

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

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

Date **August 23, 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., September 7, 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 **November 30, 2014.**
- 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  
"BEST VALUE" BID  
FOR  
THREE YEAR CONTRACT  
MULTI-FUNCTIONAL FAX/SCAN/PRINTING/  
PHOTO COPYING EQUIPMENT  
ADDENDUM 1**

Please make the following changes to subject bid form mailed to you on August 16, 2011:

On Page 3 of 61, **Item No. 4 Timetable**, Proposed Start of Contact should read **January, 2012.**

On Page 20 of 61 under Additional Information Item No. 1 second sentence should read as follows:

For responses to questions to be binding, questions must be written and must be submitted no later than **3:00 p.m., August 31, 2011.**

**IT IS NOT NECESSARY TO RETURN THIS ADDENDUM WITH YOUR BID**

**c:rb;bestvaluebid/multi functional copier equip Add 1**

**Bid No. 11-5039**

**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