



Amendment No. 5
to
Contract No. GA150000069
for
Electronic Visual Display Systems for use at ABIA
between
CDW Government, LLC.
and the
City of Austin, Texas

- 1.0 The *above* referenced contract is hereby amended to exercise its option and extend its contract.
- 2.0 The City hereby exercises the extension option for the above-referenced contract. Effective May 12, 2019, the term for the extension option will be May 12, 2019 to May 11, 2020 and there are no remaining option.
- 3.0 The total Contract amount is recapped below:

Term	Contract Amount for the Item	Total Contract Amount
Basic Term: 05/12/2015 -05/11/2018	\$1,600,000.00	\$1,600,000.00
Amendment No. 1: Product offer modification	\$0.00	\$1,600,000.00
Amendment No. 2: Change invoice address	\$0.00	\$1,600,000.00
Amendment No. 3: Invoice address change	\$0.00	\$1,600,000.00
Amendment No. 4: Correct contract terms to 36-month with two additional 12-month periods to match Term of Contract provision in Section 0400 item 3.A. Extension option 1 05/12/2018 -05/11/2019	\$200,000.00	\$1,800,000.00
Amendment No. 5 Extension option 2 05/12/2019- 05/11/2020	\$200,000	\$2,000,000

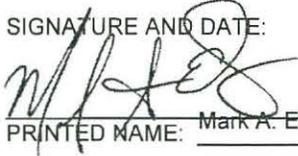
- 4.0 MBE/WBE goals were not established for this contract.
- 5.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties

Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas,
or the City of Austin.

6.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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

SIGNATURE AND DATE:

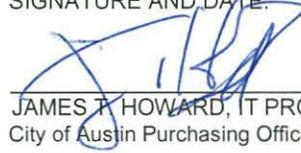


PRINTED NAME: Mark A. Ellis - Mgr, Program Management

Authorized Representative

CDW Government, LLC
230 N. Milwaukee Avenue
Vernon Hills, IL 60061

SIGNATURE AND DATE:



JAMES T. HOWARD, IT PROCUREMENT MANAGER
City of Austin Purchasing Office



Amendment No. 4
to
Contract No. GA150000069
for
Electronic Visual Display Systems for use at ABIA
between
CDW Government, LLC.
and the
City of Austin, Texas

- 1.0 The above referenced contract is hereby deleting Section 1.3, Term of Contract, and Section 1.4, Compensation, and replacing it with the following:

1.3 **Term of Contract.** The Contract will be in effect for a term of 36-months with two additional 12-month extension options. 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 \$1,600,000, with two 12-month extension options in an amount not to exceed \$200,000 per extension options, for a total contract amount not to exceed \$2,000,000.

- 2.0 The City hereby exercises the extension option for the above-referenced contract. Effective May 12, 2018, the term for the extension option will be May 12, 2018 to May 11, 2019 and there are one remaining option.

- 3.0 The total Contract amount is recapped below:

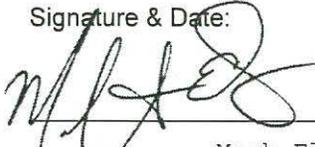
Term	Contract Amount for the Item	Total Contract Amount
Basic Term: 05/12/2015 – 05/11/2018	\$1,600,000.00	\$1,600,000.00
Amendment No. 1: Product offer modification	\$0.00	\$1,600,000.00
Amendment No. 2: Change invoice address	\$0.00	\$1,600,000.00
Amendment No. 3: Invoice address change	\$0.00	\$1,600,000.00
Amendment No. 4: Correct contract terms to 36-month with two additional 12-month periods to match Term of Contract provision in Section 0400 item 3.A. Extension option 1 05/12/2018 – 05/11/2019	\$200,000.00	\$1,800,000.00

- 4.0 MBE/WBE goals were not established for this contract.
- 5.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties

Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas,
or the City of Austin.

6.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.
BY THE SIGNATURE(S) affixed below, this Amendment is hereby incorporated and made a part
of the above referenced contract.

Signature & Date:



03/07/2018

Printed Name: Mark Ellis

Authorized Representative

CDW Government, LLC.
230 N. Milwaukee Avenue
Vernon Hills, IL 60061

Signature & Date:



Sai Xoomsai Purcell, Procurement Specialist
City of Austin Purchasing Office



Amendment No. 3
to
Contract No. GA150000069
for
Electronic Visual Display Systems for use at ABIA
between
CDW Government, LLC.
and the
City of Austin, Texas

- 1.0 The above referenced contract is hereby amended to change the invoice address to the following:

	City of Austin
Department	Aviation Department
Attn:	Account Payable
Address	3600 Presidential Blvd.
City, State, Zip Code	Austin, TX 78719

- 2.0 Effective date of this change is 11/13/2017.

- 3.0 The total Contract amount is recapped below:

Term	Contract Amount for the Item	Total Contract Amount
Basic Term: 05/12/2015 – 05/11/2018	\$1,600,000.00	\$1,600,000.00
Amendment No. 1: Product offer modification	\$0.00	\$1,600,000.00
Amendment No. 2: Change invoice address	\$0.00	\$1,600,000.00

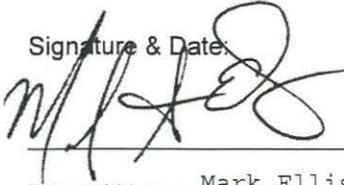
- 4.0 MBE/WBE goals were not established for this contract.

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

- 6.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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

Signature & Date:



11/14/2017

Printed Name: Mark Ellis

Authorized Representative

CDW Government, LLC.
230 N. Milwaukee Avenue
Vernon Hills, IL 60061

Signature & Date:



11/14/17

Sai Xoomsai Purcell, Procurement Specialist
City of Austin Purchasing Office



Amendment No. 2
to
Contract No. GA150000069
for
Electronic Visual Display Systems for use at ABIA
between
CDW Government, LLC.
and the
City of Austin, Texas

- 1.0 The City hereby amends this contract by modifying the available product list to include the following:

Model #	Description	Price
UD55E-A	Samsung 55" Commercial LED Display	\$ 4,310.00
PN-R426	Sharp 42" Commercial LED Display	\$ 1,065.00
PN-E703	Sharp 70" Commercial LED Display	\$ 3,170.00
DM48E	Samsung 48" Commercial LED Display	\$ 975.00

- 2.0 Effective date of this change is 03/15/2017.

- 3.0 The total Contract amount is recapped below:

Term	Contract Amount for the Item	Total Contract Amount
Basic Term: 05/12/2015 – 05/11/2018	\$1,600,000.00	\$1,600,000.00
Amendment No. #: 1 – Product offer modification	\$0.00	\$1,600,000.00

- 4.0 MBE/WBE goals were not established for this contract.
- 5.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 6.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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

Signature & Date:

Mark A. Ellis

Printed Name: Mark A. Ellis

Authorized Representative

Manager, Program Management

CDW Government, LLC.
230 N. Milwaukee Avenue
Vernon Hills, IL 60061

Signature & Date:

Sai Xoomsai Purcell 3/16/17

Sai Xoomsai Purcell, Procurement Specialist
City of Austin Purchasing Office



Amendment No. 1
to
Contract No. GA150000069
for
Electronic Visual Display Systems for use at ABIA
Between
CDW Government, Inc.
dba CDW Government
and the
City of Austin

1.0 The Contract is hereby amended as follows: Change the vendor information as requested and documented by the vendor.

	From	To
Vendor Name	CDW Government, Inc. dba CDW Government	CDW, LLC dba CDW Government, LLC dba CDWG
Vendor Code	CDW7127170	CDW7127170
FEIN	██████████	██████████

2.0 All other terms and conditions of the Contract remain unchanged and in full force and effect.

BY THE SIGNATURE affixed below, this Amendment No. 1 is hereby incorporated into and made a part of the Contract.

Linell Goddin-Brown
Contract Compliance Supervisor
City of Austin, Purchasing Office

Date



Financial Service Department
Purchasing Office
124 W. 8th St., Austin, Texas, 78701

May 12, 2015

CDW Government, LLC
Danielle Guidry
Account Manager
230 N. Milwaukee Avenue
Vernon Hills, IL 60061

Dear Ms. Guidry:

The Austin City Council approved the execution of a contract with your company for Electronic Visual Display Systems for use at ABIA.

Responsible Department:	Aviation Department
Department Contact Person:	Phillip Bays
Department Contact Email Address:	Phillip.Bays@Austintexas.gov
Department Contact Telephone:	(512) 530-2638
Project Name:	Electronic Visual Display Systems for use at ABIA
Contractor Name:	CDW Government, LLC
Contract Number:	MA-5600-GA150000069
Contract Period:	May 12, 2015 through May 11, 2018
Extension Options:	N/A
Dollar Amounts:	Not to Exceed \$1,600,000.00
Agenda Item Number:	42
Council Approval Date:	April 23, 2015

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,

Shawn M. Willett

Shawn M. Willett
Corporate Purchasing Manager
IT Contract Management and Procurement Team
City of Austin, Purchasing Office

cc: Phillip Bays, Aviation

**CONTRACT BETWEEN THE CITY OF AUSTIN (“City”)
AND
CDW Government, LLC (“Contractor”)
for
Electronic Visual Display Systems for use at ABIA
MA-5600-GA15000069**

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 CDW Government LLC having offices at Vernon Hills, IL 60061 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City (“Effective Date”).

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number IFB SMW0212.

1.1 This Contract is composed of the following documents:

- 1.1.1 This Contract
- 1.1.2 The City’s Solicitation, Invitation for Bid (IFB), SMW0212 including all documents incorporated by reference
- 1.1.3 CDW Government, LLC Offer, dated December 1, 2014, including subsequent clarifications

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

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

1.3 Term of Contract. The Contract will be in effect for a term of 36-months. 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 \$1,600,000.00. 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.

1.6 Invoices. Invoices for this contract shall be sent via email to:ABIA.Invoices@austintexas.gov, contact person for invoices is Uwakima Udom, Uwakima.udom@austintexas.gov .

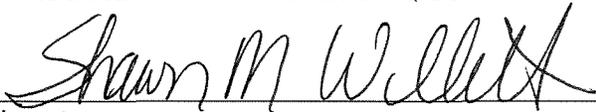
This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended,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

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

CITY OF AUSTIN

Shawn M. Willett

Printed Name of Authorized Person



Signature

Corporate Purchasing Manager

Title:

May 12, 2015

Date:

City of Austin
Electronic Visual Display
GA K \$%&



CDW Government LLC
230 N. Milwaukee Ave.
Vernon Hills, IL 60061





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

SOLICITATION NO.: SMW0212

COMMODITY/SERVICE DESCRIPTION: Electronic Visual Display Systems for use at ABIA

DATE ISSUED: November 10, 2014

REQUISITION NO.: RQM 14110400040

PRE-BID CONFERENCE TIME AND DATE: N/A

LOCATION: N/A

COMMODITY CODE: 20460

BID DUE PRIOR TO: 2:00 PM on December 2, 2014

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

BID OPENING TIME AND DATE: 2:15 PM on December 2, 2014

PRIMARY:

Shawn M Willett
Corporate Contract Compliance Manager
Phone: (512) 974-2274
E-Mail: shawn.willett@austintexas.gov

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

SECONDARY:

Jane Neal
Buyer I
Phone: (512) 974-3398
E-Mail: jane.neal@austintexas.gov

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:

P.O. Address for US Mail	Street Address for Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed	Purchasing Office-Response Enclosed
P.O. Box 1088	124 W 8 th Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

To ensure prompt delivery, all packages SHALL BE CLEARLY MARKED ON THE OUTSIDE "Purchasing Office-Response Enclosed" along with the offeror's name & address, solicitation number and due date and time. See Section 0200 Solicitation Instructions for more details.

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 150 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, 1 COPIES, AND 1 ELECTRONIC COPY OF YOUR RESPONSE

*****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	9
ATTA	ABIA SECURITY REQUIREMENTS	24
0500	SPECIFICATION	2
0600	BID SHEET – Must be completed and returned with Offer	2
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES AND BENEFITS CONTRACTOR CERTIFICATION–Complete and return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

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

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

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

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

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

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

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

Company Name: CDW Government LLC

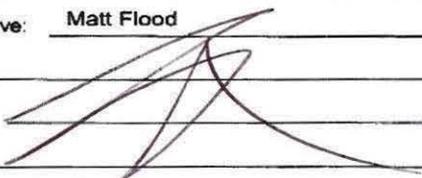
Company Address: 230 N. Milwaukee Ave.

City, State, Zip: Vernon Hills, IL 60061

Federal Tax ID No. [REDACTED]

Printed Name of Officer or Authorized Representative: Matt Flood

Title: Supervisor, Program Sales

Signature of Officer or Authorized Representative: 

Date: 12/1/2014

Email Address: mattflo@cdw.com

Phone Number: 203-851-7229

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

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

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 not later than (5) business days prior to bid opening. Submissions may be made via e-mail to: shawn.willett@austintexas.gov or jane.neal@austintexas.gov or via fax at (512) 974-2388.

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

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

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

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

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

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (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 SMW0212**

- (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 months and may be extended thereafter for up to two additional twelve 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 resolicit 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 thirty-six months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.
4. **CONTRACT AWARD:**
- This contract will be awarded in an amount not to exceed \$1,600,000.00 for the initial contract term and not to exceed \$200,000.00 for each of the extension options. This is a requirements based contract and work will be requested as required and specified by the City for each project. The not to exceed amount is not a guarantee of any work under the contract.
5. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

6. DELIVERY REQUIREMENTS:

Location:	Days:
Technology Distribution Center (TDC)	Mon-Fri
4201 Ed Bluestein Blvd. North	
Austin, Texas 78721	

- A. The Contractor shall confirm the quantity to be shipped on all orders within two (2) hours of notification from the City.
- B. Unless requested by the City, deliveries shall not be made on City-recognized legal holidays (see paragraph 51 in Section 0300).

7. 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	Department of Aviation
Attn:	Phillip Bays
Address	3600 Presidential Blvd.
City, State Zip Code	Austin, Texas 78719

- 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.

8. RESTOCKING FEES:

- A. The Contractor may bill the City restocking fees (if included in their Offer) for parts that are ordered by the City under the contract and returned for refund. The Contractor is not obligated to accept for refund any part that is not resalable and/or not in the same condition as when purchased.
- B. Restocking fees may be charged to the City when multiple parts or groups of parts are returned for refund at one time due to the City inventory warehouse cleaning, unless these parts are returned at an annual pre-arranged date. The date for the annual return shall be mutually agreed upon between the City and the Contractor.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

9. MATERIALS SPECIFICATIONS/DESCRIPTIVE LITERATURE:

- A. If a solicitation refers to a Qualified Products List (QPL), Standard Products List (SPL) or a manufacturer's name and product, any Offeror offering products not referenced in the solicitation must submit as part of their Offer materials specifications/descriptive literature for the non-referenced product. Materials specifications/descriptive literature must be identified to show the item(s) in the Offer to which it applies.
- B. Materials specifications/descriptive literature are defined as product manufacturer's catalog pages, "cut sheets" applicable tests results, or related detailed documents that specify material construction, performance parameters, and any industrial standards that are applicable such as ANSI, ASTM, ASME, SAE, NFPA, NBS, EIA, ESL, and NSA. The submitted materials specifications/descriptive literature must include the manufacturer's name and product number of the product being offered.
- C. The failure of the materials specifications/descriptive literature to show that the product offered conforms to the requirements of the Solicitation shall result in rejection of the Offer.
- D. Failure to submit the materials specifications/descriptive literature as part of the Offer may subject the Offer to disqualification from consideration for award.

10. HAZARDOUS MATERIALS:

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

11. PUBLISHED PRICE LISTS:

- A. Offerors may quote using published price lists in the following ways:
 - i. Offerors may quote one discount from a Published Price List for all offered items to be covered in the Contract. The discount must remain firm during the life of the Contract.
 - ii. Offerors may quote their dealer cost, plus a percentage markup to be added to the cost. The percentage markup must remain firm during the life of the contract.
- B. Two (2) copies of the list upon which the discounts or markups are based shall be submitted with the Offer. All price lists identified in the Offer shall clearly include the Offeror's name and address, the solicitation number, prices, title of the discount and number, and the latest effective date of the price list. If the Offer is based on a discount or markup on a manufacturer's price list, the price list must also include the manufacturer's name, the manufacturer's latest effective date, and the manufacturer's price schedule. All price lists submitted become part of the Offer.
- C. The price list may be superseded or replaced during the Contract term only if price revisions are the result of the manufacturer's official price list revision. Written notification from the Contractor of price changes, along with two (2) copies of the revised list must be submitted to the Buyer in the Purchasing

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

Office with the effective date of change to be at least 30 calendar days after written notification. The City reserves the right to refuse any list revision.

