



Amendment No. 6  
to  
Contract No. NA130000124  
for  
Flat Sheet Printing and Bulk Mail Preparation Services  
between  
OneTouchPoint Southwest Corp -Ginny's  
and the  
City of Austin

1.0 The City hereby exercises the holdover provision of the above referenced contract for a period of 120 days in accordance with the holdover language in the "Term of Contract" provision which reads as follows:

"Upon expiration of the initial term or period of extension, the Contractor agrees to holdover under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing)."

2.0 The total Contract amount is unchanged for the holdover period. The total Contract authorization is recapped below:


Term	Contract Amount for the Item	Total Contract Amount
Initial Term: 06/24/2013-06/23/2016	\$909,000.00	\$909,000.00
Amendment No. 1: Option 1 06/24/2016-06/23/2017	\$303,000.00	\$1,212,000.00
Amendment No. 2: Option 2 06/24/2017-06/23/2018	\$303,000.00	\$1,515,000.00
Amendment No. 3: Option 3 06/24/2018-06/23/2019	\$303,000.00	\$1,818,000.00
Amendment No. 4: Add items 8/12/2018	\$0.00	\$1,818,000.00
Amendment No. 5: 120-day holdover 06/24/2019-10/23/2019	\$0.00	\$1,818,000.00
Amendment No. 6: 120-day holdover 10/24/2019 – 2/21/2020	\$0.00	\$1,818,000.00

3.0 MBE/WBE goals were not established for this contract.

4.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURE(S) affixed below, this Amendment is hereby incorporated and made a part of the above-referenced contract.

Signature & Date:

 10/4/19

Printed Name: ERIC FISHER  
Authorized Representative

Signature & Date:

 10-7-19

Linell Goodin-Brown, Contract Management  
Supervisor II  
City of Austin Purchasing Office

ONETOUCHPOINT - GINNY'S  
8410-B Tuscany Way  
Austin, Texas 78754  
(512) 454-6874  
efisher@ainnysprintmg.com



Amendment No. 5  
to  
Contract No. NA130000124  
for  
Flat Sheet Printing and Bulk Mail Preparation Services  
Between  
OneTouchPoint Southwest Corp -Ginny's  
and the  
City of Austin

- 1.0 The City hereby exercises the 120-day holdover provision of the contract, in accordance with Section 0400, item 3- Term of the Contract which reads:

*"Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to resolicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing)."*

- 2.0 The total Contract authorization is unchanged and recapped below:

Term	Action Amount	Total Contract Amount
Initial Term: 06/24/2013-06/23/2016	\$909,000.00	\$909,000.00
Amendment No. 1: Option 1 06/24/2016-06/23/2017	\$303,000.00	\$1,212,000.00
Amendment No. 2: Option 2 06/24/2017-06/23/2018	\$303,000.00	\$1,515,000.00
Amendment No. 3: Option 3 06/24/2018-06/23/2019	\$303,000.00	\$1,818,000.00
Amendment No. 4: Add items	\$0.00	\$1,818,000.00
Amendment No. 5: 120-day holdover 06/24/2019-10/23/2019	\$0.00	\$1,818,000.00

- 3.0 MBE/WBE goals were not established for this contract.
- 4.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

A handwritten signature in blue ink that reads "Claudia Rodriguez" followed by the date "6/11/19".

Claudia Rodriguez, Procurement Specialist IV  
City of Austin  
Purchasing Office  
124 W. 8<sup>th</sup> Street, Ste. 310  
Austin, TX 78701



Amendment No. 4  
to  
Contract No. NA130000124  
for  
Flat Sheet Printing and Bulk Mail Preparation Services  
between  
ONETOUCHPOINT – GINNY'S  
and the  
City of Austin

- 1.0 The City hereby amends the above referenced contract to add items per Section 0500, Section 1, Purpose: "ARR reserves the right to add or delete products or services from this agreement."

**Envelopes**

	500	1000	1500	2000	2500	3000
#10 Envelope 4.125 x 9.5 - Regular, no windows - 24# white diagonal seam Printmaster 10% PCW - Black ink	\$ 136.00	\$ 164.85	\$ 188.50	\$ 205.80	\$ 212.10	\$ 218.40
#10 Envelope 4.125 x 9.5 - Standard left hand windo - 24# white diagonal seam Printmaster 10% PCW - Black ink	\$ 138.00	\$ 169.05	\$ 194.25	\$ 213.15	\$ 220.50	\$ 226.80
6.5 x 9.5 Booklet envelope (flap on long edge) - Regular, no windows - 24# white diagonal seam Printmaster 10% PCW - Black ink	\$ 138.00	\$ 165.00	\$ 186.00	\$ 203.00	\$ 212.00	\$ 218.00
10 x 13 Booklet envelope (flap on long edge) - Regular, no windows - 24# white diagonal seam Printmaster 10% PCW - Black ink	\$ 143.52	\$ 189.09	\$ 227.84	\$ 265.42	\$ 303.00	\$ 340.61

**Finishing Services**

**Quantities**

Item Description	≤1000	>1000
Perforation per item	\$ 0.02	\$ 0.01
UV Coatings per sheet	\$ 0.16	\$ 0.10
Adhesive finishings - STRIPS	\$ 0.12	\$ 0.08

**Color Copying (Printing) Services**

**Quantities**

Item Description	≤100	101 - 10,000	>10,000
Door hangers (with cut out), color	\$ 0.20	\$ 0.20	\$ 0.20
Polysterene Posters	\$ 10.00	\$ 8.00	\$ 5.00

