



Amendment No. 1
To
Contract No. NA160000141
For
Collection Notices
Between
PrintMailPro.com
and the
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be June 27, 2019 through June 26, 2020. Two options will remain.
- 2.0 The City hereby grants a three (3.0%) percent price increase on the subject contract. The price increase will become effective on June 27, 2019, and are displayed in the table below:

ITEM	DESCRIPTION	UNIT	OLD UNIT PRICE	MODIFIER	NEW UNIT PRICE
1	Black and white laser-print two-sided, bilingual (English/Spanish) notices using data transmitted via FTP, paper must be 100% post-consumer content	EA	\$0.100	1.03	\$0.103
2	Color laser-print two-sided, bilingual (English/Spanish) notices using data transmitted via FTP, paper must be 100% post-consumer content	EA	\$0.065	1.03	\$0.067
3	Fold and insert one notice and one business reply envelope into an appropriate single window envelope, paper must be 100% post-consumer content	EA	\$0.020	1.03	\$0.021
4	Pick up printed, unfolded notices from Municipal Court not more than five times a week	EA	\$0.035	1.03	\$0.036
5	Envelopes, #10, print return address, indicia and other USPS required information in black, print one of up to eight special messages in bold red, all caps on exterior of envelope, paper must be 100% post-consumer content	EA	\$0.019	1.03	\$0.020
6	Envelopes, #9, print business reply address, indicia and other USPS required information in black, paper must be 100% post-consumer content	EA	\$0.015	1.03	\$0.0154
7	Post Cards for Special Notice Mailings, black and white, paper must be 100% post-consumer content	EA	\$0.150	1.03	\$0.154
8	Post Cards for Special Notice Mailings, color, paper must be 100% post-consumer content	EA	\$0.045	1.03	\$0.046
9	Electronic transmission to Municipal Court of all notices created and mailed	EA	\$0.010	1.03	\$0.0103
10	OCR sorting, and applying PostNet or delivery point barcode to USPS requirements	EA	\$0.015	1.03	\$0.0154
11	Deliver to appropriate mail facility, obtaining best postage rates available	EA	\$0.000	1.03	\$0.000
12	Changing notice templates within one week of request from the Court	EA	\$150.000	1.03	\$154.500
13	Emergency change for notice templates	EA	\$300.000	1.03	\$309.000

- 3.0 The total contract amount is increased by \$103,000.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 06/27/2016 – 06/26/2019	\$309,000.00	\$309,000.00
Amendment No. 1: Option 1 – Extension 06/27/2019 – 06/26/2020 Price increase of 3.0% 06/27/2019	\$103,000.00	\$412,000.00

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

5.0 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.

6.0 All other terms and conditions remain the same.

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

Sign/Date: Keith Daboub

Printed Name: Keith Daboub 05/10/19
Authorized Representative

PrintMailPro.com
9011 Tuscany Way, Suite 200
Austin, Texas 78754
(512) 821-9000
sboller@printmailpro.com

Sign/Date: Matthew Duree 6-5-19

Matthew Duree
Procurement Manager

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



City of Austin

Purchasing Office, Financial Services Department

P.O. Box 1088, Austin, TX 78767

June 27, 2016

PrintMailPro.com
Keith Daboub
2500 McHale Ct, Suite 100
Austin, TX 78758

Dear Mr. Daboub:

The Austin City Council approved the execution of a contract with your company for Printing and Processing of Collection Notices in accordance with the referenced solicitation.

Responsible Department:	Municipal Court
Department Contact Person:	Lori Cruz
Department Contact Email Address:	Lori.Cruz@austintexas.gov
Department Contact Telephone:	(512) 974-4633
Project Name:	Collection Notices
Contractor Name:	PrintMailPro
Contract Number:	NA160000141
Contract Period:	6/27/2016 – 6/26/2019
Dollar Amount	\$309,000.00
Extension Options:	Three 12-month options
Requisition Number:	RQM 4600 - 15102900073
Solicitation Number:	JCP0103REBID
Agenda Item Number:	43
Council Approval Date:	6/23/2016

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

Sincerely,

Jonathan Dalchau
Senior Buyer Specialist
City of Austin
Purchasing Office

**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")
AND
PrintMailPro.com ("Contractor")
for
Printing and Processing of Collections Notices
MA 4600 NA160000141**

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 PrintMailPro.com having offices at 2500 NcHale Ct., Suite 100, Austin, TX 78758 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 IFB JXP0103REBID.

1.1 This Contract is composed of the following documents:

- 1.1.1 This Contract
- 1.1.2 The City's Solicitation, Invitation for Bid (IFB), IFB JXP0103REBID including all documents incorporated by reference
- 1.1.3 PrintMailPro.com Offer, dated 4/12/2016, including subsequent clarifications

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

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

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

1.4 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$309,000.00 for the initial Contract term and \$103,000.00 for each extension option as indicated in the Bid Sheet, IFB 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.

PRINTMAILPRO.COM

Keith Daboub

Printed Name of Authorized Person

Keith Daboub

Signature

CEO

Title:

06/27/2016

Date:

CITY OF AUSTIN

Jonathan Dalchau

Printed Name of Authorized Person

[Signature]

Signature

Senior Buyer Specialist

Title:

6/27/2016

Date:

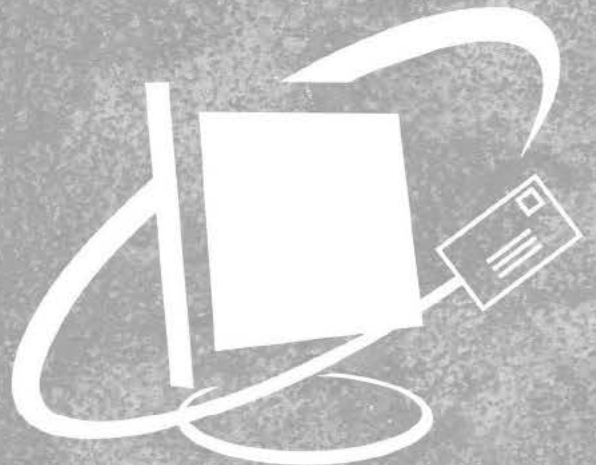
April 12, 2016

PrintMailPro.com

INVITATION FOR BID

***The City of Austin
Municipal Court***

BID # JXP0103REBID



■ **TABLE OF CONTENTS**

TRANSMITTAL LETTER	SECTION 1
EXECUTIVE SUMMARY	SECTION 2
PROJECT WORKPLAN	SECTION 3
BUSINESS RECOVERY PLAN.....	SECTION 4
BID SHEET 600	SECTION 5
OFFER SHEET 400, 605, 700, 800, 810, 835, 900	SECTION 6
ADDENDUM NO.1	SECTION 7



Jonathan Dalchau
Senior Buyer
City of Austin Municipal Building
124 W 8th Street RM 308
Austin, Texas 78701

April 12, 2016

Dear Mr. Dalchau:

As a HUB and MBE certified vendor, PrintMailPro.com is pleased to offer this bid in response to the City of Austin's IFB # JXP0103REBID for the printing and processing of collection notices and envelopes. We accept the terms and conditions as stated in this IFB and agree to comply and exceed the minimum requirements.

Our expertise with high volume printing and mailing services coupled with a progressive business strategy enables us to offer a wide range of services and products that meet and exceed the requirements laid out in the IFB. Our ability to perform these services is backed by a meticulous quality control system and more than 35 years of experience as a provider of printing and mailing services.

Our offer is valid for 120 days from this date.

We are available to provide further information and to answer any questions you may have. Thank you for your consideration of our proposal.

Sincerely,

A handwritten signature in black ink that reads 'Keith Daboub'. The signature is written in a cursive, flowing style.

Keith Daboub
President/CEO
PrintMailPro.com

2

Executive Summary

COMPANY BACKGROUND-PRINTMAILPRO.COM

PrintMailPro was established in 1977, and is the oldest and largest Print and Mail service providers in central Texas. Our founder, Henry Daboub, is an engineer, pioneer, and patent holder for the development and application of OCR technology to bar-coding and presorting mail. We have done more than utilize cutting edge printing and mailing technology; we were instrumental in its conception.

We have grown rapidly, and currently utilize a 50,000 square foot facility which houses an abundance of the latest state-of-the-art printing equipment. Today, our office produces over three million mail pieces per month. We also are active members of the most influential organizations in the print and postal industries. Our senior management makes frequent visits to the Chicago Print Expo and the U.S. Postal headquarters in Washington D.C. to promote the interests of the presort mailer, as well as to stay informed of technology changes. Our corporate goal is to provide the highest quality and lowest cost print and mail services while ensuring quick delivery and the largest possible savings to our clients.

PrintMailPro.com's Recognition of the Objectives

PrintMailPro.com fully comprehends the City of Austin Municipal Court's requirements. Our experience and technological efficiency enable us to provide the most accurate and cost effective means of achieving your objectives.

PrintMailPro.com is qualified to perform all aspects of this IFB as we have established a nationwide reputation with city government agencies for providing high quality technical solutions and superior large volume print and mail processing.

Our strengths include our personnel. Our print technicians and corporate support personnel are part of a highly trained and experienced team dedicated to producing the highest level of work.

PrintMailPro.com will comply with and exceed all the minimum requirements of this IFB by utilizing the following:

- **Print Experience** – For over 30 years, PrintMailPro.com has utilized proven workflow solutions and state of the art equipment to provide unsurpassed services to its clientele, including more than 120 government agencies.

- **Personnel** – PrintMailPro.com employs the most qualified workforce in the industry. Extensive training and constructive oversight ensure that maintain a skilled and motivated team of print specialists. Additionally, each of our employees and management undergo and pass criminal history checks and drug screenings prior to hiring and during employment.
- **Quality Control** – PrintMailPro.com prides itself on its *up front Quality Control practices*. Our quality control staff performs regularly schedule checks at each stage of the production process.
- **Commitment** – PrintMailPro.com has been in business for over 30 years. We know how time sensitive state projects can be and are committed to processing all projects in an *accurate, efficient, and timely* manner.

PrintMailPro.com's Outstanding Delivery Model

By partnering with PrintMailPro, the City of Austin gains access to an existing delivery model that provides unsurpassed printing and mailing solutions and the best postage discounts available. We provide a comprehensive infrastructure of support to our Partners that include:

- Highly trained customer support team.
- Most advanced print systems supported by the latest technologies on the market.
- A commitment to the highest service, security and quality in the industry.

Why PrintMailPro.com?

- Customer focused "We don't just listen to customer's needs; we offer immediate solutions."
- Proven history of strategic partnerships coordinating services accessed through citywide contracts.
- Technology, leadership, and innovation on mission-critical printing and mailing systems.
- Service, security and quality exceeding the strictest industry standards.
- Extensive experience implementing successful, effective services and solutions for State Agencies.

3

Project Workplan

The following work plan is provided as an illustration of our approach and ability to meet the service requirements and technical requirements as specified in this solicitation.

Project Management – Under the direction of one project manager, PMP ensures efficiency, consistency, and security on City of Austin projects by:

- Furnishing a project manager to be a single point of contact with the City of Austin staff for all issues relating to the contract. This contact will not change without the approval of the City of Austin contract management staff.
- Training and retaining an experienced team of print and mail specialists to process the City of Austin's mail.
- Limiting access of the City of Austin's materials to employees directly involved in the project.
- Utilizing equipment with automatic operator notification for faults such as double detection, missed inserts, open envelope flaps and misalignment.
- Provide an independent Quality Inspection process that performs scheduled quality checks at each stage of production.

Project Fulfillment

Material: Perform these material management transactions.

- Acquire product components
- Perform quality assurance checks
- Perform weigh verification for count accuracy and tracking
- Store Materials

Data: Perform these data management transactions.

- Acquire data components via secured FTP
- Verify file content count against COA log
- Perform data processing, including but not limited to CASS certification, mail-merge, and report summaries

Production: Fulfill mail pieces based on these requirements.

- Simplex and duplex lasering of black and color imprint
- Bindery capability to fold items to specifications
- Insertion of designated components, including but not limited to, printed statement and return envelope
- Postage application

Performance Objectives

Capacity:

- Maximum Operating Capacity: 500,000 mail pieces per day
- Current Production: 300,000 mail pieces per day
- Regular Notices: 50,000 mail pieces per day
- Special Notices: 30,000 mail pieces per day
- Onsite material storage: 50,000 sf. climate controlled facility

Turn-Around Time:

- Commencement of variable production upon file receipt: 15 minutes
- Job Completion: 8 hours upon file receipt
- Customer Service Requests: 2 hours
- Return of PDF images of notices produced: 24 hours
- Return of electronic file of non-deliverable notices: 24 hours
- Electronic Job Reporting: Weekly and monthly summaries
- Invoice: 5 days after the end of the month

Quality:

- Data accuracy: 100%
- Printing Accuracy: 100%
- Folding Accuracy: 100%
- Tolerance: 1/16"
- Failure rate of USPS postal barcode: < 1%
- Variable Text matching: 100%
- Shell spoilage: < 5%
- Insert spoilage: < 0.05%
- Rework: < 0.05%
- Invoicing: 100%

Work Plan

Stage 1 – Data

- 1.1 Receive secure data transmission from COA
- 1.2 Initiate Batch Report
 - Check Data file against manifest
 - Communicate any discrepancies with COA
 - Synchronize Batch Report with PMP Automated Job Tracking System
- 1.3 Job Data Processing
 - Initiate address certification
 - Initiate data amalgamation utilizing unique quality identifiers
 - Merge fields to template using unique data quality identifiers
 - Initiate PDF image processing
 - Generate USPS reports
- 1.4 Proofing
 - Generate sample
 - Verify sample against COA approved mail piece using internal checklist
 - Assemble job ticket with production samples and procedures

Stage 2 – Printing and Fulfillment

- 2.1 Initiate Printing and Fulfillment
 - Produce production materials based on job ticket instructions
 - Initiate print production
 - Initiate fulfillment production
 - Complete Damaged Document Report
 - Complete OCR sortation for maximum USPS discount
- 2.2 Quality Assurance
 - Verify variable print position against sample
 - Check print counters against form sequence number
 - Verify fold position against sample
 - Verify insert content and address position against sample
 - Complete QA checklist every 30 minutes
 - Verify job ticket quantity against machine counts during each stage of production.

Stage 3 – Final QA and USPS Delivery

3.1 Final QA

- Complete QA checklist for finished mail
- Complete all postal documentation for maximum postage discounts
- Complete damage, inventory and postage reports

3.2 Delivery

- Deliver to Austin BMEU

Business Continuity and Disaster Recovery Plan

PrintMailPro.com's Business Recovery plan outlines strategies to fulfill all the requirements of the purchase order in the event of fire, theft, natural disaster, technical difficulty, workforce problems, equipment failure or other disruption of business.

This plan involves the utilization of our independent office NDSI Direct Solutions in Dallas, Texas. It contains a fully redundant business continuity solution with enough capacity to complete the requirements of this RFP if the Austin site becomes inoperable.

Outline

1.1 Contact Information

1.2 Emergency Plan

1.3 Applications & Infrastructure

1.1

Contact Information

Primary Operating Facility

PrintMailPro.com

Business Name

2500 McHale Court

Address

Austin, TX 78758

City, State, Zip Code

512-821-9000

Telephone Number

If this location is not accessible we will
operate from location below:

PrintMailPro.com DBA NDSI Direct
Solutions

Business Name

2621 Lone Star Drive

Address

Dallas, Texas 75212

City, State, Zip Code

214-631-1800

Telephone Number

The following person is our primary
crisis manager and will serve as the
company spokesperson in an
emergency:

Daniel Thompson

Primary Emergency Contact

512-821-9000 x21

Telephone Number

512-653-5692

Alternative Number

dthompson@printmailpro.com

E-mail

If the primary emergency contact is
unable to manage the crisis, the person
below will succeed in management:

Eric Governale

Secondary Emergency Contact

512-821-9000 x15

Telephone Number

512-586-5888

Alternative Number

egovernale@printmailpro.com

E-mail

1.2

Emergency Plan

Phase A – Assessment and Notification

1. Assessment and Determination – An assessment team composed of the President, IT Manager, Project Manager and essential personnel will assess the degree of business interruption. The assessment team will define the interruption as follows:
 - Level One – Temporary (less than 24 hours) disruption of hardware, software and or staff.
 - Level Two – Long term (24-72 hours) disruption of hardware, software, and or staff.
 - Level Three – Complete disruption and temporary closure of Austin facility.
2. Notification – In the event of a Level Two or Level Three disruption, our clients will be given a preliminary assessment of damage to their materials, our intended course of action, and how we will handle their mail during the interruption.
3. Notification of Vendor Partners – In the event of a Level Two or Level Three disruption, the following vendors will be notified:

Vendors	Solutions
NPI, Inc.	Presort Equipment
Bowe Bell & Howell	Fulfillment Equipment
Neopost	Postage Equipment
Konica Minolta	Printing Equipment
Heidelberg USA	Printing Equipment
FedEx	Domestic Package Delivery
O.K. Paper	Paper
Cenveo	Envelope
PS Business Parks	Building Management
City of Austin Utilities	Utilities
Time Warner Business Solutions	Internet
AT&T	Telephone and Data Redundancy

4. Notification of Affected Employees –
 - Level One – Employees whose work is affected by the disruption will be notified and our corrective action will be communicated.

- Level Two – Management will notify all employees of the general business interruption. Our corrective action will be communicated at this time.
 - Level Three – Management will notify all employees of the general business interruption. Most employees will not be involved in business restoration and will be instructed to stay away from the building until otherwise notified.
5. Assembly of Recovery Team – In the event of a Level Two or Level Three disruption, the following employees will form a recovery team tasked with the role of restoring normal operations as soon as possible.

Team Member	Position
Keith Daboub	Recovery Lead
Daniel Thompson	Project Manager
Israel Solorzano	Hardware Recovery Manager
Eric Governale	Software Recovery Manager
Spenser Boller	Vendor Liaison
Brittany Schernik	Human Resource Organizer
Christine Dollins	Customer Relations
Anna Limon	Material Manager
Benny Guerra	Transportation Manager

Phase B – Restoration, Salvage, and Redirection

1. Restoration and Salvage – the recovery team will begin the process of salvaging equipment, mail, and or letter-shop materials.
 - *The Hardware Recovery Manager* will assess damage to the letter-shop and sorting equipment, clean up the equipment, and test it
 - *The Software Manager* will assess damage to the data storage and software processing utilities and test them.
 - *The Vendor Liaison* will contact vendors and suppliers to arrange for parts and service to restore the equipment to operation.
 - *The Project Manager* will recover salvageable presort and letter-shop mail and transport to our continuity site in Dallas. Finished mail too damaged for salvage will be recreated or returned to our clients.
 - *The Material Manager* will separate salvageable materials from those damaged beyond salvage, and take an inventory of both classes of materials.

- *The Customer Relations Manager* will notify clients of material status.
2. Redirection – the continuity team will redirect our workflow by activating our redundancy plan in Dallas.
 - *The Software Manager* will point our Job Tracking System to the Dallas office.
 - *The Transportation Manager* will organize the transportation of work orders, materials, and supplies to the Dallas office.
 - *The Project Manager* will relocate to the Dallas office as a base of operation during the continuity phase.

Phase C – Restoration of Site

1. The *Hardware Recovery Manager* will initiate equipment repair using our onsite technical staff.
2. Equipment under service will be repaired through our service contracts.

Until equipment is restored to usefulness...

3. Continue with the Dallas continuity site – the Dallas continuity site will continue to provide FTP data, printing, fulfillment, metering and presort mailing services.

When equipment is restored...

1. Establish permanent production site for all service operations.
2. Test all data, printing, fulfillment, metering and presort equipment as they become available.
3. Notify customers of our intention to cease continuity operations at our Dallas facility.
4. Resume normal business operations.

1.3

Applications & Infrastructure

Our business continuity and disaster recovery plan relies on the principles of repetition and independence. Our primary facility in Austin, Texas is replicated by our secondary facility in Dallas, Texas in all critical phases of business. This ensures that in the extreme case of a complete closure of our primary facility, our secondary facility will respond immediately with more than enough capacity. Its independent location, more than 150 miles from our primary site, ensures that any natural or manmade disasters occurring within the city of Austin, will not affect its operation.

	Austin Facility	Dallas Facility
Inserting Equipment		
High Speed Automated Inserters w/batch counters	11	8
High Speed Intelligent Inserters w/batch counters	3	3
Folding Equipment		
High Speed Industrial Folders w/Digital Counters	5	7
Printing Equipment		
Black and White	6	4
Color	4	4
Postage Metering Equipment		
Desktop	3	2
Inserter	4	7
High-Speed Presort Equipment	1	1
Onsite Data Backup Center	✓	✓
Duplicated Presort Software	✓	✓
Duplicated Accounting Software	✓	✓
Facility's Environmentally Controlled Space	50,000 sf.	40,000 sf.



CITY OF AUSTIN, TEXAS

Purchasing Office INVITATION FOR BID (IFB) OFFER SHEET

SOLICITATION NO: IFB JXP0103REBID

DATE ISSUED: March 21, 2016

REQUISITION NO.: RQM 4600 15102900073

COMMODITY CODE: 91558, 96631, 96636

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

Jonathan Dalchau
Senior Buyer Specialist
Phone: (512) 974-2938
E-Mail: jonathan.dalchau@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: Printing and Processing
Collections Notices

BID DUE PRIOR TO: 2:00 PM, Tuesday, April 12, 2016

BID OPENING TIME AND DATE: 2:15 PM, Tuesday, April 12,
2016

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

LIVE BID OPENING ONLINE:

For information on how to attend the Bid Opening online, please
select this link:

<http://www.austintexas.gov/department/bid-opening-webinars>

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

Address for US Mail (Only)	Address for Fedex, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # JXP0103REBID	Purchasing Office-Response Enclosed for Solicitation # JXP0103REBID
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

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

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.

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY OF YOUR RESPONSE
(Electronic copy should be a single scanned file of the original proposal per flash drive)

*****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	*
0600	BID SHEET – Must be completed and returned with Offer	*
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete & return	2
0700	REFERENCE SHEET – Complete and return if required	1
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 & return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	2
Attachment A	SAMPLE ENVELOPE	1

*** Documents are hereby incorporated into this Solicitation as additional documents with the same force and effect as if they were incorporated in full text.**

**** 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 the * 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.

INTERESTED PARTIES DISCLOSURE

In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 "Certificate of Interested Parties" that is signed and notarized for a contract award requiring council authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

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: PrintMailPro.com

Company Address: 2500 McHale CT #100

City, State, Zip: Austin, TX 78758

Federal Tax ID No. [REDACTED]

Printed Name of Officer or Authorized Representative: Keith Daboub

Title: CEO

Signature of Officer or Authorized Representative: Keith Daboub

Date: 04/12/2016

Email Address: kdaboub@printmailpro.com

Phone Number: 512-821-9000 x200

*** 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 releases and holds the City

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

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>

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

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.

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

- 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.

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

- 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

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

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 48. 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

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

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.

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

- v. The Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better.
- vi. The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.
- vii. If insurance policies are not written for amounts specified in Section 0400, Supplemental Purchase Provisions, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.
- viii. The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.
- ix. The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.
- x. The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.
- xi. The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. Self-insured retentions shall be disclosed on the Certificate of Insurance.
- xii. The Contractor shall provide the City thirty (30) calendar days' written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.
- xiii. The insurance coverages specified in Section 0400, Supplemental Purchase Provisions, are required minimums and are not intended to limit the responsibility or liability of the Contractor.

B. Specific Coverage Requirements: Specific insurance requirements are contained in Section 0400, Supplemental Purchase Provisions

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

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

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

35. **RIGHTS TO BID, PROPOSAL AND CONTRACTUAL MATERIAL**: All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.
36. **NO WARRANTY BY CITY AGAINST INFRINGEMENTS**: The Contractor represents and warrants to the City that: (i) the Contractor shall provide the City good and indefeasible title to the Deliverables and (ii) the Deliverables supplied by the Contractor in accordance with the specifications in the Contract will not infringe, directly or contributorily, any patent, trademark, copyright, trade secret, or any other intellectual property right of any kind of any third party; that no claims have been made by any person or entity with respect to the ownership or operation of the Deliverables and the Contractor does not know of any valid basis for any such claims. The Contractor shall, at its sole expense, defend, indemnify, and hold the City harmless from and against all liability, damages, and costs (including court costs and reasonable fees of attorneys and other professionals) arising out of or resulting from: (i) any claim that the City's exercise anywhere in the world of the rights associated with the City's ownership, and if applicable, license rights, and its use of the Deliverables infringes the intellectual property rights of any third party; or (ii) the Contractor's breach of any of Contractor's representations or warranties stated in this Contract. In the event of any such claim, the City shall have the right to monitor such claim or at its option engage its own separate counsel to act as co-counsel on the City's behalf. Further, Contractor agrees that the City's specifications regarding the Deliverables shall in no way diminish Contractor's warranties or obligations under this paragraph and the City makes no warranty that the production, development, or delivery of such Deliverables will not impact such warranties of Contractor.
37. **CONFIDENTIALITY**: In order to provide the Deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Agreement, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.
38. **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.

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

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 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

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

described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.

- B. If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.
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.

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

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.

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. **INTERESTED PARTIES DISCLOSURE**

As a condition to entering the Contract, the Business Entity constituting the Offeror must provide the following disclosure of Interested Parties to the City prior to the award of a contract with the City on Form 1295 "Certificate of Interested Parties" as prescribed by the Texas Ethics Commission for any contract award requiring council authorization. The Certificate of Interested Parties Form must be completed on the Texas Ethics Commission website, printed, and signed by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury. The City will submit the "Certificate of Interested Parties" to the Texas Ethics Commission within 30 days of receipt from the successful Offeror. The Offeror is reminded that the provisions of Local Government Code 176, regarding conflicts of interest between the bidders and local officials remains in place. Link to Texas Ethics Commission Form 1295 process and procedures below:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

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

- A. Definitions. As used in this paragraph –
- i. "Component" means an article, material, or supply incorporated directly into an end product.
 - ii. "Cost of components" means -
 - (1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

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

- (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".

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
SOLICITATION NO.: IFB JXP0103REBID**

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 no later than 1:00 PM, one (1) week prior to the proposal due date. Submissions may be made via email to jonathan.dalchau@austintexas.gov, or via fax at (512) 974-2388.

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.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
SOLICITATION NO.: IFB JXP0103REBID**

- (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.

- (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.

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.

3. TERM OF CONTRACT:

- A. The Contract shall be in effect for an initial term of 36-months and may be extended thereafter for up to three (3) additional 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.

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.

Invoices shall be mailed to the below address:

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
SOLICITATION NO.: IFB JXP0103REBID**

	City of Austin
Department	Municipal Court
Attn:	Accounts Payable
Address	PO Box 1088
City, State Zip Code	Austin, TX 78767

- 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 certify 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. The requested price adjustment shall not exceed twenty-five percent (25%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. 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.
- 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

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
SOLICITATION NO.: IFB JXP0103REBID**

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: Producer Price Index	
Series ID: PCU32311K32311K	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: All	
Description of Series ID: Commercial printing (except screen and books)	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: All	

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

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
SOLICITATION NO.: IFB JXP0103REBID**

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

8. **INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).

A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.

B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

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:

Lori Cruz

Phone: (512) 974-4633

Email: Lori.Cruz @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.

**CITY OF AUSTIN
SCOPE OF WORK
PRINTING AND PROCESSING COLLECTION NOTICES AND ENVELOPES
SOLICITATION NO.: IFB JXP0103REBID**

1. PURPOSE

The City of Austin (City) seeks bids in response to this solicitation to establish a Contract with a Vendor (Contractor) to provide services for printing, processing, and delivery of collections notices for the Municipal Court (Court). The Court sends approximately 650,000 notices to clients each year in effort to collect outstanding fines or give customers the option to appear in court to receive a final disposition on their open case(s).

The Contract will be utilized by the City's Court; however the City reserves the right to allow other City Departments to utilize the Contract. Locations and service frequencies may be added or deleted at the City's discretion.

2. CONTRACTOR RESPONSIBILITIES

2.1. **Regular Notices** - Contractor shall print approximately 400,000 two-sided, bilingual (English/Spanish) paper notices per year.

2.2. **Pick-up and Mail Notices** - Contractor shall pick-up approximately 150,000 two-sided, bilingual (English/Spanish) paper notices per year from the Court, which is located at 700 E. 7th Street, Austin, Texas. The pickup time will be mutually agreed upon by the Contractor and Contract Manager or designee. The City reserves the right to change the pickup location at any time, however, the pickup location will remain within the greater Austin area.

2.3. **Special Notices** - Contractor shall print approximately 100,000 one or two-sided, bilingual (English/Spanish) paper or post card notices per year.

2.4. **General Responsibilities**

2.4.1. The Contractor shall process notices by printing, folding, and inserting each notice with a return envelope into a corresponding single window envelope. The Contractor shall then apply PostNet or delivery point bar codes to the stuffed envelope.

2.4.2. The Contractor shall provide Portable Document Format (PDF) images of each notice to the Court via File Transfer Protocol (FTP).

2.4.3. The Contractor shall convert the PDF files to electronic text by perform Optical Character Recognition (OCR) on each notice.

2.4.4. The Contractor maybe required to include information about multiple cases on a single notice when requested by the Court.

2.4.5. The Contractor shall send notices in #9 or #10 envelopes, depending on Court instructions. At the request of the City, the Contractor shall be required to use envelopes in sizes other than #9 and #10 for some notices when advised by the Court.

2.4.6. The Contractor shall print Court provided messages to addressee in bold, red, all capital letters on envelopes when requested by the Court.

2.4.7. The Contractor shall process and deliver notices to an appropriate U.S. Postal Facility (USPS) within one (1) business day the Contractor receives notices from the Court. The Contractor shall observe USPS holidays.

2.4.8. The Contractor shall provide the Court an electronic list of all undeliverable addresses as determined by the Coding Accuracy Support System certification within five (5) business days.

**CITY OF AUSTIN
SCOPE OF WORK
PRINTING AND PROCESSING COLLECTION NOTICES AND ENVELOPES
SOLICITATION NO.: IFB JXP0103REBID**

- 2.4.9. The Contractor shall be equipped to use FTP and provide the Court with a user name and password to access the site.
- 2.4.10. The Contractor shall provide to the Court monthly summary reports. The reports shall be in a PDF format, and email to the Contract Manager or designee no later than five (5) business days after the end of each month. The reports shall include the following information:
 - 2.4.10.1. Number of notices processed per day and per notice type
 - 2.4.10.2. Total postage costs per day and per notice type
- 2.4.11. The Contractor shall ensure all notices, post cards, and envelopes are made of 100% post-consumer content. See Attachment B the City's Sustainable Printer Paper Policy, Section B – Paper Purchasing.
- 2.4.12. The Contractor shall change notice templates within five (5) business days from the request sent by the Contract Manager or designee. If an "emergency change" is requested by the Court, the Contractor shall make the template change prior to processing the next batch of notices for that template.
- 2.4.13. The Contractor shall have the capacity to process up to 100,000 notices for the Court per day.
- 2.4.14. The Contractor shall ensure that all mail is dated with a USPS postmark showing the date items were mailed. The Contractor shall stamp all mailed items with an indicia that includes the words "CITY OF AUSTIN". See Attachment A for example.
- 2.4.15. The Contractor shall send notices using First Class Postage Permits (Bulk Mail and Business Reply Mail).
- 2.4.16. The Contractor shall ensure that the Court receives the most favorable first class postage rates rate available.
- 2.4.17. The Contractor shall be able to begin services within 60 days of contract award date or mutually agreed by the Contractor and Contract Manager or designee.

3. CITY RESPONSIBILITIES

- 3.1. The Court will provide data files containing Regular and Special notices to the Contractor by 8:00 a.m. Monday through Friday via File Transfer Protocol (FTP).
- 3.2. The Court will provide Pick-Up and Mail notices to the Contractor.
- 3.3. The Court will instruct Contractor via email when information on multiple cases is required on a single notice to prevent duplication of notices.
- 3.4. The Court will instruct Contractor via email on which envelopes should be used for each notice type.
- 3.5. The Court will instruct Contractor via email on messages to include on envelopes.
- 3.6. The Court will provide nine notice templates to Contractor. Court reserves the right to add, remove, or revise templates at any given time.

**CITY OF AUSTIN
SCOPE OF WORK
PRINTING AND PROCESSING COLLECTION NOTICES AND ENVELOPES
SOLICITATION NO.: IFB JXP0103REBID**

4. MATERIAL SPECIFICATIONS

4.1. Envelopes, Number 10

- 4.1.1. Approximately 550,000 per year
- 4.1.2. 24 pound white woven
- 4.1.3. Printed return address, indicia, and all required United States Postal Service (USPS) information in black
- 4.1.4. Printed messages in bold, red
- 4.1.5. 100% post-consumer content

4.2. Return Envelopes, Number 9

- 4.2.1. Approximately 400,000 per year
- 4.2.2. 24 pound white woven
- 4.2.3. Printed Business Reply Address, Facing Identification Mark (FIM), PostNet Barcode and any other required USPS information in black
- 4.2.4. 100% post-consumer content

4.3. Other Envelopes

- 4.3.1. Approximately 100,000 per year
- 4.3.2. 100% post-consumer content

4.4. Post Cards

- 4.4.1. Approximately 100,000 per year
- 4.4.2. Post card dimensions shall be 6" by 4.25", .007 - .016" thick
- 4.4.3. 100% post-consumer content

4.5. Paper

- 4.5.1. 20 pound, 8.5" x 11", white paper for all notices except post card notices
- 4.5.2. 100% post-consumer content

**BID SHEET
CITY OF AUSTIN
PRINTING AND PROCESSING COLLECTIONS NOTICES AND ENVELOPES**

SOLICITATION NO.: IFB 4600 JXP0103REBID

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

SECTION 1 - SPECIFIED ITEMS (MOST FREQUENTLY USED ITEMS)

Bid Prices shall be the invoiced price and include all costs associated charges. 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.

Per Section 0400 Supplemental Purchasing Provisions, item 8 - Recycled Products: "Contract award for paper products will be made for recycled products unless the cost is more than 10% above the lowest price for non-recycled paper products as required in the City's Comprehensive Recycling Resolution."

The quantities listed are annual estimates and not a guarantee of actual volume. 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. The City may award the contract for any item or group of items on the solicitation, or any combination deemed most advantageous to the City.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Black and white laser-print two-sided, bilingual (English/Spanish) notices using data transmitted via FTP, paper must be 100% post-consumer content	27,500	EACH	\$0.100	\$2,750.00
2	Color laser-print two-sided, bilingual (English/Spanish) notices using data transmitted via FTP, paper must be 100% post-consumer content	522,500	EACH	\$0.065	\$33,962.50
3	Fold and insert one notice and one business reply envelope into an appropriate single window envelope, paper must be 100% post-consumer content	550,000	EACH	\$0.020	\$11,000.00
4	Pick up printed, unfolded notices from Municipal Court not more than five times a week	100,000	EACH	\$0.035	\$3,500.00
5	Envelopes, #10, print return address, indicia and other USPS required information in black, print one of up to eight special messages in bold red, all caps on exterior of envelope, paper must be 100% post-consumer content	650,000	EACH	\$0.019	\$12,350.00
6	Envelopes, #9, print business reply address, indicia and other USPS required information in black, paper must be 100% post-consumer content	550,000	EACH	\$0.015	\$8,250.00
7	Post Cards for Special Notice Mailings, black and white, paper must be 100% post-consumer content	5,000	EACH	\$0.150	\$750.00

**BID SHEET
CITY OF AUSTIN
PRINTING AND PROCESSING COLLECTIONS NOTICES AND ENVELOPES**

SOLICITATION NO.: IFB 4600 JXP0103REBID

8	Post Cards for Special Notice Mailings, color, paper must be 100% post-consumer content	95,000	EACH	\$0.045	\$4,275.00
9	Electronic transmission to Municipal Court of all notices created and mailed	550,000	EACH	\$0.010	\$5,500.00
10	OCR sorting, and applying PostNet or delivery point barcode to USPS requirements	650,000	EACH	\$0.015	\$9,750.00
11	Deliver to appropriate mail facility, obtaining best postage rates available	650,000	EACH	\$0.000	\$0.00
12	Changing notice templates within one week of request from the Court	10	EACH	\$150.000	\$1,500.00
13	Emergency change for notice templates	10	EACH	\$300.000	\$3,000.00
TOTAL BID					\$96,587.50

SECTION 2 - NON-SPECIFIED ITEMS

Bidder shall be able to provide other printing accessories and services that are not listed above. The prices for these Non-Specified Items shall be based on the Price List(s) and percentage discount(s) or markup(s) as indicated below.

The percentage discount(s) or markup(s) shall be fixed throughout the term of the Contract including any subsequent renewal periods, and are not subject to increase. Revisions to the prices may only be adjusted using the Pricing Requirements -- Non-Specified Items provision in Section 0400.

Bidder shall provide the manufacturer(s) name and number of the identified price list(s), the latest effective date of the identified price list(s), and either the percentage discount(s) or markup(s) to the identified price list(s).

ITEM NO.	ITEM DESCRIPTION	DISCOUNT FROM OR MARKUP TO PRICE LIST
14	<i>Please list the discount or markup to Price List you are able to offer on other envelope sizes.</i>	____ 10 ____ % Discount or ____ % Markup

**BID SHEET
CITY OF AUSTIN
PRINTING AND PROCESSING COLLECTIONS NOTICES AND ENVELOPES**

SOLICITATION NO.: IFB 4600 JXP0103REBID

ITEM NO.	NAME AND NUMBER OF PRICE LIST	LATEST EFFECTIVE DATE OF PRICE LIST	DISCOUNT FROM, OR MARKUP TO PRICE LIST
15	Name _____ Domtar, International Paper _____ Number _____	_____	_____ % Discount or _____ 30 _____ % Markup
16	Name _____ OK Paper _____ Number _____	_____	_____ % Discount or _____ 30 _____ % Markup

Per Section 0400 Supplemental Purchasing Provisions, item 8 - Recycled Products, "When a recycled product is offered by the Offeror, the Offeror must state in their Offer the percentage of the product that is recycled and must include a list of the recycled materials that are contained in the product." Please state the percentage of product that is recycled in the box below.

If your bid including recycled materials, please list recycled materials contained in the product:	% of recycled materials: Over 30% post consumer waste depending on the product
--	--

COMPANY NAME: PrintMailPro.com _____

PRINTED NAME: Keith
Daboub _____

EMAIL ADDRESS: kdaboub@printmailpro.com _____

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, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. 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 (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm	PrintMPro, LTD. DBA PrintMailPro.com	
Physical Address	2500 McHale CT #100, Austin, TX 78758	
Is your headquarters located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?		
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	<input type="radio"/> No

SUBCONTRACTOR(S):

Name of Local Firm	N/A	
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	<input type="radio"/> Yes	<input type="radio"/> No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	<input type="radio"/> Yes	<input type="radio"/> No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

Section 0700: Reference SheetResponding Company Name PrintMailPro.com

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

1. Company's Name City of Austin Resource Recovery
Name and Title of Contact Administrative Specialist , Angela Bryant
Project Name Bulk and Brush weekly Direct Mail Notifications
Present Address 4108 Todd Ln
City, State, Zip Code Austin, TX 78744
Telephone Number (512) 974-1928 Fax Number ()
Email Address Angela.Bryant@austintexas.gov

2. Company's Name City of Austin Central Purchasing
Name and Title of Contact Mike Benson, Chief Administrative Officer
Project Name City of Austin Flat Sheet Printing
Present Address 124 W. 8th Street, Ste. 310
City, State, Zip Code Austin, TX 78701
Telephone Number (512) 974-2032 Fax Number ()
Email Address Mike.Benson@austintexas.gov

3. Company's Name Austin Water / Public Information Office
Name and Title of Contact Kay Owens
Project Name City of Austin Business Card Contract & Flat Sheet
Present Address 625 East 10th Street, Suite 300
City, State, Zip Code Austin, Texas 78701
Telephone Number (512) 972-0148 Fax Number ()
Email Address Kay.Owens@austintexas.gov

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

SOLICITATION NO IFB 4600 JXP0103 Rebid

City of Austin, Texas
Human Rights Commission

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

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

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

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

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

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

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

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

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

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

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

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

Sanctions:

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

Term:

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

Dated this 17th day of February, 2016.

CONTRACTOR

PrintMailPro.com

Authorized Signature

Keith Daboul

Title


CEO

City of Austin, Texas
NON-SUSPENSION OR DEBARMENT CERTIFICATION

SOLICITATION NO. IFB 4600 JXP0103

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

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

Contractor's Name:	<div style="border: 1px solid black; padding: 2px;">PrintMailPro.,com</div>		
Signature of Officer or Authorized Representative:		Date:	<div style="border: 1px solid black; padding: 2px;">02/17/2016</div>
Printed Name:	<div style="border: 1px solid black; padding: 2px;">Keith Daboub</div>		
Title:	<div style="border: 1px solid black; padding: 2px;">CEO</div>		

**CITY OF AUSTIN
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING AFFIDAVIT
SOLICITATION NO. IFB 4600 JXP0103
FOR**

Small Business Development Needs Assessment Study Update

State of Texas

County of Travis

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

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

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

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

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

<http://www.austintexas.gov/department/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 in the space provided below or, as necessary, on separate pages to be annexed hereto.

Offeror's
Explanation:

--

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

Contractor's Name:	PrintMailPro.com
Printed Name:	Keith Daboub
Title:	CEO



Signature of Officer or Authorized Representative:



Subscribed and sworn to before me this 11 day of April, 2016.


Notary Public

My Commission Expires 6-17-19

Section 0835: Non-Resident Bidder Provisions

Company Name PrintMailPro.com

- 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: We are a Texas 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: _____

Section 0900: Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

SOLICITATION NUMBER:	JXP0103REBID
PROJECT NAME:	PRINTING AND PROCESSING COLLECTIONS NOTICES


The City of Austin has determined that no goals are appropriate for this project. Even though goals were not assigned for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

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

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

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

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

I understand that even though goals were not assigned, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.	
PrintMailPro.com	
Company Name	
Keith Daboub, CEO	
Name and Title of Authorized Representative (Print or Type)	
	04/12/2016
Signature	Date

Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Utilization Plan
 (Please duplicate as needed)

SOLICITATION NUMBER:	JXP0103REBID
PROJECT NAME:	PRINTING AND PROCESSING COLLECTIONS NOTICES

PRIME CONTRACTOR / CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant	PrintMPro, LTD.		
Address	2500 McHale CT #100		
City, State Zip	Austin, TX 78758		
Phone Number	512-821-9000	Fax Number	512-821-9004
Name of Contact Person	Keith Daboub		
Is Company City certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

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

Keith Daboub, CEO

Name and Title of Authorized Representative (Print or Type)	04/12/2016
<i>Keith Daboub</i>	
Signature	Date

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

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

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

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:			
Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.			
Reviewing Counselor	Date	Director/Deputy Director	Date



**ADDENDUM
INVITATION FOR BID
PRINTING AND PROCESSING COLLECTIONS NOTICES
CITY OF AUSTIN, TEXAS**

IFB: JXP0103REBID

Addendum No: 1

Date of Addendum: March 24, 2016

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

1.0 Questions and Answers.

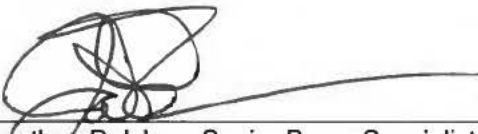
Q1: Can you provide a Bid Tab to the previous contract/solicitation?

A1: Yes, attached to this amendment is the Bid Tab for solicitation SSC0090.

2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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

APPROVED BY:


Jonathan Dalchau, Senior Buyer Specialist
Purchasing Office

3/24/2016
Date

ACKNOWLEDGED BY:

PrintMailPro.com

Vendor Name



Authorized Signature

04/12/2016
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.**

Section 0900: Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

SOLICITATION NUMBER: JXP0103REBID

PROJECT NAME: PRINTING AND PROCESSING COLLECTIONS NOTICES

The City of Austin has determined that no goals are appropriate for this project. Even though goals were not assigned for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

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

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

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

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

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

I understand that even though goals were not assigned, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

PrintMailPro.com

Company Name

Keith Daboub, CEO

Name and Title of Authorized Representative (Print or Type)

Keith Daboub

04/12/2016

Signature

Date

Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Utilization Plan
(Please duplicate as needed)

SOLICITATION NUMBER:	JXP0103REBID
PROJECT NAME:	PRINTING AND PROCESSING COLLECTIONS NOTICES

PRIME CONTRACTOR / CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant	PrintMPro, LTD. (PRI 8322492)		
Address	2500 McHale CT #100		
City, State Zip	Austin, TX 78758		
Phone Number	512-821-9000	Fax Number	512-821-9004
Name of Contact Person	Keith Daboub		
Is Company City certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

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

Keith Daboub, CEO

Name and Title of Authorized Representative (Print or Type)	04/12/2016
<i>Keith Daboub</i>	
Signature	Date

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

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

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

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:	
Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.	
Reviewing Counselor <i>[Signature]</i>	Date <i>04/12/16</i> Director/Deputy Director <i>[Signature]</i> Date <i>4-28-16</i>



GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <http://www.window.state.tx.us/procurement/cmb1/hubonly.html>. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number:	1203982895400
File/Vendor Number:	048723
Approval Date:	02-MAR-2016
Scheduled Expiration Date:	02-MAR-2020

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

PRINTMPRO, LTD

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 04-MAR-2016, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.window.state.tx.us/procurement/cmb1/cmb1hub.html>) or by contacting the HUB Program at 1-888-863-5881 or 512-463-5872.



Minority Business Enterprise Certification

PRINTMPRO, LTD

has filed with the Agency an Affidavit as defined by NCTRCA M/WBE Policies & Procedures and is hereby certified to provide service(s) in the following areas:

NAICS-323111: Commercial Printing (Except Screen And BOOKS); NAICS-511140: Address List Publishers And Printing COMBINED; NAICS-541430: Graphic Design SERVICES; NAICS-561990: Inventory Taking Services

This Certification commences May 28, 2015 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: May, 2017

Issued Date: May, 2015

CERTIFICATION NO. HMMB12093N0517

Certification Administrator

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2016-81983

Date Filed:
07/10/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

PrintMPro., LTD. DBA PrintMailPro
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Austin

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

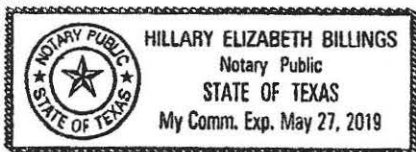
MA 4600 NA160000141
Printing and Processing Collections Notices

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 AFFIDAVIT



I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Keith Daboub
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Keith Daboub, this the 12th day of July, 2016, to certify which, witness my hand and seal of office.

Willy
Signature of officer administering oath

Hillary Billings
Printed name of officer administering oath

Sr. Associate
Title of officer administering oath

JXP0103REBID

SOLICITATION NUMBER: _____



GOAL DETERMINATION FORM

Buyer Name/Phone	Jonathan Dalchau / 512-974-	PM Name/Phone	Lori Cruz / 512-974-4633
Sponsor/User Dept	4600 / Municipal Court	Sponsor Name/Phone	
Solicitation Number	JXP0103REBID	Project Name	Collection Note Printing
Contract Amount	\$450,000	Ad Date (if applicable)	3/21 and 3/28
Procurement Type			
AD - Competitive Sealed Proposal			
Project Description			
Municipal Court sends approximately 650,000 thousand notices to clients each year in effort to collect outstanding fines. The purpose of this contract is to provide services for printing, processing, and delivery of collections notices.			
Project History: Was a solicitation previously issued? If so, were goals established? Were subcontractors/subconsultants utilized? Include prior Solicitation No.*			
The solicitation was previously issued with No Goals, it closed with no bids accidentally.			
List the scopes of work (commodity codes) for this project. (Attach commodity code breakdown by percentage; eCAPRIS printout acceptable.)*			
96631, 96636, and 91558			
Buyer Confirmation		Date	

FOR SMBR USE ONLY			
Date Received	03/09/2016	Date Assigned to BDC	Jessica Oberembt
In accordance with Chapter 2-9(A-D)-19 of the Austin City Code, SMBR makes the following determination:			
<input type="radio"/> Goals	% MBE	% WBE	
<input type="radio"/> Subgoals	% African American	% Hispanic	
	% Asian/Native American	% WBE	
<input type="radio"/> Exempt from MBE/WBE Procurement Program		<input checked="" type="radio"/> No Goals	
This determination is based upon the following:			
Other			
<i>If Other was selected, provide reasoning:</i>			
Insufficient availability for Limited scopes of work/subcontracting opportunities. Rebid of JXP0103 that was canceled by accident- slight changes to scope of work, including paper size and quality.			
MBE/WBE/DBE Availability			
Insufficient availability			
Subcontracting Opportunities Identified			
Limited scope of work to be subcontracted out with insufficient availability			

SMBR Staff	<i>Jessica Oberembt</i>	Signature/Date	03/15/16
SMBR Director (or Designee)	<i>Nelson P. Doe</i>	Date	3/15/16
*Recommend multi-awards			

**CITY OF AUSTIN
SCOPE OF WORK
PRINTING AND PROCESSING COLLECTION NOTICES AND ENVELOPES
SOLICITATION NO.: IFB JXP0103REBID**

1. PURPOSE

The City of Austin (City) seeks bids in response to this solicitation to establish a Contract with a Vendor (Contractor) to provide services for printing, processing, and delivery of collections notices for the Municipal Court (Court). The Court sends approximately 650,000 notices to clients each year in effort to collect outstanding fines or give customers the option to appear in court to receive a final disposition on their open case(s).

The Contract will be utilized by the City's Court; however the City reserves the right to allow other City Departments to utilize the Contract. Locations and service frequencies may be added or deleted at the City's discretion.

2. CONTRACTOR RESPONSIBILITIES

2.1. **Regular Notices** - Contractor shall print approximately 400,000 two-sided, bilingual (English/Spanish) paper notices per year.

2.2. **Pick-up and Mail Notices** - Contractor shall pick-up approximately 150,000 two-sided, bilingual (English/Spanish) paper notices per year from the Court, which is located at 700 E. 7th Street, Austin, Texas. The pickup time will be mutually agreed upon by the Contractor and Contract Manager or designee. The City reserves the right to change the pickup location at any time, however, the pickup location will remain within the greater Austin area.

2.3. **Special Notices** - Contractor shall print approximately 100,000 one or two-sided, bilingual (English/Spanish) paper or post card notices per year.

2.4. **General Responsibilities**

2.4.1. The Contractor shall process notices by printing, folding, and inserting each notice with a return envelope into a corresponding single window envelope. The Contractor shall then apply PostNet or delivery point bar codes to the stuffed envelope.

2.4.2. The Contractor shall provide Portable Document Format (PDF) images of each notice to the Court via File Transfer Protocol (FTP).

2.4.3. The Contractor shall convert the PDF files to electronic text by perform Optical Character Recognition (OCR) on each notice.

2.4.4. The Contractor may be required to include information about multiple cases on a single notice when requested by the Court.

2.4.5. The Contractor shall send notices in #9 or #10 envelopes, depending on Court instructions. At the request of the City, the Contractor shall be required to use envelopes in sizes other than #9 and #10 for some notices when advised by the Court.

2.4.6. The Contractor shall print Court provided messages to addressee in bold, red, all capital letters on envelopes when requested by the Court.

2.4.7. The Contractor shall process and deliver notices to an appropriate U.S. Postal Facility (USPS) within one (1) business day the Contractor receives notices from the Court. The Contractor shall observe USPS holidays.

2.4.8. The Contractor shall provide the Court an electronic list of all undeliverable addresses as determined by the Coding Accuracy Support System certification within five (5) business days.

**CITY OF AUSTIN
SCOPE OF WORK
PRINTING AND PROCESSING COLLECTION NOTICES AND ENVELOPES
SOLICITATION NO.: IFB JXP0103REBID**

- 2.4.9. The Contractor shall be equipped to use FTP and provide the Court with a user name and password to access the site.
- 2.4.10. The Contractor shall provide to the Court monthly summary reports. The reports shall be in a PDF format, and email to the Contract Manager or designee no later than five (5) business days after the end of each month. The reports shall include the following information:
 - 2.4.10.1. Number of notices processed per day and per notice type
 - 2.4.10.2. Total postage costs per day and per notice type
- 2.4.11. The Contractor shall ensure all notices, post cards, and envelopes are made of 100% post-consumer content. See Attachment B the City's Sustainable Printer Paper Policy, Section B – Paper Purchasing.
- 2.4.12. The Contractor shall change notice templates within five (5) business days from the request sent by the Contract Manager or designee. If an "emergency change" is requested by the Court, the Contractor shall make the template change prior to processing the next batch of notices for that template.
- 2.4.13. The Contractor shall have the capacity to process up to 100,000 notices for the Court per day.
- 2.4.14. The Contractor shall ensure that all mail is dated with a USPS postmark showing the date items were mailed. The Contractor shall stamp all mailed items with an indicia that includes the words "CITY OF AUSTIN". See Attachment A for example.
- 2.4.15. The Contractor shall send notices using First Class Postage Permits (Bulk Mail and Business Reply Mail).
- 2.4.16. The Contractor shall ensure that the Court receives the most favorable first class postage rates rate available.
- 2.4.17. The Contractor shall be able to begin services within 60 days of contract award date or mutually agreed by the Contractor and Contract Manager or designee.

3. CITY RESPONSIBILITIES

- 3.1. The Court will provide data files containing Regular and Special notices to the Contractor by 8:00 a.m. Monday through Friday via File Transfer Protocol (FTP).
- 3.2. The Court will provide Pick-Up and Mail notices to the Contractor.
- 3.3. The Court will instruct Contractor via email when information on multiple cases is required on a single notice to prevent duplication of notices.
- 3.4. The Court will instruct Contractor via email on which envelopes should be used for each notice type.
- 3.5. The Court will instruct Contractor via email on messages to include on envelopes.
- 3.6. The Court will provide nine notice templates to Contractor. Court reserves the right to add, remove, or revise templates at any given time.

**CITY OF AUSTIN
SCOPE OF WORK
PRINTING AND PROCESSING COLLECTION NOTICES AND ENVELOPES
SOLICITATION NO.: IFB JXP0103REBID**

4. MATERIAL SPECIFICATIONS

4.1. Envelopes, Number 10

- 4.1.1. Approximately 550,000 per year
- 4.1.2. 24 pound white woven
- 4.1.3. Printed return address, indicia, and all required United States Postal Service (USPS) information in black
- 4.1.4. Printed messages in bold, red
- 4.1.5. 100% post-consumer content

4.2. Return Envelopes, Number 9

- 4.2.1. Approximately 400,000 per year
- 4.2.2. 24 pound white woven
- 4.2.3. Printed Business Reply Address, Facing Identification Mark (FIM), PostNet Barcode and any other required USPS information in black
- 4.2.4. 100% post-consumer content

4.3. Other Envelopes

- 4.3.1. Approximately 100,000 per year
- 4.3.2. 100% post-consumer content

4.4. Post Cards

- 4.4.1. Approximately 100,000 per year
- 4.4.2. Post card dimensions shall be 6" by 4.25", .007 - .016" thick
- 4.4.3. 100% post-consumer content

4.5. Paper

- 4.5.1. 20 pound, 8.5" x 11", white paper for all notices except post card notices
- 4.5.2. 100% post-consumer content