

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

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Issued By: Angeline Peralez  
BID NO.: 12-1315A

Date Issued: November 8, 2012

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**FORMAL INVITATION FOR BIDS  
ANNUAL CONTRACT FOR OUTDOOR WIRELESS SERVICE  
MAINTENANCE & REPAIR PARTS  
ADDENDUM 1**

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Sealed bids addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5<sup>th</sup> Floor, P.O. Box 2449, San Antonio, TX 78298-2449 will be received until **3:00 p.m., November 14, 2012** and then publicly opened and read aloud for furnishing materials or services as described received 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: \_\_\_\_\_

\*\*\*\*\* This Addendum 1 is issued to answer the following questions pertaining on the bid mailed to you on October 29, 2012.

**Question 1:** Scope indicates that installation and maintenance are not limited to Motorola/Cambium, what other equipment should the contractor expect to install or maintain?

*Answer: SAWS uses a variety of wireless equipment and is always evaluating new technologies. SAWS requires that the vendor selected for this contract have experience supporting multiple products.*

**Question 2:** Minimum Requirements paragraph 7 – indicates that “vendor must provide continuous effort to complete the repair even beyond normal business hours if requested by SAWS.” This statement, along with the provisions in paragraph 8, seems to indicate that it is OK to work outside of normal working hours for service maintenance or repair service, but not installation service. Is that the case? Or will installation services be permitted to extend beyond normal working hours as well on a case-by-case basis?

*Answer: New installation projects shall be performed within normal business hours. In the event that the contractor would like to continue working beyond normal business hours the standard rate would apply. Maintenance work shall be performed whenever required by SAWS. It may be during business hours or after hours depending on SAWS needs.*

**Question 3:** Minimum Requirements paragraph 9 Response Time – is this requirement for installation services response time or maintenance service response time?

*Answer: 9A is specific to normal business hour response times and 9B is specific to emergency response time after hours/nights/weekends.*

**Question 4:** Minimum Requirements paragraph 9 Response Time – paragraph 9(a) Normal Response Time indicates “contractor should be able to respond within 3 business days.” Does this mean 3 days from the time that SAWS initiates the request, or 3 days from the time that the purchase order is issued? If the requirement is for 3 days from when the request is initiated, will 3 days be enough time to comply with the requirements in paragraph 3(a) under Standard Requirements, as well as paragraph 10 Price Schedule and paragraph 18 Purchase Orders under Minimum Requirements? Paragraph 3(a) indicates that “a contract purchase order will be issued per order. Vendor must have the Contract Purchase Order before making any delivery.” Paragraph 10 requires that the contractor provide pricing for services and equipment per order, and indicates that “all work requires a preliminary survey and proposal of estimated cost.” Paragraph 18 indicates that “no service shall be performed neither parts be delivered without a corresponding purchase order issued by SAWS.”

*Answer: Section 9A indicates that the contractor must respond via phone or email that they have received SAWS request within 4 hours and must be capable of mobilizing and performing the work within 3 business days. Under normal response time requests, a purchase order will be available prior to starting work. For emergency repair work after hours, SAWS will be invoiced for actual time spent.*

**Question 5:** Following the procedures as outlined above, past experience indicates that the time period from when the request is initiated until a purchase order is issued will take more than 3 days.

*Answer: The purpose of this contract is to accelerate the purchase order process and streamline the procurement of resources needed to build and maintain the SAWS wireless infrastructure.*

**Question 6:** Minimum Requirements paragraph 9 Response Time – 9(b) Emergency Response Time indicates “contractor should be able to respond within 24 hours.” Does this mean 24 hours from the time that SAWS initiates the request, or 24 hours from the time that the purchase order is issued? If the requirement is for 24 hours from when the request is initiated, will 24 hours be enough time to comply with the requirements in paragraph 3(a) under Standard Requirements, as well as paragraph 10 Price Schedule and paragraph 18 Purchase Orders under Minimum Requirements? Paragraph 3(a) indicates that “a contract purchase order will be issued per order. Vendor must have the Contract Purchase Order before making any delivery.” Paragraph 10 requires that the contractor provide pricing for services and equipment per order, and indicates that “all work requires a preliminary survey and proposal of estimated cost.” Paragraph 18 indicates that “no service shall be performed neither parts be delivered without a corresponding purchase order issued by SAWS.”

*Answer: Please see response to question number (4)*

**Question 7:** Minimum Requirements paragraph 10 Price Schedule – paragraph 10 indicates that “no other fees shall be charged to SAWS other than what is specified on this agreement. (Attachment A)” Attachment A indicates that the price schedule is for evaluation purposes only. The task descriptions do not cover all scenarios that may present themselves for each actual task. Therefore it is unclear how the contractor can be held to the fees indicated in Attachment A. As an example, some tasks may require a 3 or 4-man crew rather than a 2-man crew. Please clarify.

*Answer: Each project will be surveyed prior to starting work and estimates for work will be submitted to SAWS for approval. If the tasks require a 3 man crew then pricing in the estimate should reflect it is based on a 3-man crew. If there is a scenario that falls outside of this contract then SAWS will evaluate and if necessary, bid it independently of this contract.*

**Question 8:** Once the first round of questions is responded to, will SAWS allow the bidders to respond with follow-up questions?

*Answer: Questions are due November 6, 2012 at 2:30 pm.*

**Note:** The goal of this contract is to get a vendor in contract for all tower work. The contractor will still submit quotes for each job they perform so that SAWS can approve but the process will be streamlined and approval will happen much faster.