



Amendment No. 3  
To  
Contract No. NA170000118  
For  
Facility Rentals and Related Services  
Between  
3401 Hoteliers, LP  
dba Wyndham Garden Hotel and Woodward Conference Center  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be March 31, 2020 through March 30, 2021. One option will remain.
- 2.0 The total contract amount is increased by \$57,500.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 03/31/2017 – 03/30/2018	\$57,500.00	\$57,500.00
Amendment No. 1: Option 1 – Extension 03/31/2018 – 03/30/2019	\$57,500.00	\$115,000.00
Amendment No. 2: Option 2 – Extension 03/31/2019 – 03/30/2020	\$57,500.00	\$172,500.00
Amendment No. 3: Option 3 – Extension 03/31/2020 – 03/30/2021	\$57,500.00	\$230,000.00

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

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

Sign/Date: Vicki Lloyd 2-19-2020

Printed Name: Vicki Lloyd  
Authorized Representative

3401 Hoteliers, LP  
dba Wyndham Garden Hotel  
and Woodward Conference Center  
3401 South IH-35  
Austin, Texas 78741-7852  
(512) 448-2444

Sign/Date: Cindy Reyes 3-13-20

Cindy Reyes  
Contract Management Specialist III  
City of Austin  
Purchasing Office  
124 W. 8<sup>th</sup> Street, Ste. 310  
Austin, Texas 78701



Amendment No. 2  
To  
Contract No. NA 170000118  
For  
Facility Rentals and Related Services  
Between  
3401 Hoteliers, LP  
dba Wyndham Garden Hotel and Woodward Conference Center  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be March 31, 2019 through March 30, 2020. Two options will remain.
- 2.0 The total contract amount is increased by \$57,500.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 03/31/2017 - 03/30/2018	\$57,500.00	\$57,500.00
Amendment No. 1: Option 1 - Extension 03/31/2018 - 03/30/2019	\$57,500.00	\$115,000.00
Amendment No. 2: Option 2 - Extension 03/31/2019 - 03/30/2020	\$57,500.00	\$172,500.00

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

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

Sign/Date:

Printed Name: Vicki Lloyd  
Authorized Representative

3401 Hoteliers, LP  
dba Wyndham Garden Hotel  
and Woodward Conference Center  
3401 South IH-35  
Austin, Texas 78741-7852

Sign/Date:

Sarah Ramos  
Procurement Specialist II  
City of Austin  
Purchasing Office  
124 W. 8<sup>th</sup> Street, Ste. 310  
Austin, Texas 78701



Amendment No. 1  
To  
Contract No. NA170000118  
For  
Facility Rentals and Related Services  
Between  
3401 Hoteliers, LP  
dba Wyndham Garden Hotel and Woodward Conference Center  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be March 31, 2018 through March 30, 2019. Three options will remain.
- 2.0 The total contract amount is increased by \$57,500.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 03/31/2017 – 03/30/2018	\$57,500.00	\$57,500.00
Amendment No. 1: Option 1 – Extension 03/31/2018 – 03/30/2019	\$57,500.00	\$115,000.00

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

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

Sign/Date:

Printed Name:

Authorized Representative

3401 Hoteliers, LP  
dba Wyndham Garden Hotel  
and Woodward Conference Center  
3401 South IH-35  
Austin, Texas 78741-7852  
(512) 448-2444  
jschlabach@austinwyndham.com

Sign/Date:

Mike Zambrano, Jr.

Contract Management Specialist III

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





## City of Austin

### Purchasing Office, Financial Services Department

P.O. Box 1088, Austin, TX 78767

March 31, 2017

Wyndham Garden Hotel and Woodward Conference Center  
Jennifer Schlabach  
3401 South IH 35  
Austin, TX 78741  
jschlabach@austinwyndham.com

Dear Jennifer Schlabach:

The City of Austin has approved the execution of a contract with your company for Facility Rental and Related Services in accordance with the referenced solicitation.

Responsible Department:	Financial Services Department/Purchasing Office
Department Contact Person:	Liz Lock
Department Contact Email:	Liz.Lock@austintexas.gov
Department Contact Telephone:	(512) 974-2034
Project Name:	Facility Rental and Related Services
Contractor Name:	Wyndham Garden Hotel and Woodward Conference Center
Contract Number:	MA 7400 NA170000118
Contract Period:	3/31/2017 to 3/30/2018 for the initial term
Dollar Amount	\$57,500
Extension Options:	Four 12-month extension options
Requisition Number:	RQM 7400 16031400315
Solicitation Type & Number:	RFP 7400 SMB0103
Agenda Item Number:	N/A
Council Approval Date:	N/A

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

Sincerely,

Sandy Brandt  
Procurement Specialist IV  
City of Austin  
Purchasing Office

cc: Liz Lock, Financial Services Department/Purchasing Office



**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")  
AND  
Wyndham Garden Hotel and Woodward Conference Center ("Contractor")  
for  
Facility Rental and Related Services  
Contract # MA 7400 NA170000118**

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 Wyndham Garden Hotel and Woodward Conference Center, S I-H 35 having offices at 3401 South IH 35, Austin, TX 78741, and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of March 31, 2017 ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number RFP 7400 SMB0103.

- 1.1 **This Contract is composed of the following documents:**
- 1.1.1 This document
  - 1.1.2 The City's Solicitation, Request for Proposal (RFP) 7400 SMB0103, including all documents incorporated by reference
  - 1.1.3 Wyndham Garden Hotel and Woodward Conference Center, S I-H 35's Offer, dated May 17, 2016, including subsequent clarifications
- 1.2 **Order of Precedence.** Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:
- 1.2.1 This 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 will be in effect for an initial term of 12 months and may be extended thereafter for up to four additional 12-month extension options, subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.
- 1.4 **Compensation.** The Contractor shall be paid a total Not-to-Exceed amount of \$57,500 for the initial Contract term and \$57,500 for each extension option. 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.

**Wyndham Garden Hotel and  
Woodward Conference Center**

**City of Austin**

Jennifer Saulsbach  
Printed Name of Authorized Person

Sandy Brandt  
Printed Name of Authorized Person

[Signature]  
Signature

[Signature]  
Signature

SR Sales Manager  
Title:

Procurement Specialist IV  
Title:

3/30/17  
Date:

3/31/17  
Date:

**List of Exhibits**

Exhibit A            RFP 7400 SMB0103  
Exhibit B            Contractor's Offer

The vendor has both names on the AP portion of their vendor Account

<a href="#">Advantage Fin</a> > <a href="#">Advantage 3 Search</a> > <a href="#">Business Name</a> > Business Name List		
Vendors With Name Containing "WYNDHAM GARDEN "		
<b>ID/GE</b>	<b>Name/Address</b>	<b>Phone/Fax/Email</b>
<a href="#">WOO8319395</a> No Certification Code	3401 HOTELIERS LP WYNDHAM AUSTIN HOTEL 3401 S IH 35 AUSTIN, TX 78741-7852 ALIAS: WYNDHAM GARDEN HOTEL CONTACT: KARI RASMUSSEN	P: 512-448-2444 F: 512-443-4208 E: None Listed
	3401 HOTELIERS LP WOODWARD CONFERENCE CENTER 3401 S IH 35 AUSTIN, TX 78741-7852 ALIAS: WYNDHAM GARDEN HOTEL CONTACT: KARI RASMUSSEN	P: 512-448-2444 F: 512-443-4208 E: None Listed
<a href="#">Advantage Fin</a> > <a href="#">Advantage 3 Search</a> > <a href="#">Business Name</a> > Business Name List		





**CITY OF AUSTIN, TEXAS**  
**Purchasing Office**  
**REQUEST FOR PROPOSAL (RFP)**  
**OFFER SHEET**

**SOLICITATION NO:** RFP SMB0103

**DATE ISSUED:** April 4, 2016

**REQUISITION NO.:** RQM 7400 16031400315

**COMMODITY CODE:** 97165

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

Sandy Brandt  
Senior Buyer Specialist

**Phone:** (512) 974-1783

**E-Mail:** Sandy.Brandt@austintexas.gov

Georgia Billela  
Senior Buyer

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

**E-Mail:** Georgia.Billela@austintexas.gov

**COMMODITY/SERVICE DESCRIPTION:** Facility Rental and Related Services

**PRE-PROPOSAL CONFERENCE TIME AND DATE:** April 20, 2016

**LOCATION:** City of Austin Municipal Building  
Purchasing Office Conference Room (3<sup>rd</sup> Floor)  
124 W. 8<sup>th</sup> Street  
Austin, TX 78767

**PROPOSAL DUE PRIOR TO:** 2pm CST on May 17, 2016

**PROPOSAL CLOSING TIME AND DATE:** 2:15pm CST on May 17, 2016

**LOCATION:** MUNICIPAL BUILDING, 124 W 8<sup>th</sup> STREET  
RM 308, AUSTIN, TEXAS 78701

**LIVE SOLICITATION CLOSING ONLINE:** For RFPs, only the names of respondents will be read aloud

For information on how to attend the Solicitation Closing 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 # RFP SMB0103	Purchasing Office-Response Enclosed for Solicitation # RFP SMB0103
P.O. Box 1088	124 W 8 <sup>th</sup> Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

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

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

**SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY OF YOUR RESPONSE**

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

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

<b>SECTION NO.</b>	<b>TITLE</b>	<b>PAGES</b>
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	3
0500	SCOPE OF WORK	2
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	3
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	2
Attachments	Attachments A, B, and C	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](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)

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

### **INTERESTED PARTIES DISCLOSURE**

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

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

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

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

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

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

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

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

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

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

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

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

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

**\* Proposal response must be submitted with this Offer sheet to be considered for award**



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

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

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

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

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

**10. WORKFORCE**

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

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

**12. INVOICES:**

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

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

**13. PAYMENT:**

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

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

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



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

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

**15. FINAL PAYMENT AND CLOSE-OUT:**

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

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

**17. 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.

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**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.

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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

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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.

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**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



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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

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

34. **NOTICES**: Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to the Contractor shall be sent to the address specified in the Contractor's Offer, or at such other address as a party may notify the other in writing. Notices to the City 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.

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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.

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**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  
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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. **INTERESTED PARTIES DISCLOSURE**

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

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

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



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

- A. Definitions. As used in this paragraph –
- i. "Component" means an article, material, or supply incorporated directly into an end product.
  - ii. "Cost of components" means -
    - (1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or
    - (2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.
  - iii. "Domestic end product" means-
    - (1) An unmanufactured end product mined or produced in the United States; or
    - (2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.
  - iv. "End product" means those articles, materials, and supplies to be acquired under the contract for public use.
  - v. "Foreign end product" means an end product other than a domestic end product.
  - vi. "United States" means the 50 States, the District of Columbia, and outlying areas.
- B. The Buy American Act (41 U.S.C. 10a - 10d) provides a preference for domestic end products for supplies acquired for use in the United States.
- C. The City does not maintain a list of foreign articles that will be treated as domestic for this Contract; but will consider for approval foreign articles as domestic for this product if the articles are on a list approved by another Governmental Agency. The Offeror shall submit documentation with their Offer demonstrating that the article is on an approved Governmental list.
- D. The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the Solicitation entitled "Buy American Act Certificate".

**CITY OF AUSTIN PURCHASING OFFICE  
SECTION 0400: SUPPLEMENTAL PURCHASE PROVISIONS  
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

The following Supplemental Purchasing Provisions apply to this solicitation:

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

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office no later than fifteen (15) calendar days prior to the Solicitation Due Date.

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

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

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

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

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

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

**CITY OF AUSTIN PURCHASING OFFICE  
SECTION 0400: SUPPLEMENTAL PURCHASE PROVISIONS  
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- (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
      - (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
      - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
    - iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
      - (1) The policy shall include these endorsements in favor of the City of Austin:
        - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
        - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
        - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
  - C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.
3. **TERM OF CONTRACT:**
- A. The Contract shall be in effect for an initial term of twelve months and may be extended thereafter for four additional twelve-month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
  - B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
  - C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
  - D. Prices are firm and fixed for the first twelve months. Thereafter, price changes are subject to the Published Price Lists provision of this Contract.
4. **QUANTITIES:** Services will be as needed and specified by the City for each order. There are no minimum order quantities. The City reserves the right to add new facilities as needed.
5. **INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)
- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.
- Invoices shall be mailed to the address as specified for each event.
- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

**CITY OF AUSTIN PURCHASING OFFICE**  
**SECTION 0400: SUPPLEMENTAL PURCHASE PROVISIONS**  
**RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

**6. PUBLISHED PRICE LISTS:**

Offerors may quote one discount from a Published Price List for all offered items to be covered in the Contract.

- A. A copy of the list upon which the discounts or markups are based shall be submitted with the Offer. All price lists identified in the Offer shall clearly include the Offeror's name and address, the solicitation number, prices, title of the discount and number, and the latest effective date of the price list.
- B. The price list may be superseded or replaced during the Contract term only if price revisions are the result of the Contractor's official price list revision. Written notification from the Contractor of price changes, along with a copy of the revised list must be submitted to the Buyer in the Purchasing Office with the effective date of change to be at least 30 calendar days. The City reserves the right to refuse any list revision.
- C. 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.

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

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

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

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

**CITY OF AUSTIN PURCHASING OFFICE  
SECTION 0500: SCOPE OF WORK  
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

**1. PURPOSE**

The City of Austin (City) seeks to contract with qualified Contractors who can provide meeting facilities and related services within the City limits.

**2. BACKGROUND**

The City hosts a wide range of events, including conferences, banquets, symposiums, vendor demonstrations, management retreats, and staff development meetings at various locations throughout the City.

**3. MEETING FACILITY DEFINITIONS**

- 3.1. **Conventional Meeting Space (Non-Hotel/Motel).** Traditional meeting venues such as conference halls or conference rooms.
- 3.2. **Unconventional Meeting Spaces.** Venues such as lounges, restaurants, decks, art galleries, warehouses, botanical gardens, etc.
- 3.3. **Hotel/Motel Meeting Spaces.** Venues in which the meeting space or banquet room is located within a hotel or motel.
- 3.4. **Small Venue.** Any space 859 square feet or smaller, or for approximately 10-50 individuals.
- 3.5. **Large Venue.** Any space 860 square feet or larger, or for approximately 50 or more individuals.

**4. CONTRACTOR RESPONSIBILITIES**

Actual fees for the services shall be negotiated with each facility qualified and selected for an award by the City.

**4.1. Requirements.**

- 4.1.1. Contractor shall be responsible for providing all personnel, equipment, supplies, and other resources to provide services under this contract.
- 4.1.2. Contractor shall maintain compliance with all applicable permits, regulations, certificates, and other requirements.
- 4.1.3. Contractor shall ensure that sufficient bins for collecting recyclables are provided in service areas.
- 4.1.4. Contractor shall use paper made with 100% post-consumer recycled content for menus and signage.

**4.2. Preferences.**

- 4.2.1. Discounts for lodging in connection with a planned event;
- 4.2.2. Discounts for meals in connection with a planned event;
- 4.2.3. Safe, accessible, and adequate parking;
- 4.2.4. Sustainable practices, such as:
  - 4.2.4.1. Conserving natural resources including water, energy, and raw materials throughout the product lifecycle;
  - 4.2.4.2. Minimizing environmental impacts such as water and air pollution;



**CITY OF AUSTIN PURCHASING OFFICE  
SECTION 0500: SCOPE OF WORK  
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

- 4.2.4.3. Eliminating or reducing toxins that create hazards to workers, citizens, wildlife, and the environment;
  - 4.2.4.4. Supporting up-cycling and recycling efforts; utilizing products with high recycle content;
  - 4.2.4.5. Reducing environmental impacts in your company's production and distribution systems;
  - 4.2.4.6. Supporting worker health, safety, and fair wages;
  - 4.2.4.7. Considering total cost of ownership during the product's useful life, including operation, supplies, maintenance, and disposal cost;
  - 4.2.4.8. Utilizing green certified cleaning products;
  - 4.2.4.9. Composting plan;
  - 4.2.4.10. Distribution of unused prepared food to local community or nonprofit organizations to the extent allowable by local health codes;
  - 4.2.4.11. Sustainability certifications, such as Leadership in Energy and Environmental Design (LEED), Green Key Global, Green Global International, Green Seal, or other certifications.
- 4.2.5. If catering services are offered with the meeting facility, the following preferences apply:
- 4.2.5.1. Sustainable practices, such as:
    - a. Sourcing from local farms/restaurants
    - b. Water stations available instead of individual bottled water (if appropriate)
    - c. Garnishes, centerpieces, and decorations that can be eaten, donated, recycled, reused, planted, or composted.
  - 4.2.5.2. Dietary preferences
    - a. Whole grains
    - b. A limited amount of trans-fat or hydrogenated oils
    - c. Colorful plates, using a variety of fruits and vegetables, and limiting the amount of fried food options
    - d. Fat-free, low-fat, or low-calorie foods and beverages
    - e. Lean-, low-, or reduced-fat protein sources
  - 4.2.6. Additional related services, products, features, or amenities, such as internet access; audio visual capabilities; rental furniture and décor; view; kitchen; etc.

