



Amendment No. 5
to
Contract No. NA140000166
for
Drug and Alcohol Testing
between
Capital Area Occupational Medicine
dba St. David's Occupational Health Services
and the
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective September 18, 2018 through September 17, 2019. One option will remain.
- 2.0 The total contract amount is increased by \$111,845.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 09/18/2014 – 09/17/2015	\$111,845.00	\$111,845.00
Amendment No. 1: Administrative increase AFD 05/12/2015	\$27,961.00	\$139,806.00
Amendment No. 2: Option 1 – Extension 09/18/2015 – 09/17/2016	\$111,845.00	\$251,651.00
Amendment No. 3: Option 2 – Extension 09/18/2016 – 09/17/2017	\$111,845.00	\$363,496.00
Amendment No. 4: Option 3 – Extension 09/18/2017 – 09/17/2018	\$111,845.00	\$475,341.00
Amendment No. 5: Option 4 – Extension 09/18/2018 – 09/17/2019	\$111,845.00	\$587,186.00

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

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

Sign/Date:

Printed Name: Chris Kadlecek
Authorized Representative
Capital Area Occupational Medicine dba
St. David's Occupational Health Services
918 East 32nd Street
Austin, Texas 78705

Chris.kadlecek@stdavids.com
512-544-8195

Sign/Date:

~~Danielle Lord~~ JONATHAN DALCHAU
Procurement Manager PROCUREMENT SPECIALIST II
City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



Amendment No. 4
to
Contract No. NA140000166
for
Drug and Alcohol Testing
between
Capital Area Occupational Medicine
dba St. Davids Occupational Health Services
and the
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective September 18, 2017 through September 17, 2018. Two options will remain.
- 2.0 The total contract amount is increased by \$111,845.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 09/18/2014 – 09/17/2015	\$111,845.00	\$111,845.00
Amendment No. 1: Administrative increase AFD 05/12/2015	\$27,961.00	\$139,806.00
Amendment No. 2: Option 1 – Extension 09/18/2015 – 09/17/2016	\$111,845.00	\$251,651.00
Amendment No. 3: Option 2 – Extension 09/18/2016 – 09/17/2017	\$111,845.00	\$363,496.00
Amendment No. 4: Option 3 – Extension 09/18/2017 – 09/17/2018	\$111,845.00	\$475,341.00

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

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

Sign/Date:  8/31/17

Printed Name: Chris Kadlecsek
Or other Authorized Representative
Capital Area Occupational Medicine dba
St. Davids Occupational Health Services
918 East 32nd Street
Austin, Texas 78705

Chris.kadlecsek@stdavids.com
512-544-8195

Sign/Date:  9-5-17

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



Amendment No. 3
to
Contract No. NA140000166
for
Drug and Alcohol Testing
between
Capital Area Occupational Medicine
dba St. Davids Occupational Health Services
and the
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective September 18, 2016 through September 17, 2017. Three options will remain.
- 2.0 The total contract amount is increased by \$111,845.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 09/18/2014 – 09/17/2015	\$111,845.00	\$111,845.00
Amendment No. 1: Administrative increase AFD 05/12/2015	\$27,961.00	\$139,806.00
Amendment No. 2: Option 1 – Extension 09/18/2015 – 09/17/2016	\$111,845.00	\$251,651.00
Amendment No. 3: Option 2 – Extension 09/18/2016 – 09/17/2017	\$111,845.00	\$363,496.00

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

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

Sign/Date: *Chris Kadlec* 8/18/16

Printed Name: Chris Kadlec
Or other Authorized Representative
Capital Area Occupational Medicine dba
St. Davids Occupational Health Services
918 East 32nd Street
Austin, Texas 78705

Chris.kadlec@stdavids.com
512-544-8195

Sign/Date: *Linell Goodin-Brown* 9-8-16

Linell Goodin-Brown
Contract Compliance Supervisor
City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



Amendment No. 2
to
Contract No. NA140000166
for
Drug and Alcohol Testing
between
Capital Area Occupational Medicine
dba St. Davids Occupational Health Services
and the
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective September 18, 2015 through September 17, 2016. Four options will remain.
- 2.0 The total contract amount is increased by \$111,845.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 09/18/2014 – 09/17/2015	\$111,845.00	\$111,845.00
Amendment No. 1: Administrative increase AFD 05/12/2015	\$27,961.00	\$139,806.00
Amendment No. 2: Option 1 – Extension 09/18/2015 – 09/17/2016 <i>6/15</i>	\$111,845.00	\$251,651.00

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

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

Sign/Date: *[Signature]* 9/8/15

Printed Name: Chris Kadlecek
Or other Authorized Representative
Capital Area Occupational Medicine dba
St. Davids Occupational Health Services
918 East 32nd Street
Austin, Texas 78705

Chris.kadlecek@stdavids.com
512-544-8195

Sign/Date: *[Signature]* 9/11/15

Joe Barrios
Acting Contract Compliance Supervisor
City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



Amendment No. 1
to
Contract No. NA140000166
for
Drug and Alcohol Testing
between
Capital Area Occupational Medicine
dba St. Davids Occupational Health Services
and the
City of Austin

1.0 The City hereby exercises a 25% administrative increase for the above-referenced contract in the amount of \$27,961.

2.0 The total Contract authorization is recapped below:


Term	Contract Amount for the Term	Total Contract Amount
Basic Term: 9/18/14 – 9/17/15	\$111,845.00	\$111,845.00
Amendment No. 2: Administrative Increase 5/11/15	\$27,961.00	\$139,806.00

3.0 MBE/WBE goals do not apply to 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:  5/12/2015
Chris Kadlec
St. Davids Occupational Health Services
918 E. 32nd Street
Austin, TX 78705

Signature:  5.12.15
Erin D'Vincent, Senior Buyer Specialist
City of Austin
Purchasing Office



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

September 18, 2014

Capital Area Occupational Medicine dba St. David's Occupational Health Services
Attn: Chris Kadlecek
918 E. 32nd Street
Austin, Texas 78705

Dear Mr. Kadlecek:

The City of Austin has approved the award and execution of a contract with your company for drug and alcohol testing services.

Responsible Department:	Emergency Medical Services
Department Contact Person:	William Alderete
Department Contact Email:	William.Alderete@austintexas.gov
Department Contact Telephone:	(512) 978-0485
Project Name:	Drug and Alcohol Testing Services
Contractor Name:	Capital Area Occupational Medicine dba St. David's Occupational Health Services
Contract Number:	NA140000116
Contract Amount:	\$111,845/\$111,845 per option
Contract Period:	09/18/2014-09/17/2015
Extension Options:	Five 12-month options
Requisition Number:	9300 NA140000166
Solicitation Number:	TLG0101
Agenda Item Number:	54
Council Approval Date:	08/28/14

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,

Terra Green, Buyer II
Purchasing Office

**CONTRACT BETWEEN THE CITY OF AUSTIN (“City”)
AND
CAPITAL AREA OCCUPATIONAL MEDICINE dba ST. DAVIDS OCCUPATIONAL HEALTH
SERVICES (“Contractor”)
for
Drug and Alcohol Testing Services
NA140000166**

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 Capital Area Occupational Medicine dba St. David’s Occupational Health Services having offices at Austin, Texas 78705 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 TLG0101.

1.1 This Contract is composed of the following documents:

- 1.1.1 This Contract
- 1.1.2 The City’s Solicitation, Invitation for Bid-Best Value (IFB-BV), TLG0101 including all documents incorporated by reference
- 1.1.3 Capital Area Occupational Medicine dba St. David’s Occupational Health Services Offer, dated May 13, 2014, including subsequent clarifications

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

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

1.3 Term of Contract. The Contract will be in effect for an initial term of twelve (12) months and may be extended thereafter for up to five (5) twelve (12) month extension option(s), subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.

1.4 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$111,845 for the initial Contract term and \$111,845 for each extension option as indicated in the Bid Sheet, IFB-BV Section 0600. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.

