

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

Page No. 1 No. Pages 3

Date **October 10, 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., October 14, 2010** 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, 2012.**
- 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
ELECTRONIC EQUIPMENT AND COMPONENTS
RECYCLING AND DISPOSITION SERVICES
ADDENDUM NO. 2**

THIS BID DOES NOT REQUIRE A BID BOND OR PERFORMANCE BOND.

A list of questions and answers from the Mandatory Pre-Bid meeting are listed as follows:

- Will all equipment for recycling be palletized (stacked on pallets) and ready for pick-up or will we be required to remove loose equipment from the facilities and package them for shipment on-site?

ANSWER:

Page 8 of 46, item IV Scope of Service, Paragraph 1: The Contractor shall provide personnel, equipment and materials required for the pickup; packaging; transportation; and disassembly, demanufacture, recycling or disposal of all electronic equipment and components.

c:rb;bestvaluebid/electronic & computer equip mgmt svcs Add 2

Bid No. 11-4018

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
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FORMAL INVITATION, BID (continued)**

Page No. 2 No. Pages 3

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2. Can the insurance requirement for a Waiver of Subrogation be waived for this contract?

ANSWER:

Where insurance is required as part of a Bid SAWS requires the Waiver of Subrogation endorsement in favor of SAWS and the City of San Antonio to be in place on the Automobile and Commercial General Liability and Workers' Compensation lines of insurance coverage for one single reason; that being, that each carrier that issues any or all of the above cited lines of insurance with the Waiver of Subrogation waives their right to recover any and all expenses for claims arising from the performance of their services throughout the term of their contract with SAWS – the Waiver of Subrogation blocks that potential financial loss exposure to SAWS. **“No” based on the stated information.**

3. Can you supply a historical inventory list of products that have been disposed over the current contract term? Past 12 months?

ANSWER:

2011 YTD: 223 items –20 docks, 6 fax machines, 3 switches, 44 laptops, 1 misc, 32 monitors, 4 network gear, 1 large format plotter, 19 printers, 8 scanners, 23 servers, 61 PC's and 1 tape drive.

4. Will equipment be packed and ready for pick up?

ANSWER:

Equipment will be stacked and/or piled in a central area ready for pickup. Refer to answer in question 1.

5. What is the frequency of pick -ups for each location?

ANSWER:

Generally, we will schedule pickups quarterly. However, if we find we have special or bulky items, or we have accumulated more hardware than we anticipated, we will schedule a pickup as needed.

6. Where is equipment located? How many locations?

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 3

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ANSWER:

The majority of the hardware will be located at the SAWS Tower 1 3rd floor Central Office. On occasion, we may have a pickup at one of 14 possible local sites. This is generally on an exception basis however.

7. Over what time period will equipment be released (all at one time, over a year, etc)?

ANSWER:

Disposal pickups will occur over the course of the contract period.

8. Are you willing to pay for services?

ANSWER:

Only what is spelled out in the bid contract. Non standard items will be charged by weight. I'm not aware what other special services we might need based on past history.

9. What is the average age of products?

ANSWER:

Computer hardware will generally average no less than 5 yrs old. Some printers could be older. Non-standard items could be any age.

IT IS NOT NECESSARY TO RETURN THIS ADDENDUM WITH YOUR BID

Name of Bidder (Company) (print or type)

Signature of person authorized to sign bid:
