



W-6 UPPER SEGMENT: HWY 90 TO SW MILITARY  
DRIVE SEWER MAIN PROJECT  
Solicitation Number: CO-00317

**ELECTRONIC PROPOSAL OPENING INSTRUCTIONS**  
**MAY 1, 2020 AT 10:00 AM (CDT)**

**FTP PROPOSAL UPLOAD**

In order to receive **electronic proposals** for this RFCSP, SAWS will utilize a SAWS secured File Transfer Protocol (FTP) site. Only Respondents submitting as Prime Contractors will need to submit their request prior to **April 30, 2020 by 4:00 pm (CDT)** to receive access to the FTP site via email to [florinda.gonzales@saws.org](mailto:florinda.gonzales@saws.org). Respondent's email shall provide the legal name of the Respondent's company and the intended recipient's email address and phone number. No requests for FTP site access will be accepted after **April 30, 2020 by 4:00 pm (CDT)**. Once a Respondent is approved for access, an email with a hyperlink to the FTP site and a unique password for the Respondent will be provided to the Respondent's email recipient.

Once access is received, Respondents may upload the required documents per the revised Respondent's Proposal Checklist any time before **May 1, 2020 at 10:00 AM (CDT)**. **Please ensure to allow sufficient time should Respondents experience technical difficulties in uploading the required documents. No changes to the proposal price can be made once the proposal has been submitted.**

**Respondents shall comply with the following:**

- 1) Limit files to three (3) pdf files that includes all items as indicated on the revised Respondent's Proposal Checklist. ONLY 3 SUBMITTALS PER RESPONDENT WILL BE ACCEPTED PER REQUEST. Do not upload zip files.
- 2) Ensure that the itemized General Price Proposal Items is the first page(s) of File 1.
- 3) Respondents may protect the documents from editing by adding a password. **However, the document must be accessible for viewing by SAWS without requiring a password.**
- 4) Files shall be titled as required on the Respondent's Proposal Checklist.
- 5) DO NOT SHARE ACCESS AND/OR PASSWORD WITH OTHER PARTIES OUTSIDE YOUR COMPANY.
- 6) ENSURE THE PROPOSAL IS SENT NO LATER THAN THE DUE DATE AND TIME. PROPOSALS SUBMITTED AFTER THE PROPOSAL OPENING DEADLINE WILL NOT BE ACCEPTED.

If Respondent is in need of help, they may contact the SAWS Interim Contract Administrator, **Florinda Gonzales**, at **210-233-3914** or view troubleshooting tips at <http://www.Serv-U.com/sharefiles>

**WEBEX PROPOSAL OPENING MEETING**

WebEx meeting details are below, if Respondent would like to view the public opening of the price proposals.

When it's time, start or join the WebEx meeting from [here](#).

*Access Information*

Meeting Number: **991 006 649**

Meeting Password: Co-00317

Audio Connection: 210-233-2550 (SAWS WebEx)

If Respondent has questions or concerns, please contact Florinda Gonzales.

**Florinda Gonzales**

Interim Contract Administrator

2800 U.S. Highway 281 North, Ste. 171 | San Antonio, TX 78212

Office | 210-233-3914

Email | [florinda.gonzales@saws.org](mailto:florinda.gonzales@saws.org)