



Amendment No. 6
of
Contract No. NA120000134
for
Window Washing Services
Between
Yosan, Inc. dba International Building Services
and the
City of Austin

- 1.0 The City hereby holds over the above referenced contract for a period of 6 months from 10/12/2018 to 04/12/2019.
- 2.0 The total contract amount is unchanged during the hold over period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term: 06/12/12 – 06/11/15	\$325,780.00	\$325,780.00
Amendment No.1: Option 1 06/12/15 – 06/11/16	\$154,656.00	\$480,436.00
Amendment No.2: Option 2 06/12/16 – 06/11/17	\$185,587.20	\$666,023.20
Amendment No.3: Option 3 06/12/17 – 06/11/18	\$222,704.64	\$888,727.84
Amendment No. 4: 120 day Holdover 06/12/18 – 10/11/18	\$0.00	\$888,727.84
Amendment No. 5: Holdover 10/12/2018 – 04/12/2019	\$0.00	\$888,727.84
Amendmente No. 6 – Holdover 4/12/2019 – 7/11/2019	\$0.00	\$888,727.84

- 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.

Signature:

Hye Kyung Kim

Printed Name:

Authorized Representative

Signature:

Sydney Ceder

Sydney Ceder, Procurement Specialist III
City of Austin
Purchasing Department

Yosan, Inc. dba International Building Services
P.O. Box 200506
Austin, TX 78720



Amendment No. 5
of
Contract No. NA120000134
for
Window Washing Services
Between
Yosan, Inc. dba International Building Services
and the
City of Austin

- 1.0 The City hereby holds over the above referenced contract for a period of 6 months from 10/12/2018 to 04/12/2019.
- 2.0 The total contract amount is unchanged during the hold over period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term: 06/12/12 – 06/11/15	\$325,780.00	\$325,780.00
Amendment No.1: Option 1 06/12/15 – 06/11/16	\$154,656.00	\$480,436.00
Amendment No.2: Option 2 06/12/16 – 06/11/17	\$185,587.20	\$666,023.20
Amendment No.3: Option 3 06/12/17 – 06/11/18	\$222,704.64	\$888,727.84
Amendment No. 4: 120 day Holdover 06/12/18 – 10/11/18	\$0.00	\$888,727.84
Amendment No. 5: Holdover 10/12/2018 – 04/12/2019	\$0.00	\$888,727.84

- 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.

Signature: Hye Kyung kim
Printed Name:
Authorized Representative

Signature: [Signature] 10-08/2018
Marty James, Procurement Specialist III
City of Austin
Purchasing Department

Yosan, Inc. dba International Building Services
P.O. Box 200506
Austin, TX 78720



Amendment No. 4
of
Contract No. NA120000134
for
Window Washing Services
between
Yosan, Inc. dba International Building Services
and the
City of Austin

- 1.0 The City hereby holds over the above referenced contract for a period of 120 days in accordance with the holdover language in the "Term of Contract" provision in Section 0400, Supplemental Purchase Provisions.
- 2.0 Effective upon signature, the term for the holdover will be June 12, 2018, to October 11, 2018.
- 3.0 The total Contract amount is unchanged for the hold over period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Initial Term: 7/16/2012 -7/15/2015	\$325,780.00	\$325,780.00
Amendment No. 1: Option 1 – Extension 06/12/15 – 06/11/16	\$154,656.00	\$480,436.00
Amendment No. 2: Option 2 – Extension 06/12/16 – 06/11/17	\$185,587.20	\$666,023.20
Amendment No. 3: Option 3 – Extension 06/12/17 – 06/11/18	\$222,704.64	\$888,727.84
Amendment No. 4: 120 day Holdover 6/12/18 – 10/11/18		\$888,727.84

- 4.0 MBE/WBE goals do not apply to this contract.
- 5.0 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.
- 6.0 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: Lynnette Hicks 3/20/18

Lynnette Hicks
Procurement Specialist IV

City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



Amendment No. 3
of
Contract No. NA120000134
for
Window Washing Services
Between
Yosan, Inc. dba International Building Services
and the
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective June 12, 2017, to June 11, 2018. No option remain.
- 2.0 The total contract amount is increased by \$222,704.64 for the extension option period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term: 06/12/12 – 06/11/15	\$325,780.00	\$325,780.00
Amendment No.1: Option 1 06/12/15 – 06/11/16	\$154,656.00	\$480,436.00
Amendment No.2: Option 2 06/12/16 – 06/11/17	\$185,587.20	\$666,023.20
Amendment No.3: Option 3 06/12/17 – 06/11/18	\$222,704.64	\$888,727.84

- 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.

Signature: Hye Kyung Kim
Printed Name: Hye K Kim
Authorized Representative

Signature: Linell Goodin-Brown
Linell Goodin-Brown, Contract Management Supervisor II
City of Austin
Purchasing Department

6-16-17

Yosan, Inc. dba International Building Services
P.O. Box 200506
Austin, TX 78720



Amendment No. 2
of
Contract No. NA120000134
for
Window Washing Services
Between
Yosan, Inc. dba International Building Services
and the
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective June 12, 2016 the term for the extension option will be June 12, 2016, to June 11, 2017 and there is one remaining option.
- 2.0 The total contract amount is increased by \$185,587.20 for the extension option period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term: 06/12/12 – 06/11/15	\$325,780.00	\$325,780.00
Amendment No.1: Option 1 06/12/15 – 06/11/16	\$154,656.00	\$480,436.00
Amendment No.2: Option 2 06/12/16 – 06/11/17	\$185,587.20	\$666,023.20

- 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.

Signature: *Hye Kyung Kim*
Printed Name: Hye K. Kim
Authorized Representative

Signature: *Linell Goodin-Brown*
Linell Goodin-Brown, Contract Compliance Supervisor
City of Austin
Purchasing Department
6-23-16

Yosan, Inc. dba International Building Services
P.O. Box 200506
Austin, TX 78720



Amendment No. 1
 of
 Contract No. NA120000134
 for
 Window Washing Services
 Between
 Yoson, Inc. dba International Building Services
 and the
 City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective June 12, 2015 the term for the extension option will be June 12, 2015, to June 11, 2016 and there are two remaining options.
- 2.0 The total contract amount is increased by \$154,656.00 for the extension option period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term: 06/12/12 – 06/11/15	\$325,780.00	\$325,780.00
Amendment No. 1: Option 1 06/12/15 – 06/11/16	\$154,656.00	\$480,436.00

- 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.

Signature: _____

Printed Name: _____

Authorized Representative

Signature: _____

Debbie DePaul, Contract Compliance Supervisor

City of Austin

Purchasing Department

International Building Services
 P.O. Box 200506
 Austin, TX 78720



**Financial and Administrative Service Department
Purchasing Office**

PO Box 1088, Austin, Texas, 78767

May 31, 2012

Yosan, Inc.
P.O. Box 200506
Austin, TX 78720
Contact: Hye K. Kim

Dear Mr. Kim:

The City of Austin has approved the award and execution of a contract with your company for Window Washing Services in accordance with solicitation IFB-BV PAX0217.

Responsible Department:	Austin Convention Department
Department Contact Person:	Taje Allen
Department Contact Email:	Taje.allen@austintexas.gov
Department Contact Telephone:	512-404-4320
Responsible Department:	Aviation Department
Department Contact Person:	Hope Reyes
Department Contact Email:	Hope.reyes@austintexas.gov
Department Contact Telephone:	512-530-6343
Responsible Department:	Police Department
Department Contact Person:	Danielle Lord
Department Contact Email:	Danielle.lord@austintexas.gov
Department Contact Telephone:	512-974-4543
Responsible Department:	Fire Department
Department Contact Person:	Teresa Reddy
Department Contact Email:	Teresa.reddy@austintexas.gov
Department Contact Telephone:	512-974-4131
Responsible Department:	Building Services Department
Department Contact Person:	Roger Stricklin
Department Contact Email:	Roger.stricklin@austintexas.gov
Department Contact Telephone:	512-974-1727
Responsible Department:	Library Department
Department Contact Person:	Marti Cascio
Department Contact Email:	Marti.cascio@austintexas.gov
Department Contact Telephone:	512-974-7456
Project Name:	Window Washing Services
Contractor Name:	Yosan, Inc.
Contract Number:	MA NA120000134
Contract Period:	06/15/2012 – 06/14/2015
Extension Options:	Three 12-month options
Dollar Value	\$ 325,780
Requisition Number:	8200 12020800209
Solicitation Number:	PAX0127
Agenda Item Number:	26
Council Approval Date:	06/07/12

A copy of the contract has been attached.

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 above.

Sincerely,

A handwritten signature in black ink, appearing to read "Sai Xoomsai". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sai Xoomsai,
Purchasing Office

**CONTRACT BETWEEN THE CITY OF AUSTIN (“City”)
AND
Yosan, Inc. (“Contractor”)
for
Window Washing Services
MA NA120000134**

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 Yosan, Inc. having offices at Austin, TX 78720 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 PAX0217.

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 (IFB), PAX0217 including all documents incorporated by reference
- 1.1.3 Yosan, Inc.’s Offer, dated 04/09/12, 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 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.

1.4 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.

1.5 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$325,780 for the initial Contract term and three 12-month extension options in estimated amounts not to exceed \$154,656 for the first extension option, \$185,587 for the second extension option, and \$222,705 for the third extension option, for a total estimated contract amount not to exceed \$888,728. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual 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

Printed Name of

Authorized Person: Sai Xoomsai Purcell

Signature:



Title:

Buyer II

Date

06/11/12

CITY OF AUSTIN, TEXAS

Purchasing Office INVITATION FOR BID (BEST VALUE) Offer Sheet

SOLICITATION NO: IFB-BV PAX0217

COMMODITY/SERVICE DESCRIPTION: Window Cleaning Services

DATE ISSUED: 02/27/2012

REQUISITION NO.: 8200 12020800209

COMMODITY CODE: 91081

MANDATORY PRE-BID CONFERENCE TIME AND DATE are as follow:

Date: 03/07/12, 01:00 p.m. **Location:** ABIA 3600 Presidential Blvd Baggage Claim (lower level) west end at door to Security and ID.

Date: 03/08/12, 08:00 a.m. **Location:** City Hall Lobby
301 W. Second Street.

Date: 03/08/12, 10:00 a.m. **Location:** APD Headquarters
715 E. 8th St

Date: 03/08/12, 01:30 p.m. **Location:** Austin Convention Center
500 E Cesar Chavez, main administrative office

Date: 03/09/12, 09:00 a.m. **Location:** Rutherford Lane Campus
1520 Rutherford Lane, building 1 security desk

Date: 03/09/12, 01:00 p.m. **Location:** John Henry Faulk Central
800 Guadalupe

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT:**

Sai Xoomsai

Buyer I

Phone: (512) 972-4016

sai.xoomsai@austintexas.gov

BID DUE PRIOR TO: 03/20/2012, 11:00 a.m.

BID OPENING TIME AND DATE: 03/20/2012, 11:00 a.m.

LOCATION: MUNICIPAL BUILDING, 124 W 8th 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 th 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 3 SIGNED COPIES OF OFFER

OFFER SUBMITTED BY


Signature of Person Authorized to Sign Offer

Hye K. Kim, President
Signer's Name and Title: (please print or type)

FEDERAL TAX ID NO. 

Date: 4-09-2012

Company Name: International Building Services

Address: P.O. Box 200506

City, State, Zip Code Austin TX 78720-0506

Phone No. (512) 833-8466

Fax No. (512) 833-5299

Email Address: yosan80@hotmail.com

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All other Sections may be viewed at: <https://www.cityofaustin.org/purchase> by clicking the link to "Vendor Self Service (VSS)", sign in if registered, register, or use public access to follow the links to "Business Opportunities" and "Search for Solicitation."

RETURN THE FOLLOWING DOCUMENTS WITH YOUR OFFER**

- Cover Page Offer Sheet
- Section 0600 Bid Sheet(s)
- 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

**** 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 180 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.ci.austin.tx.us/purchase/standard.htm>.

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 <https://www.cityofaustin.org/purchase> and follow the directions.

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

By submitting an Offer in response to the Solicitation, the Contractor agrees that the Contract shall be governed by the following terms and conditions. Unless otherwise specified in the Contract, Sections 3, 4, 5, 6, 7, 8, 20, 21, and 36 shall apply only to a Solicitation to purchase Goods, and Sections 9, 10, 11 and 22 shall apply only to a Solicitation to purchase Services to be performed principally at the City's premises or on public rights-of-way.

1. **CONTRACTOR'S OBLIGATIONS**. The Contractor shall fully and timely provide all Deliverables described in the Solicitation and in the Contractor's Offer in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.
2. **EFFECTIVE DATE/TERM**. Unless otherwise specified in the Solicitation, this Contract shall be effective as of the date the contract is signed by the City, and shall continue in effect until all obligations are performed in accordance with the Contract.
3. **CONTRACTOR TO PACKAGE DELIVERABLES**: The Contractor will package Deliverables in accordance with good commercial practice and shall include a packing list showing the description of each item, the quantity and unit price. Unless otherwise provided in the Specifications or Supplemental Terms and Conditions, each shipping container shall be clearly and permanently marked as follows: (a) The Contractor's name and address, (b) the City's name, address and purchase order or purchase release number and the price agreement number if applicable, (c) Container number and total number of containers, e.g. box 1 of 4 boxes, and (d) the number of the container bearing the packing list. The Contractor shall bear cost of packaging. Deliverables shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. The City's count or weight shall be final and conclusive on shipments not accompanied by packing lists.
4. **SHIPMENT UNDER RESERVATION PROHIBITED**: The Contractor is not authorized to ship the Deliverables under reservation and no tender of a bill of lading will operate as a tender of Deliverables.
5. **TITLE & RISK OF LOSS**: Title to and risk of loss of the Deliverables shall pass to the City only when the City actually receives and accepts the Deliverables.
6. **DELIVERY TERMS AND TRANSPORTATION CHARGES**: Deliverables shall be shipped F.O.B. point of delivery unless otherwise specified in the Supplemental Terms and Conditions. Unless otherwise stated in the Offer, the Contractor's price shall be deemed to include all delivery and transportation charges. The City shall have the right to designate what method of transportation shall be used to ship the Deliverables. The place of delivery shall be that set forth in the block of the purchase order or purchase release entitled "Receiving Agency".
7. **RIGHT OF INSPECTION AND REJECTION**: The City expressly reserves all rights under law, including, but not limited to the Uniform Commercial Code, to inspect the Deliverables at delivery before accepting them, and to reject defective or non-conforming Deliverables. If the City has the right to inspect the Contractor's, or the Contractor's Subcontractor's, facilities, or the Deliverables at the Contractor's, or the Contractor's Subcontractor's, premises, the Contractor shall furnish, or cause to be furnished, without additional charge, all reasonable facilities and assistance to the City to facilitate such inspection.
8. **NO REPLACEMENT OF DEFECTIVE TENDER**: Every tender or delivery of Deliverables must fully comply with all provisions of the Contract as to time of delivery, quality, and quantity. Any non-complying tender shall constitute a breach and the Contractor shall not have the right to substitute a conforming tender; provided, where the time for performance has not yet expired, the Contractor may notify the City of the intention to cure and may then make a conforming tender within the time allotted in the contract.
9. **PLACE AND CONDITION OF WORK**: The City shall provide the Contractor access to the sites where the Contractor is to perform the services as required in order for the Contractor to perform the services in a timely and efficient manner, in accordance with and subject to the applicable security laws, rules, and regulations. The Contractor acknowledges that it has satisfied itself as to the nature of the City's service requirements and specifications, the location and essential characteristics of the work sites, the quality and quantity of materials, equipment, labor and facilities necessary to perform the services, and any other condition or state of fact which could in any way affect performance of the Contractor's obligations under the contract. The Contractor hereby

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

releases and holds the City harmless from and against any liability or claim for damages of any kind or nature if the actual site or service conditions differ from expected conditions.

10. WORKFORCE

- A. The Contractor shall employ only orderly and competent workers, skilled in the performance of the services which they will perform under the Contract.
- B. The Contractor, its employees, subcontractors, and subcontractor's employees may not while engaged in participating or responding to a solicitation or while in the course and scope of delivering goods or services under a City of Austin contract or on the City's property .
 - i. use or possess a firearm, including a concealed handgun that is licensed under state law, except as required by the terms of the contract; or
 - ii. use or possess alcoholic or other intoxicating beverages, illegal drugs or controlled substances, nor may such workers be intoxicated, or under the influence of alcohol or drugs, on the job.
- C. If the City or the City's representative notifies the Contractor that any worker is incompetent, disorderly or disobedient, has knowingly or repeatedly violated safety regulations, has possessed any firearms, or has possessed or was under the influence of alcohol or drugs on the job, the Contractor shall immediately remove such worker from Contract services, and may not employ such worker again on Contract services without the City's prior written consent.

11. COMPLIANCE WITH HEALTH, SAFETY, AND ENVIRONMENTAL REGULATIONS: The Contractor, its Subcontractors, and their respective employees, shall comply fully with all applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services, including but not limited to those promulgated by the City and by the Occupational Safety and Health Administration (OSHA). In case of conflict, the most stringent safety requirement shall govern. The Contractor shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Contractor's obligations under this paragraph.

