



## PRE-BID MEETING AGENDA

Project Title: 38-23 Sandbags – Filled at Specific Sites and Locations

### I. INTRODUCTIONS [Barbara Logan]

Rose Guevara, Utility Purchasing & Contracts Manager  
Mirtha Solis, Senior Purchasing Agent  
Jesus Hernandez, Purchasing Agent  
Barbara Logan, Procurement Specialist  
Enrique Ochoa, 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 [Barbara Logan]:

Activity	Date	Time
Questions Deadline	03/22/2023	3:00 PM
Answers Post	03/23/2023	
Bid Deadline	03/24/2023	3:00 PM
Bid Opening	03/24/2023	9:30 AM

See our website for the complete Schedule of Events

#### 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:** Barbara Logan

**Email Addresses:** [purchasing.info@epwater.org](mailto:purchasing.info@epwater.org)

**Subject for Email:** Bid No. 38-23 Sandbags – Filled at Specific Site and Locations

### II. INSTRUCTIONS TO BIDDERS [Barbara Logan]:

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

## PRE-BID MEETING AGENDA

### 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. 38-23 Sandbags – Filled at Specific Site and Locations  
El Paso Water Utility  
Attn: Barbara Logan  
Purchasing & Contracts Administration  
1154 Hawkins Blvd.  
El Paso, TX 79925

### III. **PROJECT DESCRIPTION AND SCOPE OF WORK** [Enrique Ochoa]

EPWater is soliciting bids to provide approximately 100,000 filled sandbags, produced on site as instructed and stack sandbags at specific contract locations.

The sandbag material shall be polypropylene or polyethylene woven fabric with a minimum weight of four (4) ounces per square yard, color white with UV protection.

The sandbag empty dimensions shall be 14 x 26 inches and weight capacity up to 50 pounds of sand.

Typical gradation of dry sand shall be approximately as follows:

- 100% passing 3/8 sieve
- 100% passing No. 4 sieve
- 35% passing No. 50 sieve
- 2% passing No. 200 sieve.

### 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** [Barbara Logan]

Filename: 05. Pre-Bid Meeting 38-22 Sandbags - Filled at Specific Sites and  
Locations.docx  
Directory: P:\BIDS, QUOTES & CONTRACTS\Bids 2023\12-23 MISC CHEMICALS &  
SUPPLIES FOR IWQL\01. Solicitation Documents  
Template: C:\Users\msolis\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Mirtha Solis  
Keywords:  
Comments:  
Creation Date: 3/3/2023 7:24:00 PM  
Change Number: 3  
Last Saved On: 3/9/2023 10:29:00 PM  
Last Saved By: Mirtha Solis  
Total Editing Time: 25 Minutes  
Last Printed On: 3/21/2023 5:07:00 PM  
As of Last Complete Printing  
Number of Pages: 2  
Number of Words: 458 (approx.)  
Number of Characters: 2,613 (approx.)