



PRE-BID MEETING AGENDA
Water, Wastewater and Reclaimed Water System Directed
Maintenance and Leak Detection Services

I. INTRODUCTIONS [Jesus Hernandez]

Rose Guevara, Utility Purchasing & Contracts Manager
Mirtha Solis, Senior Purchasing Agent
Jesus Hernandez, Purchasing Agent
Felipe Lopez, Utility Chief Operations Officer
Luis Castillo, Project Manager

A. Meeting Sign In

- This pre-bid meeting will be recorded. Please mute your microphones.
- We will open up for questions at the end of the pre-bid meeting
- Please sign-in by including your name, company, phone number and email in the chatroom message.

B. Bid Schedule Dates are as follow [Jesus Hernandez, Purchasing Agent]:

Activity	Date	Time
Questions Deadline	03/08/2023	5:00pm
Answers Post	03/10/2023	5:00pm
Bid Deadline	04/14/2023	10:30am
Bid Opening	04/14/2023	11:00am

C. Cone of Silence

The Cone of Silence is in effect.

Answers furnished during the pre-bid meeting are not official. Questions must be submitted in writing via email and answered with an addendum to be posted on our website.

Email questions to:

TO: Jesus Hernandez, Purchasing Agent

Email Addresses: purchasing.info@epwater.org

Subject for Email: Bid No. 21-23 Water, Wastewater and Reclaimed Water System Directed Maintenance and Leak Detection Services

II. INSTRUCTIONS TO BIDDERS [Jesus Hernandez]:

A. Bid Documents and USB Drive:

- Checklist – First page of the solicitation
- Bidders are required to submit one (1) original proposal signed in blue ink
- PDF Electronic Version of the signed Bid Proposal
- Excel format of the Bid Form

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- USB Drive must have the bid number and company name written on the USB Drive.

B. Delivery of Hard copies of Bid Proposal

Delivery Hard copy in person in a sealed envelope to the EPWater Purchasing Clerk at the Purchasing and Contracts Department (First floor).

Check-in with the Security Guard. He will let you in to the Purchasing and Contracts Department for Acceptance. The Bid will need to be Date and Time stamped by the Purchasing Clerk or Purchasing staff.

Include the following on the sealed envelope:

“BID ENCLOSED”

Bid No. 21-23 Water, Wastewater and Reclaimed Water System Directed Maintenance and Leak Detection Services
El Paso Water Utility
Attn: Jesus Hernandez, Purchasing Agent
Purchasing & Contracts Administration
1154 Hawkins Blvd.
El Paso, TX 79925

III. PROJECT DESCRIPTION AND SCOPE OF WORK [Luis Castillo]

See the Solicitation for the complete scope of Work requirement

Line item 1: Leak Detection Services
Crew Requirements

Line item 2:
Leak Detection Service Non-Working Hours – Emergency Response

Line Item 3:
Furnish and Install Non-Functional or Missing SEBA Log N3 Leak Detection Loggers

Line Item 4:
Furnish or Replace Missing or Damaged Magnets for SEBA Log N3

Line Item 5:
Refurbish Loggers to Original Condition or Better

Line Item 6:
Traffic Control

Line Item 7:
Operate Valves as Directed – Locations within City Streets and TxDOT ROWs, Diameters 16-inch or less.

Line Items 8 through 10:
Air, Vacuum or Combination Release Valve – Diagnosis and Service (Water, Wastewater, and Reclaimed Water)

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Line Items 11 through 13:

Air, Vacuum, or Combination Release Valve – Replacement (Water, Wastewater, and Reclaimed Water)

Line Item 14:

Owner's Allowance for Unanticipated Work Required at Owner's Discretion Only

IV. **QUESTIONS FROM ATTENDEES**

Reminder: Answers furnished during the pre-bid meeting are not official. Questions must be submitted in writing via email, answered with an addendum, and posted on our website.

V. **THIS MEETING HAS CONCLUDED** [Jesus Hernandez]:

Filename: Pre-Bid Meeting Agenda.docx
Directory: C:\Windows\system32
Template: \\EPWUFS1\sysP\DATA\Purchasing\FORMS - El Paso Water\Bids,
Bidders\SOLICITATION and Bid Packet Documents\05. Pre-Bid Meeting xx-2x.dotx
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Author: Mirtha Solis
Keywords:
Comments:
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