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

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

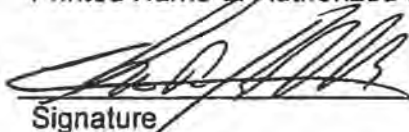
In witness whereof, the City has caused a duly authorized representative to execute this Contract on the date set forth below.

**CAPITAL AREA OCCUPATIONAL
MEDICINE DBA ST. DAVIDS
OCCUPATIONAL HEALTH SERVICES**

CITY OF AUSTIN

CHRIS P. KADLECEN

Printed Name of Authorized Person



Signature

DIRECTOR

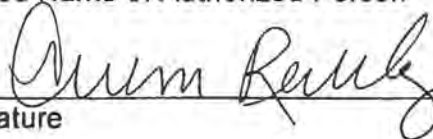
Title:

9/18/14

Date:

Teresa Reedy

Printed Name of Authorized Person



Signature

Corp. Contract Compliance Mgr.

Title:

9/18/14

Date:

St. David's

**OCCUPATIONAL
HEALTH SERVICES**

Invitation for Bid

**City of Austin
Drug and Alcohol Testing Services
Provided for
Austin Police, Fire,
and EMS
Departments**

Solicitation No: TLG0101

May 13, 2014

Submitted by:

St. David's Occupational Health Services
918 East 32nd Street
Austin, Texas 78705
(512) 544-8195

Contact: Chris Kadlecsek, Jolene Shriner



CITY OF AUSTIN, TEXAS
Purchasing Office
INVITATION FOR BID BEST VALUE (IFB-BV)

SOLICITATION NO: TLG0101

COMMODITY/SERVICE DESCRIPTION: Drug and Alcohol Testing

DATE ISSUED: 04/21/2014

REQUISITION NO.: 14030700248

COMMODITY CODE: 95207

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

BID DUE PRIOR TO: 05/13/14, 2:00 PM, local time

BID OPENING TIME AND DATE: 5/13/14, 2:15 PM, local time

Terra Green
Buyer II

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

Phone: (512) 972-4022

E-Mail: terra.green@austintexas.gov

When submitting a sealed Offer and/or Compliance Plan, use the address below:

City of Austin, Purchasing Office
Municipal Building
124 W 8 th Street, Rm 308
Austin, Texas 78701
Reception Phone: (512) 974-2500

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

SUBMIT 1 ORIGINAL AND 3 COPIES OF YOUR RESPONSE

The Vendor agrees, if this Offer is accepted within 120 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.

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	5
0500	SPECIFICATION	10
0600	BID SHEET – Must be completed and returned with Offer	3
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

* Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address:

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. 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.

I agree to abide by the City's MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation, I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies, I agree to 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 and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website:

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If I am awarded the contract I agree to continue complying with the City's MBE/WBE Procurement Program Ordinance and Rules including contacting SMBR if any subcontracting is later identified.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: St. David's Occupational Health Services

Federal Tax ID No.: [REDACTED]

Printed Name of Officer or Authorized Representative: Chris P. Kadlecek

Title: Director - St. David's Occupational Health Services

Signature of Officer or Authorized Representative: 

Date: May 12, 2014

E-Mail Address: Chris.Kadlecek@stdavids.com

Phone Number: 512-544-8195

* Completed Bid Sheet, section 0600 must be submitted with this Offer sheet to be considered for award

**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 March 2013).

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.
- 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.

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- 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 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, facsimile, email, 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 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

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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. **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.
39. **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.
40. **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.
41. **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.
42. **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

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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.

43. **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.
44. **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.
45. **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.
46. **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.
47. **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.
48. **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

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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.

49. **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 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.
50. **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.
51. **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.

52. **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.
53. **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.

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54. 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 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.

55. 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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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 fax, to 512-972-4015, or email, to terra.green@austintexas.gov by close of business seven calendar days before the bid due date.

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 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 \$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 WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, 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 Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (b) Contractor/Subcontracted Work.
 - (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/or Underground Coverage.

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- (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 CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
- iv. **Professional liability Insurance:** The Contractor shall provide coverage, at a minimum limit of \$1,000,000 per claim, to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under this Agreement.

If coverage is written on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. This coverage shall be continuous and will be provided for 24 months following the completion of the contract.

- 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.

Note: If delivery is made by common carrier, then the requirements for Workers Compensation and Business Automobile insurance listed in Sections 3.B.i and 3.B.iii do not apply. The selected vendor must submit a statement on the planned method of shipment.

3. TERM OF CONTRACT:

- A. The Contract shall be in effect for an initial term of 12 months and may be extended thereafter for up to 5 additional 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.
- D. Prices are firm and fixed for the first 12 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

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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 unique 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. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**
 - A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person 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. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
 - D. The City requires Offerors submitting Offers on this Solicitation to provide a signed Section 0810, Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying 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. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>
7. **ECONOMIC PRICE ADJUSTMENT:**
 - A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first 12 months 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 on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
 - B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.

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- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
- i. The following definitions apply:
- (1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
 - (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100%	
Database Name: Medical and diagnostic laboratories	
Series ID: PCU6215--6215--	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: National	
Description of Series ID: Medical and diagnostic laboratories	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: 100%	

- E. **Calculation:** Price adjustment will be calculated as follows:

Single Index: Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

- F. If the requested adjustment is not supported by the referenced index, the City, as its sole discretion, may consider approving an adjustment on fully documented market increases.

9. **CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

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William Alderete

512-978-0485

William.Alderete@austintexas.gov

*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

SCOPE OF WORK FOR DRUG AND ALCOHOL TESTING

1.0 PURPOSE

The purpose of this contract is to provide the City of Austin (City) with a drug and alcohol testing program for uniformed and non-uniformed employees that is compliant with the Department of Transportation Regulations (DOT) and 49 CFR, parts 40 and 382 issued under the Omnibus Transportation Employee Testing Act of 1991 and the City of Austin Emergency Medical Services (EMS) Department Meet and Confer contract with the EMS Employee Association. http://www.dot.gov/sites/dot.dev/files/docs/PART40_2012.pdf
<http://www.cleat.org/wp-content/uploads/2013/03/EMS-Meet-and-Confer-Agreement.pdf>

2.0 BACKGROUND

2.1 AUSTIN TRAVIS COUNTY EMERGENCY MEDICAL SERVICES

Austin Travis County Emergency Medical Services (ATCEMS) employs approximately 475 uniformed employees and about 100 non-uniformed employees.

The drug and alcohol testing program will include all employees, who at any given time, may be required to handle or administer pharmaceuticals or operate city owned vehicles. This I will include uniformed employees and non-uniformed employees.

ATCEMS employees are subject to a urine analysis as well as a saliva analysis. In the case of post-accident-post on the job injury, they are also subject to a chemical breath test for alcohol.

2.2 AUSTIN POLICE DEPARTMENT

The Austin Police Department (APD) employs over 1,700 police officers.

All police officers are subject to drug testing on a random basis, upon reasonable suspicion, and after a critical incident. In addition, officers assigned to certain Divisions may be randomly tested up to three times a year.

Random drug testing shall be done by urine analysis. Drug testing for pre-employment shall be done by both urine and hair follicle analysis. Critical incident and reasonable suspicion may be done by one or any combination of urine, hair follicle, breath, or blood analysis.

2.3 AUSTIN FIRE DEPARTMENT

The Austin Fire Department (AFD) employs over 1,100 fire fighters.

All fire fighters are subject to drug testing on a random basis, upon reasonable suspicion and after a critical incident. Passing a pre-employment drug testing is required as a condition of employment.

3.0 CONTRACTOR'S RESPONSIBILITIES

- 3.1 The Contractor shall have a minimum of three collection sites that are capable of handling all required tests.

