



Amendment No. 3  
of  
Contract No. NA150000121  
for  
Scale inspection, maintenance, and repair  
between  
A-1 Scale Service Inc.  
and the  
City of Austin

1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective July 29, 2020 to July 28, 2021. Zero options remain.

2.0 The total contract amount is increased by \$15,000.00 for the extension option period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term 07/29/2015 – 07/28/2018	\$45,000.00	\$45,000.00
Amendment No. 1: Extension 1 07/29/2018 – 07/28/2019	\$15,000.00	\$60,000.00
Amendment No. 2: Extension 2 07/29/2019 – 07/28/2020	\$15,000.00	\$75,000.00
Amendment No. 3: Extension 3 07/29/2020 – 07/28/2021	\$15,000.00	\$90,000.00

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

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

5.0 All other terms and conditions remain the same.

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

Signature and Date:   
Printed Name:  
Authorized Representative

A-1 Scale Service Inc.  
4807 N.W. Industrial Dr.  
San Antonio, TX 78238  
David Morgan  
David.morgan@a1scale.com  
210-521-7848

Signature and Date: **Cindy Reyes**  
Digitally signed by Cindy Reyes  
Date: 2020.06.30  
11:37:45 -05'00'  
Cindy Reyes, Contract Management Specialist III  
City of Austin  
Purchasing Office



Amendment No. 2  
of  
Contract No. NA150000121  
for  
Scale inspection, maintenance, and repair  
between  
A-1 Scale Service Inc.  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective July 29, 2019 to July 28, 2020. One option remains.
- 2.0 The total contract amount is increased by \$15,000.00 for the extension option period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term 07/29/2015 – 07/28/2018	\$45,000.00	\$45,000.00
Amendment No. 1: Extension 1 07/29/2018 – 07/28/2019	\$15,000.00	\$60,000.00
Amendment No. 2: Extension 2 07/29/2019 – 07/28/2020	\$15,000.00	\$75,000.00

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

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

Signature and Date: [Signature] 7/16/19  
Printed Name: DAVID MORGAN  
Authorized Representative

A-1 Scale Service Inc.  
4807 N.W. Industrial Dr.  
San Antonio, TX 78238  
David Morgan  
David.morgan@a1scale.com  
210-521-7848

Signature and Date: [Signature] July 18, 2019  
Cindy Reyes, Contract Management Specialist III  
City of Austin  
Purchasing Office



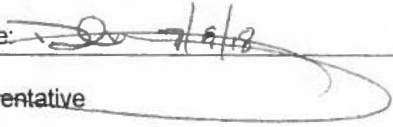
Amendment No. 1  
of  
Contract No. NA150000121  
for  
Scale inspection, maintenance, and repair  
between  
A-1 Scale Service Inc.  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective July 29, 2018 to July 28, 2019. Two options remain.
- 2.0 The total contract amount is increased by \$15,000.00 for the extension option period. The total Contract authorization is recapped below:


Term	Action Amount	Total Contract Amount
Basic Term 07/29/2015 – 07/28/2018	\$45,000.00	\$45,000.00
Amendment No. 1: Extension 1 07/29/2018 – 07/28/2019	\$15,000.00	\$60,000.00

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

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

Signature and Date:   
Printed Name:  
Authorized Representative

A-1 Scale Service Inc.  
4807 N W Industrial Dr.  
San Antonio, TX 78238  
David Morgan  
David.morgan@a1scale.com  
210-521-7848

Signature and Date:   
Cindy Reyes, Contract Management Specialist III  
City of Austin  
Purchasing Office



# City of Austin

## Purchasing Office, Financial Services Department

P.O. Box 1088, Austin, TX 78767

July 29, 2015

A-1 Scale Service Inc.  
David Morgan  
Service Manager  
4807 N.W. Industrial Dr.  
San Antonio, TX 78238  
David.morgan@a1scale.com

Dear Mr. Morgan:

The City of Austin approved the execution of a contract with your company for scale inspection, maintenance, and repair in accordance with the referenced solicitation.

Responsible Department:	Austin Resource Department
Department Contact Person:	Andy Dawson
Department Contact Email Address:	<a href="mailto:Andy.dawson@austintexas.gov">Andy.dawson@austintexas.gov</a>
Department Contact Telephone:	512-974-4342
Project Name:	Scale inspection, maintenance, and repair
Contractor Name:	A-1 Scale Service Inc.
Contract Number:	MA 1500 NA150000121
Contract Period:	7/29/2015 – 7/28/2018
Dollar Amount	\$45,000
Extension Options:	3 x 12 month (15,000 per option)
Requisition Number:	RQM 1500 15042100293
Solicitation Type & Number:	IFB GLB0027

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,

Georgia L. Billela  
Buyer II  
City of Austin  
Purchasing Office

cc: Terri Jeffries  
Andy Dawson



**CONTRACT BETWEEN THE CITY OF AUSTIN (“City”)  
AND  
A-1 SCALE SERVICE INC (“Contractor”)  
for  
SCALE INSPECTION MAINTENANCE AND REPAIR  
NA150000121**

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 A-1 Scale Service Inc. having offices at San Antonio, TX 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 GLB0027.

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

- 1.1.1 This document
- 1.1.2 The City’s Solicitation, Invitation for Bid (IFB), GLB0027 including all documents incorporated by reference
- 1.1.3 A-1 Scale Service Offer, dated 7/10/2015, 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 document
- 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

**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 \$45,000 for the initial Contract term and \$15,000 for each extension option as indicated in the Bid Sheet, IFB Section 0600, Not-to-Exceed \$90,000 total contract. 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.

**A-1 Scale Service**

**CITY OF AUSTIN**

David Moran

Printed Name of Authorized Person

  
Signature

Service Manager

Title:

7/29/15

Date:

Georgia Billela

Printed Name of Authorized Person

  
Signature

Buyer II

Title:

7/29/15

Date:



## CITY OF AUSTIN, TEXAS

### Purchasing Office INVITATION FOR BID (IFB) OFFER SHEET

**SOLICITATION NO:** GLB0027

**DATE ISSUED:** June 8, 2015

**REQUISITION NO.:** 15042100293

**COMMODITY CODE:** 93879

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

**Georgia Billela**

**Buyer II**

**Phone:** (512) 974-2939

**E-Mail:** [georgia.billela@austintexas.gov](mailto:georgia.billela@austintexas.gov)

**Paige Mc Donald**

**Senior Buyer**

**Phone:** (512) 974-2076

**E-Mail:** [paige.mcdonald@austintexas.gov](mailto:paige.mcdonald@austintexas.gov)

**COMMODITY/SERVICE DESCRIPTION:** Scale Inspection  
Maintenance and Repair

**BID DUE PRIOR TO:** July 8, 2015 @ 2:00 PM

**BID OPENING TIME AND DATE:** July 8, 2015 @ 2:15 PM

**LOCATION:** MUNICIPAL BUILDING, 124 W 8<sup>th</sup> 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 for Solicitation # GLB0027	Purchasing Office-Response Enclosed for Solicitation # GLB0027
P.O. Box 1088	124 W 8 <sup>th</sup> 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 THUMB/FLASH DRIVE OF YOUR RESPONSE

The electronic PDF version shall be an exact duplicate of the original hard copy submittal, including all required signatures and sections. The City of Austin is not responsible for discrepancies between the contractor's electronic PDF version and the original hard copy submittal; the City may deem any discrepancy as a non-responsive offer.