**Black & White Copying (Printing) Services**

**Quantities**

Item Description	≤1000	1001 - 100,000	>100,000
Door hangers (with cut out)	\$ 0.12	\$ 0.12	\$ 0.12



2.0 The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 06/24/2013 – 06/23/2016	\$909,000.00	\$909,000.00
Amendment No. 1: Option 1 06/24/2016 – 06/23/2017	\$303,000.00	\$1,212,000.00
Amendment No. 2: Option 2 06/24/2017 – 06/23/2018	\$303,000.00	\$1,515,000.00
Amendment No. 3: Option 3 06/24/2018 – 06/23/2019	\$303,000.00	\$1,818,000.00
Amendment No.4: Add Items	\$0.00	\$1,818,000.00

3.0 MBE/WBE goals do not apply to this contract.

4.0 By signing this Amendment, the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date:

*Eric Fisher* 8-9-18

Printed Name: ERIC FISHER  
Authorized Representative

ONETOUCHPOINT – GINNY'S  
8410-B Tuscany Way  
Austin, Texas 78754  
(512) 454-6874

[efisher@ginnysprinting.com](mailto:efisher@ginnysprinting.com)

Sign/Date:

*Claudia Rodriguez* 8/12/18

Claudia Rodriguez  
Procurement Specialist IV  
City of Austin  
Purchasing Office  
124 W. 8<sup>th</sup> Street, Ste. 310  
Austin, Texas 78701



Amendment No. 3  
to  
Contract No. NA130000124  
for  
Flat Sheet Printing and Bulk Mail Preparation Services  
between  
ONETOUCHPOINT – GINNY'S  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective June 24, 2018 through June 23, 2019. No options remain.
- 2.0 The total contract amount is increased by \$303,000.00 for the extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 06/24/2013 – 06/23/2016	\$909,000.00	\$909,000.00
Amendment No. 1: Option 1 06/24/2016 – 06/23/2017	\$303,000.00	\$1,212,000.00
Amendment No. 2: Option 2 06/24/2017 – 06/23/2018	\$303,000.00	\$1,515,000.00
Amendment No. 3: Option 3 06/24/2018 – 06/23/2019	\$303,000.00	\$1,818,000.00

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment, the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date: [Signature] 6-21-18

Printed Name: Manuel Saez  
Authorized Representative

V.P. of Sales

ONETOUCHPOINT – GINNY'S  
8410-B Tuscany Way  
Austin, Texas 78754  
(512) 454-6874

[efisher@ginnysprinting.com](mailto:efisher@ginnysprinting.com)

Sign/Date: [Signature]

Linell Goodin Brown  
Contract Management Supervisor II  
City of Austin  
Purchasing Office  
124 W. 8<sup>th</sup> Street, Ste. 310  
Austin, Texas 78701

6-22-18



Amendment No. 2  
to  
Contract No. NA130000124  
for  
Flat Sheet Printing and Bulk Mail Preparation Services  
between  
ONETOUCHPOINT – GINNY'S  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective June 24, 2017 through June 23, 2018. One option remains.
- 2.0 The total contract amount is increased by \$303,000.00 for the extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 06/24/2013 – 06/23/2016	\$909,000.00	\$909,000.00
Amendment No. 1: Option 1 06/24/2016 – 06/23/2017	\$303,000.00	\$1,212,000.00
Amendment No. 2: Option 2 06/24/2017 – 06/23/2018	\$303,000.00	\$1,515,000.00

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date: Eric Fisher 6/11/17

Printed Name: ERIC FISHER  
Authorized Representative

ONETOUCHPOINT – GINNY'S  
8410-B Tuscany Way  
Austin, Texas 78754  
(512) 454-6874  
[efisher@ginnysprinting.com](mailto:efisher@ginnysprinting.com)

Sign/Date: Linell Goodin-Brown 6-12-17  
Linell Goodin-Brown  
Contract Management Supervisor II  
City of Austin  
Purchasing Office  
124 W. 8<sup>th</sup> Street, Ste. 310  
Austin, Texas 78701



Amendment No. 1  
to  
Contract No. NA130000124  
for  
Flat Sheet Printing and Bulk Mail Preparation Services  
between  
ONETOUCHPOINT – GINNY'S  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective June 24, 2016 through June 23, 2017. Two options remain.
- 2.0 The total contract amount is increased by \$303,000.00 for the extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 06/24/2013 – 06/23/2016	\$909,000.00	\$909,000.00
Amendment No. 1: Option 1 06/24/2016 – 06/23/2017	\$303,000.00	\$1,212,000.00

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date: Eric Fisher 4/13/16

Printed Name: ERIC FISHER  
Authorized Representative

ONETOUCHPOINT – GINNY'S  
8410-B Tuscany Way  
Austin, Texas 78754  
(512) 454-6874  
[efisher@ginnysprinting.com](mailto:efisher@ginnysprinting.com)

Sign/Date: Linell Goodin-Brown 6/14/16  
Linell Goodin-Brown, Contract Compliance Supervisor  
City of Austin  
Purchasing Office  
124 W. 8<sup>th</sup> Street, Ste. 310  
Austin, Texas 78701



**Financial and Administrative Service Department**  
**Purchasing Office**  
PO Box 1088, Austin, Texas, 78767

June 24, 2013

ONETOUCHPOINT - GINNY'S  
Eric Fisher  
8410 Tuscany Way  
Austin, TX 78754

Dear Eric Fisher:

The Austin City Council approved the execution of a contract with your company for Flat Sheet Printing and Bulk Mail Preparation Services in accordance with the referenced solicitation.