- 3.1.1 The Contractor shall have at least one site in each geographic zone as indicated below:
 - 3.1.1.1 Zone 1: North West- The northwest geographic zone is defined as the area north of US Hwy 183 North, west of N. Lamar; south of Parmer Lane and east of Anderson Mill Road.
 - 3.1.1.2 Zone 2: Central- The central geographic zone is defined as the area west of IH35; east of Loop 1/MoPac Highway; north of the Lady Bird Lake and south of 51st Street.
 - 3.1.1.3 Zone 3: South West- The southwest geographic zone is defined as the area South of Ben White Blvd; west of Congress Avenue; north of Stassney Lane and east of Manchaca Road.
- 3.1.2 Each site shall provide adequate light in parking area for City customers, ambulances, motorcycles, and delivery vans.
- 3.1.3 Each site shall be in compliance with the Americans with Disabilities Act (ADA).
http://www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm
- 3.2 The Contractor shall have a mobile unit or equivalent capability for accident sites and/or hospital sites.
- 3.3 The Contractor shall provide specimen collection services, laboratory services, medical review office services, and record keeping and data collection.
- 3.4 The Contractor shall provide, at their facility, specimen collection and alcohol testing 24-hours a day, 7 days a week, 365 days a year.
- 3.5 The Contractor shall comply with all applicable Federal and State testing requirements.
- 3.6 The Contractor shall establish a "chain of custody" procedure that complies with Federal Regulations.
<http://www.phmsa.dot.gov/staticfiles/PHMSA/hrmpdfs/1988%20hist%20rulemaking/53%20FR%2047002.pdf>
- 3.7 The Contractor shall establish a "chain of custody" in the transfer of samples to the IDA certified laboratory and necessary forms relating to the same.
http://workplace.samhsa.gov/DrugTesting/Level_1_Pages/CertifiedLabs.html
<http://www.drugabuse.gov/related-topics/drug-testing>
- 3.8 The Contractor shall contract with a Federal Department of Health and Human Services' National Institute on Drug Abuse (NIDA) certified laboratory for testing.
- 3.9 The Contractor shall establish an internal procedure for random testing of City employees on a monthly and/or quarterly basis.

4.0 CONTRACTOR TESTING REQUIREMENTS

- 4.1 Laboratory Analysis

- 4.1.1 All laboratory analysis shall be provided in accordance with all current DOT regulations and the Department of Health and Human Services (DHHS) procedures and remain current throughout the entire term of the contract .
- 4.1.1.1 Urine analysis shall be conducted with an initial immunoassay screen to eliminate negative urine specimens from further analysis.
- 4.1.1.2 Positive screen results shall be confirmed by conducting gas chromatography/mass spectrometry (GC/MS) method of analysis.
- 4.1.1.3 The same laboratory shall accomplish primary screening and positive confirmatory testing. A different laboratory, certified by the DHHS, as directed by the Medical Review Officer (MRO) shall conduct Split Sample Testing.
- 4.1.1.4 Retainage of split urine specimen shall be maintained in frozen storage for sixty (60) days from the date on which the laboratory acquires it.
- 4.1.1.5 Retainage of split hair specimens shall be maintained for ninety (90) days from the date on which the laboratory acquires it.
- 4.1.1.6 Retainage of blood specimens shall be maintained in frozen storage for ninety (90) days from the date on which the laboratory acquires it.
- 4.1.1.7 The cutoff values used in the oral specimen testing shall be based on current Substance Abuse Mental Health Services Administration (SAMHSA) Guidelines for Oral Fluid Testing.
- 4.1.1.8 The Contractor shall provide the MRO, within twenty-four (24) hours, positive or negative results.
- 4.1.1.9 Provide proper documentation and storage of test results and describe procedures to ensure protection to samples.
- 4.1.2 The Contractor shall conduct the following five types of controlled substances and alcohol testing for employees:
- 4.1.2.1 Pre-employment testing
- 4.1.2.2 Reasonable suspicion testing
- The Contractor shall have the ability to provide on-site testing within one (1) hour of the request for testing.
 - On-site testing for alcohol may be done at the scene of an accident or at the Contractor's facility/clinic; this will be determined by the City.
- 4.1.2.3 Post fleet accident testing
- 4.1.2.4 Post-Accident On the Job Injury (OJI) testing

- The Contractor shall have the ability to perform required test within one (1) hour of the request for testing.

4.1.2.5 Random testing

4.2 Drug Testing

4.2.1 Five (5) Panel Split Sample Drug Screen to include:

- Marijuana (THC metabolite)
- Cocaine (including crack)
- Amphetamines (including methamphetamines)
- Opiates (including heroin)
- Phencyclidine (PCP) with Ecstasy panel include

4.2.2 Other Opiate panel included on every third specimen of random testing. Other opiates include:

- Barbiturates
- Benzodiazepines
- Propoxyphene/Metabolite
- Methadone

4.2.3 Reasonable Suspicion Testing:

- Steroid Panel: Anabolic Steroid
- Boldenon
- Epitestosterone
- Methandienone
- Methyltestosteron
- Nandrolone
- Oxandrolone
- Oxymetholone
- Stanozolo
- Testosterone Conc

4.2.4 Direct observation shall not be a part of the urine collection process unless lab personnel have reason to believe that the initial specimen was adulterated.

4.2.5 The Split sample method shall be conducted in accordance with the Department of Health and Human Services (DHHS) regulations.

4.3 Breath Alcohol Testing

4.3.1 Breath Alcohol Testing (BAT) is performed by certified Breath Alcohol Technicians in accordance with DOT guidelines.

4.3.2 Alcohol testing shall be included in all post OJI tests, post fleet accident testing, and reasonable suspicion testing.

- 4.3.3 BAT is to be performed utilizing devices to measure breath alcohol included in the DOT Conforming Product list of Evidential Breath Measurement Devices.
- 4.3.4 Facilities shall provide visual and aural privacy to the individual being tested to prevent unauthorized persons from seeing or hearing test results.
- 4.3.5 Test results shall be available immediately to the City following breath alcohol test.
- 4.3.6 All necessary equipment, personnel, and materials for testing shall be provided by the Contractor at the location where testing is conducted.

4.4 Random Drug Testing

- 4.4.1 The Contractor shall provide an approved scientific method for random selection of employees, including one database for employees who are eligible for random testing annually, and another for those employees who are eligible for random testing up to three times annually (for assignment screening) ten (10) days after contract award date.
- 4.4.2 Each City Department will provide an updated, electronic employee list to the Contractor each month.
- 4.4.3 Upon request from the Contract Manager, random lists, using Microsoft Excel compatible software, shall be generated and electronically forwarded to the Contract Manager according to numerical needs.
- 4.4.4 Upon request, the Contractor shall provide database information to the City for verification of current employees in each database. The City will provide the vendor changes to the database as they occur or at a minimum on a monthly basis.
- 4.4.5 Record of employee selection for random testing shall be maintained by the Contractor and available upon request.

4.5 Hair Specimen Collection

- 4.5.1 The following methods of specimen collection shall be provided:
 - 4.5.1.1 Three samples of hair shall be collected from the scalp or other body area, if necessary. No samples shall be taken from the pubic area.
 - 4.5.1.2 If an officer does not have sufficient head or body hair for a sample, a fingernail or toenail sample shall be taken for analysis.

4.6 Expert Witness, shall be any of the following:

- 4.6.1 Medical Review Officer (MRO)
- 4.6.2 Toxicologist

4.6.3 Collection/Blood Alcohol Technician and other personnel as needed

4.7 Test Results

4.7.1 The laboratory shall report all specimen test results to the MRO, defined by the Federal Health and Human Services Administration, as "A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results" for review prior to releasing test results.

4.7.1.1 Negative

The laboratory shall report negative or "diluted" test results within 24 hours after receipt of a specimen by the laboratory.

4.7.1.2 Positive

The laboratory shall report positive test results within 24 hours after receipt of a specimen by the laboratory.

4.8 Blind Specimen Testing

4.8.1 Blind specimen testing will be conducted in accordance with current federal regulations and standards.

http://www.dot.gov/odapc/part40/40_103

4.9 The City reserves the right to add addition drug screening requirements as needed.

Specific to ATCEMS:

Drug testing shall be for illegal drugs and controlled substances listed in 49 CFR Section 40.87 and for designated medications that are approved or use in patient care by the current Clinical Operating Guidelines as adopted by the Department.