## **5. CITY RESPONSIBILITIES**

On an individual event basis, City staff will provide direction to the Contractor on event-specific facility requirements, including seating and table arrangements, room decorations, speaker's podium, A/V equipment, signage, menu, and/or any other requirements necessary for the hosted event.

**CITY OF AUSTIN PURCHASING OFFICE**  
**SECTION 0600: PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS**  
**RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

**1. PROPOSAL FORMAT**

All Proposals should be submitted in the following format:

Submit 1 original and 1 electronic copy of your Proposal on flash drive. The original shall be submitted on 8.5 x 11 inch paper, bound or in a 3-ring binder. The original Proposal shall be clearly labeled as "original" and shall include the original signature of the person authorized to sign on behalf of the Proposer.

Proposals shall be organized in the information sequence described below. Use tabs to divide each part of your Proposal and include a Table of Contents with page numbers linking the content of the Proposal. Proposers should provide all details in the Proposal described below and any additional information you deem necessary to evaluate your Proposal.

**Tab A - City of Austin Purchasing Documents**

Complete and submit the following documents:

- a. Signed Offer Sheet (pages 1-3)
- b. Signed Addendums (all pages)
- c. Completed and Signed Section 0605 – Local Business Presence Identification Form
- d. Completed and Signed Section 0835 – Non-Resident Bidder Provisions
- e. Completed and Signed Section 0900 – Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form
- f. *If you will be utilizing subcontractors, you must contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and include the completed 0900 No Goals Utilization Plan with your proposal packet. Include the 0900 No Goals Utilization Plan in Tab 1d. You can download the 0900 No Goals Utilization Plan at <http://www.austintexas.gov/department/standard-bid-documents>*

**Tab B - Business Organization, Experience & Qualifications (20 points)**

Provide the following information:

- a. Full name and address of your company and identify parent company if you are a subsidiary. Indicate whether you operate as a partnership, corporation, or individual. Include the State(s) in which incorporated or licensed to operate. How long has your company been in business?
- b. Describe your company's knowledge, qualifications, and expertise. List all professional organizations for which your company is a member.
- c. Describe your company's relevant experience providing services described in the Scope of Work and providing services to governmental agencies. Letter of Recommendation that your company has received may be included.
- d. Statement on company letterhead that Proposer is in good standing with all relevant licensing and regulatory agencies. If the Proposer is a partnership/joint venture, this information shall be submitted for each partner.

**Tab C - Proposed Solutions (20 points)**

Review the scenarios in Attachment A of the solicitation and provide the following information for one or more scenarios provided:

- a. Type of meeting space proposed according to the categories described in Paragraph 3 of the Scope of Work (Meeting Facility Definitions).
- b. Description of meeting space. You may include pictures, drawings, diagrams, or brochure of the proposed space
- c. Seating and table arrangements
- d. Sample menu and serving style (e.g. buffet, table service, etc.)

- e. Any other items you offer that may enhance the meeting experience
- f. Indicate whether you are unable to provide any of the requested items or services described in the scenario.

**Tab D - Facility Information & Sustainable Practices (30 points)**

Provide the following information about your facility:

- a. Overview of facility;
- b. Star rating, diamond rating, shopper scores/ratings, or other quality ratings/scores;
- c. Description of security, cleanliness, and grounds/facility maintenance practices.
- d. List all meeting space types you can offer according to the categories in Section 3 of the Scope of Work (Meeting Facility Definitions). Indicate whether the meeting space is a small or large venue, and if the space is conventional, unconventional, or hotel/motel space. Provide a description for each space, including standing and seating capacity, year facility was built or renovated, etc. Include pictures/brochure for each meeting space.
- e. Sustainable practices as described in the Scope of Work.
- f. Describe how you meet any of the other preferences described in the Scope of Work. The City will view favorably proposals that meet stated preferences.
- g. Provide information on additional related services, products, features, or amenities. You may include brochures or other supporting information with your Proposal.

**Tab E - Cost (20 points)**

On the Cost Proposal Form (Attachment B), provide peak and off peak pricing for facility rental and include a definition for "Peak" and "Off-Peak". Additionally, itemize related services or products your company is offering and the associated prices offered to the City. Include the cost of labor, materials, supplies, travel, printing, gratuities, and all other fees including administrative overhead costs. Your organization's method of costing may or may not be used but shall be described. Points for "Cost" will be evaluated based on Section 1 of the Cost Proposal Form (Attachment B). You may include additional price lists or other supporting information with your Proposal.

**Tab F - Business Exceptions**

Detail any business exceptions that you will require on the Business Exceptions Form (Attachment C).

2. **PROPOSAL ACCEPTANCE PERIOD:** All proposals are valid for a period of one hundred and eighty (180) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the Proposal.
3. **PROPRIETARY INFORMATION:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
4. **AUTHORIZED NEGOTIATOR:** Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
5. **PROPOSAL PREPARATION COSTS:** All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

## 6. **EVALUATION FACTORS AND AWARD**

- A. To accommodate a variety of meeting venue and geographic needs, the City anticipates the award of multiple contracts. The City reserves the right to award by geographic location, facility size, facility type, unique qualifications, service offerings, or any combination deemed most advantageous to the City.
- B. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph C below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Proposers. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

### C. **Evaluation Factors**

#### i. 100 points.

- |  |           |
|--|-----------|
| (1) Business Organization, Experience & Qualifications | 20 points |
| (2) Proposed Solutions                                 | 20 points |
| (3) Facility Information & Sustainable Practices       | 30 points |
| (4) Cost   | 20 points |

The evaluation of costs will be performed objectively using a ratio method. With this method, the proposal with the lowest cost in each of the six categories identified in the Cost Proposal Form (Attachment B) receives the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest.

- |                             |           |
|-----------------------------|-----------|
| (5) Local Business Presence | 10 points |
|-----------------------------|-----------|

The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.

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

- ii. Site Visit and/or Interviews, Optional. The City may elect to conduct site visits and/or interviews for short-listed Proposers.

**Section 0605: Local Business Presence Identification**

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

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

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

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

**OFFEROR:**

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

**SUBCONTRACTOR(S):**

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No



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

**SUBCONTRACTOR(S):**

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

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

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

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

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

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

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

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

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

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

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

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

SOLICITATION NUMBER:

PROJECT NAME:

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

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

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

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

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

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

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

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

\_\_\_\_\_  
**Name and Title of Authorized Representative (Print or Type)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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

SOLICITATION NUMBER:

PROJECT NAME:

**PRIME CONTRACTOR / CONSULTANT COMPANY INFORMATION**

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone Number		Fax Number	
Name of Contact Person			
Is Company City certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

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

\_\_\_\_\_  
**Name and Title of Authorized Representative (Print or Type)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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

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

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

**FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:**

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

**Reviewing Counselor** \_\_\_\_\_ **Date** \_\_\_\_\_ **Director/Deputy Director** \_\_\_\_\_ **Date** \_\_\_\_\_

## **ATTACHMENT A EVENT SCENARIOS**

Refer to instructions in Section 0600, Proposal Preparation Instructions and Evaluation Factors, Tab C (Proposed Solutions).

### **Scenario 1 – Leadership Staff Development Conference**

A City of Austin department contacts you in August about a casual conference they would like to schedule in February. The conference will take place on a Friday from 7:00 AM till 4:30 PM. There will be 70 attendees, and breakfast and lunch are needed for each guest. City staff will need a screen, projector, three to four microphones, two easels, and tables and chairs set up. City staff may also need four to five smaller areas in which to have break-out sessions.

### **Scenario 2 – Assistant City Manager Service Group Workshop**

A City of Austin department contacts you in July about a business workshop in November for 60-70 people. The space is needed from 7:00 AM – 5:00 PM. Breakfast, lunch, and a light afternoon snack are needed, and coffee, water, and sodas shall be available all day. The group will need one wireless microphone, a projector, screen, and laptop, as well as a technician for support. Tables and chairs shall be arranged for ten teams of six to seven with distance between them for discussion. Easels and markers are also needed, as well as a large separate area with standing room for team-building activities.

### **Scenario 3 – Department Directors All-Day Work Session**

Approximately 50 City personnel will need a conference location in October. They contact you six months in advance. They tell you they will need both a large room set up for learning as well as five to six break-out rooms. The large room will require tables, chairs, table décor and linens, easels, and markers. Breakfast, lunch, coffee, juice, and an afternoon snack will need to be provided as well as a projector, projection screen, and Wi-Fi. The space should be well-appointed and comfortable.

### **Scenario 4 – VIP Reception**

The City is hosting a VIP reception on a Friday night in June, from 6pm to 10pm with 35 guests anticipated. A microphone and podium will be necessary as well as a small stage for a music performance. A/V support will be required for the musician. Hors d'oeuvres, a carving station, and a full bar with bartender are needed. Wait staff are expected to pass hors d'oeuvres around during the reception. Tables and chairs for dining as well as bar tables and chairs are necessary, both with linens and table décor.

**Attachment B**  
**Cost Proposal Form**  
**RFP SMB0103: Facility Rental and Related Services**

Vendor: \_\_\_\_\_

### 1. FACILITY RENTAL

**Instructions:** Provide pricing for Items 1 through 6 below. An amount 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 'no bid' or information left blank will be interpreted by the City that the Proposer does not wish to bid on that item.

Item	Description	Peak Pricing	Unit	% Discount - Peak Pricing	Off Peak Pricing	Unit	% Discount - Off Peak Pricing
1	Small Conventional Meeting Space (Non-Hotel)						
2	Large Conventional Meeting Space (Non-Hotel)						
3	Small Unconventional Meeting Space						
4	Large Unconventional Meeting Space						
5	Small Hotel Meeting Space						
6	Large Hotel Meeting Space						

Provide a definition for "Peak" and "Off Peak":

### 2. ADDITIONAL SERVICES OR PRODUCTS

**Instructions:** The City may have a future need to purchase additional related services and/or products under this Contract. Purchase of these items would be on an "as needed" basis at the prices offered in the list below, and the City makes no guarantee of purchase. Please list any additional services or products related to the Scope of Work and any associated discount. Information provided in the list below will not be used to evaluate "Cost".

SERVICE OR PRODUCT	HOW MUCH WILL YOU CHARGE THE CITY FOR THE SERVICE OR PRODUCT?	
	PRICE	UNIT OF MEASURE
<i>example: additional breakout rooms</i>	<i>\$25 per room</i>	<i>per additional hour</i>
<i>example: parking fees</i>	<i>\$5</i>	<i>per hour</i>
<i>example: plated meal</i>	<i>10% off</i>	<i>price list</i>





## CITY OF AUSTIN PURCHASING OFFICE EXCEPTIONS

**Solicitation Number:**

The City will presume that the Offeror is in agreement with all sections of the solicitation unless the Offeror takes specific exception as indicated below. The City, at its sole discretion, may negotiate exceptions to the sections contained in the solicitation documents or the City may deem the Offer non-responsive. The Offeror that is awarded the contract shall sign the contract with the accepted or negotiated sections.

Place this attachment in Tab F of your Offer. Copies of this form may be utilized if additional pages are needed.

☐ Accepted as written.

☐ Not accepted as written. See below:

**Indicate:**

- ☐ **0300 Standard Purchase Terms & Conditions**
- ☐ **0400 Supplemental Purchase Provisions**
- ☐ **0500 Scope of Work**

**Page Number**

**Section Number**

**Section Description**

**Alternative Language:**

**Justification:**



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

---

**Solicitation: RFP SMB0103**

**Addendum No: 1**

**Date of Addendum: 04/19/2016**

---

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

- I. **Clarification:** The Pre-Proposal Conference scheduled for Wednesday, April 20, 2016, will begin at 10:00 am CST.

Participants may call in by dialing (512) 974-9300. The participant code is 464410.

- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: \_\_\_\_\_

Sandy Brandt, Senior Buyer Specialist  
Purchasing Office, (512) 974-1783

4/19/2016  
Date

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

**Solicitation: RFP SMB0103**

**Addendum No: 2**

**Date of Addendum: 04/21/2016**

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

I. Attendance log for the pre-proposal conference is attached.

II. **Questions:**

Q1: Do I need to submit all three pages of the Offer Sheet with my proposal?

A1: Yes.

Q2: Can I include seasonal pricing in my proposal?

A2: Yes. In the Cost Proposal Form (Attachment B) you may include "peak" and "non-peak" pricing. There is a space for you to explain how you define "peak" and "non-peak" pricing.

Q3: Are reference letters from last year acceptable?

A3: Yes.

Q4: If I need to request exceptions to the City's terms and conditions, will my proposal be disqualified?

A4: We will work with you to try to come to mutual agreement.

Q5: What if you do not receive many proposals? Will you cancel the solicitation?

A5: It is our intent to make recommendations for award based on the proposals we receive through this solicitation.

III. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

APPROVED BY: \_\_\_\_\_

Sandy Brandt, Senior Buyer Specialist  
Purchasing Office, (512) 974-1783

\_\_\_\_\_  
Date

4-21-16

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

---

**Solicitation: RFP SMB0103**

**Addendum No: 3**

**Date of Addendum: 05/17/2016**

---

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

- I. **Extension:** The proposal due date is hereby extended until Tuesday, May 24, 2016 at 2:00pm local time.
- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: \_\_\_\_\_

Sandy Brandt, Senior Buyer Specialist  
Purchasing Office, (512) 974-1783

5/17/2016  
\_\_\_\_\_  
Date

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

---

**Solicitation: RFP SMB0103**

**Addendum No: 4**

**Date of Addendum: 05/24/2016**

---

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

- I. **Extension:** The proposal due date is hereby extended until Tuesday, May 31, 2016 at 2:00pm local time.
- II. ~~ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.~~

APPROVED BY: \_\_\_\_\_

Sandy Brandt, Senior Buyer Specialist  
Purchasing Office, (512) 974-1783

5/24/16  
Date

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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





## City of Austin

Purchasing Office, Financial Services Department

P.O. Box 1088, Austin, TX 78767

June 30, 2016

Subject: Best and Final Offer of RFP SMB0103, Meeting Facilities and Related Services

Dear Finalist:

Thank you for your response to the above referenced solicitation for the City of Austin. The City has identified your firm as a finalist and is requesting a Best and Final Offer (BAFO) from your company in regards to your submittal.

The BAFO pricing document is attached and must be completed on the form provided. Please provide pricing based ONLY on rental of your facility for the scenario listed below. Pricing should NOT include food/beverage, equipment, tables/chairs, or any other extra items, unless your pricing structure is based solely on service minimums (such as food and beverage). You may make copies of the attached form, if necessary.

Scenario: Thursday, September 15 from 6pm to 8pm

**Email your completed Price Form to Ken Bragdon at [Kenneth.Bragdon@austintexas.gov](mailto:Kenneth.Bragdon@austintexas.gov) by 2pm local time, on July 13, 2016.**

If you have any questions, please contact me at [Sandy.Brandt@austintexas.gov](mailto:Sandy.Brandt@austintexas.gov) or (512) 974-1783. You may also contact Ken Bragdon at [Kenneth.Bragdon@austintexas.gov](mailto:Kenneth.Bragdon@austintexas.gov) or (512) 974-2035. Thank you for your participation in this competitive solicitation. We appreciate your interest in doing business with the City of Austin.

Sincerely,

Sandy Brandt  
Senior Buyer Specialist  
City of Austin  
Purchasing Office

Pricing Form

RFP SMB0103 - Meeting Facilities and Related Services

Vendor: \_\_\_\_\_

FACILITY RENTAL ONLY			
Item	Description	Room Name/Description	Extended Price
1	Small Conventional Meeting Space (Non-Hotel/Motel)		
2	Large Conventional Meeting Space (Non-Hotel/Motel)		
3	Small Unconventional Meeting Space		
4	Large Unconventional Meeting Space		
5	Small Hotel/Motel Meeting Space		
6	Large Hotel/Motel Meeting Space		

☐ Check here if pricing structure is based solely on a food and beverage minimum (or other service minimum).

