

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

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

Date Issued: March 12, 2013

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**FORMAL INVITATION FOR BIDS  
ANNUAL CONTRACT FOR  
SHREDDING OF DOCUMENTS AND ELECTRONIC MEDIA  
ADDENDUM 2**

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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., 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 question and a response to that question:

1. I would like to know if the satellite locations require on-site shredding or if they can be serviced via secure off-site method?

**Response:** On-site shredding is the preferred method. However, the bins can be serviced via secure off-site method provided that the same number of bins removed from the facility to be shredded is dropped off in their place and the vendor follows the “**Shredding that does not occur at a SAWS’ location**” procedures stated in the bid document. The awarded contractor must state at the start of the contract which delivery method they intend to use (either onsite or secure-of-site).

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