
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

Issued By: Karen Guerrero
BID NO.: 13-1110

Date Issued: March 4, 2013

**FORMAL INVITATION FOR BIDS
ANNUAL CONTRACT FOR
SHREDDING OF DOCUMENTS AND ELECTRONIC MEDIA
ADDENDUM 1**

Sealed bids addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5th Floor, P.O. Box 2449, San Antonio, TX 78298-2449 will be received until **3:00 p.m., March 15, 2013** 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: _____

The following is a list of questions and responses to those questions:

1. We shred documents then we pulp them for destruction. Is this an acceptable method of destruction for this bid?

Response: Yes, shredding then pulping is an acceptable means of destruction.

2. Our company offers services with several cooperative agencies. Do you accept cooperative bids as a response to this bid?

Response: Cooperative pricing may be submitted, however, our bid document must be completed and submitted in order for the bid to be considered responsive.

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