MEETING FACILITY DEFINITIONS:

Conventional Meeting Space (Non-Hotel/Motel) - Traditional meeting venues such as conference halls or conference rooms.

Unconventional Meeting Space (non-Hotel/Motel) - Venues such as lounges, restaurants, decks, art galleries, warehouses, botanical gardens, etc.

Hotel/Motel Meeting Space - Venues in which the meeting space or banquet room is located within a hotel or motel.

Small Venue - Any space 859 square feet or smaller, or for approximately 10-50 individuals.

Large Venue - Any space 860 square feet or larger, or for approximately 50 or more individuals.





**CITY OF AUSTIN, TEXAS**  
**Purchasing Office**  
**REQUEST FOR PROPOSAL (RFP)**  
**OFFER SHEET**

**SOLICITATION NO:** RFP SMB0103

**DATE ISSUED:** April 4, 2016

**REQUISITION NO.:** RQM 7400 16031400315

**COMMODITY CODE:** 97165

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

Sandy Brandt  
Senior Buyer Specialist

**Phone:** (512) 974-1783

**E-Mail:** Sandy.Brandt@austintexas.gov

Georgia Billela  
Senior Buyer

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

**E-Mail:** Georgia.Billela@austintexas.gov

**COMMODITY/SERVICE DESCRIPTION:** Facility Rental and Related Services

**PRE-PROPOSAL CONFERENCE TIME AND DATE:** April 20, 2016

**LOCATION:** City of Austin Municipal Building  
Purchasing Office Conference Room (3<sup>rd</sup> Floor)  
124 W. 8<sup>th</sup> Street  
Austin, TX 78767

**PROPOSAL DUE PRIOR TO:** 2pm CST on May 17, 2016

**PROPOSAL CLOSING TIME AND DATE:** 2:15pm CST on May 17, 2016

**LOCATION:** MUNICIPAL BUILDING, 124 W 8<sup>th</sup> STREET  
RM 308, AUSTIN, TEXAS 78701

**LIVE SOLICITATION CLOSING ONLINE:** For RFPs, only the names of respondents will be read aloud

For information on how to attend the Solicitation Closing 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:**

<b>Address for US Mail (Only)</b>	<b>Address for Fedex, UPS, Hand Delivery or Courier Service</b>
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # RFP SMB0103	Purchasing Office-Response Enclosed for Solicitation # RFP SMB0103
P.O. Box 1088	124 W 8 <sup>th</sup> Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

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

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

**SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY OF YOUR RESPONSE**

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

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

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	3
0500	SCOPE OF WORK	2
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	3
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	2
Attachments	Attachments A, B, and C	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](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)

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

### **INTERESTED PARTIES DISCLOSURE**

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

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

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

Company Name: Wyndham Garden Hotel and Woodward Conference Center

Company Address: 3401 South IH 35

City, State, Zip: Austin, TX 78741

Federal Tax ID No. [REDACTED]

Printed Name of Officer or Authorized Representative: Jennifer Schlabach

Title: Sales Manager

Signature of Officer or Authorized Representative: 

Date: 5/17/16

Email Address: [jschlabach@austinwyndham.com](mailto:jschlabach@austinwyndham.com)

Phone Number: 512-744-4832

**\* Proposal response must be submitted with this Offer sheet to be considered for award**



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

---

**Solicitation: RFP SMB0103**

**Addendum No: 1**

**Date of Addendum: 04/19/2016**

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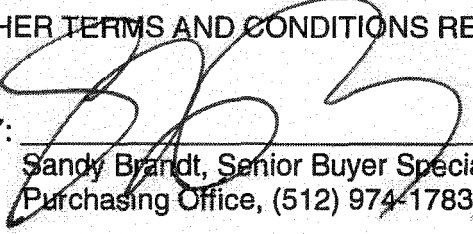
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- I. **Clarification:** The Pre-Proposal Conference scheduled for Wednesday, April 20, 2016, will begin at 10:00 am CST.

Participants may call in by dialing (512) 974-9300. The participant code is 464410.

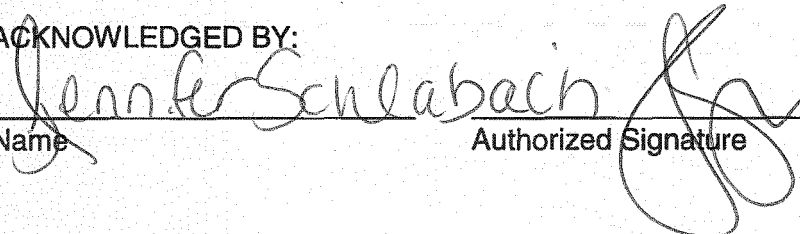
- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:

  
Sandy Brandt, Senior Buyer Specialist  
Purchasing Office, (512) 974-1783

4/19/2016  
Date

ACKNOWLEDGED BY:

  
Name

Authorized Signature

5/17/16  
Date

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



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0103

Addendum No: 2

Date of Addendum: 04/21/2016

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

I. Attendance log for the pre-proposal conference is attached.

II. **Questions:**

Q1: Do I need to submit all three pages of the Offer Sheet with my proposal?

A1: Yes.

Q2: Can I include seasonal pricing in my proposal?

A2: Yes. In the Cost Proposal Form (Attachment B) you may include "peak" and "non-peak" pricing. There is a space for you to explain how you define "peak" and "non-peak" pricing.

Q3: Are reference letters from last year acceptable?

A3: Yes.

Q4: If I need to request exceptions to the City's terms and conditions, will my proposal be disqualified?

A4: We will work with you to try to come to mutual agreement.

Q5: What if you do not receive many proposals? Will you cancel the solicitation?

A5: It is our intent to make recommendations for award based on the proposals we receive through this solicitation.

III. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

APPROVED BY: \_\_\_\_\_

Sandy Brandt, Senior Buyer Specialist  
Purchasing Office, (512) 974-1783

4-21-16  
Date

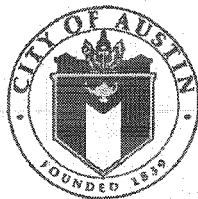
ACKNOWLEDGED BY: \_\_\_\_\_

Name

Authorized Signature

Date

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



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

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**Solicitation: RFP SMB0103**

**Addendum No: 3**

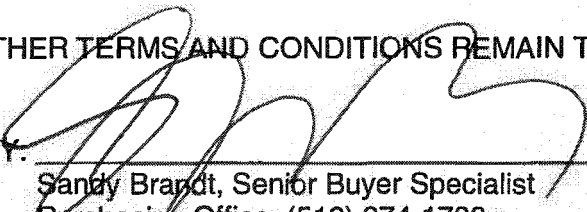
**Date of Addendum: 05/17/2016**

---

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

- I. **Extension:** The proposal due date is hereby extended until Tuesday, May 24, 2016 at 2:00pm local time.
- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:

  
Sandy Brandt, Senior Buyer Specialist  
Purchasing Office, (512) 974-1783

5/17/2016  
Date

ACKNOWLEDGED BY:

  
Name

Authorized Signature

5/17/16  
Date

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



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

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**Solicitation: RFP SMB0103**

**Addendum No: 4**

**Date of Addendum: 05/24/2016**

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

- I. **Extension:** The proposal due date is hereby extended until Tuesday, May 31, 2016 at 2:00pm local time.
- II. ~~ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.~~

APPROVED BY: \_\_\_\_\_

Sandy Brandt, Senior Buyer Specialist  
Purchasing Office, (512) 974-1783

5/24/16  
Date

ACKNOWLEDGED BY: \_\_\_\_\_

Name

Authorized Signature

Date

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

**Section 0605: Local Business Presence Identification**

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

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

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

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

**OFFEROR:**

Name of Local Firm	Wyndham Garden Hotel and Woodward Conference Center	
Physical Address	3401 South IH 35, Austin, TX 78741	
Is your headquarters located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?		
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	<input type="radio"/> No

**SUBCONTRACTOR(S):**

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



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

**SUBCONTRACTOR(S):**

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

Printed Name of Officer or Authorized Representative: Jennifer SchlabachTitle: Sales ManagerSignature of Officer or Authorized Representative: Date: 5/17/16Email Address: [jschlabach@austinwyndham.com](mailto:jschlabach@austinwyndham.com)Phone Number: 512-744-4832

**City of Austin, Texas**  
**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.

**Section 0835: Non-Resident Bidder Provisions**Company Name Wyndham Garden Hotel and Woodward Conference Center

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

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

Answer: Resident Bidder

(1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

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

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

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

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

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

Printed Name of Officer or Authorized Representative: Jennifer Schlabach

Title: Sales Manager

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

Date: 5/17/16

Email Address: [jschlabach@austinwyndham.com](mailto:jschlabach@austinwyndham.com)

Phone Number: 512-744-4832

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

SOLICITATION NUMBER: SMB0103

PROJECT NAME: Facility Rental and Related Services

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

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

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

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

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

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

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

Wyndham Garden Hotel and Woodward Conference Center

**Company Name**

Jennifer Schlabach, Sales Manager

**Name and Title of Authorized Representative (Print or Type)**

**Signature**

5/17/16

**Date**

**Tab B- Business Organization, Experience and Qualification**

**B.b.**

**Knowledge, Experience, Qualifications, and Expertise**

- 50+ combined years experience in Catering and Events Execution
- 20+ combined years experience in Culinary and Food
- 60+ combined years experience in Hospitality

**Professional Organizations:**

- Austin Green Business Leaders- Platinum Leader
- Austin Hotel Lodging Association- a chapter of Texas Hotel & Lodging Association and American Hotel & Lodging Association
- Society of Government Meeting Planners, Central Texas Chapter
- Meeting Professionals International- Hill Country Chapter
- Texas Society of Association Executives, a chapter of American Association Executives
- Vistage: Leadership Training & Business Coaching for Executives

**Tab B- Business Organization, Experience and Qualification****B.a.**

**Wyndham Garden Hotel Austin and Woodward Conference Center**  
**3401 South IH 35**  
**Austin, TX 78741**

**Owned and Managed by:** 3401 Hoteliers LP, a Texas limited partnership formed February 19, 2005, owns the improved real estate as well as operates the hotel. Organizers of 3401 Hoteliers are Mobashir “Moby” Ahmed and Allan L. Reagan who are the sole shareholders of AR Hotels Inc, a Texas corporation which is the General Partner of the Partnership. Mr. Ahmed is a 35 year veteran of the hotel industry who has served in senior executive positions with the Starwood and Wyndham organizations. He was president of Potomac Hotel Group in Washington, D.C. and Oceanic Hotels (five-star properties in the Pacific Rim). Mr. Reagan is a real estate developer and operator in the Austin Texas area.



Exhibit B  
**Woodward Conference Center**  
3401 South IH-35 Austin, Texas 78741  
512-448-2444 \* 512-443-4208  
[www.wyndhamaustin.com](http://www.wyndhamaustin.com)

**Tab B- Business Organization, Experience and Personnel Qualification**

**B.d. Licensing**

**Wyndham Garden Hotel Austin and Woodward Conference Center**  
**3401 South IH 35**  
**Austin, TX 78741**

Licenses are good standing including Building Inspections, Fire Inspections, Permits, TABC, Food Handling, etc.

**Tab B- Business Organization, Experience and Qualification****B.c. Relevant Experience**

- Long standing partnerships with Local Government Organizations such as:
  - Texas Health and Human Services Commission- HR Division has been with us for 8+ years
    - \$1,000,000 at hotel since 2007
  - Texas Education Agency
    - \$143,000 at hotel since 2007
  - Texas Department of Aging and Disability Services
    - \$138,000 at hotel since 2007
  - US Department of Veteran Affairs
    - \$130,000 at hotel since 2007
  - Region 13 Education Service Center
    - \$107,000 at hotel since 2007
  - Department of State Health Services- GETAC Council Meetings began this year! Contracts in place all 2016
    - \$67,000 at Hotel for 2016
  - Texas Department of Transportation- HR Division
    - \$54,000 a hotel since 2013
  - Austin Mayors Committee for People w/ Disabilities
    - Annual Disability & Employment Awards 2014 and 2015
      - \$6,200 in Food Services Annually

The Offeror shall furnish, with the Offer, the following information, for at least three (3) recent customers to whom products and/or services have been provided that are similar to those required by this Solicitation.

- |                           |  |
|---------------------------|--|
| 1. Company's Name         | <u>Texas Association of Assessing Officers</u>         |
| Name and Title of Contact | <u>Cherry-Kay Abel, Education Director</u>             |
| Present Address           | <u>1524 S IH-35, Suite 235</u>                         |
| City, State, Zip Code     | <u>Austin, TX 78704</u>                                |
| Telephone Number          | <u>(512) 926-2511</u> Fax Number <u>(512) 926-2920</u> |
| Email Address             | <u>cherry@taao.org</u>                                 |
|                           |  |
| 2. Company's Name         | <u>Texas Health and Human Services Commission</u>      |
| Name and Title of Contact | <u>Kathy Sikes, Program Manager</u>                    |
| Present Address           | <u>P.O. Box 85200</u>                                  |



City, State, Zip Code Austin, TX 78708

Telephone Number (512) 497-8617 Fax Number (512) 642-3064

Email Address kathy.sikes@hhsc.state.tx.us

3. Company's Name Department of State Health Services

Name and Title of Contact Indra Hernandez, Contracts Manager

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

City, State, Zip Code Austin, TX 7

Telephone Number (512) 834-6669

Email Address [indra.hernandez@dshs.state.tx.us](mailto:indra.hernandez@dshs.state.tx.us)

**From:** Jude Walsh Whelley [mailto:[whelleyj@aol.com](mailto:whelleyj@aol.com)]

**Sent:** Wednesday, May 04, 2016 1:01 PM

**To:** [vlloyd@austinwyndham.com](mailto:vlloyd@austinwyndham.com); [rohamilton@austinwyndham.com](mailto:rohamilton@austinwyndham.com); [alr@Aramcor.com](mailto:alr@Aramcor.com)

**Subject:** Story Circle Network Conference April 14-17th

Dear Wyndham Management,

As the site chairperson for the Story Circle Network's Stories from the Heart Conference I had the opportunity to work closely with Bill King, Conference Services Manager. This is the fifth time I have attended the conference at the Wyndham but my first time as site chair. Mr. King attended to every single detail with a thoroughness and good cheer that made my job a pleasure. There were over one hundred women in attendance. We had a pre-conference workshop day, individual coaching sessions, an exhibition room, an evening reception, a silent auction, meeting sessions requiring varied technology supports, a theater seating keynote session, two luncheons, and coffee and snack requirements. Bill made every one of these perfect.

We had numerous dietary requests: vegetarian, gluten free, dairy free, and vegan. Every one got the right meal at the right time. Many of our members came a day early and stayed over on Sunday night. We ate in the hotel restaurant where the staff managed to arrange tables for our large group and give us prompt and friendly service.

There were a few folks, in addition to Bill, that I want to commend:

Andrea, as banquet manager had a firm grasp on what was needed to keep a large number of women happy. I especially appreciated her changing one of the men's rooms to a women's via a creative paper skirt and the filling of the urinals with flowers. Many pics of those were posted on social media!

Alberto was my Av/tech hero. If a mic had static or a presenter needed help with a digital problem, he was always to the rescue with a smile and grace.

I did not meet Dolores but got her name from Bill King so I could add my gratitude for the beautifully plated luncheons and warm cookies at breaks.

Please be sure that Braden knows his restaurant staff took care of all these rowdy women, who wanted to sit in all kinds of crazy constellations and had all kinds of specific requests and were all in a hurry, with charm and speed! You can tell a good manager by how his staff performs.

Tanner, Margie, James, John, and my personal favorite Victoria Hyer deserve pats on the back.

If there is any kind of employee recognition available through your organization, I would hope that these exemplary employees be duly recognized.

Finally, I really can't say enough good things about Bill King. If all your management staff has the skills and attentiveness to detail he does you are fortunate indeed. If not, maybe he can do training for you? ;-)

Sincerely,

Jude Walsh Whelley  
Site Chairperson  
Stories from the Heart Conference  
Story Circle Network

*“Excellent hotel for large group functions”*

Reviewed 2 weeks ago

It's hard to find hotels that can accept large groups. We have a particularly large group of friends, 450+ and they were able to accommodate our dinner, dancing and various functions for a long weekend at the end of May. Many of us also were fortunate enough to stay in the hotel as well and it was perfect for our needs.

