
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Sandra Rios
BID NO.: 19-8064

Date Issued: November 11, 2019

**FORMAL INVITATION FOR BEST VALUE BID (BVB)
FOR THREE YEAR CONTRACT FOR
COURT REPORTING SERVICES FOR SAWS
ADDENDUM 1**

Sealed bids, one (1) Original and seven (7) copies, addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5th Floor, San Antonio, TX 78212 will be received until **3:00 p.m., November 12, 2019** and then publicly opened and read aloud for furnishing materials or services as described herein below,

The San Antonio Water System Purchasing Department is willing to assist any bidder(s) in the interpretation of bid provisions or explanation of how bid forms are to be completed. Assistance may be received by visiting the Purchasing Office in the SAWS Main Office, 2800 US Hwy 281 North, San Antonio, TX 78212, or by calling (210) 233-3819.

This invitation includes the following:

Invitation for Bids
Terms and Conditions of Invitation for Bids

Specifications and General Requirements
Price Schedule

The undersigned, by his/her signature, represents that he/she is authorized to bind the Bidder to fully comply with the Specifications and General Requirements for the amount(s) shown on the accompanying bid sheet(s). By signing below, Bidder has read the entire document and agreed to the terms therein.

Signer's Name: _____ Firm Name: _____
(Please Print or Type)

Address: _____

Signature of Person Authorized to Sign Bid _____ City, State, Zip Code: _____

Email Address: _____ Telephone No.: _____

Fax No.: _____

Please complete the following:

Prompt Payment Discount: _____% _____days. (If no discount is offered, Net 30 will apply.)

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)

Indicate Status: Partnership Corporation Sole Proprietorship Other (specify) _____

Tax Identification Number: _____

To report suspected ethics violations impacting the San Antonio Water System, please call 1-800-687-1918.

***** This Addendum 1 is issued for Bid 19-8064 to do the following:

1. Respond to questions submitted.

IT IS **NOT** NECESSARY TO RETURN THIS ADDENDUM AS PART OF YOUR BID SUBMISSION

RESPONSES:

1. **Are the proceedings open to the public? Or is it largely the board members?**

RESPONSE: Yes, all meetings are open to the public and include the board members.

2. **Are there times when there are many different speakers to identify? Trying to get a sense of what the pace is generally.**

RESPONSE: Yes, there can be different speakers within a meeting as well as a single briefing topic. The board can ask questions during the briefings and there are times that more than one individual will respond to the questions. Examples of the meetings can be viewed in recorded meetings available on our website. <https://www.saws.org/about-saws/our-board/board-meeting-video-archive/>

3. **Are the proceedings during the day or the evening or both?**

RESPONSE: The meetings are during the day. However, there may be times that an evening meeting could be scheduled. "The San Antonio Water System reserves the right to change the Meeting times and/or dates, with coordination of the Court Reporting Firm."(pg19)

4. **I'm confused about the term "draft" vs "final version." Is the reporter to provide a rough draft version prior to delivery of the final copy? In our world "draft" refers to a rough draft, which is a largely unedited version that is requested soon after the taking of a proceeding, and there is a charge for getting a rough copy before the final; so that would make a huge difference.**

RESPONSE: The draft version is reviewed during the creation of the official minutes for the meeting. Once the board has approved the official minutes and any necessary changes made, the draft version is sent back with comments to be finalized, and a final copy is requested for the permanent records of the meeting. Note: Vendors may only charge SAWS for items on Price Schedule.

5. Where will they be taken?

RESPONSE: The location for the majority of the meetings is at SAWS headquarters located at 2800 US Hwy 281 North, San Antonio, TX 78212. There can be times that a meeting is held off-site and those would be communicated in advance.

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SUBMISSION**