

#90

## Pre Bid Conference AGENDA

Date 05/08/07	Time 9 00 AM
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### 1 0 Opening/Welcome

Solicitation Number	VBD0017
Project Description	Microfilming Services

### 2 0 Sign-in All attendees to sign in

### 3 0 Introductions Introduction of City staff and their functions Attendees shall identify themselves and the company they represent

### 4 0 Project Information Explanation of Bid closing date and time and the time for submission of the Compliance Plan, if applicable

Questions Due Date	05/09/07 at 4 00 pm
Closing Date	05/16/07 at 10 00 am
RCA Date	6/21/07
Contract start date	7/1/07
Buyer's Name	Vikie Deluyck, MSW Senior Buyer

### 5 0 General Solicitation Requirements (Presented by Purchasing)

#### 5 1 Solicitation Instructions, Section 0200, contains basic information on how to prepare the bid

#### 5 2 Standard Terms and Conditions, Section 0300 contains the City of Austin's standard terms and conditions

#### 5 3 Explanations/Clarifications Section 0400, explanation of procedure for submitting questions

5 3 A Additional questions may be faxed to (512) 974-2388, ATTN Vikie DeLuyck or emailed to [vikie.deluyck@ci.austin.tx.us](mailto:vikie.deluyck@ci.austin.tx.us)

5 3 B All questions and answers will be distributed via an addendum

#### 5 4 Insurance requirements

The following insurance requirement applies (Applicable to Contracts for services that are performed at City facilities or at sites designated by the City and for supplies that are delivered to City facilities by the Contractor personnel) (Revised 6/01/98)

##### A General Requirements

i The Contractor shall at a minimum carry insurance in the types and amounts indicated in Section 0400, Supplemental Purchase Provisions, for the duration of the Contract and during any warranty period

ii The Contractor shall forward Certificates of Insurance with the coverages and endorsements required in Section 0400 Supplemental Purchase Provisions to the City as verification of coverage within 14 calendar days after notification of award unless otherwise specified

- iii The Contractor shall not commence work until the required insurance is obtained and has been reviewed by City Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor
- iv The Contractor must submit certificates of insurance to the City for all subcontractors prior to the subcontractors commencing work on the project
- v The Contractor s and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A M Best ratings of B+VII or better The City will accept workers' compensation coverage written by the Texas Workers' Compensation Insurance Fund
- vi All endorsements naming the City as additional insured, waivers, and notices of cancellation endorsements as well as the Certificate of Insurance shall contain the solicitation number and the following information

Attn Vikie DeLuyck

City of Austin  
Purchasing Office  
P O Box 1088  
Austin, Texas 78767

- vii The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable
- viii If insurance policies are not written for amounts specified in Section 0400, Supplemental Purchase Provisions, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified If Excess Liability Insurance is provided, it shall follow the form of the primary coverage
- ix The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies
- x The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor
- xi The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract
- xii The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies All deductibles or self-insured retentions shall be disclosed on the Certificate of Insurance

- xiii The Contractor shall endeavor to provide the City thirty (30) days written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract
- xiv The insurance coverages specified in Section 0400, Supplemental Purchase Provisions, are required minimums and are not intended to limit the responsibility or liability of the Contractor

**B Specific Requirements** Specific insurance requirements are contained in Section 0400, Supplemental Purchase Provisions

Worker's Compensation and Employers Liability Insurance Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401) The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee

- (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin
  - (a) Waiver of Subrogation, Form WC 420304
  - (b) Thirty (30) days Notice of Cancellation, Form WC 420601

**ii Commercial General Liability Insurance** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A and B

- (1) The policy shall contain the following provisions
  - (a) Blanket contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project
  - (b) Independent Contractor's Coverage
  - (c) Products/Completed Operations Liability for the duration of the warranty period
  - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and Underground Coverage (X,C,U)
- (2) The policy shall also include these endorsements in favor of the City of Austin
  - (a) Waiver of Subrogation, Endorsement CG 2404
  - (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205
  - (c) The City of Austin listed as an additional insured, Endorsement CG 2010

