



City of Austin

Purchasing Office, Financial Services Department

P.O. Box 1088, Austin, TX 78767

April 30, 2020

DELIVERED VIA EMAIL

CONTRACTOR melissa@jm-engineer.com

EMAIL READ RECEIPT REQUESTED

Ms. Melissa Weinberger
JM Engineering, LLC
2013 Wells Branch Parkway, Suite 117
Austin, TX 78728
melissa@jm-engineer.com

Subject: **NOTICE OF DELAY OF SCHEDULED SERVICES, MA 8100 NA190000128,
MAINTENANCE & REPAIR SERVICES FOR VARIABLE FREQUENCY
DRIVES, (VFDS)**

Dear Ms. Melissa Weinberger:

IN ACCORDANCE WITH SECTION 30 (DELAYS) OF THE STANDARD PURCHASING TERMS AND CONDITIONS, YOU ARE HEREBY NOTIFIED THAT YOU MUST IMMEDIATELY DELAY YOUR DELIVERY OF SCHEDULED SERVICES TO THE CITY UNDER THE ABOVE-REFERENCED CONTRACT FOR THE FOLLOWING PERIOD OF TIME.

Delay Start: Immediately

Delay End: April 30, 2021

The subject contract was executed on April 26, 2019 for Maintenance & Repair Services for Variable Frequency Drives, (VFDs). Subsequently, a local disaster was declared by the City and Travis County on March 6, 2020 due to the rising crises of the coronavirus known as COVID-19. Thereafter, both the State of Texas and the federal government have made similar disaster declarations. On March 15, 2020 the City Manager of the City of Austin declared that services at City facilities would be modified to reduce the risk of spread of COVID-19, which included the suspension of non-essential City services and direction for City employees to begin teleworking rather than working at their normally assigned City facility. In light of the forgoing declarations, executive direction, and current community health concerns, the current situation constitutes an act of god, labor disruption, sovereign conduct, or is caused by acts beyond the reasonable control of the City. This delay is therefore necessary and in the best interest of the City and the public.

In accordance with the terms of the Contract if you believe this delay will cause an increase in the cost of the work under the Contract you may request from the City an equitable price adjustment to be executed as an amendment to the Contract. You must assert your right to an adjustment within thirty (30) calendar days of receipt of this email. Failure to agree on an adjusted price will be handled under the Dispute Resolution process outlined in Section 48 of the Standard Purchase Terms and Conditions.

As a reminder, Section 30(B) of the Standard Purchasing Terms and Conditions states: "Neither party shall be liable for any default or delay in the performance of its obligations under this Contract if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond the reasonable control of such Party. In the event of default or delay in contract performance due to any of the foregoing causes, then the time for completion of the services will be extended; provided, however, in such an event, a conference will be held within three (3) business days to establish a mutually agreeable period of time reasonably necessary to overcome the effect of such failure to perform."

As agreed in a meeting held with the Aviation Department, JM Engineering, LLC will:

- Continue to perform Quarterly maintenance on the VFD's for the CUP
- Have the ability to call out on as-needed-basis

Please provide times and dates over the next three (3) business days that would work for you to discuss this notice of delay.

If you have any questions, please contact Claudia Rodriquez at (512) 974-2959 or via e-mail at claudiar.rodriquez@austintexas.gov.

Sincerely,

Diana McIntosh

Digitally signed by Diana
McIntosh
Date: 2020.04.30 15:26:39 -05'00'

Diana McIntosh
Procurement Specialist II
Purchasing Office
Financial Services Department

Cc: Tina Gamez, Contract Compliance Specialist Senior (Contract Manager)
Mike Robinson, Aviation Division Manager (Contract Monitor)

**CONTRACT BETWEEN THE CITY OF AUSTIN (“City”)
AND
JM ENGINEERING, LLC (“Contractor”)
FOR
MAINTENANCE & REPAIR SERVICES FOR VARIABLE FREQUENCY DRIVES (VFDs)
MA 8100 NA190000128**

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 JM Engineering, LLC having offices at 2013 Wells Branch Parkway, Suite 117, Austin, TX 78728 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 8100 MMO1007.

1.1 This Contract is composed of the following documents:

- 1.1.1 This document
- 1.1.2 The City’s Solicitation, Invitation for Bid (IFB) 8100 MMO1007 including all documents incorporated by reference
- 1.1.3 JM Engineering, LLC’s Offer, dated January 7, 2019, including subsequent clarifications

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

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

1.3 Term of Contract. The Contract shall commence upon execution, unless otherwise specified, and shall remain in effect for an initial term of thirty-six (36) months. The Contract may be extended beyond the initial term for up to two (2) additional twelve (12) month periods at the City’s sole option

- 1.3.1 If the City exercises any extension option, all terms, conditions, and provisions of the Contract shall remain in effect for that extension period, subject only to any economic price adjustment otherwise allowed under the Contract.
- 1.3.2 Upon expiration of the initial term or any period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary for the City to re-solicit and/or complete the deliverables due under the Contract (not to exceed 120 calendar days unless mutually agreed to in writing).
- 1.3.3 This is a thirty-six (36) month Contract. Prices are firm for the first twelve (12) months.

1.4 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$492,000 for the initial Contract term and \$164,000 for each extension option in accordance with the Bid Sheet,

IFB Section 0600. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.


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


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

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

JM ENGINEERING, LLC

CITY OF AUSTIN


Signature


Signature

Melissa Weinberger
Printed Name of Authorized Person

Marian Moore
Printed Name of Authorized Person

PRESIDENT
Title

Procurement Specialist IV
Title

April 23, 2019
Date

4/26/19
Date



CITY OF AUSTIN, TEXAS

Purchasing Office INVITATION FOR BID (IFB) OFFER SHEET

SOLICITATION NO: IFB 8100 MMO1007

DATE ISSUED: December 17, 2018

REQUISITION NO.: 18100100005

COMMODITY CODE: 91082

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

Marian Moore
Procurement Specialist III
Phone: (512) 974-2062
E-Mail: marian.moore@austintexas.gov

John Hilbun
Contract Management Specialist IV
Phone: (512) 974-1054
E-Mail: john.hilbun@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: Maintenance & Repair
Services for Variable Frequency Drives (VFDs)

BID DUE PRIOR TO: January 8, 2019 at 2:00 PM (CST)

BID OPENING TIME AND DATE: January 8, 2019 at 3:00 PM (CST)

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

LIVE BID OPENING ONLINE:

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

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

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

Address for US Mail (Only)	Address for FedEx, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # IFB 8100 MMO1007	Purchasing Office-Response Enclosed for Solicitation # IFB 8100 MMO1007
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

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

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

The Vendor agrees, if this Offer is accepted within **120** calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer.

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY (USB FLASH DRIVE) 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 V2	STANDARD SOLICITATION INSTRUCTIONS, UPDATED JUNE 26, 2018	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	9
0500	SCOPE OF WORK	4
0600	BID SHEET – Must be completed and returned with Offer	5
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete & return	2
0700	REFERENCE SHEET – Complete & return	2
0800	NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION–Complete & return	2
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810 V2	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION, UPDATED JUNE 26, 2018	*
0815	LIVING WAGES CONTRACTOR CERTIFICATION–Complete, sign & return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	SUBCONTRACTING/SUB-CONSULTING UTILIZATION FORM – Complete & return	1
0905	SUBCONTRACTING/SUB-CONSULTING UTILIZATION PLAN – Complete & return if applicable	3

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

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

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

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: JM Engineering, LLC

Company Address: 2013 Wells Branch Parkway, Suite 117

City, State, Zip: Austin, Texas 78728

Vendor Registration No. VS0000035915

Printed Name of Officer or Authorized Representative: Jay A. Weinberger, PE

Title: Vice President

Signature of Officer or Authorized Representative: 

Date: January 7, 2019

Email Address: jay@jm-engineer.com

Phone Number: 512-550-6450

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

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

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

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

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

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

10. WORKFORCE

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

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

12. INVOICES:

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

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

13. PAYMENT:

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

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

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

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

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

15. FINAL PAYMENT AND CLOSE-OUT:

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

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

17. AUDITS and RECORDS:

- A. The Contractor agrees that the representatives of the Office of the City Auditor or other authorized representatives of the City shall have access to, and the right to audit, examine, or reproduce, any and all records of the Contractor related to the performance under this Contract. The Contractor shall retain all such records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.
- B. Records Retention:
 - i. Contractor is subject to City Code chapter 2-11 (Records Management), and as it may subsequently be amended. For purposes of this subsection, a Record means all books, accounts, reports, files, and other data recorded or created by a Contractor in fulfillment of the Contract whether in digital or physical format, except a record specifically relating to the Contractor's internal administration.
 - ii. All Records are the property of the City. The Contractor may not dispose of or destroy a Record without City authorization and shall deliver the Records, in all requested formats and media, along with all finding aids and metadata, to the City at no cost when requested by the City
 - iii. The Contractor shall retain all Records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer.
- C. The Contractor shall include sections A and B above in all subcontractor agreements entered into in connection with this Contract.