We were really impressed with our room, it was clean and just really lovely! The bar staff did a great job keeping up with our huge crowd as well. Some friends of mine had a burger from the restaurant and that is one of my regrets of the trip that I did not get to have one, because it LOOKED GREAT!

For them to be able to manage this large of a group so effortlessly and professionally speaks volumes about the employees at the Wyndham. I'm sure they must of been overwhelmed and exhausted with so many of us but you could never tell it in the level of service we received. They were always right on spot with great customer service and I'm so pleased that our event coordinators chose the Wyndham!

I always felt like a customer, not an inconvenience and I know how hard that can be with groups as large as this!

Thanks for a great mini-vacation. The pool was marvelous too! Well done, Wyndham Garden!!!!

*“Comfortable, clean and friendly”*

Reviewed 3 weeks ago

I stayed at the Wyndham Garden hotel in Austin for a conference and was totally happy with everything. The folks at the front desk were fabulous -

always friendly and helpful. The only limiting factor in my entire stay was the condition of some of the equipment in the fitness room. It needs a bit of maintenance. Otherwise, I would return to this hotel whenever there is an opportunity.

- Stayed April 2016, traveled on business

### *“Perfect Hotel For a PEZ Gathering!”*

Reviewed 5 weeks ago

Spacious rooms, great food and friendly staff all within a hotel that is like the Hard Rock of Austin. If you have Karen Buchman at the front counter during your stay, consider yourself super lucky! Karen and Joe along with the rest of the staff, were super helpful and always had a smile on. The hotel pays tribute to so many local Austin musicians as well as musicians that helped to establish the music capital of the world. The restaurant ReVive! is exceptional. Their chef really knows how to make a tasty meal.

- Stayed March 2016, traveled with friends

### *“Held our Regional Conference at this Hotel - great success”*

Reviewed April 7, 2016

Last weekend we held our Regional Conference for our non-profit for 65 people at the Wyndham. The staff was excellent in months of preparation and in the weekend's execution. We were inexperienced in holding a conference, but the staff helped us every step of the way making sure we stayed in budget. The price was really good for all activities and they bent over backward to make sure everything worked out great. The food, rooms, conference room, equipment, and coordination was all excellent. This hotel has a Austin Texas musician theme which made our Saturday night dinner/dance successful with a band we brought in. Everyone had great support from the hotel. I was thrilled with the overall experience.

- Stayed March 2016, traveled with friends

## Tab D- Facility Information & Sustainability Practices

### D.d. Meeting Space

The Type of Space made available is Hotel/ Motel Meeting Space.



Name Of Room	Square Feet	Dimensions	Classroom	Theater	Rounds of 10	Reception
Highland Lakes Ballroom	4,290	55'x78'	250	400	280	400
Lady Bird Lake Ballroom	2,016	56'x36'	120	200	120	200
Lake Austin, Lake Travis & Lake LBJ	1,430	55'x26'	80	160	80	160
Guadalupe/Barton Creek	960	48'x20'	42	80	40	80
Blanco, Guadalupe, Barton Creek & San Gabriel	480	24'x20'	21	40	24	40
Shoal Creek	460	23'x20'	21	40	24	40
Capitol Boardroom	276	23'x12'	Existing conference table with 12 executive leather rolling chairs and built-in AV components			
Executive Learning Center			Amphitheatre style classroom for 55 in executive leather rolling chairs and built-in AV components			

**Tab D- Facility Information & Sustainable Practices**

**D.c.**

**Security:**

The Wyndham Garden Hotel employs a Security Team 24/ 7

Various Security Cameras are throughout the property in which are recorded

All exterior doors with exception to the Front Door is locked at 6pm and only accessible through an active Guest Room Key

The Parking Lot is gated and locked at 10pm and is only accessible with an active Guest Room Key

**Cleanliness:**

Housekeeping Staff monitors and cleans the Lobby and Public Restrooms 3 times a day or as needed

Deep Cleaning on all Hallways, Public Spaces, Meeting Spaces and Guest Rooms is conducted once a quarter or as needed

Meeting Space is cleaned as used

Guest Rooms are cleaned daily

**Grounds:**

Landscaping is up kept once a month

**Tab D- Facility Information & Sustainability Practices**

**D.b. Ratings**

Star Rating: 3.5 Stars

Diamond Rating: 3 Diamond

TripAdvisor Rating: 4 of 5 from 1,320 reviews

Google Rating: 3.8 stars from Google reviews

Expedia Reviews: Very good! 79%of guests recommend. 4.0 out of 5 from 3,173 Reviews

## Overview

The Wyndham Austin and Woodward Conference Center offers every service the City of Austin needs for their Conference and Event Facilities. Our unique hotel encompasses Hotel/ Motel Meeting Spaces, provides all our own personnel and supplies, owned and operated within city proper, is a veteran in working with local government agencies, and was the first recognized Green Business Leader by the City of Austin.

### Guest Rooms

You'll find in the included information that we're offering any guest room needs at prevailing per diem rate, according to GSA guidelines. This rate is subject to availability and is excluded during special events (example, SXSW and Formula 1). A block of 10 rooms or more a night will require a courtesy rate agreement with effort of the COA to reserve the guest rooms at least 21 days in advance of arrival. If COA cannot fill the entire block, remaining rooms will be released back for general sell at this time and additional rooms needed would be based upon availability or subject to an alternate rate.

Individual guest room reservations must be guaranteed with a credit card at the time of booking. The reservation can be canceled up until 4pm the day of arrival to avoid any cancellation penalties of one night's room and tax charges. Hotel standard check in time is 3pm and standard check out time is 12noon.



### Meeting and Event Facilities

With 10,000 square feet of flexible meeting space, we have unlimited options to accommodate the City of Austin's meeting space needs. We are an all inclusive event facility that handles all of your customized needs while also assigning you an experienced Service Manager to ensure that your event is flawless and successful.

Meeting space is available complimentary with a commitment of a minimum Food and Beverage expenditures, subject to change based on agenda and space required for each meeting.

Audio Visual is handled by our experienced staff and we own and manage all of our equipment. Rest assured that our AV pricing is extremely reasonable compared to other hotels because we do not use a third party. COA special AV pricing is included with a 21% discount.



Linen Options included complimentary: Tuxedo Black (striped as shown in Hurricane picture below) or White  
Centerpiece Options included complimentary:



Hurricane with Taper Candle



Small Plant

Tealight Candles



### Catering

Our experience Chef Eric Trumet designs and executes all of our menus. His talent has contributed to hearty, tasty and healthy options. The Chef has mastered the art in making all of our menu items from scratch to save cost and retain quality. We are a unique hotel that does not use any pre-made or pre-mixed items and he even has his own spice garden in our back lawn.

You will find in the special pricing included that we have honored all prevailing per diem menu pricing and customized options for you under each scenario. Menus are subject to change for each meeting depending upon seasonal items or trends in the food industry.



**There's More!**

Please find in the included packet full details on how we can contribute to your success. At the Wyndham Garden Hotel and Woodward Conference Center, you'll find the additional amenities to your benefit:

- 190 deluxe guestrooms with oversized work areas, coffee maker, iron & ironing board, and laptop sized safe
- 20 poolside casitas featuring separate living area with sofa sleeper, refrigerator and microwave
- SMARTFridge in every room
- Complimentary high-speed wireless internet throughout the hotel, Wired and Wireless available
- Complimentary business center
- Complimentary airport shuttle
- Complimentary self-parking
- Complimentary fitness center
- ReVive Restaurant, featuring regional specialties and local favorites
- ReWind Lounge with outdoor patio
- Outdoor swimming pool and whirlpool spa
- Guest laundry
- Ability to host groups from 10 to 400 people
- All Catering and Audio Visual is handled by our in house staff

Thank you so much for the opportunity to be of service!

Sincerely,

Jennifer Schlabach

Sales Manager

Wyndham Garden Hotel & Woodward Conference Center

3401 South IH 35

Austin, TX 78741

512-744-4832

512-443-4208 fax

[jschlabach@austinwyndham.com](mailto:jschlabach@austinwyndham.com)

[www.wyndhamaustin.com](http://www.wyndhamaustin.com)





## LOCATION

Minutes from both downtown and the Austin airport at Woodward and IH-35, the Wyndham blends post-modern design from Michael Graves with the timeless Hill Country beauty of native stone, natural wood, and flowing waters. Explore the Austin Music Project in the hotel's public areas and enjoy easy access to the city's high-energy music, sports, university, arts, and business districts.

## FEATURES

- 210 total guest rooms
- 20 poolside casita suites featuring separate living area, refrigerator and microwave
- Bathroom amenities from True Blue Spa by Bath and Body Works
- Complimentary parking
- Outdoor swimming pool and heated whirlpool spa
- Valet laundry and on-site coin laundry
- Complimentary business center
- 24 hour, key access fitness center
- Smoke free building
- Local artistry
- Home of the Austin Music Project
- Starbucks® coffee bar
- ReWynd bar and patio open daily
- ReVive restaurant and in room dining available
- Pet friendly

## ROOM DETAILS

- Self-controlled heating and A/C
- Luxurious granite bathrooms
- 37" HD flat screen TV
- Wolfgang Puck coffee/tea
- Laptop size in-room safe
- Pillowtop beds
- AM/FM radio with MP3 player
- Extra large work surface
- Luxury baths with hair dryer
- Free high-speed Internet
- Microwave and mini fridge (based on availability)
- ADA accessible rooms
- Executive king rooms with views of Downtown Austin

## GREENING INITIATIVES

- Car 2 Go & Electric Vehicle charging station
- CFL Lighting & T8 lamps
- Diode Exit Signs
- Recycle: paper, plastic, batteries, cell phones, lights, guest directories, cardboard and aluminum
- Entergize™ A/C control
- Low Flow bath facilities
- EarthSmart® linen & towel program
- AquaRecycle™ system
- All to-go boxes and utensils are fully compostable
- Paperless invoicing upon request
- Shared airport shuttles

## ATTRACTIONS

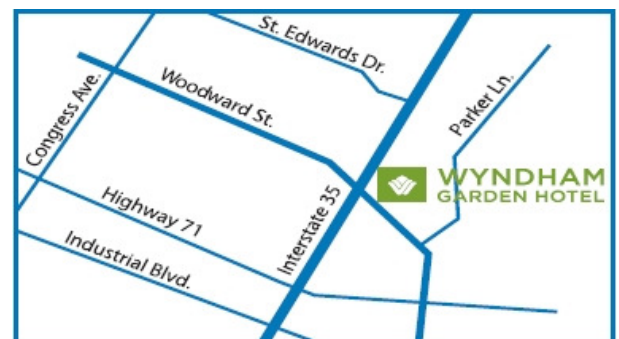
- Golf one of many top-rated courses or hike the Wild Basin hills
- Enjoy Texas barbecue and authentic Mexican food in one of Austin's award winning restaurants
- Experience the Live Music Capital of the World in one of Austin's famous venues
- Visit Austin's unique shops and restaurants on South Congress Avenue

## MEETING SPACE HIGHLIGHTS

- 10,500 square feet of flexible meeting space
- Amphitheater-style learning center with executive leather chairs and built-in AV
- Column-free meeting space
- Ceiling heights up to 14'
- On-site audiovisual equipment
- Green Meeting Packages available
- Junior ballroom available for smaller events
- Complete banquets for up to 250
- Free wired and wireless Internet
- Fabulous food and beverage choices
- Multiple areas for breakout sessions

## GETTING HERE

From Austin Bergstrom International Airport AUS  
Distance : 7 miles. From airport, take 71W/Ben White 5 miles, go right on Woodward street 0.5 miles to hotel, entrance is on the right-hand side.  
From San Antonio International Airport SAT  
Distance : 80 miles. From airport, take IH-410E to IH-35N 70 miles to Exit 230, 0.5 miles to Woodward street, the entrance is on the right-hand side.





## MEETING SPACE CAPACITY CHART

Name Of Room	Square Feet	Dimensions	Classroom	Theater	Rounds of 10	Reception
Highland Lakes Ballroom	4,290	55'x78'	250	400	280	400
Lady Bird Lake Ballroom	2,016	56'x36'	120	200	120	200
Lake Austin, Lake Travis & Lake LBJ	1,430	55'x26'	80	160	80	160
Guadalupe/Barton Creek	960	48'x20'	42	80	40	80
Blanco, Guadalupe, Barton Creek & San Gabriel	480	24'x20'	21	40	24	40
Shoal Creek	460	23'x20'	21	40	24	40
Capitol Boardroom	276	23'x12'	Existing conference table with 12 executive leather rolling chairs and built-in AV components			
Executive Learning Center			Amphitheatre style classroom for 55 in executive leather rolling chairs and built-in AV components			



CITY OF AUSTIN  
PURCHASING OFFICE  
SECTION 0500: SCOPE OF  
WORK  
RFP SMB0103: FACILITY RENTAL AND RELATED  
SERVICES

Tab D- Facility Information & Sustainable Practices

D.f. Scope of Work

**1. MEETING FACILITY DEFINITIONS**

- 1.1. **Conventional Meeting Space (Non-Hotel/Motel).** Traditional meeting venues such as conference halls or conference rooms.
- 1.2. **Unconventional Meeting Spaces.** Venues such as lounges, restaurants, decks, art galleries, warehouses, botanical gardens, etc.
- 1.3. **Hotel/Motel Meeting Spaces.** Venues in which the meeting space or banquet room is located within a hotel or motel.
- 1.4. **Small Venue.** Any space 859 square feet or smaller, or for approximately 10-50 individuals.
- 1.5. **Large Venue.** Any space 860 square feet or larger, or for approximately 50 or more individuals.

**2. CONTRACTOR RESPONSIBILITIES**

Actual fees for the services shall be negotiated with each facility qualified and selected for an award by the City.

**2.1. Requirements.**

- 2.1.1. Contractor shall be responsible for providing all personnel, equipment, supplies, and other resources to provide services under this contract. **All are included**
- 2.1.2. Contractor shall maintain compliance with all applicable permits, regulations, certificates, and other requirements. **All are up to date**
- 2.1.3. Contractor shall ensure that sufficient bins for collecting recyclables are provided in service areas. **Bins available.**
- 2.1.4. Contractor shall use paper made with 100% post-consumer recycled content for menus and signage. **Agreed**

**2.2. Preferences.**

- 2.2.1. Discounts for lodging in connection with a planned event; **Hotel agrees to match prevailing per diem pricing, or lower depending on date and availability of meeting**
- 2.2.2. Discounts for meals in connection with a planned event; **Provided on Cost Sheet**
- 2.2.3. Safe, accessible, and adequate parking; **Open Parking Lot with Complimentary Self Parking**
- 2.2.4. Sustainable practices, such as: **Provided in D.e.**
  - 2.2.4.1. Conserving natural resources including water, energy, and raw materials throughout the product lifecycle;
  - 2.2.4.2. Minimizing environmental impacts such as water and air pollution;

**CITY OF AUSTIN PURCHASING OFFICE  
SECTION 0500: SCOPE OF WORK  
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

- 2.2.4.3. Eliminating or reducing toxins that create hazards to workers, citizens, wildlife, and the environment;
- 2.2.4.4. Supporting up-cycling and recycling efforts; utilizing products with high recycle content;
- 2.2.4.5. Reducing environmental impacts in your company's production and distribution systems;
- 2.2.4.6. Supporting worker health, safety, and fair wages;
- 2.2.4.7. Considering total cost of ownership during the product's useful life, including operation, supplies, maintenance, and disposal cost;
- 2.2.4.8. Utilizing green certified cleaning products;
- 2.2.4.9. Composting plan;
- 2.2.4.10. Distribution of unused prepared food to local community or nonprofit organizations to the extent allowable by local health codes;
- 2.2.4.11. Sustainability certifications, such as Leadership in Energy and Environmental Design (LEED), Green Key Global, Green Global International, Green Seal, or other certifications.
- 2.2.5. If catering services are offered with the meeting facility, the following preferences apply:
  - 2.2.5.1. Sustainable practices, such as: **Provided in D.e.**
    - a. Sourcing from local farms/restaurants
    - b. Water stations available instead of individual bottled water (if appropriate)
    - c. Garnishes, centerpieces, and decorations that can be eaten, donated, recycled, reused, planted, or composted.
  - 2.2.5.2. Dietary preferences **Our Chef works with any dietary needs or requests of the group**
    - a. Whole grains
    - b. A limited amount of trans-fat or hydrogenated oils
    - c. Colorful plates, using a variety of fruits and vegetables, and limiting the amount of fried food options
    - d. Fat-free, low-fat, or low-calorie foods and beverages
    - e. Lean-, low-, or reduced-fat protein sources
- 2.2.6. Additional related services, products, features, or amenities, such as internet access; audio visual capabilities; rental furniture and décor; view; kitchen; etc. **All are provided on Overview D.a.**

### **3. CITY RESPONSIBILITIES**

On an individual event basis, City staff will provide direction to the Contractor on event-specific facility requirements, including seating and table arrangements, room decorations, speaker's podium, A/V equipment, signage, menu, and/or any other requirements necessary for the hosted event.