- D. The discounts or markups on equipment rental, material, supplies, parts, and contract services shall be fixed throughout the term of the Contract, and are not subject to increase.
- E. Failure to submit written notification of price list revisions will result in the rejection of new prices being invoiced. The City will only pay invoices according to the last approved price list.

12. **LIVING WAGES (applicable to procurements involving the use of labor):**

- A. The minimum wage required for any Contractor employee directly assigned to this City Contract is \$11.00 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$11.00 per hour. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide with the first invoice and as requested by the Department's Contract Manager, individual Employee Certifications (**see the Living Wages Employee Certification included in the Solicitation**) for all employees directly assigned to the contract. Employee Certifications shall be signed by each employee directly assigned to the contract. The Employee Certification form is available on-line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.
- E. Contractor shall submit employee certifications quarterly with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract. The quarterly Employee Certification Forms shall be submitted for employees added to the contract and/or to report any employee changes in that quarter. If no changes, submit a Contractor's Certification Form indicating no change.
- F. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.

13. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.

- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

14. **WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):**

- A. Contractors are required to obtain a certified criminal background report with fingerprinting (referred to as the "report") for all persons performing on the contract, including all Contractor, Subcontractor, and Supplier personnel (for convenience referred to as "Contractor's personnel").
- B. The report may be obtained by reporting to one of the below governmental entities, submitting to fingerprinting and requesting the report [requestors may anticipate a two-week delay for State reports and up to a four to six week delay for receipt of a Federal report.].
 - i. Texas Department of Public Safety for any person currently residing in the State of Texas and having a valid Texas driver's license or photo ID card;
 - ii. The appropriate governmental agency from either the U.S. state or foreign nation in which the person resides and holds either a valid U.S. state-issued or foreign national driver's license or photo ID card; or
 - iii. A Federal Agency. A current Federal security clearance obtained from and certified by a Federal agency may be substituted.
- C. Contractor shall obtain the reports at least 30 days prior to any onsite work commencement. Contractor also shall attach to each report the project name, Contractor's personnel name(s), current address(es), and a copy of the U.S. state-issued or foreign national driver's license or photo ID card.
- D. Contractor shall provide the City a Certified Criminal Background Report affirming that Contractor has conducted required security screening of Contractor's personnel to determine those appropriate for execution of the work and for presence on the City's property. A list of all Contractor Personnel requiring access to the City's site shall be attached to the affidavit.
- E. Upon receipt by the City of Contractor's affidavit described in (D) above and the list of the Contractor's personnel, the City will provide each of Contractor's personnel a contractor ID badge that is required for access to City property that shall be worn at all times by Contractor's personnel during the execution of the work.
- F. The City reserves the right to deny an ID badge to any Contractor personnel for reasonable cause, including failure of a Criminal History background check. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's reports. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) calendar days of the receipt of notification of denial.

- G. Contractor's personnel will be required to wear the ID badge at all times while on the work site. Failure to wear or produce the ID badge may be cause for removal of an individual from the work site, without regard to Contractor's schedule. Lost ID badges shall be reported to the City's Contract Manager. Contractor shall reimburse the City for all costs incurred in providing additional ID badges to Contractor Personnel.
- H. ID badges to enter and/or work on the City property may be revoked by the City at any time. ID badges must be returned to the City at the time of project completion and acceptance or upon removal of an individual from the work site.
- I. Contractor is not required to obtain reports for delivery personnel, including but not limited to FedEx, UPS, Roadway, or other materials delivery persons, however all delivery personnel must present company/employer-issued photo ID and be accompanied by at least one of Contractor's personnel at all times while at the work site.
- J. The Contractor shall retain the reports and make them available for audit by the City during regular business hours (reference paragraph 17 in Section 0300, entitled Right to Audit).
- K. All technicians performing work on the campus shall meet the minimum security requirements and be capable of obtaining a SIDA badge at ABIA, see Attachment A.

15. **ECONOMIC PRICE ADJUSTMENT:**

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first 36 months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed twenty-five percent (25%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise 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).

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

- (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100%	
Database Name : Producer Price Index Industry Data	
Series ID: PCU33411 - 33411	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: N/A	
Description of Series ID: Computer & Peripheral equipment Mfg	
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, as its sole discretion, may consider approving an adjustment on fully documented market increases.

16. **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.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

38. **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:

Phillip Bays

System Support Network Supervisor

Phillip.Bays@austintexas.gov

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

ATTACHMENT A

ABIA SECURITY REQUIREMENTS

AIRPORT SECURITY REQUIREMENTS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Contract, including General Conditions and Supplemental General Conditions and Division 1 Specification Sections, apply to work of this Section.

1.2 SUMMARY

- A. This section outlines security responsibilities for Contractors and Subcontractors at Austin-Bergstrom International Airport (ABIA).
- B. In this document, Project Manager is defined as designated Owner Representative.
- C. Due to the ever changing environment of Airport security, requirements may change at any time.

1.3 RESTRICTED AREAS ACCESS POLICIES

Unescorted Access: Individuals with an operational need for unescorted access into restricted areas (Sterile Area, Secured Area and/or Air Operations Area) of the airport shall submit to a fingerprint-based ten-year criminal history records check (CHRC) and Security Threat Assessment (STA). If the process confirms no disqualifying criminal offenses, the Department of Aviation (DOA) Security and ID Office may issue a security access badge. **Applicant fees to request an ABIA Security Identification Badge are \$75 each, which is typically waived for contractors or personnel providing work or services under a contract agreement with the City of Austin.**

Escorted Access: Each person acting as an escort must inform all individual(s) being escorted that they are in a security area of the airport and all security rules and regulations must be followed. The escort is required to be able to, at all times until the escorted individual has left the security area, physically control the escorted individual(s)' movement when escorted in the Secured Area and visually control the escorted individual(s) movement when escorted in the AOA and Sterile Area. Only individuals with current unescorted access authority are permitted to escort. Those who have authority to escort will have the designated silver background with (AUS) Sticker which gives them the authority to escort. The maximum number of individuals who can be escorted is three (3). ABIA escort procedures are described in "**Escort Procedures and Authorization Form**". (Attachment 1)

A "**Special Escort Notification**" (Attachment 2) may be utilized in instances where more than 3 people will be escorted. Special events or circumstances will be evaluated on a case by case basis and must be requested and discussed with the Project Manager at the Weekly Coordination Meeting. Completion and submission of the form and **prior approval** from the Airport Security Coordinator (ASC) or ASC's designee must be received before conducting the escort. To ensure prompt approval requests must be submitted at least three (3) working days in advance to allow for this exemption. In an emergency situation when less than three (3) working days notice is available; submit the fax to Airport Communications at 530-7676. Approval shall be obtained before conducting the escort.

Sterile and Secured Area Access: A Subcontractor or Supplier may be exempted from the airport security badge requirements provided they will be on the work site no more than three (3) consecutive days and are under authorized escort. Exceptions must be submitted by the Project Manager and approved by the Airport Security Coordinator.

General Requirements
Airport Security Requirements Section 01555

Air Operations Area (AOA) Access: A Subcontractor or Supplier may be exempted from the airport security badge requirements provided they will be on the work site no more than fourteen (14) consecutive days and under authorized escort. Exceptions must be submitted by the Project Manager and approved by the Airport Security Coordinator.

Telecommunication / Electrical / Maintenance Room Access: The DOA Information Systems Division shall approve access into DOA telecommunication rooms. The DOA Building Maintenance Division shall approve access into electrical and/or maintenance rooms. A DOA employee shall accompany and escort individuals needing access to these areas. Requests for escorts must be made at least three (3) working days in advance of the event through the Project Manager and/or at the Work Coordination Meetings.

As approved by the Project Manager, Contractor shall contact the DOA Business Development Section at 530-7507 for escort fees, scheduling and additional information. Minimum hourly charge to contractors for required escort services shall be \$40.

After-Hours Access: Should the Contractor require access to the Terminal's sterile side after Transportation Security Administration (TSA) operations at security checkpoints have terminated for the day, the Contractor shall contact Airport Communications at (512) 530-2242 (530-ABIA).

1. Prior approval for after hours access must be requested through the Project Manager during the Work Coordination Meetings.
2. The Contractor shall report to the Terminal Loading Dock where identification will be verified and registration of his ingress to the Terminal recorded.
3. The Airport Security personnel will inspect and validate the Contractors' provided tool inventory and equipment that are to be brought into the Terminal.
4. Airport Security personnel will provide access into the Terminal via the Loading Dock doors. The contractor will never be provided airport badge access through the loading dock doors.
5. Once admitted into the Terminal service corridor, the Contractor must utilize service elevators and doors as authorized by their airport badge to access their work site.
6. Contractor must exit the Terminal through the loading dock in order that the tool inventory previously completed may be revalidated. Tools shall not be left unattended in the Sterile Area unless properly secured.

Unconventional Access: Unconventional access is defined as entering into the secure side of the Terminal structure or AOA in a fashion other than a card swipe door or gate activity; for example, a baggage conveyor belt. If Contractor requires unconventional access into the Secured Area or Airport Operations Area, the Contractor must make the request at least 24 hours prior to the proposed activity through the Project Manager at the Work Coordination Meetings so that a security validation check can be performed and approval received. The ABIA Airport Security Coordinator will notify the Project Manager, Airport Public Safety, Airport Communications, TSA, and OPSEC/Airport Operations of the approved activity and authorized person(s). The Project Manager will notify the contractor.

Curbside Parking: Curbside parking for deliveries adjacent to the ABIA terminal shall be for a maximum of one hour unless approved in writing by the Project Manager. Requests to park curbside shall be submitted to the Project Manager at least three (3) working days prior to the planned delivery and/or the request shall be presented at the Work Coordination meetings. Failure to comply with required notification will subject delivery to be prohibited by the Project Manager.

The following procedures shall be followed for approved parking.

1. The Contractor will contact Airport Communications [(512) 530-2242] to advise they are arriving, or have arrived at their approved parking location. An Airport Security Supervisor or designee will be dispatched to meet at the designated parking location.
2. The security representative will inspect the vehicle and apply a distinctive sticker to the vehicle window to indicate that the vehicle has been inspected and authorized to be parked at that location.

Under no circumstances shall the Contractor's vehicle operator leave the vehicle prior to security inspection.

Key Access: The Airport Security and ID Office controls all locks and keys for access points. Locks and keys may be issued upon written request using **Core Request** (Attachment 3) or **Key Request** (Attachment 4) forms. The form(s) must be signed by an individual whose signature is on file with the Security and ID Office as authorized to request security items for that organization. Individuals issued a key must have a valid ID badge and be authorized to enter the respective area.

Only "Best Access Systems" keys and cores are approved for installation at ABIA. While the contractor may be permitted to install temporary construction cores in doors, the Security and ID Office shall install all final access door lock cores. If Contractor utilizes DOA provided cores or keys, there will be a penalty of \$100 per cores and \$50 per key for lost items to be deducted from the contract.

Some doors and gates have Intellikey locks installed. If the Contractor requires access to a door(s) or gate(s) with an Intellikey lock, an Intellikey may be issued upon written request using **Intellikey Acknowledgement – Contractor** (Attachment 5). The request must be approved and signed by the Project Manager. Failure to return or loss of an Intellikey will result in a \$100 penalty per key to be deducted from the contract.

1.4 SECURITY IDENTIFICATION BADGE APPLICATION PROCEDURES

Except as noted above, construction workers that are required to work in ABIA Secured Area, Sterile Area or Airport Operations Area shall obtain and prominently display ABIA-issued security ID badges on their person at all times. The DOA Security and ID office is the single point of service for processing security ID badge applications. Contractor should allow 7-10 days for completion of badge processing. Please contact Security and ID at (512) 530-6943 (530-MYID) for all badging inquiries.

The following procedures shall be followed to obtain security ID badges:

1. Project Manager will complete an **Unescorted Access Authorization** form (Attachment 6) for the Contractor Representative(s) who is/are approved for Signatory Authority for the specified project. Project Manager will verify the approved Signatory Authority identification documents are acceptable as listed in the **Personal Information** form (Attachment 8) and advise DOA Security via e-mail of the names. Contractor representative(s) must complete badge application paperwork previously mentioned in this section and successfully complete the Criminal History Records Check (CHRC) and Security Threat Assessment process prior to taking the TSA required Signatory Authority training. Upon successful completion of the training, Contractor representative(s) will complete an **Authorized Signatures** form (Attachment 7). Signatory Authority must verify badge applicants have acceptable identification documents as listed in the **Personal Information** form (Attachment 8) before signing the **Unescorted Authorization** form (Attachment 6).

Sub-contractors who are active participants in the ABIA Experienced Contractor Program, have signatory authority, and their employees already possess security ID badges but seek to do work for another ABIA project, will not need to rebadge employees under the sponsorship of the added prime project contractor.

2. Badge applicant shall complete, sign the **Personal Information Form** (Attachment 8), and present two forms of identification. Acceptable forms of identification are listed on the second page of the form. After completion of badge processing, badge must be obtained within 30 days of fingerprinting.
3. Badge applicant shall read and sign the **Criminal History Records Check/Disqualifying Criminal Offenses** (Attachment 9) statement/form.
4. Badge applicant shall submit to an FBI fingerprint-based criminal history records check and a TSA Security Threat Assessment (STA).
5. Non-U.S. citizen contractors shall provide governmental proof of work authorization and an ABIA **Documentation Verification Form** (Attachment 10) reviewed and stamped by Immigration and Customs Enforcement personnel located on the ground level of the terminal building.
6. If escort authority is required, Contractor shall read and sign the **ABIA Escort Procedures Authorization** (Attachment 11) form.
7. Contractor shall attend the ABIA Security Identification Display Area (SIDA) training if accessing the Secured Area or Airport Operations Area. Training is computer based and is approximately 60 minutes in length with an examination at the conclusion which must be passed. Training is available at the Security and ID office during business hours. A Spanish version of SIDA testing is available; Spanish translators during SIDA testing are prohibited. Any training requiring translation in another language must be preapproved by the Airport Security Manager or designee.
8. Prior to badge issuance, the Contractor with signature authority shall coordinate with the Airport Project Manager or designee to determine badge expiration date (one year or less) and the appropriate access profile.
9. Sub-contractor personnel doing work for two or more prime contractors at ABIA obtain a security ID badge for each sub-contract. The employee shall wear **only** the appropriate badge for each contractor when working. Steps 1-8 listed above shall be accomplished for each additional badge required for the employee. **Exception: Employees of sub-contractors that are active participants in the ABIA Experienced Contractor Program are not required to possess multiple badges for each sponsoring prime contractor.**
10. Contractor shall promptly respond to any badge audit information requests. Also, access and/or distribution of active contractor badges during project construction and/or warranty period shall be limited and restricted to personnel approved by the Project Manager and DOA Security.

1.5 OTHER POLICIES

Tools, Materials, and Equipment: Contractor shall abide by Airport Security Program, including tool security requirements noted in the **Acknowledgement of Responsibility, Prohibited Items and Tools in Terminal Concourses and Sterile Areas** (Attachment 11) form. All tools to be used in the Sterile Area must be processed through the loading dock. Contractor shall keep tools and other items not in use in a lockable toolbox (gang box) or in a secured area not accessible to the public. Tools shall not be left unattended in the Sterile Area. An inventory of all tools using **ABIA Tool Inventory List** (Attachment 12) form will be conducted before entering the restricted area and upon exiting.

Contractor must utilize **ABIA Daily Tool Inventory List** (Attachment 13) for any tools that are to be left in the terminal complex overnight. This inventory must remain at the job site, up to date, and readily available for inspection by ABIA/TSA security personnel.

At any time a tool is discovered missing, Airport Communications must be contacted immediately at (512) 530-2242. Airport OPSEC and the Contractor must conduct a search of the last known location and nearby area. The Contractor must complete an incident report regarding the missing tool(s).

Introduction of tools, materials, and equipment into the Secured / Sterile Areas, AOA, and SIDA must be coordinated through the Project Manager.

Vehicle Registration and Driver's Training: If the work requires un-escorted vehicular access in the Secured Area or Airport Operations Area (AOA), Contractor shall complete and submit **ABIA Vehicle Registration LOGO Form** (Attachment 14) for each vehicle, present proof of required insurance, and submit a picture of the company vehicle logo in a .jpeg format to the Project Manager. Proposed vehicle drivers must attend airport driver's training. Training is computer based and may be taken in conjunction with the SIDA training previously mentioned. Airport Driver's training is approximately one hour in length with an examination at the conclusion which must be passed. Training is available at the Security and ID office during business hours. Contact Airport Operations [(512) 530-7550] for more information regarding driver's training.

Security at Construction Site: Contractors, or any other non-Airport personnel, having authorized Secured Area/AOA access and having been assigned a Secured Area/AOA access point for their temporary use shall maintain positive control of the access point by the use of off-duty ABIA Security personnel or employees of a private security firm approved by the Director, designee, or Transportation Security Administration (TSA). As approved by the Project Manager, Contractor shall contact the DOA Business Development Section [(512) 530-7507] for escort fees, scheduling and additional information. Minimum hourly charge to contractors for required access control services shall be \$35 per hour.

Contractor will conduct a security briefing with personnel assigned to the access point each day with signatures by the Contractor and security personnel signifying a clear understanding of security procedures required. Contents of the briefing will be determined during the construction project meeting and copies of the previous week's daily briefing will be provided to the Project Manager.

Temporary Wall/Door/Lock/Fence/Gate: If temporary modification to current access control methods are required to the Sterile Area, Secured Area and/or Air Operations Area, the Contractor shall comply with the following procedures as stated in Title 49 CFR Part 1542.105: *"The request for an amendment must be filed with the designated official at least 45 days before the date it proposes for the amendment to become effective, unless a shorter period is allowed by the designated official. Within 30 days after receiving a proposed amendment, the designated official, in writing, either approves or denies the request to amend."* For purposes of this section, the request shall be made to the Project Manager who will forward it to the Security and ID office. An example may be the installation of a temporary gate somewhere along the AOA fence line.

Security ID Badge Control: Contractor must conduct a monthly badge audit with Owner to ensure all active badge holders are still employed. Security and ID Office will provide Active Badge List to the Project Manager on the 1st working day of the month. Audit findings must be returned to Security and ID no later than the 15th of the month.

Contractor must return badges of Subcontractors to the DOA Security and ID office within three (3) working days of the subcontractors work completion. Contractor shall immediately notify Airport Communications [(512) 530-2677] when aware an individual's access authority has been revoked or limited for adverse reasons or termination of employment.

Loss of security items: Loss of any security-related item is a serious incident. All losses will be reported immediately to the Airport Communications [(512) 530-2242]. The Airport Security Coordinator or representative must approve replacement of any lost security item. Loss or failure to return a security

General Requirements
Airport Security Requirements Section 01555

access badge will result in a \$500.00 per badge penalty to be deducted from the contract. Contractor is responsible for replacement costs and any other penalties associated with lost security items.

Federal Aviation Administration (FAA)/ Transportation Security Administration (TSA) Imposed Penalties

FAA or the Department of Homeland Security may impose civil penalties to individuals, companies, and the airport for safety or security violations. Maximum penalties assessed against an individual can be \$50,000 and companies \$400,000. Pursuant with City contract provisions and City of Austin ordinances, Contractor shall be responsible for payment of any civil penalties assessed against the Contractor or Owner due to safety/security program violations committed by the Contractor.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION 01555

ATTACHMENTS:

- # 1 - ABIA Escort Procedures and Authorization
- # 2 - Special Escort Notification form
- # 3 - Core Request form
- # 4 - Key Request form
- # 5 - Intellikey Acknowledgement Form - Contractor
- # 6 - Unescorted Access Authorization form
- # 7 - Authorized Signatures
- # 8 - Personal Information form
- # 9 - Criminal History Records Check/Disqualifying Criminal Offenses statement/form
- # 10 - Document Verification form
- # 11 - Acknowledgement of Responsibility, Prohibited Items and Tools in Terminal Concourses and Sterile Areas form
- # 12 - ABIA Tool Inventory List
- # 13 - ABIA Daily Tool Inventory List
- # 14 - ABIA Vehicle Registration LOGO form



ABIA ESCORT PROCEDURES AUTHORIZATION FORM

Escort Procedures

SD 1542-06-01D Compliance and Procedures for authorized escorts; please read carefully as you will be ultimately responsible for the following procedures conducted as per TSA (Transportation Security Administration) CFR 1542. Failure to comply could result in Criminal and/or Civil penalties for non-compliance, as well as denial or revocations of access media (badge).

Escort

To accompany or monitor the activities of an individual who does not have unescorted access authority into or within a Sterile, Secured Area or SIDA, and/or Air Operations Area (AOA).

While in the SIDA, each person, unless under escort, is required to continuously display an AUS approved identification media. Identification must be displayed above the waist on the outermost garment at all times. All employees are required to challenge individuals who are not in compliance with the display requirements.

A. Escort Procedures:

1. Each person acting as an escort must inform all individual(s) being escorted that they are in a security area of the airport and all security rules and regulations must be followed. The escort is required to be able to, at all times until the escorted individual has left the security area, physically control the escorted individual(s)' movement when escorted in the Secured Area and visually control the escorted individual(s) movement when escorted in the AOA and Sterile Area. Only individuals with current unescorted access authority are permitted to escort. Those who have authority to escort will have the designated silver background with **(AUS)** Sticker which gives them the authority to escort. Unless otherwise exempt the maximum number of individuals who can be escorted is three (3).
2. Any escorted persons engaged in activities other than those for which the escorted access was granted shall be challenged to the validity of the action. When necessary, the person shall be removed from the escorted area. When deemed necessary to have assistance to remove escorted persons from the area, **Law Enforcement Personnel (LEP) will be contacted through Airport Communications at (512) 530-ABIA (2242).**

3. Individuals escorted into a sterile area, who have not been cleared at the screening checkpoint, must remain under escort until they exit the area. The escort will remain within a distance of individual(s) under escort so that positive control over the individual(s) actions is maintained.
4. No individual who has been issued an active AUS identification media/ID may be escorted; i.e., left badge at home, or is not in possession of media/id. An individual whose badge is suspended or expired may not be escorted.
5. Unless otherwise exempt from this process, **before conducting an escort you must contact (by fax [(512)530-7676] or telephone) Airport Communications (512) 530-2242** who will verify your authority to escort. Airport Communications will record the date and time of contact. Failure to do so could result in the revocation of escorting privileges. You will provide Airport Communications with the following information:
 - a. The names and date of birth of all individuals being escorted (3 maximum).
 - b. Estimated length of time the escort will be conducted.
 - c. Approximate location of the escort.
 - d. Reason for the escort.

You may also check-in with the Security Officer located at the following locations in lieu of contacting Communications when these posts are manned by Security Officers. These locations are the loading dock, E110 and Check Point Charlie W-123). If the loading dock or E110 are closed you will need to contact Communications.

Exemptions:

A “***Special Escort Notification Form***” may be utilized in instances where more than 3 people will be escorted. Special events or circumstances will be evaluated on a case by case basis and must be discussed and requested with the Project Manager at the Weekly Coordination Meeting. Completion and submission of the form and ***prior approval*** from the ASC or ASC’s designee must be received before conducting the escort. To ensure prompt approval requests must be made at least three (3) working days in advance to allow for this exemption. In an emergency situation with less than three (3) working days notice is available; submit a fax to Airport Communications at (512) 530-7676. Approval **must** be obtained before conducting the escort.

Cargo and Belly Freight Operators, while providing escorts in their facilities and their adjoining fenced in areas at Gates W125 /W130 (Belly Freight), are **only exempt** from the notification process. Proper escorts must be conducted at all times while in the SIDA. Belly freight and fuel farm operators may make

notification of an escort through the Security Officer Booth located near W123.

Fuel Farm Operators, while providing escorts in their facilities and their adjoining fenced in areas, are **only exempt** from the notification process. Proper escorts must be conducted at all times while in the SIDA. Fuel Farm Operators may make notification through the Security Officer Booth located near W123.

EMS, ARFF, AFD, Security Officers, Airside Operations, OPSEC, TSA and Law Enforcement Personnel are exempt from notification process and 3 person limitations.

ID Display:

All persons within, or attempting to gain access to the SIDA of the Airport, who are not under escort, shall display on their person, at all times while in the SIDA, an identification badge issued or approved by the Airport. The identification badge must be displayed with the photo visible to the front, readily visible between the neck and waist on the outermost garment.

Challenge

The act of attempting to ascertain the authority or purpose of an unescorted person, not wearing or properly displaying airport issued/approved identification, to access or remain in the SIDA of the airport, by directly requesting such person to display airport issued/approved identification.

Secured Area

A portion of an airport, specified in the ***Airport Security Program***, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Part 1544 or 1546 of 49 CFR Chapter XII enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA)

A portion of an airport, specified in the ***Airport Security Program***, in which security measures specified in Part 1542 are carried out. This area includes the Secured Area and may include other areas of the airport.

Sterile Area

A portion of an airport defined in the ***Airport Security Program*** that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 of

49 CFR Chapter XII or a foreign air carrier under Part 1546 of 49 CFR Chapter XII, through the screening of persons and property.

I have read and understand the Approved Escort Procedures for AUS:

Company : _____

Employee : _____

Employee Badge: : _____

Signature : _____

Date : _____

Signatory Authority : _____

Badge Number : _____

Printed Name : _____

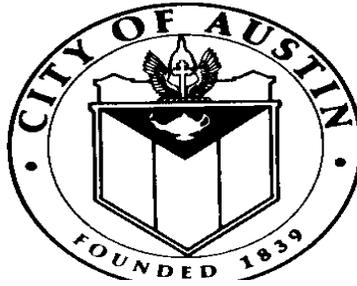
As Signatory Authority you are verifying the above person who is being granted SIDA or sterile area escort authority has a legitimate business need for such authority to conduct their duties at Austin-Bergstrom International Airport.

The Airport Operator via the Airport Security Coordinator or designee has the ultimate right to refuse escort authority to anyone who is found to abuse such authority or is found not in compliance.



Austin-Bergstrom International Airport
Cores

TO: Security and ID Office Aviation Department	FROM: (Sponsor)								
<p>A. Request the following person to be issued an airport security key indicated.</p> <p>1. Name: (Last) _____ (First) _____ (Middle) _____ Badge # _____ Expires: _____</p> <p>2. Key (check as appropriate) <input type="checkbox"/> Building Doors _____ <input type="checkbox"/> Perimeter Fence Gates _____ <input type="checkbox"/> Other _____</p> <p>3. Method of Payment: <input type="checkbox"/> User Fee <input type="checkbox"/> Cash/ Check <input type="checkbox"/> Charge <input type="checkbox"/> N/A</p> <p>I am authorized to request issue of security items (signature on file with the Security and ID office.</p> <p>Signature: _____ Badge #: _____ Date: _____</p>									
<p>B. Verification: <input type="checkbox"/> Requestor's Signature <input type="checkbox"/> Recipient's Badge Number</p> <p>Signature: _____ Badge #: _____ Date: _____</p>									
<p>C. Received items listed in A-2 as follows:</p> <table><tr><td>Core ID: _____</td><td>Amount: _____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table> <p>Signature: _____ Badge # _____ Date: _____</p>		Core ID: _____	Amount: _____	_____	_____	_____	_____	_____	_____
Core ID: _____	Amount: _____								
_____	_____								
_____	_____								
_____	_____								
<p>D. Core Revocation:</p> <p>Core(s) <input type="checkbox"/> Lost <input type="checkbox"/> Returned Penalty deducted from contract for lost or damaged core \$ _____</p> <p>Signature: _____ Badge #: _____ Date: _____</p>									



Austin-Bergstrom International Airport
 Key Issue

TO: Security and ID Office Aviation Department	FROM: (Sponsor)															
<p>A. Request the following person to be issued an airport security key indicated.</p> <p>1. Name: (Last) _____ (First) _____ (Middle) _____ Badge # _____ Expires: _____</p> <p>2. Key (check as appropriate)</p> <p><input type="checkbox"/> Building Doors _____</p> <p><input type="checkbox"/> Perimeter Fence Gates _____</p> <p><input type="checkbox"/> Other _____</p> <p>3. Method of Payment:</p> <p><input type="checkbox"/> User Fee <input type="checkbox"/> Cash/ Check <input type="checkbox"/> Charge <input type="checkbox"/> N/A</p> <p>I am authorized to request issue of AOA/SIDA items (signature on file with the Security and ID office) and I certify that necessary procedures have been established to control the items.</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																
<p>B. Verification: <input type="checkbox"/> Requestor's Signature <input type="checkbox"/> Recipient's Badge Number</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																
<p>C. Received items listed in A-3 as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Key ID: _____</th> <th style="text-align: left;">Amount: _____</th> <th style="text-align: left;">Serial Number: _____</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Signature: _____ Badge # _____ Date: _____</p>		Key ID: _____	Amount: _____	Serial Number: _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Key ID: _____	Amount: _____	Serial Number: _____														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
<p>D. Key Revocation:</p> <p>Key(s) <input type="checkbox"/> Lost <input type="checkbox"/> Returned <input type="checkbox"/> Destroyed</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																
<p>E. Penalty Deducted from Contract:</p> <p>Received Total of \$ _____</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																



Intellikey Acceptance Acknowledgement

I, _____, ABIA SIDA badge # _____ acknowledge receipt of an INTELLIKEY. I understand the security system of ABIA will be compromised if the key is lost and agree to the following terms as conditions for acceptance:

- Control of the Intellikey must be maintained at all times.
- Intellikey will be kept in a secure location while not on ABIA property.
- Intellikey will be used for the performance of contracted job responsibilities and will not be used for any other purpose.
- The Security and ID Office (Airport Communications, after hours) must be notified immediately if an Intellikey is lost or stolen. Failure to immediately make the proper notifications of a lost Intellikey can result in a suspension of Airport ID/Access privileges.
- If an Intellikey is lost, the replacement cost will be \$100.00. Any subsequent losses will result in an additional deposit and possible non-issuance of an Intellikey.
- Intellikey must be “refreshed” within the established ABIA timeline to remain valid.

I have read the above requirements and understand the contents.

Signature

Date

The above individual is approved for issuance of an Intellikey.

Project Manager- P & E
Austin Bergstrom International Airport

June 5, 2013



UNESCORTED ACCESS AUTHORIZATION FORM

Print legibly or type. Incomplete or illegible forms will not be processed

MUST BE COMPLETED IN BLUE INK.

Employee's Last Name ↑	First Name ↑	Full Middle Name ↑

I request the following items/services for the above listed employee:

- New Employee Badge
- Renewal of Employee Badge
- Replacement of Lost/Stolen Badge
- Replacement of Expired Badge
- Fingerprints
- Security Threat Assessment

The items/services will be paid for in the manner indicated below (check one):

- Employee will pay (cash, check, VISA or MasterCard)
- Company will pay (cash, check, VISA or MasterCard)
- Bill this company (limited to select tenants)
- No Charge (Government Employees)

This employee will need the following type of badge (check all that apply):

- (Green)** Sterile Area + AOA + Secured Area (Ramp)
- (Orange)** Sterile and Restricted Area within Terminal
- (Yellow)** Cargo Ramp and Maintenance Ramp only
- (Blue)** T-Hangers Access Only
- (White)** ID only – No Access

Other notes regarding this employee's access:

PLEASE INITIAL: Ramp Driving ____ Escort ____ Runway/Taxiway ____ LEP ____

By signing below I indicate that my signature is on file with the Security and ID Office and I am authorized to request security items as required by Transportation Security Administration Regulation 49 CFR 1542.209 or 49 CFR 1544.229.

I certify that I have inspected the identification documents of the person named above and they are acceptable forms of identification as listed on the second page of the Security and ID Personnel Information Form. I understand my Signatory Authority may be revoked for failure to inspect and verify the required identification documents.

ID's Checked: #1 _____ Exp Date: _____ #2: _____ Exp Date: _____

PRINT AUTHORIZER'S NAME

AUTHORIZER'S SIGNATURE

COMPANY NAME

AUTHORIZER'S PHONE

SPONSOR COMPANY

DATE (IN MM/DD/YYYY FORMAT)

Austin-Bergstrom International Airport

AUTHORIZED SIGNATURES

Blue ink only

 <p>Austin-Bergstrom International Airport</p>	Dept/Company Name →	
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DEPARTMENT HEAD YES _____ NO _____

As the owner, manager, chief executive officer, or person otherwise in charge and in accordance with the Austin Bergstrom International Airport Security Program, I authorize the following persons besides myself, employees of my company/organization, to sign requests for AOA, SIDA and other restricted area access authorizations and related security items. This form invalidates and replaces all previous authorization forms for my company/organization. All contact phone numbers are correct as of the date of this form. I am the only individual with my company/organization that is authorized to add or remove names on this authorization form.

SIGNATORY AUTHORITY

PRINT NAME

BADGE NUMBER

BUSINESS TELEPHONE

ALTERNATE TELEPHONE

E-MAIL ADDRESS

I CERTIFY THAT I HAVE RECEIVED TRAINING IN AND UNDERSTAND THE DUTIES AND RESPONSIBILTIES OF AN AUTHORIZED SIGNER

SIGNATURE

DATE



SECURITY AND ID PERSONAL INFORMATION FORM

*****Illegible Forms will not be Accepted*****

Badge # _____

EMPLOYER INFORMATION

Sponsor Company

Contract Company

PERSONAL INFORMATION

Last Name

First Name (Full)

Middle Name (Full)

Nickname/Alias

Home Address

City

State

Zip

GENDER: (circle one) Male Female ETHNICITY: White Black Hispanic Asian Other: _____

EYE COLOR: Black Blue Brown Gray Green Hazel Other: _____

HAIR COLOR: Black Blonde Brown Gray Red White Bald Other: _____

DATE OF BIRTH: _____ HEIGHT: _____ WEIGHT: _____

STATE OF BIRTH (or Foreign Country): _____ COUNTRY OF CITIZENSHIP: _____

SOCIAL SECURITY # _____ DRIVERS LICENSE # _____ STATE _____

PASSPORT # _____ PASSPORT COUNTRY: _____

ALIEN REGISTRATION # (if applicable) _____

NON IMMIGRANT VISA # (if applicable) _____

WORK PHONE # _____ HOME PHONE # _____ ALT PHONE # _____

E-MAIL ADDRESS _____

The information I have provided is true and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punishable by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code)

Signature: _____ Date: _____

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 12th Street, Arlington, Va. 20598.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Signature: _____ Date of Birth: _____

SSN and Printed Full Name: _____



SECURITY AND ID PERSONAL INFORMATION FORM

Badge Applicant's Name Last _____ First _____ Middle _____

**LIST OF ACCEPTABLE DOCUMENTS ---ONE OF WHICH MUST BE A PHOTO ID
ONE FORM OF ID FROM LIST A & B, OR ONE FROM LIST A & C, OR ONE FROM LIST B & C
All documents must be UNEXPIRED**

LIST A	LIST B	LIST C
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I 94-A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI. 	<ol style="list-style-type: none"> Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 	<ol style="list-style-type: none"> A Social Security Account Number card unless the card includes one of the following restrictions <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of Birth Abroad issued by the Department of State (Form FS-545) Certification of Report of Birth issued by the Department of State (Form DS-1350) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security

ADDITIONAL DOCUMENT REQUIREMENTS

A. Individuals who are not U.S. citizens must provide:

- Alien Registration Number; or
- I-94 Arrival/Departure Number

B. Individuals who hold a non-immigrant Visa must provide it.

C. Individuals who are U.S. citizens born abroad or naturalized U.S. citizens must provide:

- U.S. passport (List A); or
- Certificate of Naturalization ; or
- Certification of Birth Abroad, Form DS-1350 (List C)

*****SECTION BELOW TO BE COMPLETED BY SECURITY AND ID OFFICE PERSONNEL USE ONLY*****

_____/_____
Documents verified by (Signature of Trusted Agent) Date

_____/_____
Badge issued by (Signature of Trusted Agent) Date



Criminal History Records Check Disqualifying Criminal Offenses

An individual has a disqualifying offense if the individual has been convicted of, or found not guilty of by reason of insanity, any of the disqualifying crimes listed in this paragraph in any jurisdiction a minimum of 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

		Yes	No			Yes	No
1	Forgery of certificates, false marking of aircraft, and other aircraft registration violations in violation of 49 U.S.C. 46306.	<input type="checkbox"/>	<input type="checkbox"/>	19	Rape or aggravated sexual abuse.	<input type="checkbox"/>	<input type="checkbox"/>
2	Interference with air navigation in violation of 49 U.S.C. 46308.	<input type="checkbox"/>	<input type="checkbox"/>	20	Unlawful possession, use, sale, distribution, manufacture of an explosive or weapon.	<input type="checkbox"/>	<input type="checkbox"/>
3	Improper transportation of hazardous material in violation of 49 U.S.C. 46312.	<input type="checkbox"/>	<input type="checkbox"/>	21	Extortion.	<input type="checkbox"/>	<input type="checkbox"/>
4	Aircraft piracy in violation of 49 U.S.C. 46502.	<input type="checkbox"/>	<input type="checkbox"/>	22	Armed or felony unarmed robbery.	<input type="checkbox"/>	<input type="checkbox"/>
5	Interference with flight crew member or flight attendants in violation of 49 U.S.C. 46504	<input type="checkbox"/>	<input type="checkbox"/>	23	Distribution of, or intent to distribute, a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>
6	Commission of certain crimes aboard aircraft in flight in violation of 49 U.S.C. 46506.	<input type="checkbox"/>	<input type="checkbox"/>	24	Felony arson.	<input type="checkbox"/>	<input type="checkbox"/>
7	Carrying a weapon or explosive aboard aircraft in violation of 49 U.S.C. 46505.	<input type="checkbox"/>	<input type="checkbox"/>	25	Felony involving a threat.	<input type="checkbox"/>	<input type="checkbox"/>
8	Conveying false information and threats in violation of 49 U.S.C. 46507.	<input type="checkbox"/>	<input type="checkbox"/>	26	Felony involving willful destruction of property.	<input type="checkbox"/>	<input type="checkbox"/>
9	Aircraft piracy outside the special aircraft jurisdiction of the United States in violation of 49 U.S.C. 46502(b).	<input type="checkbox"/>	<input type="checkbox"/>	27	Felony involving importation or manufacture of a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>
10	Lighting violations involving transporting controlled substances in violation of 49 U.S.C. 46315.	<input type="checkbox"/>	<input type="checkbox"/>	28	Felony involving burglary.	<input type="checkbox"/>	<input type="checkbox"/>
11	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements in violation of 49 U.S.C. 46314.	<input type="checkbox"/>	<input type="checkbox"/>	29	Felony involving theft.	<input type="checkbox"/>	<input type="checkbox"/>
12	Destruction of an aircraft facility in violation of 18 U.S.C. 32.	<input type="checkbox"/>	<input type="checkbox"/>	30	Felony involving dishonesty, fraud, or misrepresentation.	<input type="checkbox"/>	<input type="checkbox"/>
13	Murder.	<input type="checkbox"/>	<input type="checkbox"/>	31	Felony involving possession or distribution of stolen property.	<input type="checkbox"/>	<input type="checkbox"/>
14	Assault with intent to murder.	<input type="checkbox"/>	<input type="checkbox"/>	32	Felony involving aggravated assault.	<input type="checkbox"/>	<input type="checkbox"/>
15	Espionage.	<input type="checkbox"/>	<input type="checkbox"/>	33	Felony involving bribery.	<input type="checkbox"/>	<input type="checkbox"/>
16	Sedition.	<input type="checkbox"/>	<input type="checkbox"/>	34	Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.	<input type="checkbox"/>	<input type="checkbox"/>
17	Kidnapping or hostage taking.	<input type="checkbox"/>	<input type="checkbox"/>	35	Felony involving violence at international airports in violation of 18 U.S.C. 37.	<input type="checkbox"/>	<input type="checkbox"/>
18	Treason.	<input type="checkbox"/>	<input type="checkbox"/>	36	Conspiracy or attempt to commit any of the criminal acts listed on this page.	<input type="checkbox"/>	<input type="checkbox"/>

By signing below I certify that I do not have any of the above listed disqualifying criminal offenses.

Also signing below indicates my understanding that I have a continuing obligation under Title 49, CFR, Parts 1542.209 and 1544.229 to disclose to the airport operator within 24 hours if I plead guilty or nolo contendere ("no contest") to, have an adjudication withheld, have been convicted or found not guilty by reason of insanity to any of the disqualifying crimes listed on this application or the federal security regulations.

Also signing below indicates the information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)

PRINT NAME

SIGNATURE

DATE



ABIA INS DOCUMENTATION VERIFICATION FORM

**Verification of U.S. Department of Justice – Immigration and Naturalization Service Issued
Resident Alien – Permanent Resident – Work Authorization – Photo Identification**

Last Name ↑

First Name ↑

Middle Name ↑

Citizenship ↑

Date of Birth ↑

Social Security Number ↑

SECTION BELOW TO BE COMPLETED BY US CUSTOMS & BORDER PROTECTION PERSONNEL

Verified By ↑

Agency Name ↑

Date ↑

AUSTIN BERGSTROM INTERNATIONAL AIRPORT

Acknowledgement of Responsibility

Prohibited items and Tools in Terminal Concourses and Sterile Areas

Due to heightened security, the Transportation Security Administration (TSA) has required that no items identified in the TSA “Prohibited items List” be allowed in the terminal concourses and sterile areas of the airport. This prohibition includes all pocketknives, carpet knives, and other folding or retractable blades, regardless of blade length or composition. The prohibition also includes sabers, swords, hunting knives, martial arts devices, ice picks, straight razors, and elongated scissors, or any tool with a sharp blade that could be utilized as a weapon or cutting tool. This list is not comprehensive, and common sense should always prevail. A current copy of the TSA “Prohibited items” may be obtained at www.TSA.gov or by calling the Security Badging office at (512) 530-6943.

The TSA acknowledges the need to allow for maintenance in the concourse areas, and therefore some exceptions have been made. Personnel requiring the use of tools and other prohibited items to perform essential job functions may do so if the following conditions are met.

- The individual accepts responsibility to keep all tools and prohibited items within his/her immediate span or control so that no unauthorized person is able to access them.
- All tools are to be transported in a secure bag or toolbox so they are inaccessible to passengers at all times (no tool belts).
- Tools will be used discretely, stored immediately, and secured and locked whenever possible.
- All personnel requesting unescorted access shall be required to sign this Acknowledgement of Responsibility form at the time they are badged. Extra forms are available in the security badging Office.
- Unbadged personnel requiring the use of tools in the sterile areas must be under continuous escort of a badged employee. **The badged employee providing the escort will be held fully responsible for ensuring compliance with these rules.**
- **Unbadged persons and their tools must be processed through TSA Passenger Security Checkpoint # 2. In addition, they must be under escort at all times.** Badged personnel must deliver their tools to the Loading Dock, return to the terminal, enter the sterile area through a TSA passenger security checkpoint and return to the Loading Dock through the service corridor. An inventory of the tools will be conducted at the Loading Dock upon entering and exiting the restricted area. Please contact an Airport Security Coordinator or Operations Construction Project Coordinator.

All unattended tools found in the Sterile Areas will be confiscated by the Department of Aviation, and the employees badge may be suspended or revoked. Personnel not complying with these procedures may be issued a notice of Violation (NOV) and/or be subject to TSA sanctions.

Your signature below indicates that you fully understand and accept the responsibilities outlined in this acknowledgment of responsibility.

SIGNATURE

PRINT NAME

COMPANY

DATE

ABIA DAILY INVENTORY LIST

PROJECT NAME: _____
 CONTRACTOR NAME: _____

Date	Time	Remarks	OPSEC	
			Notified	Initials
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
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		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	

AIRPORT COMMUNICATIONS # (512) 530-2242



Austin-Bergstrom International Airport
Vehicle Registration LOGO

TO: Security and ID Office Aviation Department	FROM: (Sponsor)
<p>A. Request AOA access authorization and registration for the following vehicle:</p> <p>1. Name: (Last) _____ (First) _____ (Middle) _____ Badge # _____ Expires: _____ Insurance Company: _____</p> <p>2. Vehicle: _____ Model: _____ Color: _____ Year: _____ License Plate: _____ State: _____</p> <p>3. Required AOA/SIDA Clearance: <input type="checkbox"/> Main Terminal Ramp <input type="checkbox"/> RCCF <input type="checkbox"/> Fuel Facility <input type="checkbox"/> Runways and Taxiways <input type="checkbox"/> Maintenance Ramp <input type="checkbox"/> Cargo Ramp</p> <p>4. Vehicle Identified by: <input type="checkbox"/> Company Logo</p> <p>I am authorized to request AOA/SIDA and restricted area access issuance of security related items (signature on file with the Security and ID office and certify that the operation of this vehicle on the AOA/SIDA is necessary and in conjunction with official business. The persons who will be operating this vehicle have been briefed on the Airport Security Program and operating procedures for the AOA/SIDA.</p> <p>Signature: _____ Badge #: _____ Date: _____ DOA Project Manager</p> <p>Signature: _____ Badge #: _____ Date: _____</p>	
<p>B. Verification: <input type="checkbox"/> Requestor's Signature <input type="checkbox"/> Recipient's Badge Number <input type="checkbox"/> Proof of Insurance</p> <p>Signature: _____ Badge #: _____ Date: _____ DOA Project Coordinator</p> <p>C. I understand the security requirements and my responsibilities under the Airport Security Program relating to Authorization for my access and operating procedures on the AOA/SIDA. I accept these responsibilities and agree to comply with requirements of the Airport Security Program and safeguard my TOPCAP/LOGO to prevent unauthorized use.</p> <p>Signature: _____ Badge # _____ Date: _____</p> <p>D. LOGO Revocation::</p> <p>Signature: _____ Badge #: _____ Date: _____ Department of Aviation</p>	

SCOPE OF WORK
Solicitation No. IFB SMW0212

Description: Airport Visual Information Display Equipment and Supply Agreement

1.0 PURPOSE

The Aviation Department utilizes a software system to display Flight Information at Austin-Bergstrom International Airport. The locations of these monitors vary within the Barbara Jordan Terminal and includes a mix of different manufacturers and monitor sizes. This is an Invitation for Bid (IFB) that will be utilized to standardize and replace existing end of life and out of warranty monitors. This supply agreement will be awarded to a single bidder submitting the lowest responsive bid total.

2.0 DELIVERY AND ORDERING REQUIREMENTS

- 2.1 Estimated order quantities of each item are as noted on the bid sheet.
- 2.2 City Contract Manager or designee shall place orders for the items.
- 2.3 Deliveries shall be made within fourteen (14) calendar days of the order.
- 2.4 Deliveries shall be FOB destination.
- 2.5 Rush delivery response shall be within twenty-four (24) hours of notification by the City Contract Manager.
- 2.6 Contractor shall include one (1) copy of itemized packing slip to the delivery site; the following information shall be included on packing slips:
 - 2.6.1 Contract Price Agreement Number
 - 2.6.2 Purchase Order Number (DO #)
 - 2.6.3 Quantities Ordered
 - 2.6.4 Quantities Shipped
- 2.7 Complete shipments are desired, however, partial shipments shall be considered/required upon occasion, and shall be delivered at no additional cost to the City. Partial shipments must be approved by the ABIA staff prior to shipment.
- 2.7 Products shall be new and in the manufacturer's box with full three (3) year warranty extending from the date of delivery to the City.

3.0 EQUIPMENT AND INSTALLATION

- 3.1 This section provides an overview of the work to be performed for the monitor replacement of the Austin-Bergstrom International Airport (ABIA) Flight Information Display System (FIDS) to be furnished and installed by the Contractor. The FIDS work includes the following:
 - 3.1.1 Furnish and install new displays, mounts, and cables as required to support the FIDS System. Architectural display support structures, conduit, UPS, electrical power, and outlets will be provided by ABIA. Existing monitors will be removed by ABIA.
 - 3.1.2 The contractor shall provide all equipment, materials, software, labor, design, coordination, warranty, and maintenance as required to provide a complete and fully operational hardware that is accepted as complete by ABIA staff.