<http://www.atcomd.org/index.php/clinical-opsstandards>

4.9.1 Urine Testing

Seven (7) Panel plus Fentanyl and Oxycodone to include:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids (Marijuana)
- Cocaine Metabolites
- Opiates
- Oxycodone
- Phencyclidine (PCP)

4.9.2 Saliva Testing

Seven (7) + 3 Panel Saliva Testing to include:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids (Marijuana)

- Cocaine Metabolites
- Opiates
- Oxycodone
- Phencyclidine (PCP)
- Ecstasy screen (MDA/MDMA)
- Methamphetamine

Specifications specific to APD:

4.10 Blood Alcohol Testing

4.10.1 At the discretion of the Austin Police Chief or designee, APD will occasionally require blood analysis for critical incident and reasonable suspicion testing.

4.10.1.1 Contractor shall provide staff that are qualified, certified and/or licensed by an appropriate Federal, State, or local authority to perform blood draws.

4.10.1.2 Contractor shall be required to draw typically two (2) blood draws per subject, but the required number of blood draws may vary in order to obtain sufficient sample blood volume.

4.10.1.3 Blood samples drawn shall be collected in a medically approved manner, following all labeling, chain of custody, and refrigeration protocol as established by Federal, State and local authority.

5.0 MEDICAL REVIEW OFFICER (MRO)

5.1 The Contractor shall provide medical review services by an American Association of Medical Review Officers certified MRO.

5.2 The MRO shall be a physician licensed in the State of Texas (medical doctor or doctor of osteopathy) who shall be responsible for receiving laboratory results generated by the City's alcohol and drug testing program.

5.3 The MRO shall be experienced in substance abuse disorders and have appropriate medical training to interpret and evaluate an individual's:

- Confirmed positive test result
- Medical history
- Other relevant biomedical information

5.4 The MRO shall be responsible for contacting the employee to obtain additional medical information.

5.5 The MRO shall be responsible for investigating information, reviewing same, and making a determination as to the positive or negative status of the substance use.

5.6 The MRO shall provide physical examinations, if necessary.

- 5.7 The Contractor shall provide written proof of the qualifications of the MRO. Proof shall include medical degree(s), licenses and certifications, and years of experience and shall be included under Section C on the Bid Sheet.
- 5.8 The Contractor shall provide procedures used to report negative and positive test results, within twenty-four (24) hours of review by the MRO.
- 5.9 The Contractor shall submit information documenting the percentage of time the MRO maintains a medical practice apart from his/her responsibilities as an MRO.

Note: To be consistent with Federal Regulations and to avoid a potential conflict of interest, the MRO cannot be an employee of the testing laboratory conducting the drug tests. The MRO shall not enter into any relationship with an employer's laboratory that creates a conflict of interest or the appearance of a conflict of interest with their responsibilities to said employer. The MRO may not derive any financial benefit by having an employer use a particular laboratory.

6.0 RECORD KEEPING, DATA COLLECTION, AND STATE MANAGEMENT REPORTING

- 6.1 The Contractor shall provide the City all required reports including any reports mandated by Federal Regulations governing the drug and alcohol testing program.
- 6.2 The Contractor shall be required to setup a data base of all employees. The data base shall include: name, social security number, employee identification number, classification, department, division or unit of employment and phone number.
- 6.3 The Contractor shall be required to maintain all records, including confidential records, concerning the collection and test results for the appropriate time period as established in the Federal Regulations or should state law require a longer period for record retention, the latter shall be the standard operating procedure.
- 6.4 The Contractor shall ensure that all test results are forwarded directly to the MRO for depository or if deemed appropriate by the City, directly to the Contract Manager for which the employee works.
- 6.5 The Contractor shall provide the Contract Manager, with each City department, a monthly summary of all test results conducted, the outcome of those results, and any other pertinent data that is deemed appropriate by the City on a monthly basis.
- 6.6 The Contractor shall provide documentation on how tests shall be conducted.
- 6.7 The Contractor shall provide within forty-eight hours updates on any report required by the City.

7.0 RESPONSE TIME

- 7.1 The Contractor shall deliver within a twenty-four (24) hour period verification of results to the City.
- 7.2 The Contractor shall provide or have the capability of providing twenty-four (24) hour coverage for all testing.

- 7.3 In instances of "post-accident" testing, the Contractor shall have the capability of performing the required tests within one (1) hour of the request for testing.

8.0 COMMUNICATIONS

In addition to providing written correspondence and reports required by the City to meet compliance of Federal Regulations and State requirements, the Contractor shall also provide:

- Telephonic reporting of all results, services of a telephone number which is answered 24/7/365 for assistance
- A secure fax machine or email to provide confidential information on employee's drug and alcohol test results.

9.0 CONFIDENTIALITY

To protect the individual, all records that are maintained by the vendor or its sub-Contractors shall be kept confidential. Any violation may result in the Contractor being held liable by the City of Austin and the individual, whose record was disclosed.

10.0 REPORTING REQUIREMENTS

- 10.1 Positive test results shall be reported to the Contract Manager or their designee as soon as possible after confirmation of results and no later than 24 hours after their confirmation. Positive test result reporting shall be by telephonic methods.
- 10.2 Monthly and annual testing reports containing information to be defined by the Contract Manager shall be available electronically.
- 10.3 Contractor shall provide the Contract Manager hard copy test results and completed chain of custody forms signed by the MRO upon completion of test results review.

11.0 QUALITY ASSURANCE REQUIREMENTS

- 11.1 Quarterly, the Contractor shall provide a report indicating the percentage of error in all labs used for urinalysis to the Contract Manager
- 11.2 The Contract Manager will monitor performance, and if, after three (3) times of non-performance, the City reserves the right to terminate the Contract with cause.

12.0 EVALUATION CRITERIA

- 12.1 Price – 51 Points Maximum. Bidder with the lowest cost to the City receives maximum points; remaining bidders are scored on a percentage ratio basis.
- 12.2 Collection Facilities, Collection Procedures, Reporting, Random Drug Testing – 19 Points Maximum. Description of procedures for collection, laboratory analysis, reporting and review of test results, method of random selection, and MRO procedures. List of collection facilities including, staffing levels, addresses and hours of operation. Bidder may be asked to provide a tour of each facility. Name(s) of contracted laboratory services and copies of certifications. Describe mobile unit or equivalent capability for accident sites.

12.3 Experience and Personnel – 20 Points Maximum. submit current certification for BATs; proof of credential and training certifications for MRO to include all relative medical training and background and applicable experience; resumes of all professional and technical staff providing services under this contract; and company background investigation policy of bidder and subcontractors.

12.4 Local Business Presence – 10 Points Maximum.

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

**BID SHEET
CITY OF AUSTIN
IFB-BV TLG0100
ALCOHOL AND DRUG TESTING SERVICES**

BUYER: Terra Green

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

Special Instructions:

A bid of '0' (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to 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. Failure to respond to each section of this bid sheet may result in disqualification of your bid.

FOB Destination, freight prepaid and allowed and to be included on the bid price.

SECTION A - PRICE (51 Points)

Category 1- Austin Police Department (APD) Collection/Testing (Normal Business Hours, M-F) Using Vendor Fixed Collection Site
Provide Your Company's Normal Business Hours: 0800 to 1630

Please

Item	Description	Estimated Quantity	Per Collection Cost	Extended Price
1.1	Urine specimen collection: 5 Panel plus Ecstasy, Laboratory Analysis & MRO Review	500/year	\$ <u>35</u>	\$ <u>17,500.00</u>
1.2	Urine specimen collection: LSD Panel (for cause only) Laboratory Analysis & MRO Review	2/year	\$ <u>84</u>	\$ <u>168.00</u>
1.3	Urine specimen collection: Other Opiate (every 3rd test, random) Laboratory Analysis & MRO Review	150/year	\$ <u>25</u>	\$ <u>3750.00</u>
1.4	Breath Alcohol Testing	1/year	\$ <u>25</u>	\$ <u>25.00</u>
1.5	Hair Specimen Collection, Laboratory Analysis & MRO Review	250/year	\$ <u>64</u>	\$ <u>16,000.00</u>
1.6	Steroid Panel: Anabolic Steroid	2/year	\$ <u>180</u>	\$ <u>360.00</u>
1.7	Blood Specimen Collection, Laboratory Analysis & MRO Review	20/year	\$ <u>27</u>	\$ <u>540.00</u>
	SUBTOTAL Category 1			\$ <u>38,343.00</u>

Category 2- Austin Police Department (APD) Collection/Testing (After Business Hours, M-F) Using Vendor Fixed Collection Site
Provide Your Company's After Business Hours: 1630 to 0300

Please

2.1	Urine specimen collection: 5 Panel plus Ecstasy, Laboratory Analysis & MRO Review	65/year	\$ <u>68</u>	\$ <u>4420.00</u>
2.2	Urine specimen collection: Other Opiate (every 3rd test, random) Laboratory Analysis & MRO Review	1/year	\$ <u>25</u>	\$ <u>25.00</u>
2.3	Breath Alcohol Testing	1/year	\$ <u>25</u>	\$ <u>25.00</u>
2.4	Steroid Panel: Anabolic Steroid	1/year	\$ <u>180</u>	\$ <u>180.00</u>
2.5	Blood Specimen Collection, Laboratory Analysis & MRO Review	1/year	\$ <u>27</u>	\$ <u>27.00</u>
	SUBTOTAL Category 2			\$ <u>4677.00</u>

Category 3- Austin Police Department (APD) Collection/Testing (Weekends and Holidays-24 hours) Using Vendor Fixed Collection Site

3.1	Urine specimen collection: 5 Panel plus Ecstasy, Laboratory Analysis & MRO Review	20/year	\$ <u>68</u>	\$ <u>1360.00</u>
3.2	Urine specimen collection: Other Opiate (every 3rd test, random) Laboratory Analysis & MRO Review	1/year	\$ <u>25</u>	\$ <u>25.00</u>
3.3	Breath Alcohol Testing	1/year	\$ <u>25</u>	\$ <u>25.00</u>
3.4	Steroid Panel: Anabolic Steroid	1/year	\$ <u>180</u>	\$ <u>180.00</u>
3.5	Blood Specimen Collection, Laboratory Analysis & MRO Review	1/year	\$ <u>27</u>	\$ <u>27.00</u>
	SUBTOTAL Category 3			\$ <u>1617.00</u>

Category 4- Austin Fire Department (AFD) Collection/Testing (Normal Business Hours, M-F) Using Vendor Fixed Collection Site
Provide your Company's Normal Business Hours: 0800 to 1630

Please

4.1	Urine specimen collection: 5 Panel, Laboratory Analysis & MRO Review	300/year	\$ <u>31</u>	\$ <u>9300.00</u>
4.2	Breath Alcohol Testing	10/year	\$ <u>25</u>	\$ <u>250.00</u>
	SUBTOTAL Category 4			\$ <u>9550.00</u>

Category 5- Austin Fire Department (AFD) Collection/Testing (After Business Hours, M-F) Using Vendor Fixed Collection Site
Provide Your Company's After Business Hours: 1630 to 0300

Please

5.1	Urine specimen collection; 5 Panel, Laboratory Analysis & MRO Review	15/year	\$ <u>64</u>	\$ <u>960.00</u>
5.2	Breath Alcohol Testing	10/year	\$ <u>25</u>	\$ <u>250.00</u>
	SUBTOTAL Category 5			\$ <u>1250.00</u>

Category 6- Austin Fire Department (AFD) Collection/Testing (Weekends and Holidays-24 hours) Using Vendor Fixed Collection Site

6.1	Urine specimen collection; 5 Panel, Laboratory Analysis & MRO Review	10/year	\$ <u>64</u>	\$ <u>640.00</u>
6.2	Breath Alcohol Testing	10/year	\$ <u>25</u>	\$ <u>250.00</u>
	SUBTOTAL Category 6			\$ <u>890.00</u>

Category 7- Austin Travis County Emergency Medical Services (ATCEMS) Collection/Testing (Normal Business Hours, M-F) Using Vendor Fixed Collection Site
Please Provide your Company's Normal Business Hours: 0800 to 16:30

7.1	Urine specimen collection; 7 panel plus Fentanyl and Oxycodone, Laboratory Analysis & MRO Review	350/year	\$ <u>40</u>	\$ <u>14,000.00</u>
7.2	Breath Alcohol Testing	80/year	\$ <u>25</u>	\$ <u>2,000.00</u>
7.3	Saliva Testing; 7 panel +3	350/year	\$ <u>47</u>	\$ <u>16,450.00</u>
	SUBTOTAL Category 7		\$	\$ <u>32,450.00</u>

Category 8- Austin Travis County Emergency Medical Services (ATCEMS) Collection/Testing (After Business Hours, M-F) Using Vendor Fixed Collection Site
Please Provide Your Company's After Business Hours: 16:30 to 0800

8.1	Urine specimen collection; 7 panel plus Fentanyl and Oxycodone, Laboratory Analysis & MRO Review	60/year	\$ <u>73</u>	\$ <u>4380.00</u>
8.2	Breath Alcohol Testing	60/year	\$ <u>25</u>	\$ <u>1500.00</u>
8.3	Saliva Testing; 7 panel +3	60/year	\$ <u>47</u>	\$ <u>2820.00</u>
	SUBTOTAL Category 8		\$	\$ <u>8700.00</u>

Category 9- Austin Travis County Emergency Medical Services (ATCEMS) Collection/Testing (Weekends and Holidays-24 hours) Using Vendor Fixed Collection Site

9.1	Urine specimen collection; 7 panel plus Fentanyl and Oxycodone, Laboratory Analysis & MRO Review	100/year	\$ <u>73</u>	\$ <u>7300.00</u>
9.2	Breath Alcohol Testing	40/year	\$ <u>25</u>	\$ <u>1000.00</u>
9.3	Saliva Testing; 7 panel +3	100/year	\$ <u>47</u>	\$ <u>4700.00</u>
	SUBTOTAL Category 9			\$ <u>13,000.00</u>

Category 10- Expert Witness per hour

10.1	Expert Witness(es)	1/hour	\$ <u>300</u>	\$ <u>300</u>
	SUBTOTAL Category 10			\$ <u>300</u>

Category 11- Specimen Testing

11.1	Blind Specimen Testing	4/year	\$ <u>27</u>	\$ <u>108.00</u>
11.2	Split Specimen Testing	5/year	\$ <u>200</u>	\$ <u>1000.00</u>
	SUBTOTAL Category 11			\$ <u>1108.00</u>

Category 12- Other Costs

12.1	Itemized administrative costs (items not included above): Bidder is to attach a separate sheet with items included in the category		\$ <u>0</u>	\$ <u>0</u>
12.2	Itemized other direct costs (items not included in 13.1 above): Bidder is to attach a separate sheet with items included in this category.		\$ <u>0</u>	\$ <u>0</u>
	SUBTOTAL Category 12			\$ <u>0</u>

TOTAL Evaluation Section A (Category 1-13) \$ 111,385.00

SECTION B - Collection Facilities, Collection Procedures, Reporting, Random Drug Testing (19 Points)

2	On a separate document, please submit a description of procedures for collection, laboratory analysis, reporting and review of test results, method of random selection, and MRO procedures. List of collection facilities including, staffing levels, addresses and hours of operation. Bidder may be asked to provide a tour of each facility. Name(s) of contracted laboratory services and copies of certifications. Describe mobile unit or equivalent capability for accident sites.																	
SECTION C - Experience and Personnel (20 Points)																		
3	On a separate document, please submit current certification for BATs; proof of credential and training certifications for MRO to include all relative medical training and background and applicable experience; resumes of all professional and technical staff providing services under this contract, and company background investigation policy of bidder and subcontractors.																	
SECTION D - LOCAL BUSINESS PRESENCE (10 POINTS) See Section 0605 of the solicitation package																		
FOR INFORMATIONAL PURPOSES ONLY																		
1	THE CITY MAY WISH TO PURCHASE ADDITIONAL ITEMS OR SERVICES FROM THE SUCCESSFUL BIDDER IN THE FUTURE. On a separate document, please provide the pricing structure you will offer the City for any tests not listed on this bid sheet or not known at this time.																	
2	On-site (at the scene of an accident) Blood Testing	1	\$ <u>NO B.I.D</u>	\$ _____														
3	On-site (at the scene of an accident) Breath Alcohol Testing	1	\$ <u>NO B.I.D</u>	\$ _____														
4	If a City employee tests positive during initial screening, a second test of the specimen may be performed at employee's physician's office. In order to ensure the integrity of the sample, personnel from the Contractor shall accompany the employee to the physician's office.	1	\$ <u>NO B.I.D</u>	\$ _____														
<p>The following documents are required to be completed and submitted with the Offer. Please check the boxes below as confirmation.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td>Offer Sheet</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Bid Sheet (Section 0600)</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Reference Sheet (Section 0700)</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Non-Discrimination Certification (Section 0800)</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>I understand that failure to submit the completed forms above will result in disqualification of my Offer.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Local Business Presence Identification Form (Section 0605) *For an Offeror's Local Business Presence to be considered, this form must be completed and returned with the Offer.*</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Addenda (if incorporated into this solicitation)</td> </tr> </table>					<input checked="" type="checkbox"/>	Offer Sheet	<input checked="" type="checkbox"/>	Bid Sheet (Section 0600)	<input checked="" type="checkbox"/>	Reference Sheet (Section 0700)	<input checked="" type="checkbox"/>	Non-Discrimination Certification (Section 0800)	<input checked="" type="checkbox"/>	I understand that failure to submit the completed forms above will result in disqualification of my Offer.	<input checked="" type="checkbox"/>	Local Business Presence Identification Form (Section 0605) *For an Offeror's Local Business Presence to be considered, this form must be completed and returned with the Offer.*	<input checked="" type="checkbox"/>	Addenda (if incorporated into this solicitation)
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<input checked="" type="checkbox"/>	Addenda (if incorporated into this solicitation)																	

COMPANY NAME: ST. DAVID'S OCCUPATIONAL HEALTH SERVICES

SIGNATURE OF AUTHORIZED REPRESENTATIVE: 

PRINTED NAME: CHRIS P. KROLECEK

EMAIL ADDRESS: CHRIS.KROLECEK@STDAVIDS.COM PHONE: 512-544-8195

Section 0700: Reference Sheet

Please include the following information if required in the solicitation:

Responding Company Name St. David's Occupational Health Services

- | | |
|---------------------------|----------------------------------------------------------------|
| 1. Company's Name | <u>Texas Parks and Wildlife - Game Warden</u> |
| Name and Title of Contact | <u>Karen Copus</u> |
| Present Address | <u>4363 FM 1047</u> |
| City, State, Zip Code | <u>Hamilton, TX 76531</u> |
| Telephone Number | <u>(325) 948-3301</u> Fax Number <u>(325) 948-3312</u> |
| Email Address | <u>Karen.Copus@tpwd.texas.gov</u> |
|
 | |
| 2. Company's Name | <u>Texas Parks and Recreation - State Park Law Enforcement</u> |
| Name and Title of Contact | <u>Angie Gonzales</u> |
| Present Address | <u>4200 Smith School Road</u> |
| City, State, Zip Code | <u>Austin, TX 78744</u> |
| Telephone Number | <u>(512) 389-8782</u> Fax Number <u>(512) 389-8559</u> |
| Email Address | <u>angie.Gonzales-Sanchez@tpwd.texas.gov</u> |
|
 | |
| 3. Company's Name | <u>The University of Texas</u> |
| Name and Title of Contact | <u>Henry Guevara</u> |
| Present Address | <u>101 E. 27th St.</u> |
| City, State, Zip Code | <u>Austin, TX 78712</u> |
| Telephone Number | <u>(512) 471-4647</u> Fax Number <u>()</u> |
| Email Address | <u>Henry.Guevara@austin.utexas.edu</u> |

4. Company's Name Hospice Austin
Name and Title of Contact Karen Norman
Present Address 4107 Spicewood Springs
City, State, Zip Code Austin, TX 78759
Telephone Number (512) 342-4700 Fax Number (512) 7952212
Email Address KNorman@hospiceaustin.org

5. Company's Name The Blood and Tissue Center
Name and Title of Contact Tori Penland
Present Address 4300 N. Lamar
City, State, Zip Code Austin, TX 78756
Telephone Number (512) 206-1112 Fax Number (512) 2061261
Email Address tpenland@tcms.com

City of Austin, Texas
Section 0800
EQUAL EMPLOYMENT/FAIR HOUSING OFFICE
NON-DISCRIMINATION CERTIFICATION

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.

 5-12-19
Charles P. Koozegeu

Section 0605: Local Business Presence Identification

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

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

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

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm	St. David's Occupational Health Services					
Physical Address	918 E. 32nd Street					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm	Clinical Reference Laboratory					
Physical Address	8433 Quivira Rd, Lenexa, KS 66215					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm	Quest Diagnostics					
Physical Address	4770 Regent Blvd. Irving TX 78063					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No



ADDENDUM

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

IFB-BV No.: TLG0101

Addendum No: 1

Date of Addendum: 04/29/14

This addendum is incorporating the following question and answer, to the above-referenced IFB.


The following questions were posed by one or more Vendors in writing on February 12, 2014

1. (Q) Who is the City currently using for their 24 hour 7 day a week collections?
(A) The current Contractor is St. David's Occupational Health Services.
2. (Q) What are the locations of the collection facilities in Zone 1, Zone 2 and Zone 3?
(A) The 3 Zones were not a requirement in the last contract. Currently there is one primary collection facility located 918 E. 32nd Austin, Texas 78705, After-hours (On-Call) drug screens are provided from any of the four St. David's Emergency Departments including St. David's Medical Center, North Austin Medical Center, Round Rock Medical Center and South Austin Hospital.
3. (Q) What are the hours of your current Contractor?
(A) Their published hours are 8am-4:30pm
4. (Q) Can you clarify as to what zip codes would fall into Zone 1, Zone 2, and Zone 3?
(A) Zone 1: 78729 and 78727
Zone 2: 78751, 78705, 78712, 78701, 78703
Zone 3: 78745
5. (Q) What is the targeted timeframe for the start of this contract?
(A) July 2014
6. (Q) Are the after-hour needs ever scheduled or are they mostly for unscheduled post-accident/reasonable suspicion needs? If they are scheduled, how many people are tested per scheduled event on average?
(A) The after-hours events are scheduled and unscheduled. The scheduled averages about 10 per month but can go all the way up to 29. The unscheduled events are for what we call critical incident which would be similar to a post-accident test.
7. (Q) Why is this IFB-BV being solicited?
(A) The current Contractor does not have any more extension options and the contract is needed for the City.

8. (Q) Will the City award to a single vendor or multiple vendors?
(A) It is the City's intent to award to one vendor.
9. (Q) Please clarify the meaning of Item 11.2 on the 0600, Bid Sheet; Split Specimen Testing
(A) This is the actual testing of the Bottle B at a secondary SAMSHA certified lab after a positive MRO ruled result.
10. 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:


Terra Green, Buyer II
Purchasing Office

April 29, 2014
Date

ACKNOWLEDGED BY:

ST DAVID'S OHS
Vendor Name


Authorized Signature

5/12/14
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-BEST VALUE PURCHASING OFFICE CITY OF AUSTIN, TEXAS

IFB-BV No.: TLG0101

Addendum No: 2

Date of Addendum: 05/01/14

This addendum is to incorporate the following changes to the above-referenced IFB-BV.

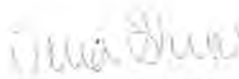
1. In the 0400, Supplemental Purchase Provisions; Number 6, Living Wages and Benefits has been taken out. This does not apply to this solicitation.

The following questions were posed by one or more Vendors in writing on April 30, 2014

2. (Q) For the "other opiate" panel run every 3rd test, our service can provide a panel that will include Barbituates, Benzos, Propoxyphene, and Methadone, but these will be included with the standard 5 metabolites as well. In other words, you will have your normal 5 panel randoms, and then every 3rd random test will be submitted to the lab as a 9 panel, which will include the 4 additional metabolites you request. Wanted to make sure I understood what you are getting now, and what my proposed pricing will be based upon.
(A) Yes, testing for every third random test is exactly as you stated it. That is what APD is getting right now and we would like testing to stay the same.
3. (Q) Our firm would like to know the reasoning behind having Fentanyl as part of a urine drug screen?
(A) The Vendor should include Fentanyl in their bid as specified in the 0500, Scope of Work. It is a test requirement specified by EMS Executive Management, Medical Director, and the ATCEMS Meet and Confer Contract.
4. ALL OTHER TERMS AND CONDISTIONS REMAIN THE SAME.

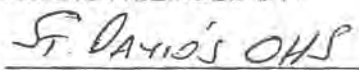
BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Invitation for Bid.

APPROVED BY:


Terra Green, Buyer II
Purchasing Office

May 1, 2014
Date

ACKNOWLEDGED BY:


Vendor Name


Authorized Signature

5/12/14
Date

EXECUTIVE SUMMARY

Background:

St. David's Occupational Health Services (OHS) opened in 1994 with a mission of providing employment screening and healthcare solutions to Central Texas employers. St. David's Occupational Health Services tailored its product line to manage injured workers, meet industry regulatory standards, and reduce overall health benefit and screening costs. St. David's Occupational Health Services offers a centralized occupational health clinic and maintains a collaborative relationship with nine St. David's emergency departments for 24 hour/ 7 day a week work injury care. For years St. David's OHS has taken pride in being the provider of choice for the Austin Police Department, Texas Department of Public Safety, Texas Parks and Wildlife, and the University of Texas in addition to many other government and non-government employers. St. David's OHS works one on one with each of these employers to provide the services they need.

Mission:

St. David's Healthcare's mission is "To provide exceptional care to every patient every day with a spirit of warmth, friendliness, and personal pride". St. David's Occupational Health Services embodies this approach and expands on it to recognize the responsibility of employers and the diverse nature of their employees' health needs. Our internal mission is to be the healthcare resource Central Texas employers recognize for having the answers and solutions to their employees' health requirements.

Values:

ICARE: Integrity, Compassion, Accountability, Respect and Excellence.

The application of these values includes:

- Upholding strict medical confidentiality
- Promoting the health and safety of individuals both in the workplace and in the environment
- Maintaining impartiality
- Practicing evidence-based medicine
- Communicating

Section B - Facilities:

The St. David's Occupational Health clinic includes an on-site lab, radiology, examination rooms, and stress testing capability. St. David's Occupational Health Services currently provides physical examination and drug/alcohol testing services to over 800 employers. In addition, St. David's Occupational Health Services maintains satellite collection sites within the St. David's Healthcare network of facilities.

SCOPE OF WORK

Purpose:

To provide the City of Austin with substance abuse testing for uniformed and non-uniformed employees of AFD, APD, and EMS that is Department of Transportation compliant.

Contractor Obligations:

Locations

St. David's Occupational Health Services in collaboration with St. David's Healthcare provides specimen collection locations within the required service zones.

- Zone 1: North West:
 - North Austin Medical Center, 12221 Mopac Service Rd
 - M-F 0700-16:30
- Zone 2: Central
 - St. David's Occupational Health Services, 918 E. 32nd Street
 - Hours of Operation M-F 8:00 – 16:30
 - On Call afterhours 16:30 – 08:00
 - Weekends and Holiday's On Call
- Zone 3: South West
 - South Austin Medical Center, 901 W. Ben White
 - M-F 0700-16:30

Additional or alternative collection sites can be addressed with the contract's point of contact if awarded and requested.

All sites meet ADA compliance, provide adequate lighting for safety, and are accessible by all vehicles including ambulances.

On Call / After Hour Services

St. David's Occupational Health Services operates a 24/7 On Call program providing answers or services related to substance abuse testing. Afterhours, holidays and weekends the On Call team dispatches to approved locations for specimen collections. A team member will respond to an afterhours call within one hour. Scheduled and coordinated collection times are also supported.

The staff of St. David's OHS recognizes the sensitive nature of the substance abuse screenings required by Austin's civil service and first responders. These include critical incidents, reasonable suspicion and post-accident situations. St. David's OHS provides a discreet centralized location for these specimen collections and provides the space and resources needed in those instances.

Collection Procedure Certifications

St. David's Occupational Health Services works with SAMSHA / NIDA certified labs. Forensics level chain of custody procedures which meet DOT guidelines are used for all specimen collections.

- Urine drug screens will be collected using the split-sample method in accordance with federal drug testing rules and regulations.
- Trained Breath Alcohol Technicians will perform breath alcohol testing according to DOT regulations (certificates in appendix).
- Urine specimen collection and alcohol testing is available 24-hours, 7 days a week by St. David's Occupational Health Services.
- All necessary equipment, personnel, and supplies are provided by St. David's Occupational Health Services
- Hair specimen collection will be collected from the scalp or other body area, if necessary. (No samples will be taken from the pubic area)

Substance Abuse Testing Process

- Drug Testing: Testing will be performed as per contract requirements or by arrangement for special circumstances and includes:
 - Urine 5 panel split sample
 - Including ecstasy as per contract / department requirement
 - Urine Other opiate panels
 - As requested and every third specimen (APD)
 - Special Circumstance Urine Testing
 - Steroid panels
 - LSD panels
 - Inhalant panels
 - Others by arrangement
 - Specific to ATCEMS
 - 7 panel + Fentanyl and Oxycodone

- Saliva Testing 7 panel + 3
 - Using the only FDA approved oral fluid test
- Special Circumstances
 - Versed
 - LCMS Testing (CEDIA)
- Hair specimen testing
 - Split testing available
- Alcohol Testing
 - Breath Alcohol Testing
 - Intoxilyzer 5000
 - Confirmation testing included
 - Blood Alcohol Testing (Specific to APD)
 - Collected by trained phlebotomists
 - Follows Chain of Custody
 - Testing performed by CRL (SAMSHA certified lab)

Testing Types

St. David's OHS will coordinate testing for:

- Pre-employment / Applicant / Candidate
 - St. David's offers the ability to perform on-site volume testing for candidates if requested
- Reasonable Suspicion / Diversion
 - On Call will respond within one hour of a call to perform a specimen collection at an agreed location
 - St. David's maintains the requirement of ensuring the safety of the On Call personnel as it relates to responding to scenes of accidents. St. David's OHS will collaborate with the City Designated Employer Representatives as required.
- Post Fleet Accident
- Post OJI Accident Testing
- Critical Incident Testing
- Random Testing

Random Testing

To facilitate the impartial selection of random drug screens St. David's Occupational Health Services uses a nationally recognized random pool selection application. The OHS point of contact will receive the monthly employee roster from each City department and distribute the confidential selection results. The selection process can be performed monthly, quarterly, annually or as requested. These results can be distributed in an Excel format or other format as determined through joint collaboration. St. David's OHS maintains the original employee listing and random pool selection for each selection period.

Laboratory Analysis

- Primary analysis will be conducted using initial immunoassay.
- Non-negative screen results will be confirmed using gas chromatography/mass spectrometry (GC/MS) method of analysis.
- Non-negative split urine and blood specimens are maintained at the contracted laboratory for one year from date of arrival to the laboratory.
- Negative urine and blood specimens will be maintained by the contracted laboratory following the nationally recognized retention schedule.
- Negative hair specimens will be maintained by the contracted laboratory following the nationally recognized retention schedule and non-negative hair specimens will be maintained for one year.
- Clinical Reference Laboratory (CRL) will perform the primary and confirmatory testing of urine and blood. A different laboratory, certified by the Department of Health and Human Services (DHHS), will conduct the split sample testing if required.
- Oral Fluid Testing: St. David's OHS utilizes the only FDA approved oral fluid collection device. Laboratory testing and reporting of results follow nationally recognized cut-off values.