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

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

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	5
0500	SPECIFICATION	7
0600	BID SHEET – Must be completed and returned with Offer	2
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete & return	1
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 and return	1

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

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](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 8<sup>th</sup> Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

I agree to abide by the City's MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation, I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies, I agree to contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website:

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)

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

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

Company Name: A-1 SCALE SERVICE, INC

Company Address: 4807 N.W. INDUSTRIAL DR.

City, State, Zip: SAN ANTONIO TEXAS 78238

Federal Tax ID No. [REDACTED]

Printed Name of Officer or Authorized Representative: DAVID MORGAN

Title: SERVICE MANAGER

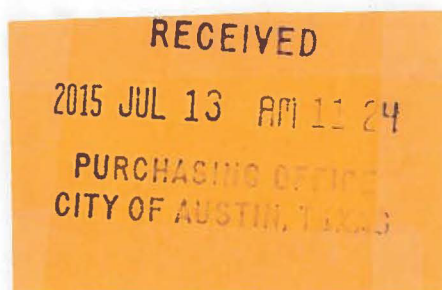
Signature of Officer or Authorized Representative: [Signature]

Date: JULY 10, 2015

Email Address: david.morgan@alscale.com

Phone Number: 210-521-7848

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





**BID SHEET**  
**CITY OF AUSTIN**  
**TRUCK AND FLOOR SCALE INSPECTIONS, MAINTENANCE AND REPAIR SERVICES**  
**INVITATION FOR BID (IFB) GLB0027**

**Bid Issued Date: June 8, 2015**

**Buyer: Georgia Billela**

**Copies of Bid: Bidder to submit 1 original of signed bid and 1 Electronic Thumb/Flash drive copy**

**Special Instructions:** Be advised that exceptions taken or qualifying statements made to any portion of the solicitations may jeopardize acceptance of the bid and may result in disqualification of the bid.

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.

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

**Failure to respond to each section of this bid sheet may result in disqualification of your bid.**

**SOLICITATION REQUIREMENTS**

All Bidders must submit the following items, as well as all requirements within this solicitation.

- a. Contractor shall include a blank template of the Inspection and Maintenance Report/form to be used by Contractor. The form is subject to ARR review, modifications and approval.
- b. Bids shall include a detailed breakdown of the fixed, all-inclusive, flat-rate fee for each quarterly inspection and maintenance, including but not limited to: service call fee, trip/travel fee (if any, to include any fuel charges), labor per hour fees, and any other fees that are to be incorporated into a flat-fee per quarterly inspection (Reference Document 0600, pricing bid sheet).
- c. Provide a detailed price breakdown for emergency service call rates, include if rate is hourly or a flat-fee and what price includes.
- d. Provide a cost of providing a temporary scale, as requested. See \$4.8 for details.
- e. Include Warranty information for labor and parts provided. See \$4.9 for details.
- h. Contractor shall provide the names and business information of at least 3 other companies for which they perform similar work.
- i. See Sections 4.1, 8.0, 9.0, and 10.0 additional requirements.
- j. Include a copy of current certificate of authority to perform work defined herein, as required by Texas Administrative Code, Title 4, Part 1, Chapter, Rule 12.70, and all other required agency certifications.

**Bids submitted shall include a detailed breakdown of the fixed, flat-rate fee for each quarterly inspection and maintenance, including but not limited to: service call fee, trip/travel fee (include any fuel charges), per hour labor fees, and any other fees that are to be incorporated into a flat-fee per quarterly inspection service call.**

**Section 1: Quarterly Inspection/Maintenance Service Calls**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	Complete inspection, maintenance, cleaning, calibration at a fixed, all-inclusive Service Call fee (to include all labor, trip fees, fuel allocations and other costs)  <b><u>NORTH truck scale located at Todd Lane</u></b>	4	EACH	\$175.00	\$700.00
2	Complete inspection, maintenance, cleaning, calibration at a fixed, all-inclusive Service Call fee (to include all labor, trip fees, fuel allocations and other costs)  <b><u>SOUTH truck scale located at Todd Lane</u></b>	4	EACH	\$175.00	\$700.00
3	Complete inspection, maintenance, cleaning, calibration at a fixed, all-inclusive Service Call fee (to include all labor, trip fees, fuel allocations and other costs)  <b><u>FLOOR SCALE located at Todd Lane</u></b>	4	EACH	\$60.00	\$240.00
4	Complete inspection, maintenance, cleaning, calibration at a fixed, all-inclusive Service Call fee (to include all labor, trip fees, fuel allocations and other costs)  <b><u>TRUCK SCALE at Hornsby Bend location</u></b>	4	EACH	\$195.00	\$780.00
<b>TOTAL</b>					<b>\$2,420.00</b>

**Section 2: Additional Services**

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
5	Non-emergency flat-fee, all inclusive, Service Call fee for work performed to any scale (to include labor, trip, fuel and all related costs)	Hourly Rate / Flat Fee	\$65.00 Per Hr	\$65.00 Per Hr

**BID SHEET**  
**CITY OF AUSTIN**  
**TRUCK AND FLOOR SCALE INSPECTIONS, MAINTENANCE AND REPAIR SERVICES**  
**INVITATION FOR BID (IFB) GLB0027**

6	Temporary/short-term rental Scale fee	Weekly Flat Fee	NA	NA
<b>TOTAL</b>				\$

**Section 3: Emergency calls**

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
7	Emergency Service Call fee (to include labor, trip, fuel and all related costs) <u>All truck and floor scales located at Todd Lane</u>	Hourly Rate/ Flat Fee	\$285.00	\$300.00 Per Call
8	Emergency Service Call fee (to include labor, trip, fuel and all related costs) <u>All truck scales located at Hornsby Bend Location</u>	Hourly Rate/ Flat Fee	\$285.00	\$300.00 Per Call
<b>TOTAL</b>				\$

**Additional Services or Products (PRICING FOR THIS SECTION WILL NOT BE USED TO DETERMINE AWARD).**

Please provide any other services or products you will provide the City and the price you would charge the City for those additional services and products. This information will not be used in the evaluation of the bid and is for informational purposes only and there is no guarantee of purchase.

ITEM NO.	DESCRIPTION OF OTHER SERVICES OR PRODUCTS	PRICE*	UNIT OF MEASURE
9	Percentage discount off catalogue/price list of other items: Indicate the discount from Manufacturer's Suggested Retail Price.	0 %	Discount from MSRP
10	Warranty for labor and parts provided: NO WARRANTY ON LABOR OR PARTS	NA	
11	Other:		

\* Unless otherwise specified, Price may be quoted as a firm-fixed price or as a percentage discount from Bidder's regular fees.

**The following documents are required to be completed and submitted with the Offer.**  
**Please check the boxes below as confirmation.**

<input checked="" type="checkbox"/>	Offer Sheet
<input checked="" type="checkbox"/>	Bid Sheet (Section 0600)
<input checked="" type="checkbox"/>	Local Business Presence Identification Form (Section 0605)
<input checked="" type="checkbox"/>	Reference Sheet (Section 0700)
<input checked="" type="checkbox"/>	Nonresident Bidder Provisions (Section 0835)
<input checked="" type="checkbox"/>	Blank Inspection and Maintenance Report/Form to be used by Contractor
<input checked="" type="checkbox"/>	Include a copy of current certificate of authority to perform work defined herein, as required by Texas Administrative Code, Title 4, Part 1, Chapter, Rule 12.70, and all other required agency certifications.
<input checked="" type="checkbox"/>	I UNDERSTAND THAT FAILURE TO SUBMIT THE COMPLETED FORMS ABOVE MAY RESULT IN DISQUALIFICATION OF MY BID
<input checked="" type="checkbox"/>	I UNDERSTAND THAT SUBMITTING WITH MY BID ANY CLARIFICATION STATEMENTS, QUALIFYING STATEMENTS, AND/OR EXCEPTIONS TO THE CITY'S TERMS AND CONDITIONS MAY RESULT IN DISQUALIFICATION OF MY BID

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

**DELIVERY METHOD:** USPS

**COMPANY NAME:** A-1 Scale Service, Inc.



**Section 0605: Local Business Presence Identification**

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

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

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

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

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

**SUBCONTRACTOR(S):**

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

**SUBCONTRACTOR(S):**

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

**Section 0700: Reference Sheet**

Please include the following information if required in solicitation:

Responding Company Name A-1 SCALE SERVICE, INC.

1. Company's Name CITY OF CORPUS CHRISTI, ELLIOTT LANDFILL  
Name and Title of Contact TONY BENAVIDES  
Present Address 7001 AYERS  
City, State, Zip Code CORPUS CHRISTI, TEXAS 78413  
Telephone Number (210) 826-1635 Fax Number ( )  
Email Address \_\_\_\_\_

2. Company's Name CITY OF LAREDO, CITY LANDFILL  
Name and Title of Contact JESUS GOMEZ  
Present Address 6912 HWY 359  
City, State, Zip Code LAREDO, TEXAS 78043  
Telephone Number (956) 795-2509 Fax Number ( )  
Email Address \_\_\_\_\_

3. Company's Name B.F.I., TESSMAN RD. LANDFILL  
Name and Title of Contact KATHRYN ENGELBERG  
Present Address 7000 IH 10 EAST  
City, State, Zip Code SAN ANTONIO, TEXAS 78219  
Telephone Number (210) 661-7558 Fax Number ( )

**Section 0835: Non-Resident Bidder Provisions**

Company Name A-1 SCALE SERVICE, INC.

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

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

Answer: RESIDENT BIDDER

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.  
(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.
- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: \_\_\_\_\_ Which State: \_\_\_\_\_

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

Answer: \_\_\_\_\_



[Current Date]

[Company Name]

[Address]

[City, State Zip]

[Phone: ###-###-####]

METTLER TOLEDO

Authorized Distributor

## JOB TICKET

Dispatch #

Cust #

Loc #

Zone

[Dispatch]

[Cust #]

[Location]

[Zone]

### Customer/Location Address

[Ship Addr]

[Address 1]

[Address 2]

[City, State Zip]

[Loc Ph 1]

[Contact]

### Billing Name/Address

[Bill Addr]

[Address 1]

[Address 2]

[City, State Zip]

[Phone 1]

[Contact2]

PO Number [Purchase Order]

Received By [Received By]

Called In By [Called in by]

Technician

Date

Truck

Reg Time

OT

Dispatch Notes

[Disp Notes]

[Serv Req 1]

[Serv Req 2]

[Serv Req 3]

Manufacturer

Model

Serial #

Tech Comments

## PARTS

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

A-1 SCALE SERVICE, INC.  
4807 N.W. INDUSTRIAL DR.  
SAN ANTONIO, TEXAS 78238

VEHICLE SCALE TEST REPORT

REVISION 2

EFFECTIVE DATE 12-09-05

CUSTOMER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_

SCALE ID \_\_\_\_\_ MFGR \_\_\_\_\_  
MODEL \_\_\_\_\_ SERIAL \_\_\_\_\_  
CAPACITY \_\_\_\_\_ x \_\_\_\_\_ CLASS III L

CONDITION OF FOUNDATION \_\_\_\_\_  
CONDITION OF DECK \_\_\_\_\_  
CONDITION OF WEIGHBRIDGE \_\_\_\_\_  
CONDITION OF SUSPENSION \_\_\_\_\_  
CONDITION OF LEVERS/CELLS \_\_\_\_\_  
CONDITION OF CABLES/J-BOXES \_\_\_\_\_  
CONDITION OF CHECKING SYSTEM \_\_\_\_\_  
COMMENTS \_\_\_\_\_  
\_\_\_\_\_

SECTION TEST  
AS FOUND AS ADJUSTED

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_

SERIAL NUMBERS OF TEST WEIGHTS USED

AS FOUND TEST				
TEST WEIGHT	INDICATED WEIGHT	ERROR +/- IN SCALE DIVISIONS	TOLERANCE IN SCALE DIVISIONS	IN TOL Y/N
BAL			0	
BAL			1	

TRUCK WEIGHT + TEST WEIGHTS = STRAIN LOAD  
\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

FINAL TEST				
TEST WEIGHT	INDICATED WEIGHT	ERROR +/- IN SCALE DIVISIONS	TOLERANCE IN SCALE DIVISIONS	IN TOL Y/N
BAL			0	
BAL			1	

TRUCK WEIGHT + TEST WEIGHTS = STRAIN LOAD  
\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

TEST TYPE IS: MODIFIED \_\_\_\_\_ NIST HANDBOOK 44 \_\_\_\_\_ NIST HANDBOOK 44 AND ISO 17025 \_\_\_\_\_

TEST DATE \_\_\_\_\_ TEMPERATURE \_\_\_\_\_ F HUMIDITY \_\_\_\_\_ % DUE DATE \_\_\_\_\_

NEW CAL STICKER \_\_\_\_\_ AND NEW SECURITY SEAL INSTALLED \_\_\_\_\_ NEW CAL CERTIFICATE FILLED OUT \_\_\_\_\_

TECHNICIAN SIGNATURE \_\_\_\_\_ JOB NUMBER \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



551507310000030202

**TEXAS DEPARTMENT OF AGRICULTURE**

COMMISSIONER SID MILLER

P. O. BOX 12847 AUSTIN, TX 78711-2847

(877) LIC-AGRI (877-542-2474)

For the hearing impaired: (800) 735-2989 TDD (800) 735-2988 VOICE

www.tda.state.tx.us



**WEIGHTS AND MEASURES SERVICE COMPANY LICENSE**

This is to certify that the person listed below is licensed to engage in business as a licensed service company in accordance with Texas Agriculture Code Chapter 13.

A 1 SCALE SERVICE  
4807 NW INDUSTRIAL  
SAN ANTONIO TX 78238

Client Name: A 1 SCALE SERVICE INC  
TDA Client No: 00104390

LICENSE NO: 0245651  
Effective Date: March 31, 2015

LICENSE TYPE: LICENSED SERVICE COMPANY  
Expiration Date: March 31, 2016

MUST BE POSTED IN A CONSPICUOUS LOCATION

THIS LICENSE IS NON-TRANSFERABLE

**LICENSED TO SERVICE/INSPECT THE FOLLOWING:**

**Equipment Class Description**

CLASS 1: SCALES 0 TO 300 LBS  
CLASS 2: SCALES 301 TO 3000 LBS  
CLASS 3: SCALES 3001 TO 40000 LBS  
CLASS 4: SCALES MORE THAN 40000 LBS



**CITY OF AUSTIN, TEXAS**  
Purchasing Office  
**INVITATION FOR BID (IFB)**  
**OFFER SHEET**

**SOLICITATION NO:** GLB0027

**DATE ISSUED:** June 8, 2015

**REQUISITION NO.:** 15042100293

**COMMODITY CODE:** 93879

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

Georgia Billela  
Buyer II  
Phone: (512) 974-2939  
E-Mail: [georgia.billela@austintexas.gov](mailto:georgia.billela@austintexas.gov)

Paige Mc Donald  
Senior Buyer  
Phone: (512) 974-2076  
E-Mail: [paige.mcdonald@austintexas.gov](mailto:paige.mcdonald@austintexas.gov)

**COMMODITY/SERVICE DESCRIPTION:** Scale Inspection  
Maintenance and Repair

**BID DUE PRIOR TO:** July 8, 2015 @ 2:00 PM

**BID OPENING TIME AND DATE:** July 8, 2015 @ 2:15 PM

**LOCATION:** MUNICIPAL BUILDING, 124 W 8<sup>th</sup> 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 for Solicitation # GLB0027	Purchasing Office-Response Enclosed for Solicitation # GLB0027
P.O. Box 1088	124 W 8 <sup>th</sup> 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 THUMB/FLASH DRIVE OF YOUR RESPONSE**

The electronic PDF version shall be an exact duplicate of the original hard copy submittal, including all required signatures and sections. The City of Austin is not responsible for discrepancies between the contractor's electronic PDF version and the original hard copy submittal; the City may deem any discrepancy as a non-responsive offer.

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

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

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	5
0500	SPECIFICATION	7
0600	BID SHEET – Must be completed and returned with Offer	2
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete & return	1
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 and return	1

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

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](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 8<sup>th</sup> Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.**

**I agree to abide by the City's MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation, I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies, I agree to contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website:**

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)



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

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

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_

Printed Name of Officer or Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Officer or Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

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

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

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

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

**10. WORKFORCE**

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

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

**12. INVOICES:**

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

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

**13. PAYMENT:**

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

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

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

**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 49. However, nothing in this provision shall excuse the Contractor from delaying the delivery as notified.
- B. Neither party shall be liable for any default or delay in the performance of its obligations under this Contract if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond the reasonable control of such Party. In

**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 2<sup>nd</sup> Street, 4<sup>th</sup> 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



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

meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.

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

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

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

- 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  
IFB GLB0027**

The following Supplemental Purchasing Provisions apply to this solicitation:

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

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by email to [georgia.billela@austintexas.gov](mailto:georgia.billela@austintexas.gov) no later than close of business 5 business days before the bid due date.

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

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

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

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

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

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
  - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
    - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
    - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
  - (1) The policy shall contain the following provisions:
    - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
    - (b) Contractor/Subcontracted Work.
    - (c) Products/Completed Operations Liability for the duration of the warranty period.
    - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS  
IFB GLB0027**

- (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 thirty-six (36) months and may be extended thereafter for up to three (3) additional twelve (12) month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
  - B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
  - C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
  - D. Prices are firm and fixed for the first twelve (12) months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

**THIS IS A 36 MONTH CONTRACT**

**FIRM FIXED PRICES FOR FIRST 12 MONTHS**



**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS  
IFB GLB0027**

4. **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
Department	Austin Resource Recovery Department (ARR)
Attn:	Accounts Payable
Address	ARR.AP@austintexas.gov
City, State Zip Code	City of Austin

- 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.
- C. Invoice and Administration Requirements
1. Upon completion of Services and prior to leaving the site, Contractor shall provide ARR with a detailed record of all Services performed, including steps taken to complete Services, all parts to be and/or replaced, an inventory of all parts installed and details of all labor (from start to completion times) to authorized City personnel.
  2. Submitted invoices shall be sent to the Contract Manager and/or designated City staff, as well as ARR, Accounts Payable, via email. All Quarterly Inspections, service calls and/or Maintenance paperwork shall be in typed/data entry, computer generated format, and include supportive documentation and records.
  3. Flat-fee rates shall include a breakdown of all related costs, i.e. trip fee and fuel costs; therefore, no additional line item charges shall be authorized beyond the accepted flat-fee "service call" rates as provided in the bid proposal.
  4. If performance is unacceptable, the Contractor shall be required to correct all problem areas within (3) three business days of notification and payment shall be delayed until work is remedied. Where unsatisfactory performance is not remedied within (3) three business days, the City reserves the right to hire another Contractor to correct unacceptable performance at the expense of the Contractor.
  5. Payments to the Contractor shall be withheld until all work at the site is deemed acceptable, per Section 7.
  6. Acceptance of all work performed under the executed contract shall be at the sole discretion of the Austin Resource Recovery Contract Manager and/or designated personnel, and as monitored by the ARR Purchasing Contract Monitor.
  7. Invoices shall be computer generated and include the following:
    - a) Breakdown and detailed information of all inspections and work completed,
    - b) Itemized costs, description and explanation of necessity for each parts,
    - c) Breakdown of flat-service-fee rate and associated labor hours,
    - d) Include time work began and was completed, and
    - e) Breakdown of any other authorized and contractual agreed costs.

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS  
IFB GLB0027**

8. If and where Contractor uses any non-employees and/or independent subcontractors to perform any of the work, authorization from Contract Manager is required, and Contractor may be required to provide documentation of proof of payment.

**5. ECONOMIC PRICE ADJUSTMENT:**

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first twelve (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 ten percent (10%) 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 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.

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS  
IFB GLB0027**

- iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100%	
Database Name: Employment Cost Index	
Series ID: CIU1010000300000I	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: All	
Description of Series ID: Total compensation for All Civilian workers in Service occupations, Index	
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

- 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.

6. **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.

7. **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:

Andy Dawson  
City of Austin - Austin Resource Recovery  
Department  
P.O. Box 1088, Austin, Texas 78767  
Phone: 512-974-4342  
Email: [Andy.Dawson@austintexas.gov](mailto:Andy.Dawson@austintexas.gov)

**Accounts Payable Contract Monitor**  
Jonathan Mays  
Contract Compliance Specialist  
Austin Resource Recovery | City of Austin  
Office 512-974-3050  
Email [jonathan.mays@austintexas.gov](mailto:jonathan.mays@austintexas.gov)

**Section 0605: Local Business Presence Identification**

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

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

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

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

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

**SUBCONTRACTOR(S):**

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

**SUBCONTRACTOR(S):**

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

**Section 0700: Reference Sheet**

Please include the following information if required in solicitation:

Responding Company Name \_\_\_\_\_

1. Company's Name \_\_\_\_\_

Name and Title of Contact \_\_\_\_\_

Present Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_)\_\_\_\_\_ Fax Number (\_\_\_\_)\_\_\_\_\_

Email Address \_\_\_\_\_

2. Company's Name \_\_\_\_\_

Name and Title of Contact \_\_\_\_\_

Present Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_)\_\_\_\_\_ Fax Number (\_\_\_\_)\_\_\_\_\_

Email Address \_\_\_\_\_

3. Company's Name \_\_\_\_\_

Name and Title of Contact \_\_\_\_\_

Present Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_)\_\_\_\_\_ Fax Number (\_\_\_\_)\_\_\_\_\_



**Section 0835: Non-Resident Bidder Provisions**

Company Name \_\_\_\_\_

- 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: \_\_\_\_\_

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

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

Answer: \_\_\_\_\_ Which State: \_\_\_\_\_

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

Answer: \_\_\_\_\_



**CITY OF AUSTIN, TEXAS**  
**SCOPE OF WORK**  
**SPECIFICATIONS for TRUCK AND FLOOR SCALE INSPECTIONS,**  
**MAINTENANCE AND REPAIR SERVICES**

**TABLE OF CONTENTS**

1.0	Purpose .....	2
2.0	Background .....	2
3.0	General Scope of Services Summary .....	2
4.0	Scope of Work: Service & Maintenance Requirements.....	3
	4.1 Quarterly Diagnostic Inspections and Maintenance .....	3
	4.2 Scale Systems Inspections .....	3
	4.3 Defective parts or components .....	4
	4.4 Quarterly Inspection and Maintenance Fees .....	4
	4.5 New and Replacement Parts .....	4
	4.6 Required Work Schedule/Response Time.....	5
	4.7 Return Requests for work to be completed .....	5
	4.8 Temporary Scale .....	5
	4.9 Warranty Work .....	5
	4.10 Property Access and Sign-In Procedures .....	5
	4.11 Invoice .....	5
	4.12 Staffing .....	5
	4.13 Safety, Clean-Up Requirements and Damage .....	6
5.0	On-Call Repairs .....	6
6.0	Emergency Service Calls .....	6
7.0	Acceptance of Work .....	6
8.0	General Requirements .....	6
9.0	References .....	7
10.0	Business Requirements .....	7
11.0	Omissions .....	7



**CITY OF AUSTIN, TEXAS**  
**SCOPE OF WORK**  
**SPECIFICATIONS for TRUCK AND FLOOR SCALE INSPECTIONS,**  
**MAINTENANCE AND REPAIR SERVICES**

**1.0 PURPOSE**

The City of Austin (“City”), Austin Resource Recovery Department (“ARR”), invites Bids from qualified Contractors to complete quarterly full-service, diagnostics, inspections, preventative maintenance, servicing, authorized part replacements and repairs of truck and floor scales located in the City facilities, as indicated below.

The objective of this solicitation is to ensure proper maintenance and operations, ensure compliance with Texas Administrative Code, Title 4, Part 1, Chapter 12B, Rule §12, Texas Agriculture Codes, Title 2, Subchapter A, and any other now or later required legal compliance of all City truck and floor scales. This shall be satisfied through quarterly inspections, calibrations, preventative maintenance and repairs, as well as periodic repairs and emergency services and parts (collectively “Services”), as needed by the City, from a qualified Contractor (as defined throughout this scope of work).

Currently ARR has the following truck and floor scales:

2 -truck scales located at the Resource Recovery Center, 3810 Todd Lane, Austin, TX 78744

1- 4’x4’ floor scale located at the Resource Recovery Center, 3810 Todd Lane, Austin, Texas 78744

1 - truck scale located at the Brush Grinding Area, Hornsby Bend Bio-Solid Management Plant, 2210 S. FM 973, Austin, TX 78725

**An increase and/or reduction in the number of scales may be incorporated into the final agreement in the future as determined by the City. Contractor shall agree that any additional scales added during the executed contract, shall be at the same rates quoted in the bid for any work performed on the existing scales as indicated above.**

**2.0 BACKGROUND**

ARR employs approximately 400 staff members and operates five separate facilities throughout the Austin area. ARR provides a broad range of services to the citizens of Austin including curbside collection service accounts for trash, recycling, yard trimmings, large brush and bulky items, as well as street sweeping, litter abatement, household hazardous waste collection, and dead animal collection services. ARR utilizes the following types of collection vehicles: semi-automated rear loaders, fully-automated side loaders, bucket trucks, dump trucks, street sweepers, tractor-trailers, box and flatbed cranes, pickup trucks, and enclosed dead animal collection trucks. There are currently approximately 200 collection vehicles and 100 light-duty vehicles in ARR’s fleet collection. In order to ensure Texas regulatory compliance, and to ensure all scales are properly working, ARR will require a Contractor to assist with compliance, quarterly service and service-calls and repairs as needed to all scales.

**3.0 GENERAL SCOPE OF SERVICES SUMMARY**

All the terms of this Scope of Work will become part of the contract documents executed by and between The City and the Contractor awarded this solicitation. Contractor’s performance shall conform to the specifications and requirements of this solicitation, and shall conform to Contractor’s submitted proposal. Both are incorporated by reference herein. To the extent the awarded Contractor’s proposal conflicts with the terms of the executed Contract, the terms of the Contract shall prevail.

The Scope of Work establishes the minimum requirements for the Contractor to furnish all materials, parts, labor, tools and equipment to complete quarterly full-inspections ( dates determined by Contract Manager), provide requested maintenance and service calls to ensure proper operations for all scales within the department (See Section 4.2 for further details). All requirements and services provided by Contractor must be performed according to manufacturer's specifications, at a minimum standard as established by the industry, and all state, county and city governmental agencies requirements.

The Contractor's proposal should include a full explanation of all services to be provided at all scales, as well as indicate level of knowledge and experience he/she possesses to utilize the current software programs used by the City, including WasteWORKS and WasteWizard by Carolina Software; however, Contractor shall demonstrate his/her ability to develop an understanding of and properly utilize any additional software/hardware that may become part of the City's operations relating to all scale usage, services and maintenance.

#### **4.0 SCOPE OF WORK: SERVICE & MAINTENANCE REQUIREMENTS**

All the terms of this Scope of Work will become part of the contract documents executed by and between The City and the Contractor awarded this solicitation. Contractor's performance shall conform to the specifications and requirements of this solicitation and to Contractor's submitted proposal. Both are incorporated by reference herein. To the extent the awarded Contractor's proposal conflicts with the terms of the executed Contract, the terms of the executed Contract shall prevail.

**The Contractor shall be responsible to perform four (4) diagnostic inspections and maintenance requirements for all scales listed above. Each quarterly, comprehensive inspection visit shall include a thorough, diagnostic inspection of the truck and/or floor scales to ensure each is fully operating, calibrated, and performing in compliance with all regulations. Contractor shall also perform additional necessary repairs and/or emergency service calls and repairs, only as needed and determined by the City's Contract Manager.**

##### **4.1 Quarterly Inspections and Maintenance**

The Contractor shall work with the City Contract Manager to develop a method for scheduling quarterly scale inspections and maintenance. The services shall be performed at varied hours, between the hours of 6:00 am and 5:00 pm at each facility, in order to minimize interferences with the daily operations of ARR.

All work completed under this contract and performed by Contractor, including but not limited to: quarterly inspection and maintenance, repairs, cleaning and/or emergency repair service calls will be at the discretion and scheduling of the Contract Manager.

##### **4.2 Scale Systems Inspections**

**Each scheduled inspection and maintenance service-call shall include, but is not limited to, the following:**

- a) Inspect scale hardware/software to ensure proper working order within industry standard requirements and timeframes (e.g. printers print out tickets) (Contractor shall be provided with independent log-in for access of City scale computers);
- b) Adjust software as needed to communicate properly with each scale;
- c) Utilize the City's truck scale computers and software, WasteWORKS and WasteWizard, as directed by the Contract Manager only and as needed to complete inspections, maintenance and repairs;
- d) Provide annual documentation of proper calibration in order to ensure the City satisfies the inspections done by the Texas Department of Agriculture;

- e) Inspect and provide, in writing, to Contract Manager, any details of any physical, weather related or other damage and/or potential concerns;
- f) Calibrate each scale to ensure accurate weighing in accordance with the all regulatory requirements and the Texas Department of Agriculture compliance standards;
- g) Inspect and service any readout mechanisms, repair and/or replace as needed and authorized by Contract Manager, (*See Section 4.7c for authorization methods*);
- h) Inspect foundation and weighbridge for cracks, weakening structure, rust, binding, and overall structure;
- i) Check suspension systems, where applicable;
- j) Check load cell for moisture, loose cables, proper seals, corrosion, dirt and debris and any other probable concerns;
- k) Inspect all hardware to insure securely tightened and check for rust;
- l) Inspect the junction boxes for proper functioning, repair and/or replace as needed and authorized;
- m) Examine all wiring and cables for loose connections, proper grounding and repair or replace as needed and authorized.

4.3 Defective parts or components (any equipment part or equipment component that fails to operate as intended or causes scale and/or related equipment to fail to operate as designed) shall be repaired, adjusted, calibrated or replaced as needed to ensure that equipment shall operate as designed, subject to Contract Manager's approval. Where the part was installed by the Contractor, said defective part shall be removed and replaced with a new part at no expense to the City.

#### 4.4 Quarterly Inspection and Maintenance Fee

Regardless of additional time or other, where the service-call is on a flat-fee basis, the City will only pay the agreed flat-rate and parts and/or materials if deemed necessary.

#### 4.5 New and Replacement Parts

- a. All new and replacement parts must be approved by the Contract Manager or designated City staff prior to removal and/or installation.
- b. All replacement parts shall be equal to or better than the original equipment, as defined by the documentation provided with the part(s), and as approved by the Contract Manager.
- c. Replacement of any failed or defective part or component resulting from Contractor's failure to adequately perform the inspections or complete the required maintenance and/or properly install said part(s) shall be at no cost to the City.
- d. Itemized details of each part replaced or installed shall be described on each work order submitted, as well as an explanation for the need to replace.
- e. New parts and/or replacement parts shall be billed or itemized separately from the inspection and maintenance service call flat-fee.
- f. All parts that have been replaced must be left at the site as instructed, with Contract Manager or designated personnel, for City personnel to examine, unless prior authorization (*See Section 4.7c for authorization methods*) has been granted to take said part for refurbishment and/or reuse. Where Contractor in turn sells removed parts, the City requests notification and applicable credit in part replacement costs to reflect the value Contractor receives for said part.



4.6 Required Work Schedule/Response Times

All quarterly inspections and maintenance and repairs shall be performed between the hours of 6:00 AM and 5:00 PM, Monday through Friday. Inspections shall be scheduled with the Contract Manager at least 48 hours/2 days ahead.

4.7 Return Requests for Work to be completed

- a. There shall be no additional charge to the City for callback services, where the reason for the return visit is unacceptable repairs or incomplete work performed. (*See §7.0* )
- b. The City will have 10 business days to inspect work completed and to request a return visit for all unacceptable work or parts to be completed and or replaced.
- c. Contractor shall provide a telephone number and email address for return requests, and Contractor shall respond to said requests within 1 (one) business day. Leaving a voice mail message or sending an email will qualify as notification from the City.
- d. Contractor shall return to correct unacceptable work within three (3) businesses days of notification. If Contractor fails to return within three (3) business days, the City reserves the right to hire others to correct the work at the expense of the Contractor.

4.8 Temporary Scale

The Contractor shall provide a temporary scale in the event scale(s) cannot be repaired at the time of the service-call, due to backordered parts or lengthy repairs. Contractor shall provide a weekly rate for said temporary scale in bid proposal. Contractor shall be responsible for delivery and pick-up of temporary scale, proper calibration, all normal wear-and-tear and maintenance of temporary provided scale.

Where there is a delay, and a temporary scale is requested by the City, Contractor shall provide a timeline for completion of repairs.

If Contractor will be unable to provide temporary scale, Contractor shall indicate this in the bid proposal.

4.9 Warranty Work

There shall be no cost to the City for warranty work. Contractor should provide specific warranty information timeframes of said warranties provided for all parts, services and labor in bid proposal.

4.10 Property Access and Sign-In Procedures

The City will provide access to the premises

Contractor shall contact the Contract Manager or designated City staff prior to arrival and at departure of the premises.

4.11 Invoice Requirements

See supplemental Purchase Provisions, form 0400 for invoice requirements.

4.12 Staffing

- a. Contractor shall have a sufficient number of employees to perform all quarterly inspections, as-needed repairs, and emergency repairs to ensure continual proper operations of all City scales, as defined in the terms of the executed Agreement.
- b. Contractor's employees shall wear uniforms or badges, identifying the business at all times while work is being performed at City sites.
- c. Staff shall possess all necessary, properly working tools and equipment to perform all services requested and as indicated herein.

#### 4.13 Safety, Clean-Up Requirements and Damage

- a. Contractor shall dispose of all empty containers, plastic wrap and all debris accumulated during inspections, repairs and/or maintenance, and shall leave the job-site in the same condition as it was prior to the service call.
- b. Disposal costs shall be the responsibility of the Contractor.
- c. Contractor shall comply with all City, State and Federal ordinances, laws, rules, and regulations.
- d. All personnel shall be equipped with all necessary and required Personal Protective Safety Equipment, including but not limited to: safety boots, reflective vest, gloves, safety glasses and hard hat.
- e. The Contractor shall be responsible for any and all equipment or property damage done as a direct result of Contractor's actions while on or around City property.
- f. Contractor shall immediately report to the City's Contract Manager any actual or potential safety concerns observed during all site visits.
- g. Contractor shall ensure all employees are provided safety training and perform all work adhering to OSHA standards and all applicable regulatory safety standards.

#### **5.0 ON-CALL REPAIRS**

The Contract Manager may request additional maintenance and repairs at times other than during the quarterly inspections and maintenance. When such non-emergency service requests are made by the City, the Contractor shall perform the services within three (3) business days.

Where parts must be ordered, Contractor shall provide an informed estimated timeline for delivery and completion of repairs.

Where Contractor is unavailable to respond within (3) three business days, or Contract Manager is unable to reach the Contractor, per the terms of the executed Agreement, the City reserves the right to hire another contractor to complete repairs and bill the Contractor for any price difference.

#### **6.0 EMERGENCY SERVICE CALLS**

Upon an emergency request from the City, the Contractor shall respond onsite, to perform repairs within eight (8) business hours from the time of request.

Where Contractor is unavailable to respond to emergency repair situations within eight (8) hours, or Contract Manager is unable to reach the Contractor the City reserves the right to hire another contractor to complete repairs and bill the Contractor for any price difference.

#### **7.0 ACCEPTANCE AND AUTHORIZATION OF WORK**

All work will require authorization from the Contract Manager. The City reserves the right to request the Contractor to correct any areas deemed unacceptable by the Contract Manager at no additional cost to the City. The Contract Manager shall have sole determination as to whether the work has been completed and in an acceptable/satisfactory manner.

#### **8.0 GENERAL REQUIREMENTS**

To be considered a qualified Bidder, Contractor shall have a minimum of three (3) years continuous experience in commercial scale maintenance and repair business and possess all current licenses and certifications required by the City, County, State of Texas or federal agencies to perform said maintenance and repairs described herein.

## **9.0 REFERENCES**

Bidder shall provide 3 (three) commercial references from customers where similar work as outlined in these specifications has been performed. References shall include name, address, telephone numbers, the type of work performed, as well as the length of time the services have been provided to said reference.

## **10.0 BUSINESS REQUIREMENTS**

Contractor shall operate a full-time business, maintain a permanent business address and location, email address, telephone and fax number. Business shall be a licensed service company by all required government agencies. Contractor shall have and maintain adequate equipment and materials provide trained, licensed (as required) staff and be qualified and registered to perform the services specified herein. Company shall be located within a 100-mile radius of the State Capitol in Austin, TX to be considered for this contract.

## **11.0 OMISSIONS**

It is the intent of this Solicitation to acquire complete truck and floor scale inspections, maintenance and repair services for the City. Any services that have been omitted from this Scope of Work, and incorporated documents, which are clearly necessary for the complete and legal operations of the final service agreement, shall be considered a requirement, although not directly specified or included in these specifications.

**BID SHEET  
CITY OF AUSTIN  
TRUCK AND FLOOR SCALE INSPECTIONS, MAINTENANCE AND REPAIR SERVICES  
INVITATION FOR BID (IFB) GLB0027**

**Bid Issued Date: June 8, 2015**

**Buyer: Georgia Billela**

**Copies of Bid: Bidder to submit 1 original of signed bid and 1 Electronic Thumb/Flash drive copy**

**Special Instructions:** Be advised that exceptions taken or qualifying statements made to any portion of the solicitations may jeopardize acceptance of the bid and may result in disqualification of the bid.

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.

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

**Failure to respond to each section of this bid sheet may result in disqualification of your bid.**

**SOLICITATION REQUIREMENTS**

All Bidders must submit the following items, as well as all requirements within this solicitation.

- a. Contractor shall include a blank template of the Inspection and Maintenance Report/form to be used by Contractor. The form is subject to ARR review, modifications and approval.
- b. Bids shall include a detailed breakdown of the fixed, all-inclusive, flat-rate fee for each quarterly inspection and maintenance, including but not limited to: service call fee, trip/travel fee (if any, to include any fuel charges), labor per hour fees, and any other fees that are to be incorporated into a flat-fee per quarterly inspection (Reference Document 0600, pricing bid sheet).
- c. Provide a detailed price breakdown for emergency service call rates, include if rate is hourly or a flat-fee and what price includes.
- d. Provide a cost of providing a temporary scale, as requested. See§4.8 for details.
- e. Include Warranty information for labor and parts provided. See §4.9 for details.
- h. Contractor shall provide the names and business information of at least 3 other companies for which they perform similar work.
- i. See Sections 4.1, 8.0, 9.0, and 10.0 additional requirements.
- j. Include a copy of current certificate of authority to perform work defined herein, as required by Texas Administrative Code, Title 4, Part 1, Chapter, Rule 12.70, and all other required agency certifications.

**Bids submitted shall include a detailed breakdown of the fixed, flat-rate fee for each quarterly inspection and maintenance, including but not limited to: service call fee, trip/travel fee (include any fuel charges), per hour labor fees, and any other fees that are to be incorporated into a flat-fee per quarterly inspection service call.**

**Section 1: Quarterly Inspection/Maintenance Service Calls**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	Complete inspection, maintenance, cleaning, calibration at a fixed, all-inclusive Service Call fee (to include all labor, trip fees, fuel allocations and other costs)  <b><u>NORTH truck scale located at Todd Lane</u></b>	4	EACH	\$	\$
2	Complete inspection, maintenance, cleaning, calibration at a fixed, all-inclusive Service Call fee (to include all labor, trip fees, fuel allocations and other costs)  <b><u>SOUTH truck scale located at Todd Lane</u></b>	4	EACH	\$	\$
3	Complete inspection, maintenance, cleaning, calibration at a fixed, all-inclusive Service Call fee (to include all labor, trip fees, fuel allocations and other costs)  <b><u>FLOOR SCALE located at Todd Lane</u></b>	4	EACH	\$	\$
4	Complete inspection, maintenance, cleaning, calibration at a fixed, all-inclusive Service Call fee (to include all labor, trip fees, fuel allocations and other costs)  <b><u>TRUCK SCALE at Hornsby Bend location</u></b>	4	EACH	\$	\$
<b>TOTAL</b>					\$

**Section 2: Additional Services**

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
5	Non-emergency flat-fee, all inclusive, Service Call fee for work performed to any scale (to include labor, trip, fuel and all related costs)	Hourly Rate / Flat Fee	\$	\$

BID SHEET CITY OF AUSTIN TRUCK AND FLOOR SCALE INSPECTIONS, MAINTENANCE AND REPAIR SERVICES INVITATION FOR BID (IFB) GLB0027				
6	Temporary/short-term rental Scale fee	Weekly Flat Fee	\$	\$
TOTAL				\$
Section 3: Emergency calls				
ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
7	Emergency Service Call fee (to include labor, trip, fuel and all related costs) <u>All truck and floor scales located at Todd Lane</u>	Hourly Rate/ Flat Fee	\$	\$
8	Emergency Service Call fee (to include labor, trip, fuel and all related costs) <u>All truck scales located at Hornsby Bend Location</u>	Hourly Rate/ Flat Fee	\$	\$
TOTAL				\$

Additional Services or Products (PRICING FOR THIS SECTION WILL NOT BE USED TO DETERMINE AWARD). Please provide any other services or products you will provide the City and the price you would charge the City for those additional services and products. This information will not be used in the evaluation of the bid and is for informational purposes only and there is no gaurantee of purchase.			
ITEM NO.	DESCRIPTION OF OTHER SERVICES OR PRODUCTS	PRICE*	UNIT OF MEASURE
9	Percentage discount off catalogue/price list of other items: Indicate the discount from Manufacturer's Suggested Retail Price.	_____ %	Dsicount from MSRP
10	Warranty for labor and parts provided:		
11	Other:		
* Unless otherwise specified, <b>Price</b> may be quoted as a firm-fixed price or as a percentage discount from Bidder's regular fees.			

The following documents are required to be completed and submitted with the Offer. Please check the boxes below as confirmation.	
<input type="checkbox"/>	Offer Sheet
<input type="checkbox"/>	Bid Sheet (Section 0600)
<input type="checkbox"/>	Local Business Presence Identification Form (Section 0605)
<input type="checkbox"/>	Reference Sheet (Section 0700)
<input type="checkbox"/>	Nonresident Bidder Provisions (Section 0835)
<input type="checkbox"/>	Blank Inpection and Maintenance Report/Form to be used by Contractor
<input type="checkbox"/>	Include a copy of current certificate of authority to perform work defined herein, as required by Texas Administrative Code, Title 4, Part 1, Chapter, Rule 12.70, and all other required agency certifications.
<input type="checkbox"/>	I UNDERSTAND THAT FAILURE TO SUBMIT THE COMPLETED FORMS ABOVE MAY RESULT IN DISQUALIFICATION OF MY BID
<input type="checkbox"/>	I UNDERSTAND THAT SUBMITTING WITH MY BID ANY CLARIFICATION STATEMENTS, QUALIFYING STATEMENTS, AND/OR EXECPTIONS TO THE CITY'S TERMS AND CONDITIONS MAY RESULT IN DISQUALIFICATION OF MY BID

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

DELIVERY METHOD: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_





**ADDENDUM  
CITY OF AUSTIN, TEXAS**

---

Solicitation: **IFB GLB0027**      Addendum No: **1**      Date of Addendum: **7/8/15**

---

This addendum is to incorporate the following changes to the above referenced solicitation:

**Clarifications:**

1. The closing time and date of the above referenced Invitation for Bid has been extended to 2:00 PM on Wednesday July 15, 2015. Bids will be accepted until 2:00 PM on July 15, 2015.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

**APPROVED BY:**

Georgia L. Billela, Buyer II  
Purchasing Office, 512-974-2939

**ACKNOWLEDGED BY:**

---

SUPPLIER

---

AUTHORIZED SIGNATURE

---

DATE

**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**