## At the Wyndham Garden Austin- We are making a World of Difference...

### Energy Efficiency

- ✓ EnterGize HVAC energy efficient system installed in guest rooms
- ✓ Installation of Compact Fluorescent Lights in guest rooms and public areas
- ✓ SmartFridge that saves up to 50% in energy consumption

### Waste Management

- ✓ Recycling bins provided for paper (anything that tears)
- ✓ Recycling aluminum cans, plastic bottles, and cardboard
- ✓ All employees part of our Wyndham Recycling Team to help reduce, reuse and recycle
- ✓ "Styrofoam" free environment
- ✓ Certified member of the City of Austin WasteSMART program
- ✓ All remaining food after meal functions is collected in a Composting Bin and then collected by Organics by Gosh where it is turned into compost and sold in local stores.
- ✓

### Protecting Natural Habitats

- ✓ Use of [Car To Go](#) program with two designated parking spaces
- ✓ Use of Lotus Pro System of cleaning for 100% chemical free cleaning
- ✓ Serving Fair-trade organic coffee
- ✓ Biodegradable take-out containers available in restaurant
- ✓ Use of Trinity Oaks wines which plants a tree for every bottle sold

### Water Conservation

- ✓ \$70k Aqua-Recycle Unit – gray water reclamation
- ✓ Linen Reuse Program available to all guests
- ✓ Planting of native plants
- ✓ Low flow toilets, showerheads and sink aerators
- ✓ No pre-set water at individual place-settings for meetings
- ✓ No bottled water served on Meeting Breaks

### Renewable Resources

- ✓ Oil from grease trap recycled to produce alternative fuel
- ✓ Purchase of paper products made of recycled material







**Attachment B**  
**Cost Proposal Form**  
**RFP SMB0103: Facility Rental and Related Services**

Vendor: Wyndham Garden Hotel Austin & Woodward Conference Center

### 1. FACILITY RENTAL

**Instructions:** Provide pricing for Items 1 through 6 below. An amount 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 'no bid' or information left blank will be interpreted by the City that the Proposer does not wish to bid on that item.

Item	Description	Peak Pricing	Unit	% Discount - Peak Pricing	Off Peak Pricing	Unit	% Discount - Off Peak Pricing
1	Small Conventional Meeting Space (Non-Hotel)	N/A	N/A	N/A	N/A	N/A	N/A
2	Large Conventional Meeting Space (Non-Hotel)	N/A	N/A	N/A	N/A	N/A	N/A
3	Small Unconventional Meeting Space	N/A	N/A	N/A	N/A	N/A	N/A
4	Large Unconventional Meeting Space	N/A	N/A	N/A	N/A	N/A	N/A
5	Small Hotel Meeting Space	\$225	7 hours	10%	\$225	10 hours	15%
6	Large Hotel Meeting Space	\$5,500	7 hours	10%	\$3,000	10 hours	15%

Provide a definition for "Peak" and "Off Peak":

Peak pricing includes Weekend rentals after 5pm (Friday, Saturday and Sunday)

Off Peak pricing includes Weekday rentals before 5pm (Monday-Friday)

**NOTE: Hotel has a wide range of meeting facilities and pricing varies on size of space.**

### 2. ADDITIONAL SERVICES OR PRODUCTS

**Instructions:** The City may have a future need to purchase additional related services and/or products under this Contract. Purchase of these items would be on an "as needed" basis at the prices offered in the list below, and the City makes no guarantee of purchase. Please list any additional services or products related to the Scope of Work and any associated discount. Information provided in the list below will not be used to evaluate "Cost".

SERVICE OR PRODUCT	HOW MUCH WILL YOU CHARGE THE CITY FOR THE SERVICE OR PRODUCT?	
	PRICE	UNIT OF MEASURE
<i>example: additional breakout rooms</i>	<i>\$25 per room</i>	<i>per additional hour</i>
<i>example: parking fees</i>	<i>\$5</i>	<i>per hour</i>
<i>example: plated meal</i>	<i>10% off</i>	<i>price list</i>
Buffet Setup Less than 25 People	\$35	Per meal
Bartender Fee	\$100	Per bar (1 bar per 100 guests)
Audio Visual- based on equipment ordered	Varies. 21% discount honored on included pricing sheet	Per item, per day



Wireless and Wired Internet	Complimentary	
Self Parking	Complimentary	
Airport Shuttle	Complimentary	
Chef Attendant on Reception Action Stations or Carving Stations	\$60	Per Chef, 2 hours
Room Setup Fee Change, if changes are made to rooms setups within 72 hours of event arrival	\$150	Per room change
Butler Passed Reception	\$35	Per server 1 hour
Guest Rooms	Prevailing per diem pricing, or lower based on date and availability	Per room, per night, subject to Occupancy tax
Catering	5% off Prevailing Pricing	Full 2016 Menu included. Subject to change based on market conditions in 2017.
Service Charge	All Catering Meals and Audio Visual Subject to 21% Service Charge	

Wyndham Garden Austin &amp; Woodward Conference Center

## Meeting Refreshment Packages

A \$35 CHARGE WILL BE ASSESSED ON MEALS SERVED FOR LESS THAN 25 GUESTS

EACH BREAK IS AVAILABLE FOR 45 MINUTES

ALL THREE BREAKS MUST OCCUR ON THE SAME CALENDAR DAY TO QUALIFY FOR PACKAGE PRICING

### All American Package

**MORNING WAKE UP BREAK:** ASSORTED BREAKFAST PASTRIES & MUFFINS, CHILLED FRUIT JUICES, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE, SELECTION OF TAZO® HOT TEAS & ASSORTED SOFT DRINKS**MID-MORNING BREAK:** REGULAR AND DECAFFEINATED COFFEE, SELECTION OF TAZO® HOT TEAS & ASSORTED SOFT DRINKS**AFTERNOON BREAK:** FRESHLY BAKED COOKIES & ICED TEA

\$23 PER PERSON

### Healthy Package

**MORNING WAKE UP BREAK:** ASSORTED HEALTHY MUFFINS, INDIVIDUAL YOGURTS, GRANOLA BARS, SLICED SEASONAL FRESH FRUIT, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE, SELECTION OF TAZO® HOT TEAS & ASSORTED FRUIT JUICES**MID-MORNING BREAK:** REGULAR & DECAFFEINATED COFFEE, SELECTION OF TAZO® HOT TEAS & ASSORTED FRUIT JUICES**AFTERNOON BREAK:** WHOLE FRUIT, MIXED NUTS, OATMEAL RAISIN COOKIES, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE, SELECTION OF TAZO® HOT TEAS & ASSORTED FRUIT JUICES

\$25 PER PERSON

### Fiesta Package

**MORNING WAKE UP BREAK:**, ASSORTED BREAKFAST TACOS (EGG & BACON, EGG & SAUSAGE, EGG & POTATO), HOUSE MADE SALSA, SHREDDED CHEESE, SLICED SEASONAL FRESH FRUIT, CHILLED FRUIT JUICES, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE, SELECTION OF TAZO® HOT TEAS & ASSORTED SOFT DRINKS**MID-MORNING BREAK:** REGULAR & DECAFFEINATED COFFEE, SELECTION OF TAZO® HOT TEAS & ASSORTED SOFT DRINKS**AFTERNOON BREAK:** TRI-COLORED TORTILLA CHIPS WITH CHILI CON QUESO, HOUSE MADE SALSA, CHURROS & ASSORTED SOFT DRINKS

\$26 PER PERSON

BUNDLE YOUR MEETING PACKAGE WITH LUNCH AND RECEIVE \$2.00 OFF ANY LUNCH MENU

UPGRADE ANY PACKAGE TO STARBUCKS® COFFEE FOR AN ADDITIONAL

\$3 PER PERSON

### ALL DAY Beverage Service *(up to 8 hours of service)*

FRESHLY BREWED REGULAR &amp; DECAFFEINATED COFFEE, SELECTION OF TAZO® HOT TEAS &amp; ASSORTED SOFT DRINKS,

\$12 PER PERSON

### Half Day Beverage Service *(up to 4 hours of service)*

FRESHLY BREWED REGULAR &amp; DECAFFEINATED COFFEE, SELECTION OF TAZO® HOT TEAS &amp; ASSORTED SOFT DRINKS,

\$10 PER PERSON

Wyndham Garden Austin & Woodward Conference Center

## Continental Breakfasts

A \$35 CHARGE WILL BE ASSESSED ON MEALS SERVED FOR LESS THAN 25 GUESTS

CONTINENTAL BREAKFASTS ARE AVAILABLE FOR 1 HOUR

CONTINENTAL BREAKFASTS ARE SERVED WITH CHILLED FRUIT JUICES, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE  
& A SELECTION OF TAZO® HOT TEAS

### Traditional Continental

WHOLE SEASONAL FRESH FRUIT  
ASSORTED BREAKFAST PASTRIES, MUFFINS WITH BUTTER & PRESERVES  
\$14 PER PERSON

### Capital Continental

SLICED SEASONAL FRESH FRUIT  
ASSORTED BREAKFAST PASTRIES, MUFFINS WITH BUTTER & PRESERVES  
BAGELS WITH CREAM CHEESE  
\$16 PER PERSON

### Spa

SLICED SEASONAL FRESH FRUIT  
MUFFINS WITH BUTTER & PRESERVES  
ASSORTED GREEK YOGURTS & GRANOLA BARS  
\$17 PER PERSON

### Tejas Continental

WHOLE SEASONAL FRESH FRUIT  
ASSORTED BREAKFAST TACOS (EGG & BACON, EGG & SAUSAGE, EGG & POTATO)  
WITH HOUSE MADE SALSA & SHREDDED CHEESE  
\$18 PER PERSON

## Breakfast Enhancements

### Steel Cut Oats

SERVED WITH BROWN SUGAR, PECANS, RAISINS, CHERRIES & APRICOTS  
\$3 PER PERSON

### Scrambled Eggs

\$4 PER PERSON

### Meats

THICK CUT BACON, COUNTRY SAUSAGE LINKS, 5 OZ. BONE-IN HAM STEAK, TURKEY BACON OR TURKEY SAUSAGE  
\$5 PER PERSON PER MEAT

### Omelet Station

EGGS & OMELETS COOKED TO ORDER  
ASSORTED INGREDIENTS TO INCLUDE: HAM, SWEET BELL PEPPERS, MUSHROOMS, ONIONS, TOMATOES, CRUMBLED BACON,  
SPINACH, CHEDDAR CHEESE & HOUSE MADE SALSA  
CHEF ATTENDANT REQUIRED (INCLUDES 1 ATTENDANT PER 50 GUESTS)  
\$7 PER PERSON

All pricing, with the exception of a Cash Bar, is subject to 21% service charge and applicable sales tax  
Menus and pricing are subject to change without notice

Updated 2/2016

Wyndham Garden Austin & Woodward Conference Center

## **Plated Breakfast Selections**

PLATED BREAKFAST SELECTIONS ARE SERVED WITH CHILLED FRUIT JUICES, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE  
& A SELECTION OF TAZO® HOT TEAS

### **All American**

FLUFFY SCRAMBLED EGGS  
HOME-FRIED POTATOES  
WARM BUTTERMILK BISCUITS WITH COUNTRY GRAVY  
CHOICE OF THICK SMOKED BACON, SAUSAGE LINKS OR 5 OZ. BONE-IN HAM STEAK  
\$16 PER PERSON

### **Migas**

SCRAMBLED EGGS WITH BELL PEPPER, ONION, CHEESE & TORTILLA STRIPS  
CHOICE OF HOME-FRIED POTATOES OR REFRIED BLACK BEANS  
HOUSE MADE SALSA  
WARM FLOUR TORTILLAS  
CHOICE OF THICK SMOKED BACON, SAUSAGE LINKS OR 5 OZ. BONE-IN HAM STEAK  
\$17 PER PERSON

### **French Toast**

THICK-CUT TEXAS STYLE FRENCH TOAST  
FLUFFY SCRAMBLED EGGS  
MAPLE SYRUP  
CHOICE OF THICK SMOKED BACON, SAUSAGE LINKS OR 5 OZ. BONE-IN HAM STEAK  
\$17 PER PERSON

### **Heart Healthy**

EGGBEATERS SCRAMBLED WITH BASIL, TOMATOES & MUSHROOMS  
CHOICE OF MORNING STAR VEGGIE SAUSAGE OR TURKEY SAUSAGE  
COUNTRY STYLE POTATOES WITH BELL PEPPER & ONIONS  
ASSORTED SLICED SEASONAL FRUIT  
\$18 PER PERSON

### **New York Steak and Eggs**

FLUFFY SCRAMBLED EGGS  
GRILLED 6 OZ. NY STRIP LOIN STEAK (SERVED MEDIUM)  
HOME-FRIED POTATOES  
\$22 PER PERSON

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Updated 2/2016

Wyndham Garden Austin & Woodward Conference Center

## **Breakfast Buffet Selections**

A \$35 CHARGE WILL BE ASSESSED ON MEALS SERVED FOR LESS THAN 25 GUESTS

BREAKFAST BUFFET SELECTIONS ARE SERVED WITH ASSORTED CHILLED FRUIT JUICES, FRESHLY BREWED REGULAR & DECAFFEINATED  
COFFEE & A SELECTION OF TAZO® HOT TEAS  
AVAILABLE FOR 1 HOUR

### **Buenos Días**

TRADITIONAL MIGAS SERVED WITH PAPAS RANCHEROS  
REFRIED BLACK BEANS WITH COJITA CHEESE  
HOUSE MADE SALSA, SHREDDED CHEESE & JALAPENOS  
WARM FLOUR TORTILLAS  
CHOICE OF 2 MEATS - THICK SMOKED BACON, SAUSAGE LINKS OR 5 OZ. BONE-IN HAM STEAK  
\$19 PER PERSON

### **Country Breakfast**

FLUFFY SCRAMBLED EGGS  
SLICED SEASONAL FRESH FRUIT  
SAVORY SMOKED CHEDDAR GRITS  
HOME FRIED POTATOES  
CHOICE OF 2 MEATS - THICK SMOKED BACON, SAUSAGE LINKS OR 5 OZ. BONE-IN HAM STEAK  
WITH BUTTERMILK BISCUIT & RED EYE GRAVY  
\$20 PER PERSON

### **All American**

SLICED SEASONAL FRESH FRUIT  
FLUFFY SCRAMBLED EGGS  
HOME-FRIED POTATOES  
CHOICE OF GOLDEN FRENCH TOAST OR FLUFFY BUTTERMILK PANCAKES SERVED WITH MAPLE SYRUP  
ASSORTED BREAKFAST PASTRIES, MUFFINS & BISCUITS  
CHOICE OF 2 MEATS - THICK SMOKED BACON, SAUSAGE LINKS OR 5 OZ. BONE-IN HAM STEAK  
\$21 PER PERSON

Wyndham Garden Austin & Woodward Conference Center

## A la Carte

### Beverages

FRESHLY BREWED COFFEE	\$40 PER GALLON
FRESHLY BREWED DECAFFEINATED COFFEE	\$40 PER GALLON
ASSORTED TAZO® HOT TEAS	\$40 PER GALLON
STARBUCKS® COFFEE	\$47 PER GALLON
ASSORTED FRUIT JUICES (ORANGE, GRAPEFRUIT, CRANBERRY, APPLE)	\$23 PER QUART
ICED TEA	\$35 PER GALLON
CHILLED LEMONADE	\$35 PER GALLON
ASSORTED SOFT DRINKS	\$2.50 EACH
BOTTLED WATER (STILL OR SPARKLING)	\$2.50 EACH

### Breakfast

CHOICE OF ASSORTED BREAKFAST PASTRIES, MUFFINS OR CROISSANTS	\$30 PER DOZEN
BAGELS WITH CREAM CHEESE	\$32 PER DOZEN
ASSORTED GRANOLA OR ENERGY BARS	\$23 PER DOZEN
ASSORTED BREAKFAST TACOS (BACON, SAUSAGE, & POTATO)	\$36 PER DOZEN
HAM & CHEESE CROISSANTS	\$34 PER DOZEN
SLICED SEASONAL FRESH FRUIT	\$4 PER PERSON
WHOLE FRESH FRUIT	\$1.50 PER PIECE
INDIVIDUAL YOGURT	\$2 EACH

### Snacks

FRESHLY BAKED COOKIES	\$28 PER DOZEN
FUDGE BROWNIES	\$29 PER DOZEN
ASSORTED CANDY SELECTIONS	\$22 PER DOZEN
INDIVIDUAL BAGS OF CHIPS	\$3 PER BAG
TRI-COLORED TORTILLA CHIPS WITH HOUSE MADE SALSA	\$4 PER PERSON
TRI-COLORED TORTILLA CHIPS WITH CHILI CON QUESO	\$6 PER PERSON
GOURMET POTATO CHIPS WITH FRENCH ONION DIP	\$5 PER PERSON
SNACK MIX	\$4 PER PERSON
BUTTERY POPCORN	\$3 PER PERSON
PRETZELS BITES & MUSTARD	\$3 PER PERSON
MIXED NUTS	\$25 PER POUND

All pricing, with the exception of a Cash Bar, is subject to 21% service charge and applicable sales tax  
Menus and pricing are subject to change without notice

Updated 2/2016



Wyndham Garden Austin & Woodward Conference Center

## Theme Breaks

MINIMUM OF 15 GUESTS  
AVAILABLE FOR 45 MINUTES

### Ballpark

WARM PRETZEL BITES WITH DELI MUSTARD  
BUTTER POPCORN, GOURMET CHIPS & SALTED PEANUTS  
FRESHLY BAKED COOKIES  
ASSORTED SOFT DRINKS  
\$14 PER PERSON

### Happy Trails

CREATE YOUR OWN TRAIL MIX  
M&M'S, WASABI PEAS, RAISINS, CHEX MIX, PRETZELS, WHITE CHOCOLATE CHIPS, MIXED NUTS & DRIED CHERRIES  
BOTTLED SMOOTHIES  
\$12 PER PERSON

### Caliente

HOUSE MADE SALSA, GUACAMOLE, CHILI CON QUESO & TRI-COLORED TORTILLA CHIPS  
CHURROS  
ASSORTED SOFT DRINKS  
\$12 PER PERSON

### Cookie Jar

FRESHLY BAKED COOKIES  
CHILLED REGULAR & CHOCOLATE MILK  
FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE  
\$10 PER PERSON

### S'mores

ASSORTED GRAHAM CRACKERS, ASSORTED CHOCOLATE BARS, MARSHMALLOWS & PEANUT BUTTER  
BANANA IN VANILLA SYRUP & MACERATED STRAWBERRIES  
CHILLED REGULAR & CHOCOLATE MILK  
FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE  
\$12 PER PERSON

ALSO SEE RECEPTION PACKAGES FOR ADDITIONAL IDEAS

All pricing, with the exception of a Cash Bar, is subject to 21% service charge and applicable sales tax  
Menus and pricing are subject to change without notice

Updated 2/2016



Wyndham Garden Austin & Woodward Conference Center

## Light Luncheon Selections

LIGHT LUNCHEON SELECTIONS ARE SERVED BOXED OR PLATED WITH FRESHLY BAKED COOKIES OR FUDGE BROWNIES  
 ICED TEA, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE & A SELECTION OF TAZO® HOT TEAS  
 BOXED LUNCHES NOT AVAILABLE FOR MORE THAN 50 GUESTS TO SUPPORT OUR GREEN INITIATIVE  
 (ALTERNATIVE OPTIONS AVAILABLE)

### Deli Sandwiches

SERVED WITH GOURMET CHIPS, DILL PICKLE SPEAR, FRUIT GARNISH & CONDIMENTS  
 CHOICE OF 2 SANDWICHES  
 \$18 PER PERSON

**TURKEY:** DELI SLICED SMOKED TURKEY BREAST WITH SWISS CHEESE SERVED ON FOCACCIA BREAD

**ROAST BEEF:** DELI SLICED ROAST BEEF WITH CHEDDAR CHEESE SERVED ON FRENCH BREAD

**HAM:** DELI SLICED HONEY CURED HAM WITH AMERICAN CHEESE SERVED ON A CROISSANT

**CHICKEN SALAD:** DICED BREAST OF CHICKEN TOSSED WITH MAYONNAISE, CELERY, RED ONIONS & SEASONING SERVED ON WHOLE WHEAT BREAD

**VEGGIE:** GRILLED PORTOBELLO MUSHROOM, ROASTED RED PEPPER, LETTUCE, TOMATO & SPROUTS WITH BLUE CHEESE SERVED ON CIABATTA BREAD

### Wraps

SERVED WITH GOURMET CHIPS, DILL PICKLE SPEAR, FRUIT GARNISH & CONDIMENTS  
 CHOICE OF 2 WRAPS  
 \$18 PER PERSON

**CHICKEN CAESAR:** CHILLED SLICED GRILLED CHICKEN BREAST, ROMAINE LETTUCE, PARMESAN CHEESE TOSSED IN A CREAMY CAESAR DRESSING SERVED IN A SPINACH TORTILLA

**SOUTHWESTERN:** GRILLED CHICKEN BREAST, MIXED FIELD GREENS, BLACK BEANS, AVOCADO, AND ROASTED CORN TOSSED IN OUR HOUSE MADE CHIPOTLE RANCH DRESSING SERVED IN A JALAPENO CHEESE TORTILLA

**TURKEY:** SLICED SMOKED TURKEY, FIELD GREENS, SLICED TOMATOES, & SWISS CHEESE WITH HONEY MUSTARD DRESSING SERVED IN A SPINACH TORTILLA

**VEGGIE:** GRILLED PORTOBELLO MUSHROOM, ROASTED RED PEPPER, LETTUCE, TOMATO, SPROUTS WITH BLUE CHEESE & CREAMY HOMEMADE GARLIC HUMMUS SPREAD SERVED IN A WHOLE WHEAT TORTILLA

### Salads

SERVED WITH ASSORTED ROLLS & BUTTER  
 CHOICE OF 2 SALADS  
 \$18 PER PERSON

**CHICKEN CAESAR SALAD:** CHILLED SLICED GRILLED CHICKEN, ROMAINE LETTUCE, PARMESAN CHEESE & CROUTONS WITH CREAMY CAESAR DRESSING

**SOUTHWESTERN SALAD:** CHILLED SLICED GRILLED CHICKEN, ROMAINE LETTUCE, BLACK BEANS, AVOCADO, ROASTED CORN, DICED TOMATO, SHREDDED CHEDDAR & JACK CHEESES WITH CRISPY TORTILLA STRIPS & CHIPOTLE RANCH DRESSING

**CHEF SALAD:** DICED HAM & TURKEY, ROMAINE LETTUCE, SHREDDED CHEDDAR & JACK CHEESES, DICED HARD-BOILED EGG, BACON CRUMBLES, TOMATO WEDGES & CROUTONS WITH RANCH DRESSING

**TUNA SALAD:** HOUSE MADE TUNA SALAD OVER A BED OF SPRING MIX ACCOMPANIED WITH CHERRY TOMATO, CUCUMBER, HARD BOILED EGGS & CROUTONS SERVED WHITE BALSAMIC VINAIGRETTE

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Wyndham Garden Austin & Woodward Conference Center

## Plated Luncheon Selections

SELECT A SOUP OR SALAD, AN ENTREE & DESSERT TO COMPLETE YOUR THREE-COURSE LUNCHEON MENU  
SERVED WITH ASSORTED ROLLS & BUTTER, ICED TEA, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE  
& A SELECTION OF TAZO® HOT TEAS

### Soup Options

ROASTED POBLANO  
CORN CHOWDER  
TOMATO BASIL  
OLD FASHIONED CHICKEN NOODLE  
TRADITIONAL TORTILLA

### Salad Options

**HOUSE SALAD** SPRING MIX, CHERRY TOMATOES, CUCUMBERS & CARROTS WITH RANCH & WHITE BALSAMIC DRESSINGS  
**CAESAR SALAD** ROMAINE LETTUCE, PARMESAN CHEESE & CROUTONS WITH CREAMY CAESAR DRESSING  
**WEDGE SALAD** TOPPED WITH DICED TOMATO, BLUE CHEESE CRUMBLES & BACON BITS WITH RANCH DRESSING  
**TOMATO MOZZARELLA SALAD** SLICED TOMATO, BUFFALO MOZZARELLA & BABY GREENS DRIZZLED WITH BALSAMIC SYRUP

### Entrée Options

#### Lasagna

CHOICE OF VEGETABLE, MEAT OR THREE-CHEESE LASAGNA ATOP HOUSE MADE MARINARA  
WITH GARLIC BREAD  
\$21 PER PERSON

#### Roasted Salmon

DILL SCENTED & ROASTED SALMON WITH LEMON CAPER CREAM SAUCE, SPINACH RISOTTO & BUTTERED BABY CARROTS  
\$23 PER PERSON

#### Chicken Veracruz

CUMIN DUSTED 6 OZ. CHICKEN BREAST OVER POBLANO RICE PILAF, ROASTED BELL PEPPERS & ONIONS  
TOPPED WITH HOUSE MADE SALSA RANCHERO, MONTERREY JACK & CHEDDAR CHEESES, AVOCADO & BLACK BEAN CORN RELISH  
\$23 PER PERSON

#### Lemon Basil Chicken

6 OZ. LEMON & BASIL CHICKEN BREAST, LEMON PESTO CREAM SAUCE WITH RICE PILAF & ASPARAGUS  
\$22 PER PERSON

#### Bacon Wrapped Pork Tenderloin

BOURBON GLAZED 5 OZ. BACON WRAPPED PORK TENDERLOIN WITH ROASTED SWEET POTATOES & BUTTERED BROCCOLINI  
\$23 PER PERSON

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**Texas Barbecue**

6 OZ. BEEF BRISKET AND SMOKED SAUSAGE WITH BORRACHO BEANS & GERMAN POTATO SALAD  
\$24 PER PERSON

**NY Strip**

GRILLED 8 OZ. NY STRIP, BUTTERMILK WHIPPED POTATOES, ROASTED BROCCOLI & OVEN DRIED TOMATO  
WITH SHINER BOCK DEMI-GLACE  
\$25 PER PERSON

**Grilled Flat Iron Steak**

6 OZ. GRILLED FLAT IRON STEAK, CUMIN DUSTED POTATOES, ROASTED CORN & BLACK BEAN RELISH, CHIMICHURRI SAUCE  
\$23 PER PERSON

**Dessert Options**

CHOCOLATE CAKE  
BANANA MOUSSE  
CHOCOLATE CUSTARD  
BERRIES & CREAM

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## Buffet Luncheon Selections

A \$35 CHARGE WILL BE ASSESSED ON MEALS SERVED FOR LESS THAN 25 GUESTS

BUFFET LUNCHEON SELECTIONS ARE SERVED WITH ICED TEA, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE  
& A SELECTION OF TAZO® HOT TEAS  
AVAILABLE FOR 1 HOUR

### Baked Potato, Soup & Salad

HOUSE SALAD WITH RANCH, ITALIAN, HONEY MUSTARD & BALSAMIC DRESSINGS

CAESAR SALAD

PASTA SALAD

BAKED POTATOES WITH THE FOLLOWING ACCOMPANIMENTS:

WHIPPED BUTTER, CHEDDAR & JACK CHEESES, GREEN ONIONS, THICK CUT BACON BITS, SOUR CREAM, JALAPENOS  
& HOUSE MADE SALSA

CHOICE OF 1 OF THE FOLLOWING HOUSE MADE SOUPS:

ROASTED POBLANO, CORN CHOWDER, TOMATO BASIL, OLD FASHIONED CHICKEN NOODLE OR TRADITIONAL TORTILLA

SERVED WITH ASSORTED ROLLS & BUTTER

FRESHLY BAKED COOKIES & FUDGE BROWNIES

\$20 PER PERSON

### Deli Counter

DELI SLICED HONEY CURED HAM, SMOKED TURKEY BREAST & ROAST BEEF

LEAF LETTUCE, SLICED TOMATOES, PICKLE SPEARS & ASSORTED SLICED CHEESES

SERVED WITH ASSORTED BREADS & SANDWICH ROLLS

CHOICE OF PASTA SALAD OR POTATO SALAD

GOURMET POTATO CHIPS

MAYONNAISE & MUSTARD

FRESHLY BAKED COOKIES & FUDGE BROWNIES

\$21 PER PERSON

### Taco Bar

SHREDDED CHICKEN & PICADILLO

GUACAMOLE, SALSA ROJO, SALSA VERDE & PICO DE GALLO

SOUR CREAM, PICKLED JALAPENOS, SHREDDED LETTUCE, DICED TOMATOES, DICED ONIONS, CHOPPED CILANTRO

& SHREDDED CHEDDAR CHEESE

REFRIED BLACK BEANS

CORN & BLACK BEAN SALAD

SERVED WITH FLOUR & CORN TORTILLAS

CHURROS

\$22 PER PERSON

(CONTINUED ON NEXT PAGE)

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## Wyndham Garden Austin & Woodward Conference Center

### Italian

CAESAR SALAD  
 CHOICE OF 2 PASTAS: PENNE, BOWTIE OR FETTUCCINI  
 CHOICE OF 2 SAUCES: BOLOGNESE, MARINARA OR ALFREDO  
 MARINATED & GRILLED CHICKEN BREASTS  
 SEASONAL FRESH VEGETABLES  
 SERVED WITH GARLIC BREAD  
 VANILLA CREAM-FILLED CANNOLI'S  
 \$22 PER PERSON

### Gourmet Burger Bar

8 OZ. GRILLED ANGUS BEEF PATTIES  
 SERVED WITH ASSORTED GOURMET BUNS  
 LEAF LETTUCE, SLICED TOMATOES, SLICED PICKLES & ONIONS, JALAPENOS, GRILLED ONIONS & PEPPERS,  
 SAUTÉED MUSHROOMS, THICK CUT BACON & ASSORTED SLICED CHEESES  
 CHOICE OF POTATO SALAD OR PASTA SALAD  
 GOURMET POTATO CHIPS  
 MUSTARD, KETCHUP & MAYONNAISE  
 FRESHLY BAKED COOKIES & FUDGE BROWNIES  
 \$24 PER PERSON

### Fajita

GRILLED BEEF & CHICKEN FAJITAS WITH PEPPERS & ONIONS  
 SPANISH RICE & BORRACHO BEANS  
 SERVED WITH WARM FLOUR TORTILLAS  
 SHREDDED CHEDDAR CHEESE, SOUR CREAM, PICO DE GALLO, HOUSE MADE SALSA & GUACAMOLE  
 CHILI CON QUESO & TRI-COLORED TORTILLA CHIPS  
 CHURROS  
 \$24 PER PERSON



Wyndham Garden Austin & Woodward Conference Center

## Platters & Displays

### Seasonal Fresh Fruit

SLICED SEASONAL FRESH FRUIT DISPLAY SERVED WITH YOGURT DIPPING SAUCE

SMALL DISPLAY (SERVES 25 GUESTS) \$125  
 MEDIUM DISPLAY (SERVES 50 GUESTS) \$225  
 LARGE DISPLAY (SERVES 75 GUESTS) \$300

### Cheese Board

DISPLAY OF ASSORTED SELECT CHEESES & FRUIT GARNISH

SERVED WITH CROSTINI & CRACKERS

SMALL DISPLAY (SERVES 25 GUESTS) \$160  
 MEDIUM DISPLAY (SERVES 50 GUESTS) \$300  
 LARGE DISPLAY (SERVES 75 GUESTS) \$450

### Antipasto Display

SALAMI, PROSCIUTTO, MARINATED QUEEN OLIVES, KALAMATA OLIVES, PEPPERONCINI,  
 BALSAMIC MARINATED MUSHROOMS, FETA CHEESE & MOZZARELLA CHEESE

SMALL DISPLAY (SERVES 25 GUESTS) \$125  
 MEDIUM DISPLAY (SERVES 50 GUESTS) \$230  
 LARGE DISPLAY (SERVES 75 GUESTS) \$330

### Vegetable Crudités

AN ASSORTMENT OF FRESH CARROTS, CELERY, BROCCOLI & MARINATED MUSHROOMS  
 GARNISHED WITH OLIVES & CHERRY TOMATOES SERVED WITH HUMMUS & RANCH DRESSING

SERVED WITH CROSTINI & CRACKERS

SMALL DISPLAY (SERVES 25 GUESTS) \$100  
 MEDIUM DISPLAY (SERVES 50 GUESTS) \$180  
 LARGE DISPLAY (SERVES 75 GUESTS) \$260

### Spinach Artichoke Dip

CREAMY SPINACH, ARTICHOKE HEARTS, ROASTED GARLIC, ONIONS, CREAM CHEESE & PARMESAN CHEESE

SERVED WARM WITH CRISP PITA CHIPS

SMALL DISPLAY (SERVES 25 GUESTS) \$175  
 MEDIUM DISPLAY (SERVES 50 GUESTS) \$325  
 LARGE DISPLAY (SERVES 100 GUESTS) \$600

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## Hot Hors d'oeuvres (per 50 pieces)

### **Spanakopita**

SPINACH & FETA IN PHYLLO TRIANGLES

\$100

### **Assorted Empanadas**

CHICKEN & BEEF EMPANADAS SERVED WITH HOUSE MADE SALSA

\$150

### **Spinach Stuffed Mushrooms**

SPINACH STUFFED MUSHROOMS

\$110

### **Assorted Miniature Quiche**

SPINACH, SAUSAGE, HAM & CHEESE

\$135

### **Pot Stickers**

SERVED WITH GINGER SOY DIPPING SAUCE

\$100

### **Coconut Shrimp**

SHRIMP COATED IN COCONUT FLAKES & DEEP FRIED

\$150

### **Sausage Stuffed Mushrooms**

SAUSAGE STUFFED MUSHROOMS

\$125

### **Buffalo Chicken Tenders**

SERVED WITH BLUE CHEESE DIP

\$100

### **Crab Cakes**

MINIATURE CRAB CAKES SERVED WITH REMOULADE

\$175

### **Crab Stuffed Mushrooms**

CRAB STUFFED MUSHROOMS

\$160

### **Jalapeño Poppers**

JALAPENOS STUFFED WITH CREAM CHEESE & DEEP FRIED

\$95

### **Buffalo Wings**

SERVED WITH BLUE CHEESE

\$125

### **Spicy Thai Beef Satay**

SWEET CHILI & GARLIC SAUCE

\$130

### **BBQ Meatballs**

MEATBALLS COATED IN BBQ SAUCE

\$100

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## Cold Hors d'oeuvres (per 50 pieces)

### **Prosciutto Wrapped Asparagus**

GRILLED & MARINATED ASPARAGUS WRAPPED IN PROSCIUTTO & HERBED CREAM CHEESE

\$100

### **Cocktail Shrimp**

ICED JUMBO SHRIMP & COCKTAIL SAUCE

\$150

### **Bruschetta**

TOMATO & MOZZARELLA ATOP A GARLIC CROSTINI DRIZZLED WITH BALSAMIC GLAZE

\$75

### **Tea Sandwiches**

TURKEY & BOURSIN, CUCUMBER MINT, TUNA & PICKLED RED ONION

\$85

### **Boursin Filled Potato**

ROASTED RED POTATO WITH HERBED BOURSIN & FRIED PROSCIUTTO

\$90

### **Antipasto Brochette**

CILIEGINI MOZZARELLA CHERRY TOMATO, KALAMATA OLIVE MARINATED IN BASIL PESTO

\$110

### **Sesame Seared Ahi Tuna**

ATOP A CRISPY WONTON TOPPED WITH SEAWEED SALAD & WASABI MAYO

\$120

### **NY Strip Brochette**

SKEWERED NY STRIP WITH BELL PEPPERS & ONION

\$140

### **Peppered Beef Tenderloin**

PEPPERED SEARED BEEF TENDERLOIN WITH HORSE RADISH CREAMED CHEESE ON ROASTED POTATO ROUND TOPPED  
WITH PICKLED RED ONION

\$150

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## Carving Stations

CHEF ATTENDANT REQUIRED (1 ATTENDANT PER 50 GUESTS)

CARVING STATIONS MUST BE ORDERED IN COMBINATION WITH RECEPTION PACKAGE OR PLATED/BUFFET SELECTION  
SERVED WITH SILVER DOLLAR ROLLS

### Prime Rib

(SERVES 40)

OVEN ROASTED TOP ROUND OF BEEF SERVED WITH CREAMY HORSERADISH SAUCE & AU JUS

\$300 PER EACH

### Pork Loin

(SERVES 35)

ROASTED PORK LOIN SERVED WITH APPLE CHUTNEY & GRAIN MUSTARD

\$175 PER EACH

### Breast of Turkey

(SERVES 30)

SLOW ROASTED BREAST OF TURKEY SERVED WITH CRANBERRY SAUCE, ROSEMARY AIOLI & TRADITIONAL BROWN GRAVY

\$165 PER EACH

### Brown Sugar Glazed Ham

(SERVES 30)

BROWN SUGAR GLAZED HAM WITH DIJON MUSTARD & ROASTED PINEAPPLE CHUTNEY

\$170 PER EACH

### Roast Tenderloin of Beef

(SERVES 15)

RUBBED WITH GARLIC, BLACK PEPPER AND SALT, SEARED OVER A HOT FLAME THEN SLOW ROASTED TO MEDIUM RARE

SERVED WITH DEMI-GLACE & DIJON MUSTARD

\$200 PER EACH

### Barbequed Beef Brisket

(SERVES 30)

SERVED WITH CHIPOTLE BBQ SAUCE & COLESLAW

\$185 PER EACH

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## Reception Stations

MINIMUM OF 25 GUESTS

AVAILABLE FOR 1 HOUR

RECEPTION STATIONS ARE DESIGNED TO BE PAIRED WITH A RECEPTION PACKAGE & HOT OR COLD HORS D'OEUVRES  
CHEF ATTENDANT REQUIRED (1 ATTENDANT PER 50 GUESTS)

### Mashed Potato Martini Bar

BUTTERMILK MASHED POTATOES SERVED WITH THE FOLLOWING TOPPINGS:

THICK CUT BACON BITS, OVEN-DRIED TOMATOES, SCALLIONS, SOUR CREAM, CHEDDAR CHEESE, BLUE CHEESE CRUMBLES. PICKLED  
RED ONION, PESTO SAUCE, COUNTRY GRAVY & SRIRACHA SAUCE

\$8 PER PERSON

SUGGESTED PAIRING: THE EXECUTIVE RECEPTION PACKAGE

### Avocado Station

FRESH AVOCADO QUARTERS SERVED WITH THE FOLLOWING TOPPINGS:

SEAFOOD SALAD, CHICKEN SALAD, HOUSE MADE SALSA, SOUR CREAM, SHREDDED CHEDDAR & JACK CHEESES,  
THICK CUT BACON BITS, GREEN ONIONS & PICO DE GALLO

\$9 PER PERSON

SUGGESTED PAIRING: SOUTH OF THE BORDER RECEPTION PACKAGE

### Pasta Station

BOWTIE, PENNE OR FETTUCCINI PASTA SAUTÉED TO ORDER WITH MARINARA & ALFREDO SAUCE

SERVED WITH THE FOLLOWING INGREDIENTS: SLICED MUSHROOMS, MINCED GARLIC, DICED ONIONS, GRILLED CHICKEN,  
BLACK OLIVES, SPINACH, SUN-DRIED TOMATOES, PARMESAN CHEESE & CRUSHED RED PEPPER FLAKES

\$10 PER PERSON

SUGGESTED PAIRING: THE TASTE OF ITALY RECEPTION PACKAGE

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## Reception Packages

MINIMUM OF 25 GUESTS

AVAILABLE FOR 1 HOUR

### South of the Border

HOUSE MADE SALSA, GUACAMOLE & CHILI CON QUESO WITH TRI-COLORED TORTILLA CHIPS

BEEF, ROASTED BELL PEPPER & REFRIED BLACK BEAN TOSTADAS

CHEESE QUESADILLAS

STUFFED JALAPENOS

\$14 PER PERSON

### The Tailgater

WARM PRETZEL BITES WITH DELI MUSTARD

BUILD YOUR OWN NACHO BAR

BUFFALO WINGS WITH BLUE CHEESE, CELERY & CARROTS

MINI BURGERS TOPPED WITH OVEN-DRIED TOMATO & CARAMELIZED ONION

\$15 PER PERSON

### The Asian

POT STICKERS

AHI TUNA ON A FRIED WONTON WITH WASABI MAYO

CHICKEN SATAY WITH PEANUT DIPPING SAUCE

EGG ROLLS WITH SWEET CHILI SAUCE

\$16 PER PERSON

### The Taste of Italy

ANTIPASTO PLATTER

BRUSCHETTA

RICOTTA & SPINACH FRITTERS WITH MARINARA

MINI MUFFALETTAS

\$16 PER PERSON

### The Austinite

SMOKED BLACK BEAN HUMMUS WITH PITA CHIPS

TEXAS SHRIMP COCKTAIL SHOOTERS

BROWN SUGAR GLAZED BACON TOPPED WITH PEPPERED GOAT CHEESE

SLOW ROASTED PULLED PORK ON HERB CRUSTED CROSTINI TOPPED WITH PICKLED RED ONION

\$18 PER PERSON

### The Executive

CHEESE DISPLAY WITH CROSTINI'S

SHRIMP COCKTAIL

CRAB CAKES WITH REMOULADE

SPINACH STUFFED MUSHROOMS

\$19 PER PERSON

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## Plated Dinner Selections

SERVED WITH ASSORTED ROLLS & BUTTER, ICED TEA, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE  
& A SELECTION OF TAZO® HOT TEAS

### Almond Lemon Herb Salmon

**MIXED FIELD GREEN SALAD** MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY  
TOMATOES SERVED WITH RANCH & WHITE BALSAMIC DRESSINGS

**ROASTED SALMON** WITH AN ALMOND LEMON HERB CRUST, SERVED WITH CREAMED SPINACH & ROASTED FINGERLING POTATOES

**PANNA COTTA** WITH LEMON GELEE

\$33 PER PERSON

### Signature Grilled Chicken

**WEDGE SALAD** TOPPED WITH DICED TOMATO, BLUE CHEESE CRUMBLES & BACON BITS SERVED WITH RANCH DRESSING

**HERB GRILLED CHICKEN BREAST** ATOP MUSHROOM RICE PILAF, SERVED WITH ROASTED VEGETABLE MEDLEY & TOPPED  
WITH LEMON CAPER CREAM SAUCE

**CHOCOLATE CAKE** COATED WITH GANACHE & SERVED WITH MACERATED BERRIES

\$29 PER PERSON

### Stuffed Chicken

**MIXED FIELD GREEN SALAD** MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY  
TOMATOES SERVED WITH RANCH & WHITE BALSAMIC DRESSINGS

8 OZ. CHICKEN BREAST STUFFED WITH APPLE, GOAT CHEESE & DRIZZLED WITH HONEY CITRUS GASTRIQUE  
SERVED WITH ROASTED VEGETABLES & WILD RICE

**CHEESECAKE** WITH WHIPPED CREAM & MACERATED BERRIES

\$34 PER PERSON

### Texas Rib Eye

**WEDGE SALAD** TOPPED WITH DICED TOMATO, BLUE CHEESE CRUMBLES & BACON BITS WITH RANCH DRESSING

**10 OZ. RIB EYE** (COOKED MEDIUM) SERVED WITH A TWICE BAKED POTATO & BROCCOLINI  
WITH CARAMELIZED ONION DEMI-GLACE

**CHOCOLATE CAKE** COATED WITH GANACHE & SERVED WITH MACERATED BERRIES

\$38 PER PERSON

### Filet

**MIXED FIELD GREEN SALAD** MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY  
TOMATOES SERVED WITH RANCH & WHITE BALSAMIC DRESSINGS

**8 OZ. FILET** GRILLED BEEF TENDERLOIN WITH MUSHROOM DEMI-GLACE SERVED WITH POTATO GALETTE & ASPARAGUS

**CHEESECAKE** WITH WHIPPED CREAM & MACERATED BERRIES

\$40 PER PERSON

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**New York Strip**

**HOUSE SALAD** ICEBERG LETTUCE, TOMATO WEDGES, CUCUMBERS & CARROTS SERVED WITH RANCH & WHITE BALSAMIC DRESSINGS  
**10 OZ. GRILLED NEW YORK STRIP STEAK** TOPPED WITH FRIED ONIONS WITH A PEPPER DEMI-GLACE  
SERVED WITH ROASTED FINGERLING POTATOES & BROWN SUGAR ROASTED BABY CARROTS  
**CHOCOLATE CAKE** COATED WITH GANACHE & SERVED WITH MACERATED BERRIES  
\$36 PER PERSON

**Filet & Shrimp**

**CAESAR SALAD** ROMAINE LETTUCE, PARMESAN CHEESE & CROUTONS SERVED WITH CREAMY CAESAR DRESSING  
**FILET & SHRIMP** 6 OZ. PEPPER CRUSTED FILET SERVED WITH 3 JUMBO SHRIMP, TWICE-BAKED POTATO, CHARRED ASPARAGUS  
& RED WINE DEMI-GLACE  
**CRÈME BRULÉ** WITH BISCOTTI  
\$45 PER PERSON

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## Buffet Dinner Selections

A \$35 CHARGE WILL BE ASSESSED ON MEALS SERVED FOR LESS THAN 25 GUESTS  
 BUFFET DINNER SELECTIONS ARE SERVED WITH ICED TEA, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE  
 & A SELECTION OF TAZO® HOT TEAS  
 AVAILABLE FOR 1 HOUR

### The Honky-Tonk

WEDGE SALAD TOPPED WITH DICED TOMATO, BLUE CHEESE CRUMBLES & BACON BITS  
 SERVED WITH RANCH DRESSING

#### CHOICE OF 2 ENTREES

HOUSE MADE MEATLOAF WITH BROWN GRAVY

HOME FRIED CHICKEN

SOUTHERN GRILLED PORK CHOPS

COUNTRY MACARONI & CHEESE, CREAMY MASHED POTATOES, GREEN BEANS

BASKET OF ASSORTED ROLLS & BUTTER

MINI APPLE PIES WITH CRUMB TOPPING

\$37 PER PERSON FOR 2 ENTREES

\$39 PER PERSON FOR 3 ENTREES

### Capitol Buffet

MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES  
 SERVED WITH RANCH & WHITE BALSAMIC DRESSINGS

#### CHOICE OF 2 ENTREES

PEPPER SEARED MEDALLIONS OF BEEF TENDERLOIN IN RED WINE DEMI-GLACE

ROASTED CHICKEN BREAST WITH THYME-DUSTED MUSHROOM CREAM

LEMON HERB CRUSTED SALMON WITH LEMON CREAM SAUCE

WILD RICE PILAF, GARLIC MASHED POTATOES, SEASONAL FRESH VEGETABLES

BASKET OF ASSORTED ROLLS & BUTTER

CHEESECAKE WITH WHIPPED CREAM & MACERATED BERRIES

\$42 PER PERSON FOR 2 ENTREES

\$45 PER PERSON FOR 3 ENTREES

### Pasta Buffet

CAESAR SALAD ROMAINE LETTUCE, PARMESAN CHEESE & CROUTONS

SERVED WITH CREAMY CAESAR DRESSING

CHOICE OF 2 PASTAS: PENNE, BOWTIE OR FETTUCCINI

CHOICE OF 2 SAUCES: BOLOGNESE, MARINARA OR ALFREDO

GRILLED CHICKEN BREASTS & ITALIAN SAUSAGE

SEASONAL FRESH VEGETABLES

BASKET OF GARLIC BREADSTICKS

CINNAMON-APPLE CROSTATAS

\$30 PER PERSON

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**Spanish Fiesta**

CORN & BLACK BEAN SALAD  
TORTILLA SOUP WITH SOUR CREAM & TORTILLA STRIP GARNISH  
GRILLED BEEF & CHICKEN FAJITAS WITH PEPPERS & ONIONS  
CHEESE ENCHILADAS  
SPANISH RICE & BORRACHO BEANS  
WARM FLOUR TORTILLAS  
SHREDDED CHEDDAR CHEESE, SOUR CREAM, PICO DE GALLO  
HOUSE MADE SALSA, GUACAMOLE & CHILI CON QUESO WITH TRI-COLORED TORTILLA CHIPS  
CHURROS& FLAN  
\$32 PER PERSON