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

18. SUBCONTRACTORS:

- A. If the Contractor identified Subcontractors in an MBE/WBE Program Compliance Plan or a No Goals Utilization Plan the Contractor shall comply with the provisions of Chapters 2-9A, 2-9B, 2-9C, and 2-9D, as applicable, of the Austin City Code and the terms of the Compliance Plan or Utilization Plan as approved by the City (the "Plan"). The Contractor shall not initially employ any Subcontractor except as provided in the Contractor's Plan. The Contractor shall not substitute any Subcontractor identified in the Plan, unless the substitute has been accepted by the City in writing in accordance with the provisions of Chapters 2-9A, 2-9B, 2-9C and 2-9D, as applicable. No acceptance by the City of any Subcontractor shall constitute a waiver of any rights or remedies of the City with respect to defective Deliverables provided by a Subcontractor. If a Plan has been approved, the Contractor is additionally required to submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager and the Purchasing Office Contract Compliance Manager no later than the tenth calendar day of each month.
- B. Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:
 - i. require that all Deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract;
 - ii. prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;
 - iii. require Subcontractors to submit all invoices and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include same with its invoice or application for payment to the City in accordance with the terms of the Contract;
 - iv. require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and
 - v. require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.
- C. The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.
- D. The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten (10) calendar days after receipt of payment from the City.

19. WARRANTY-PRICE:

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

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

20. **WARRANTY – TITLE:** The Contractor warrants that it has good and indefeasible title to all Deliverables furnished under the Contract, and that the Deliverables are free and clear of all liens, claims, security interests and encumbrances. The Contractor shall indemnify and hold the City harmless from and against all adverse title claims to the Deliverables.
21. **WARRANTY – DELIVERABLES:** The Contractor warrants and represents that all Deliverables sold the City under the Contract shall be free from defects in design, workmanship or manufacture, and conform in all material respects to the specifications, drawings, and descriptions in the Solicitation, to any samples furnished by the Contractor, to the terms, covenants and conditions of the Contract, and to all applicable State, Federal or local laws, rules, and regulations, and industry codes and standards. Unless otherwise stated in the Solicitation, the Deliverables shall be new or recycled merchandise, and not used or reconditioned.
- A. Recycled Deliverables shall be clearly identified as such.
 - B. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law; and any attempt to do so shall be without force or effect.
 - C. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the date of acceptance of the Deliverables or from the date of acceptance of any replacement Deliverables. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand either repair the non-conforming Deliverables, or replace the non-conforming Deliverables with fully conforming Deliverables, at the City's option and at no additional cost to the City. All costs incidental to such repair or replacement, including but not limited to, any packaging and shipping costs, shall be borne exclusively by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach of warranty, but failure to give timely notice shall not impair the City's rights under this section.
 - D. If the Contractor is unable or unwilling to repair or replace defective or non-conforming Deliverables as required by the City, then in addition to any other available remedy, the City may reduce the quantity of Deliverables it may be required to purchase under the Contract from the Contractor, and purchase conforming Deliverables from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such Deliverables from another source.
 - E. If the Contractor is not the manufacturer, and the Deliverables are covered by a separate manufacturer's warranty, the Contractor shall transfer and assign such manufacturer's warranty to the City. If for any reason the manufacturer's warranty cannot be fully transferred to the City, the Contractor shall assist and cooperate with the City to the fullest extent to enforce such manufacturer's warranty for the benefit of the City.
22. **WARRANTY – SERVICES:** The Contractor warrants and represents that all services to be provided the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations.
- A. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law, and any attempt to do so shall be without force or effect.
 - B. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the Acceptance Date. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand perform the services again in accordance with above standard at no additional cost to the City. All costs incidental to such additional performance shall be borne by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach warranty, but failure to give timely notice shall not impair the City's rights under this section.
 - C. If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be

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

required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source.

23. **ACCEPTANCE OF INCOMPLETE OR NON-CONFORMING DELIVERABLES:** If, instead of requiring immediate correction or removal and replacement of defective or non-conforming Deliverables, the City prefers to accept it, the City may do so. The Contractor shall pay all claims, costs, losses and damages attributable to the City's evaluation of and determination to accept such defective or non-conforming Deliverables. If any such acceptance occurs prior to final payment, the City may deduct such amounts as are necessary to compensate the City for the diminished value of the defective or non-conforming Deliverables. If the acceptance occurs after final payment, such amount will be refunded to the City by the Contractor.
24. **RIGHT TO ASSURANCE:** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
25. **STOP WORK NOTICE:** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.
26. **DEFAULT:** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under Paragraph 24, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by the Contractor to the City.
27. **TERMINATION FOR CAUSE:** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
28. **TERMINATION WITHOUT CAUSE:** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days' prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds Appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
29. **FRAUD:** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.

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

30. DELAYS:

- A. The City may delay scheduled delivery or other due dates by written notice to the Contractor if the City deems it is in its best interest. If such delay causes an increase in the cost of the work under the Contract, the City and the Contractor shall negotiate an equitable adjustment for costs incurred by the Contractor in the Contract price and execute an amendment to the Contract. The Contractor must assert its right to an adjustment within thirty (30) calendar days from the date of receipt of the notice of delay. Failure to agree on any adjusted price shall be handled under the Dispute Resolution process specified in paragraph 48. However, nothing in this provision shall excuse the Contractor from delaying the delivery as notified.
- B. Neither party shall be liable for any default or delay in the performance of its obligations under this Contract if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond the reasonable control of such Party. In the event of default or delay in contract performance due to any of the foregoing causes, then the time for completion of the services will be extended; provided, however, in such an event, a conference will be held within three (3) business days to establish a mutually agreeable period of time reasonably necessary to overcome the effect of such failure to perform.

31. INDEMNITY:

- A. Definitions:
 - i. "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:
 - (1) damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or
 - (2) death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),
 - ii. "Fault" shall include the sale of defective or non-conforming Deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.
- B. **THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.**

32. INSURANCE: (reference Section 0400 for specific coverage requirements). The following insurance requirement applies. (Revised March 2013).

A. General Requirements.

- i. The Contractor shall at a minimum carry insurance in the types and amounts indicated in Section 0400, Supplemental Purchase Provisions, for the duration of the Contract, including extension options and hold over periods, and during any warranty period.
- ii. The Contractor shall provide Certificates of Insurance with the coverages and endorsements required in Section 0400, Supplemental Purchase Provisions, to the City as verification of coverage prior to contract execution and within fourteen (14) calendar days after written request from the

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

City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or hold over period is exercised, as verification of continuing coverage.

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

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

33. **CLAIMS:** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform thereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the

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

Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2nd Street, 4th Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.

34. **NOTICES**: Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to the Contractor shall be sent to the address specified in the Contractor's Offer, or at such other address as a party may notify the other in writing. Notices to the City shall be addressed to the City at P.O. Box 1088, Austin, Texas 78767 and marked to the attention of the Contract Administrator.
35. **RIGHTS TO BID, PROPOSAL AND CONTRACTUAL MATERIAL**: All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.
36. **NO WARRANTY BY CITY AGAINST INFRINGEMENTS**: The Contractor represents and warrants to the City that: (i) the Contractor shall provide the City good and indefeasible title to the Deliverables and (ii) the Deliverables supplied by the Contractor in accordance with the specifications in the Contract will not infringe, directly or contributorily, any patent, trademark, copyright, trade secret, or any other intellectual property right of any kind of any third party; that no claims have been made by any person or entity with respect to the ownership or operation of the Deliverables and the Contractor does not know of any valid basis for any such claims. The Contractor shall, at its sole expense, defend, indemnify, and hold the City harmless from and against all liability, damages, and costs (including court costs and reasonable fees of attorneys and other professionals) arising out of or resulting from: (i) any claim that the City's exercise anywhere in the world of the rights associated with the City's ownership, and if applicable, license rights, and its use of the Deliverables infringes the intellectual property rights of any third party; or (ii) the Contractor's breach of any of Contractor's representations or warranties stated in this Contract. In the event of any such claim, the City shall have the right to monitor such claim or at its option engage its own separate counsel to act as co-counsel on the City's behalf. Further, Contractor agrees that the City's specifications regarding the Deliverables shall in no way diminish Contractor's warranties or obligations under this paragraph and the City makes no warranty that the production, development, or delivery of such Deliverables will not impact such warranties of Contractor.
37. **CONFIDENTIALITY**: In order to provide the Deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Agreement, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.
38. **PUBLICATIONS**: All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.

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

39. **ADVERTISING**: The Contractor shall not advertise or publish, without the City's prior consent, the fact that the City has entered into the Contract, except to the extent required by law.
40. **NO CONTINGENT FEES**: The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
41. **GRATUITIES**: The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City of Austin with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
42. **PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS**: No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
43. **INDEPENDENT CONTRACTOR**: The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.
44. **ASSIGNMENT-DELEGATION**: The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
45. **WAIVER**: No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.
46. **MODIFICATIONS**: The Contract can be modified or amended only by a writing signed by both parties. No pre-printed or similar terms on any the Contractor invoice, order or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.
47. **INTERPRETATION**: The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

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

48. DISPUTE RESOLUTION:

- A. If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.
- B. If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.

49. JURISDICTION AND VENUE: The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

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

51. HOLIDAYS: The following holidays are observed by the City:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11

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

Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

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

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

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

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a Contract with the City, the Vendor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

54. **EQUAL OPPORTUNITY**

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

B. **Americans with Disabilities Act (ADA) Compliance:** No Contractor, or Contractor's agent, shall engage in any discriminatory practice against individuals with disabilities as defined in the ADA, including but not limited to: employment, accessibility to goods and services, reasonable accommodations, and effective communications.

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

A. Definitions. As used in this paragraph –

i. "Component" means an article, material, or supply incorporated directly into an end product.

ii. "Cost of components" means -

- (1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or
- (2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.

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

- iii. "Domestic end product" means-
 - (1) An unmanufactured end product mined or produced in the United States; or
 - (2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.
- iv. "End product" means those articles, materials, and supplies to be acquired under the contract for public use.
- v. "Foreign end product" means an end product other than a domestic end product.
- vi. "United States" means the 50 States, the District of Columbia, and outlying areas.
- B. The Buy American Act (41 U.S.C. 10a - 10d) provides a preference for domestic end products for supplies acquired for use in the United States.
- C. The City does not maintain a list of foreign articles that will be treated as domestic for this Contract; but will consider for approval foreign articles as domestic for this product if the articles are on a list approved by another Governmental Agency. The Offeror shall submit documentation with their Offer demonstrating that the article is on an approved Governmental list.
- D. The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the Solicitation entitled "Buy American Act Certificate".

56. PROHIBITION OF BOYCOTT ISRAEL VERIFICATION

Pursuant to Texas Government Code §2270.002, the City is prohibited from contracting with any "company" for goods or services unless the following verification is included in this **Contract**.

- A. For the purposes of this Section only, the terms "company" and "boycott Israel" have the meaning assigned by Texas Government Code §2270.001.
- B. If the **Principal Artist** qualifies as a "company", then the **Principal Artist** verifies that he:
 - i. does not "boycott Israel"; and
 - ii. will not "boycott Israel" during the term of this **Contract**.
- C. The **Principal Artist's** obligations under this Section, if any exist, will automatically cease or be reduced to the extent that the requirements of Texas Government Code Chapter 2270 are subsequently repealed, reduced, or declared unenforceable or invalid in whole or in part by any court or tribunal of competent jurisdiction or by the Texas Attorney General, without any further impact on the validity or continuity of this Contract.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
MAINTENANCE & REPAIR SERVICE FOR VARIABLE FREQUENCY DRIVES (VFDs)**

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 emailed to marian.moore@austintexas.gov no later than 1:00P.M., one (1) week prior to the Solicitation closing date.

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

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

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

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

OR

PURInsuranceCompliance@austintexas.gov

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
MAINTENANCE & REPAIR SERVICE FOR VARIABLE FREQUENCY DRIVES (VFDs)**

- (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 commence upon execution, unless otherwise specified, and shall remain in effect for an initial term of thirty-six (36) months. The Contract may be extended beyond the initial term for up to Two (2) additional 12-month periods at the City's sole option. If the City exercises any extension option, all terms, conditions, and provisions of the Contract shall remain in effect for that extension period, subject only to any economic price adjustment otherwise allowed under the Contract.
 - B. Upon expiration of the initial term or any period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary for the City to re-solicit and/or complete the deliverables due under this Contract. Any hold over period will not exceed 120 calendar days unless mutually agreed on by both parties in writing.
 - C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
 - D. Prices are firm and fixed for the first twelve (12) months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.
4. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.
5. **DELIVERY REQUIREMENTS:**
- Deliveries shall be made as specified in the Scope of Work, Section 0500 within 14 calendar days after the order is placed (either verbally or in writing) or another mutually agreed upon time. All orders must be shipped complete unless arrangements for partial shipments are made in advance.
- A. Unless requested by the City, deliveries shall not be made on City-recognized legal holidays (see paragraph 51 in Section 0300).

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
MAINTENANCE & REPAIR SERVICE FOR VARIABLE FREQUENCY DRIVES (VFDs)**

- B. The City reserves the right to add, delete, or change repairs and/or service locations. Service locations shall be listed on the request for services for Austin Water. The service location for the Department of Aviation is

Service Location for Department of Aviation:
Austin-Bergstrom International Airport (ABIA)
3600 Presidential Blvd.
Austin, TX 78719

- C. For Maintenance and Repairs:

The Contractor shall provide, with each repair, an itemized invoice with the following information:

- 1) Date repairs were authorized
- 2) Name of person who authorized the repairs
- 3) List of repairs made
- 4) Date repairs were completed
- 5) Itemized list of parts and other products used for the repairs
- 6) Number of labor hours associated with the repairs
- 7) Repaired unit identification (either serial #, Unit, or model number)
- 8) Service location

6. **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 for the Department of Aviation shall be mailed to the below address:

Department	Department of Aviation
Attn:	Accounts Payable
Address	3600 Presidential Blvd. Suite 411
City, State Zip Code	Austin, TX 78719
Email	ABIA.invoices@austintexas.gov

Invoices for Austin Water shall be mailed to the address below, corresponding with the service location:

Department	Austin Water –
Attn:	Waller Creek Center - Accounts Payable
Address	625 E. 10 th Street
City, State Zip Code	Austin, TX 78703

Department	Austin Water –
Attn:	Webberville Service Center - Accounts Payable
Address	2600 Webberville Rd

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
MAINTENANCE & REPAIR SERVICE FOR VARIABLE FREQUENCY DRIVES (VFDs)**

City, State Zip Code	Austin, TX 78702
----------------------	------------------

Department	Austin Water –
Attn:	Tim Louvier Service Center - Accounts Payable
Address	6301 Harold Ct.
City, State Zip Code	Austin, TX 78721

Department	Austin Water –
Attn:	North Service Center - Accounts Payable
Address	901 Koenig Ln.
City, State Zip Code	Austin, TX 78756

Department	Austin Water –
Attn:	Davis Water Treatment Plant - Accounts Payable
Address	3500 W. 35 th Street
City, State Zip Code	Austin, TX 78703

- B. The Contractor agrees to accept payment by 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.

7. 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.

8. HAZARDOUS MATERIALS:

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

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
MAINTENANCE & REPAIR SERVICE FOR VARIABLE FREQUENCY DRIVES (VFDs)**

9. 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.
- B. Two (2) copies of the list upon which the discounts are based shall be submitted with the Offer or within five business days of the City's request. 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 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 Contract Manager 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 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.

10. LIVING WAGES:

The City's Living Wage Program, Rule R161-17.14, is located at:

<http://www.austintexas.gov/edims/document.cfm?id=277854>

- A. The minimum wage required for all Contractor Employees (and all tiers of Subcontracting) directly assigned to this City Contract is \$15.00 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 Contractor Employees (and all tiers of Subcontracting) directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$15.00 per hour. The certification shall include a list of all Contractor Employees (and all tiers of Subcontracting) 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 to the Department's assigned Contract Manager with the first invoice, individual Employee Certifications for all Contractor Employees (and all tiers of Subcontracting) directly assigned to the contract. The City reserves the right to request individual Employee Certifications at any time during the contract term. Employee Certifications shall be signed by each Contractor Employee (and all tiers of Subcontracting) directly assigned to the contract. The Employee Certification form is available on-line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
MAINTENANCE & REPAIR SERVICE FOR VARIABLE FREQUENCY DRIVES (VFDs)**

- E. Contractor shall submit employee certifications for Contractor Employees (and all tiers of Subcontracting) annually on the anniversary date of contract award with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract. The Employee Certification Forms shall be submitted for Contractor Employees (and all tiers of Subcontracting) added to the contract and/or to report any employee changes as they occur.
- F. The Department's assigned 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.

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

On June 14, 2018, the Austin City Council adopted Ordinance No. 20180614-056 replacing 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). The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly had communication restricted in the ordinance section 2-7-104 during the No-Lobbying Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: https://assets.austintexas.gov/purchase/downloads/New_ALO_Ordinance_No_20180614-056.pdf and is also included in the Solicitation, [Section 0200 V2, Solicitation Instructions June 26, 2018](#).

12. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID) FOR THE DEPARTMENT OF AVIATION SERVICES:

- A. Airport Security: Access to the premises must be strictly controlled. Officers, employees, or agents of the Contractor shall never enter a restricted or operational area of the airport without the express permission of ABIA or any governmental bodies having jurisdiction. Contractor assumes full liability from any such unauthorized incursions.
- B. Security Badges: Contractor and employees assigned to work on this contract shall be required to obtain a security badge which must be worn at all times while within security restricted areas of ABIA premises. Security badge access will be limited to the minimum amount of access portals necessary. All Contractor employees, subcontractors or agents must comply with all airport and related Federal security restrictions. Violations may result in the Contractor receiving a TSA fine and/or the dismissal of the employee from the ABIA premises. Contractor shall reimburse ABIA for any fines or penalties assessed against ABIA that are attributed to the Contractor's non compliance.
- C. Background Investigation: An application for each security badge can be obtained from the Airport Security and I.D. Section. A minimum ten (10) year background investigation and fingerprinting will be conducted on all applications for security badges. The City of Austin, Department of Aviation shall incur the costs of fingerprint check and administrative fee for Contractor personnel that require access to the airport site.
- D. Badge Fees: The City of Austin, Department of Aviation shall incur the cost of the airport security badge, for each Contractor employee, subcontractor or agent assigned to work on this contract and requires access to the airport site. Contractor is responsible for replacement costs and any other fees associated with lost security items. Any lost, stolen, or misplaced security badges will be replaced at an additional cost to the Contractor as follows: 1st replacement - \$65; 2nd replacement - \$90; 3rd replacement - \$115; etc. Upon expiration of this contract, the Contractor shall return all security badges to the Airport Security and I.D. Section. Loss or failure to return a non-expired security access badge or other security item will result in a fee of \$500.00 per badge to be deducted from contract payment after the contract has expired/closed.
- E. Each employee, subcontractor or agent who receives an airport security badge will be required to attend and successfully complete an Airport Safety and Security Training and Familiarization class, approximately one (1) hour in length, at no cost to the Contractor.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
MAINTENANCE & REPAIR SERVICE FOR VARIABLE FREQUENCY DRIVES (VFDs)**

- F. The Contractor shall comply with all other security requirements imposed by the City. The City will provide the Contractor with written notice of any revision to the security requirements. Contractor shall ensure that all employees and subcontractors are kept fully informed of all security requirements and shall update employees, subcontractors and agent as those requirements are revised.
13. **WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID) FOR AUSTIN WATER SERVICES:**
- A. Access to the Austin Water facilities by the Contractor, all subcontractors and their employees will be strictly controlled at all times by the City. Security badges will be issued by the Department for this purpose. The Contractor shall submit a complete list of all persons requiring access to the Austin Water at least thirty (30) days in advance of their need for access. The City reserves the right to deny a security badge to any Contractor personnel for reasonable cause. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's submittal.
- B. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) days of the receipt of notification of denial.
- C. Contractor personnel will be required to check in at the security desk when entering or leaving Austin Water facilities and security badges must be on display at all times when in the building. Failure to do so may be cause for removal of Contractor Personnel from the worksite, without regard to Contractor's schedule. Security badges may not be removed from the premises.
- D. The Contractor shall provide the City's Contract Manager with a list of personnel scheduled to enter the building, seven days in advance. The list shall identify the persons by name, date of birth, driver's license number, the times that they will be inside the building and the areas where they will be working. Only persons previously approved by the City for the issuance of security badges will be admitted to the building.
- E. The Contractor shall comply with all other security requirements imposed by the City and shall ensure that all employees and subcontractors are kept fully informed as to these requirements.
14. **ECONOMIC PRICE ADJUSTMENT:**
- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first twelve (12) months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed 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

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
MAINTENANCE & REPAIR SERVICE FOR VARIABLE FREQUENCY DRIVES (VFDs)**

accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.

- D. **Indexes**: In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
- i. The following definitions apply:
- (1) **Base Period**: Month and year of the original contracted price (the solicitation close date).
 - (2) **Base Price**: Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price**: Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor**: The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - (5) **Weight %**: The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review**: Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification**: Complete table as they may apply.

Weight % of Base Price: 100%	
Database Name: Producer Price Industry Data Series	
Series ID: PCU3251-3251	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: United States City average	
Description of Series ID: U.S. Department of Labor Employment Cost index for Wages and Salaries for all Private Industry Workers	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: Preventative Maintenance and Labor	

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

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

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

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

15. **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.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
MAINTENANCE & REPAIR SERVICE FOR VARIABLE FREQUENCY DRIVES (VFDs)**

- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.
16. **CONTRACT MANAGER(S)**: The following person is designated as Contract Manager for each department, and will act as the contact point between the City and the Contractor during the term of the Contract:

City of Austin – Department of Aviation

Mike Robinson – Division Manager

Phone: 512-530-7504 or Email: mike.robinson@austintexas.gov

City of Austin – Austin Water

Jesse Gonzalez – Supervisor

Phone: 512-972-0357 or Email: jesse.gonzales@austintexas.gov

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

**CITY OF AUSTIN
SCOPE OF WORK FOR
MAINTENANCE AND REPAIR SERVICES FOR
VARIABLE FREQUENCY DRIVES
SOLICITATION NO. IFB 8100 MMO1007**

1. Purpose

The City of Austin's (City), seeks a Contract with a qualified Contractor licensed and experienced in providing commercial Variable Frequency Drive (VFD) maintenance and repair services. Services are needed for the HVAC equipment at Austin Bergstrom International Airport's (ABIA) central utility plant and passenger terminal on the ABIA campus as well as several Austin Water locations. Contract services shall include, but not be limited to, emergency repair services, new installations and preventative maintenance. The City reserves the right to add or remove named equipment and locations through an amendment at any time during the contract term.

2. Background

ABIA and Austin Water currently use several specific VFDs in the operations of HVAC equipment. These VFD's are used to vary multiple motor and pump speeds to meet optimum space comfort conditions and to reduce and/or eliminate electrical waste and use while reducing the overall cost of operation.

3. Contractor's Qualifications

- 3.1 Contractor shall employ technicians certified to work on each type of system and in confined spaces/underground environments, as required, to complete the services required herein.
- 3.2 Contractor shall have a minimum of five (5) years' experience providing variable frequency drive maintenance and repair services and equipment to commercial/municipal utility departments.
- 3.3 Contractor shall have a minimum of three (3) years' experience applying for and obtaining all required permits through the City's permitting process to install/replace variable frequency drives.

4. Contractor Requirements

The Contractor shall:

- 4.1 Have an office located within a 75-mile radius of the State Capitol.
- 4.2 Provide all equipment, material and tools required to complete the work specified in this solicitation.
- 4.3 Employ qualified, licensed staff and technicians who are available for emergency service calls, 24 hours a day, 7 days a week, 365 days a year, and who can be on-site within eight (8) hours of receiving a call. If a VFD manufacturer requires manufacturer authorization of technicians to maintain warranties of VFDs, the Contractor shall have technicians who are authorized by those manufacturers.
- 4.4 Provide an English-speaking single point of contact (SPOC) who is not a supervisor or field technician, and who shall be the designated contact for receiving requests from the City for both scheduled and emergency services, 24 hours a day, 7 days a week, 365 days a year. The Contractor shall provide the SPOC's name and contact information to the Contract Manager within one (1) week of the Contract effective date.
- 4.5 Adhere to the Contractor Work Performance Requirements outlined below as well as documents specifically created for the ABIA campus when accessing and working at ABIA locations.
- 4.6 Provide Contractor personnel with all the necessary personal protective safety equipment and clothing including but not limited to an American National Standard Institute (ANSI) approved hard hat, safety glasses and safety-toed footwear.
- 4.7 Apply for and obtain all required permits as required to install, inspect, test and repair VFD equipment and systems.

5. Work Performance Requirements

The work performance requirements described in this section are not intended to replace, minimize, or reduce

**CITY OF AUSTIN
SCOPE OF WORK FOR
MAINTENANCE AND REPAIR SERVICES FOR
VARIABLE FREQUENCY DRIVES
SOLICITATION NO. IFB 8100 MMO1007**

the quantity or frequency of the tasks recommended.

The Contractor shall provide services as specified below and in accordance with the existing Original Equipment Manufacturer (OEM) specifications and instructions. Where OEM specifications and instructions may conflict with this document in the future, the more stringent terms shall apply. This provision applies to all systems at the City work sites and includes all existing electrical and wiring infrastructures.

The Contractor shall:

- 5.1 Perform all work in accordance with all federal, state and local codes.
- 5.2 Be responsible for reviewing the existing conditions and field verifying all existing VFD.
- 5.3 Submit to the City's Project Manager or designee a Field Service Report at the conclusion of all work (scheduled and unscheduled) before leaving the site. The report shall be legible and show in detail the hours worked, travel time, work performed, parts used, and expenses incurred. The report shall identify and document any issues needing further immediate attention and consequences if left unattended.
- 5.4 Require that employees wear the security badges provided by ABIA Security at all times when working at any ABIA work site.
- 5.5 Furnish Safety Data Sheets (SDS) and equipment descriptive literature for the City's approval prior to the purchase of materials, equipment, or spare parts.
- 5.6 Adhere to ABIA-specific work site requirements, including attendance at a one-time mandatory safety meeting at each work site prior to beginning any work at that site.
- 5.7 Provide preventative maintenance services. Specifically, the Contractor shall:
 - 5.7.1 Perform routine preventative maintenance visits at each site listed on the Section 0600 – Bid Sheet a minimum of once per quarter, or within fourteen (14) calendar days of the City's request. Contractor shall provide full maintenance services to all VFD's that include regular and systematic examination, adjustment, alignment and calibration. Service shall the repair and/or replace all parts as required by normal wear and tear.
 - 5.7.2 Perform maintenance at the various sites during normal working hours (Monday through Friday 6:00am – 6:00pm) excluding holidays.
 - 5.7.3 Understand that the City will provide access to all work areas including sufficient lighting and the necessary means to allow time to "power down" the equipment as required.
 - 5.7.4 Understand that the City will pay for all parts replaced during maintenance and repairs unless they are covered under warranty.
 - 5.7.5 Examine and maintain all safety devices and governors for each VFD. VFD safety devices and/or governors shall never be left by-passed after completing the maintenance or repair work.
 - 5.7.6 Maintain all maintenance records for the Contract term plus one year and provide that information to the Contract Manager on a quarterly basis during the Contract term, or as otherwise requested by the City.
 - 5.7.7 Include the following preventative maintenance activities each quarter for all VFD's.
 - 5.7.7.1 Cleaning:

**CITY OF AUSTIN
SCOPE OF WORK FOR
MAINTENANCE AND REPAIR SERVICES FOR
VARIABLE FREQUENCY DRIVES
SOLICITATION NO. IFB 8100 MMO1007**

5.7.7.1.1 The Contractor shall thoroughly clean inside and outside of the enclosure using a vacuum fitted with a plastic nozzle.

5.7.7.1.2 The Contractor shall clean and remove all foreign objects from inside and outside of the enclosure.

5.7.7.1.3 The Contractor shall remove all foreign objects from the drive components and printed circuit boards.

5.7.7.2 The Contractor shall replace the ventilation fan filters (if equipped) and clean the fan propellers.

5.7.7.3 Electrical

5.7.7.3.1 The Contractor shall inspect all electrical connections for tightness and re-tighten if necessary. The Contractor shall be sure to follow the torque specification per the OEM recommendations.

5.7.7.3.2 The Contractor shall check and secure all power and control connections for burned or charred components or wires, swollen capacitors and signs of arcing.

5.7.7.3.3 The Contractor shall visually inspect all printed circuit boards for hot spots, loose, or broken components.

5.7.7.3.4 The Contractor shall record current voltage reading at both input and output of drive at full speed.

5.7.7.3.5 The Contractor shall record DC voltages

5.7.7.3.6 The Contractor shall observe firing, waveforms, and note any unusual patterns.

5.7.7.4 Calibration

5.7.7.4.1 The Contractor shall ensure all operating parameters are set per design and customer requirements.

5.8 Provide repairs services on an as-needed basis. Specifically, the Contractor shall:

5.8.1 Provide repair services for all components of the VFDs to return it to the most efficient operational condition. The Contractor shall schedule all regular repairs within fourteen (14) calendar days of the City's request.

5.8.2 Require that the City's Contract Manager provide written approval for all repair services prior to performing any repairs.

5.8.3 Charge the City for repair services according the applicable hourly labor rate and the applicable minimum percentage discount off the manufacturer's suggested retail price for replacement parts in accordance with the pricing indicated on Section 0600 – Bid Sheet.

5.9 Provide emergency repair services when requested by the City. Specifically, the Contractor shall:

5.9.1 Be available twenty-four (24) hours per day, three hundred sixty-five (365) days a year with a maximum response time of eight (8) hours for emergency repair services. Response time will

**CITY OF AUSTIN
SCOPE OF WORK FOR
MAINTENANCE AND REPAIR SERVICES FOR
VARIABLE FREQUENCY DRIVES
SOLICITATION NO. IFB 8100 MMO1007**

be calculated from the time the call is made to the time the Contractor's technician(s) sign in with the City's work site representative.

- 5.9.2 Provide a written estimate of the total cost of the repair including the estimated time for completion to the Contract Manger within 24 hours of the arrival of the Contractor's technician(s) at the City's work site.
- 5.9.3 Charge the City for emergency repair services according to the applicable hourly labor rate for emergency repair services and the applicable percentage discount off the manufacturer's suggested retail price list for parts associated with the repair in accordance with the pricing indicated on Section 0600 – Bid Sheet.
- 5.9.4 Understand that failure to meet the emergency response time requirement one (1) or more times within a 12-month period may result in termination of this agreement.

6. Equipment, Materials and Labor

The Contractor shall:

- 6.1 Maintain and repair all VFD's so that they operate to the OEM performance specifications.
- 6.2 Provide proof of all labor and material charges during the term of this agreement, if requested by the City. Satisfactory proof of labor charges shall include copies of employee time sheets and company payroll records. Satisfactory proof of materials and parts charges shall include copies of suppliers' invoices, properly dated, and itemized by the line item used in each job performed for the City.

7. Parts and Warranty

- 7.1 All parts associated with this maintenance and repair agreement shall meet the manufacturer's specifications and standards for the type of VFD.
- 7.2 Contractor shall replace all worn parts, failed parts, or suspect to failure parts/identified as intermittently work parts under this agreement.
- 7.3 All parts provided by the Contractor shall be new, unused, and meet all applicable OEM standards.
- 7.4 Contractor shall provide a minimum of one (1) year warranty against defects of material, services and workmanship for all repairs in accordance with the Section 0300 – Standard Purchase Terms & Conditions paragraphs regarding warranties. Within fourteen (14) calendar days of the City's request, the Contractor shall provide a copy of the manufacturer's warranty for any parts replaced as part of preventative maintenance or repair services.



BID SHEET
CITY OF AUSTIN
MAINTENANCE AND REPAIR SERVICES FOR VARIABLE FREQUENCY DRIVES (VFDs)

SOLICITATION NO.: IFB 8100 MMO1007

BUYER: Marian Moore

Special Instructions: Offerors must use this Bid Sheet to submit pricing. Be advised that altering the bid sheet or taking exceptions to any portion of the solicitation may jeopardize acceptance of your Offer.

The quantities noted below are estimates and not a guarantee of actual volume. The City does not guarantee the purchase of the quantities listed, actual purchases may be more or less. Quantities are provided as a guide based on historical or anticipated usage. Order quantities will be as-needed and specified by the City for each order.

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" or no response (space left blank) will be interpreted by the City that the Offeror does not wish to bid on that item. Be advised, a "no bid" or no response may be considered as non-responsive and may result in disqualification of the bid.

Prices offered on the bid sheet shall be all inclusive of fees not expressly allowed in the scope of work. The Offeror shall not charge separately for administrative, overhead, per diem, and shipping or transportation costs (travel time, fuel surcharges, mileage, stop-fee, etc.) to deliver services or items to the Austin, Texas area. The Offeror shall provide all tools, labor, travel, and equipment necessary to perform the services required under this contract.

The City reserves the right to award a single contract based on overall low cost or multiple awards based on individual or categories/groups of specific line items, cost, or any criteria or combination deemed most advantageous to the City.

CATEGORY 1 - ABIA CENTRAL UTILITY PLANT FACILITY

ITEM NO.	DESCRIPTION	VFD MANUFACTURER	VFD MODEL NUMBER	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
1.1	Preventative Maintenance Service	ABB Inc.	ACH550-VCR-072A-4-F267-K452 50hp VFD Serial #2141303584	EACH	4	\$214.56	\$858.24
1.2	Preventative Maintenance Service	ABB Inc.	ACH550-VCR-072A-4-F267-K452 50hp VFD Serial #2141803915	EACH	4	\$214.56	\$858.24
1.3	Preventative Maintenance Service	ABB Inc.	ACH550-VCR-072A-4-F267-K452 50hp VFD Serial #2141803957	EACH	4	\$214.56	\$858.24
1.4	Preventative Maintenance Service	Danfoss	131N4071 Serial #060733H427	EACH	4	\$214.56	\$858.24
1.5	Preventative Maintenance Service	Danfoss	131B6965 Serial #002230H437	EACH	4	\$214.56	\$858.24
1.6	Preventative Maintenance Service	Danfoss	1131B6965 Serial #002130H437	EACH	4	\$214.56	\$858.24
1.7	Preventative Maintenance Service	Danfoss	131Z9175 Serial #010106H437	EACH	4	\$214.56	\$858.24
1.8	Preventative Maintenance Service	Danfoss	131Z9175 Serial #010206H437	EACH	4	\$214.56	\$858.24
1.9	Preventative Maintenance Service	LSIS	LSLV005H100-40FN Serial #55077250365	EACH	4	\$214.56	\$858.24
SUBTOTAL FOR CATEGORY 1 =							\$7,724.16

CATEGORY 2 - ABIA MAIN TERMINAL FACILITY

ITEM NO.	DESCRIPTION	VFD MANUFACTURER	VFD MODEL NUMBER	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
2.1	Preventative Maintenance Service	Yaskawa	C11-B4VX Serial #NX110751-3-0003	EACH	4	\$214.56	\$858.24
2.2	Preventative Maintenance Service	Yaskawa	C11-B4VX Serial #NX110751-3-0004	EACH	4	\$214.56	\$858.24
2.3	Preventative Maintenance Service	Yaskawa	C11-B2VX Serial #NX110751-10006	EACH	4	\$214.56	\$858.24
2.4	Preventative Maintenance Service	Yaskawa	C11-B3VX Serial #NX110751-2-0005	EACH	4	\$214.56	\$858.24
2.5	Preventative Maintenance Service	Yaskawa	C11-B2VX Serial #NX110751-1-0002	EACH	4	\$214.56	\$858.24
2.6	Preventative Maintenance Service	Yaskawa	C11-B2VX Serial #NX110751-4-0004	EACH	4	\$214.56	\$858.24
2.7	Preventative Maintenance Service	Yaskawa	C11-B3VX Serial #NX110751-2-0001	EACH	4	\$214.56	\$858.24
2.8	Preventative Maintenance Service	Yaskawa	C11-B2VX Serial #NX110751-1-0001	EACH	4	\$214.56	\$858.24
2.9	Preventative Maintenance Service	Yaskawa	C11-B2VX Serial #NX110751-1-0005	EACH	4	\$214.56	\$858.24

2.10	Preventative Maintenance Service	Yaskawa	C11-B2VX Serial #NX110751-1-0003	EACH	4	\$214.56	\$858.24
2.11	Preventative Maintenance Service	Yaskawa	C11-B5VX Serial #NX110751-4-0002	EACH	4	\$214.56	\$858.24
2.12	Preventative Maintenance Service	Yaskawa	C11-B4VX Serial #NX110751-3-0006	EACH	4	\$214.56	\$858.24
2.13	Preventative Maintenance Service	Yaskawa	C11-B4VX Serial #NX110751-3-0005	EACH	4	\$214.56	\$858.24
2.14	Preventative Maintenance Service	Yaskawa	C11-B4VX Serial #NX110751-3-0001	EACH	4	\$214.56	\$858.24
2.15	Preventative Maintenance Service	Yaskawa	C11-B4VX Serial #NX110751-3-0002	EACH	4	\$214.56	\$858.24
2.16	Preventative Maintenance Service	Yaskawa	C11-B5VX Serial #NX110751-3-0001	EACH	4	\$214.56	\$858.24
2.17	Preventative Maintenance Service	Yaskawa	C11-B4VX Serial #NX112359-1-0001	EACH	4	\$214.56	\$858.24
2.18	Preventative Maintenance Service	Yaskawa	C11-B4VX Serial #NX112359-1-0002	EACH	4	\$214.56	\$858.24
2.19	Preventative Maintenance Service	Yaskawa	C11-B4VX Serial #NX112683-1-0001	EACH	4	\$214.56	\$858.24
2.20	Preventative Maintenance Service	Danfoss	174L1565 / 3hp VFD Serial #426804Y417	EACH	4	\$214.56	\$858.24
2.21	Preventative Maintenance Service	Danfoss	174L1566 / 5hp VFD Serial #465604Y427	EACH	4	\$214.56	\$858.24
2.22	Preventative Maintenance Service	Danfoss	174L1566 / 3hp VFD Serial #465704Y427	EACH	4	\$214.56	\$858.24
2.23	Preventative Maintenance Service	Danfoss	174L1565 / 3hp VFD Serial #426904Y417	EACH	4	\$214.56	\$858.24
2.24	Preventative Maintenance Service	Danfoss	174L1567 / 7.5hp VFD Serial #465804Y427	EACH	4	\$214.56	\$858.24
2.25	Preventative Maintenance Service	Danfoss	174L1565 / 3hp VFD Serial #427004Y417	EACH	4	\$214.56	\$858.24
2.26	Preventative Maintenance Service	Danfoss	177U9697 / 40hp VFD Serial #519302Y437	EACH	4	\$214.56	\$858.24
2.27	Preventative Maintenance Service	Danfoss	177U9697 / 40hp VFD Serial #519402Y437	EACH	4	\$214.56	\$858.24
2.28	Preventative Maintenance Service	Danfoss	177U9623 / 25hp VFD Serial #496702Y427	EACH	4	\$214.56	\$858.24
2.29	Preventative Maintenance Service	Danfoss	177U9623 / 30hp VFD Serial #49680Y427	EACH	4	\$214.56	\$858.24
2.30	Preventative Maintenance Service	Danfoss	177U9546 / 20hp VFD Serial #466502Y427	EACH	4	\$214.56	\$858.24
2.31	Preventative Maintenance Service	Danfoss	177U9623 / 30hp VFD Serial #496902Y427	EACH	4	\$214.56	\$858.24
2.32	Preventative Maintenance Service	Danfoss	177U9546 / 20hp VFD Serial #466402Y427	EACH	4	\$214.56	\$858.24
2.33	Preventative Maintenance Service	Danfoss	177U9546 / 20hp VFD Serial #466502Y427	EACH	4	\$214.56	\$858.24
2.34	Preventative Maintenance Service	Danfoss	177U9661 / 40hp VFD Serial #508802Y427	EACH	4	\$214.56	\$858.24
2.35	Preventative Maintenance Service	Danfoss	177U9623 / 30hp VFD Serial #497002Y427	EACH	4	\$214.56	\$858.24
2.36	Preventative Maintenance Service	Danfoss	177U9623 / 30hp VFD Serial #497102Y427	EACH	4	\$214.56	\$858.24
2.37	Preventative Maintenance Service	Danfoss	177U9623 / 22hp VFD Serial #497202Y427	EACH	4	\$214.56	\$858.24
2.38	Preventative Maintenance Service	Danfoss	177U9623 / 22hp VFD Serial #497302Y427	EACH	4	\$214.56	\$858.24
2.39	Preventative Maintenance Service	Danfoss	177U9584 / 25hp VFD Serial #496402Y427	EACH	4	\$214.56	\$858.24
2.40	Preventative Maintenance Service	Danfoss	177U9584 / 25hp VFD Serial #496502Y427	EACH	4	\$214.56	\$858.24
2.41	Preventative Maintenance Service	Danfoss	177U9584 / 18.5hp VFD Serial #496602Y427	EACH	4	\$214.56	\$858.24
2.42	Preventative Maintenance Service	Honeywell	177U9661 / 40hp VFD Serial #508902Y427	EACH	4	\$214.56	\$858.24
2.43	Preventative Maintenance Service	Honeywell	HVFDSD3C0400G100 / 40hp Serial #C0000001003	EACH	4	\$214.56	\$858.24
2.44	Preventative Maintenance Service	Emerson	HVFDSD3C0400G100 / 40hp Serial #C00000010083	EACH	4	\$214.56	\$858.24
2.45	Preventative Maintenance Service	Danfoss	BA3403 / 40hp Serial #4949721001	EACH	4	\$214.56	\$858.24

2.46	Preventative Maintenance Service	Danfoss	BA3403 / 40hp Serial #4949721002	EACH	4	\$214.56	\$858.24
SUBTOTAL FOR CATEGORY 2 =							\$39,479.04

CATEGORY 3 - AUSTIN WATER - WALLER CREEK CENTER

ITEM NO.	DESCRIPTION	VFD MANUFACTURER	VFD MODEL NUMBER	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
3.1	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2122601675	EACH	4	\$214.56	\$858.24
3.2	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2122601692	EACH	4	\$214.56	\$858.24
3.3	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2122601685	EACH	4	\$214.56	\$858.24
3.4	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2122601673	EACH	4	\$214.56	\$858.24
3.5	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2122601655	EACH	4	\$214.56	\$858.24
3.6	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2122601683	EACH	4	\$214.56	\$858.24
3.7	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2122601689	EACH	4	\$214.56	\$858.24
3.8	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2122601657	EACH	4	\$214.56	\$858.24
3.9	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2122601687	EACH	4	\$214.56	\$858.24
3.10	Preventative Maintenance Service	ABB Inc.	ACH550-UH-023A-4 Serial #2153805410	EACH	4	\$214.56	\$858.24
SUBTOTAL FOR CATEGORY 3 =							\$8,582.40

CATEGORY 4 - AUSTIN WATER - WEBBERVILLE LOCATION

ITEM NO.	DESCRIPTION	VFD MANUFACTURER	VFD MODEL NUMBER	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
4.1	Preventative Maintenance Service	SCHNEIDER	ATV61HU15M3 Serial #6W1450000096	EACH	4	\$214.56	\$858.24
4.2	Preventative Maintenance Service	SCHNEIDER	ATV61HU15M3 Serial #6W1450000188	EACH	4	\$214.56	\$858.24
4.3	Preventative Maintenance Service	SCHNEIDER	ATV61HU15M3 Serial #6W1450000098	EACH	4	\$214.56	\$858.24
4.4	Preventative Maintenance Service	SCHNEIDER	ATV61HU15M3 Serial #6W1450000097	EACH	4	\$214.56	\$858.24
4.5	Preventative Maintenance Service	SCHNEIDER	ATV61KU55M3 Serial #6W1503000008	EACH	4	\$214.56	\$858.24
4.6	Preventative Maintenance Service	SCHNEIDER	ATV61KU40M3 Serial #8B1502645001	EACH	4	\$214.56	\$858.24
4.7	Preventative Maintenance Service	SCHNEIDER	ATV61KU55M3 Serial #6W1503000009	EACH	4	\$214.56	\$858.24
4.8	Preventative Maintenance Service	SCHNEIDER	ATV61KU22M3 Serial #6W1450000095	EACH	4	\$214.56	\$858.24
SUBTOTAL FOR CATEGORY 4 =							\$6,865.92

CATEGORY 5 - AUSTIN WATER - WEBBERVILLE CHILLED WATER PUMP

ITEM NO.	DESCRIPTION	VFD MANUFACTURER	VFD MODEL NUMBER	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
5.1	Preventative Maintenance Service	SCHNEIDER	ATV61KU40M3 Serial #8B1502645010	EACH	4	\$214.56	\$858.24
SUBTOTAL FOR CATEGORY 5 =							\$858.24

CATEGORY 6 - AUSTIN WATER - WEBBERVILLE COOLING TOWER

ITEM NO.	DESCRIPTION	VFD MANUFACTURER	VFD MODEL NUMBER	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
----------	-------------	------------------	------------------	-----------------	---------------------------	------------	----------------

6.1	Preventative Maintenance Service	SCHNEIDER	ATV61KU40M3 Serial #8B1502645003	EACH	4	\$214.56	\$858.24
SUBTOTAL FOR CATEGORY 6 =							\$858.24

CATEGORY 7 - AUSTIN WATER - TIM LOUVIER SERVICE CENTER

ITEM NO.	DESCRIPTION	VFD MANUFACTURER	VFD MODEL NUMBER	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
7.1	Preventative Maintenance Service	TRANE	130G0835 Serial #004801H133	EACH	4	\$214.56	\$858.24
SUBTOTAL FOR CATEGORY 7 =							\$858.24

CATEGORY 8 - AUSTIN WATER - NORTH SERVICE CENTER

ITEM NO.	DESCRIPTION	VFD MANUFACTURER	VFD MODEL NUMBER	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
8.1	Preventative Maintenance Service	TRANE	131L1374 Serial #005308H235	EACH	4	\$214.56	\$858.24
SUBTOTAL FOR CATEGORY 8 =							\$858.24

CATEGORY 9 - AUSTIN WATER - DAVIS WATER TREATMENT PLANT

ITEM NO.	DESCRIPTION	VFD MANUFACTURER	VFD MODEL NUMBER	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
9.1	Preventative Maintenance Service	SCHNEIDER	ATV61HU75N4 Serial #8B1005211061	EACH	4	\$214.56	\$858.24
SUBTOTAL FOR CATEGORY 9 =							\$858.24

CATEGORY 10 - OTHER VFD LABOR RATES

This category is intended to capture all services outside of the preventative maintenance services outlined above.

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
10.1	Labor Rate for Repair Services Monday through Friday 6:00am to 6:00pm	EACH	220	\$87.69	\$19,291.80
10.2	Labor Rate for Repair Services Monday through Friday 6:00pm to 6:00am	EACH	120	\$121.08	\$14,529.60
10.3	Labor Rate for Repair Services City Recognized Holidays or Saturday through Sunday (all hours)	EACH	80	\$121.08	\$9,686.40
SUBTOTAL FOR CATEGORY 10 =					\$43,507.80

CATEGORY 11 - EMERGENCY REPAIRS LABOR RATES

This category is intended to capture all emergency services outside of the preventative maintenance services and repair services outlined above. Emergency services shall be provided only when requested by the City and in accordance with the response time indicated in Section 0500, Scope of Work.

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
11.1	Labor Rate for Repair Services Monday through Friday 6:00am to 6:00pm	EACH	120	\$89.94	\$10,792.80
11.2	Labor Rate for Repair Services Monday through Friday 6:00pm to 6:00am	EACH	100	\$124.29	\$12,429.00
11.3	Labor Rate for Repair Services City Recognized Holidays or Saturday through Sunday (all hours)	EACH	80	\$124.29	\$9,943.20
SUBTOTAL FOR CATEGORY 11 =					\$33,165.00

CATEGORY 12 - ADDITIONAL PRODUCTS / REPAIR PARTS

The City reserves the right to purchase and add additional items not specified above to the Contract. For evaluation and funding purposes only, the City estimates these additional items will account for an additional \$25,000 in spend on the Contract. The percentage discount from list price listed shall be the minimum amount offered for the category line throughout the term of the contract including any subsequent renewal periods, and are not subject to change. The invoice prices for these materials shall be based off a list price with the percent discount as indicated below applied. The percentage discount from list price given should take into all costs (administrative, overhead, shipping charges, etc.) to deliver the materials to the Austin, TX area. These costs shall be factored into the percentage below and shall not be paid separately.

Offerors may offer multiple price lists, however the percentage discount indicated shall apply to all price lists identified below. Offerors may add additional pages to indicate additional price lists offered to the City at the identified percent discount.

FAILURE TO PROVIDE A MINIMUM DISCOUNT AMOUNT MAY JEOPARDIZE ACCEPTANCE OF YOUR OFFER.

ITEM NO.	ITEM DESCRIPTION	TOTAL ESTIMATED SPEND FOR ADDITIONAL PRODUCTS	DISCOUNT FROM PRICE LIST (PERCENTAGE)	EXTENDED PRICE
12.1	ADDITIONAL PRODUCTS PRICE LIST NAME & NUMBER <u>Trade Service's HVACR Price Guide</u> LATEST EFFECTIVE DATE OF PRICE LIST <u>December 2018</u>	\$25,000.00	15%	\$ 21,250.00
12.2	ADDITIONAL PRODUCTS PRICE LIST NAME & NUMBER _____ LATEST EFFECTIVE DATE OF PRICE LIST _____			
12.3	ADDITIONAL PRODUCTS PRICE LIST NAME & NUMBER _____ LATEST EFFECTIVE DATE OF PRICE LIST _____			
12.4	ADDITIONAL PRODUCTS PRICE LIST NAME & NUMBER _____ LATEST EFFECTIVE DATE OF PRICE LIST _____			

TOTAL EXTENDED PRICE FOR CATEGORIES 1 THROUGH 12 =	\$164,865.52
--	--------------

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

<u>COMPANY NAME:</u>	<u>JM Engineering, LLC</u>
<u>EMAIL ADDRESS:</u>	<u>jay@jm-engineers.com</u>

Section 0605: Local Business Presence Identification

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

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

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBEWBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm	JM Engineering, LLC	
Physical Address	2013 Wells Branch Parkway, Suite 117, Austin, TX 78728	
Is your headquarters located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?	<input type="radio"/> Yes	<input type="radio"/> No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	<input type="radio"/> No

SUBCONTRACTOR(S):

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

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

SUBCONTRACTOR(S):

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

Section 0700: Reference Sheet

Responding Company Name JM Engineering, LLC

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

1. Company's Name TxDOT - Toll Operations Division
Name and Title of Contact Ralph O'Neal - Facilities Maintenance Manager
Project Name TxDOT TOD Facility Maintenance Services
Present Address 14800 1/2 SB, N. Mopac
City, State, Zip Code Austin, Texas 78728
Telephone Number (512) 874-9712 Fax Number ()
Email Address ralph.oneal@txdot.gov

2. Company's Name City of Austin - Parks and Recreation Department
Name and Title of Contact Rigoberto Alvarez - Facility Supervisor
Project Name City of Austin HVAC Maintenance Services
Present Address 2525 S. Lakeshore Blvd.
City, State, Zip Code Austin, Texas 78741
Telephone Number (512) 974-9538 Fax Number ()
Email Address rigoberto.alvarez@austintexas.gov

3. Company's Name TxDOT Austin District
Name and Title of Contact Randy Smith - Acting Facilities Maintenance Supervisor
Project Name TxDOT Austin District HVAC Maintenance Services
Present Address 7901 N. IH-35, Building 6
City, State, Zip Code Austin, Texas 78753
Telephone Number (512) 832-7064 Fax Number ()
Email Address randy.smith@txdot.gov

City of Austin, Texas

Section 0800

NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION

City of Austin, Texas

Equal Employment/Fair Housing Office

To: City of Austin, Texas,

I hereby certify that our firm complies with the Code of the City of Austin, Section 5-4-2 as reiterated below, and agrees:

- (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter

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

City of Austin

Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy

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

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

The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

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

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

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

Sanctions:

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

Term:

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

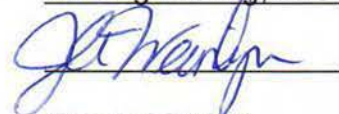
Dated this 7th day of January, 2019

CONTRACTOR

Authorized
Signature

Title

JM Engineering, LLC



Vice President

Section 0815: Living Wages Contractor Certification

Pursuant to the Living Wages provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees of the Prime Contractor and all tiers of subcontractors directly assigned to this City contract a minimum Living Wage equal to or greater than \$15.00 per hour.

- (1) The below listed individuals are all known employees of the Prime Contractor and its subcontractors who are directly assigned to this contract, and all are compensated at wage rates equal to or greater than \$15.00 per hour:

Employee Name	Employer	Prime or Sub	Your Normal Rate	Employee Job Title
Jay Weinberger, PE	JM Engineering, LLC	Prime	\$60.00	Vice President
Chad Liesman	JM Engineering, LLC	Prime	\$59.30	Operations Manager
Mike Haskovec	JM Engineering, LLC	Prime	\$36.00	HVAC Technologist
Michael St. cricq	JM Engineering, LLC	Prime	\$24.00	Sr. HVAC Technician
Richard Martinez	JM Engineering, LLC	Prime	\$22.00	HVAC Technician
Josef Hernandez	JM Engineering, LLC	Prime	\$31.65	Master Electrician

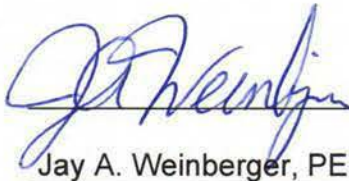
- (2) All future employees of both the Prime Contractor and all tiers of subcontractors directly assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$15.00 per hour.
- (3) Our firm will not retaliate against any employee of either the Prime Contractor or any tier of subcontractors claiming non-compliance with the Living Wage provision.

A Prime Contractor or subcontractor that violates this Living Wage provision shall pay each of its affected employees the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision by either the Prime Contractor or any tier of subcontractor, or fraudulent statements made on this certification, may result in termination of this Contract for Cause, subject the violating firm to possible suspension or debarment, or result in legal action.

I hereby certify that all the listed employees of both the Prime Contractor and all tiers of subcontractors who are directly assigned to this contract are paid a minimum Living Wage equal to or greater than \$15.00 per hour.

Contractor's Name: JM Engineering, LLC

Signature of Officer
or Authorized
Representative:



Date: January 7, 2019

Printed Name: Jay A. Weinberger, PE

Title: Vice President

Section 0835: Non-Resident Bidder Provisions

Company Name JM Engineering, 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: 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: NA 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: NA

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form**

SOLICITATION NUMBER: IFB 8100 MMO1007

SOLICITATION TITLE: MAINTENANCE & REPAIR SERVICES FOR VARIABLE FREQUENCY DRIVES (VFDs)

In accordance with the City of Austin's Minority and Women-Owned Business Enterprises (M/WBE) Procurement Program (Program), Chapters 2-9A/B/C/D of the City Code and M/WBE Program Rules, this Solicitation was reviewed by the Small and Minority Business Resources Department (SMBR) to determine if M/WBE Subcontractor/Sub-Consultant ("Subcontractor") Goals could be applied. Due to insufficient subcontracting/subconsultant opportunities and/or insufficient availability of M/WBE certified firms, SMBR has assigned no subcontracting goals for this Solicitation. However, Offerors who choose to use Subcontractors must comply with the City's M/WBE Procurement Program as described below. Additionally, if the Contractor seeks to add Subcontractors after the Contract is awarded, the Program requirements shall apply to any Contract(s) resulting from this Solicitation.

Instructions:

- a.) Offerors who do not intend to use Subcontractors shall check the "NO" box and follow the corresponding instructions.
b.) Offerors who intend to use Subcontractors shall check the applicable "YES" box and follow the instructions. **Offers that do not include the following required documents shall be deemed non-compliant or nonresponsive as applicable, and the Offeror's submission may not be considered for award.**

☒ **NO, I DO NOT intend to use Subcontractors/Sub-consultants.**

Instructions: Offerors that do not intend to use Subcontractors shall complete and sign this form below (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form) and include it with their sealed Offer.

☐ **YES, I DO intend to use Subcontractors /Sub-consultants.**

Instructions: Offerors that do intend to use Subcontractors shall complete and sign this form below (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form), and follow the additional Instructions in the (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Plan). Contact SMBR if there are any questions about submitting these forms.

Offeror Information			
Company Name	JM Engineering, LLC		
City Vendor ID Code	VS0000035915		
Physical Address	2013 Wells Branch Parkway, Suite 117		
City, State Zip	Austin, Texas 78728		
Phone Number	512-550-6450	Email Address	jay@jm-engineer.com
Is the Offeror City of Austin M/WBE certified?	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES Indicate one: <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture		

Offeror Certification: I understand that even though SMBR did not assign subcontract goals to this Solicitation, I will comply with the City's M/WBE Procurement Program if I intend to include Subcontractors in my Offer. I further agree that this completed **Subcontracting/Sub-Consulting Utilization Form**, and if applicable my completed **Subcontracting/Sub-Consulting Utilization Plan**, shall become a part of any Contract I may be awarded as the result of this Solicitation. Further, if I am awarded a Contract and I am not using Subcontractor(s) but later intend to add Subcontractor(s), before the Subcontractor(s) is hired or begins work, I will comply with the City's M/WBE Procurement Program and submit the **Request For Change** form to add any Subcontractor(s) to the Project Manager or the Contract Manager for prior authorization by the City and perform Good Faith Efforts (GFE), if applicable. I understand that, if a Subcontractor is not listed in my **Subcontracting/Sub-Consulting Utilization Plan**, it is a violation of the City's M/WBE Procurement Program for me to hire the Subcontractor or allow the Subcontractor to begin work, unless I first obtain City approval of my **Request for Change** form. I understand that, if a Subcontractor is not listed in my **Subcontracting/Sub-Consulting Utilization Plan**, it is a violation of the City's M/WBE Procurement Program for me to hire the Subcontractor or allow the Subcontractor to begin work, unless I first obtain City approval of my **Request for Change** form.

Jay A. Weinberger / Vice President

January 7, 2019

Name and Title of Authorized Representative (Print or Type)

Signature/Date

GOAL DETERMINATION REQUEST FORM

Buyer Name/Phone	Marian Moore / 512-974-2062	PM Name/Phone	Tina Gamez / 512-530-6717
Sponsor/User Dept.	Aviation	Sponsor Name/Phone	Mike Robinson / 512-530-7504
Solicitation No	IFB 8100 MMO1007	Project Name	Preventative Maintenance and Repairs for VFDs at ABIA
Contract Amount	\$62,000 per year	Ad Date (if applicable)	11/19/18
Procurement Type			
<input type="checkbox"/> AD – CSP <input type="checkbox"/> AD – Design Build Op Maint <input type="checkbox"/> IFB – IDIQ <input checked="" type="checkbox"/> Nonprofessional Services <input type="checkbox"/> Critical Business Need <input type="checkbox"/> Sole Source* <input type="checkbox"/> AD – CM@R <input type="checkbox"/> AD – JOC <input type="checkbox"/> PS – Project Specific <input type="checkbox"/> Commodities/Goods <input type="checkbox"/> Interlocal Agreement <input type="checkbox"/> AD – Design Build <input type="checkbox"/> IFB – Construction <input type="checkbox"/> PS – Rotation List <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Ratification			
Provide Project Description**			
Variable Frequency Drive (VFD) Preventative Maintenance and Repair Services.			
Project History: Was a solicitation previously issued; if so were goals established? Were subcontractors/subconsultants utilized? Include prior Solicitation No.			
Previously a sole source with Five Star Electric Motors - MA 8100 NA130000116. No subcontracting.			
List the scopes of work (commodity codes) for this project. (Attach commodity breakdown by percentage; eCAPRIS printout acceptable)			
91082- Wiring and Other Electrical Maintenance and Repair (100%)			
Marian Moore		11/5/2019	
Buyer Confirmation		Date	

* Sole Source must include Certificate of Exemption

**Project Description not required for Sole Source

FOR SMBR USE ONLY			
Date Received	11/5/2018	Date Assigned to BDC	11/5/2018
In accordance with Chapter2-9(A-D)-19 of the Austin City Code, SMBR makes the following determination:			
<input type="checkbox"/> Goals	% MBE	% WBE	
<input type="checkbox"/> Subgoals	% African American	% Hispanic	
	% Asian/Native American	% WBE	

GOAL DETERMINATION REQUEST FORM

<input type="checkbox"/> Exempt from MBE/WBE Procurement Program	<input checked="" type="checkbox"/> No Goals
--	--

GOAL DETERMINATION REQUEST FORM

This determination is based upon the following:

- | | |
|--|---|
| <input type="checkbox"/> Insufficient availability of M/WBEs | <input type="checkbox"/> No availability of M/WBEs |
| <input type="checkbox"/> Insufficient subcontracting opportunities | <input checked="" type="checkbox"/> No subcontracting opportunities |
| <input type="checkbox"/> Sufficient availability of M/WBEs | <input type="checkbox"/> Sufficient subcontracting opportunities |
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> Other |

If Other was selected, provide reasoning:

MBE/WBE/DBE Availability

91082 has 3 vendors within the SLBP Area.

Subcontracting Opportunities Identified

No subcontracting opportunities identified. Trade Summary has only 1 commodity code. The above vendors available within the SLBP Area my bid as prime vendors.

Kenneth Kalu

SMBR Staff *Kenneth Kalu*

Signature/ Date *Kenneth Kalu* 11/7/2018

SMBR Director or Designee *Edup G*

Date 11/8/18

Returned to/ Date: