

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

Page No. **1** No. Pages **4**

Date **September 7, 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 15, 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 **December 31, 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 NO. 2**

Change bid opening date and time as follows: **"3:00 p.m., September 15, 2011"**

IT IS NOT NECESSARY TO RETURN THIS ADDENDUM WITH YOUR BID

c:rb;bestvalue/multi functional copier equip Add 2

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.

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

**SAN ANTONIO WATER SYSTEM
SAN ANTONIO, TEXAS
FORMAL INVITATION, BID (continued)**

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On Page 3 of 61 of the original bid document **Item No. 4 Timetable** has been revised as follows:

4.	Timetable:			
	Mandatory Pre-Bid Conference		3:00 P.M., August 31, 2011	
	Questions (Responses to) Due		3:00 P.M., September 1, 2011	
	Bids Due		3:00 P.M., September 15, 2011	
	Demonstration of equipment if required		Week of September 26, 2011	
	Pricing Portion Opening		TBD (To Be Determined)	
	Proposed Start of Contract		January 2012	

QUESTIONS FOR BID NO. 11-1072 –Multi-Functional Fax/Scan/Printing/Photo Copying Equipment

NON-TECHINICAL

1. Will SAWS extend the contract for one week in order to give vendors more time to prepare the bid?
Answer: Yes, the bid opening will be extended to September 15th.
2. Will existing machines be removed by current vendor?
Answer: Yes
3. Will SAWS confirm that it is acceptable that each page of the contract be signed by a Corporate Bid Manager if an authorization for signing sheet is inserted with the BID Documents? The first page of the bid document must be signed by a Corporate Officer
Answer: Yes
4. Installation and training of 30 days from date of award is a reasonable and accepted government time frame for both Federal and State of Texas delivers, could this be acceptable for SAWS?
Answer: It may be 14 to 20 working days after receipt of the order. New machinery needs to be in place by January 1, 2012.
5. Does the equipment need to be new?
Answer: Yes, it needs to be new.

Name of Bidder (Company) (print or type)

Signature of person authorized to sign bid:

**SAN ANTONIO WATER SYSTEM
SAN ANTONIO, TEXAS
FORMAL INVITATION, BID (continued)**

Page No. 3 No. Pages 4

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
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6. Can toner be put in a recycling bin at SAWS?

Answer: No, our re-cycle vendor does not accept toner at this time.

7. What is the time period that all bids submitted shall be valid?

Answer: The Bid shall be valid not less than 90 days.

8. Will SAWS accept alternate bids?

Answer: Yes, but each bid must be sealed and presented separately and must conform to all requirements of the bid document, and must submit a completed bid document.

9. May the vendor insert in the pricing table their proposed equipment?

Answer: Yes, there is a column on the Price Sheet for what Model is being bid. Additional information may be included with the BID Package.

10. What is the amount of individuals that will need training at each location?

Answer: This will vary by location. You can expect approximately ten persons per machine.

11. Does SAWS receive Federal Funding in view of leverage contracts?

Answer: To my knowledge no, and "no" for certain on this contract.

12. Is this for the purchase or lease of the machines?

Answer: This is for the Lease of the Equipment.

13. May interested vendors obtain a copy of the current contract and pricing for the Multi-Function devices?

Answer: No, bid tabulations are not done for Best Value Bids.

14. May the vendor obtain a copy of the current contract in PDF format converted to a word document?

Answer: No, however you can submit additional or supplemental material as needed.

Name of Bidder (Company) (print or type)

Signature of person authorized to sign bid:

**SAN ANTONIO WATER SYSTEM
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Page No. 4 No. Pages 4

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15. Do SAWS terms and conditions prevail?

Answer: Yes, however we expect the vendor to present their terms and conditions on the Lease Agreement. This will be reviewed by SAWS legal department. All parties must be in agreement before the bid can be awarded. If, for some reason SAWS does not agree the award would go to the second successful vendor and so forth until all parties were in agreement.

TECHNICAL QUESTIONS

1. If the 20 ppm is a minimum acceptable as some volumes would correctly indicate: then would internal finishers of 30 sheet stapling be sufficient?

Answer: Yes

2. Do any of the estimated volumes contain usage from stand alone network printers?

Answer: No

3. Does the machinery have to be compatible with Right Fax Software?

Answer: Rightfax is our current software and is the preferred method. However, if an alternate fax solution is provided by vendor, it will be considered by SAWS network team.

4. Do the quarterly reports provided by vendor need to include user id (active directory)?

Answer: No, the minimum information required is using department, machine location, and user code, or copy code will be sufficient.

5. Does the vendor need to supply an individual with 24-hour contact information?

Answer: No, normal business hours 7am – 6pm will be sufficient.

Name of Bidder (Company) (print or type)

Signature of person authorized to sign bid:
