

**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

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**Issued By:** Robert Garcia  
**BID NO.:** 11-0020

**Date Issued:** April 29, 2011

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**FORMAL INVITATION FOR BIDS  
ANNUAL CONTRACT FOR BILLING AND RETURN ENVELOPES  
ADDENDUM NO. 1**

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Sealed bids addressed to the Purchasing Director, San Antonio Water System, 2800 US Hwy 281 North, P.O. Box 2449, San Antonio, TX 78298-2449 will be received until **3:00 p.m., May 10, 2011** 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: \_\_\_\_\_

Please make the following changes to subject bid form mailed to you April 22, 2011.

On Page 1 of 17 title of bid should read as follows:

**FORMAL INVITATION FOR BIDS  
ANNUAL CONTRACT FOR BILLING AND RETURN ENVELOPES**

On Page 11 of 17 **SCOPE** should read as follows:

**SCOPE:** Vendor shall submit a bid to furnish the San Antonio Water System (SAWS) with the specified number of Billing and Return Envelopes, which shall be designed to exactly match the Specifications listed in this bid invitation. Vendor must submit bid for recycled envelopes. Vendor shall be responsible for the supply of all material, equipment, tools and labor required for the complete production and performance of the responsibilities listed.

On Page 12 of 17 under **STANDARD REQUIREMENTS**, Item Nos. 9, 14, 15 & 17 should read as follows:

9. Billing and return envelopes will be delivered in quantities shown on Item No. 8 of specifications with the first delivery date being within 30 days of notification of bid award.
14. Packaging of envelopes shall be at the Standard "Bulk Pack" 2000 - 2500 per box.
15. **First Shipment delivery due on about July 29, 2011.**
17. Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored.

On Page 13 of 17 under **SPECIFICATIONS**, Item Nos. 1, 5 & 9 should read as follows:

1. Billing envelope (Bid Item#1) shall be as follows:
  - a. Web Style:
    1. Two Side Seam
  - b. **#10, 24 lb.** Recycle White wove
  - c. Printed PMS 307 Blue and the second color as Black.
  - d. The printing process should allow for screening both colors.
  - e. Standard one color inside tint
  - f. Poly Klear window, approximately 1-3/8" x 4-1/4"
  - g. Window shall be 1/2" from left side and 1" from the Bottom
  - h. No Bleeds on any sides
5. Return envelopes (Bid Item No. 2) shall be as follows:
  - a. Web style;
    1. Two Side Seam or Diagonal Seam
  - b. **#9, 24 lb.** Recycled White wove.
  - c. Printed PMS 307 Blue and the second color as Black.
  - d. The printing process should allow for screening both colors.
  - e. Must meet U.S. Postal automated Mar processing requirements.
  - f. Standard one color inside tint
  - g. No Bleeds on any sides
9. **First Shipment delivery due on about July 29, 2011.**

On Page 14 of 17 replace **PRICE SCHEDULE** with the revised copy as follows:

## **PRICE SCHEDULE**

### **RECYCLED ENVELOPES**

Recycled envelopes with the same quantities shown on Items 1 and 2. Recycled paper content must be same specifications as stated on Items 1 through 6 of Specifications. **RECYCLED CONTENT CRITERIA:** The minimum brightness for white wove envelopes will be 90 unless otherwise stated. They are to be in accordance with the most current U.S. Environmental Protection Agency (EPA) guidelines, unless explicitly exempted in whole or in part by specific product specification as to percent of post-consumer and recovered materials and/or waste paper. EPA has specifically excluded "mill broken" from the definition of "recovered material." The Paper Products RMAN II recommends recycled-content levels. The RMAN recommends ranges for many paper products, which reflect what is currently available in the United States. The website for the EPA is:

<http://www.epa.gov/epaoswer/non-hw/procure/pdf/paper-00.pdf>

<b><u>Item No.</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Description</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Amount</u></b>
1.	5,820,000 each	Billing Envelopes #10	\$ _____ per M	\$ _____
2.	4,920,000 each	Return Envelopes #9	\$ _____ per M	\$ _____
<b>TOTAL Bid for Items 1 &amp; 2</b>				<b>\$ _____</b>

**IT IS NECESSARY TO RETURN THIS ADDENDUM WITH YOUR BID.**