SUB-CONTRACTED LABORATORY SERVICES

Clinical Reference Laboratory (CRL)

8433 Quivira Rd.

Lenexa, KS 66215

Performs urine, saliva, and blood substance abuse testing

CRL is certified and licensed by Substance Abuse and Mental Health Services Administration (SAMHSA), Department of Health and Human Services (DHHS), U.S. Drug Enforcement Agency, and all 50 U.S. States.

Quest Diagnostics

4770 Regent Boulevard

Irving, TX 75063

Performs hair drug testing

Quest Diagnostics has four Forensic Drug Testing Labs certified by SAMHSA, accredited by the College of American Pathologists. Forensic Urine Drug Testing program: Quest Diagnostics performs services in all 50 states and the District of Columbia, Puerto Rico, Mexico and the United Kingdom.

CLIA Compliance and CAP Proficiency Testing

All Quest Diagnostics' testing locations are subject to Clinical Laboratory Improvement Amendments of 1988 (CLIA-88) certification and maintain current CLIA licenses. Quest Diagnostics' main laboratories are accredited by the College of American Pathologists (CAP).

Test Results

- Negative and negative dilute laboratory results are reported to the MRO (Dr. Dana Mirkin) within 24 hours of receiving the specimen.
- Non-negative and non-negative dilute specimens are reported to the MRO immediately upon completion of confirmatory testing.
- For non-negative results, the MRO performs the review and employee interview process and only an MRO can result a final negative / positive test.

Medical Review Officer

- Dr. Dana Mirkin, St. David's Occupational Health Services' Medical Director, is certified by the American Association of Medical Review Officers as an MRO. (See section C for experience) He is experienced in evaluating confirmed non-negative test results, medical history, and other relevant biomedical information. As a physician for St. David's Occupational Health Services, Dr. Mirkin function as Medical Director and Medical Review Officer full time.
- Only the MRO can finalize a non-negative substance abuse screen as being positive or negative based on MRO guidelines.
- Dr. Dana Mirkin is board certified in Occupational Medicine and board certified in Medical Toxicology.
- The MRO process is initiated upon receipt of a non-negative drug screen. The MRO contacts the employee to review the findings and assure no False Positives are reported to an employer. The MRO will contact the Designated Employer Representative by telephone with any Positive results the same day as confirmation.
- St. David's Occupational Health Services, Clinical Reference Laboratory, and Quest Diagnostics can provide expert witness services.

Blind Specimens

- Blind specimen testing will be conducted in accordance with current federal regulations and standards.
- Both Clinical Reference Laboratory (urine) and Quest Diagnostic Testing (hair) have an accuracy rating of 99.9%.

Record Keeping, Data Collection, and Reporting

- St. David's OHS will provide reporting as required by the state or as requested by the specific Designated Employer Representatives of each City Department served.
- St. David's OHS maintains an Occupational Health database [Systoc] designed to retain employee demographics and drug testing results. This database is securely stored by the information technology of St. David's Healthcare including the back-up procedures and security of a national hospital organization.

- St. David's OHS follows nationally recognized record retention for chain of custody and results.
- Step by step instructions outlining DOT guidelines on the collection process are available. In addition, St. David's OHS will collaborate with the Designated Employer Representatives to develop department specific authorization forms aiding their employees through the drug screen collection process.
- St. David's OHS maintains clinic-based points of contact dedicated to serving the Designated Employer Representatives. They are available to respond rapidly to questions, concerns, clarifications or simply serve as a resource when needed.
- St. David's maintains a confidential / secure fax for receiving sensitive employee correspondence.

Confidentiality

The staff of St. David's Occupational Health Services and St. David's Healthcare recognizes the sensitivity of substance abuse testing. In our own organization we have a drug free workplace policy and support testing of our own employees in similar situations. Working in a healthcare facility requires routine privacy training. Beyond this, each employee of St. David's Occupational Health takes personal pride in the services historically provided to these City Departments and in our part supporting Austin's civil service and first responder partners.

Quality Assurance

- The employees of St. David's Healthcare complete initial and annual competency assessments on collection procedures
- Our subcontractor laboratories provide quarterly reports on collection errors, fatal flaws, or other situations which may impact the integrity of testing (eg: crushing or destruction of a specimen during shipment). Reporting is available as requested to the Designated Employer Representatives.

PERFORMANCE REQUIREMENTS

LIABILITY/WORKERS' COMPENSATION INSURANCE

St. David's Healthcare maintains professional liability insurance/general liability insurance issued by a carrier admitted to the State of Texas. Limits will not be less than \$5 million for professional liability and \$1 million in general liability. Evidence of insurance will be provided upon award of contract. HCA/St. David's Healthcare has elected to provide work injury benefits under the HCA Healthcare Corporation Employee Health and Safety Program Benefit Plan. The Plan complies with state and federal laws, and is maintained for the exclusive benefits of eligible employees. Under the plan, certain medical treatment and wage replacement benefits are provided for employees for work-related, on-the-job injuries or diseases. In the event of an accidental on-the-job work related injury or disease, the plan will provide for 100% of covered reasonable and

necessary medical expenses and 100% wage replacement benefits. HCA/St. David's Healthcare is a non-subscriber to the Texas Workers' Compensation Act and thus, does not provide workers' compensation insurance benefits to employees.

PAYMENT TERMS

An invoice will be submitted to the City of Austin Police Department, Fire Department, and Emergency Medical Services Department for services provided each month. In addition, St. David's OHS's billing software possesses the ability to accurately sub-sort officers based on testing received. (eg: Separate invoices for Cadet services and Random Services) The invoice will reflect date of service, service provided, employee name, and charge for service. Payment to St. David's Occupational Health Services is requested within 30 days. St. David's OHS accepts payment of all invoices via cash, check, or credit card without additional service fee.

PROFESSIONAL/TECHNICAL STAFF

The OHS Clinic staff consists of a Medical Director, Occupational Medicine Physician, Nurse Practitioner, Physician Assistant, Clinic Director, Nurse/Case Managers, Medical Assistants, Exercise Physiologist, Paramedic, Business Personnel, and Marketing/Client Relations Coordinator.

BACKGROUND INVESTIGATIONS

St. David's Healthcare

Background investigations are performed on all St. David's Healthcare new hires, transfers from other affiliated facilities, and rehires. Background investigations are performed by PreCheck, Inc. The criteria for investigations are listed below.

- Social security number verification
- Criminal search (seven years or up to six criminal searches)
- Employment verification (last two employees or seven years, whichever is longer)
- Violent sexual offender and predator registry search
- HHS/OIG list of excluded individuals and entities
- GSA list of parties excluded from federal programs
- Education verification (highest level)
- Professional license verification
- Certification and designations check
- Professional disciplinary action search
- Department of Motor Vehicle driving history

St. David's Medical Center supports a drug-free workplace through a mandatory pre-employment, post-accident, and reasonable suspicion drug testing policy.

Clinical Reference Laboratory (CRL)

Background investigations are performed on all CRL new hires. Background investigations are performed by Lexis Nexis.

Quest Diagnostics

Background investigations are performed on all Quest Diagnostics new hires. Background investigations are performed by Acxiom or AISS based in Cleveland Ohio.

Section C – Experience and Personnel

Please see attached documentation

Section D – Local Business Presence

Please see attached documentation

Section 0835: Non-Resident Bidder Provisions

Company Name St. David's Occupational Health Services

- 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"?

Answer: Resident Bidder

(1) Texas Resident Bidder- A Bidder whose principle 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.

(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder

- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

City of Austin, Texas
Section 0805
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. 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.

 5/12/14
Chris P. DOLECEK

**CITY OF AUSTIN, TEXAS
SECTION 0810
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION**

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;

- 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 (7th) 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.austintexas.gov/departments/conflict-interest-questionnaire>

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 with any solicitation responses on separate pages to be annexed hereto.

- 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 City official or to a City employee, other than the Authorized Contact Person for the Solicitation, except as permitted by the Ordinance.

 5/12/14
Chris P. Kuechen