12. INVOICES:

- A. The Contractor shall submit separate invoices in duplicate on each purchase order or purchase release after each delivery. If partial shipments or deliveries are authorized by the City, a separate invoice must be sent for each shipment or delivery made.
- B. **Proper Invoices must include a unique invoice number, the purchase order or delivery order number and the master agreement number if applicable, the Department's Name, and the name of the point of contact for the Department.** Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight waybill, when applicable, shall be attached to the invoice. The Contractor's name and, if applicable, the tax identification number on the invoice must exactly match the information in the Vendor's registration with the City. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the Contractor's invoice.
- C. Invoices for labor shall include a copy of all time-sheets with trade labor rate and Deliverables order number clearly identified. Invoices shall also include a tabulation of work-hours at the appropriate rates and grouped by work order number. Time billed for labor shall be limited to hours actually worked at the work site.
- D. Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup.
- E. Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

13. PAYMENT:

- A. All proper invoices received by the City will be paid within thirty (30) calendar days of the City's receipt of the Deliverables or of the invoice, whichever is later.
- B. **If payment is not timely made, (per paragraph A), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code Section 2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until ten (10) calendar days after the grounds for withholding payment have been resolved.**
- C. If partial shipments or deliveries are authorized by the City, the Contractor will be paid for the partial shipment or delivery, as stated above, provided that the invoice matches the shipment or delivery.
- D. The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of:
 - i. delivery of defective or non-conforming Deliverables by the Contractor;
 - ii. third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;
 - iii. failure of the Contractor to pay Subcontractors, or for labor, materials or equipment;
 - iv. damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;
 - v. reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;
 - vi. failure of the Contractor to submit proper invoices with all required attachments and supporting documentation; or
 - vii. failure of the Contractor to comply with any material provision of the Contract Documents.
- E. Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City.
- F. Payment will be made by check unless the parties mutually agree to payment by credit card or electronic transfer of funds. The Contractor agrees that there shall be no additional charges, surcharges, or penalties to the City for payments made by credit card or electronic funds transfer.
- G. The awarding or continuation of this contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds Appropriated and available for this contract. The absence of Appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not Appropriated or available and any Deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate Appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any Appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

- 14. TRAVEL EXPENSES:** All travel, lodging and per diem expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City's Travel Policy as published and maintained by the City's Controller's Office and the Current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

<http://www.gsa.gov/portal/category/21287>

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No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed itemized receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

15. FINAL PAYMENT AND CLOSE-OUT:

- A. If an MBE/WBE Program Compliance Plan is required by the Solicitation, and the Contractor has identified Subcontractors, the Contractor is required to submit a Contract Close-Out MBE/WBE Compliance Report to the Project manager or Contract manager no later than the 15th calendar day after completion of all work under the contract. Final payment, retainage, or both may be withheld if the Contractor is not in compliance with the requirements of the Compliance Plan as accepted by the City.
- B. The making and acceptance of final payment will constitute:
 - i. a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and
 - ii. a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

16. SPECIAL TOOLS & TEST EQUIPMENT: If the price stated on the Offer includes the cost of any special tooling or special test equipment fabricated or required by the Contractor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the City and shall be identified by the Contractor as such.

17. RIGHT TO AUDIT:

- A. The Contractor agrees that the representatives of the Office of the City Auditor or other authorized representatives of the City shall have access to, and the right to audit, examine, or reproduce, any and all records of the Contractor related to the performance under this Contract. The Contractor shall retain all such records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.
- B. The Contractor shall include section a. above in all subcontractor agreements entered into in connection with this Contract.

18. SUBCONTRACTORS:

- A. If the Contractor identified Subcontractors in an MBE/WBE Program Compliance Plan or a No Goals Utilization Plan the Contractor shall comply with the provisions of Chapters 2-9A, 2-9B, 2-9C, and 2-9D, as applicable, of the Austin City Code and the terms of the Compliance Plan or Utilization Plan as approved by the City (the "Plan"). The Contractor shall not initially employ any Subcontractor except as provided in the Contractor's Plan. The Contractor shall not substitute any Subcontractor identified in the Plan, unless the substitute has been accepted by the City in writing in accordance with the provisions of Chapters 2-9A, 2-9B, 2-9C and 2-9D, as applicable. No acceptance by the City of any Subcontractor shall constitute a waiver of any rights or remedies of the City with respect to defective Deliverables provided by a Subcontractor. If a Plan has been approved, the Contractor is additionally required to submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager and the Purchasing Office Contract Compliance Manager no later than the tenth calendar day of each month.

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- B. Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:
- i. require that all Deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract;
 - ii. prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;
 - iii. require Subcontractors to submit all invoices and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include same with its invoice or application for payment to the City in accordance with the terms of the Contract;
 - iv. require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and
 - v. require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.
- C. The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.
- D. The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten (10) calendar days after receipt of payment from the City.

19. **WARRANTY-PRICE:**

- A. The Contractor warrants the prices quoted in the Offer are no higher than the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.
- B. The Contractor certifies that the prices in the Offer have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such fees with any other firm or with any competitor.
- C. In addition to any other remedy available, the City may deduct from any amounts owed to the Contractor, or otherwise recover, any amounts paid for items in excess of the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.

20. **WARRANTY – TITLE:** The Contractor warrants that it has good and indefeasible title to all Deliverables furnished under the Contract, and that the Deliverables are free and clear of all liens, claims, security interests and encumbrances. The Contractor shall indemnify and hold the City harmless from and against all adverse title claims to the Deliverables.

21. **WARRANTY – DELIVERABLES:** The Contractor warrants and represents that all Deliverables sold the City under the Contract shall be free from defects in design, workmanship or manufacture, and conform in all material respects to the specifications, drawings, and descriptions in the Solicitation, to any samples furnished by the Contractor, to the terms, covenants and conditions of the Contract, and to all applicable State, Federal or local laws, rules, and regulations, and industry codes and standards. Unless otherwise stated in the Solicitation, the Deliverables shall be new or recycled merchandise, and not used or reconditioned.

- A. Recycled Deliverables shall be clearly identified as such.

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- B. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law; and any attempt to do so shall be without force or effect.
 - C. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the date of acceptance of the Deliverables or from the date of acceptance of any replacement Deliverables. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand either repair the non-conforming Deliverables, or replace the non-conforming Deliverables with fully conforming Deliverables, at the City's option and at no additional cost to the City. All costs incidental to such repair or replacement, including but not limited to, any packaging and shipping costs, shall be borne exclusively by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach of warranty, but failure to give timely notice shall not impair the City's rights under this section.
 - D. If the Contractor is unable or unwilling to repair or replace defective or non-conforming Deliverables as required by the City, then in addition to any other available remedy, the City may reduce the quantity of Deliverables it may be required to purchase under the Contract from the Contractor, and purchase conforming Deliverables from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such Deliverables from another source.
 - E. If the Contractor is not the manufacturer, and the Deliverables are covered by a separate manufacturer's warranty, the Contractor shall transfer and assign such manufacturer's warranty to the City. If for any reason the manufacturer's warranty cannot be fully transferred to the City, the Contractor shall assist and cooperate with the City to the fullest extent to enforce such manufacturer's warranty for the benefit of the City.
22. **WARRANTY – SERVICES:** The Contractor warrants and represents that all services to be provided the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations.
- A. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law, and any attempt to do so shall be without force or effect.
 - B. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the Acceptance Date. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand perform the services again in accordance with above standard at no additional cost to the City. All costs incidental to such additional performance shall be borne by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach warranty, but failure to give timely notice shall not impair the City's rights under this section.
 - C. If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source.
23. **ACCEPTANCE OF INCOMPLETE OR NON-CONFORMING DELIVERABLES:** If, instead of requiring immediate correction or removal and replacement of defective or non-conforming Deliverables, the City prefers to accept it, the City may do so. The Contractor shall pay all claims, costs, losses and damages attributable to the City's evaluation of and determination to accept such defective or non-conforming Deliverables. If any such acceptance occurs prior to final payment, the City may deduct such amounts as are necessary to compensate the City for the diminished value of the defective or non-conforming Deliverables. If the acceptance occurs after final payment, such amount will be refunded to the City by the Contractor.
24. **RIGHT TO ASSURANCE:** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event

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that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.

25. **STOP WORK NOTICE:** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.
26. **DEFAULT:** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under Paragraph 24, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by the Contractor to the City.
27. **TERMINATION FOR CAUSE:** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
28. **TERMINATION WITHOUT CAUSE:** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days' prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds Appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
29. **FRAUD:** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.
30. **DELAYS:**
- A. The City may delay scheduled delivery or other due dates by written notice to the Contractor if the City deems it is in its best interest. If such delay causes an increase in the cost of the work under the Contract, the City and the Contractor shall negotiate an equitable adjustment for costs incurred by the Contractor in the Contract price and execute an amendment to the Contract. The Contractor must assert its right to an adjustment within thirty (30) calendar days from the date of receipt of the notice of delay. Failure to agree on any adjusted price shall be handled under the Dispute Resolution process specified in paragraph 49. However, nothing in this provision shall excuse the Contractor from delaying the delivery as notified.
- B. Neither party shall be liable for any default or delay in the performance of its obligations under this Contract if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond the reasonable control of such Party. In

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the event of default or delay in contract performance due to any of the foregoing causes, then the time for completion of the services will be extended; provided, however, in such an event, a conference will be held within three (3) business days to establish a mutually agreeable period of time reasonably necessary to overcome the effect of such failure to perform.

31. INDEMNITY:

A. Definitions:

- i. "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:
 - (1) damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or
 - (2) death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),
- ii. "Fault" shall include the sale of defective or non-conforming Deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.

B. THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.

32. INSURANCE: (reference Section 0400 for specific coverage requirements). The following insurance requirement applies. (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, including extension options and hold over periods, and during any warranty period.
- ii. The Contractor shall provide Certificates of Insurance with the coverages and endorsements required in Section 0400, Supplemental Purchase Provisions, to the City as verification of coverage prior to contract execution and within fourteen (14) calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or hold over period is exercised, as verification of continuing coverage.
- iii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the 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 City may request that the Contractor submit certificates of insurance to the City for all subcontractors prior to the subcontractors commencing work on the project.

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- 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.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. 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.
- x. 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.
- xi. The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. Self-insured retentions shall be disclosed on the Certificate of Insurance.
- xii. The Contractor shall endeavor to provide the City thirty (30) calendar days' written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.
- xiii. 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 Coverage Requirements: Specific insurance requirements are contained in Section 0400, Supplemental Purchase Provisions

33. **CLAIMS:** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform thereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2nd Street, 4th Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.
34. **NOTICES:** Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to the Contractor shall be sent to the address specified in the Contractor's Offer, or at such other address as a party may notify the other in writing. Notices to the

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City shall be addressed to the City at P.O. Box 1088, Austin, Texas 78767 and marked to the attention of the Contract Administrator.

35. **RIGHTS TO BID, PROPOSAL AND CONTRACTUAL MATERIAL:** All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.
36. **NO WARRANTY BY CITY AGAINST INFRINGEMENTS:** The Contractor represents and warrants to the City that: (i) the Contractor shall provide the City good and indefeasible title to the Deliverables and (ii) the Deliverables supplied by the Contractor in accordance with the specifications in the Contract will not infringe, directly or contributorily, any patent, trademark, copyright, trade secret, or any other intellectual property right of any kind of any third party; that no claims have been made by any person or entity with respect to the ownership or operation of the Deliverables and the Contractor does not know of any valid basis for any such claims. The Contractor shall, at its sole expense, defend, indemnify, and hold the City harmless from and against all liability, damages, and costs (including court costs and reasonable fees of attorneys and other professionals) arising out of or resulting from: (i) any claim that the City's exercise anywhere in the world of the rights associated with the City's ownership, and if applicable, license rights, and its use of the Deliverables infringes the intellectual property rights of any third party; or (ii) the Contractor's breach of any of Contractor's representations or warranties stated in this Contract. In the event of any such claim, the City shall have the right to monitor such claim or at its option engage its own separate counsel to act as co-counsel on the City's behalf. Further, Contractor agrees that the City's specifications regarding the Deliverables shall in no way diminish Contractor's warranties or obligations under this paragraph and the City makes no warranty that the production, development, or delivery of such Deliverables will not impact such warranties of Contractor.
37. **CONFIDENTIALITY:** In order to provide the Deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Agreement, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.
38. **OWNERSHIP AND USE OF DELIVERABLES:** The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.
- A. **Patents.** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights.** As to any Deliverables containing copyrightable subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 38 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or

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joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered works made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge, and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-made-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.

- C. **Additional Assignments.** The Contractor further agrees to, and if applicable, cause each of its employees to, execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns and nominees, the sole and exclusive right, title, and interest in and to the Deliverables. The Contractor's obligation to execute, acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 38 a., b., and c. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should desire to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph 37 above.
39. **PUBLICATIONS:** All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.
40. **ADVERTISING:** The Contractor shall not advertise or publish, without the City's prior consent, the fact that the City has entered into the Contract, except to the extent required by law.
41. **NO CONTINGENT FEES:** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
42. **GRATUITIES:** The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City of Austin with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
43. **PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS:** No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
44. **INDEPENDENT CONTRACTOR:** The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.

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45. **ASSIGNMENT-DELEGATION**: The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
46. **WAIVER**: No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.
47. **MODIFICATIONS**: The Contract can be modified or amended only by a writing signed by both parties. No pre-printed or similar terms on any the Contractor invoice, order or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.
48. **INTERPRETATION**: The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.
49. **DISPUTE RESOLUTION**:
- A. If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.
 - B. If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.
50. **JURISDICTION AND VENUE**: The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the

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parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

51. **INVALIDITY:** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.

52. **HOLIDAYS:** The following holidays are observed by the City:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

53. **SURVIVABILITY OF OBLIGATIONS:** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.

54. **NON-SUSPENSION OR DEBARMENT CERTIFICATION:**

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. By accepting a Contract with the City, the Vendor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

55. **EQUAL OPPORTUNITY**

- A. **Equal Employment Opportunity:** No Offeror, or Offeror's agent, shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Offer submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Offeror has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the contract

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and the Contractor's suspension or debarment from participation on future City contracts until deemed compliant with Chapter 5-4.

- B. **Americans with Disabilities Act (ADA) Compliance:** No Offeror, or Offeror's agent, shall engage in any discriminatory employment practice against individuals with disabilities as defined in the ADA.

56. BUY AMERICAN ACT-SUPPLIES (Applicable to certain Federally funded requirements)

- A. Definitions. As used in this paragraph –

- i. "Component" means an article, material, or supply incorporated directly into an end product.
- ii. "Cost of components" means -
 - (1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or
 - (2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.
- iii. "Domestic end product" means-
 - (1) An unmanufactured end product mined or produced in the United States; or
 - (2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.
- iv. "End product" means those articles, materials, and supplies to be acquired under the contract for public use.
- v. "Foreign end product" means an end product other than a domestic end product.
- vi. "United States" means the 50 States, the District of Columbia, and outlying areas.

- B. The Buy American Act (41 U.S.C. 10a - 10d) provides a preference for domestic end products for supplies acquired for use in the United States.
- C. The City does not maintain a list of foreign articles that will be treated as domestic for this Contract; but will consider for approval foreign articles as domestic for this product if the articles are on a list approved by another Governmental Agency. The Offeror shall submit documentation with their Offer demonstrating that the article is on an approved Governmental list.
- D. The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the Solicitation entitled "Buy American Act Certificate".

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On November 10, 2011, the City issued Ordinance 20111110-052, effective December 1, 2011, revising Section 2-7 of the City Code for Anti-Lobbying. References in this solicitation package to the prior ordinance, 20071206-045, should be understood to refer, instead, to the new ordinance. Copies of the new ordinance, and the rules for enforcement (effective December 7, 2011) have been attached to this addenda for your information. In addition, the new Ordinance may be viewed online at <http://www.ci.austin.tx.us/edims/document.cfm?id=161145> and the rules for enforcement may be viewed online at http://www.ci.austin.tx.us/financeonline/downloads/revised_notice_of_amended_rule_adoption_R2011-COA-1.pdf

The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by Tuesday, March 13, 2012 at 3:00pm. Please send questions in writing to Sai Xoomsai by email sai.xoomsai@austintexas.gov or fax to: (512) 972-4015.

2. **INSURANCE.** Insurance is required for this solicitation.

A. **General Requirements.** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the 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.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall contain the solicitation number and the Buyer's name and shall be mailed to the following address:

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

B. **Specific Coverage Requirements.** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **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

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\$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, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC 420601, or equivalent coverage
- ii. Commercial General Liability Insurance. The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injuries).
 - (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, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- 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, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement TE 0202A, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement TE 9901B, or equivalent coverage.
- C. 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.
- D. Certificate: The following statement must be shown on the Certificate of Insurance.

The City of Austin is an Additional Insured on the general liability and the auto liability policies. A Waiver of Subrogation is issued in favor of the City of Austin for general liability, auto liability and workers compensation policies.

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3. TERM OF CONTRACT

- A. The Contract shall be in effect for an initial term of 36 months and may be extended thereafter for up to three (3) additional twelve (12) month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
- B. 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 re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above. A price increase, subject to the provisions of this Contract, may be requested by the Contractor (for each period of extension) for approval by the City's Purchasing Officer or his designee.

THIS IS A 36 MONTH CONTRACT.

FIRM PRICES ARE TO BE SUBMITTED FOR THE FIRST TWELVE (12) MONTH PERIOD

4. QUANTITIES

The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

5. INVOICES and PAYMENT (reference paragraphs 12 and 13 in Section 0300)

- A. Invoices shall contain a non-duplicated invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.
- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

6. HAZARDOUS MATERIALS

- A. If this Solicitation involves hazardous materials, the Offeror shall furnish with the Offer Material Safety Data Sheets (MSDS), (OSHA Form 20), on all chemicals and hazardous materials specifying the generic and trade name of product, product specification, and full hazard information including receiving and storage hazards. Instructions, special equipment needed for handling, information on approved containers, and instructions for the disposal of the material are also required.
- B. Failure to submit the MSDS as part of the Offer may subject the Offer to disqualification from consideration for award.
- C. The MSDS, instructions and information required in paragraph "a " must be included with each shipment under the contract.

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7. 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 \$11.00 per hour. This minimum wage is required for any Contractor employee directly 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 directly assigned to this contract. Proof of the health care plan shall be provided prior to award of a Contract. In addition, an insurance certificate for Workers’ Compensation Insurance Coverage must be provided if required by the solicitation.
- C. The City requires Contractors submitting Offers on this Contract to provide a signed certification (**see the Living Wages and Benefits Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$11.00 per hour and are offered a health care plan. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- D. The Contractor shall maintain throughout the term of the resultant 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:
 - i. 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;
 - ii. time and date of week when employee’s workweek begins;
 - iii. hours worked each day and total hours worked each workweek;
 - iv. basis on which employee’s wages are paid;
 - v. regular hourly pay rate;
 - vi. total daily or weekly straight-time earnings;
 - vii. total overtime earnings for the workweek;
 - viii. all additions to or deductions from the employee’s wages;
 - ix. total wages paid each pay period; and
 - x. date of payment and the pay period covered by the payment.
- E. The Contractor shall provide with the first invoice and as requested by the Department’s Contract Manager, individual Employee Certifications (**see the Living Wages and Benefits Employee Certification included in the Solicitation**) for all employees directly assigned to the contract containing:
 - i. the employee’s name and job title;
 - ii. a statement certifying that the employee is paid at a rate equal to or greater than the Living Wage of \$11.00 per hour;
 - iii. a statement certifying that the employee is offered a health care plan with optional family coverage.

