
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Gina Cappa
BID NO.: 19-1553

Date Issued: August 23, 2019

**FORMAL INVITATION FOR BIDS FOR A THREE (3) YEAR LEASE OF A
MAIL & POSTAGE METER MACHINE FOR SAWS MAILROOM
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 (CT), August 30, 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 19-1553 to do the following:

1. **PROVIDE A REVISED PRICE SCHEDULE. THE PRICE SCHEDULE IN THIS ADDENDUM MUST BE FILLED OUT AND SUBMITTED IN PLACE OF THE ORIGINAL PRICED SCHEDULE ISSUED WITH THE BID.**
2. **Provide modifications to the Minimum Specification Requirements.**
3. **Provide a modification to the Experience Statement Attachment.**
4. **Provide questions and responses.**

IT IS NECESSARY TO RETURN THIS ADDENDUM 1 AS PART OF YOUR BID SUBMISSION

MODIFICATIONS TO MINIMUM SPECIFICATION REQUIREMENTS

The word “time” is removed from #1 and now reads as follows:

1. **Postage Meter** – To enable the processing of SAWS business mail. This is to include, weighing, sealing and metering (applying postage). Platform weighing scale and produce postage meter tapes for the mailing of all parcels or other large mail pieces that do not meet machine specifications. To be able to apply various postage classes according to USPS rates and produce reports identifying volumes and postage classes. To count, ~~time~~ and date stamp all incoming USPS mail.

The word “Arrival” is removed and replaced with “Software” from #2 and now reads as follows:

2. ~~Arrival~~ **Software System** – To enable the capability to receive and deliver all Overnight packages such as UPS, Fed-Ex, LoneStar etc. Scan all barcoding to retain record information of receipt or delivery history. Software and signature pad enables the Mail Room to keep accurate record delivery & receiving proof.

The word “Colored” is removed and replaced with “Red” from #5 and now reads as follows:

5. ~~Colored~~ Red ink printing capability.

Removed #6 in its entirety as follows:

- ~~6. Flexible printing.~~

Add “or equal” to #9 as follows:

9. New pump-fed pad sealing system, or equal.

MODIFICATION TO EXPERIENCE STATEMENT ATTACHMENT

Remove #6 in its entirety as follows:

- ~~6. Bidder must provide support services which allow for high availability during SAWS nightly batch processing windows. Explain your support model and how it relates to service levels.~~

QUESTIONS AND RESPONSES

1. Is a bond required for this bid?

Response: *No.*

2. Will the onsite meeting be an opportunity for vendors to understand what SAWS will be processing and how, in order to offer the most appropriate solution?

Response: *Yes.*

3. Page 4 – 5 Samples, Demonstrations and Testing: What Samples will be required?

Response: *Not applicable.*

4. Page 5 – 10 (a) Questions may be submitted five calendar days prior to scheduled opening. This language suggests questions can be asked later than the Question due date listed on page 14 – August 21, 2019, 2:00 PM Central Time. Please clarify.

Response: *Section 10 (a) is in reference to clarifications about doubts regarding the true meaning of the specifications or other bid document, but the formal question deadline was August 21, 2019. If a clarification is still needed please email the request to Gina.Cappa@saws.org.*

5. In order to allow for fair and open competition, will SAWS remove the requirement for applying time to each incoming mail piece?

Response: *Yes, the **time requirement** for each incoming mail piece has been removed. Please see modifications to Minimum Specification Requirements above.*

6. Will SAWS change this request to Arrival or equal, as Arrival is a brand name Pitney Bowes software?

Response: *Yes, this specification has been modified to “Software System”. Please see modifications to Minimum Specification Requirements above.*

7. This spec is restrictive to one manufacture. In order to allow for fair and open competition, will SAWS remove the color printing feature or will SAWS provide samples and volumes of the material that requires these specs, so it can be tested to validate if it works?

Response: *The color printing feature has been removed and replaced with red. Please see modifications to Minimum Specification Requirements above.*

8. Can you define flexible printing? How you are currently using this feature?

Response: *The flexible printing requirement has been removed. Please see modifications to Minimum Specification Requirements above.*

9. Will SAWS change this requirement to new pump fed pad sealing system or equal?

Response: *Yes, this specification has been modified to “or equal”. Please see modifications to Minimum Specification Requirements above.*

10. The required standard supplies listed are vendor specific. In order to allow for fair and open competition, can SAWS remove the supplies and quantities requested and allow for the supplies that are applicable to each manufacture?

Response: *Yes, the Price Schedule has been revised to remove all colors of ink cartridges & print head except red, Gummed Tape Roll has been removed, Self-Adhesive Tape Roll has been reduced from 12 three-packs to 2 three-packs, and a table for the equipment has been included.*

11. Experience Statement Attachment: “Bidder must provide support services which allow for high availability during SAWS nightly batch processing windows. Explain your support model and how it relates to service levels.” Can SAWS clarify what it means by support services? Can you also clarify what kind of batch processing will take place at night?

Response: *The #6 requirement has been removed.*

12. Would a SaaS-Cloud based response be acceptable for this bid? Or does SAWS require an on premise install?

Response: *An on premise install is required for this bid.*

13. Volume: Can I find out how much is processed monthly or daily?

Response: *Approximately 15,500 per month.*

14. We do not have color print technology on our meters. All Red. Will this affect us?

Response: *The color printing feature has been removed. Red ink is sufficient.*

15. With our two competitive meters, envelopes must be processed with flap closed whether to seal or not seal. Processing envelopes nesting or non-nesting is not an option? They must be closed. Will this disqualify me?

Response: *No.*

16. Will SAWS allow vendors to provide a technology demonstration of their proposed solution before the closing date of the bid?

Response: *This is an overall low bid, so a demonstration is not part of the bidding process.*

17. Will SAWS accept a cloud based solution for the package tracking software requirement? (In the pre-bid, other departments at SAWS are currently using cloud based solutions.)

Response: *Refer to the response to question #12.*

18. Will SAWS accept a premise based, package tracking solution with a vendor provided computer?

Response: *SAWS is seeking an on premise based solution, to include the software, computer, and handheld(s).*

19. Is the email option a requirement for the package tracking software specs?

Response: *No.*

20. Can you add a table/workstation for the mail machine to the required specs?

Response: *Yes, this has been added.*

21. What is required for your external scale, 30lb or 70lb scale?

Response: *30lb.*

22. Can you provide an estimate daily/monthly/annual of your finished mail pieces and labels? All manufactures have different yields for their ink cartridges, sealing solution and labels.

Response: *Approximately 15,500 mail pieces per month. Label quantities have been changed on price schedule for supplies.*

End of Addendum

ADDENDUM 1 PRICE SCHEDULE

August 23, 2019

ESTIMATED DELIVERY

Delivery will be completed within _____ calendar days after receipt of order.

(Supplies provided are good for three year period. These are only estimates subject to change depending on SAWS needs. SAWS reserves the right to change, add, and or delete items.)

Base Term: December 30, 2019 - December 31, 2022

No	Description	Unit Price	UOM	Estimated Quantity	Extended Price
1	1 Mail Machine & Postage Meter Equipment <i>(to include a table and required software/ hardware)</i> Lease as per specifications.	\$	Each Month	36	\$
2	Standard Supplies				
A	Red Ink Cartridge (Large Volume)	\$	Each	30	\$
B	Red Ink Print Head (Large Volume)	\$	Each	30	\$
C	Self-Adhesive Tape Rolls (3 Per Pack)	\$	Pack	2	\$
D	Sealing Solution (4 Bottles Per Box) ½ Gal Minimum Per Bottle	\$	Box	12	\$
TOTAL					\$

Extension Option Term: January 1, 2023 - December 31, 2025

No	Description	Unit Price	UOM	Estimated Quantity	Extended Price
1	1 Mail Machine & Postage Meter Equipment <i>(to include a table and required software/ hardware)</i> Lease as per specifications.	\$	Each Month	36	\$
2	Standard Supplies				
A	Red Ink Cartridge (Large Volume)	\$	Each	30	\$
B	Red Ink Print Head (Large Volume)	\$	Each	30	\$
C	Self-Adhesive Tape Rolls (3 Per Pack)	\$	Pack	2	\$
D	Sealing Solution (4 Bottles Per Box) ½ Gal Minimum Per Bottle	\$	Box	12	\$
TOTAL					\$

Base Term and Extension Option Term Grand Total: \$_____