

SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: **D. Anthony Rubin**
BID NO.: 18-18079

Date Issued: July 5, 2018

FORMAL INVITATION FOR BIDS
CONTRACT FOR PLUGGING OF SYSTEM LIMBERG PUBLIC SUPPLY WELLS
ADDENDUM NO. 3

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., July 10, 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)

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 no. 3** is being issued to address the Bid Submission Requirements of paragraph 13 on page 14:

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



(TAB 2) ATTACHMENT
RESPONDENT QUESTIONNAIRE

BVB NAME: _____

Instructions: The Respondent Questionnaire is a required questionnaire. Complete the questionnaire by inserting the requested information. Do not modify or delete the questions.

GENERAL INFORMATION

1. Respondent Information:

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Social Security Number or Federal Employer Identification Number: _____

2. Contact Information: List the one person who SAWS may contact concerning your proposal or setting dates for meetings.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

3. Identify the principal contact person authorized to commit the Respondent to a contractual agreement.

4. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes No

5. Is Respondent authorized and/or licensed to do business in Texas?

Yes No If "Yes", list authorizations/licenses.

6. **Affirmative Action** - Respondent agrees to adhere to the Affirmative Action requirements contained in the BVB section IV.

Yes No If "No", state reason.

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes No If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes No If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

9. Provide any other names under which Respondent has operated within the last 10 years.

10. **Litigation Disclosure:** Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required in the Litigation Disclosure questions may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

a. Have you or any member of your Firm or Team to be assigned to this project ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

b. Have you or any member of your Firm or Team to be assigned to this project been terminated (for cause or otherwise) from any work being performed for the San Antonio Water System or any other Federal, State or Local Government, or Private Entity?

Yes No

c. Have you or any member of your Firm or Team to be assigned to this project been involved in any claim or litigation with the San Antonio Water System or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

11. **Compliance Agreement:**

Nondisclosure. No information obtained by Respondent from SAWS shall be disclosed by Respondent to any third party. In the event Respondent is subject to the Texas Public Information Act, upon receipt of a request for any information obtained by Respondent, Respondent shall provide notice to SAWS of the request along with a copy of the request, and give SAWS the opportunity to respond to the request prior to its release by Respondent.

No Lobbying and Compliance with Law. During the selection process for the project named in this RFP, Respondent agrees to comply with all applicable laws and regulations, **including but not limited to restrictions against direct or indirect lobbying of public officials. Respondent agrees** not **to** make or permit to be made any improper payments, or to perform any unlawful acts.

This agreement shall be construed to be enforceable to the maximum extent permitted by law.

Failure to complete this question or comply with its terms may subject this firm to elimination from the selection process at any time.

Does the Respondent agree to the above?

Yes No

12. **Security Procedures:** Respondent acknowledges having read the security procedures in Section XII and understands the requirements. Respondent is prepared to perform at their own expense background security checks on their employees, or the employees of their consultants or sub-consultants if requested by SAWS.

Yes No

13. **Contract Terms and Conditions:** Respondent acknowledges having read the contract attached to this RFP. By responding to this RFP/RFQ, Respondent agrees to these terms and conditions.

No Exceptions Exceptions If "Exceptions", they must be submitted with the proposal. Respondents shall submit exceptions with proposed alternative language to SAWS as an attachment accompanying this questionnaire.

Exceptions will not be accepted after the proposal due date and time. At the sole discretion of SAWS, the type and nature of exceptions may be grounds for disqualification.

14. **Addendums:** Each Respondent is required to acknowledge receipt of all addendums.

None Yes If "Yes", Identify.

The information provided above is true and accurate to the best of my knowledge. Furthermore, we understand that failure to complete the Respondent Questionnaire may subject this firm to elimination from the selection process.

Signature

Date

Printed Name

Title

**(TAB 3) ATTACHMENT
EXPERIENCE STATEMENT
REFERENCES/ SIMILAR PRIOR EXPERIENCE**

Bidder must provide at least three (3) previous projects that demonstrate experience and competence on recent relevant projects of similar type and scope. Bidder shall provide summary to include of date of service, service provided and contact person name and phone number for reference with this bid document. SAWS reserves the right to contact references.

1. Company Name _____
Dates of Service: _____
Address _____
Contact Person: _____ Email: _____
Business Phone _____ Fax: _____
Description of project or work completed: _____

2. Company Name _____
Dates of Service: _____
Address _____
Contact Person: _____ Email: _____
Business Phone _____ Fax: _____
Description of project or work completed: _____

3. Company Name _____
Dates of Service: _____
Address _____
Contact Person: _____ Email: _____
Business Phone _____ Fax: _____
Description of project or work completed: _____

**(TAB 4) ATTACHMENT
PERSONNEL QUALIFICATIONS:**

Submit the information required by the attachment entitled “Personnel Qualifications”.

**(TAB 5) ATTACHMENT
RESOURCES/EQUIPMENT**

Bidder shall supply a list of equipment available showing the quantity and type of each piece of equipment to be used to meet the requirements of this contract

**(TAB 6) ATTACHMENT
PRICING SCHEDULE**

Price Schedule in the original bid document and revised with Addendum 2.

(TAB 7) ATTACHMENT

In original bid document

**(TAB 8) ATTACHMENT
ADDENDUMS**

**(TAB 9) ATTACHMENT
PROOF OF INSURANCE:**

(TAB 10) ATTACHMENT

W-9 FORM

Complete and submit a signed W-9 Form. Please go to <http://www.irs.gov/formspubs/index.html?portlet=3> to download the form, if needed.