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Employee Certifications shall be signed by each employee directly assigned to the contract.

- F. Contractor shall submit employee certifications quarterly with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract.
- G. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records identified in paragraph D above to verify compliance with this provision.

8. NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING

- A. The Austin City Council adopted Ordinance No. 20071206-045 on December 6, 2007, adding a new Article 6 to Chapter 2-7 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services exceeding \$5,000. During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the person designated in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. The City requires Offerors submitting Offers on this Solicitation to provide a signed affidavit certifying that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance (**see the Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit included in the Solicitation**).

9. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID)

- A. Access to the City of Austin Department building by the Contractor, all subcontractors and their employees will be strictly controlled at all times by the City. Security badges will be issued by the Department for this purpose. The Contractor shall submit a complete list of all persons requiring access to each Department Contract Managers at least thirty (30) days in advance of their need for access. The City reserves the right to deny a security badge to any Contractor personnel for reasonable cause. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's submittal.
- B. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) days of the receipt of notification of denial.
- C. Contractor personnel will be required to check in at the security desk when entering or leaving the City building and security badges must be on display at all times when in the building. Failure to do so may be cause for removal of Contractor Personnel from the worksite, without regard to Contractor's schedule. Security badges may not be removed from the premises.
- D. The Contractor shall provide the City's Contract Manager with a list of personnel scheduled to enter the building, seven days in advance. The list shall identify the persons by name, date of birth, driver's license number, the times that they will be inside the building and the

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areas where they will be working. Only persons previously approved by the City for the issuance of security badges will be admitted to the building.

- E. The Contractor shall comply with all other security requirements imposed by the City and shall ensure that all employees and subcontractors are kept fully informed as to these requirements.

10. ECONOMIC PRICE ADJUSTMENT

- A. Prices shown in this contract shall remain firm for the first 12-month period of the contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor subject to the following considerations:

B. Price Increases

- i. Requests for price increases must be made in writing and submitted to the appropriate Buyer in the City's Purchasing Office. The letter must be signed by a person with the authority to bind the Contractor contractually, shall reference the contract number, and include the following documentation:
- (1) an itemized, revised price list with the effective date of the proposed increase;
 - (2) copies of the documentation provided by the manufacturer regarding the proposed price increase if the contractor is not the manufacturer of the products. If the Contractor is the manufacturer of the products, a letter so stating must be provided;
 - (3) Contractor shall submit, as a part of the request for increase, the version of the U.S. Department of Labor Employment Cost Index for Wages and Salaries for all Private Industry Workers (the "Index") current as of the date of the Contractor's Offer; and a copy of the index for the most current period.
 - (4) Proposed price increases must be solely for the purpose of accommodating increases in the Contractor's costs for the products or services provided. Prices for products or services unaffected by verifiable cost trends shall not be subject to change.
- ii. Requests for price increases must be made in writing and submitted to the appropriate Contract Manager prior to each yearly anniversary date of contract. Prices will only be considered for an increase at that time. Once received, the City will have 30-calendar days to review and approve/disapprove the requested increase. Should the City not agree with the requested increase, Contractor may either maintain the prices currently in effect, negotiate an acceptable increase with the City or terminate the contract.
- iii. The proposed percentage change between the current contract price and the requested price shall not exceed the percentage change between the Index in effect at the beginning of the current review period and the one in effect at the time the price increase is requested. Except in the case of emergency situations, the requested index related or non-index related price increase shall not exceed twenty-five percent (25%) for any single line item, and in no event shall the total amount of the contract be automatically increased as a result of the increase in any one or more line items made pursuant to this provision.

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- iv. Since the perceived need for price increases may be due in whole or in part to factors other than index changes, the City may consider approving fully-documented increase requests which, in the Contractor's opinion, justify price increases for one or more line items in the contract. If index changes are responsible in part for the requested change, those changes shall be documented as previously described above.

C. Price Decreases

- i. Proposed price decreases may be offered to the City at any time, and become effective upon acceptance by the City unless a different effective date is specified by the Contractor. Price decrease offers may also be subject to negotiation.
- ii. Price decreases based on relevant factors may be requested by the City at any time. Such requests shall be accompanied by a complete statement of the City's justification for the request. The Contractor shall have 30-calendar days to respond to the City's request. Following receipt of the Contractor's agreement with the requested decrease, the City may implement the decrease at any time. Should the Contractor not agree with the requested decrease, the City may either maintain the prices currently in effect, negotiate with the contractor, or terminate the contract.

**CITY OF AUSTIN, TEXAS
PURCHASE SPECIFICATIONS
FOR
WINDOW WASHING SERVICES**

1.0 PURPOSE

This Invitation for Bid - Best-Value (IFB-BV) is to establish a Contract with a vendor for the cleaning of interior and exterior windows including window frames, windowsills, mullions, ledges, screens, and high dusting for interior surfaces that are not easily assessable to the City custodial staff. The successful Vendor shall provide all labor, supervision, travel, equipment, tools, materials, supplies, tax and permits, if applicable, necessary for and incidental to fully performing all services in accordance with the specifications, terms, and conditions set forth herein.

It is the City's preference to award a single contract for its window cleaning services needs; however, the City reserves the right to make multiple awards based on convenience or any criteria deemed by the City to be most advantageous.

These services shall be provided at the following locations: the Department of Aviation in the Barbara Jordan Terminal at Austin-Bergstrom International Airport (ABIA), Convention Center Department (ACCD), Parks and Recreation Department (PARC), Police Department (APD), Fire Department (AFD), Library Department, and Building Services Division (BSD).

The City of Austin ("City") may elect to add additional City departments to utilize this contract. All services shall be rendered at the location specified at the time of order. The City reserves the right to increase or decrease the square footage, number of locations and buildings, and amount or range of service times, as needed, based on the pricing on the Vendor's Bid Sheet.

2.0 VENDOR REQUIREMENTS

- 2.1 The Vendor shall have a minimum five (5) years experience in commercial window cleaning using powered platforms for exterior building maintenance, cleaning windows of high-rise buildings, and have experience in the use of equipment including but not limited to: staging equipment, Bosun's chairs, and lifts required to access the high and low level windows of such buildings.
- 2.2 The Vendor shall furnish ALL labor, supervision, materials, and equipment necessary to produce clear, polished glass windows without any haze or streaks.
- 2.3 The Vendor shall protect and keep City property in original condition, less normal wear for proper use. Damage to City property, equipment, or vegetation resulting from willful or accidental actions by the Vendor or Vendor employee(s) shall be the responsibility of the Vendor to repair or replace, and may be deducted from the contract price. All repairs of City property made by the Vendor shall be timely and meet the Original Equipment Manufacturers (OEM) specifications. Repairs made by the Vendor must be approved by the Contract Manager in writing prior to the commencement of repairs.
- 2.4 The Contractor shall provide a written report accounting for all labor expended in the performance of this contract within five (5) working days of each service to the Department Contract Manager or designee. This report shall also note the performance of scheduled maintenance or discrepancies, unusual activity such as injuries or near mishaps, training events, and general maintenance requests or a "heads up."
- 2.5 A formal inspection/walk-through shall be made for all areas when cleaning of a section has been completed. This inspection shall be made by the Department Contract Manager or designee and the Contractor. The Contractor shall respond in writing to discrepancies or problems within 24 hours of notification.
- 2.6 All work that does not meet the City's approval shall be corrected within ten (10) calendar days.

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- 2.7 The Contractor shall perform no work outside the scope of its estimate for a specific job without first having written approval from the Contract Manager or designee.
- 2.8 For some City facilities, security clearance will be required. Please see the Supplemental Purchase Provisions, Section 0400.
- 2.9 Equipment, materials, and performance requirements shall meet the following:
- 2.9.1 All staging and equipment shall be in good repair and must meet or exceed Occupational Safety and Health Administration (OSHA) and the National Association of Building and Window Cleaners industry standards. All work and procedures must comply with OSHA guidelines.
 - 2.9.2 The Department Contract Manager or designee may stop work at any time if unsafe equipment is being used. Persistent problems with unsafe, inferior, or defective equipment shall be grounds for cancellation of contract.
 - 2.9.3 Contractor may not use any gasoline, natural gas, or propane-powered equipment without prior written approval by Department Contract Manager.
 - 2.9.4 For staging used in sight of the public, no worn, frayed, or sun damaged staging is acceptable.
 - 2.9.5 Contractor shall dispose of all worn/defective parts, oils, solvents, in accordance with all applicable laws, rules, and regulations. Contractor shall handle, transport, and dispose of worn/defective parts, oils, solvents, waste, or hazardous materials in such a manner as to ensure the highest level of safety to the environment and public health at no additional cost to the City. Contractor shall not store worn or defective parts on the City premises. Contractor shall remove worn/defective parts, materials, oils, solvents from City premises as soon as each job is completed.
 - 2.9.6 Safety ropes and harnesses must be worn at all times when working above six feet from the floor surface.
 - 2.9.7 While working on a ladder, performed above the lower level, it is required that there is another employee stationed at the base of the ladder.
 - 2.9.8 Hazard cones and other safety signage must be placed accordingly at all times.
 - 2.9.9 Any equipment or staging parked or secured in a service road area must be attended by a ground-stationed worker, whose job shall be to watch and warn traffic in the area.
 - 2.9.10 Whenever equipment is moved through or around the facility, there must be an adequate entourage of workers to escort it safely.
 - 2.9.11 Lift equipment used must be in good repair, neat, and clean. Tires shall be cleaned before entry into the City buildings. The Contractor shall be responsible for any damages resulting to the City property from tire burns, battery leaks, oil or hydraulic leaks, scrapes, scratches, etc. Care shall be taken at all times to ensure that patrons visiting the City and City staff are not inconvenienced by the window cleaning equipment or process.
 - 2.9.12 Care shall be taken to schedule around activities in City facilities. Should it become necessary to clean near any exhibition of artwork or other crafts, great care and every precaution must be taken to insure that there is no potential for damage to any object.

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All such activity shall be approved by the Department Contract Manager and closely monitored by the Contractor's supervisor while work is in progress.

2.10 Standards of Cleaning shall be as follows:

- 2.10.1 All atmospheric salts, drip lines ("alkaline ice"), streaks, hydrocarbons, gum, cobweb, paint, loose and adhered soil, biological materials, construction materials, and haze shall be removed.
- 2.10.2 All windows frames, doorframes, railings, ledges, windowsills, trim mullions, muntins, spandrels, exterior panels, louvers, and high dusting interior surfaces associated with or directly under windows shall be wiped clean and dry.
- 2.10.3 Any streaks left by the squeegee shall be removed with a chamois or towel.
- 2.10.4 A clear, polished glass window, without any haze or streaks, shall be the result of the cleaning process.
- 2.10.5 All etched and tempered glass must be hand washed and chamois dried without any haze or streaks.

2.11 Glass Type Standards are to include the following:

- 2.11.1 Clear-Type A: Must meet all of the above standards.
- 2.11.2 Ceramic Frit-Type B: Must meet all of the above standards.
- 2.11.3 Frosted-Type C: Must meet all of the above standards except clarity.
- 2.11.4 Etched: All etched tempered glass must meet all of the above standards.

2.12 Industry standard cleaning techniques shall be allowed, but the process must be observed and approved by Department Contract Manager.

- 2.12.1 Hand brushed on a mild detergent solution, which is then dried by a squeegee or towel shall be the preferred technique.
- 2.12.2 Window trim is to be dried by wiping with a towel or chamois. This may be accomplished by ladder, Bosun's chair rigged from proper staging, scaffolding, or lift equipment. The Bosun's chair cannot be used on the airfield side of the Terminal because of the louvers located on that side.
- 2.12.3 Sprayed on rinse free solutions are not acceptable. Contractor must seek the approval of special products from the Department Contract Manager or designee.
- 2.12.4 Pressure washing is not allowed.
- 2.12.5 "Tucker Pole" techniques are not acceptable.
- 2.12.6 Hand cleaning with acceptable solutions and polishing dry by towel or chamois is allowed.

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3.0 WORK SCHEDULE

- 3.1 The Department Contract Manager or designee shall approve all work schedules.
- 3.2 Unless Department Contract Manager or designee and the Contractor have established a prior agreement, the working hours shall be Monday through Friday between the hours of 7:45 a.m. and 4:45 p.m., except on holidays observed by the City.
- 3.3 The City reserves the right to adjust Contractor's working hours whenever deemed in the best interest of the City. Such adjustments will be communicated to the Contractor twenty-four (24) hours before work is to begin.
- 3.4 The Contractor shall provide personnel in sufficient numbers to ensure quality performance. The Contractor shall develop a work schedule for window cleaning services as required by this specification. **The Contractor shall submit a proposed work schedule to the Department Contract or designee within 14 working days after the first meeting with each department.** The work schedule shall include the number of supervisors, lead workers, and general labor workers, as applicable, including the hours worked by day and time of day for each person and the total man-hours used for each cleaning. The City reserves the right to adjust the work schedule in order to meet the requirements of the City.
- 3.5 Throughout the City, there are secured areas with limited or no access to the public. The Contractor shall provide services within one (1) hour after being notified by the Contract Manager or designee that work is required within these areas.
- 3.6 The Department Contract Manager or designee may temporarily stop work in the field because of weather. Work shall begin no later than 24 hours after weather becomes permissible. In addition, there shall be no interruption in service without prior written approval by the Department Contract Manager or designee.
- 3.7 Weather permitting; all work shall be completed within 30 working days of the schedule approved by the Department Contract Manager or designee.
- 3.8 If work is to be conducted at night, weekends, or holidays without request of the City, a written notice must be given to the Contract Manager or his designee at least 48 hours before scheduled work.
- 3.9 If it becomes necessary for the Contractor to perform work at night, weekends, or holidays, a list of the Contractor's employees who are scheduled to work must be given to the Contract Manager or his designee. The Contractor's employees must have proper identification in their possession. The above procedure will insure proper entrance and exit of any facility in which the Contractor is required to work. Contractor's vehicles will be required to be clearly identifiable with company name and contact numbers.
- 3.10 The Contract Manager or designee may temporarily stop work in the field because of lack of or improper material, safety violations, or other unforeseen circumstances. If the stopped work is expected to be longer than 48 hours, the Department Contract Manager or designee will issue a stop-work-notice and notify personnel in the City facilities.
- 3.11 The starting and completion dates of each work shall be agreed upon between the Department Contract Manager or designee and the Contractor.

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4.0 SERVICE LOCATION(S)

- 4.1 Locations may be added or deleted at any time. There will be no additional charge for first time inspection of buildings added to the contract.
- 4.2 The Contractor may be requested to perform one-time services at buildings that are not on the contract. Contractor shall indicate a minimum call out charge and hourly rate for these services in the appropriate space on the bid sheet.

5.0 APPLICABLE LAWS AND REGULATIONS

The Contractor shall obtain all permits and licenses required, and shall comply with all laws, ordinances, specifications, rules and regulations for this service established by the City of Austin, State of Texas, State Board of Health, U.S. Environmental Protection Agency, U.S. Labor law, and any other applicable federal state, or local governmental provision prevailing during the term of this agreement.

6.0 JANITORIAL CONTRACT SPECIFIC SUSTAINABILITY

- 6.1 In an effort to protect the indoor air quality and health of janitorial staff and building occupants, the City believes that there are a sufficient selection of cost-competitive, effective, and environmentally sensitive cleaning supplies available in Glass, Window, and Mirror Cleaners.

Any vendor of janitorial services may be deemed in compliance with the intent of City's Green Cleaning Policy if they solely use products that are 3rd party certified eco-labels:

Third-Party Eco-Labels:

Vendors of janitorial products and services will be considered in compliance with the intent of the City's sustainability initiatives and Green Seal-42 (GS-42) cleaning procedures if they use products that meet the minimum standards listed below for cleaning supplies and janitorial products supplied to the City.

Green Seal Certified Products

1001 Connecticut Ave. NW, Suite 827
Washington DC, 20036-5525
202/872-6400
202/872-4324 (fax)
www.greenseal.org.

EcoLogo Certified Products

107 Sparks St., 2nd Floor
Ottawa, Ontario, Canada KIA 0H3
www.ecologo.org.

U.S. Environmental Protection Agency (EPA)

Design for the Environment (DfE) Program

Office of Pollution Prevention and Toxics
1200 Pennsylvania Ave. NW
Mail Code 7406-M
Washington DC, 20460
www.epa.gov/dfe/contact.htm

- 6.2 Contractor shall adhere to the following City of Austin Quick-Guide Reference, Sustainability in Cleaning and Janitorial Supplies and Services:

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6.2.1 Cleaning Chemicals:

- 6.2.1.1 EcoLogo or Green Seal for all Daily Use Chemicals (GS-37) Floor (GS-40) Hand Care (GS-41)
- 6.2.1.2 Use Concentrated Version of Chemicals with Dilution control 1:8 or greater
- 6.2.1.3 Closed Loop Systems for Dilution (Dilution Control Systems) - The use of non-proprietary dilution systems that work with more than one manufacturer's product-line are preferred
- 6.2.1.4 Stream or Course Spray When Using in Spray Bottles (No Misting)

6.2.2 Entry Matting:

- 6.2.2.1 Inside and Outside of Main Entryways
- 6.2.2.2 Mats should be at least 10-12 feet long (Including Grates or Exterior) and should be long enough for each foot to hit the mat twice when walking at a normal pace
- 6.2.2.3 Fire Retardant
- 6.2.2.4 Anti-Static
- 6.2.2.5 Solid Backing
- 6.2.2.6 Regularly Cleaned

6.2.3 Paper Products

- 6.2.3.1 EPA Guidelines for Recycled Content - Toilet Tissue (GS-01), Towels (GS-09)
- 6.2.3.2 Hands-Free and Touch-Less Systems Prevent Cross Contamination
- 6.2.3.3 Coreless Large Roll Toilet Tissues for Trash Reduction
- 6.2.3.4 Roll Towels Best for Solid Waste Reduction and Cost Savings

6.2.4 Dusting

- 6.2.4.1 Use Micro Fiber Cloths with NO CHEMICALS if possible
- 6.2.4.2 Fold Cloths and Use All Eight Sides
- 6.2.4.3 Water or Water-Based Cleaners
- 6.2.4.4 Stream or course spray (NOT mist)

6.2.5 Equipment

- 6.2.5.1 Powered cleaning equipment should be ergonomically designed to minimize vibration, noise, and user fatigue.
- 6.2.5.2 Powered cleaning equipment should be designed to reduce potential damage to building surfaces by using safeguards, such as rollers or rubber bumpers.
- 6.2.5.3 Battery powered cleaning equipment should be equipped with environmentally preferable rechargeable batteries.