- 3.1.2.1 The Contractor shall provide all equipment, cables, materials, labor, and design and coordination services necessary to complete or perfect all parts of the Flight Information Display System (FIDS) hardware, and to ensure that they comply with the requirements stated or reasonably inferred by this Specification.
 - 3.1.2.2 The Contractor shall perform all required coordination with ABIA representatives and ABIA stakeholders to finalize all functional, operational, and performance requirements of the design. This shall include, but not be limited to, site investigation and verification, design workshops, coordination meetings, and review workshops. Interim and final design documentation shall be submitted for review and approval by the Owner's representative prior to proceeding with any installation work.
 - 3.1.2.3 The requirements of this Section shall be accomplished by replacing the existing information display system monitor hardware that is currently installed at ABIA.
 - 3.1.2.4 The Contractor shall ensure that the replacement solution to the existing information display systems software is compatible and provides seamless integration with existing hardware components in addition to the new components if needed.
- 3.2 Initial Replacements - to be completed by February 28, 2015 if possible dependent on contract award date. No work will be performed during the month of March if this date is not able to be met.
- 3.2.1 Samsung – UD55D monitors will be installed by the contractor as portrait style setup.
 - 3.2.1.1 Some locations will need to be replaced during the airports maintenance period. This period begins at 8pm and ends at 4am seven days a week.
 - 3.2.1.2 Any existing monitor will be removed by ABIA
 - 3.2.2 Sharp – PN-U423 monitors will be installed by ABIA
- 3.3 To create conformity throughout the ABIA Terminal, the following monitors will be needed for the initial replacements:
- 3.3.1 Samsung – Model UD55D
 - 3.3.2 Sharp – Model PN-U423
- 3.4 Contractor must ensure existing monitor mounts can be re-used. If new monitor mounts are needed, they will be provided at no extra cost to the City.

**BID SHEET
CITY OF AUSTIN
IFB SMW0212**

BUYERS Shawn Willett; Jane Neal

Copies of Bid: Vendor must submit one original, one signed copy and one electronic copy of your response. The electronic version must be in pdf format

Special Instructions:

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

The quantities noted below are annual estimates and not a guarantee of actual volume.

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

**SECTION A - Initial Replacements
Item 1 to be installed by Contractor**

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Manufacturer = Samsung Model = UD55D *Mount to be determined by contractor* *Item to be installed by contractor*	65	Each	\$ 5,731.82	\$ 372,568.39
2	Manufacturer = Sharp Model = PN-U423 *not installed by contractor*	81	Each	\$ 970.09	\$ 78,577.45
3	Manufacturer = Chief Model = LVS1U *not installed by contractor*	50	Each	\$ 404.00	\$ 20,200.00
SECTION A TOTAL BID PRICE					\$ 471,345.84

SECTION B - Price Agreement

Price agreement on the following monitor models shall include a three (3) year manufacturer's warranty (no installation).

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL AMOUNT	UNIT	UNIT PRICE	EXTENDED PRICE
1	Manufacturer = Samsung Model = UD55D	10	Each	\$ 5,178.56	\$ 51,785.57
2	Manufacturer = Sharp Model = PN-U423	50	Each	\$ 979.39	\$ 48,969.60

**BID SHEET
CITY OF AUSTIN
IFB SMW0212**

3	Manufacturer = Sharp Model = PN-U473	10	Each	\$ 1,220.36	\$ 12,203.61
4	Manufacturer = Sharp Model = PN-R703	25	Each	\$ 4,576.54	\$ 114,413.43
5	Manufacturer = Premier Model = ECM-D70T	25	Each	\$ 228.00	\$ 5,700.00
6	Manufacturer = Premier Model = AST-2456-2	25	Each	\$ 82.00	\$ 2,050.00
7	Manufacturer = Chief Model = LTMU	25	Each	\$ 149.00	\$ 3,725.00
8	Manufacturer = Chief Model = LVS1U	5	Each	\$ 404.00	\$ 2,020.00
9	RUSH Order request - Delivery within 24 hours as per Scope of Work section 2.5	7	Each	\$ 1,000.00	\$ 7,000.00
SECTION B TOTAL BID PRICE					\$ 247,597.20

SECTION C - CATALOG PRICING

The City may wish to purchase additional types of monitors and mounts from these same manufacturers, not listed here from the Contractor. See section 0400, Supplemental Purchase Provisions #11 for more information on this requirement. Two (2) copies of the list upon which the discounts or markups are based shall be submitted with the Offer.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL AMOUNT	MARK-UP TO DEALER COST or DISCOUNT FROM PUBLISHED PRICE	
10	Discount or Mark-Up on additional monitors and mounts not specifically listed above from same manufacturers Indicate if this is <input checked="" type="checkbox"/> Mark-Up to Dealer Cost or <input type="checkbox"/> Discount from Published Price List	\$10,000.00	5 %	
GRAND TOTAL SECTION A-B BID PRICE				\$ 719,213.04

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

PRINTED NAME: Matt Flood

EMAIL ADDRESS: mattflo@cdw.com

TELEPHONE 203-851-7229



Section 0815: Living Wages and Benefits Contractor Certification

Company Name CDW Government LLC

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

I hereby certify under penalty of perjury that all of the below listed employees of the Contractor who are directly assigned to this contract are compensated at wage rates equal to or greater than \$11.00 per hour.

Employee Name	Employee Job Title
Steffan Ramage	SVT. Solutions Manager

USE ADDITIONAL PAGES AS NECESSARY

- (1) All future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$11.00 per hour CDW-G Agrees
 - (2) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.
CDW-G Agrees
- A Contractor who violates this Living Wage provision shall pay each employee affected the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment.

Solicitation No. IFB SMW0212

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 MBEIWBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR: CDW•G Does not qualify for the local business presence as our Texas branch office is in Houston

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): CDW•G in not utilizing any subcontracts for this opportunity.

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	

Solicitation No. IFB SMW0212



Section 0935: Non-Resident Bidder Provisions

Company Name CDW Government LLC

- 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: Nor-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: No 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: _____

Solicitation No. IFB SMW0212



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

FROM: Shawn Willett, Corporate Contract Compliance Manager

DATE: October 17, 2014

SUBJECT: Request for Determination of Goals for Solicitation No. IFB SMW0212

Project Name: Visual Information Display Monitors for ABIA
 Commodity Code(s): 20460 and 9393710
 Estimated Value: \$333,333 annually

Below are scopes of work for this project as determined by the Purchasing Office and Department that are contained in this solicitation.

No subcontracting opportunities have been identified for this project, this is a commodity purchase with limited installation required on some units.

The Departmental Point of Contact is: Phillip Bays at Phone: 530-2638

Per paragraph 8.2.1 of the Rules Governing the Minority and Women Owned Business Enterprise Procurement Program, please approve the use of the above goals by completing and returning the below endorsement. If you have questions, please call me at 512-974-2274.

Approved w/ Goals Approved, w/out Goals

Recommend the use of the following goals based on the below reasons:

- a. Goals: _____% MBE _____% WBE
- b. Subgoals _____% African American _____% Hispanic
- _____% Native/Asian American _____% WBE

This determination is based on the following reasons:

This is a commodity purchase of Visual Information Display Monitors. There are no subcontracting opportunities.


 Veronica Lara, Director

Date: 10/21/14

cc: Lorena Resendiz



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

SOLICITATION NO: SMW0212

COMMODITY/SERVICE DESCRIPTION: Electronic Visual Display Systems for use at ABIA

DATE ISSUED: November 10, 2014

REQUISITION NO.: RQM 14110400040

PRE-BID CONFERENCE TIME AND DATE: N/A
LOCATION: N/A

COMMODITY CODE: 20460
FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT THE FOLLOWING AUTHORIZED CONTACT PERSON:

BID DUE PRIOR TO: 2:00 PM on December 2, 2014
BID OPENING TIME AND DATE: 2:15 PM on December 2, 2014

PRIMARY:
 Shawn M Willett
 Corporate Contract Compliance Manager
 Phone: (512) 974-2274
 E-Mail: shawn.willett@austintexas.gov

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

SECONDARY:
 Jane Neal
 Buyer I
 Phone: (512) 974-3398
 E-Mail: jane.neal@austintexas.gov

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:

P.O. Address for US Mail	Street Address for Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed	Purchasing Office-Response Enclosed
P.O. Box 1088	124 W 8 th Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

To ensure prompt delivery, all packages SHALL BE CLEARLY MARKED ON THE OUTSIDE "Purchasing Office-Response Enclosed" along with the offeror's name & address, solicitation number and due date and time. See Section 0200 Solicitation Instructions for more details.

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 150 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, 1 COPIES, AND 1 ELECTRONIC COPY OF YOUR RESPONSE

*****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	9
ATTA	ABIA SECURITY REQUIREMENTS	24
0500	SPECIFICATION	2
0600	BID SHEET – Must be completed and returned with Offer	2
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES AND BENEFITS CONTRACTOR CERTIFICATION–Complete and return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

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

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

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

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

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

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

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

Company Name: _____

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
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

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 not later than (5) business days prior to bid opening. Submissions may be made via e-mail to: shawn.willett@austintexas.gov or jane.neal@austintexas.gov or via fax at (512) 974-2388.

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

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

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

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

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

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (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 SMW0212**

- (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 months and may be extended thereafter for up to two additional twelve 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 resolicit 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 thirty-six months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.
4. **CONTRACT AWARD:**
- This contract will be awarded in an amount not to exceed \$1,600,000.00 for the initial contract term and not to exceed \$200,000.00 for each of the extension options. This is a requirements based contract and work will be requested as required and specified by the City for each project. The not to exceed amount is not a guarantee of any work under the contract.
5. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

6. DELIVERY REQUIREMENTS:

Location:	Days:
Technology Distribution Center (TDC)	Mon-Fri
4201 Ed Bluestein Blvd. North	
Austin, Texas 78721	

- A. The Contractor shall confirm the quantity to be shipped on all orders within two (2) hours of notification from the City.
- B. Unless requested by the City, deliveries shall not be made on City-recognized legal holidays (see paragraph 51 in Section 0300).

7. 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	Department of Aviation
Attn:	Phillip Bays
Address	3600 Presidential Blvd.
City, State Zip Code	Austin, Texas 78719

- 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.

8. RESTOCKING FEES:

- A. The Contractor may bill the City restocking fees (if included in their Offer) for parts that are ordered by the City under the contract and returned for refund. The Contractor is not obligated to accept for refund any part that is not resalable and/or not in the same condition as when purchased.
- B. Restocking fees may be charged to the City when multiple parts or groups of parts are returned for refund at one time due to the City inventory warehouse cleaning, unless these parts are returned at an annual pre-arranged date. The date for the annual return shall be mutually agreed upon between the City and the Contractor.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

9. MATERIALS SPECIFICATIONS/DESCRIPTIVE LITERATURE:

- A. If a solicitation refers to a Qualified Products List (QPL), Standard Products List (SPL) or a manufacturer's name and product, any Offeror offering products not referenced in the solicitation must submit as part of their Offer materials specifications/descriptive literature for the non-referenced product. Materials specifications/descriptive literature must be identified to show the item(s) in the Offer to which it applies.
- B. Materials specifications/descriptive literature are defined as product manufacturer's catalog pages, "cut sheets" applicable tests results, or related detailed documents that specify material construction, performance parameters, and any industrial standards that are applicable such as ANSI, ASTM, ASME, SAE, NFPA, NBS, EIA, ESL, and NSA. The submitted materials specifications/descriptive literature must include the manufacturer's name and product number of the product being offered.
- C. The failure of the materials specifications/descriptive literature to show that the product offered conforms to the requirements of the Solicitation shall result in rejection of the Offer.
- D. Failure to submit the materials specifications/descriptive literature as part of the Offer may subject the Offer to disqualification from consideration for award.

10. HAZARDOUS MATERIALS:

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

11. PUBLISHED PRICE LISTS:

- A. Offerors may quote using published price lists in the following ways:
 - i. Offerors may quote one discount from a Published Price List for all offered items to be covered in the Contract. The discount must remain firm during the life of the Contract.
 - ii. Offerors may quote their dealer cost, plus a percentage markup to be added to the cost. The percentage markup must remain firm during the life of the contract.
- B. Two (2) copies of the list upon which the discounts or markups are based shall be submitted with the Offer. All price lists identified in the Offer shall clearly include the Offeror's name and address, the solicitation number, prices, title of the discount and number, and the latest effective date of the price list. If the Offer is based on a discount or markup on a manufacturer's price list, the price list must also include the manufacturer's name, the manufacturer's latest effective date, and the manufacturer's price schedule. All price lists submitted become part of the Offer.
- C. The price list may be superseded or replaced during the Contract term only if price revisions are the result of the manufacturer's official price list revision. Written notification from the Contractor of price changes, along with two (2) copies of the revised list must be submitted to the Buyer in the Purchasing

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

Office with the effective date of change to be at least 30 calendar days after written notification. The City reserves the right to refuse any list revision.

- D. The discounts or markups on equipment rental, material, supplies, parts, and contract services shall be fixed throughout the term of the Contract, and are not subject to increase.
- E. Failure to submit written notification of price list revisions will result in the rejection of new prices being invoiced. The City will only pay invoices according to the last approved price list.

12. **LIVING WAGES (applicable to procurements involving the use of labor):**

- A. The minimum wage required for any Contractor employee directly assigned to this City Contract is \$11.00 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$11.00 per hour. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide with the first invoice and as requested by the Department's Contract Manager, individual Employee Certifications (**see the Living Wages Employee Certification included in the Solicitation**) for all employees directly assigned to the contract. Employee Certifications shall be signed by each employee directly assigned to the contract. The Employee Certification form is available on-line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.
- E. Contractor shall submit employee certifications quarterly with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract. The quarterly Employee Certification Forms shall be submitted for employees added to the contract and/or to report any employee changes in that quarter. If no changes, submit a Contractor's Certification Form indicating no change.
- F. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.

13. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.

- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

14. **WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):**

- A. Contractors are required to obtain a certified criminal background report with fingerprinting (referred to as the "report") for all persons performing on the contract, including all Contractor, Subcontractor, and Supplier personnel (for convenience referred to as "Contractor's personnel").
- B. The report may be obtained by reporting to one of the below governmental entities, submitting to fingerprinting and requesting the report [requestors may anticipate a two-week delay for State reports and up to a four to six week delay for receipt of a Federal report.].
 - i. Texas Department of Public Safety for any person currently residing in the State of Texas and having a valid Texas driver's license or photo ID card;
 - ii. The appropriate governmental agency from either the U.S. state or foreign nation in which the person resides and holds either a valid U.S. state-issued or foreign national driver's license or photo ID card; or
 - iii. A Federal Agency. A current Federal security clearance obtained from and certified by a Federal agency may be substituted.
- C. Contractor shall obtain the reports at least 30 days prior to any onsite work commencement. Contractor also shall attach to each report the project name, Contractor's personnel name(s), current address(es), and a copy of the U.S. state-issued or foreign national driver's license or photo ID card.
- D. Contractor shall provide the City a Certified Criminal Background Report affirming that Contractor has conducted required security screening of Contractor's personnel to determine those appropriate for execution of the work and for presence on the City's property. A list of all Contractor Personnel requiring access to the City's site shall be attached to the affidavit.
- E. Upon receipt by the City of Contractor's affidavit described in (D) above and the list of the Contractor's personnel, the City will provide each of Contractor's personnel a contractor ID badge that is required for access to City property that shall be worn at all times by Contractor's personnel during the execution of the work.
- F. The City reserves the right to deny an ID badge to any Contractor personnel for reasonable cause, including failure of a Criminal History background check. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's reports. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) calendar days of the receipt of notification of denial.

- G. Contractor's personnel will be required to wear the ID badge at all times while on the work site. Failure to wear or produce the ID badge may be cause for removal of an individual from the work site, without regard to Contractor's schedule. Lost ID badges shall be reported to the City's Contract Manager. Contractor shall reimburse the City for all costs incurred in providing additional ID badges to Contractor Personnel.
- H. ID badges to enter and/or work on the City property may be revoked by the City at any time. ID badges must be returned to the City at the time of project completion and acceptance or upon removal of an individual from the work site.
- I. Contractor is not required to obtain reports for delivery personnel, including but not limited to FedEx, UPS, Roadway, or other materials delivery persons, however all delivery personnel must present company/employer-issued photo ID and be accompanied by at least one of Contractor's personnel at all times while at the work site.
- J. The Contractor shall retain the reports and make them available for audit by the City during regular business hours (reference paragraph 17 in Section 0300, entitled Right to Audit).
- K. All technicians performing work on the campus shall meet the minimum security requirements and be capable of obtaining a SIDA badge at ABIA, see Attachment A.

15. **ECONOMIC PRICE ADJUSTMENT:**

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first 36 months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed twenty-five percent (25%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise 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).

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

- (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100%	
Database Name : Producer Price Index Industry Data	
Series ID: PCU33411 - 33411	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: N/A	
Description of Series ID: Computer & Peripheral equipment Mfg	
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, as its sole discretion, may consider approving an adjustment on fully documented market increases.

16. **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.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
IFB SMW0212**

38. **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:

Phillip Bays

System Support Network Supervisor

Phillip.Bays@austintexas.gov

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

ATTACHMENT A

ABIA SECURITY REQUIREMENTS

AIRPORT SECURITY REQUIREMENTS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Contract, including General Conditions and Supplemental General Conditions and Division 1 Specification Sections, apply to work of this Section.

1.2 SUMMARY

- A. This section outlines security responsibilities for Contractors and Subcontractors at Austin-Bergstrom International Airport (ABIA).
- B. In this document, Project Manager is defined as designated Owner Representative.
- C. Due to the ever changing environment of Airport security, requirements may change at any time.

1.3 RESTRICTED AREAS ACCESS POLICIES

Unescorted Access: Individuals with an operational need for unescorted access into restricted areas (Sterile Area, Secured Area and/or Air Operations Area) of the airport shall submit to a fingerprint-based ten-year criminal history records check (CHRC) and Security Threat Assessment (STA). If the process confirms no disqualifying criminal offenses, the Department of Aviation (DOA) Security and ID Office may issue a security access badge. **Applicant fees to request an ABIA Security Identification Badge are \$75 each, which is typically waived for contractors or personnel providing work or services under a contract agreement with the City of Austin.**

Escorted Access: Each person acting as an escort must inform all individual(s) being escorted that they are in a security area of the airport and all security rules and regulations must be followed. The escort is required to be able to, at all times until the escorted individual has left the security area, physically control the escorted individual(s)' movement when escorted in the Secured Area and visually control the escorted individual(s) movement when escorted in the AOA and Sterile Area. Only individuals with current unescorted access authority are permitted to escort. Those who have authority to escort will have the designated silver background with (AUS) Sticker which gives them the authority to escort. The maximum number of individuals who can be escorted is three (3). ABIA escort procedures are described in "**Escort Procedures and Authorization Form**". (Attachment 1)

A "**Special Escort Notification**" (Attachment 2) may be utilized in instances where more than 3 people will be escorted. Special events or circumstances will be evaluated on a case by case basis and must be requested and discussed with the Project Manager at the Weekly Coordination Meeting. Completion and submission of the form and **prior approval** from the Airport Security Coordinator (ASC) or ASC's designee must be received before conducting the escort. To ensure prompt approval requests must be submitted at least three (3) working days in advance to allow for this exemption. In an emergency situation when less than three (3) working days notice is available; submit the fax to Airport Communications at 530-7676. Approval shall be obtained before conducting the escort.

Sterile and Secured Area Access: A Subcontractor or Supplier may be exempted from the airport security badge requirements provided they will be on the work site no more than three (3) consecutive days and are under authorized escort. Exceptions must be submitted by the Project Manager and approved by the Airport Security Coordinator.

General Requirements
Airport Security Requirements Section 01555

Air Operations Area (AOA) Access: A Subcontractor or Supplier may be exempted from the airport security badge requirements provided they will be on the work site no more than fourteen (14) consecutive days and under authorized escort. Exceptions must be submitted by the Project Manager and approved by the Airport Security Coordinator.

Telecommunication / Electrical / Maintenance Room Access: The DOA Information Systems Division shall approve access into DOA telecommunication rooms. The DOA Building Maintenance Division shall approve access into electrical and/or maintenance rooms. A DOA employee shall accompany and escort individuals needing access to these areas. Requests for escorts must be made at least three (3) working days in advance of the event through the Project Manager and/or at the Work Coordination Meetings.

As approved by the Project Manager, Contractor shall contact the DOA Business Development Section at 530-7507 for escort fees, scheduling and additional information. Minimum hourly charge to contractors for required escort services shall be \$40.

After-Hours Access: Should the Contractor require access to the Terminal's sterile side after Transportation Security Administration (TSA) operations at security checkpoints have terminated for the day, the Contractor shall contact Airport Communications at (512) 530-2242 (530-ABIA).

1. Prior approval for after hours access must be requested through the Project Manager during the Work Coordination Meetings.
2. The Contractor shall report to the Terminal Loading Dock where identification will be verified and registration of his ingress to the Terminal recorded.
3. The Airport Security personnel will inspect and validate the Contractors' provided tool inventory and equipment that are to be brought into the Terminal.
4. Airport Security personnel will provide access into the Terminal via the Loading Dock doors. The contractor will never be provided airport badge access through the loading dock doors.
5. Once admitted into the Terminal service corridor, the Contractor must utilize service elevators and doors as authorized by their airport badge to access their work site.
6. Contractor must exit the Terminal through the loading dock in order that the tool inventory previously completed may be revalidated. Tools shall not be left unattended in the Sterile Area unless properly secured.

Unconventional Access: Unconventional access is defined as entering into the secure side of the Terminal structure or AOA in a fashion other than a card swipe door or gate activity; for example, a baggage conveyor belt. If Contractor requires unconventional access into the Secured Area or Airport Operations Area, the Contractor must make the request at least 24 hours prior to the proposed activity through the Project Manager at the Work Coordination Meetings so that a security validation check can be performed and approval received. The ABIA Airport Security Coordinator will notify the Project Manager, Airport Public Safety, Airport Communications, TSA, and OPSEC/Airport Operations of the approved activity and authorized person(s). The Project Manager will notify the contractor.

Curbside Parking: Curbside parking for deliveries adjacent to the ABIA terminal shall be for a maximum of one hour unless approved in writing by the Project Manager. Requests to park curbside shall be submitted to the Project Manager at least three (3) working days prior to the planned delivery and/or the request shall be presented at the Work Coordination meetings. Failure to comply with required notification will subject delivery to be prohibited by the Project Manager.

The following procedures shall be followed for approved parking.

1. The Contractor will contact Airport Communications [(512) 530-2242] to advise they are arriving, or have arrived at their approved parking location. An Airport Security Supervisor or designee will be dispatched to meet at the designated parking location.
2. The security representative will inspect the vehicle and apply a distinctive sticker to the vehicle window to indicate that the vehicle has been inspected and authorized to be parked at that location.

Under no circumstances shall the Contractor's vehicle operator leave the vehicle prior to security inspection.

Key Access: The Airport Security and ID Office controls all locks and keys for access points. Locks and keys may be issued upon written request using **Core Request** (Attachment 3) or **Key Request** (Attachment 4) forms. The form(s) must be signed by an individual whose signature is on file with the Security and ID Office as authorized to request security items for that organization. Individuals issued a key must have a valid ID badge and be authorized to enter the respective area.

Only "Best Access Systems" keys and cores are approved for installation at ABIA. While the contractor may be permitted to install temporary construction cores in doors, the Security and ID Office shall install all final access door lock cores. If Contractor utilizes DOA provided cores or keys, there will be a penalty of \$100 per cores and \$50 per key for lost items to be deducted from the contract.

Some doors and gates have Intellikey locks installed. If the Contractor requires access to a door(s) or gate(s) with an Intellikey lock, an Intellikey may be issued upon written request using **Intellikey Acknowledgement – Contractor** (Attachment 5). The request must be approved and signed by the Project Manager. Failure to return or loss of an Intellikey will result in a \$100 penalty per key to be deducted from the contract.

1.4 SECURITY IDENTIFICATION BADGE APPLICATION PROCEDURES

Except as noted above, construction workers that are required to work in ABIA Secured Area, Sterile Area or Airport Operations Area shall obtain and prominently display ABIA-issued security ID badges on their person at all times. The DOA Security and ID office is the single point of service for processing security ID badge applications. Contractor should allow 7-10 days for completion of badge processing. Please contact Security and ID at (512) 530-6943 (530-MYID) for all badging inquiries.

The following procedures shall be followed to obtain security ID badges:

1. Project Manager will complete an **Unescorted Access Authorization** form (Attachment 6) for the Contractor Representative(s) who is/are approved for Signatory Authority for the specified project. Project Manager will verify the approved Signatory Authority identification documents are acceptable as listed in the **Personal Information** form (Attachment 8) and advise DOA Security via e-mail of the names. Contractor representative(s) must complete badge application paperwork previously mentioned in this section and successfully complete the Criminal History Records Check (CHRC) and Security Threat Assessment process prior to taking the TSA required Signatory Authority training. Upon successful completion of the training, Contractor representative(s) will complete an **Authorized Signatures** form (Attachment 7). Signatory Authority must verify badge applicants have acceptable identification documents as listed in the **Personal Information** form (Attachment 8) before signing the **Unescorted Authorization** form (Attachment 6).

Sub-contractors who are active participants in the ABIA Experienced Contractor Program, have signatory authority, and their employees already possess security ID badges but seek to do work for another ABIA project, will not need to rebadge employees under the sponsorship of the added prime project contractor.

2. Badge applicant shall complete, sign the **Personal Information Form** (Attachment 8), and present two forms of identification. Acceptable forms of identification are listed on the second page of the form. After completion of badge processing, badge must be obtained within 30 days of fingerprinting.
3. Badge applicant shall read and sign the **Criminal History Records Check/Disqualifying Criminal Offenses** (Attachment 9) statement/form.
4. Badge applicant shall submit to an FBI fingerprint-based criminal history records check and a TSA Security Threat Assessment (STA).
5. Non-U.S. citizen contractors shall provide governmental proof of work authorization and an ABIA **Documentation Verification Form** (Attachment 10) reviewed and stamped by Immigration and Customs Enforcement personnel located on the ground level of the terminal building.
6. If escort authority is required, Contractor shall read and sign the **ABIA Escort Procedures Authorization** (Attachment 11) form.
7. Contractor shall attend the ABIA Security Identification Display Area (SIDA) training if accessing the Secured Area or Airport Operations Area. Training is computer based and is approximately 60 minutes in length with an examination at the conclusion which must be passed. Training is available at the Security and ID office during business hours. A Spanish version of SIDA testing is available; Spanish translators during SIDA testing are prohibited. Any training requiring translation in another language must be preapproved by the Airport Security Manager or designee.
8. Prior to badge issuance, the Contractor with signature authority shall coordinate with the Airport Project Manager or designee to determine badge expiration date (one year or less) and the appropriate access profile.
9. Sub-contractor personnel doing work for two or more prime contractors at ABIA obtain a security ID badge for each sub-contract. The employee shall wear **only** the appropriate badge for each contractor when working. Steps 1-8 listed above shall be accomplished for each additional badge required for the employee. **Exception: Employees of sub-contractors that are active participants in the ABIA Experienced Contractor Program are not required to possess multiple badges for each sponsoring prime contractor.**
10. Contractor shall promptly respond to any badge audit information requests. Also, access and/or distribution of active contractor badges during project construction and/or warranty period shall be limited and restricted to personnel approved by the Project Manager and DOA Security.

1.5 OTHER POLICIES

Tools, Materials, and Equipment: Contractor shall abide by Airport Security Program, including tool security requirements noted in the **Acknowledgement of Responsibility, Prohibited Items and Tools in Terminal Concourses and Sterile Areas** (Attachment 11) form. All tools to be used in the Sterile Area must be processed through the loading dock. Contractor shall keep tools and other items not in use in a lockable toolbox (gang box) or in a secured area not accessible to the public. Tools shall not be left unattended in the Sterile Area. An inventory of all tools using **ABIA Tool Inventory List** (Attachment 12) form will be conducted before entering the restricted area and upon exiting.

Contractor must utilize **ABIA Daily Tool Inventory List** (Attachment 13) for any tools that are to be left in the terminal complex overnight. This inventory must remain at the job site, up to date, and readily available for inspection by ABIA/TSA security personnel.

At any time a tool is discovered missing, Airport Communications must be contacted immediately at (512) 530-2242. Airport OPSEC and the Contractor must conduct a search of the last known location and nearby area. The Contractor must complete an incident report regarding the missing tool(s).

Introduction of tools, materials, and equipment into the Secured / Sterile Areas, AOA, and SIDA must be coordinated through the Project Manager.

Vehicle Registration and Driver's Training: If the work requires un-escorted vehicular access in the Secured Area or Airport Operations Area (AOA), Contractor shall complete and submit **ABIA Vehicle Registration LOGO Form** (Attachment 14) for each vehicle, present proof of required insurance, and submit a picture of the company vehicle logo in a .jpeg format to the Project Manager. Proposed vehicle drivers must attend airport driver's training. Training is computer based and may be taken in conjunction with the SIDA training previously mentioned. Airport Driver's training is approximately one hour in length with an examination at the conclusion which must be passed. Training is available at the Security and ID office during business hours. Contact Airport Operations [(512) 530-7550] for more information regarding driver's training.

Security at Construction Site: Contractors, or any other non-Airport personnel, having authorized Secured Area/AOA access and having been assigned a Secured Area/AOA access point for their temporary use shall maintain positive control of the access point by the use of off-duty ABIA Security personnel or employees of a private security firm approved by the Director, designee, or Transportation Security Administration (TSA). As approved by the Project Manager, Contractor shall contact the DOA Business Development Section [(512) 530-7507] for escort fees, scheduling and additional information. Minimum hourly charge to contractors for required access control services shall be \$35 per hour.

Contractor will conduct a security briefing with personnel assigned to the access point each day with signatures by the Contractor and security personnel signifying a clear understanding of security procedures required. Contents of the briefing will be determined during the construction project meeting and copies of the previous week's daily briefing will be provided to the Project Manager.

Temporary Wall/Door/Lock/Fence/Gate: If temporary modification to current access control methods are required to the Sterile Area, Secured Area and/or Air Operations Area, the Contractor shall comply with the following procedures as stated in Title 49 CFR Part 1542.105: *"The request for an amendment must be filed with the designated official at least 45 days before the date it proposes for the amendment to become effective, unless a shorter period is allowed by the designated official. Within 30 days after receiving a proposed amendment, the designated official, in writing, either approves or denies the request to amend."* For purposes of this section, the request shall be made to the Project Manager who will forward it to the Security and ID office. An example may be the installation of a temporary gate somewhere along the AOA fence line.

Security ID Badge Control: Contractor must conduct a monthly badge audit with Owner to ensure all active badge holders are still employed. Security and ID Office will provide Active Badge List to the Project Manager on the 1st working day of the month. Audit findings must be returned to Security and ID no later than the 15th of the month.

Contractor must return badges of Subcontractors to the DOA Security and ID office within three (3) working days of the subcontractors work completion. Contractor shall immediately notify Airport Communications [(512) 530-2677] when aware an individual's access authority has been revoked or limited for adverse reasons or termination of employment.

Loss of security items: Loss of any security-related item is a serious incident. All losses will be reported immediately to the Airport Communications [(512) 530-2242]. The Airport Security Coordinator or representative must approve replacement of any lost security item. Loss or failure to return a security

General Requirements
Airport Security Requirements Section 01555

access badge will result in a \$500.00 per badge penalty to be deducted from the contract. Contractor is responsible for replacement costs and any other penalties associated with lost security items.

Federal Aviation Administration (FAA)/ Transportation Security Administration (TSA) Imposed Penalties

FAA or the Department of Homeland Security may impose civil penalties to individuals, companies, and the airport for safety or security violations. Maximum penalties assessed against an individual can be \$50,000 and companies \$400,000. Pursuant with City contract provisions and City of Austin ordinances, Contractor shall be responsible for payment of any civil penalties assessed against the Contractor or Owner due to safety/security program violations committed by the Contractor.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION 01555

ATTACHMENTS:

- # 1 - ABIA Escort Procedures and Authorization
- # 2 - Special Escort Notification form
- # 3 - Core Request form
- # 4 - Key Request form
- # 5 - Intellikey Acknowledgement Form - Contractor
- # 6 - Unescorted Access Authorization form
- # 7 - Authorized Signatures
- # 8 - Personal Information form
- # 9 - Criminal History Records Check/Disqualifying Criminal Offenses statement/form
- # 10 - Document Verification form
- # 11 - Acknowledgement of Responsibility, Prohibited Items and Tools in Terminal Concourses and Sterile Areas form
- # 12 - ABIA Tool Inventory List
- # 13 - ABIA Daily Tool Inventory List
- # 14 - ABIA Vehicle Registration LOGO form



ABIA ESCORT PROCEDURES AUTHORIZATION FORM

Escort Procedures

SD 1542-06-01D Compliance and Procedures for authorized escorts; please read carefully as you will be ultimately responsible for the following procedures conducted as per TSA (Transportation Security Administration) CFR 1542. Failure to comply could result in Criminal and/or Civil penalties for non-compliance, as well as denial or revocations of access media (badge).

Escort

To accompany or monitor the activities of an individual who does not have unescorted access authority into or within a Sterile, Secured Area or SIDA, and/or Air Operations Area (AOA).

While in the SIDA, each person, unless under escort, is required to continuously display an AUS approved identification media. Identification must be displayed above the waist on the outermost garment at all times. All employees are required to challenge individuals who are not in compliance with the display requirements.

A. Escort Procedures:

1. Each person acting as an escort must inform all individual(s) being escorted that they are in a security area of the airport and all security rules and regulations must be followed. The escort is required to be able to, at all times until the escorted individual has left the security area, physically control the escorted individual(s)' movement when escorted in the Secured Area and visually control the escorted individual(s) movement when escorted in the AOA and Sterile Area. Only individuals with current unescorted access authority are permitted to escort. Those who have authority to escort will have the designated silver background with **(AUS)** Sticker which gives them the authority to escort. Unless otherwise exempt the maximum number of individuals who can be escorted is three (3).
2. Any escorted persons engaged in activities other than those for which the escorted access was granted shall be challenged to the validity of the action. When necessary, the person shall be removed from the escorted area. When deemed necessary to have assistance to remove escorted persons from the area, **Law Enforcement Personnel (LEP) will be contacted through Airport Communications at (512) 530-ABIA (2242).**

3. Individuals escorted into a sterile area, who have not been cleared at the screening checkpoint, must remain under escort until they exit the area. The escort will remain within a distance of individual(s) under escort so that positive control over the individual(s) actions is maintained.
4. No individual who has been issued an active AUS identification media/ID may be escorted; i.e., left badge at home, or is not in possession of media/id. An individual whose badge is suspended or expired may not be escorted.
5. Unless otherwise exempt from this process, **before conducting an escort you must contact (by fax [(512)530-7676] or telephone) Airport Communications (512) 530-2242** who will verify your authority to escort. Airport Communications will record the date and time of contact. Failure to do so could result in the revocation of escorting privileges. You will provide Airport Communications with the following information:
 - a. The names and date of birth of all individuals being escorted (3 maximum).
 - b. Estimated length of time the escort will be conducted.
 - c. Approximate location of the escort.
 - d. Reason for the escort.

You may also check-in with the Security Officer located at the following locations in lieu of contacting Communications when these posts are manned by Security Officers. These locations are the loading dock, E110 and Check Point Charlie W-123). If the loading dock or E110 are closed you will need to contact Communications.

Exemptions:

A ***“Special Escort Notification Form”*** may be utilized in instances where more than 3 people will be escorted. Special events or circumstances will be evaluated on a case by case basis and must be discussed and requested with the Project Manager at the Weekly Coordination Meeting. Completion and submission of the form and ***prior approval*** from the ASC or ASC’s designee must be received before conducting the escort. To ensure prompt approval requests must be made at least three (3) working days in advance to allow for this exemption. In an emergency situation with less than three (3) working days notice is available; submit a fax to Airport Communications at (512) 530-7676. Approval **must** be obtained before conducting the escort.

Cargo and Belly Freight Operators, while providing escorts in their facilities and their adjoining fenced in areas at Gates W125 /W130 (Belly Freight), are **only exempt** from the notification process. Proper escorts must be conducted at all times while in the SIDA. Belly freight and fuel farm operators may make

notification of an escort through the Security Officer Booth located near W123.

Fuel Farm Operators, while providing escorts in their facilities and their adjoining fenced in areas, are **only exempt** from the notification process. Proper escorts must be conducted at all times while in the SIDA. Fuel Farm Operators may make notification through the Security Officer Booth located near W123.

EMS, ARFF, AFD, Security Officers, Airside Operations, OPSEC, TSA and Law Enforcement Personnel are exempt from notification process and 3 person limitations.

ID Display:

All persons within, or attempting to gain access to the SIDA of the Airport, who are not under escort, shall display on their person, at all times while in the SIDA, an identification badge issued or approved by the Airport. The identification badge must be displayed with the photo visible to the front, readily visible between the neck and waist on the outermost garment.

Challenge

The act of attempting to ascertain the authority or purpose of an unescorted person, not wearing or properly displaying airport issued/approved identification, to access or remain in the SIDA of the airport, by directly requesting such person to display airport issued/approved identification.

Secured Area

A portion of an airport, specified in the ***Airport Security Program***, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Part 1544 or 1546 of 49 CFR Chapter XII enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA)

A portion of an airport, specified in the ***Airport Security Program***, in which security measures specified in Part 1542 are carried out. This area includes the Secured Area and may include other areas of the airport.

Sterile Area

A portion of an airport defined in the ***Airport Security Program*** that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 of

49 CFR Chapter XII or a foreign air carrier under Part 1546 of 49 CFR Chapter XII, through the screening of persons and property.

I have read and understand the Approved Escort Procedures for AUS:

Company : _____

Employee : _____

Employee Badge: : _____

Signature : _____

Date : _____

Signatory Authority : _____

Badge Number : _____

Printed Name : _____

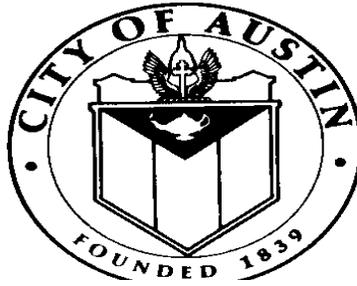
As Signatory Authority you are verifying the above person who is being granted SIDA or sterile area escort authority has a legitimate business need for such authority to conduct their duties at Austin-Bergstrom International Airport.

The Airport Operator via the Airport Security Coordinator or designee has the ultimate right to refuse escort authority to anyone who is found to abuse such authority or is found not in compliance.



Austin-Bergstrom International Airport
Cores

TO: Security and ID Office Aviation Department	FROM: (Sponsor)								
<p>A. Request the following person to be issued an airport security key indicated.</p> <p>1. Name: (Last) _____ (First) _____ (Middle) _____ Badge # _____ Expires: _____</p> <p>2. Key (check as appropriate) <input type="checkbox"/> Building Doors _____ <input type="checkbox"/> Perimeter Fence Gates _____ <input type="checkbox"/> Other _____</p> <p>3. Method of Payment: <input type="checkbox"/> User Fee <input type="checkbox"/> Cash/ Check <input type="checkbox"/> Charge <input type="checkbox"/> N/A</p> <p>I am authorized to request issue of security items (signature on file with the Security and ID office.</p> <p>Signature: _____ Badge #: _____ Date: _____</p>									
<p>B. Verification: <input type="checkbox"/> Requestor's Signature <input type="checkbox"/> Recipient's Badge Number</p> <p>Signature: _____ Badge #: _____ Date: _____</p> <p>C. Received items listed in A-2 as follows:</p> <table border="0"><tr><td>Core ID: _____</td><td>Amount: _____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table> <p>Signature: _____ Badge # _____ Date: _____</p> <p>D. Core Revocation:</p> <p>Core(s) <input type="checkbox"/> Lost <input type="checkbox"/> Returned Penalty deducted from contract for lost or damaged core \$ _____</p> <p>Signature: _____ Badge #: _____ Date: _____</p>		Core ID: _____	Amount: _____	_____	_____	_____	_____	_____	_____
Core ID: _____	Amount: _____								
_____	_____								
_____	_____								
_____	_____								



Austin-Bergstrom International Airport
 Key Issue

TO: Security and ID Office Aviation Department	FROM: (Sponsor)															
<p>A. Request the following person to be issued an airport security key indicated.</p> <p>1. Name: (Last) _____ (First) _____ (Middle) _____ Badge # _____ Expires: _____</p> <p>2. Key (check as appropriate)</p> <p><input type="checkbox"/> Building Doors _____</p> <p><input type="checkbox"/> Perimeter Fence Gates _____</p> <p><input type="checkbox"/> Other _____</p> <p>3. Method of Payment:</p> <p><input type="checkbox"/> User Fee <input type="checkbox"/> Cash/ Check <input type="checkbox"/> Charge <input type="checkbox"/> N/A</p> <p>I am authorized to request issue of AOA/SIDA items (signature on file with the Security and ID office) and I certify that necessary procedures have been established to control the items.</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																
<p>B. Verification: <input type="checkbox"/> Requestor's Signature <input type="checkbox"/> Recipient's Badge Number</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																
<p>C. Received items listed in A-3 as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Key ID: _____</th> <th style="text-align: left;">Amount: _____</th> <th style="text-align: left;">Serial Number: _____</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Signature: _____ Badge # _____ Date: _____</p>		Key ID: _____	Amount: _____	Serial Number: _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Key ID: _____	Amount: _____	Serial Number: _____														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
<p>D. Key Revocation:</p> <p>Key(s) <input type="checkbox"/> Lost <input type="checkbox"/> Returned <input type="checkbox"/> Destroyed</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																
<p>E. Penalty Deducted from Contract:</p> <p>Received Total of \$ _____</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																



Intellikey Acceptance Acknowledgement

I, _____, ABIA SIDA badge # _____ acknowledge receipt of an INTELLIKEY. I understand the security system of ABIA will be compromised if the key is lost and agree to the following terms as conditions for acceptance:

- Control of the Intellikey must be maintained at all times.
- Intellikey will be kept in a secure location while not on ABIA property.
- Intellikey will be used for the performance of contracted job responsibilities and will not be used for any other purpose.
- The Security and ID Office (Airport Communications, after hours) must be notified immediately if an Intellikey is lost or stolen. Failure to immediately make the proper notifications of a lost Intellikey can result in a suspension of Airport ID/Access privileges.
- If an Intellikey is lost, the replacement cost will be \$100.00. Any subsequent losses will result in an additional deposit and possible non-issuance of an Intellikey.
- Intellikey must be “refreshed” within the established ABIA timeline to remain valid.

I have read the above requirements and understand the contents.

Signature

Date

The above individual is approved for issuance of an Intellikey.

Project Manager- P & E
Austin Bergstrom International Airport

June 5, 2013



UNESCORTED ACCESS AUTHORIZATION FORM

Print legibly or type. Incomplete or illegible forms will not be processed

MUST BE COMPLETED IN BLUE INK.

Employee's Last Name ↑	First Name ↑	Full Middle Name ↑

I request the following items/services for the above listed employee:

- New Employee Badge
- Renewal of Employee Badge
- Replacement of Lost/Stolen Badge
- Replacement of Expired Badge
- Fingerprints
- Security Threat Assessment

The items/services will be paid for in the manner indicated below (check one):

- Employee will pay (cash, check, VISA or MasterCard)
- Company will pay (cash, check, VISA or MasterCard)
- Bill this company (limited to select tenants)
- No Charge (Government Employees)

This employee will need the following type of badge (check all that apply):

- (Green) Sterile Area + AOA + Secured Area (Ramp)
- (Orange) Sterile and Restricted Area within Terminal
- (Yellow) Cargo Ramp and Maintenance Ramp only
- (Blue) T-Hangers Access Only
- (White) ID only – No Access

Other notes regarding this employee's access:

PLEASE INITIAL: Ramp Driving ____ Escort ____ Runway/Taxiway ____ LEP ____
--

By signing below I indicate that my signature is on file with the Security and ID Office and I am authorized to request security items as required by Transportation Security Administration Regulation 49 CFR 1542.209 or 49 CFR 1544.229.

I certify that I have inspected the identification documents of the person named above and they are acceptable forms of identification as listed on the second page of the Security and ID Personnel Information Form. I understand my Signatory Authority may be revoked for failure to inspect and verify the required identification documents.

ID's Checked: #1 _____ Exp Date: _____ #2: _____ Exp Date: _____

PRINT AUTHORIZER'S NAME

AUTHORIZER'S SIGNATURE

COMPANY NAME

AUTHORIZER'S PHONE

SPONSOR COMPANY

DATE (IN MM/DD/YYYY FORMAT)

Austin-Bergstrom International Airport

AUTHORIZED SIGNATURES

Blue ink only

 <p>Austin-Bergstrom International Airport</p>	Dept/Company Name →	
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DEPARTMENT HEAD YES _____ NO _____

As the owner, manager, chief executive officer, or person otherwise in charge and in accordance with the Austin Bergstrom International Airport Security Program, I authorize the following persons besides myself, employees of my company/organization, to sign requests for AOA, SIDA and other restricted area access authorizations and related security items. This form invalidates and replaces all previous authorization forms for my company/organization. All contact phone numbers are correct as of the date of this form. I am the only individual with my company/organization that is authorized to add or remove names on this authorization form.

SIGNATORY AUTHORITY

PRINT NAME

BADGE NUMBER

BUSINESS TELEPHONE

ALTERNATE TELEPHONE

E-MAIL ADDRESS

I CERTIFY THAT I HAVE RECEIVED TRAINING IN AND UNDERSTAND THE DUTIES AND RESPONSIBILTIES OF AN AUTHORIZED SIGNER

SIGNATURE

DATE



SECURITY AND ID PERSONAL INFORMATION FORM

*****Illegible Forms will not be Accepted*****

Badge # _____

EMPLOYER INFORMATION

Sponsor Company

Contract Company

PERSONAL INFORMATION

Last Name

First Name (Full)

Middle Name (Full)

Nickname/Alias

Home Address

City

State

Zip

GENDER: (circle one) Male Female ETHNICITY: White Black Hispanic Asian Other: _____

EYE COLOR: Black Blue Brown Gray Green Hazel Other: _____

HAIR COLOR: Black Blonde Brown Gray Red White Bald Other: _____

DATE OF BIRTH: _____ HEIGHT: _____ WEIGHT: _____

STATE OF BIRTH (or Foreign Country): _____ COUNTRY OF CITIZENSHIP: _____

SOCIAL SECURITY # _____ DRIVERS LICENSE # _____ STATE _____

PASSPORT # _____ PASSPORT COUNTRY: _____

ALIEN REGISTRATION # (if applicable) _____

NON IMMIGRANT VISA # (if applicable) _____

WORK PHONE # _____ HOME PHONE # _____ ALT PHONE # _____

E-MAIL ADDRESS _____

The information I have provided is true and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punishable by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code)

Signature: _____ Date: _____

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 12th Street, Arlington, Va. 20598.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Signature: _____ Date of Birth: _____

SSN and Printed Full Name: _____



SECURITY AND ID PERSONAL INFORMATION FORM

Badge Applicant's Name Last _____ First _____ Middle _____

**LIST OF ACCEPTABLE DOCUMENTS ---ONE OF WHICH MUST BE A PHOTO ID
ONE FORM OF ID FROM LIST A & B, OR ONE FROM LIST A & C, OR ONE FROM LIST B & C
All documents must be UNEXPIRED**

LIST A	LIST B	LIST C
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I 94-A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI. 	<ol style="list-style-type: none"> Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 	<ol style="list-style-type: none"> A Social Security Account Number card unless the card includes one of the following restrictions <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of Birth Abroad issued by the Department of State (Form FS-545) Certification of Report of Birth issued by the Department of State (Form DS-1350) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security

ADDITIONAL DOCUMENT REQUIREMENTS

A. Individuals who are not U.S. citizens must provide:

- Alien Registration Number; or
- I-94 Arrival/Departure Number

B. Individuals who hold a non-immigrant Visa must provide it.

C. Individuals who are U.S. citizens born abroad or naturalized U.S. citizens must provide:

- U.S. passport (List A); or
- Certificate of Naturalization ; or
- Certification of Birth Abroad, Form DS-1350 (List C)

*****SECTION BELOW TO BE COMPLETED BY SECURITY AND ID OFFICE PERSONNEL USE ONLY*****

_____/_____
Documents verified by (Signature of Trusted Agent) Date

_____/_____
Badge issued by (Signature of Trusted Agent) Date



Criminal History Records Check Disqualifying Criminal Offenses

An individual has a disqualifying offense if the individual has been convicted of, or found not guilty of by reason of insanity, any of the disqualifying crimes listed in this paragraph in any jurisdiction a minimum of 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

		Yes	No			Yes	No
1	Forgery of certificates, false marking of aircraft, and other aircraft registration violations in violation of 49 U.S.C. 46306.	<input type="checkbox"/>	<input type="checkbox"/>	19	Rape or aggravated sexual abuse.	<input type="checkbox"/>	<input type="checkbox"/>
2	Interference with air navigation in violation of 49 U.S.C. 46308.	<input type="checkbox"/>	<input type="checkbox"/>	20	Unlawful possession, use, sale, distribution, manufacture of an explosive or weapon.	<input type="checkbox"/>	<input type="checkbox"/>
3	Improper transportation of hazardous material in violation of 49 U.S.C. 46312.	<input type="checkbox"/>	<input type="checkbox"/>	21	Extortion.	<input type="checkbox"/>	<input type="checkbox"/>
4	Aircraft piracy in violation of 49 U.S.C. 46502.	<input type="checkbox"/>	<input type="checkbox"/>	22	Armed or felony unarmed robbery.	<input type="checkbox"/>	<input type="checkbox"/>
5	Interference with flight crew member or flight attendants in violation of 49 U.S.C. 46504	<input type="checkbox"/>	<input type="checkbox"/>	23	Distribution of, or intent to distribute, a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>
6	Commission of certain crimes aboard aircraft in flight in violation of 49 U.S.C. 46506.	<input type="checkbox"/>	<input type="checkbox"/>	24	Felony arson.	<input type="checkbox"/>	<input type="checkbox"/>
7	Carrying a weapon or explosive aboard aircraft in violation of 49 U.S.C. 46505.	<input type="checkbox"/>	<input type="checkbox"/>	25	Felony involving a threat.	<input type="checkbox"/>	<input type="checkbox"/>
8	Conveying false information and threats in violation of 49 U.S.C. 46507.	<input type="checkbox"/>	<input type="checkbox"/>	26	Felony involving willful destruction of property.	<input type="checkbox"/>	<input type="checkbox"/>
9	Aircraft piracy outside the special aircraft jurisdiction of the United States in violation of 49 U.S.C. 46502(b).	<input type="checkbox"/>	<input type="checkbox"/>	27	Felony involving importation or manufacture of a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>
10	Lighting violations involving transporting controlled substances in violation of 49 U.S.C. 46315.	<input type="checkbox"/>	<input type="checkbox"/>	28	Felony involving burglary.	<input type="checkbox"/>	<input type="checkbox"/>
11	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements in violation of 49 U.S.C. 46314.	<input type="checkbox"/>	<input type="checkbox"/>	29	Felony involving theft.	<input type="checkbox"/>	<input type="checkbox"/>
12	Destruction of an aircraft facility in violation of 18 U.S.C. 32.	<input type="checkbox"/>	<input type="checkbox"/>	30	Felony involving dishonesty, fraud, or misrepresentation.	<input type="checkbox"/>	<input type="checkbox"/>
13	Murder.	<input type="checkbox"/>	<input type="checkbox"/>	31	Felony involving possession or distribution of stolen property.	<input type="checkbox"/>	<input type="checkbox"/>
14	Assault with intent to murder.	<input type="checkbox"/>	<input type="checkbox"/>	32	Felony involving aggravated assault.	<input type="checkbox"/>	<input type="checkbox"/>
15	Espionage.	<input type="checkbox"/>	<input type="checkbox"/>	33	Felony involving bribery.	<input type="checkbox"/>	<input type="checkbox"/>
16	Sedition.	<input type="checkbox"/>	<input type="checkbox"/>	34	Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.	<input type="checkbox"/>	<input type="checkbox"/>
17	Kidnapping or hostage taking.	<input type="checkbox"/>	<input type="checkbox"/>	35	Felony involving violence at international airports in violation of 18 U.S.C. 37.	<input type="checkbox"/>	<input type="checkbox"/>
18	Treason.	<input type="checkbox"/>	<input type="checkbox"/>	36	Conspiracy or attempt to commit any of the criminal acts listed on this page.	<input type="checkbox"/>	<input type="checkbox"/>

By signing below I certify that I do not have any of the above listed disqualifying criminal offenses.

Also signing below indicates my understanding that I have a continuing obligation under Title 49, CFR, Parts 1542.209 and 1544.229 to disclose to the airport operator within 24 hours if I plead guilty or nolo contendere ("no contest") to, have an adjudication withheld, have been convicted or found not guilty by reason of insanity to any of the disqualifying crimes listed on this application or the federal security regulations.

Also signing below indicates the information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)

PRINT NAME

SIGNATURE

DATE



ABIA INS DOCUMENTATION VERIFICATION FORM

**Verification of U.S. Department of Justice – Immigration and Naturalization Service Issued
Resident Alien – Permanent Resident – Work Authorization – Photo Identification**

Last Name ↑

First Name ↑

Middle Name ↑

Citizenship ↑

Date of Birth ↑

Social Security Number ↑

SECTION BELOW TO BE COMPLETED BY US CUSTOMS & BORDER PROTECTION PERSONNEL

Verified By ↑

Agency Name ↑

Date ↑

AUSTIN BERGSTROM INTERNATIONAL AIRPORT

Acknowledgement of Responsibility

Prohibited items and Tools in Terminal Concourses and Sterile Areas

Due to heightened security, the Transportation Security Administration (TSA) has required that no items identified in the TSA “Prohibited items List” be allowed in the terminal concourses and sterile areas of the airport. This prohibition includes all pocketknives, carpet knives, and other folding or retractable blades, regardless of blade length or composition. The prohibition also includes sabers, swords, hunting knives, martial arts devices, ice picks, straight razors, and elongated scissors, or any tool with a sharp blade that could be utilized as a weapon or cutting tool. This list is not comprehensive, and common sense should always prevail. A current copy of the TSA “Prohibited items” may be obtained at www.TSA.gov or by calling the Security Badging office at (512) 530-6943.

The TSA acknowledges the need to allow for maintenance in the concourse areas, and therefore some exceptions have been made. Personnel requiring the use of tools and other prohibited items to perform essential job functions may do so if the following conditions are met.

- The individual accepts responsibility to keep all tools and prohibited items within his/her immediate span or control so that no unauthorized person is able to access them.
- All tools are to be transported in a secure bag or toolbox so they are inaccessible to passengers at all times (no tool belts).
- Tools will be used discretely, stored immediately, and secured and locked whenever possible.
- All personnel requesting unescorted access shall be required to sign this Acknowledgement of Responsibility form at the time they are badged. Extra forms are available in the security badging Office.
- Unbadged personnel requiring the use of tools in the sterile areas must be under continuous escort of a badged employee. **The badged employee providing the escort will be held fully responsible for ensuring compliance with these rules.**
- **Unbadged persons and their tools must be processed through TSA Passenger Security Checkpoint # 2. In addition, they must be under escort at all times.** Badged personnel must deliver their tools to the Loading Dock, return to the terminal, enter the sterile area through a TSA passenger security checkpoint and return to the Loading Dock through the service corridor. An inventory of the tools will be conducted at the Loading Dock upon entering and exiting the restricted area. Please contact an Airport Security Coordinator or Operations Construction Project Coordinator.

All unattended tools found in the Sterile Areas will be confiscated by the Department of Aviation, and the employees badge may be suspended or revoked. Personnel not complying with these procedures may be issued a notice of Violation (NOV) and/or be subject to TSA sanctions.

Your signature below indicates that you fully understand and accept the responsibilities outlined in this acknowledgment of responsibility.

SIGNATURE	PRINT NAME	COMPANY	DATE
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ABIA DAILY INVENTORY LIST

PROJECT NAME: _____

CONTRACTOR NAME: _____

Date	Time	Remarks	OPSEC	
			Notified	Initials
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
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		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
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		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
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		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	
		<input type="checkbox"/> – All tools accounted for. <input type="checkbox"/> – Tool(s) missing:	Y N	

AIRPORT COMMUNICATIONS # (512) 530-2242



Austin-Bergstrom International Airport
Vehicle Registration LOGO

TO: Security and ID Office Aviation Department	FROM: (Sponsor)
<p>A. Request AOA access authorization and registration for the following vehicle:</p> <ol style="list-style-type: none">Name: (Last) _____ (First) _____ (Middle) _____ Badge # _____ Expires: _____ Insurance Company: _____Vehicle: _____ Model: _____ Color: _____ Year: _____ License Plate: _____ State: _____Required AOA/SIDA Clearance: <input type="checkbox"/> Main Terminal Ramp <input type="checkbox"/> RCCF <input type="checkbox"/> Fuel Facility <input type="checkbox"/> Runways and Taxiways <input type="checkbox"/> Maintenance Ramp <input type="checkbox"/> Cargo RampVehicle Identified by: <input type="checkbox"/> Company Logo <p>I am authorized to request AOA/SIDA and restricted area access issuance of security related items (signature on file with the Security and ID office and certify that the operation of this vehicle on the AOA/SIDA is necessary and in conjunction with official business. The persons who will be operating this vehicle have been briefed on the Airport Security Program and operating procedures for the AOA/SIDA.</p> <p>Signature: _____ Badge #: _____ Date: _____ DOA Project Manager</p> <p>Signature: _____ Badge #: _____ Date: _____</p>	
<p>B. Verification: <input type="checkbox"/> Requestor's Signature <input type="checkbox"/> Recipient's Badge Number <input type="checkbox"/> Proof of Insurance</p> <p>Signature: _____ Badge #: _____ Date: _____ DOA Project Coordinator</p> <p>C. I understand the security requirements and my responsibilities under the Airport Security Program relating to Authorization for my access and operating procedures on the AOA/SIDA. I accept these responsibilities and agree to comply with requirements of the Airport Security Program and safeguard my TOPCAP/LOGO to prevent unauthorized use.</p> <p>Signature: _____ Badge # _____ Date: _____</p> <p>D. LOGO Revocation::</p> <p>Signature: _____ Badge #: _____ Date: _____ Department of Aviation</p>	

SCOPE OF WORK
Solicitation No. IFB SMW0212

Description: Airport Visual Information Display Equipment and Supply Agreement

1.0 PURPOSE

The Aviation Department utilizes a software system to display Flight Information at Austin-Bergstrom International Airport. The locations of these monitors vary within the Barbara Jordan Terminal and includes a mix of different manufacturers and monitor sizes. This is an Invitation for Bid (IFB) that will be utilized to standardize and replace existing end of life and out of warranty monitors. This supply agreement will be awarded to a single bidder submitting the lowest responsive bid total.

2.0 DELIVERY AND ORDERING REQUIREMENTS

- 2.1 Estimated order quantities of each item are as noted on the bid sheet.
- 2.2 City Contract Manager or designee shall place orders for the items.
- 2.3 Deliveries shall be made within fourteen (14) calendar days of the order.
- 2.4 Deliveries shall be FOB destination.
- 2.5 Rush delivery response shall be within twenty-four (24) hours of notification by the City Contract Manager.
- 2.6 Contractor shall include one (1) copy of itemized packing slip to the delivery site; the following information shall be included on packing slips:
 - 2.6.1 Contract Price Agreement Number
 - 2.6.2 Purchase Order Number (DO #)
 - 2.6.3 Quantities Ordered
 - 2.6.4 Quantities Shipped
- 2.7 Complete shipments are desired, however, partial shipments shall be considered/required upon occasion, and shall be delivered at no additional cost to the City. Partial shipments must be approved by the ABIA staff prior to shipment.
- 2.7 Products shall be new and in the manufacturer's box with full three (3) year warranty extending from the date of delivery to the City.

3.0 EQUIPMENT AND INSTALLATION

- 3.1 This section provides an overview of the work to be performed for the monitor replacement of the Austin-Bergstrom International Airport (ABIA) Flight Information Display System (FIDS) to be furnished and installed by the Contractor. The FIDS work includes the following:
 - 3.1.1 Furnish and install new displays, mounts, and cables as required to support the FIDS System. Architectural display support structures, conduit, UPS, electrical power, and outlets will be provided by ABIA. Existing monitors will be removed by ABIA.
 - 3.1.2 The contractor shall provide all equipment, materials, software, labor, design, coordination, warranty, and maintenance as required to provide a complete and fully operational hardware that is accepted as complete by ABIA staff.

- 3.1.2.1 The Contractor shall provide all equipment, cables, materials, labor, and design and coordination services necessary to complete or perfect all parts of the Flight Information Display System (FIDS) hardware, and to ensure that they comply with the requirements stated or reasonably inferred by this Specification.
 - 3.1.2.2 The Contractor shall perform all required coordination with ABIA representatives and ABIA stakeholders to finalize all functional, operational, and performance requirements of the design. This shall include, but not be limited to, site investigation and verification, design workshops, coordination meetings, and review workshops. Interim and final design documentation shall be submitted for review and approval by the Owner's representative prior to proceeding with any installation work.
 - 3.1.2.3 The requirements of this Section shall be accomplished by replacing the existing information display system monitor hardware that is currently installed at ABIA.
 - 3.1.2.4 The Contractor shall ensure that the replacement solution to the existing information display systems software is compatible and provides seamless integration with existing hardware components in addition to the new components if needed.
- 3.2 Initial Replacements - to be completed by February 28, 2015 if possible dependent on contract award date. No work will be performed during the month of March if this date is not able to be met.
- 3.2.1 Samsung – UD55D monitors will be installed by the contractor as portrait style setup.
 - 3.2.1.1 Some locations will need to be replaced during the airports maintenance period. This period begins at 8pm and ends at 4am seven days a week.
 - 3.2.1.2 Any existing monitor will be removed by ABIA
 - 3.2.2 Sharp – PN-U423 monitors will be installed by ABIA
- 3.3 To create conformity throughout the ABIA Terminal, the following monitors will be needed for the initial replacements:
- 3.3.1 Samsung – Model UD55D
 - 3.3.2 Sharp – Model PN-U423
- 3.4 Contractor must ensure existing monitor mounts can be re-used. If new monitor mounts are needed, they will be provided at no extra cost to the City.

**BID SHEET
CITY OF AUSTIN
IFB SMW0212**

BUYERS Shawn Willett; Jane Neal

Copies of Bid: Vendor must submit one original, one signed copy and one electronic copy of your response. The electronic version must be in pdf format

Special Instructions:

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

The quantities noted below are annual estimates and not a guarantee of actual volume.

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

**SECTION A - Initial Replacements
Item 1 to be installed by Contractor**

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Manufacturer = Samsung Model = UD55D *Mount to be determined by contractor* *Item to be installed by contractor*	65	Each	\$ _____	\$ _____
2	Manufacturer = Sharp Model = PN-U423 *not installed by contractor*	81	Each	\$ _____	\$ _____
3	Manufacturer = Chief Model = LVS1U *not installed by contractor*	50	Each	\$ _____	\$ _____
SECTION A TOTAL BID PRICE					\$ _____

SECTION B - Price Agreement

Price agreement on the following monitor models shall include a three (3) year manufacturer's warranty (no installation).

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL AMOUNT	UNIT	UNIT PRICE	EXTENDED PRICE
1	Manufacturer = Samsung Model = UD55D	10	Each	\$ _____	\$ _____
2	Manufacturer = Sharp Model = PN-U423	50	Each	\$ _____	\$ _____

**BID SHEET
CITY OF AUSTIN
IFB SMW0212**

3	Manufacturer = Sharp Model = PN-U473	10	Each	\$ _____	\$ _____
4	Manufacturer = Sharp Model = PN-R703	25	Each	\$ _____	\$ _____
5	Manufacturer = Premier Model = ECM-D70T	25	Each	\$ _____	\$ _____
6	Manufacturer = Premier Model = AST-2456-2	25	Each	\$ _____	\$ _____
7	Manufacturer = Chief Model = LTMU	25	Each	\$ _____	\$ _____
8	Manufacturer = Chief Model = LVS1U	5	Each	\$ _____	\$ _____
9	RUSH Order request - Delivery within 24 hours as per Scope of Work section 2.5	7	Each	\$ _____	\$ _____
SECTION B TOTAL BID PRICE					\$ _____
SECTION C - CATALOG PRICING					
The City may wish to purchase additional types of monitors and mounts from these same manufacturers, not listed here from the Contractor. See section 0400, Supplemental Purchase Provisions #11 for more information on this requirement. Two (2) copies of the list upon which the discounts or markups are based shall be submitted with the Offer.					
ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL AMOUNT	MARK-UP TO DEALER COST or DISCOUNT FROM PUBLISHED PRICE		
10	Discount or Mark-Up on additional monitors and mounts not specifically listed above from same manufacturers Indicate if this is _____ Mark-Up to Dealer Cost or _____ Discount from Published Price List	\$10,000.00	_____ %		
GRAND TOTAL SECTION A-B BID PRICE					\$ _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

PRINTED NAME: _____

EMAIL ADDRESS: _____

TELEPHONE _____

Section 0605: Local Business Presence Identification

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

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

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

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm						
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 0815: Living Wages and Benefits Contractor Certification

Company Name _____

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

I hereby certify under penalty of perjury that all of the below listed employees of the Contractor who are directly assigned to this contract are compensated at wage rates equal to or greater than \$11.00 per hour.

Employee Name	Employee Job Title

USE ADDITIONAL PAGES AS NECESSARY

- (1) All future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$11.00 per hour
- (2) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

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

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 id 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: _____