

SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: John Warren Jr
BID NO.: 18-14007

Date Issued: January 30, 2018

**FORMAL INVITATION FOR BIDS
ANNUAL CONTRACT FOR LAWN MAINTENANCE SERVICES
FOR ESCORT REQUIRED SAWS PROPERTIES
ADDENDUM 1**

Sealed bids 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., February 9, 2018** 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.

**(Contractor's Insurance Requirements Attached)
(Bid Bond & Performance Bond Required)**

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.

Addendum 1 is issued as follows:

1. To extend the due date for submission of proposals
2. To provide questions asked and responses to those questions
3. To update Performance Bond Language
4. To schedule an *optional* site visit.

DUE DATE EXTENSION

Part 1 of Addendum 1 is issued to extend the due date for submission of proposals from February 6, 2018 to February 9, 2018.

QUESTIONS AND ANSWERS

Part 2 of Addendum 1 is issued to provide questions asked and responses to those questions.

Question: We are not a SMWB and would self-perform 100% of the contract. Will our bid still be considered, and if so, would we be at a 19% disadvantage right off the bat?

Answer: Yes, your bid would still be considered. SMWVB requirements are not applicable to this contract as subcontracting is not permitted. The award for this bid will be made to the *overall lowest responsible bidder* whose price has been determined to be fair and reasonable.

The SMWVB language on page 24-25 of the bid document and the Good Faith Effort Plan for Subconsulting on page 41-47 are now deleted from the bid document.

Question: Do we need an escort to walk the properties for this bid?

Answer: Yes, the properties included in this bid require an escort.

Question: What is the amount of the Performance Bond?

Answer: A Performance Bond of \$45,000.00 will be required from the *successful* bidder for the initial contract period, renewable annually. See Requirement #18 (p. 14) under the Standard Requirements section of the bid.

Question: What is the current contract price?

Answer: You can find the bid tab for the prior contract (Bid No. 16-14007) on the SAWS website under the Procurement Bids link, www.saws.org/business_center/ProcBids/. Click the Archive hyperlink to access the archived bids.

Question: What option year is the current contractor?

Answer: The current contract was awarded on April 5, 2016.

Question: Can we get a price sheet in excel format?

Answer: A Word document of the price schedule has been added to the SAWS website at:

http://www.saws.org/business_center/ProcBids/Drill.cfm?id=2099&View=Yes

The use of the price schedule in Word is *optional*. If using the *optional* price schedule in Word, a printed copy must be submitted with the bid response.

BID BOND & PERFORMANCE BOND

Part 3 of Addendum 1 is issued to update the Performance Bond Language.

Replace the language on page 14 of the bid document for section 18 with the following:

18. **Bid Bond:** All bids must be accompanied by Certified or Cashier's Check or an approved Bid Bond in the amount of not less than five percent (5%) of the total bid, payable without recourse to the San Antonio Water System. Surety shall provide a copy of the Power of Attorney authorizing the Executing Agent the authority to execute the bid bond documents and bind the Surety to the bid bond conditions. The bid bond shall have a corporate Surety that is licensed to conduct business in Texas and authorized to underwrite bonds in the amount of the bid bond. ***Submission of an Individual Surety is not acceptable for purposes of bonding a bid bond.*** Bid Bonds, Certified or Cashier's checks will be retained for the first, second, and third lowest bidders until the contract is executed.

Performance Bond: A Performance Bond of **\$45,000.00** will be required from the successful bidder for the initial contract period, renewable annually. The Performance Bond will be required for the length of the contract to include the execution of each extension period. 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. Sample bond forms are attached. Bonds submitted must meet the requirements as specified in these samples.

SITE VISIT

Part 4 of Addendum 1 is issued to schedule an *optional* site visit.

An *optional* site visit has been scheduled for Friday, February 2, 2018 starting at 9:00 a.m. SAWS will visit two locations beginning at 9:00 a.m. at Artesia (Primary Pump Station) located at 703 AT&T Center Parkway, 78219. The second location will be at the Westside Operations Center at 2903 Hunt Lane, 78227. Please RSVP to John Warren Jr at 210-233-3445 or via email at john.warrenjr@saws.org by 4:00 p.m., February 1, 2018.

ADDENDUM 1 DOES **NOT NEED TO BE RETURNED WITH YOUR BID SUBMITTAL.**