7.0 SAFETY

- 7.1 All Federal, State, and local codes, rules, and regulations concerning safety will be adhered to by the Contractor.

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- 7.2 Contractor shall be responsible for assuring the safety of their employees, City employees, and the public during performance of all services under this contract.
- 7.3 Contractor shall assure that all crews are fully and properly equipped to perform services promptly and safely without delay.
- 7.4 Possession and consumption of drugs or alcoholic beverages is strictly prohibited at all times at the job sites and on or around the City's property.

8.0 PEST CONTROL – BEE, BAT, AND PEST CONTROL INFORMATION

- 8.1 The Contractor shall notify the Contract Manager verbally by phone/2 way communication and follow up in writing, of a bird, bee, bat, or wasp problem prior to the Contractor performing the services as required by the work-order. The City will then proceed with arranging safe removal of any bird nest, bat colony, and bee or wasp hive(s). Under no circumstances shall the Contractor attempt to remove or dispose an active bird nest, bat colony and bee or wasp hive. Once the nest, colony, or hive has been removed, the City will re-issue the work-order and the Contractor shall confirm receipt of the re-issued work-order within 24 hours of notification being sent. Confirmation may be via email, fax, or telephone. The Contractor then has five (5) working days to begin services as described in the work-order.

9.0 CONTRACTOR SUPERVISOR

- 9.1 The Contractor shall designate a "SUPERVISOR" point of contact (SPOC), who shall be available and on-call 24 hours a day, including weekends and holidays. SPOC shall carry a cell phone. TELEPHONE ANSWERING MACHINES ARE NOT AN ACCEPTABLE ALTERNATIVE TO REQUIREMENTS OF THIS PARAGRAPH.
- 9.2 Contractor's supervisor shall be skilled in the performance of window cleaning services; having a minimum of five (5) years experience.
- 9.3 Contractor's supervisor will report to the Contract Manager or designee daily when work is being performed under this contract.
- 9.4 Contractor's supervisor shall be responsible for the conduct and performance of the Contractor's employees, in addition to compliance with the following rules:
 - 9.4.1 Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted on the City premises. Loud, boisterous, or rude conduct shall not be permitted.
 - 9.4.2 Contractor's employees shall not use or tamper with the City office machines, disturb papers, desks and cabinets, or use City phones, equipment, or facilities except as authorized.
 - 9.4.3 Smoking inside buildings or within 25 feet of entryway shall not be permitted.

10.0 PERSONNEL

- 10.1 The Contractor shall maintain an adequate number of employees to satisfactorily perform scheduled window cleaning service.
- 10.2 Contractor personnel shall be uniformed and badged to identify themselves as Contractor employees while performing work on City properties. The Department Contract Manager or designee has the right to dismiss any Contractor employees whose conduct is improper,

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inappropriate, or offensive, and such employees shall not return on City property without the written consent of the Department Contract Manager or designee.

- 10.3 No workers will be allowed on site without proper uniform.
- 10.4 Contractor shall provide personal safety gear as needed, including earplugs, gloves, safety glasses, etc.
- 10.5 Contractor shall provide an appropriate number of first aid kits and portable eyewash kits for Contractor personnel.
- 10.6 Contractor's employees must be able to read and speak the English language sufficiently to understand and follow instructions, safety requirements, and City rules and regulations. The Department Contract Manager reserves the right to speak with the Contractor's employee to assure an adequate level of comprehension.
- 10.7 The Contractor shall designate a representative in charge of work who will be at the work site during the performance of this contract.

11.0 BID SUBMITTALS

- 11.1 The Vendor shall include with its bid submittal a portfolio showing three (3) projects that would be comparable to the 6-7 story facilities in the City facility inventory.
- 11.2 The Vendor will be required to submit a list of chemicals and products to be used under this contract, with appropriate MSDS, with the bid documents.

12.0 ADDITIONAL REQUIREMENTS

12.1 CITY HALL

- 12.1.1 When scheduling services call the building manager at 974-7976 and reserve the cut-in parking for oversized vehicles that will not fit in the underground parking garage.
- 12.1.2 Plaza paver stones on the City Hall Plaza are pedestrian grade and if a lift is used on the pavers, a protective layer of plywood is required to distribute the weight of the lift.
- 12.1.3 Lift must use caution to avoid damage to the trees surrounding the building.
- 12.1.4 The 4th floor windows are recessed in places toward the center of the building that requires access from the roof.
- 12.1.5 Access to the 4th floor requires a Building Services Department (BSD) escort to the roof of City Hall. Cleaning of the 4th floor windows is restricted to normal business hours of Monday – Friday 8:00 a.m.-5:00 p.m..
- 12.1.6 The City Hall roof does not have hooks for tying off harnesses, and special safety equipment to be supplied by the Vendor is required to tie off at the access hatch.
- 12.1.7 Lifts or other heavy equipment are not allowed on Mezzanine or other balconies due to a raised paver construction.

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12.2 LIBRARY DEPARTMENT

12.2.1 Upon arrival to any library branch location and upon completion of service, the vendor service representative shall report to the Security guard on duty by calling 974-7401 or paging 802-7022. Upon arrival and upon completion of service for the John Henry Faulk Library and the Austin History Center, the vendor service representative shall report in person to the Security guard on duty. The vendor's representative shall provide a detailed report describing services for each service performed. The Vendor shall keep Contract Manager advised of developments relating to the performance of this agreement.

12.3 AVIATION DEPARTMENT

12.3.1 The Contractor shall clean the windows on as-needed basis. The window-cleaning schedule shall be coordinated between the Contractor and the Department Contract Manager. Contractor shall be responsible for contacting the Department Contract Manager to meet within 14 days after award of contract to review Contractor's schedule.

12.3.2 The Terminal is divided into two levels. The specifications and frequency requirements will specify the floor level, the sector, and a brief description of the area.

12.3.3 The lift equipment used on the Concourse Level to access the interior upper level windows shall be limited to a maximum weight of 2,000 pounds per wheel load and not to exceed a total weight of 8,000 pounds.

12.3.4 Window headers and skylights at the Terminal are equipped with davits and a special monorail system designed to assist with window cleaning. The Contractor shall be responsible for inspecting all City provided equipment prior to use to ensure the equipment is in proper and safe operating condition. The Contractor shall not use equipment determined to be unsafe by the Vendor and the discrepancy shall be reported to the Department Contract Manager. The determination by the Department Contract Manager to remove a piece of City provided equipment from service does not relieve the Contractor of its responsibility to provide window-cleaning services. If the Department Contract Manager decides to remove any City provided equipment from service, the Vendor shall arrange alternative methods to clean the windows within 48 hours.

12.3.5 The Vendor shall be trained and follow the documentation of the current work order system utilized by the Aviation Department within 30 days after award of contract.

12.3.6 The Contractor may use an approved two-way communication system, which operates on a frequency that has been coordinated with the City to ensure compatibility with other "RF" systems being operated on the airport grounds.

12.3.7 The City shall furnish water for the cleaning of the terminal windows. Hose bibs for accessing water will be located in various areas around the ground level of the Terminal. Water will not be available on the roof.

12.3.8 Location:

12.3.8.1 The Barbara Jordan Terminal extends 2,095 feet from east to west in a slight crescent configuration. The north or, in airport terminology, "landside" of the facility faces the parking area. The south, or "airside" of the building faces the aircraft operating area. The central facility is

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280 feet wide across its center and 970 feet long. There are approximately 110 feet on either side of the central area that stretch to 45 feet in height from ground level.

12.3.8.2 The facility has four levels and each level is divided into either upper or lower levels. The sectors progress from east to west and are designated by letters A through K. Areas and the letter of the sector in which they are located precedes room numbers.

12.3.8.3 There are approximately 260,000 square feet (SF) of glass surface. Approximately 112,560 SF of glass surface is on the upper level of the terminal building. Approximately 147,440 SF of glass is on the lower level of the terminal building.

12.3.8.4 Lower Level:

- Baggage Claim Level: lower level that stretches from east to west of the lower level of the terminal.
- Apron Level: middle level, just above the baggage claim level, accessible only to airline personnel. There are windows on both the secure and public sides. Also includes exterior windows that require cleaning and can be accessed through the Apron level.

12.3.8.5 Upper Level:

- Concourse Level: upper level, screening floor which stretches from east to west of the entire terminal. These are the windows on the secure side and public level.
- Mezzanine Level: upper center level of the airport, primarily located above the concessionaires.

12.3.8.6 Elevators:

- Two located in the parking garage, in front of the terminal.

12.3.8.7 Cleaning Schedule:

- Baggage Claim Level: 12 midnight to 6:00 a.m. Equipment must be removed by 8:00 a.m.
- Apron Level: Contractor shall clean interior windows in sections extending from one column to the other. If necessary, Contractor shall at a minimum, skip a section of windows/pillars to avoid an inconvenience to the public. Contractor shall be responsible for returning to skipped windows to ensure all windows are cleaned. This will be scheduled with the Department Contract Manager.
- Concourse Level: Contractor shall clean interior windows in sections extending from one column/frame to the other. If necessary, Contractor shall at a minimum, skip a section of column/frame to avoid an inconvenience to the public. Contractor shall be responsible for returning to skipped windows to ensure all windows are cleaned. This will be schedule with the Department Contract Manager.

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- Mezzanine Level: 12 midnight to 6:00 a.m. Equipment must be removed by 8:00 a.m.
- Skylights: 12 midnight to 6:00 a.m. Equipment must be removed by 8:00 a.m.
- Elevators: Contractor shall schedule so that the elevators are down one at a time to avoid public inconvenience.

12.3.9 Schedule:

- 12.3.9.1 The Department Contract Manager shall approve all work schedules. The Contractor shall not interfere with the activity of passengers and staff in the facility.
- 12.3.9.2 For exterior windows affecting airlines, the Contractor shall be responsible for scheduling the cleaning with the Department Contract Manager in order to avoid interference with the airlines.
- 12.3.9.3 When “windows of opportunity” are limited, the Contractor shall be expected to supply adequate equipment and personnel to limited access areas quickly.
- 12.3.9.4 All work shall be completed within 30 working days of schedule approved by the Department Contract Manager, weather permitting. All completion work must begin no later than 24 hours after weather becomes permissible. In addition, there shall be no interruption in service without prior written approval by the Department Contract Manager.

12.3.10 Service Area:

Service areas shall be identified by sector, interior or exterior, and height. Contractor shall schedule work in an orderly fashion using designations as follows:

- 12.3.10.1 Baggage Level:
- Sector C Landside
 - Sector D Airside
 - Sector E Landside
 - Sector F Airside
 - Sector G Landside
 - Sector H Airside
- 12.3.10.2 Apron Level
- 12.3.10.3 Concourse Level:
- Sector A East Side, Airside
 - Sector B East Side, Airside
 - Sector C Central Landside
 - Sector D Central Airside
 - Sector E Central Landside
 - Sector F Central Airside
 - Sector G Central Landside
 - Sector H Central Airside
 - Sector J West Side, Airside

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- Sector K West Side, Airside
- 12.3.10.4 Mezzanine Level
- Sector C Central Landside
 - Sector E Central Landside
 - Sector G Central Landside
- 12.3.10.5 Skylights
- 12.3.10.6 Parking Garage Elevator
- 12.3.10.7 East End Elevators, Landside
- 12.3.10.8 West End Elevators, Landside
- 12.3.11 The Contractor shall submit an invoice within 10 working days of the completion of each window cleaning. The invoice shall detail the charges billed under the contract for the window cleaning as specified. Invoices shall be mailed to:
- Department of Aviation
Attn: Hope Reyes
3600 Presidential Blvd
Austin, Texas 78719
- 12.3.12 Airport Safety and Security:
- 12.3.12.1 Security Badges: Contractor and employees assigned to work on this contract shall be required to obtain a security badge which must be worn at all times while on the ABIA premises. The security badge may prohibit access to some restricted areas at ABIA. The Contractor's employees must comply with all security restrictions. Violations may result in the Contractor receiving an FAA fine and/or the dismissal of the employee from the ABIA premises.
- 12.3.12.2 Airport Security: The Contractor shall furnish to the Airport Police I.D. Section a list of all employees, including Texas driver's license numbers, requiring entry to the ABIA premises. Restricted entry authorizations will be issued to Contractor employees. The Airport Police I.D. Section is located on the ground level of the Airport.
- 12.3.12.3 Background Investigation: An application for each security badge must be obtained from the Airport Badging and I.D. Section. A ten (10) year background investigation will be conducted on all applications for security badge at a cost of \$38.00 per fingerprint check to be paid by the Contractor. The City reserves the right to prohibit any Contractor/employee from participating in this contract as a result of a negative background check.
- 12.3.12.4 Badge Fees: Contractor shall also provide a \$25 refundable fee required for each airport security badge. The fee is refundable upon the return of a Contractor's badge to Airport Badging and I.D. Section. Any lost, stolen, or misplaced security badges will be replaced at an additional cost to the Contractor as follows: first replacement \$50; second replacement \$75; third replacement \$100. Cost to Contractor shall increase by \$25 for each badge replacement. Upon expiration of

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this contract, the Contractor shall return all security badges to the Airport and I.D. Section.

- 12.3.12.5 Airport Safety and Security Training by Airport Police: Each employee receiving an airport security badge will be required to attend an Airport Safety and Security Training and Familiarization class, approximately one (1) hour, at no cost to the Contractor.

12.4 CONVENTION CENTER DEPARTMENT

- 12.4.1 The window-cleaning schedule shall be coordinated between the Contractor and the Department Contract Manager. Contractor shall be responsible for contacting Department Contract Manager to meet within 30 days after award of contract to review Contractor's schedule.

- 12.4.2 Locations: Services shall be provided for window washing at the following locations:

- 12.4.2.1 Austin Convention Center (ACC)
500 E Cesar Chavez
- 12.4.2.2 Austin Convention Center Parking Garage
201 E Second Street
- 12.4.2.3 Austin Convention Center Parking Garage
601 E Fifth Street
- 12.4.2.4 Palmer Events Center and Parking Garage (PEC)
900 Barton Springs

All services provided to the City under this contract shall be billed upon completion of service as requested by ACCD.

12.4.3 Security Badges

- 12.4.3.1 Contractor and employees shall be required to obtain a security badge from Security Control Center upon arrival. This security badge shall be worn at all times while on duty. Badge must be worn above the waist and on the outer most garments.
- 12.4.3.2 The security badge may not grant access to some restricted areas. The Contractor's employees shall comply with all security restrictions. Violations may result in the removal of an employee from the premises.

12.4.4 Scope of Services

- 12.4.4.1 The Contractor shall provide all labor, supervision, diagnostics, parts, materials, tools, equipment, instruments, incidentals, expendable items, personnel protective equipment, and training required for responsive service.
- 12.4.4.2 All service shall be scheduled as directed by the Contract Manager. All written estimates for services will be approved by the Contract Manager either verbally or in writing prior to start of work.

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FOR
WINDOW WASHING SERVICES**

- 12.4.4.3 Contractor shall be expected to respond to a job assignment or meet with the Contract Manager at the job site within 72 hours of notification of proposed project to discuss the project. For each job, a written estimate of the total cost of work including the target date for starting and estimated time of completion for such project will be submitted to the Contract Manager not more than an additional 24 hours later, and at no cost to the City.
- 12.4.4.4 All job estimates will be bid at the hourly labor rates and percent mark up for parts as per the bid sheet.
- 12.4.4.5 It shall be the full responsibility of the Contractor to visit and inspect the job locations prior to the submission of each job estimate. Submission of the job estimate is evidence that the contractor has familiarized himself/herself with the nature and extent of the work and any local conditions that may, in any manner, affect the scope of the work to be done, and the equipment, materials and labor required. Each job proposal will be per hourly bid rates submitted by contractor and material costs shall be in accordance with the percent mark up offered.
- 12.4.4.6 Contractors invoice shall include a detailed labor usage, list of parts Contractor cost and percentage of mark-up as per bid sheet. The Contractors invoices shall include copies of Contractors receipt or invoices for all parts used for verification by City.
- 12.4.4.7 Contractor is responsible for any loss or damage to rented or owned equipment used on a project under this contract.
- 12.4.4.8 Contractor shall be responsible for any and all equipment or property damage done as a direct result of Contractor's actions while on or around ACCD property.

12.4.5 Coordinate Performance

- 12.4.5.1 Upon arrival and departure from the premises, the vendor's service representative shall report to the Security Control Center. Upon completion of service call to the facility, the vendor's representative shall provide a detailed report describing services and parts repaired or replaced for each service performed. The Contractor shall keep Contract Manager advised of developments relating to the performance of this agreement.
- 12.4.5.2 Contractor shall schedule a meeting(s) as determined in conjunction with the Contract Manager. Notice of any such meeting(s) may be given by Contract Manager to Contractor either orally or in writing and will designate the time, date, location, Contractor attendees, and general purpose. Contractor's designated attendees must be present at any such performance meeting.

