDUM WITH YOUR BID.**

**c:rb;fmlbid/security services Add 1**

**Bid No. 11-8067**

**NOTICE TO BIDDERS:** The San Antonio Water System Purchasing Division is willing to assist any bidder(s) in the interpretation of bid provisions or explanation of how bid forms are to be completed. Assistance can be received by visiting the Purchasing Division located at 2800 US Hwy 281 North, or by calling (210) 233-3819.

<b>MAIL TO:</b>	Purchasing Division San Antonio Water System P. O. Box 2449 San Antonio, Texas 78298-2449	<b>DELIVER TO:</b>	Purchasing Division San Antonio Water System 2800 US Hwy 281 North San Antonio, Texas 78212
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**IMPORTANT MAILING INSTRUCTIONS:**

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)

The undersigned offers and agrees to furnish any or all the items or services enumerated and upon which prices are quoted at the unit price set opposite each item, delivered at the designated point(s) within the time specified. Bidder hereby makes this bid and offer subject to the Terms and Conditions on the reverse hereof and subject further to the terms and conditions of this Invitation for Bid, the accompanying schedule and such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the schedule; and upon acceptance of this bid and offer, bidder agrees to comply with all such Terms and Conditions, as well as contract provisions, specifications, drawings or other data.

**BIDDER MUST COMPLETE THE FOLLOWING:**

Discount Terms: \_\_\_\_\_ % 20 days. (Net 30 days if left blank)      Date of Bid \_\_\_\_\_

Delivery will be completed within \_\_\_\_\_ calendar days after receipt of order. (if applicable)

Name of Bidder (Company) (print or type)	Signature of person authorized to sign bid:
Address	Print or Type Name of Authorized person
City, State and Zip Code	Phone No.                      Fax No.
E-mail Address	

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**Revisions and clarifications:**

1. Cody Moos, Security Manager's e-mail is corrected. His correct e-mail is: [clmoos@saws.org](mailto:clmoos@saws.org)
2. **Performance Bond** – Page 27, Item 7 is revised as follows:

*From*

**A Performance Bond in the amount of the total amount of the first year of Services will be required from the successful bidder.** Bidders must provide a letter **with bid** from Bonding Company stating that in the event of award, bidder will be able to provide the requested Performance Bond.

*To*

**A Performance Bond in the amount of \$500,000, renewable annually, will be required from the successful bidder.** Bidders must provide a letter **with bid** from Bonding Company stating that in the event of award, bidder will be able to provide the requested Performance Bond.

3. **Bid Bond** – Page 27, Item 8: Bid Bond requirement is deleted. A bid bond is not required to be submitted for this bid.
4. Successful bidder will be required to sign SAWS standard Service Agreement. A copy is attached.
5. There is a discrepancy in the numbering for Item 9.1 in that Item 9.1.11 (page 17) was inadvertently left out of scope.

**Additions**

1. **Payment Bond:** For those companies subcontracting any of the Guard Services, a Payment Bond in the amount of \$200,000, renewable annually, will be required.

**Response to Questions**

1. Section I – General Information  
Question: Would SAWS clarify the total annual regular security officer service contracted hours, not inclusive of other noted coverage possible commitments?

**Response:** The Base Bid, for current coverage, is 112,684 hours and 26,520 for contingency. The Alternate Bid is for 104,832 hours.

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Name of Bidder (Company) (print or type)

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Signature of person authorized to sign bid:

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2. Section II (6e) - Resource Availability

Does SAWS require personnel requested to meet the 12 hour response time frame to be armed commissioned security officers are can they be unarmed non-commissioned security officers?

**Response:** All positions in this contract are for armed, commissioned officers, SAWS does not use any unarmed, non-commissioned officers.

3. Section IV (2) - Safety and Emergency Plan

Is the contract provider required to write an entire new Safety and Emergency Plan prior to the start of the contract, or review and update the existing Safety and Emergency Plan?

**Response:** The contractor is responsible to provide a Safety and Emergency Plan. Some existing plans may just need to be reviewed and updated, while others may need to be rewritten or newly developed. It is anticipated the bulk of them just need to be reviewed and updated.

4. Section IV (7) – Specialized Training

Does SAWS provide approved emergency first aid response kits and AEDs for security officer first responder required duties?

**Response:** SAWS does provide first aid kits and AEDs for the officers' use.

5. Section IV (9) – Personnel Recruitment, Screening and Selection and Retention

What type and degree of background investigation is required by SAWS management for security officers selected for account assignment?

**Response:** Statewide and local background checks as noted in the Best Value Bid, officers with criminal charges, other than minor traffic violations, will not be allowed on the contract.

6. Section IV (13.7) – Holiday Pay

How many and which holidays does SAWS recognize during the year?

**Response:** For the past 2 years SAWS has had 10 set holidays, however, that is subject to change by the Board of Trustees or City at anytime. The 2011 holidays are as follows:

- Martin Luther King's Birthday – Monday, January 17, 2011
- President's Day - Monday, February 21, 2011
- Fiesta San Jacinto – Friday, April 15, 2011
- Memorial Day – Monday, May 30, 2011

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Name of Bidder (Company) (print or type)

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Signature of person authorized to sign bid:

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- Independence Day – Monday, July 4, 2011
- Labor Day – Monday, September 5, 2011
- Veteran's Day – Friday, November 11, 2011
- Thanksgiving Day – Thursday, November 24, 2011
- Day after Thanksgiving - Friday, November 25, 2011
- Christmas Day – Monday, December 26, 2011(Observed)

7. Section IV (17.3) – Contract Furnished Items

What equipment “gear” composes SAWS management’s requirements for commissioned security officers to be issued for wear? Does this include mace, asp, baton, or handcuffs?

**Response:** SAWS requires the officers to be equipped with a duty belt, firearm, spare magazine, asp baton, handcuffs, and flashlights as needed.

8. Section IV (17.4) – Contract Furnished Items

What firearm is preferred as to revolver or semi-automatic, and what caliber of weapon is required?

**Response:** SAWS does not specify a specific caliber or type of weapon. SAWS main concern is that all the officers use the same firearm from reputable manufactures. SAWS does not want the officers to have a mix of several different firearms in several different calibers. The current contractor is using a semi-automatic 9mm.

9. Can we receive the bid tabs from the last security services contract?

**Response:** A bid tab is not available because this was a Best Value Bid last time; price is only one of the evaluation factors.

10. Can we receive a list of attendees from the mandatory Pre-Bid Conference?

**Response:** Yes, a copy of the sign in sheets are attached.

11. What was the wage stipulated for the last contract?

**Response:** \$ 10.00/hr

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Name of Bidder (Company) (print or type)

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Signature of person authorized to sign bid:

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Item No.	Estimated Quantity	Description	Unit Price	Total Amount
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12. From the SAWS management perspective, will the existing security officers be able to be retained or hired under the new contract?

**Response:** SAWS would like to retain many of the officers, however, it will be their decision on which company they work for, as well as, the successful bidder.

13. If so, will new background, psychological and physical tests be required by SAWS?

**Response:** The successful bidder will be required to have background, psychological and physical tests on file.

14. During the conference, SAWS mentioned the goal of SMWB goal. Can the Prime/Subcontractor split locations rather than fixed posts/patrol?

**Response:** SAWS prefers to have one company work the fixed posts.

15. Please clarify "First Responders."

**Response:** When incidents occur on SAWS property, often times the guards will arrive on scene before anyone else, hence the term "First Responder."

16. There are two different termination times given in the RFP – one is 10 days and one is 30 days? Is one correct?

**Response:** If there is a Termination Breach, SAWS reserves the right to cancel the contract immediately. For any reasons other than poor performance, SAWS will provide 30 days written notice.

17. Does the vendor have termination right?

**Response:** No

18. Are the officers allowed to work more than 12 hours if necessary during the transition?

**Response:** No

19. Is a TWIC card required?

**Response:** SAWS is not sure what a TWIC card is.

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Name of Bidder (Company) (print or type)

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Signature of person authorized to sign bid:

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20. Can you please tell us how many hours per week were billed last year? Several different hours total are listed in the RFP – 217,516 on Page 2. The hours on the pricing sheet add up to about 126,000 total, including the contingency guards, emergency guards and contingency patrols. Can you please explain the wide range of hours?

**Response:** The Price Sheet, Item 8, has been revised to reflect hours needed now, and hours that *may* be needed at a later date.

21. Is the result information from the previous RFP publicly available? On the SAWS website, there are results for other RFP's, but none for the security RFP. Can you please make that available?

**Response:** See response to Item 9 above.

22. Are you going to specify a wage?

**Response:** A wage is specified. See page 15: "All officers working under this contract will have a minimum starting base pay rate of \$11.00 an hour".

23. If a company is tentatively selected, pending Board approval, is it possible to contact incumbent officers before final approval?

**Response:** SAWS will notify all bidders prior to Board approval, including the bidder that is the "tentative" selected vendor. Formal award will not occur until after Board Award.

24. Am I understanding that the RFP states that every single page of RFP must be signed and returned – all 66 pages?

**Response:** Yes, that is correct.

25. Stated on page 24 that a subcontractor will have to meet all the bid requirements? Does this mean they have to submit a bid response? Do they have to sign all the same forms we do? Are they eligible if they did not attend pre bid meeting?

**Response:** The Prime Contractor will be responsible for the subcontractor and must submit a complete bid package. The subcontract does not need to submit a bid response, but they must meet all of the requirements as specified for the prime. Pertinent information regarding the subcontractor should be submitted with the bid. The company submitting the bid must have attended the Pre Bid meeting.

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Name of Bidder (Company) (print or type)

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Signature of person authorized to sign bid:

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26. Are exceptions permitted at all?

**Response:** To insure your bid is deemed responsive, no exceptions should be taken.

27. I see the additional guard hours in Item 2. When will you let vendor know if these hours will be in place in this contract? How much start up time for these hours? I realize this is a fluid contract.

**Response:** The additional hours, or a subset thereof, may be added when funding becomes available. In most cases, the contractor will be notified well in advance that funding was approved since our budget items are approved in the fall for the following year. However, an event could occur that would require the additional hours on very short notice.

28. We had a representative at the pre bidders meeting. We have been soliciting potential prime contractors to partner with. If we find one who did not go to the meeting, will our representation at the meeting suffice?

**Response:** Since the Prime Contractor will be submitting the bid, it was required that they attend the Pre Bid Meeting.

29. Question was raised as to whether the supervisor could be one of the post guards.

**Response:** Yes. The posts can be contacted by either radio or phone.

30. Driving Record: Is a Driving Record required for all guards?

**Response:** Driving Record is only required for Patrol Functions.

31. How should pricing be submitted?

**Response:** One Original Pricing Sheet and seven (7) copies should be submitted together in one sealed envelope.

32. Are flashlights and Batteries provided?

**Response:** No

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Name of Bidder (Company) (print or type)

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Signature of person authorized to sign bid:

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**ITEM 8  
PRICING - SITES REQUIRING SECURITY  
Revision 1**

All pricing shall be enclosed in a separate sealed envelope, marked "PRICING".

Vendor must price both Item 1 and Item 2.

**ITEM 1: BASE BID: Standard Guard Hours:**

Represents the base level of current guard service required.