**iii Business Automobile Liability Insurance** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident

- (1) The policy shall include these endorsements in favor of the City of Austin
  - (a) Waiver of Subrogation, Endorsement TE 2046A
  - (b) Thirty (30) days Notice of Cancellation, Endorsement TE 0202A
  - (c) The City of Austin listed as an additional insured, Endorsement TE 9901B

**iv Endorsements** The specific insurance coverage endorsements specified above, or their equivalents must be provided In the event that endorsements

which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval

**6.0 LIVING WAGES AND BENEFITS (applicable to procurements involving the use of labor)**

- A In order to help assure low employee turnover, quality services, and to reduce costs for health care provided to uninsured citizens, the Austin City Council is committed to ensuring fair compensation for City employees and those persons employed elsewhere in Austin. This commitment has been supported by actions to establish a "living wage" and affordable health care protection. Currently, the minimum wage for City employees is \$10.90 per hour. This minimum wage is required for any Contractor employee assigned to this City Contract, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B Additionally, the City provides health insurance for its employees, and for a nominal rate, employees may obtain coverage for their family members. Contractors must offer health insurance with optional family coverage for all Contractor employees assigned to this contract.
- C The City requires Contractors bidding on this Contract to provide the following information about wages paid and benefits that will be provided to their employees assigned to this City Contract:

*has to be submitted w/ bid*

Status Full-time (F) Part-time (P)	Job Title	Hourly Wage	List type of Company Health Insurance (e.g. medical, dental)	Workers' Compensation Insurance Coverage (yes, no)

- I Proof of the health care plan shall be provided by the Contractor prior to award of a Contract. In addition, an insurance certificate for Workers' Compensation Insurance Coverage must be provided if required by the solicitation.
- II Contractor shall provide a list of all employees providing services under the resultant contract including their name, job title, and hourly rate prior to award of a Contract.
- III Contractor shall maintain throughout the term of the contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA). Basic employment records shall at a minimum include:
  - (a) employee's full name, as used for social security purposes, and on the same record, the employee's identifying symbol or number if such is used in place of name on any time, work, or payroll records;
  - (b) time and date of week when employee's workweek begins;
  - (c) hours worked each day and total hours worked each workweek;
  - (d) basis on which employee's wages are paid;

- (e) regular hourly pay rate,
  - (f) total daily or weekly straight-time earnings'
  - (g) total overtime earnings for the workweek,
  - (h) all additions to or deductions from the employee's wages,
  - (i) total wages paid each pay period, and
  - (j) date of payment and the pay period covered by the payment
- iv Contractor shall provide with the first invoice and as requested by the Department's Contract Manager, detailed payroll and employee data including basic employment information, to verify that such information is being maintained and that employees are being paid the living wage as specified in the contract. If the Contractor's data is inadequate, the City reserves the right to require the Contractor to provide external auditor assurance of the Contractor's capability to maintain the required employment records
  - v Contractor shall submit employee payroll data with each subsequent invoice to verify that employees are paid the Living Wage throughout the term of the contract
  - vi The Department's Contract Manager will periodically review the payroll and employee data submitted by the Contractor to verify compliance with this Living Wage provision

**7 0 Submission of Offers** Explanation of where and how to submit offers (mail versus delivery service) and discussion of what documents must be submitted with the proposal

**7 1 Mailing** Offers must be returned in a sealed envelope or container marked on the outside with the Offeror's name, address and the solicitation number and the opening/closing date and time. Unless otherwise authorized, telegraphic or facsimile Offers will not be accepted. When sending an Offer via the U S Postal Service, use the P O address shown below. When using a delivery service that requires a street address, use the street address shown below. Please note that the zip codes are different

**P O Address for U S Mail Service**

City of Austin  
Purchasing Office  
P O Box 1088  
Austin Texas 78767-8845

**Street Address for Hand Delivery or Courier**

City of Austin  
Purchasing Office  
Municipal Building, Room 308  
124 W 8<sup>th</sup> Street  
Austin, Texas 78701  
512/974-2500 FAX 512/974-2388

**Note Offers that are not submitted in a sealed envelope or container will not be considered**

**7 2 Documents due with Bid**

- \*Offer & Award Sheet
- \*Section 0500,
- \* Section 0600 Bid Sheet (IFBs only)
- \*Sect 0700, References (see Attachment 0500 C)
- \*Sect 0800, Non-Discrimination Certificate
- \*Sect 0900, Compliance Plan NOT APPLICABLE
- \*Sect 1000, No Offer Reply Form
- \*Other Items required by solicitation including all referenced attachments

Award to lowest responsive package bid

- 8 0     Technical Requirements**
- 9 0     Scope of Work / Specifications, Section 0500**
- 10 0    Questions from attendees**
- 11 0    Adjourn**

**Gentry, Shirley (Brown - CCO)**

**From** Deluyck, Vikie  
**Sent** Monday, April 30, 2007 7:23 AM  
**To** Goodall, Jannette  
**Cc** Gentry, Shirley (Brown - CCO)  
**Subject** IFB published

You may download your copy of the solicitation now

## Solicitation Details View

[help & advice](#)

Menu

Please print this page for future reference using the browser print command

Questions and Answers Bulletin Board Pre-Qualified Vendors Notice of Intent to Award Notice of Award Public Bid Reading Auction Bids Amendment History

Create Response Subscribe

**Solicitation VBD0017**
[View Details](#)
**Solicitation VBD0017**

Solicitation Type Invitation For Bids  
 Description Microfiche/microfilming services

Status Open  
 Issued Date 4/29/2007  
 Closing Date 5/16/2007  
 Closing Time 9:59  
 Time Left 16 Days  
 Phone 974-2502  
 Phone 974-2502  
 Online Responses Prohibited No

Requesting Office City Hall 1st floor Rm 1120  
 Issuing Office City Hall 1st floor Rm 1120

**Contact Information**

Vikie Deluyck  
 Email Vikie.Deluyck@ci.austin.tx.us

Phone 974-2003  
 Fax -

**Schedule Of Events**

1 5/8/2007

See cover for prebid info

4/30/2007

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**Commodity Information**

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**Group 1 Default Commodity Group**

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<b>Group 1, Line 1</b>	<b>Line Type</b>	<b>Service</b>
CL Description Microfiche/Microfilming Services		
Commodity Code 91568 Microfiche/Microfilming Services	Start Date	
Specifications Description	End Date	

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<b>Group 1, Line 2</b>	<b>Line Type</b>	<b>Service</b>
CL Description Microfiche/Microfilming Services		
Commodity Code 91568 Microfiche/Microfilming Services	Start Date	
Specifications Description	End Date	

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**Evaluation Criteria**

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# CITY OF AUSTIN, TEXAS

## Purchasing Office INVITATION FOR BID (IFB) Offer Sheet

SOLICITATION NO VBD0017

COMMODITY/SERVICE DESCRIPTION Microfilming services for the  
Office of the City Clerk

DATE ISSUED 4/30/07

PRE-BID CONFERENCE TIME AND DATE 5/08/07 AT 9 00 AM

REQUISITION NO RQM 4500  
07041800712

LOCATION Austin City Hall  
301 W 2<sup>nd</sup> Street  
Room 1029

COMMODITY CODE 91568

FOR CONTRACTUAL AND TECHNICAL  
ISSUES CONTACT

BID DUE PRIOR TO Tuesday, 05/16/07 @ 10 00 AM

COMPLIANCE PLAN DUE PRIOR TO N/A

 , MSW

Senior Buyer

BID OPENING TIME AND DATE 10 00 am on 5/16/07

Phone (512) 974-2003

LOCATION MUNICIPAL BUILDING, 124 W 8<sup>th</sup> STREET  
RM 310, AUSTIN, TEXAS 78701

*It is the policy of the City of Austin to involve certified Minority Owned Business Enterprises (MBEs) and Woman Owned Business Enterprises (WBEs) in City contracting MBE and WBE goals for this solicitation are contained in Section 0900*

*All Contractors and Subcontractors must be registered to do business with the City prior to submitting a response to a City solicitation Prime Contractors are responsible for ensuring that their Subcontractors are registered Registration can be done through the City's on-line vendor registration system Log onto <https://www.cityofaustin.org/purchase> and follow the directions*

\*\*\*\*\* SUBMIT 1 ORIGINAL AND 1 SIGNED COPY OF ALL REQUIRED DOCUMENTS \*\*\*\*\*

SOLICITATION TO

Signature of Person Authorized to Sign Bid

Signer's Name and Title (please print or type)

FEDERAL TAX ID NO

Date

Company Name

Address

City, State, Zip Code

Phone No ( )

Fax No ( )

Email Address

## Table of Contents

SECTION NO	TITLE	PAGES
0100, 0200, 0300	See <a href="http://www.ci.austin.tx.us/purchase/standard.htm">http //www ci austin tx us/purchase/standard htm</a> *	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	5
0500	SCOPE OF WORK / SPECIFICATION	6
ATTA	AFFIDAVIT OF COMPLIANCE	1
ATTB	LIST OF EQUIPMENT	1
0600	BID SHEET	1
0700	REFERENCE SHEET	1
0800	CERTIFICATIONS (Non-Discrimination and Non-Suspension or Debarment)	2
0900	MBE/WBE PROGRAM PACKAGE (with Availability List and Compliance Plan or No Goals Utilization Plan)	1
1000	NO OFFER RESPONSE FORM	1

All other Sections may be viewed at [http //www ci austin tx us/purchase](http://www.ci.austin.tx.us/purchase) by clicking the link "Current Purchasing Notices"

### RETURN FOLLOWING DOCUMENTS WITH BID\*\*

- Cover Page                      Offer Sheet (IFB)
- Section 0600,                      Bid Sheet(s)
- Section 0700,                      Reference Sheet (if required)
- Section 0800,                      Certifications (Non-Discrimination and Non-Suspension or Debarment)
- Section 0900,                      MBE/WBE Procurement Program Package (IFB), or No Goals Utilization Plan
- Bid Guarantee                      (if required)

**\*\* See also Section 0200, Solicitation Instructions, Section 0400, Supplemental Purchase Provisions, and Section 0500, Scope of Work/Specification, for additional documents that must be submitted with the bid**

### NOTES

The bidder agrees, if this bid is accepted within \_\_\_\_\_ calendar days (90 days unless a different period is inserted) after date of opening, to fully comply in strict accordance with the solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying bid

**\* INCORPORATION OF DOCUMENTS** As of March 22, 2000, three (3) Sections of the solicitation documents have been made available via the Internet. These three sections **Section 0100, Standard Purchase Definitions, Section 0200, Standard Solicitation Instructions, and Section 0300, Standard Purchase Terms and Conditions** are hereby incorporated into this solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address [http //www ci austin tx us/purchase/standard htm](http://www.ci.austin.tx.us/purchase/standard.htm). Please select the appropriate set of documents for the type solicitation – i.e. Invitation for Bid (IFB), Request for Proposal (RFP), or Request for Quotations (RFQ).

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office at the below address. Please have the solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed or faxed to you.

When sending a sealed Bid and/or Compliance Plan, use the proper address for the type of service desired, as shown below:

P O Address for US Mail	Street Address for Hand Delivery or Courier Service
City of Austin	City of Austin, Purchasing Office
Purchasing Office	Municipal Building
P O Box 1088	124 W 8 <sup>th</sup> Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone (512) 974-2500

**Notes** Bids (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

Unless authorized in the solicitation, telegraphic or facsimile Bids will not be accepted

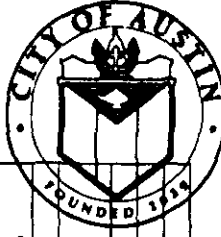
The information contained in this bid tabulation is for information only and does not constitute actual award/execution of a contract

**BID TABULATION  
CITY OF AUSTIN  
MICROFILMING SERVICES**

BID NO V31D0017  
RX NO 4-00107041600712  
DATE 5/16/2007  
BUYER Vicki Delavelle MSW

Special Instructions Be advised that exceptions taken to any portion of the solicitations may jeopardize acceptance of the bid

Vendor Name		Dodditt Solutions Round Rock TX		Precision Micrographics Austin TX		Crosby Document Mgmt Austin TX	
City, State		NC		NC		NC	
MBL/WBL		NC		NC		NC	
ITEM NO	ITEM DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Letter/Legal sized Paper Including Prep Charge	1,254,375	EA	\$0.036	\$45,157.50	\$0.04	\$50,175.00
2	Processed Including Maps & Blueprints	1,581,250	EA	\$0.43	\$679,937.50	\$0.49	\$774,812.50
3	Full Title Source Document	40,000	EA	\$0.022	\$880.00	\$0.02	\$800.00
4	Pick up work Order & Original Documents & Return Original Documents. Work Orders will consist of a Min 20 Boxes & Max of 100 Boxes per Pick up Request	1,150	EA	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL BID</b>				<b>\$725,975.00</b>		<b>\$825,787.50</b>	<b>\$7,188,044.36</b>
For Informational Purposes Only							
5	Delivering Material Back to Records Mgmt Svcs in Response to a Request Under Open Records Act	1	Round Trip	\$25.00		\$12.00	\$0.00
6	Silver Halide Copy (1 each)	1	Reel	\$34.75		\$19.00	\$20.00
7	Dupro Copy (1 each)	1	Reel	\$28.00		\$10.50	\$15.00
8	Labeling for Microfilm (1 each)	1	Reel	\$0.00		\$2.00	\$0.00



Prepared By Monica Kaspar  
Approved By Vicki Delavelle MSW

1 box = 1 reel 2,500 pages 10 box

**SCOPE OF WORK FOR  
MICROFICHE/MICROFILMING SERVICES  
IFB NO VBD00XX**

**5 0 BIDDER REQUIREMENTS**

**5 1 Experience**

The Bidder shall have minimum of five years of micrographic experience. Bidder shall also have been responsible for at least three contracts of a similar scope for governmental entities.

**5 2 References**

Provide a minimum of five references for related work performed within the last five (5) years and who can validate the experience and job type required above. Use Reference Sheet 0700.

**5 3 Business Office Requirements**

5 3 A Due to the need to have access to records for Public Information requests, Federal grant agency reviews, requests from the state, and Homeland Security, requires that all work shall be performed no further away than 40 miles from City Hall, located at 301 W 2<sup>nd</sup> Street, Austin.

*does this include processing*

5 3 B The City reserves the right to visit the location at any time during the solicitation process or any time during the contract period that may result from this solicitation.

5 3 C The Bidder shall maintain telephone service and respond to all calls during normal business hours (8 00am to 5 00pm, Monday through Friday ) within one hour. The use of an answering service is acceptable only after normal business hours.

**5 4 Microfilming Services Equipment**

Bidder shall complete Attachment B and list all of the equipment to be used on any of the Work Orders that may come from this solicitation.

**6 0 SCOPE OF WORK**

This Scope of Work establishes the requirements for micrographics services on an as needed basis by the Office of the City Clerk. Services requested may include various requests for microfilming for various sized projects and hand delivery for Open Record Requests (See Item 6 8 in this section).

**6 1 Work Orders**

6 1 A Source Documents - Through out the year, the City will require microfilming services for a variety of documents. The source documents for the work orders may be either paper hard copies or TIFF images. The size of the documents will range from 8 ½ X 11 to large blue prints.