**BID SHEET
CITY OF AUSTIN
WINDOW CLEANING SERVICES
IFB-BV PAX0217
Section 0600 (R)**

Special Instructions:

A bid of "0" (zero) will be interpreted by the City as a no-charge (free) item and the City will not pay for that item. A bid of "no bid" will be interpreted by the City that the responder does not wish to bid on that item. Be advised, a "no bid" may be considered as non-responsive and may result in disqualification of the bid.

The quantities noted below are annual estimates and not a guarantee of actual volume. The City does not guarantee the purchase of the quantities listed. Quantities are provided as a guide based on historical usage. Actual purchases may be more or less.

Failure to respond to all sections of this Bid Sheet or altering this Bid Sheet may result in the disqualification of the bidder's bid.

MANDATORY PRE-BID/SITE-VISIT ARE AS FOLLOW:

Date: 03/07/12, 01:00 p.m. Location: ABIA 3600 Presidential Blvd. Baggage Claim (lower level) west end at door to Security and ID.

Date: 03/08/12, 08:00 a.m. Location: City Hall Lobby. 301 W. Second Street.

Date: 03/08/12, 10:00 a.m. Location: APD Headquarters. 715 E. 8th St

Date: 03/08/12, 01:30 p.m. Location: Austin Convention Center. 500 E Cesar Chavez, main administrative office

Date: 03/13/12, 02:00 p.m. Location: Rutherford Lane Campus. 1520 Rutherford Lane, building 1 security desk

Date: 03/13/12, 12:30 p.m. Location: John Henry Faulk Central. 800 Guadalupe

BUYER: Sai Xoomsai

Copies of Bid: Vendor must submit four copies of its signed bid - one original and three copy.

SECTION A LABOR RATE (70 POINTS)

Include interior and exterior cleaning

ITEM NO.	AVIATION DEPARTMENT	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Baggage Claim Level	2	Each	\$2,400.00	\$4,800.00
2	Apron Level	2	Each	\$2,500.00	\$5,000.00
3	Concourse Level	2	Each	\$7,000.00	\$14,000.00
4	Mezzanine Level	2	Each	\$1,200.00	\$2,400.00
5	Skylight	2	Each	\$250.00	\$500.00
6	Elevators	2	Each	\$650.00	\$1,300.00
ITEM NO.	CONVENTION CENTER DEPARTMENT	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
7	Convention Center (ACC) - 500 E Cesar Chavez	2	Each	\$6,500.00	\$13,000.00
8	Parking Garage - 201 E Second Street	2	Each	\$180.00	\$360.00
9	Parking Garage - 601 E Fifth Street	2	Each	\$800.00	\$1,600.00
10	Palmer Events Center and Parking Garage (PEC) - 900 Barton	2	Each	\$1,400.00	\$2,800.00
ITEM NO.	OTHER FACILITIES	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
11	City Hall - 301 W. Second Street	1	Each	\$2,980.00	\$2,980.00
12	Rutherford Lane Campus - 1520 Rutherford Lane	1	Each	\$1,300.00	\$1,300.00
13	APD Headquarters and Patrol Building - 715 E. 8th St.	1	Each	\$1,300.00	\$1,300.00
14	APD Headquarters Atrium - 715 E. 8th St.	1	Each	\$700.00	\$700.00
15	John Henry Faulk Central - 800 Guadalupe	1	Each	\$1,250.00	\$1,250.00
ITEM NO.	LABOR RATE FOR WINDOW CLEANING SERVICES	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
16	Hourly labor rate for services	750	HOUR	\$25.00	\$18,750.00
TOTAL BID					\$72,040.00

BID SHEET
CITY OF AUSTIN
WINDOW CLEANING SERVICES
IFB-BV PAX0217
Section 0600 (R)

SECTION B COST OF EQUIPMENTS RENTAL AND MATERIALS (20 POINTS)

EQUIPMENT/MATERIALS		% MARK-UP
16	Mark-up to vendor cost for all equipment rentals the City may wish to rent from Vendor in the future.	% <u>3</u>
17	Mark-up to vendor cost for all materials the City may wish to purchase from Vendor in the future.	% <u>3</u>
TOTAL BID		

SECTION C SUSTAINABILITY (10 POINTS)

ITEM NO.	DESCRIBE HOW YOUR FIRM WILL USE THE SUSTAINABLY METHOD IN WINDOW CLEANING. <i>PLEASE SUBMIT DOCUMENTATION TO SUPPORT YOUR CLAIMS. ATTACH OTHER PAGES AS NECESSARY.</i>
18	<ul style="list-style-type: none"> * We have all equipments and tools enough for completing this project except lift. * We will rent a lift monthly basis. * We have 8-10 crews with one daytime and one nighttime supervisor which has enough man power to handle this project.

FOR INFORMATIONAL PURPOSES ONLY: THE CITY MAY WISH TO PURCHASE ADDITIONAL ITEMS OR SERVICES FROM THE SUCCESSFUL BIDDER IN THE FUTURE THAT ARE NOT LISTED ON THIS BID SHEET. INDICATE THE DISCOUNT FROM MANUFACTURER'S SUGGESTED RETAIL PRICE FOR THESE ITEMS OR SERVICES. _____ % FROM MSRP

COMPANY NAME: International Building Services

SIGNATURE OF
AUTHORIZED REPRESENTATIVE: _____



EMAIL ADDRESS: yosan80@hotmail.com

PRINTED NAME: Hye K. Kim

**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

Name of Contact

Contact Title

Present Address

City

State

Zip Code

Telephone Number

FAX Number

Email Address

Company's Name

Name of Contact

Contact Title

Present Address

City

State

Zip Code

Telephone Number

FAX Number

Email Address

Company's Name

Name of Contact

Contact Title

Present Address

City

State

Zip Code

Telephone Number

FAX Number

Email Address

Company's Name	CETEC		
Name of Contact	Renee Codina	Contact Title	Building facility manager
Present Address	5010 Old Manor Road Austin, TX 78764-3546		
City	Austin	State	Texas Zip Code 78723
Telephone Number	(512) 974-0765	FAX Number	
Email Address	Renee.Codina@austinenergy.com		

Company's Name	Texas Workforce Commission		
Name of Contact	Dan Cibulka	Contact Title	Manager
Present Address	1117 Trinity Building		
City	Austin	State	Texas Zip Code 78701
Telephone Number	(512) 924-3803	FAX Number	
Email Address	dan.cibulka@twc.state.tx.us		

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

SOLICITATION NO **PAX0217**

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 9 day of April, 2012.

CONTRACTOR

INTERNATIONAL BUILDING SERVICES

Authorized Signature

He y L.

Title

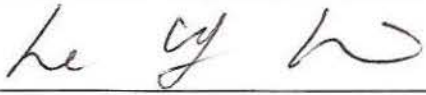
President

City of Austin, Texas
NON-SUSPENSION OR DEBARMENT CERTIFICATION

SOLICITATION NO. PAX0217

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:	INTERNATIONAL BUILDING SERVICES		
Signature of Officer or Authorized Representative:		Date:	Apr 9, 2012
Printed Name:	Hye K. Kim		
Title:	President		

CITY OF AUSTIN
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING AFFIDAVIT
SOLICITATION NO. PAX0217
FOR

State of Texas

County of Travis

The undersigned "Affiant" is a duly authorized representative of the Offeror for the purpose of making this Affidavit, and, after being first duly sworn, has deposed and stated and hereby deposes and states, to the best of his or her personal knowledge and belief as follows:

The term "**Offeror**", as used herein, includes the individual or business entity submitting the Offer and for the purpose of this Affidavit includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and anyone or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

1. **Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly:
 - a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.
 - b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Offeror.
2. **Preparation of Solicitation and Contract Documents.** . The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
3. **Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract hereunder, no individual, agent, representative, consultant, subcontractor, or subconsultant associated with Offeror, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
4. **Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.
5. **City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Offeror is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.
6. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Offeror:
 - a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;

**CITY OF AUSTIN
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING AFFIDAVIT**

- b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that OWNER is considering doing business with the Offeror.
- c. as required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:

<http://www.ci.austin.tx.us/cityclerk/coi.htm>

There are statutory penalties for failure to comply with Chapter 176.

If the Offeror cannot affirmatively swear and subscribe to the forgoing statements, the Offeror shall provide a detailed written explanation in the space provided below or, as necessary, on separate pages to be annexed hereto.

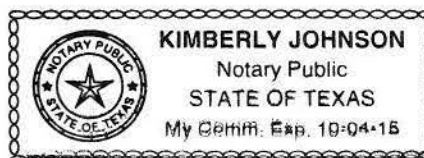
Offeror's
Explanation:

--

7. **Anti-Lobbying Ordinance.** As set forth in the Solicitation Instructions, Section 0200, paragraph 7N, between the date that the Solicitation was issued and the date of full execution of the Contract, Offeror has not made and will not make a representation to a member of the City Council, a member of a City Board, or any other official, employee or agent of the City, other than the Authorized Contact Person for the Solicitation, except as permitted by the Ordinance.

Contractor's Name:	INTERNATIONAL BUILDING SERVICES
Printed Name:	Hye K. Kim
Title:	President


Signature of Officer or Authorized Representative:



Subscribed and sworn to before me this 6th day of April, 20 12.


Notary Public

My Commission Expires 10/04/15

CITY OF AUSTIN, TEXAS
LIVING WAGES AND BENEFITS CONTRACTOR CERTIFICATION
(Please duplicate as needed)

SOLICITATION NO. PAX0217

Pursuant to the Living Wages and Benefits provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$11.00 per hour.

I hereby certify under penalty of perjury that all of the below listed employees of the Contractor who are directly assigned to this contract:

(1) are compensated at wage rates equal to or greater than \$11.00 per hour; and

(2) are offered a health care plan with optional family coverage.


(To add additional employees to this page, click the Add Button.)

	Employee Name	Employee Job Title
Add	Hector Puente	Supervisor
Delete		

(3) all future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$11.00 per hour and offered a health care plan with optional family coverage.

(4) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each employee affected the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment.

Contractor's Name:	INTERNATIONAL BUILDING SERVICES		
Signature of Officer or Authorized Representative:		Date:	Apr 9, 2012
Printed Name:	Hye K. Kim		
Title:	President		

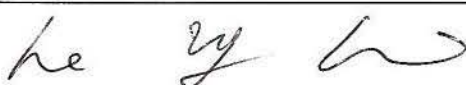
City of Austin, Texas
NONRESIDENT BIDDER PROVISIONS

SOLICITATION NO. PAX0217

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "Non-resident Bidder"?

- ☒ Texas Resident Bidder - A Bidder whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- ☐ Non-resident Bidder

Bidder's Name:	<div style="border: 1px solid black; padding: 2px;">INTERNATIONAL BUILDING SERVICES</div>		
Signature of Officer or Authorized Representative:		Date:	<div style="border: 1px solid black; padding: 2px;">Apr 9, 2012</div>
Printed Name:	<div style="border: 1px solid black; padding: 2px;">Hye K. Kim</div>		
Title:	<div style="border: 1px solid black; padding: 2px;">President</div>		

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS FORM**

SOLICITATION NUMBER: PAX0217

PROJECT NAME: Window Washing Services

The City of Austin has determined that no goals are appropriate for this project. Even though no goals have been established for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No ☒ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope.

Yes ☐ If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though no goals have been established, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

International Building Services
Company Name

Hye K. Kim, President
Name and Title of Authorized Representative (Print or Type)

[Signature]
Signature

4-09-2012
Date

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS UTILIZATION PLAN**
(Please duplicate as needed)

SOLICITATION NUMBER: PAX0217

PROJECT NAME: Window Washing Services

PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant	International Building Services		
Address	PO BOX 200506		
City, State Zip	Austin TX 78720-0506		
Phone	512-833-8466	Fax Number	512-833-5299
Name of Contact Person	Hye K. Kim		
Is company City certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Hye K. Kim, President
Name and Title of Authorized Representative (Print or Type)

He [Signature]
Signature

4-09-2012
Date

Provide a list of all proposed subcontractors/subconsultants/suppliers that will be used in the performance of this Contract. **Attach Good Faith Efforts documentation if non MBE/WBE firms will be used.**

Sub-Contractor/Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/>	Ethnic/Gender Code:	<input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor/Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/>	Ethnic/Gender Code:	<input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	\$		
List commodity codes & description of services			

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor _____ Date _____ Director/Deputy Director _____ Date _____



ADDENDUM

INVITATION FOR BID (BEST-VALUE) PURCHASING OFFICE CITY OF AUSTIN, TEXAS

IFB-BV No.: PAX0217

Date of Addendum: 03/02/12

Addendum No: 1

This Invitation for Bid Best-Value (IFB-BV) is hereby amended to incorporate the following:

Due to the Austin-Bergstrom International Airport security policy, Vendors who are planning to attend the scheduled mandatory pre-bid meeting on Wednesday March 7, 2012 at 1:00 P.M., must provide the following information:


- Attendees' full name
- Attendees' date of birth

This information is due by Tuesday 3/6/12 at 11:00 A.M. at saixoomsai@austintexas.gov.

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Invitation for Bid.

APPROVED BY:


Sai Xoomsai, Buyer II
Purchasing Office

March 2, 2012
Date

ACKNOWLEDGED BY:

International Building Services
Vendor Name


Authorized Signature

3/20/2012
Date

RETURN A COPY OF THIS ADDENDUM

**to the Purchasing Office, City of Austin, Texas with your bid.
Failure to do so may constitute grounds for rejection of your bid.**



**ADDENDUM
INVITATION FOR BID (IFB) - BEST VALUE
WINDOW CLEANING SERVICES
CITY OF AUSTIN, TEXAS**

IFBBV: PAX0217

Addendum No: 2

Date of Addendum:

March 8, 2012

This addendum is incorporating the following questions and answers, clarifications, and changes to the above-referenced IFBBV.

- 1.0 Site-visit for Rutherford Lane Campus has been changed from March 9, 2012 at 9 a.m. to March 12, 2012 at 2 p.m.
- 2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

A handwritten signature in cursive script, appearing to read "Sai Xoomsai".

Sai Xoomsai, Buyer I
Purchasing Office

3/8/12
Date

ACKNOWLEDGED BY:

International Building Services
Vendor Name

Hye Kyung Kim
Authorized Signature

3/20/2012
Date

**RETURN A COPY OF THIS ADDENDUM to the City of Austin Purchasing Office with your bid.
Failure to do so may constitute grounds for rejection of your offer.**



**ADDENDUM
INVITATION FOR BID (IFB) - BEST VALUE
WINDOW CLEANING SERVICES
CITY OF AUSTIN, TEXAS**

IFBBV: PAX0217	Addendum No: 2	Date of Addendum:	March 8, 2012
-----------------------	-----------------------	--------------------------	----------------------

This addendum is incorporating the following changes to the above-referenced IFBBV.

- 1.0 Site-visit for John Henry Faulk Center Library has been changed from March 9, 2012 at 1 p.m. to March 13, 2012 at 12:30 p.m.
- 2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

A handwritten signature in cursive script, appearing to read "Sai Xoomsai".

Sai Xoomsai, Buyer I
Purchasing Office

3/8/12
Date

ACKNOWLEDGED BY:

International Building Services
Vendor Name

Hye Kyung Kim
Authorized Signature

3/26/2012
Date

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**ADDENDUM
INVITATION FOR BID (IFB) - BEST VALUE
WINDOW CLEANING SERVICES
CITY OF AUSTIN, TEXAS**

IFBBV: PAX0217

Addendum No: 4

Date of Addendum: March 13, 2012

This addendum is to incorporate the following changes and clarifications into the above-referenced Invitation for Bid – Best Value.

- 1.0 Section 0400 - Supplemental Purchase Provisions: Item 1 - Explanations or Clarifications due date for questions is extended until Wednesday, March 21, 2012.
- 2.0 Coversheet (Offer Sheet) **Bid Due Prior to** date is hereby changed to Monday, March 26, 2012 at 3:00pm.
- 3.0 Coversheet (Offer Sheet) **Bid Opening** date is hereby changed to Monday, March 26, 2012 at 3:00pm.
- 4.0 **The original "Section 0600 – Bid Sheet" has been deleted.**

A revised version of this document is being published as Section "Section 0600 (R)." Bidders should use this version in their bid submission.

- 5.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

A handwritten signature in cursive script, appearing to read "Sai Xoomsai".

Sai Xoomsai, Buyer I
Purchasing Office

3/13/12
Date

ACKNOWLEDGED BY:

International Building Services
Vendor Name

Hye Kyung Kim
Authorized Signature

3/26/2012
Date

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**ADDENDUM
INVITATION FOR BID - BEST VALUE (IFB-BV)
WINDOW CLEANING SERVICES
CITY OF AUSTIN, TEXAS**

IFBBV: PAX0217

Addendum No: 5

Date of Addendum: March 19, 2012

This addendum is to incorporate the following changes and clarifications into the above-referenced Invitation for Bid – Best Value.

- 1.0 Section 0400 - Supplemental Purchase Provisions: Item 1 - Explanations or Clarifications due date for questions is extended until Wednesday, March 28, 2012 at 3:00 pm.
- 2.0 Coversheet (Offer Sheet) **Bid Due Prior to date is hereby changed to Monday, April 9, 2012 at 3:30 pm.**
- 3.0 Coversheet (Offer Sheet) **Bid Opening date is hereby changed to Monday, April 9, 2012 at 3:30 pm.**
- 4.0 The revised bid sheet “Section 0600 (R) – Bid Sheet” has been deleted.

A revised version of this document is being published as “Section 0600 (R.1).” Bidders should use this version in their bid submission.
- 5.0 A second site-visit to the Austin Convention Center has been scheduled for Thursday, March 22, 2012 at 9:00 am.

The following questions were either submitted in writing, by fax, or at the pre-bid conference by one or more vendors. Each question (Q) is followed by its answer (A).

- 6.0 (Q) Does this Scope of Work cover interior and exterior cleaning of all locations listed on the bid sheet?
(A) Yes, except at Rutherford Lane Campus Building four (4), which only required the exterior cleaning.
- 7.0 (Q) At the Library, when cleaning the interior windows, are Vendors expected to move furniture or material display shelves away from the windows?
(A) No. Library staff will be responsible for moving all of the furniture or material display shelves.
- 8.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid – Best Value.