Facility	Estimated No. of Posts	Hours/ 28 days	No. of 28 day Cycles	Hours Annually	Price /Hr	Annual Total
<b>Various Locations</b>						
Armed, 24 hrs x 7 days x 4 weeks	9	672	13	78624	\$ _____	\$ _____
Armed 9 hrs x 5 days x 4 weeks	3	180	13	7020	\$ _____	\$ _____
Armed 12 hrs x 5 days x 4 weeks	3	240	13	9360	\$ _____	\$ _____
Armed Level 4, 8hrs x 1 day	2	8	13	208	\$ _____	\$ _____
<b>1 Total Various Locations</b>					\$ _____	\$ _____
<b>2 Mobile Patrol</b>						
Armed 24 hrs x 7 days x 4 weeks	2	672	13	17472	\$ _____	\$ _____
<b>2 Total Mobile Patrol *</b>					\$ _____	\$ _____
<b>3 Contingency Guards (min of 24 hr notice)</b>				17472	\$ _____	\$ _____
<b>4 Emergency Guards (less than 24 hr notice)</b>				312	\$ _____	\$ _____
<b>5 Contingency Mobile Patrols)</b>				8736	\$ _____	\$ _____
					<b>Annual Total for all guards</b>	\$ _____
					<b>Two Year Total for all guards</b>	\$ _____

\_\_\_\_\_  
Name of Bidder (Company) (print or type)

\_\_\_\_\_  
Signature of person authorized to sign bid:



**SAN ANTONIO WATER SYSTEM  
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**Standard Guard Locations and Hours**

The Contractor shall provide pricing on the above Pricing Sheet, per hour, to be billed per 28 day bill cycle. The following is estimated to be the Standard Guard Hour coverage required to be paid on an Hourly Basis. The actual number of hours may be higher or lower than the estimated hours. Contractor shall be paid only for hours actually requested and performed. SAWS reserves the right to move Guards to any of the locations in order to meet SAWS requirements.

- 9 Posts with armed coverage 24 hours x 7 days x 4 weeks.
- 3 Posts with armed coverage 9 hours x 5 days x 4 weeks.
- 3 Posts with armed coverage 12 hours x 5 days x 4 weeks.
- 2 Posts with armed level 4 coverage 8 hours x 1 day.
- 2 Mobile patrols with armed coverage 24 hours x 7 days x 4 weeks.

**Contingency/ Emergency Hourly rates**

The Contractor shall provide pricing to provide the following coverage on an hourly basis, as needed and requested by SAWS:

- 17,472 hours on a contingency basis to provide additional coverage as requested by SAWS with minimum of 24 hour notice.
- 312 hours for emergency call out to provide additional coverage as requested by SAWS on short/emergency (less than 24 hour) notice.
- 8736 hours of mobile patrol on a contingency basis to provide additional coverage as requested by SAWS.

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Name of Bidder (Company) (print or type)

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Signature of person authorized to sign bid:

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**ITEM 2: Alternate Bid - Additional Guard Hours:**

Represents the level of additional guard services that may be required, if approved by SAWS.

Facility	Estimated No. of Posts	Hours/ 28 days	No. of 28 day Cycles	Hours Annually	Price /Hr	Annual Total
<b>1 Various Locations</b>						
Armed, 24 hrs x 7 days x 4 weeks	10	672	13	87360	\$ _____	\$ _____
<b>1 Total Various Locations</b>					\$ _____	\$ _____
<b>2 Mobile Patrol</b>						
Armed 24 hrs x 7 days x 4 weeks	2	672	13	17472	\$ _____	\$ _____
<b>2 Total Mobile Patrol</b>					\$ _____	\$ _____
					<b>Annual Total for all guards</b>	\$ _____
					<b>Two Year Total for all guards</b>	\$ _____

**Additional Guard Locations and Hours**

The Contractor shall provide pricing on the above Pricing Sheet, per hour, to be billed per 28 day bill cycle. The following is the estimated Additional Guard Hours coverage required to be paid on an Hourly Basis. The actual number of hours may be higher or lower than the estimated hours. Contractor shall be paid only for hours actually requested and performed. SAWS reserves the right to move Guards to any of the locations in order to meet SAWS requirements.

- 10 Posts with armed coverage 24 hours x 7 days x 4 weeks.
- 2 Mobile patrols with armed coverage 24 hours x 7 days x 4 weeks.

**Vendor must submit Pricing on Pricing Schedule provided in Bid**

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

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

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

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

\_\_\_\_\_  
Name of Bidder (Company) (print or type)

\_\_\_\_\_  
Signature of person authorized to sign bid: