

SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

**Issued By: Gina Cappa
BID NO.: 18-0020-A**

Date Issued: August 15, 2018

**FORMAL INVITATION FOR BIDS
ANNUAL CONTRACT FOR BILLING AND RETURN ENVELOPES
ADDENDUM 1**

Sealed bids addressed to the Purchasing Department, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5th Floor, San Antonio, TX 78212 will be received until **3:00 PM, September 4, 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.

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 to make the following changes for Bid 18-0020-A.

1. **Extend the bid due date.**
2. **Provide questions and responses.**

IT IS NOT NECESSARY TO RETURN THIS ADDENDUM 1 AS PART OF YOUR BID SUBMISSION

The bid due date is being changed from August 16, 2018 to **September 4, 2018** by 3:00 PM.

QUESTIONS AND RESPONSES:

- 1) Is a performance deposit required from the bid winner?

***Response:** No, a performance bond is not required for this bid.*

- 2) On page 14, #19 it says to provide a sample with our bid of each envelope. Do you need an actual printed sample or just a plain envelope of each size so you can see the envelope quality?

***Response:** Provide an envelope that demonstrates the size requirements and specifications listed in the bid.*

- 3) Regarding the recycled paper mentioned on page 15. The recommended RMAN PCW content for wove envelopes is 30%. Is the recycled paper mandatory?

***Response:** Per the bid specifications the vendor must submit a bid for recycled envelopes.*