APPROVED BY:



Sai Xoomsai, Buyer II
Purchasing Office

3/19/12
Date

ACKNOWLEDGED BY:

International Building Services
Vendor Name

Hye Kyung Kim
Authorized Signature

04-09-2012
Date

**RETURN A COPY OF THIS ADDENDUM to the City of Austin Purchasing Office with your bid.
Failure to do so may constitute grounds for rejection of your offer.**



TO: Veronica Lara, Director
Department of Small and Minority Business Resources

FROM: Sai Xoomsai, Buyer I
Purchasing Office

DATE: February 8, 2012

SUBJECT: Approval to use Zero Goals for Solicitation No. IFB-BV PAX0217
Project Name: Window Cleaning Services

Commodity Code(s): 91081
Estimated Value: \$250,000

The Purchasing Office has determined that the following Goals are appropriate for this Commodity solicitation:

X No Goals (Goal of 0%)

This determination is based on the following reason:

This solicitation will be bid by and awarded to a prime contractor. No subcontracting opportunities have been identified.

Per paragraph 8.2.1 of the Rules Governing the Minority and Women Owned Business Enterprise Procurement Program, please approve the use of the above goals by completing and returning the below endorsement. If you have questions, please call me at 972-4016.

☒ Approval is hereby granted to use the above Goals.

☐ Approval is hereby denied. Recommend the use of the following goals based on the below reasons:

a. Goals: _____ % MBE _____ % WBE

b. Subgoals: _____ % African American _____ % Hispanic

_____ % Native/Asian American _____ % WBE

This determination is based on the following reasons:

This is an agreement to provide Window Cleaning services for ABIA.

Ameli D
Veronica Lara, Director *mblato B*

Date: 2/9/2012



ADDENDUM

INVITATION FOR BID (BEST-VALUE) PURCHASING OFFICE CITY OF AUSTIN, TEXAS

IFB-BV No.: PAX0217

Addendum No: 1

Date of Addendum: 03/02/12

This Invitation for Bid Best-Value (IFB-BV) is hereby amended to incorporate the following:

Due to the Austin-Bergstrom International Airport security policy, Vendors who are planning to attend the scheduled mandatory pre-bid meeting on Wednesday March 7, 2012 at 1:00 P.M., must provide the following information:

- Attendees' full name
- Attendees' date of birth

This information is due by Tuesday 3/6/12 at 11:00 A.M. at saixoomsai@austintexas.gov.

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

A handwritten signature in cursive script, appearing to read "Sai Xoomsai".

Sai Xoomsai, Buyer II
Purchasing Office

March 2, 2012
Date

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

RETURN A COPY OF THIS ADDENDUM

**to the Purchasing Office, City of Austin, Texas *with your bid*.
Failure to do so may constitute grounds for rejection of your bid.**



**ADDENDUM
INVITATION FOR BID (IFB) - BEST VALUE
WINDOW CLEANING SERVICES
CITY OF AUSTIN, TEXAS**

IFBBV: PAX0217

Addendum No: 2

Date of Addendum:

March 8, 2012

This addendum is incorporating the following questions and answers, clarifications, and changes to the above-referenced IFBBV.

- 1.0 Site-visit for Rutherford Lane Campus has been changed from March 9, 2012 at 9 a.m. to March 13, 2012 at 2 p.m.
- 2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

A handwritten signature in cursive script, appearing to read "Sai Xoomsai".

Sai Xoomsai, Buyer I
Purchasing Office

3/8/12
Date

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

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**ADDENDUM
INVITATION FOR BID (IFB) - BEST VALUE
WINDOW CLEANING SERVICES
CITY OF AUSTIN, TEXAS**

IFBBV: PAX0217

Addendum No: 3

Date of Addendum:

March 8, 2012

This addendum is incorporating the following changes to the above-referenced IFBBV.

- 1.0 Site-visit for John Henry Faulk Center Library has been changed from March 9, 2012 at 1 p.m. to March 13, 2012 at 12:30 p.m.
- 2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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Sai Xoomsai, Buyer I
Purchasing Office

3/8/12
Date

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

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**ADDENDUM
INVITATION FOR BID (IFB) - BEST VALUE
WINDOW CLEANING SERVICES
CITY OF AUSTIN, TEXAS**

IFBBV: PAX0217

Addendum No: 4

Date of Addendum: March 13, 2012

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- 5.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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APPROVED BY:

A handwritten signature in cursive script, appearing to read "Sai Xoomsai".

Sai Xoomsai, Buyer I
Purchasing Office

3/13/12
Date

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

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**ADDENDUM
INVITATION FOR BID - BEST VALUE (IFB-BV)
WINDOW CLEANING SERVICES
CITY OF AUSTIN, TEXAS**

IFBBV: PAX0217

Addendum No: 5

Date of Addendum: March 19, 2012

This addendum is to incorporate the following changes and clarifications into the above-referenced Invitation for Bid – Best Value.

- 1.0 Section 0400 - Supplemental Purchase Provisions: Item 1 - Explanations or Clarifications due date for questions is extended until Wednesday, March 28, 2012 at 3:00 pm.
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A revised version of this document is being published as “Section 0600 (R.1).” Bidders should use this version in their bid submission.

- 5.0 A second site-visit to the Austin Convention Center has been scheduled for Thursday, March 22, 2012 at 9:00 am.

The following questions were either submitted in writing, by fax, or at the pre-bid conference by one or more vendors. Each question (Q) is followed by its answer (A).

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- 8.0 **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid – Best Value.

APPROVED BY:



Sai Xoomsai, Buyer II
Purchasing Office

3/19/12
Date

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

RETURN A COPY OF THIS ADDENDUM to the City of Austin Purchasing Office with your bid.
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CITY OF AUSTIN, TEXAS

Purchasing Office

INVITATION FOR BID (BEST VALUE)

Offer Sheet

SOLICITATION NO: IFB-BV PAX0217

COMMODITY/SERVICE DESCRIPTION: Window Cleaning Services

DATE ISSUED: 02/27/2012

REQUISITION NO.: 8200 12020800209

COMMODITY CODE: 91081

MANDATORY PRE-BID CONFERENCE TIME AND DATE are as follow:

Date: 03/07/12, 01:00 p.m. **Location:** ABIA 3600 Presidential Blvd
Baggage Claim (lower level) west end at door to Security and ID.

Date: 03/08/12, 08:00 a.m. **Location:** City Hall Lobby
301 W. Second Street.

Date: 03/08/12, 10:00 a.m. **Location:** APD Headquarters
715 E. 8th St

Date: 03/08/12, 01:30 p.m. **Location:** Austin Convention Center
500 E Cesar Chavez, main administrative office

Date: 03/09/12, 09:00 a.m. **Location:** Rutherford Lane Campus
1520 Rutherford Lane, building 1 security desk

Date: 03/09/12, 01:00 p.m. **Location:** John Henry Faulk Central
800 Guadalupe

FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT:

Sai Xoomsai

Buyer I

Phone: (512) 972-4016

sai.xoomsai@austintexas.gov

BID DUE PRIOR TO: 03/20/2012, 11:00 a.m.

BID OPENING TIME AND DATE: 03/20/2012, 11:00 a.m.

LOCATION: MUNICIPAL BUILDING, 124 W 8th 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 th 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 3 SIGNED COPIES OF OFFER

OFFER SUBMITTED BY

Signature of Person Authorized to Sign Offer

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: _____

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All other Sections may be viewed at: <https://www.cityofaustin.org/purchase> by clicking the link to "Vendor Self Service (VSS)", sign in if registered, register, or use public access to follow the links to "Business Opportunities" and "Search for Solicitation."

RETURN THE FOLLOWING DOCUMENTS WITH YOUR OFFER**

- | | |
|------------------------|--|
| • Cover Page | Offer Sheet |
| • Section 0600 | Bid Sheet(s) |
| • 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 |

**** 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 180 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.ci.austin.tx.us/purchase/standard.htm>.

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 <https://www.cityofaustin.org/purchase> and follow the directions.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
WINDOW WASHING SERVICES**

On November 10, 2011, the City issued Ordinance 20111110-052, effective December 1, 2011, revising Section 2-7 of the City Code for Anti-Lobbying. References in this solicitation package to the prior ordinance, 20071206-045, should be understood to refer, instead, to the new ordinance. Copies of the new ordinance, and the rules for enforcement (effective December 7, 2011) have been attached to this addenda for your information. In addition, the new Ordinance may be viewed online at <http://www.ci.austin.tx.us/edims/document.cfm?id=161145> and the rules for enforcement may be viewed online at http://www.ci.austin.tx.us/financeonline/downloads/revised_notice_of_amended_rule_adoption_R2011-COA-1.pdf

The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by Tuesday, March 13, 2012 at 3:00pm. Please send questions in writing to Sai Xoomsai by email sai.xoomsai@austintexas.gov or fax to: (512) 972-4015.

2. **INSURANCE.** Insurance is required for this solicitation.

A. **General Requirements.** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the 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.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall contain the solicitation number and the Buyer's name and shall be mailed to the following address:

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

B. **Specific Coverage Requirements.** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **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

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
WINDOW WASHING SERVICES**

\$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, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC 420601, or equivalent coverage
- ii. Commercial General Liability Insurance. The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injuries).
 - (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, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- 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, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement TE 0202A, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement TE 9901B, or equivalent coverage.
- C. 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.
- D. Certificate: The following statement must be shown on the Certificate of Insurance.

The City of Austin is an Additional Insured on the general liability and the auto liability policies. A Waiver of Subrogation is issued in favor of the City of Austin for general liability, auto liability and workers compensation policies.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
WINDOW WASHING SERVICES**

3. TERM OF CONTRACT

- A. The Contract shall be in effect for an initial term of 36 months and may be extended thereafter for up to three (3) additional twelve (12) month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
- B. 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 re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above. A price increase, subject to the provisions of this Contract, may be requested by the Contractor (for each period of extension) for approval by the City's Purchasing Officer or his designee.

THIS IS A 36 MONTH CONTRACT.

FIRM PRICES ARE TO BE SUBMITTED FOR THE FIRST TWELVE (12) MONTH PERIOD

4. QUANTITIES

The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

5. INVOICES and PAYMENT (reference paragraphs 12 and 13 in Section 0300)

- A. Invoices shall contain a non-duplicated invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.
- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

6. HAZARDOUS MATERIALS

- A. If this Solicitation involves hazardous materials, the Offeror shall furnish with the Offer Material Safety Data Sheets (MSDS), (OSHA Form 20), on all chemicals and hazardous materials specifying the generic and trade name of product, product specification, and full hazard information including receiving and storage hazards. Instructions, special equipment needed for handling, information on approved containers, and instructions for the disposal of the material are also required.
- B. Failure to submit the MSDS as part of the Offer may subject the Offer to disqualification from consideration for award.
- C. The MSDS, instructions and information required in paragraph "a " must be included with each shipment under the contract.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
WINDOW WASHING SERVICES**

7. 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 \$11.00 per hour. This minimum wage is required for any Contractor employee directly 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 directly assigned to this contract. Proof of the health care plan shall be provided prior to award of a Contract. In addition, an insurance certificate for Workers’ Compensation Insurance Coverage must be provided if required by the solicitation.
- C. The City requires Contractors submitting Offers on this Contract to provide a signed certification (**see the Living Wages and Benefits Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$11.00 per hour and are offered a health care plan. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- D. The Contractor shall maintain throughout the term of the resultant 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:
 - i. 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;
 - ii. time and date of week when employee’s workweek begins;
 - iii. hours worked each day and total hours worked each workweek;
 - iv. basis on which employee’s wages are paid;
 - v. regular hourly pay rate;
 - vi. total daily or weekly straight-time earnings;
 - vii. total overtime earnings for the workweek;
 - viii. all additions to or deductions from the employee’s wages;
 - ix. total wages paid each pay period; and
 - x. date of payment and the pay period covered by the payment.
- E. The Contractor shall provide with the first invoice and as requested by the Department’s Contract Manager, individual Employee Certifications (**see the Living Wages and Benefits Employee Certification included in the Solicitation**) for all employees directly assigned to the contract containing:
 - i. the employee’s name and job title;
 - ii. a statement certifying that the employee is paid at a rate equal to or greater than the Living Wage of \$11.00 per hour;
 - iii. a statement certifying that the employee is offered a health care plan with optional family coverage.

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Employee Certifications shall be signed by each employee directly assigned to the contract.

- F. Contractor shall submit employee certifications quarterly with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract.
- G. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records identified in paragraph D above to verify compliance with this provision.

8. NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING

- A. The Austin City Council adopted Ordinance No. 20071206-045 on December 6, 2007, adding a new Article 6 to Chapter 2-7 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services exceeding \$5,000. During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the person designated in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. The City requires Offerors submitting Offers on this Solicitation to provide a signed affidavit certifying that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance (**see the Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit included in the Solicitation**).

9. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID)

- A. Access to the City of Austin Department building by the Contractor, all subcontractors and their employees will be strictly controlled at all times by the City. Security badges will be issued by the Department for this purpose. The Contractor shall submit a complete list of all persons requiring access to each Department Contract Managers at least thirty (30) days in advance of their need for access. The City reserves the right to deny a security badge to any Contractor personnel for reasonable cause. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's submittal.
- B. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) days of the receipt of notification of denial.
- C. Contractor personnel will be required to check in at the security desk when entering or leaving the City building and security badges must be on display at all times when in the building. Failure to do so may be cause for removal of Contractor Personnel from the worksite, without regard to Contractor's schedule. Security badges may not be removed from the premises.
- D. The Contractor shall provide the City's Contract Manager with a list of personnel scheduled to enter the building, seven days in advance. The list shall identify the persons by name, date of birth, driver's license number, the times that they will be inside the building and the

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areas where they will be working. Only persons previously approved by the City for the issuance of security badges will be admitted to the building.

- E. The Contractor shall comply with all other security requirements imposed by the City and shall ensure that all employees and subcontractors are kept fully informed as to these requirements.

10. ECONOMIC PRICE ADJUSTMENT

- A. Prices shown in this contract shall remain firm for the first 12-month period of the contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor subject to the following considerations:

B. Price Increases

- i. Requests for price increases must be made in writing and submitted to the appropriate Buyer in the City's Purchasing Office. The letter must be signed by a person with the authority to bind the Contractor contractually, shall reference the contract number, and include the following documentation:
- (1) an itemized, revised price list with the effective date of the proposed increase;
 - (2) copies of the documentation provided by the manufacturer regarding the proposed price increase if the contractor is not the manufacturer of the products. If the Contractor is the manufacturer of the products, a letter so stating must be provided;
 - (3) Contractor shall submit, as a part of the request for increase, the version of the U.S. Department of Labor Employment Cost Index for Wages and Salaries for all Private Industry Workers (the "Index") current as of the date of the Contractor's Offer; and a copy of the index for the most current period.
 - (4) Proposed price increases must be solely for the purpose of accommodating increases in the Contractor's costs for the products or services provided. Prices for products or services unaffected by verifiable cost trends shall not be subject to change.
- ii. Requests for price increases must be made in writing and submitted to the appropriate Contract Manager prior to each yearly anniversary date of contract. Prices will only be considered for an increase at that time. Once received, the City will have 30-calendar days to review and approve/disapprove the requested increase. Should the City not agree with the requested increase, Contractor may either maintain the prices currently in effect, negotiate an acceptable increase with the City or terminate the contract.
- iii. The proposed percentage change between the current contract price and the requested price shall not exceed the percentage change between the Index in effect at the beginning of the current review period and the one in effect at the time the price increase is requested. Except in the case of emergency situations, the requested index related or non-index related price increase shall not exceed twenty-five percent (25%) for any single line item, and in no event shall the total amount of the contract be automatically increased as a result of the increase in any one or more line items made pursuant to this provision.

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- iv. Since the perceived need for price increases may be due in whole or in part to factors other than index changes, the City may consider approving fully-documented increase requests which, in the Contractor's opinion, justify price increases for one or more line items in the contract. If index changes are responsible in part for the requested change, those changes shall be documented as previously described above.

C. Price Decreases

- i. Proposed price decreases may be offered to the City at any time, and become effective upon acceptance by the City unless a different effective date is specified by the Contractor. Price decrease offers may also be subject to negotiation.
- ii. Price decreases based on relevant factors may be requested by the City at any time. Such requests shall be accompanied by a complete statement of the City's justification for the request. The Contractor shall have 30-calendar days to respond to the City's request. Following receipt of the Contractor's agreement with the requested decrease, the City may implement the decrease at any time. Should the Contractor not agree with the requested decrease, the City may either maintain the prices currently in effect, negotiate with the contractor, or terminate the contract.

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS FORM**

SOLICITATION NUMBER: PAX0217

PROJECT NAME: Window Washing Services

The City of Austin has determined that no goals are appropriate for this project. Even though no goals have been established for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No _____ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope.

Yes _____ If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though no goals have been established, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

Company Name

Name and Title of Authorized Representative (Print or Type)

Signature

Date

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS UTILIZATION PLAN**
(Please duplicate as needed)

SOLICITATION NUMBER: PAX0217

PROJECT NAME: Window Washing Services

PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone		Fax Number	
Name of Contact Person			
Is company City certified?	Yes <input type="checkbox"/> No <input type="checkbox"/>	MBE <input type="checkbox"/> WBE <input type="checkbox"/>	MBE/WBE Joint Venture <input type="checkbox"/>

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors/subconsultants/suppliers that will be used in the performance of this Contract. **Attach Good Faith Efforts documentation if non MBE/WBE firms will be used.**

Sub-Contractor/Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/>	Ethnic/Gender Code:	<input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor/Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/>	Ethnic/Gender Code:	<input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	\$		
List commodity codes & description of services			

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor _____ Date _____ Director/Deputy Director _____ Date _____

**CITY OF AUSTIN
PURCHASING OFFICE
"NO OFFER" REPLY FORM**

SOLICITATION NUMBER: PAX0217

Please Complete and Return This Form to the following address to Indicate a "No Offer" Reply

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

(DO NOT RETURN ALONG WITH OFFER)

Please check the appropriate box to indicate why your firm is submitting a "no offer" response. Failure to respond to three (3) consecutive solicitations may result in your company being removed from the source list for this commodity or service. Completion of this form will assist us in maintaining an accurate, up-to-date source list.

COMMODITY CODE: 91081

DESCRIPTION: Window Washing Services

- ☐ Unable to supply item(s) specified. Remove my company from the source list for the Commodity / Service Group
- ☐ Unable to supply item(s) specified. Retain my company on the vendor list for this commodity / service.
- ☐ Cannot meet the Scope of Work / Specifications.
- ☐ Cannot provide required Insurance.
- ☐ Cannot provide required Bonding.
- ☐ Job too small.
- ☐ Job too large.
- ☐ Do not wish to do business with the City. Remove my company from the City's Vendor list.
- ☐ Other reason (please state why you will not submit a bid):

Contractor's Name:

Street Address

City, State, Zip Code

Signature of Officer or
Authorized

Representative:

Date:

Printed Name:

Title

**CITY OF AUSTIN, TEXAS
PURCHASE SPECIFICATIONS
FOR
WINDOW WASHING SERVICES**

1.0 PURPOSE

This Invitation for Bid - Best-Value (IFB-BV) is to establish a Contract with a vendor for the cleaning of interior and exterior windows including window frames, windowsills, mullions, ledges, screens, and high dusting for interior surfaces that are not easily assessable to the City custodial staff. The successful Vendor shall provide all labor, supervision, travel, equipment, tools, materials, supplies, tax and permits, if applicable, necessary for and incidental to fully performing all services in accordance with the specifications, terms, and conditions set forth herein.

It is the City's preference to award a single contract for its window cleaning services needs; however, the City reserves the right to make multiple awards based on convenience or any criteria deemed by the City to be most advantageous.

These services shall be provided at the following locations: the Department of Aviation in the Barbara Jordan Terminal at Austin-Bergstrom International Airport (ABIA), Convention Center Department (ACCD), Parks and Recreation Department (PARC), Police Department (APD), Fire Department (AFD), Library Department, and Building Services Division (BSD).

The City of Austin ("City") may elect to add additional City departments to utilize this contract. All services shall be rendered at the location specified at the time of order. The City reserves the right to increase or decrease the square footage, number of locations and buildings, and amount or range of service times, as needed, based on the pricing on the Vendor's Bid Sheet.

2.0 VENDOR REQUIREMENTS

- 2.1 The Vendor shall have a minimum five (5) years experience in commercial window cleaning using powered platforms for exterior building maintenance, cleaning windows of high-rise buildings, and have experience in the use of equipment including but not limited to: staging equipment, Bosun's chairs, and lifts required to access the high and low level windows of such buildings.
- 2.2 The Vendor shall furnish ALL labor, supervision, materials, and equipment necessary to produce clear, polished glass windows without any haze or streaks.
- 2.3 The Vendor shall protect and keep City property in original condition, less normal wear for proper use. Damage to City property, equipment, or vegetation resulting from willful or accidental actions by the Vendor or Vendor employee(s) shall be the responsibility of the Vendor to repair or replace, and may be deducted from the contract price. All repairs of City property made by the Vendor shall be timely and meet the Original Equipment Manufacturers (OEM) specifications. Repairs made by the Vendor must be approved by the Contract Manager in writing prior to the commencement of repairs.
- 2.4 The Contractor shall provide a written report accounting for all labor expended in the performance of this contract within five (5) working days of each service to the Department Contract Manager or designee. This report shall also note the performance of scheduled maintenance or discrepancies, unusual activity such as injuries or near mishaps, training events, and general maintenance requests or a "heads up."
- 2.5 A formal inspection/walk-through shall be made for all areas when cleaning of a section has been completed. This inspection shall be made by the Department Contract Manager or designee and the Contractor. The Contractor shall respond in writing to discrepancies or problems within 24 hours of notification.
- 2.6 All work that does not meet the City's approval shall be corrected within ten (10) calendar days.

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- 2.7 The Contractor shall perform no work outside the scope of its estimate for a specific job without first having written approval from the Contract Manager or designee.
- 2.8 For some City facilities, security clearance will be required. Please see the Supplemental Purchase Provisions, Section 0400.
- 2.9 Equipment, materials, and performance requirements shall meet the following:
- 2.9.1 All staging and equipment shall be in good repair and must meet or exceed Occupational Safety and Health Administration (OSHA) and the National Association of Building and Window Cleaners industry standards. All work and procedures must comply with OSHA guidelines.
 - 2.9.2 The Department Contract Manager or designee may stop work at any time if unsafe equipment is being used. Persistent problems with unsafe, inferior, or defective equipment shall be grounds for cancellation of contract.
 - 2.9.3 Contractor may not use any gasoline, natural gas, or propane-powered equipment without prior written approval by Department Contract Manager.
 - 2.9.4 For staging used in sight of the public, no worn, frayed, or sun damaged staging is acceptable.
 - 2.9.5 Contractor shall dispose of all worn/defective parts, oils, solvents, in accordance with all applicable laws, rules, and regulations. Contractor shall handle, transport, and dispose of worn/defective parts, oils, solvents, waste, or hazardous materials in such a manner as to ensure the highest level of safety to the environment and public health at no additional cost to the City. Contractor shall not store worn or defective parts on the City premises. Contractor shall remove worn/defective parts, materials, oils, solvents from City premises as soon as each job is completed.
 - 2.9.6 Safety ropes and harnesses must be worn at all times when working above six feet from the floor surface.
 - 2.9.7 While working on a ladder, performed above the lower level, it is required that there is another employee stationed at the base of the ladder.
 - 2.9.8 Hazard cones and other safety signage must be placed accordingly at all times.
 - 2.9.9 Any equipment or staging parked or secured in a service road area must be attended by a ground-stationed worker, whose job shall be to watch and warn traffic in the area.
 - 2.9.10 Whenever equipment is moved through or around the facility, there must be an adequate entourage of workers to escort it safely.
 - 2.9.11 Lift equipment used must be in good repair, neat, and clean. Tires shall be cleaned before entry into the City buildings. The Contractor shall be responsible for any damages resulting to the City property from tire burns, battery leaks, oil or hydraulic leaks, scrapes, scratches, etc. Care shall be taken at all times to ensure that patrons visiting the City and City staff are not inconvenienced by the window cleaning equipment or process.
 - 2.9.12 Care shall be taken to schedule around activities in City facilities. Should it become necessary to clean near any exhibition of artwork or other crafts, great care and every precaution must be taken to insure that there is no potential for damage to any object.

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All such activity shall be approved by the Department Contract Manager and closely monitored by the Contractor's supervisor while work is in progress.

2.10 Standards of Cleaning shall be as follows:

- 2.10.1 All atmospheric salts, drip lines ("alkaline ice"), streaks, hydrocarbons, gum, cobweb, paint, loose and adhered soil, biological materials, construction materials, and haze shall be removed.
- 2.10.2 All windows frames, doorframes, railings, ledges, windowsills, trim mullions, muntins, spandrels, exterior panels, louvers, and high dusting interior surfaces associated with or directly under windows shall be wiped clean and dry.
- 2.10.3 Any streaks left by the squeegee shall be removed with a chamois or towel.
- 2.10.4 A clear, polished glass window, without any haze or streaks, shall be the result of the cleaning process.
- 2.10.5 All etched and tempered glass must be hand washed and chamois dried without any haze or streaks.

2.11 Glass Type Standards are to include the following:

- 2.11.1 Clear-Type A: Must meet all of the above standards.
- 2.11.2 Ceramic Frit-Type B: Must meet all of the above standards.
- 2.11.3 Frosted-Type C: Must meet all of the above standards except clarity.
- 2.11.4 Etched: All etched tempered glass must meet all of the above standards.

2.12 Industry standard cleaning techniques shall be allowed, but the process must be observed and approved by Department Contract Manager.

- 2.12.1 Hand brushed on a mild detergent solution, which is then dried by a squeegee or towel shall be the preferred technique.
- 2.12.2 Window trim is to be dried by wiping with a towel or chamois. This may be accomplished by ladder, Bosun's chair rigged from proper staging, scaffolding, or lift equipment. The Bosun's chair cannot be used on the airfield side of the Terminal because of the louvers located on that side.
- 2.12.3 Sprayed on rinse free solutions are not acceptable. Contractor must seek the approval of special products from the Department Contract Manager or designee.
- 2.12.4 Pressure washing is not allowed.
- 2.12.5 "Tucker Pole" techniques are not acceptable.
- 2.12.6 Hand cleaning with acceptable solutions and polishing dry by towel or chamois is allowed.

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3.0 WORK SCHEDULE

- 3.1 The Department Contract Manager or designee shall approve all work schedules.
- 3.2 Unless Department Contract Manager or designee and the Contractor have established a prior agreement, the working hours shall be Monday through Friday between the hours of 7:45 a.m. and 4:45 p.m., except on holidays observed by the City.
- 3.3 The City reserves the right to adjust Contractor's working hours whenever deemed in the best interest of the City. Such adjustments will be communicated to the Contractor twenty-four (24) hours before work is to begin.
- 3.4 The Contractor shall provide personnel in sufficient numbers to ensure quality performance. The Contractor shall develop a work schedule for window cleaning services as required by this specification. **The Contractor shall submit a proposed work schedule to the Department Contract or designee within 14 working days after the first meeting with each department.** The work schedule shall include the number of supervisors, lead workers, and general labor workers, as applicable, including the hours worked by day and time of day for each person and the total man-hours used for each cleaning. The City reserves the right to adjust the work schedule in order to meet the requirements of the City.
- 3.5 Throughout the City, there are secured areas with limited or no access to the public. The Contractor shall provide services within one (1) hour after being notified by the Contract Manager or designee that work is required within these areas.
- 3.6 The Department Contract Manager or designee may temporarily stop work in the field because of weather. Work shall begin no later than 24 hours after weather becomes permissible. In addition, there shall be no interruption in service without prior written approval by the Department Contract Manager or designee.
- 3.7 Weather permitting; all work shall be completed within 30 working days of the schedule approved by the Department Contract Manager or designee.
- 3.8 If work is to be conducted at night, weekends, or holidays without request of the City, a written notice must be given to the Contract Manager or his designee at least 48 hours before scheduled work.
- 3.9 If it becomes necessary for the Contractor to perform work at night, weekends, or holidays, a list of the Contractor's employees who are scheduled to work must be given to the Contract Manager or his designee. The Contractor's employees must have proper identification in their possession. The above procedure will insure proper entrance and exit of any facility in which the Contractor is required to work. Contractor's vehicles will be required to be clearly identifiable with company name and contact numbers.
- 3.10 The Contract Manager or designee may temporarily stop work in the field because of lack of or improper material, safety violations, or other unforeseen circumstances. If the stopped work is expected to be longer than 48 hours, the Department Contract Manager or designee will issue a stop-work-notice and notify personnel in the City facilities.
- 3.11 The starting and completion dates of each work shall be agreed upon between the Department Contract Manager or designee and the Contractor.

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4.0 SERVICE LOCATION(S)

- 4.1 Locations may be added or deleted at any time. There will be no additional charge for first time inspection of buildings added to the contract.
- 4.2 The Contractor may be requested to perform one-time services at buildings that are not on the contract. Contractor shall indicate a minimum call out charge and hourly rate for these services in the appropriate space on the bid sheet.

5.0 APPLICABLE LAWS AND REGULATIONS

The Contractor shall obtain all permits and licenses required, and shall comply with all laws, ordinances, specifications, rules and regulations for this service established by the City of Austin, State of Texas, State Board of Health, U.S. Environmental Protection Agency, U.S. Labor law, and any other applicable federal state, or local governmental provision prevailing during the term of this agreement.

6.0 JANITORIAL CONTRACT SPECIFIC SUSTAINABILITY

- 6.1 In an effort to protect the indoor air quality and health of janitorial staff and building occupants, the City believes that there are a sufficient selection of cost-competitive, effective, and environmentally sensitive cleaning supplies available in Glass, Window, and Mirror Cleaners.

Any vendor of janitorial services may be deemed in compliance with the intent of City's Green Cleaning Policy if they solely use products that are 3rd party certified eco-labels:

Third-Party Eco-Labels:

Vendors of janitorial products and services will be considered in compliance with the intent of the City's sustainability initiatives and Green Seal-42 (GS-42) cleaning procedures if they use products that meet the minimum standards listed below for cleaning supplies and janitorial products supplied to the City.

Green Seal Certified Products

1001 Connecticut Ave. NW, Suite 827
Washington DC, 20036-5525
202/872-6400
202/872-4324 (fax)
www.greenseal.org.

EcoLogo Certified Products

107 Sparks St., 2nd Floor
Ottawa, Ontario, Canada KIA 0H3
www.ecologo.org.

U.S. Environmental Protection Agency (EPA)

Design for the Environment (DfE) Program

Office of Pollution Prevention and Toxics
1200 Pennsylvania Ave. NW
Mail Code 7406-M
Washington DC, 20460
www.epa.gov/dfe/contact.htm

- 6.2 Contractor shall adhere to the following City of Austin Quick-Guide Reference, Sustainability in Cleaning and Janitorial Supplies and Services:

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6.2.1 Cleaning Chemicals:

- 6.2.1.1 EcoLogo or Green Seal for all Daily Use Chemicals (GS-37) Floor (GS-40) Hand Care (GS-41)
- 6.2.1.2 Use Concentrated Version of Chemicals with Dilution control 1:8 or greater
- 6.2.1.3 Closed Loop Systems for Dilution (Dilution Control Systems) - The use of non-proprietary dilution systems that work with more than one manufacturer's product-line are preferred
- 6.2.1.4 Stream or Course Spray When Using in Spray Bottles (No Misting)

6.2.2 Entry Matting:

- 6.2.2.1 Inside and Outside of Main Entryways
- 6.2.2.2 Mats should be at least 10-12 feet long (Including Grates or Exterior) and should be long enough for each foot to hit the mat twice when walking at a normal pace
- 6.2.2.3 Fire Retardant
- 6.2.2.4 Anti-Static
- 6.2.2.5 Solid Backing
- 6.2.2.6 Regularly Cleaned

6.2.3 Paper Products

- 6.2.3.1 EPA Guidelines for Recycled Content - Toilet Tissue (GS-01), Towels (GS-09)
- 6.2.3.2 Hands-Free and Touch-Less Systems Prevent Cross Contamination
- 6.2.3.3 Coreless Large Roll Toilet Tissues for Trash Reduction
- 6.2.3.4 Roll Towels Best for Solid Waste Reduction and Cost Savings

6.2.4 Dusting

- 6.2.4.1 Use Micro Fiber Cloths with NO CHEMICALS if possible
- 6.2.4.2 Fold Cloths and Use All Eight Sides
- 6.2.4.3 Water or Water-Based Cleaners
- 6.2.4.4 Stream or course spray (NOT mist)

6.2.5 Equipment

- 6.2.5.1 Powered cleaning equipment should be ergonomically designed to minimize vibration, noise, and user fatigue.
- 6.2.5.2 Powered cleaning equipment should be designed to reduce potential damage to building surfaces by using safeguards, such as rollers or rubber bumpers.
- 6.2.5.3 Battery powered cleaning equipment should be equipped with environmentally preferable rechargeable batteries.

7.0 SAFETY

- 7.1 All Federal, State, and local codes, rules, and regulations concerning safety will be adhered to by the Contractor.

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- 7.2 Contractor shall be responsible for assuring the safety of their employees, City employees, and the public during performance of all services under this contract.
- 7.3 Contractor shall assure that all crews are fully and properly equipped to perform services promptly and safely without delay.
- 7.4 Possession and consumption of drugs or alcoholic beverages is strictly prohibited at all times at the job sites and on or around the City's property.

8.0 PEST CONTROL – BEE, BAT, AND PEST CONTROL INFORMATION

- 8.1 The Contractor shall notify the Contract Manager verbally by phone/2 way communication and follow up in writing, of a bird, bee, bat, or wasp problem prior to the Contractor performing the services as required by the work-order. The City will then proceed with arranging safe removal of any bird nest, bat colony, and bee or wasp hive(s). Under no circumstances shall the Contractor attempt to remove or dispose an active bird nest, bat colony and bee or wasp hive. Once the nest, colony, or hive has been removed, the City will re-issue the work-order and the Contractor shall confirm receipt of the re-issued work-order within 24 hours of notification being sent. Confirmation may be via email, fax, or telephone. The Contractor then has five (5) working days to begin services as described in the work-order.

9.0 CONTRACTOR SUPERVISOR

- 9.1 The Contractor shall designate a "SUPERVISOR" point of contact (SPOC), who shall be available and on-call 24 hours a day, including weekends and holidays. SPOC shall carry a cell phone. TELEPHONE ANSWERING MACHINES ARE NOT AN ACCEPTABLE ALTERNATIVE TO REQUIREMENTS OF THIS PARAGRAPH.
- 9.2 Contractor's supervisor shall be skilled in the performance of window cleaning services; having a minimum of five (5) years experience.
- 9.3 Contractor's supervisor will report to the Contract Manager or designee daily when work is being performed under this contract.
- 9.4 Contractor's supervisor shall be responsible for the conduct and performance of the Contractor's employees, in addition to compliance with the following rules:
 - 9.4.1 Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted on the City premises. Loud, boisterous, or rude conduct shall not be permitted.
 - 9.4.2 Contractor's employees shall not use or tamper with the City office machines, disturb papers, desks and cabinets, or use City phones, equipment, or facilities except as authorized.
 - 9.4.3 Smoking inside buildings or within 25 feet of entryway shall not be permitted.

10.0 PERSONNEL

- 10.1 The Contractor shall maintain an adequate number of employees to satisfactorily perform scheduled window cleaning service.
- 10.2 Contractor personnel shall be uniformed and badged to identify themselves as Contractor employees while performing work on City properties. The Department Contract Manager or designee has the right to dismiss any Contractor employees whose conduct is improper,

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inappropriate, or offensive, and such employees shall not return on City property without the written consent of the Department Contract Manager or designee.