Responsible Department:	Austin Resource Recovery
Department Contact Person:	Phil Tindall
Department Contact Email Address:	Phil.tindall@austintexas.gov
Department Contact Telephone:	512-974-1955
Project Name:	Flat Sheet Printing and Bulk Mail Preparation Services
Contractor Name:	ONETOUCHPOINT - GINNY'S
Contract Number:	NA130000124
Contract Amount:	\$303,00 (annual)
Contract Period:	6/24/2013 – 6/23/2016
Extension Options:	3-12 Month
Requisition Number:	1500 13030600247
Solicitation Number:	SDC0183
Agenda Item Number:	35
Council Approval Date:	6/20/2013

A copy of the contract/purchase order will be forwarded by mail.

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Steve Cocke  
Buyer II  
Purchasing Office  
Finance and Administrative  
Service Department



**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")  
AND  
ONETOUCHPOINT - GINNY'S ("Contractor")  
for  
Flat Sheet Printing and Bulk Mail Preparation Services  
Contract Number NA130000124**

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between ONETOUCHPOINT - GINNY'S having offices at Austin, TX78754 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number SDC0183.

**1.1 This Contract is composed of the following documents:**

- 1.1.1 This Contract
- 1.1.2 The City's Solicitation, Invitation for Bid Best Value (IFBBV), SDC0183 including all documents incorporated by reference
- 1.1.3 ONETOUCHPOINT - GINNY'S Offer, dated 4/19/2013, including subsequent clarifications.

**1.2 Order of Precedence.** Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

- 1.2.1 This Contract
- 1.2.2 The City's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference
- 1.2.3 The Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications.

**1.3 Term of Contract.** The Contract will be in effect for an initial term of thirty-six (36) months and may be extended thereafter for up to three (3) twelve (12) month extension option(s), subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.

**1.4 Compensation.** The Contractor shall be paid a total Not-to-Exceed amount of \$909,000 for the initial Contract term and \$303,000 for each extension option. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.

**1.5 Quantity of Work.** There is no guaranteed quantity of work for the period of the Contract and there are no minimum order quantities. Work will be on an as needed basis as specified by the City for each Delivery Order

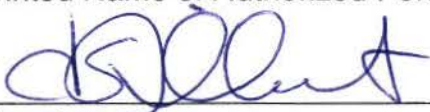
This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

In witness whereof, the City has caused a duly authorized representative to execute this Contract on the date set forth below.

**CITY OF AUSTIN**

Jeffery Dilbert

Printed Name of Authorized Person



Signature

Contract Compliance Manager, Corporate

Title:

6/24/20

Date:

# CITY OF AUSTIN, TEXAS

## Purchasing Office INVITATION FOR BID (BEST VALUE) Offer Sheet

SOLICITATION NO: SDC0183

COMMODITY/SERVICE DESCRIPTION: FLAT SHEET PRINTING SERVICES

DATE ISSUED: 3/25/2013

REQUISITION NO.: 1500 13030600247

PRE-BID CONFERENCE TIME AND DATE: N/A

COMMODITY CODE: 91558, 9155848, 9155850, 9155875, 9155830, 90815, 9081520, 90817, 90820, 90845, 96662, 96663, 96616, 96625, 9663010, 96636, 9663662, 96657, 96658, 9665753, 96600

FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT:

BID DUE PRIOR TO: 4/19/2013 @ 2:00 P.M.

COMPLIANCE PLAN DUE PRIOR TO: N/A

Steve Cocke

Buyer II

Phone: (512) 974-2003

BID OPENING TIME AND DATE: 4/19/2013 @ 2:00 P.M.

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

When submitting a sealed Offer 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

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

### SUBMIT 1 ORIGINAL AND 4 SIGNED COPIES OF OFFER

OFFER SUBMITTED BY

*ONE TOUCH POINT GINNY'S*  
By the signature below, I certify that I have submitted a binding offer.

  
Signature of Person Authorized to Sign Offer

*ERIC FISHER* *ACCOUNT MANAGER*  
Signer's Name and Title: (please print or type)

FEDERAL TAX ID NO. [REDACTED]

Date: *4-19-13*

Company Name: *ONE TOUCH POINT GINNY'S*

Address: *8410 TUSCANY WAY*

City, State, Zip Code *AUSTIN, TX 78754*

Phone No. *(512) 483-6101*

Fax No. *(512) 453-2178*

Email Address: *eric.fisher@1touchpoint.com*  
Offer Sheet

Revised 03/19/12

## Table of Contents

SECTION NO.	TITLE	PAGES
0100, 0200, 0300	See <a href="http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS">http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS</a> *	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	5
0500	SCOPE OF WORK	7
0600	BID SHEET	12
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM	2
0700	REFERENCE SHEET	1
0800	NON-DISCRIMINATION CERTIFICATION	2
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	1
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING AFFIDAVIT	2
0815	LIVING WAGES AND BENEFITS CONTRACTOR CERTIFICATION	1
0820	LIVING WAGES AND BENEFITS EMPLOYEE CERTIFICATION	1
0835	NONRESIDENT BIDDER PROVISIONS	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE or NO GOALS UTILIZATION PLAN	2
1000	"NO OFFER" RESPONSE FORM	1

All other Sections may be viewed at: [http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm)

### **RETURN THE FOLLOWING DOCUMENTS WITH YOUR OFFER\*\***

- Cover Page                      Offer Sheet
- Section 0600                    Bid Sheet(s)
- Section 0605                    Local Business Presence Identification Form
- Section 0700                    Reference Sheet (if required)
- Sections 0800 - 0835          Certifications and Affidavits (return all applicable Sections)
- Section 0900                    MBE/WBE Procurement Program Package or No Goals Utilization Plan
- Bid Guaranty                    (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 Offer.**

The Vendor agrees, if this Offer is accepted within 90 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer.

**\* INCORPORATION OF DOCUMENTS.** 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.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS).

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 address or phone number indicated on page 1 of this Offer Sheet. 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.

***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 should be registered to do business with the City prior to submitting a response to a City Solicitation. In the case of Joint Ventures, each individual business in the joint venture should be registered with the City prior to submitting a response to a City solicitation. If the Joint Venture is awarded a contract, the Joint Venture must register to do business with the City. 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 [http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm) and follow the directions.***

**CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
BID SHEET  
FLAT SHEET PRINTING SERVICES  
INVITATION FOR BID-BEST VALUE (IFBBV) SOLICITATION NO. SDC0183**

**SECTION I - COST (55 Points)**

**NOTE: Bidder must provide a price for all line items to be considered for award.**

**Groups A & B will be 80% of the cost evaluation.**

**We will take the average cost of columns #1 & #2 only.**

**Column #3 is for informational purposes. It will not be used in the cost evaluation.**

<b>A. Black &amp; White Copying (Printing) Price Per Impression Paper sizes up to and including 8-1/2" x 11" (2-sided is 2 impressions)</b>				
		column #1	column #2	column #3
Item#	Description	1 - 1,000 Impressions	1,001 - 100,000 Impressions	> 100,000 Impressions
1	20# White Paper	.015	.015	.015
2	20# Color Paper	.015	.015	.015
3	60# White Paper	.015	.015	.015
4	60# Color Paper	.015	.015	.015
5	60# Opaque White Paper	.015	.015	.015
6	24# White Paper	.014	.014	.014
7	65# Cover, available in multiple colors	.014	.014	.014
8	City supplied letterhead, memo or form	.014	.014	.014
<b>B. Color Copying (Printing) Price Per Impression Paper sizes up to and including 8-1/2" x 11" (2-sided is 2 impressions)</b>				
		column #1	column #2	column #3
Item#	Description	1 - 100 Impressions	101 - 10,000 Impressions	> 10,000 Impressions
9	20# White Paper	.085	.085	.085
10	20# Color Paper	.085	.085	.085
11	60# White Paper	.085	.085	.085
12	60# Color Paper	.085	.085	.085
13	60# Opaque White Paper	.085	.085	.085
14	24# White Paper	.085	.085	.085
15	32# Text Laser White Paper	.085	.085	.085
16	65# Cover, available in multiple colors	.094	.094	.094
17	80# Cover Laser White Paper	.094	.094	.094
18	City supplied letterhead, memo or form	.05	.05	.05



**CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
BID SHEET  
FLAT SHEET PRINTING SERVICES  
INVITATION FOR BID-BEST VALUE (IFBBV) SOLICITATION NO. SDC0183**

Groups C, D & E will be 20% of the cost evaluation.  
We will take the average cost of columns #1 & #2 only.  
Column #3 is for informational purposes. It will not be used in the cost evaluation.

<b>C. Black &amp; White Copying (Printing) Price Per Impression</b> Paper sizes larger than 8-1/2" x 11" up to and including 18" x 24" (2-sided is 2 impressions)				
		column #1	column #2	column #3
Item#	Description	1 - 1,000 Impressions	1,001 - 100,000 Impressions	> 100,000 Impressions
19	20# White Paper	.0183	.0183	.0183
20	20# Color Paper	.02	.02	.02
21	60# White Paper	.02	.02	.02
22	60# Color Paper	.02	.02	.02
23	60# Opaque White Paper	.02	.02	.02
24	24# White Paper	.0183	.0183	.0183
25	65# Cover, available in multiple colors	.019	.019	.019
<b>D. Color Copying (Printing) Price Per Impression</b> Paper sizes larger than 8-1/2" x 11" up to and including 18" x 24" (2-sided is 2 impressions)				
		column #1	column #2	column #3
Item#	Description	1 - 100 Impressions	101 - 10,000 Impressions	> 10,000 Impressions
26	20# White Paper	.107	.107	.107
27	20# Color Paper	.107	.107	.107
28	60# White Paper	.107	.107	.107
29	60# Color Paper	.107	.107	.107
30	60# Opaque White Paper	.107	.107	.107
31	24# White Paper	.107	.107	.107
32	32# Text Laser White Paper	.107	.107	.107
33	65# Cover, available in multiple colors	.115	.115	.115
34	80# Cover Laser White Paper	.115	.115	.115
35	80# Text	.106	.106	.106
36	80# Cover	.115	.115	.115
37	100# Text	.111	.111	.111
38	100# Cover	.12	.12	.12

**CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
 BID SHEET  
 FLAT SHEET PRINTING SERVICES  
 INVITATION FOR BID-BEST VALUE (IFBBV) SOLICITATION NO. SDC0183**

<b>E. Color Copying (Printing) Price Per Impression</b> Paper sizes larger than 8-1/2" x 14" up to and including 18" x 24" (2-sided is 2 impressions)				
		column #1	column #2	column #3
Item#	Description	1 - 100 Impressions	101 - 10,000 Impressions	> 10,000 Impressions
39	20# White Paper	.164	.164	.164
40	20# Color Paper	.164	.164	.164
41	60# White Paper	.164	.164	.164
42	60# Color Paper	.164	.164	.164
43	60# Opaque White Paper	.164	.164	.164
44	24# White Paper	.164	.164	.164
45	32# Text Laser White Paper	.164	.164	.164
46	65# Cover, available in multiple colors	.173	.173	.173
47	80# Cover Laser White Paper	.173	.173	.173

**Groups F, G, H and I are for informational purposes. They will not be used in the cost evaluation.  
 NOTE: Bidder must provide pricing for all line items to be considered for award.**

<b>F. Binding/Finishing Price Per Book</b>				
		column #1	column #2	column #3
Item#	Description	1 - 100 Books	101 - 500 Books	> 500 Books
48	Plastikoi Binding Black, 1/4"	1.13	1.05	.98
49	Plastikoi Binding Black, 1/2"	1.13	1.05	.98
50	Plastikoi Binding Black, 3/4"	1.13	1.05	.98
51	Plastikoi Binding Black, 1"	1.50	1.43	1.35
52	Plastikoi Binding Black, 1-1/4"	1.50	1.43	1.35
53	Plastikoi Binding Black, 1-1/2"	1.50	1.43	1.35
Item#	Description	1 - 100 Books	101 - 500 Books	> 500 Books
54	GBC Binding Black, 1/4"	.75	.68	.60
55	GBC Binding Black, 1/2"	.75	.68	.60
56	GBC Binding Black, 3/4"	.825	.75	.68
57	GBC Binding Black, 1"	.825	.75	.68
58	GBC Binding Black, 1-1/4"	1.05	.98	.90
59	GBC Binding Black, 1-1/2"	1.43	1.35	1.28
60	GBC Binding Black, 1-3/4"	1.43	1.35	1.28
61	GBC Binding Black, 2"	1.43	1.35	1.28

**CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT**  
**BID SHEET**  
**FLAT SHEET PRINTING SERVICES**  
**INVITATION FOR BID-BEST VALUE (IFBBV) SOLICITATION NO. SDC0183**

62	GBC Binding Black, 2-1/4"	1.43	1.35	1.28
63	GBC Binding Black, 2-1/2"	1.50	1.43	1.35
64	GBC Binding Black, 2-3/4"	1.88	1.80	1.73
65	GBC Binding Black, 3"	1.88	1.80	1.73
Item#	Description	1 - 100 Books	101 - 500 Books	> 500 Books
66	Tape Binding Black, 1/4"	.75	.66	.53
67	Tape Binding Black, 1/2"	.75	.66	.53
68	Tape Binding Black, 3/4"	.75	.66	.53
69	Tape Binding Black, 1"	.75	.66	.53
70	Tape Binding Black, 1-1/4"	.75	.66	.53
Item#	Description	1 - 100 Books	101 - 500 Books	> 500 Books
71	Perfect Binding Black, 1/4"	.83	.68	.40
72	Perfect Binding Black, 1/2"	.83	.68	.40
73	Perfect Binding Black, 3/4"	.83	.68	.40
74	Perfect Binding Black, 1"	.83	.68	.40
75	Perfect Binding Black, 1-1/4"	.83	.68	.40
76	Perfect Binding Black, 1-1/2"	.83	.68	.40
77	Perfect Binding Black, 1-3/4"	.83	.68	.40
Item#	Description	1 - 100 Books	101 - 500 Books	> 500 Books
78	Saddle Stitch Binding, 4 sheets	.36	.32	.30
79	Saddle Stitch Binding, 6 sheets	.36	.32	.30
80	Saddle Stitch Binding, 8 sheets	.36	.32	.30
81	Saddle Stitch Binding, 10 sheets	.36	.32	.30
82	Saddle Stitch Binding, 12 sheets	.36	.32	.30
83	Saddle Stitch Binding, 14 sheets	.36	.32	.30
84	Saddle Stitch Binding, 16 sheets	.36	.32	.30
85	Saddle Stitch Binding, 18 sheets	.36	.32	.30
86	Saddle Stitch Binding, 20 sheets	.36	.32	.30
87	Saddle Stitch Binding, 22 - 40 sheets	.36	.32	.30

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 INVITATION FOR BID-BEST VALUE (IFBBV) SOLICITATION NO. SDC0183**

<b>G. Other Finishing Price Per Sheet</b>			
		column #1	column #2
Item#	Description	1 - 1,000 Sheets	> 1,000 Sheets
88	Saddle Stitch, Perfect Binding	NA	NA
89	Collating/Stapling, one or two staples (Max 70 originals)	.018	.018
90	Drilling, two holes or three holes (1/4" or 5/16")	.099	.699
91	Cutting, per sheet	.005	.005
92	Folding, 1, 2 or 3 per sheet	.018	.0135
93	Scoring or Perforation per sheet	.018	.0135
94	Laminating, paper size up to and including 3" x 5", 3 mil	.90	.77
95	Laminating, paper size up to and including 3" x 5", 5 mil	1.13	.90
96	Laminating, paper size up to and including 3" x 5", 10 mil	1.35	1.08
97	Laminating, paper size larger than 3" x 5" up to and including 11" x 17", 3 mil.	1.13	.90
98	Laminating, paper size larger than 3" x 5" up to and including 11" x 17", 5 mil.	1.35	1.08
99	Laminating, paper size larger than 3" x 5" up to and including 11" x 17", 10 mil.	1.58	1.08

<b>H. File Processing (Set-up) Charges</b>	
100	Black & White Copying (Printing) Set-up Charge. <span style="float: right;">\$ 25</span>
101	Color Copying (Printing) Set-up Charge. <span style="float: right;">\$ 25</span>
102	Rush Charge for each "Rush Project" (48-hour turnaround). <span style="float: right;">\$ 25</span>

<b>I.</b>	<b>Bulk Mail Preparation Services Including Delivery to Post Office</b> (Note: Bulk Mail Postage will be paid through the City of Austin's Bulk Mail Permit Presorted Standard.)		
<b>Bulk Mail Preparation Services Example 1</b> <u>Recycling Calendars</u> Color Print 36 Page Calendar, Final Folded, 16.76" x 10.88"; Cover Stock 80#; Inside Stock 60#			
Item#	Description	Estimated Quantity	Unit Price
103	CASS Certify	180,000 - 220,000	.001
104	Inkjet Addressing	180,000 - 220,000	.011
105	Sort & Finish	180,000 - 220,000	.003
106	Delivery to Post Office	180,000 - 220,000	0

**CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
BID SHEET  
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Minimum Time Required for Example 1 from Receipt of Order to Delivery to Post Office: 10 Days

**Bulk Mail Preparation Services Example 2**

Various Postcards

5" x 7" Postcard; 100% Recycled Content Paper; Cover Stock 80#; Full Color; Printed Front and Back

Item#	Description	Estimated Quantity	Unit Price
107	CASS Certify	2,000 - 20,000	.04
108	Inkjet Addressing	2,000 - 20,000	.01
109	Sort & Finish	2,000 - 20,000	.002
110	Delivery to Post Office	2,000 - 20,000	0

Minimum Time Required for Example 2 from Receipt of Order to Delivery to Post Office: 2 Days

**Bulk Mail Preparation Services Example 3**

Various Postcards

5" x 7" Postcard; 100% Recycled Content Paper; Cover Stock 80#; Full Color; Printed Front and Back

Item#	Description	Estimated Quantity	Unit Price
111	CASS Certify	20,001 - 40,000	.04
112	Inkjet Addressing	20,001 - 40,000	.01
113	Sort & Finish	20,001 - 40,000	.002
114	Delivery to Post Office	20,001 - 40,000	0

Minimum Time Required for Example 3 from Receipt of Order to Delivery to Post Office: 3 Days

**Bulk Mail Preparation Services Example 4**

Various Postcards

5" x 7" Postcard; 100% Recycled Content Paper; Cover Stock 80#; Full Color; Printed Front and Back

Item#	Description	Estimated Quantity	Unit Price
115	CASS Certify	40,001 - 60,000	.03
116	Inkjet Addressing	40,001 - 60,000	.009
117	Sort & Finish	40,001 - 60,000	.002
118	Delivery to Post Office	40,001 - 60,000	0



**CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
BID SHEET  
FLAT SHEET PRINTING SERVICES  
INVITATION FOR BID-BEST VALUE (IFBBV) SOLICITATION NO. SDC0183**

Minimum Time Required for Example 4 from Receipt of Order to Delivery to Post Office: 3 Days

**Bulk Mail Preparation Services Example 5**

Various Postcards

5" x 7" Postcard; 100% Recycled Content Paper; Cover Stock 80#; Full Color; Printed Front and Back

Item#	Description	Estimated Quantity	Unit Price
119	CASS Certify	60,001 - 80,000	.025
120	Inkjet Addressing	60,001 - 80,000	.009
121	Sort & Finish	60,001 - 80,000	.002
122	Delivery to Post Office	60,001 - 80,000	0

Minimum Time Required for Example 5 from Receipt of Order to Delivery to Post Office: 3 Days

**Bulk Mail Preparation Services Example 6**

Various Postcards

5" x 7" Postcard; 100% Recycled Content Paper; Cover Stock 80#; Full Color; Printed Front and Back

Item#	Description	Estimated Quantity	Unit Price
123	CASS Certify	80,001 - 100,000	.02
124	Inkjet Addressing	80,001 - 100,000	.009
125	Sort & Finish	80,001 - 100,000	.002
126	Delivery to Post Office	80,001 - 100,000	0

Minimum Time Required for Example 6 from Receipt of Order to Delivery to Post Office: 4 Days

**Bulk Mail Preparation Services Example 7**

Various Postcards

5" x 7" Postcard; 100% Recycled Content Paper; Cover Stock 80#; Full Color; Printed Front and Back

Item#	Description	Estimated Quantity	Unit Price
127	CASS Certify	100,001+	.018
128	Inkjet Addressing	100,001+	.009
129	Sort & Finish	100,001+	.002
130	Delivery to Post Office	100,001+	0

**CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
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Minimum Time Required Example 7 from Receipt of Order to Delivery to Post Office: 4 Days

**Bulk Mail Preparation Services Example Project 8**

Various Letters

8.5" x 11" Letter; 100% Recycled Content Paper; Text 20#; Full Color; Printed Front and Back

Item#	Description	Estimated Quantity	Unit Price
131	CASS Certify	200 - 3,500	.04
132	Inkjet Addressing	200 - 3,500	.03
133	Sort & Finish	200 - 3,500	0
134	Delivery to Post Office	200 - 3,500	0

Minimum Time Required for Example 8 from Receipt of Order to Delivery to Post Office: 3 Days

**Bulk Mail Preparation Services Example Project 9**

Various Letters

8.5" x 11" Letter; 100% Recycled Content Paper; Text 20#; Full Color; Printed Front and Back

Item#	Description	Estimated Quantity	Unit Price
135	CASS Certify	3,501+	.03
136	Inkjet Addressing	3,501+	.02
137	Sort & Finish	3,501+	0
138	Delivery to Post Office	3,501+	0

Minimum Time Required for Example 9 from Receipt of Order to Delivery to Post Office: 4 Days

<b>*</b>	Ideally, ARR would like to have all items printed on paper with 100% recycled content of which at least 40% is made from post-consumer recycled material. However, <u>as an absolute minimum, all paper provided by the Contractor under this agreement must have 40% recycled content and be Forest Stewardship Council (FSC) Certified. Failure to meet this minimum requirement will result in disqualification of the bid.</u>
<b>*</b>	Delivery shall be FOB destination.