- 10.3 No workers will be allowed on site without proper uniform.
- 10.4 Contractor shall provide personal safety gear as needed, including earplugs, gloves, safety glasses, etc.
- 10.5 Contractor shall provide an appropriate number of first aid kits and portable eyewash kits for Contractor personnel.
- 10.6 Contractor's employees must be able to read and speak the English language sufficiently to understand and follow instructions, safety requirements, and City rules and regulations. The Department Contract Manager reserves the right to speak with the Contractor's employee to assure an adequate level of comprehension.
- 10.7 The Contractor shall designate a representative in charge of work who will be at the work site during the performance of this contract.

11.0 BID SUBMITTALS

- 11.1 The Vendor shall include with its bid submittal a portfolio showing three (3) projects that would be comparable to the 6-7 story facilities in the City facility inventory.
- 11.2 The Vendor will be required to submit a list of chemicals and products to be used under this contract, with appropriate MSDS, with the bid documents.

12.0 ADDITIONAL REQUIREMENTS

12.1 CITY HALL

- 12.1.1 When scheduling services call the building manager at 974-7976 and reserve the cut-in parking for oversized vehicles that will not fit in the underground parking garage.
- 12.1.2 Plaza paver stones on the City Hall Plaza are pedestrian grade and if a lift is used on the pavers, a protective layer of plywood is required to distribute the weight of the lift.
- 12.1.3 Lift must use caution to avoid damage to the trees surrounding the building.
- 12.1.4 The 4th floor windows are recessed in places toward the center of the building that requires access from the roof.
- 12.1.5 Access to the 4th floor requires a Building Services Department (BSD) escort to the roof of City Hall. Cleaning of the 4th floor windows is restricted to normal business hours of Monday – Friday 8:00 a.m.-5:00 p.m..
- 12.1.6 The City Hall roof does not have hooks for tying off harnesses, and special safety equipment to be supplied by the Vendor is required to tie off at the access hatch.
- 12.1.7 Lifts or other heavy equipment are not allowed on Mezzanine or other balconies due to a raised paver construction.

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12.2 LIBRARY DEPARTMENT

12.2.1 Upon arrival to any library branch location and upon completion of service, the vendor service representative shall report to the Security guard on duty by calling 974-7401 or paging 802-7022. Upon arrival and upon completion of service for the John Henry Faulk Library and the Austin History Center, the vendor service representative shall report in person to the Security guard on duty. The vendor's representative shall provide a detailed report describing services for each service performed. The Vendor shall keep Contract Manager advised of developments relating to the performance of this agreement.

12.3 AVIATION DEPARTMENT

12.3.1 The Contractor shall clean the windows on as-needed basis. The window-cleaning schedule shall be coordinated between the Contractor and the Department Contract Manager. Contractor shall be responsible for contacting the Department Contract Manager to meet within 14 days after award of contract to review Contractor's schedule.

12.3.2 The Terminal is divided into two levels. The specifications and frequency requirements will specify the floor level, the sector, and a brief description of the area.

12.3.3 The lift equipment used on the Concourse Level to access the interior upper level windows shall be limited to a maximum weight of 2,000 pounds per wheel load and not to exceed a total weight of 8,000 pounds.

12.3.4 Window headers and skylights at the Terminal are equipped with davits and a special monorail system designed to assist with window cleaning. The Contractor shall be responsible for inspecting all City provided equipment prior to use to ensure the equipment is in proper and safe operating condition. The Contractor shall not use equipment determined to be unsafe by the Vendor and the discrepancy shall be reported to the Department Contract Manager. The determination by the Department Contract Manager to remove a piece of City provided equipment from service does not relieve the Contractor of its responsibility to provide window-cleaning services. If the Department Contract Manager decides to remove any City provided equipment from service, the Vendor shall arrange alternative methods to clean the windows within 48 hours.

12.3.5 The Vendor shall be trained and follow the documentation of the current work order system utilized by the Aviation Department within 30 days after award of contract.

12.3.6 The Contractor may use an approved two-way communication system, which operates on a frequency that has been coordinated with the City to ensure compatibility with other "RF" systems being operated on the airport grounds.

12.3.7 The City shall furnish water for the cleaning of the terminal windows. Hose bibs for accessing water will be located in various areas around the ground level of the Terminal. Water will not be available on the roof.

12.3.8 Location:

12.3.8.1 The Barbara Jordan Terminal extends 2,095 feet from east to west in a slight crescent configuration. The north or, in airport terminology, "landside" of the facility faces the parking area. The south, or "airside" of the building faces the aircraft operating area. The central facility is

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280 feet wide across its center and 970 feet long. There are approximately 110 feet on either side of the central area that stretch to 45 feet in height from ground level.

12.3.8.2 The facility has four levels and each level is divided into either upper or lower levels. The sectors progress from east to west and are designated by letters A through K. Areas and the letter of the sector in which they are located precedes room numbers.

12.3.8.3 There are approximately 260,000 square feet (SF) of glass surface. Approximately 112,560 SF of glass surface is on the upper level of the terminal building. Approximately 147,440 SF of glass is on the lower level of the terminal building.

12.3.8.4 Lower Level:

- Baggage Claim Level: lower level that stretches from east to west of the lower level of the terminal.
- Apron Level: middle level, just above the baggage claim level, accessible only to airline personnel. There are windows on both the secure and public sides. Also includes exterior windows that require cleaning and can be accessed through the Apron level.

12.3.8.5 Upper Level:

- Concourse Level: upper level, screening floor which stretches from east to west of the entire terminal. These are the windows on the secure side and public level.
- Mezzanine Level: upper center level of the airport, primarily located above the concessionaires.

12.3.8.6 Elevators:

- Two located in the parking garage, in front of the terminal.

12.3.8.7 Cleaning Schedule:

- Baggage Claim Level: 12 midnight to 6:00 a.m. Equipment must be removed by 8:00 a.m.
- Apron Level: Contractor shall clean interior windows in sections extending from one column to the other. If necessary, Contractor shall at a minimum, skip a section of windows/pillars to avoid an inconvenience to the public. Contractor shall be responsible for returning to skipped windows to ensure all windows are cleaned. This will be scheduled with the Department Contract Manager.
- Concourse Level: Contractor shall clean interior windows in sections extending from one column/frame to the other. If necessary, Contractor shall at a minimum, skip a section of column/frame to avoid an inconvenience to the public. Contractor shall be responsible for returning to skipped windows to ensure all windows are cleaned. This will be schedule with the Department Contract Manager.

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- Mezzanine Level: 12 midnight to 6:00 a.m. Equipment must be removed by 8:00 a.m.
- Skylights: 12 midnight to 6:00 a.m. Equipment must be removed by 8:00 a.m.
- Elevators: Contractor shall schedule so that the elevators are down one at a time to avoid public inconvenience.

12.3.9 Schedule:

- 12.3.9.1 The Department Contract Manager shall approve all work schedules. The Contractor shall not interfere with the activity of passengers and staff in the facility.
- 12.3.9.2 For exterior windows affecting airlines, the Contractor shall be responsible for scheduling the cleaning with the Department Contract Manager in order to avoid interference with the airlines.
- 12.3.9.3 When “windows of opportunity” are limited, the Contractor shall be expected to supply adequate equipment and personnel to limited access areas quickly.
- 12.3.9.4 All work shall be completed within 30 working days of schedule approved by the Department Contract Manager, weather permitting. All completion work must begin no later than 24 hours after weather becomes permissible. In addition, there shall be no interruption in service without prior written approval by the Department Contract Manager.

12.3.10 Service Area:

Service areas shall be identified by sector, interior or exterior, and height. Contractor shall schedule work in an orderly fashion using designations as follows:

- 12.3.10.1 Baggage Level:
- Sector C Landside
 - Sector D Airside
 - Sector E Landside
 - Sector F Airside
 - Sector G Landside
 - Sector H Airside
- 12.3.10.2 Apron Level
- 12.3.10.3 Concourse Level:
- Sector A East Side, Airside
 - Sector B East Side, Airside
 - Sector C Central Landside
 - Sector D Central Airside
 - Sector E Central Landside
 - Sector F Central Airside
 - Sector G Central Landside
 - Sector H Central Airside
 - Sector J West Side, Airside

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- Sector K West Side, Airside
- 12.3.10.4 Mezzanine Level
- Sector C Central Landside
 - Sector E Central Landside
 - Sector G Central Landside
- 12.3.10.5 Skylights
- 12.3.10.6 Parking Garage Elevator
- 12.3.10.7 East End Elevators, Landside
- 12.3.10.8 West End Elevators, Landside
- 12.3.11 The Contractor shall submit an invoice within 10 working days of the completion of each window cleaning. The invoice shall detail the charges billed under the contract for the window cleaning as specified. Invoices shall be mailed to:
- Department of Aviation
Attn: Hope Reyes
3600 Presidential Blvd
Austin, Texas 78719
- 12.3.12 Airport Safety and Security:
- 12.3.12.1 Security Badges: Contractor and employees assigned to work on this contract shall be required to obtain a security badge which must be worn at all times while on the ABIA premises. The security badge may prohibit access to some restricted areas at ABIA. The Contractor's employees must comply with all security restrictions. Violations may result in the Contractor receiving an FAA fine and/or the dismissal of the employee from the ABIA premises.
- 12.3.12.2 Airport Security: The Contractor shall furnish to the Airport Police I.D. Section a list of all employees, including Texas driver's license numbers, requiring entry to the ABIA premises. Restricted entry authorizations will be issued to Contractor employees. The Airport Police I.D. Section is located on the ground level of the Airport.
- 12.3.12.3 Background Investigation: An application for each security badge must be obtained from the Airport Badging and I.D. Section. A ten (10) year background investigation will be conducted on all applications for security badge at a cost of \$38.00 per fingerprint check to be paid by the Contractor. The City reserves the right to prohibit any Contractor/employee from participating in this contract as a result of a negative background check.
- 12.3.12.4 Badge Fees: Contractor shall also provide a \$25 refundable fee required for each airport security badge. The fee is refundable upon the return of a Contractor's badge to Airport Badging and I.D. Section. Any lost, stolen, or misplaced security badges will be replaced at an additional cost to the Contractor as follows: first replacement \$50; second replacement \$75; third replacement \$100. Cost to Contractor shall increase by \$25 for each badge replacement. Upon expiration of

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this contract, the Contractor shall return all security badges to the Airport and I.D. Section.

- 12.3.12.5 Airport Safety and Security Training by Airport Police: Each employee receiving an airport security badge will be required to attend an Airport Safety and Security Training and Familiarization class, approximately one (1) hour, at no cost to the Contractor.

12.4 CONVENTION CENTER DEPARTMENT

- 12.4.1 The window-cleaning schedule shall be coordinated between the Contractor and the Department Contract Manager. Contractor shall be responsible for contacting Department Contract Manager to meet within 30 days after award of contract to review Contractor's schedule.

- 12.4.2 Locations: Services shall be provided for window washing at the following locations:

- 12.4.2.1 Austin Convention Center (ACC)
500 E Cesar Chavez
- 12.4.2.2 Austin Convention Center Parking Garage
201 E Second Street
- 12.4.2.3 Austin Convention Center Parking Garage
601 E Fifth Street
- 12.4.2.4 Palmer Events Center and Parking Garage (PEC)
900 Barton Springs

All services provided to the City under this contract shall be billed upon completion of service as requested by ACCD.

12.4.3 Security Badges

- 12.4.3.1 Contractor and employees shall be required to obtain a security badge from Security Control Center upon arrival. This security badge shall be worn at all times while on duty. Badge must be worn above the waist and on the outer most garments.
- 12.4.3.2 The security badge may not grant access to some restricted areas. The Contractor's employees shall comply with all security restrictions. Violations may result in the removal of an employee from the premises.

12.4.4 Scope of Services

- 12.4.4.1 The Contractor shall provide all labor, supervision, diagnostics, parts, materials, tools, equipment, instruments, incidentals, expendable items, personnel protective equipment, and training required for responsive service.
- 12.4.4.2 All service shall be scheduled as directed by the Contract Manager. All written estimates for services will be approved by the Contract Manager either verbally or in writing prior to start of work.

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- 12.4.4.3 Contractor shall be expected to respond to a job assignment or meet with the Contract Manager at the job site within 72 hours of notification of proposed project to discuss the project. For each job, a written estimate of the total cost of work including the target date for starting and estimated time of completion for such project will be submitted to the Contract Manager not more than an additional 24 hours later, and at no cost to the City.
- 12.4.4.4 All job estimates will be bid at the hourly labor rates and percent mark up for parts as per the bid sheet.
- 12.4.4.5 It shall be the full responsibility of the Contractor to visit and inspect the job locations prior to the submission of each job estimate. Submission of the job estimate is evidence that the contractor has familiarized himself/herself with the nature and extent of the work and any local conditions that may, in any manner, affect the scope of the work to be done, and the equipment, materials and labor required. Each job proposal will be per hourly bid rates submitted by contractor and material costs shall be in accordance with the percent mark up offered.
- 12.4.4.6 Contractors invoice shall include a detailed labor usage, list of parts Contractor cost and percentage of mark-up as per bid sheet. The Contractors invoices shall include copies of Contractors receipt or invoices for all parts used for verification by City.
- 12.4.4.7 Contractor is responsible for any loss or damage to rented or owned equipment used on a project under this contract.
- 12.4.4.8 Contractor shall be responsible for any and all equipment or property damage done as a direct result of Contractor's actions while on or around ACCD property.

12.4.5 Coordinate Performance

- 12.4.5.1 Upon arrival and departure from the premises, the vendor's service representative shall report to the Security Control Center. Upon completion of service call to the facility, the vendor's representative shall provide a detailed report describing services and parts repaired or replaced for each service performed. The Contractor shall keep Contract Manager advised of developments relating to the performance of this agreement.
- 12.4.5.2 Contractor shall schedule a meeting(s) as determined in conjunction with the Contract Manager. Notice of any such meeting(s) may be given by Contract Manager to Contractor either orally or in writing and will designate the time, date, location, Contractor attendees, and general purpose. Contractor's designated attendees must be present at any such performance meeting.

**BID SHEET
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Special Instructions:

A bid of "0" (zero) will be interpreted by the City as a no-charge (free) item and the City will not pay for that item. A bid of "no bid" will be interpreted by the City that the responder does not wish to bid on that item. Be advised, a "no bid" may be considered as non-responsive and may result in disqualification of the bid.

The quantities noted below are annual estimates and not a guarantee of actual volume. The City does not guarantee the purchase of the quantities listed. Quantities are provided as a guide based on historical usage. Actual purchases may be more or less.

Failure to respond to all sections of this Bid Sheet or altering this Bid Sheet may result in the disqualification of the bidder's bid.

MANDATORY PRE-BID/SITE-VISIT ARE AS FOLLOW:

Date: 03/07/12, 01:00 p.m. Location: ABIA 3600 Presidential Blvd. Baggage Claim (lower level) west end at door to Security and ID.

Date: 03/08/12, 08:00 a.m. Location: City Hall Lobby. 301 W. Second Street.

Date: 03/08/12, 10:00 a.m. Location: APD Headquarters. 715 E. 8th St

Date: 03/08/12, 01:30 p.m. Location: Austin Convention Center. 500 E Cesar Chavez, main administrative office

Date: 03/09/12, 09:00 a.m. Location: Rutherford Lane Campus. 1520 Rutherford Lane, building 1 security desk

Date: 03/09/12, 01:00 p.m. Location: John Henry Faulk Central. 800 Guadalupe

BUYER: Sai Xoomsai

Copies of Bid: Vendor must submit four copies of its signed bid - one original and three copy.

SECTION A LABOR RATE (70 POINTS)

Include interior and exterior cleaning

ITEM NO.	AVIATION DEPARTMENT	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Baggage Claim Level	2	Each		
2	Apron Level	2	Each		
3	Concourse Level	2	Each		
4	Mezzanine Level	2	Each		
5	Skylight	2	Each		
6	Elevators	2	Each		
ITEM NO.	CONVENTION CENTER DEPARTMENT	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
7	Convention Center (ACC) - 500 E Cesar Chavez	2	Each		
8	Parking Garage - 201 E Second Street	2	Each		
9	Parking Garage - 601 E Fifth Street	2	Each		
10	Palmer Events Center and Parking Garage (PEC) - 900 Barton Springs	2	Each		
ITEM NO.	OTHER FACILITIES	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
11	City Hall - 301 W. Second Street	1	Each		
12	Rutherford Lane Campus - 1520 Rutherford Lane	1	Each		
13	APD Headquarters and Patrol Building - 715 E. 8th St.	1	Each		
14	John Henry Faulk Central - 800 Guadalupe	1	Each		
ITEM NO.	LABOR RATE FOR WINDOW CLEANING SERVICES	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
15	Hourly labor rate for services	750	HOUR		
TOTAL BID					

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SECTION B COST OF EQUIPMENTS RENTAL AND MATERIALS (20 POINTS)

EQUIPMENT/MATERIALS		% MARK-UP
16	Mark-up to vendor cost for all equipment rentals the City may wish to rent from Vendor in the future.	% _____
17	Mark-up to vendor cost for all materials the City may wish to purchase from Vendor in the future.	% _____
TOTAL BID		

SECTION C SUSTAINABILITY (10 POINTS)

ITEM NO.	DESCRIBE HOW YOUR FIRM WILL USE THE SUSTAINABLY METHOD IN WINDOW CLEANING. <i>PLEASE SUBMIT DOCUMENTATION TO SUPPORT YOUR CLAIMS. ATTACH OTHER PAGES AS NECESSARY.</i>
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FOR INFORMATIONAL PURPOSES ONLY: THE CITY MAY WISH TO PURCHASE ADDITIONAL ITEMS OR SERVICES FROM THE SUCCESSFUL BIDDER IN THE FUTURE THAT ARE NOT LISTED ON THIS BID SHEET. INDICATE THE DISCOUNT FROM MANUFACTURER'S SUGGESTED RETAIL PRICE FOR THESE ITEMS OR SERVICES. _____% FROM MSRP

COMPANY NAME: _____

SIGNATURE OF
AUTHORIZED REPRESENTATIVE: _____

EMAIL ADDRESS: _____

PRINTED NAME: _____