**\*** List recycled paper to be used and current cost per cwt:

1.	<u>SPRINGHILL</u>	cwt
2.	<u>LYDX</u>	cwt
3.	<u>FLO</u>	cwt
4.		cwt
5.		cwt
6.		cwt

CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
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7.	cwt
8.	cwt
9.	cwt

**SECTION II - QUALIFICATIONS AND EXPERIENCE (10 Points)**

Proposers are to demonstrate the firm's applicable experience and longevity of providing printing, binding/finishing, bulk mail preparation, and other related services; experience, qualifications, and number of staff to be dedicated to the City account; references from clients (at least 5) detailing ability for superior customer service including working collaboratively, exceptional project management, and timely deliverables. **(Please attach additional information as deemed necessary to complete the response.)**

*Linnings has 32 years experience in providing quality products and customer service. References are included later in the bid packet that can verify our service.*

**SECTION III - QUALITY OF SAMPLES (10 Points)**

Proposers are to provide a portfolio samples of previous work showing superior quality, capabilities, and range of printing projects. Please be advised that the samples will not be returned. **(Please attach additional information as deemed necessary to complete the response.)**

*Samples included with bid packet.*

**CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
BID SHEET  
FLAT SHEET PRINTING SERVICES  
INVITATION FOR BID-BEST VALUE (IFBBV) SOLICITATION NO. SDC0183**

CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
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**SECTION IV - RECYCLING CONTENT OF PAPER BEING PROPOSED (15 Points)**

Proposers are to indicate the recycling content of the paper to be used under this contract. To receive maximum points for this section, proposed paper must have 100% recycled content of which at least 40% is made from post-consumer recycled material. The absolute minimum requirement under this contract will be 40% recycled content and FSC Certified. **Failure to meet this minimum requirement will result in disqualification of the bid. (Please attach additional information as deemed necessary to complete the response.)**

*FLO is our house stock for digital printing.  
This stock is FSC certified and matches the  
minimum requirements listed above.*

**SECTION V - LOCAL BUSINESS PRESENCE (10 Points)**

See Section 0200, Paragraph 12 for Evaluation Criteria, and complete and return Section 0605. The amount of Local Business Presence is determined by the amount of good and/or services performed by the Proposer and/or Subcontractor(s) combined.



CITY OF AUSTIN – AUSTING RESOURCE RECOVERY DEPARTMENT  
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INVITATION FOR BID-BEST VALUE (IFBBV) SOLICITATION NO. SDC0183

BIDDER'S BEST DELIVERY IS 2 BUSINESS DAYS AFTER RECEIPT OF ORDER (Not including Bulk Mail Services).

DELIVERY TERMS: DELIVERY IS TO BE FOB DESTINATION, PREPAID AND ALLOWED

DELIVERY METHOD: GINNY'S VAN

COMPANY NAME: ONE TOUCH POINT GINNY'S

SIGNATURE OF AUTHORIZED REPRESENTATIVE: Eric Fisher

PRINTED NAME: ERIC FISHER

PHONE #: 512-483-6101 FAX #: 512-453-2178

EMAIL ADDRESS: eric.fisher@1touchpoint.com

ADDRESS: 8410 TUSCANY WAY AUSTIN, TX 78754

FEDERAL TAX ID NO. [REDACTED] DATE 4-19-13

**City of Austin**  
**Purchasing Office**  
**Local Business Presence Identification Form**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE).**

**NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.**

USE ADDITIONAL PAGES AS NECESSARY

**OFFEROR:**

Name of Local Firm	ONE TOUCH POINT GINNY'S					
Physical Address	8410 TUSCANY WAY AUSTIN, TX 78754					
Is Firm located in the Corporate City Limits? (circle one)	Yes <input checked="" type="checkbox"/>			No		
In business at this location for past 5 yrs?	Yes <input checked="" type="checkbox"/>			No		
Location Type:	Headquarters	Yes	No	Branch	Yes <input checked="" type="checkbox"/>	No

**SUBCONTRACTOR(S):**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**City of Austin  
Purchasing Office  
Local Business Presence Identification Form**

**ACKNOWLEDGEMENT**

THE STATE OF TEXAS

COUNTY OF TRAVIS

I certify that my responses and the information provided on Form 0605 are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations in this Section, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me in this Section may be investigated and I hereby give my full permission for any such investigation and I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected.

**OFFEROR'S FULL NAME AND ENTITY STATUS:**

ONE TOUCH POINT SOUTHWEST CORPORATION

*IN GOOD STANDING*

*Eric Lister*

Signature, Authorized Representative of Offeror

ACCOUNT MANAGER

Title

4-25-13

Date

**END**

**CITY OF AUSTIN  
PURCHASING OFFICE  
REFERENCE SHEET**  
**Please Complete and Return This Form with the Offer**

Solicitation Number:

Offeror's Name

Date

The Offeror shall furnish, with the Offer, the following information, for at least  recent customers to whom products and/or services have been provided that are similar to those required by this Solicitation.

To add additional references to this form, click the Add Reference Button.

=====>



Company's Name	<input type="text" value="State Bar of Texas"/>		
Name of Contact	<input type="text" value="Martin Chait"/>	Contact Title	<input type="text" value="Director"/>
Present Address	<input type="text" value="1414 Colorado Street"/>		
City	<input type="text" value="Austin"/>	State	<input type="text" value="Texas"/> Zip Code <input type="text" value="78701"/>
Telephone Number	<input type="text" value="(512) 427-1756"/>	FAX Number	<input type="text" value="(512) 427-4101"/>
Email Address	<input type="text" value="martin.chait@texasbar.com"/>		

Company's Name	<input type="text" value="Innovative Aftermarket Services"/>		
Name of Contact	<input type="text" value="Terry Bell"/>	Contact Title	<input type="text" value="Purchasing Manager"/>
Present Address	<input type="text" value="12800 Angel Side Drive"/>		
City	<input type="text" value="Leander"/>	State	<input type="text" value="Texas"/> Zip Code <input type="text" value="78641"/>
Telephone Number	<input type="text" value="(512) 421-8031"/>	FAX Number	<input type="text" value="(512) 421-8036"/>
Email Address	<input type="text" value="tbell@iasdirect.com"/>		

Company's Name	<input type="text" value="Del Valle Independent School District"/>		
Name of Contact	<input type="text" value="Geneva Kayser"/>	Contact Title	<input type="text" value="Purchasing Coordinator"/>
Present Address	<input type="text" value="5301 Ross Road"/>		
City	<input type="text" value="Del Valle"/>	State	<input type="text" value="Texas"/> Zip Code <input type="text" value="78617"/>
Telephone Number	<input type="text" value="(512) 386-3038"/>	FAX Number	<input type="text" value="(512) 386-3144"/>
Email Address	<input type="text" value="geneva.kayser@del-valle.k12.tx.us"/>		

Company's Name	Austin Energy		
Name of Contact	Leroy Hiller	Contact Title	Marketing Communications Consul
Present Address	811 Barton Springs Road #250		
City	Austin	State	Texas Zip Code 78704
Telephone Number	(512) 972-9525	FAX Number	(512) 972-9534
Email Address	leroy.hiller@austinenergy.com		

Company's Name	Golfsmith International		
Name of Contact	Laura Henderson	Contact Title	Marketing Operations Manager
Present Address	11000 North IH 35		
City	Austin	State	Texas Zip Code 78753
Telephone Number	(512) 821-4930	FAX Number	(512) 837-1019
Email Address	laura.henderson@golfsmith.com		

**City of Austin, Texas**  
**EQUAL EMPLOYMENT/FAIR HOUSING OFFICE**  
**NON-DISCRIMINATION CERTIFICATION**

SOLICITATION NO SDC0183

**City of Austin, Texas**  
**Human Rights Commission**

To: City of Austin, Texas, ("OWNER")

I hereby certify that our firm conforms to the Code of the City of Austin, Section 5-4-2 as reiterated below:

Chapter 5-4. Discrimination in Employment by City Contractors.

**Sec. 4-2 Discriminatory Employment Practices Prohibited.** As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations and agrees:

- (B) (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter. Such affirmative action shall include, but not be limited to: all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising; selection for training and apprenticeship, rates of pay or other form of compensation, and layoff or termination.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with OWNER's Human Rights Commission in connection with any investigation or conciliation effort of said Human Rights Commission to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require compliance with provisions of this chapter by all subcontractors having fifteen or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with OWNER subject to the terms of this chapter.

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Nondiscrimination Policy set forth below.

**City of Austin**  
**Minimum Standard Non-Discrimination in Employment Policy:**

*As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.*

*The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.*

*Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.*

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE A COPY TO THE CITY OF THE CONTRACTOR'S NON-DISCRIMINATION POLICY ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION POLICY, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES (THE FORM OF WHICH HAS BEEN APPROVED BY THE CITY'S EQUAL EMPLOYMENT/FAIR HOUSING OFFICE), WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

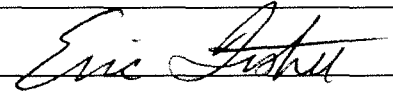
**Sanctions:**

Our firm understands that non-compliance with Chapter 5-4 may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4.

**Term:**

The Contractor agrees that this Section 0800 Non-Discrimination Certificate or the Contractor's separate conforming policy, which the Contractor has executed and filed with the Owner, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payments, the Contractor's Non-Discrimination Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 19<sup>TH</sup> day of APRIL, 2013.

CONTRACTOR	OneTouchPoint Ginny's
Authorized Signature	<u></u>
Title	<u>Account Manager</u>




**City of Austin, Texas**  
**NON-SUSPENSION OR DEBARMENT CERTIFICATION**

SOLICITATION NO. SDC0183

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

Contractor's Name:	<div style="border: 1px solid black; padding: 2px;">OneTouchPoint Ginny's</div>		
Signature of Officer or Authorized Representative:		Date:	<div style="border: 1px solid black; padding: 2px;">Apr 19, 2013</div>
Printed Name:	<div style="border: 1px solid black; padding: 2px;">Eric Fisher</div>		
Title:	<div style="border: 1px solid black; padding: 2px;">Account Manager</div>		