**Texas Barbecue**

MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES  
SERVED WITH RANCH & ITALIAN DRESSINGS  
CHOICE OF 2 MEATS: BARBECUE CHICKEN, BEEF BRISKET, SMOKED SAUSAGE OR SMOKED PORK RIBS  
CREAMED CORN, BARBECUE BAKED BEANS, TRADITIONAL COLESLAW & MUSTARD POTATO SALAD  
BASKET OF FRESHLY BAKED JALAPENO CORNBREAD MUFFINS & HONEY BUTTER  
HOT FRUIT COBBLER WITH WHIPPED CREAM & FRESH BERRIES  
\$33 PER PERSON FOR 2 ENTREES  
\$35 PER PERSON FOR 3 ENTREES



Wyndham Garden Austin & Woodward Conference Center

## Custom Dinner Buffet

SELECT A SOUP OR SALAD, TWO ENTREES, THREE SIDES & ONE DESSERT TO COMPLETE YOUR CUSTOM DINNER BUFFET  
SERVED WITH ASSORTED ROLLS & BUTTER, ICED TEA, FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE, AND SELECTION OF  
TAZO® HOT TEAS

### Soup Options

ROASTED POBLANO  
CORN CHOWDER  
TOMATO BASIL  
OLD FASHIONED CHICKEN NOODLE  
TRADITIONAL TORTILLA

### Salad Options

**HOUSE SALAD** MIXED FIELD GREENS, CHERRY TOMATOES, CUCUMBERS & CARROTS WITH RANCH & WHITE BALSAMIC DRESSINGS

**CAESAR SALAD** ROMAINE LETTUCE, PARMESAN CHEESE & CROUTONS WITH CREAMY CAESAR DRESSING

**WEDGE SALAD** TOPPED WITH DICED TOMATO, BLUE CHEESE CRUMBLES & BACON BITS WITH RANCH DRESSING

**TOMATO MOZZARELLA SALAD** SLICED TOMATO, BUFFALO MOZZARELLA & BABY GREENS DRIZZLED WITH BALSAMIC SYRUP

### Entrée Options

HONEY GLAZED PORK CHOP  
BLACKENED TILAPIA WITH CREOLE TOMATO SAUCE  
PAN SEARED SALMON WITH LEMON CAPER CREAM  
GRILLED CHICKEN WITH CHICKEN AU JUS  
BROWN SUGAR GLAZED CHICKEN QUARTERS  
HOUSE MADE MEATLOAF WITH BROWN GRAVY  
BRISKET WITH BBQ SAUCE

### Side Options

STEAMED BROCCOLI & OVEN-ROASTED TOMATO  
GRILLED VEGETABLE MEDLEY  
CREAMED CORN  
GREEN BEAN ALMANDINE  
RICE PILAF  
WILD RICE  
BAKED BEANS  
ROASTED POTATOES  
GARLIC MASHED POTATOES  
BAKED POTATOES  
COUNTRY MACARONI & CHEESE

### Dessert Options

CHEESECAKE  
CHOCOLATE CAKE  
PECAN PIE  
BANANA MOUSSE  
BERRIES & CREAM  
APPLE COBBLER

\$37 PER PERSON

All pricing, with the exception of a Cash Bar, is subject to 21% service charge and applicable sales tax  
Menus and pricing are subject to change without notice

Updated 2/2016



## Wyndham Garden Austin &amp; Woodward Conference Center

**Beverage Service**

Minimums may apply. Please inquire per package.

**Beer & Wine Package** HOUSE WINE, DOMESTIC, PREMIUM & IMPORTED BEER, ASSORTED SOFT DRINKS

FIRST HOUR	\$10 PER PERSON
EACH ADDITIONAL HOUR	\$5.50 PER PERSON PER HOUR

**Select Package** SELECT LIQUOR, HOUSE WINE, DOMESTIC, PREMIUM & IMPORTED BEER, ASSORTED SOFT DRINKS

FIRST HOUR	\$12 PER PERSON
EACH ADDITIONAL HOUR	\$6 PER PERSON PER HOUR

**Premium Package** PREMIUM LIQUOR, HOUSE WINE, DOMESTIC, PREMIUM & IMPORTED BEER, ASSORTED SOFT DRINKS

FIRST HOUR	\$15 PER PERSON
EACH ADDITIONAL HOUR	\$6.50 PER PERSON PER HOUR

**Dinner Wine Service** HOUSE WINE TABLE SERVICE FOR GUESTS BEGINNING WITH FIRST COURSE THROUGH ENTRÉE COURSE  
\$7.75 PER PERSON**Hosted or Cash Bar**

PREMIUM LIQUOR	\$7 PER DRINK	IMPORTED/PREMIUM BEER	\$6.00 PER BOTTLE
SELECT LIQUOR	\$6 PER DRINK	DOMESTIC BEER	\$5.00 PER BOTTLE
HOUSE WINE	\$6 PER GLASS	SOFT DRINKS	\$2.75 EACH

**Additional Beverages**

HOUSE WINE OR CHAMPAGNE BY THE BOTTLE	\$24 PER BOTTLE
MARGARITAS ON THE ROCKS	\$400 FOR 100 MARGARITAS (100 DRINK MINIMUM)
KEG OF DOMESTIC BEER	\$325 PER KEG
KEG OF IMPORTED/PREMIUM BEER /CRAFT BEER	\$375 PER KEG
NON-ALCOHOLIC FRUIT PUNCH OR LEMONADE	\$32 PER GALLON
CHAMPAGNE OR SPARKLING CIDER TOAST	\$3 PER PERSON

PREMIUM LIQUOR: CROWN WHISKEY, CAPTAIN MORGAN RUM, 1800 REPOSADO TEQUILA, CHIVAS SCOTCH, BOMBAY SAFIRE GIN, GREY GOOSE VODKA, TITO'S VODKASELECT LIQUOR: JACK DANIELS WHISKEY, CRUZAN SILVER RUM, SAUZA GOLD TEQUILA, JOHNNY WALKER RED LABEL SCOTCH, BEEFEATER GIN, SMIRNOFF VODKAIMPORTED/PREMIUM BEER: CORONA, DOS XX, SHINER BOCK, AUSTIN EAST CIDERDOMESTIC BEER: BUD LIGHT, MILLER LITE, COORS LIGHT, LONE STARHOUSE WINE: SYCAMORE LANE CABERNET, SYCAMORE LANE CHARDONNAY, SYCAMORE LANE WHITE ZINFANDELSODAS: COKE, DIET COKE, SPRITE, SPRITE ZERO, DR. PEPPER, DIET DR. PEPPER

A BARTENDER FEE OF \$100 PER BARTENDER (5 HOUR BAR SERVICE) APPLIES TO ALL BARS

CASH BARS ALSO REQUIRE A CASHIER FEE OF \$100 PER CASHIER (5 HOUR BAR SERVICE)

All pricing, with the exception of a Cash Bar, is subject to 21% service charge and applicable sales tax  
Menus and pricing are subject to change without notice

Updated 2/2016





Wyndham Garden Austin & Woodward Conference Center

## Audio Visual Equipment

### Ballroom Packages

LCD PROJECTION PACKAGE: INCLUDES A XGA 2000 LUMEN LCD PROJECTOR, 10' TRIPOD SCREEN & SKIRTED A/V TABLE WITH POWER CORDS

\$475 EACH PER DAY

LCD SUPPORT PACKAGE: INCLUDES 10' TRIPOD SCREEN & SKIRTED A/V TABLE WITH POWER CORDS

\$150 EACH PER DAY

MEETING PRESENTATION AUDIO PACKAGE: INCLUDES WIRELESS MICROPHONE, MIXER & RAPCO

\$200 EACH PER DAY

### Meeting Room Packages

CAPITOL BOARDROOM PROJECTION PACKAGE: BUILT-IN SYSTEM INCLUDES BUILT-IN DIGITAL PROJECTOR & SCREEN

\$50 PER DAY

EXECUTIVE LEARNING CENTER PROJECTION PACKAGE: BUILT-IN SYSTEM INCLUDES BUILT-IN 4000 LUMEN LCD PROJECTOR & SCREEN

\$100 PER DAY

EXECUTIVE LEARNING CENTER A/V PACKAGE: BUILT-IN SYSTEM INCLUDES 4000 LUMEN LCD PROJECTOR, SCREEN, HOUSE SOUND, MIXER WITH DIGITAL CONTROLS, VGA AND HDMI CONNECTION, BLU-RAY DVD PLAYER WITH INTERNET TV & WI-FI & CABLE TV ACCESS

\$300 PER DAY

LCD PROJECTION PACKAGE: INCLUDES A XGA 2000 LUMEN LCD PROJECTOR, 8' TRIPOD SCREEN & SKIRTED A/V TABLE WITH POWER CORDS

\$425 EACH PER DAY

LCD SUPPORT PACKAGE: INCLUDES 8' TRIPOD SCREEN & SKIRTED A/V TABLE WITH POWER CORDS

\$75 EACH PER DAY

### Visual Presentation

XGA 2000 LUMEN LCD PROJECTOR	\$350 EACH PER DAY
37" HD FLAT SCREEN TV	\$150 EACH PER DAY
BLU-RAY DVD PLAYER	\$50 EACH PER DAY
TRIPOD SCREEN (8' X 8')	\$55 EACH PER DAY
FAST FOLD SCREEN (10' X 7.5') WITH DRESS KIT	\$125 EACH PER DAY
VGA DA (SPLITTER)	\$40 EACH PER DAY

### Audio Presentation

WIRED MICROPHONE (PODIUM, TABLETOP OR FLOOR)	\$45 EACH PER DAY
WIRELESS MICROPHONE (HANDHELD OR LAVALIERE)	\$135 EACH PER DAY
4 CHANNEL MIXER	\$50 EACH PER DAY
16 CHANNEL MIXER	\$100 EACH PER DAY
HOUSE SOUND PATCH	\$50 EACH PER DAY
RAPCO AUDIO INTERFACE CABLE (CONNECTS LAPTOP/IPOD TO HOUSE SOUND)	\$30 EACH PER DAY

### Meeting Support

VPN ETHERNET FIREWALL (DEDICATED 4MBPS)	\$100 EACH PER DAY
SPIDER CONFERENCE PHONE	\$75 EACH PER DAY
FLIPCHART WITH MARKERS	\$30 EACH PER DAY
SELF-STICKY FLIPCHART WITH MARKERS	\$40 EACH PER DAY
ADDITIONAL PAPER PADS	\$10 EACH
DRY ERASE BOARD WITH MARKERS	\$30 EACH PER DAY
TRIPOD SIGN EASEL	\$10 EACH PER DAY
SPEAKER TIMER	\$35 EACH PER DAY
POWER STRIP AND EXTENSION CORD	\$20 EACH PER DAY

All pricing is subject to 21% service charge and applicable sales tax  
Menus and pricing are subject to change without notice

Updated 5/2015



Wyndham Garden Austin & Woodward Conference Center

## City of Austin Audio Visual Equipment Includes 21% Discount and Service Fees

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**CITY OF AUSTIN PURCHASING OFFICE  
EXCEPTIONS**

**Solicitation Number: SMB0103**

The City will presume that the Offeror is in agreement with all sections of the solicitation unless the Offeror takes specific exception as indicated below. The City, at its sole discretion, may negotiate exceptions to the sections contained in the solicitation documents or the City may deem the Offer non-responsive. The Offeror that is awarded the contract shall sign the contract with the accepted or negotiated sections.

Place this attachment in Tab F of your Offer. Copies of this form may be utilized if additional pages are needed.

☒ Accepted as written.

☐ Not accepted as written. See below:

**Indicate:**

- ☐ 0300 Standard Purchase Terms & Conditions  
☐ 0400 Supplemental Purchase Provisions  
☐ 0500 Scope of Work

**Page Number**

**Section Number**

**Section Description**

**Alternative Language:**

**Justification:**

## Pricing Form

RFP SMB0103 - Meeting Facilities and Related Services

**Vendor:** Wyndham Garden Hotel Austin & Woodward Conference Center

FACILITY RENTAL ONLY			
Item	Description	Room Name/Description	Extended Price
1	Small Conventional Meeting Space (Non-Hotel/Motel)		
2	Large Conventional Meeting Space (Non-Hotel/Motel)		
3	Small Unconventional Meeting Space		
4	Large Unconventional Meeting Space		
5	Small Hotel/Motel Meeting Space	Blanco Room, 480 Square feet ideal for events up to 30 in theater seating but ideal for up to 18 people conference	\$225.00
6	Large Hotel/Motel Meeting Space	Lady Bird Lake Ballroom 2016 square feet ideal for events up to 100 in classroom or rounds of 10 or Theater for 170	\$1,150.00

☐ Check here if pricing structure is based solely on a food and beverage minimum (or other service minimum).

### MEETING FACILITY DEFINITIONS:

**Conventional Meeting Space (Non-Hotel/Motel)** - Traditional meeting venues such as conference halls or conference rooms.

**Unconventional Meeting Space (non-Hotel/Motel)** - Venues such as lounges, restaurants, decks, art galleries, warehouses, botanical gardens, etc.

**Hotel/Motel Meeting Space** - Venues in which the meeting space or banquet room is located within a hotel or motel.

**Small Venue** - Any space 859 square feet or smaller, or for approximately 10-50 individuals.

**Large Venue** - Any space 860 square feet or larger, or for approximately 50 or more individuals.

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 30<sup>th</sup> day of March, 2017

CONTRACTOR  
Authorized  
Signature

Title



Wyndham Garden  
[Signature]  
Jennifer Saulsbach  
Sr Sales Manager



## GOAL DETERMINATION FORM

<b>Buyer Name/Phone</b>	Sandy Brandt/41783	<b>PM Name/Phone</b>	Sandy Brandt/41783
<b>Sponsor/User Dept</b>	FSD - Purchasing	<b>Sponsor Name/Phone</b>	Georgia Billela/42939
<b>Solicitation Number</b>	RFP SMB0103	<b>Project Name</b>	Meeting Facilities and Related
<b>Contract Amount</b>	\$1,000,000	<b>Ad Date (if applicable)</b>	04/02/2016
<b>Procurement Type</b>			
IFB - IDIQ			
<b>Project Description</b>			
Facility rental for meetings. City-wide contract.			
<b>Project History: Was a solicitation previously issued? If so, were goals established? Were subcontractors/subconsultants utilized? Include prior Solicitation No.*</b>			
Previously solicited as RFP. No subcontractors utilized.			
<b>List the scopes of work (commodity codes) for this project. (Attach commodity code breakdown by percentage; eCAPRIS printout acceptable.)*</b>			
97165 - 100%			
<b>Buyer Confirmation</b>		<b>Date</b>	

<b>FOR SMBR USE ONLY</b>			
<b>Date Received</b>		<b>Date Assigned to BDC</b>	
<i>In accordance with Chapter 2-9(A-D)-19 of the Austin City Code, SMBR makes the following determination:</i>			
<input type="radio"/> Goals	% MBE	% WBE	
<input type="radio"/> Subgoals	% African American	% Hispanic	
	% Asian/Native American	% WBE	
<input type="radio"/> Exempt from MBE/WBE Procurement Program	<input checked="" type="radio"/> No Goals		
<b>This determination is based upon the following:</b>			
<del>Insufficient availability of certified firms</del>			
If Other was selected, provide reasoning:			
Insufficient availability of certified firms			
<b>MBE/WBE/DBE Availability</b>			
<b>Subcontracting Opportunities Identified</b>			

<b>SMBR Staff</b>		<b>Signature/Date</b>	3-23-16
<b>SMBR Director (or Designee)</b>		<b>Date</b>	3-24-16



## MEMORANDUM

**TO:** File MA 7400 NA170000103 through NA170000119

**FROM:** Sandy Brandt, Procurement Specialist IV *SB*

**DATE:** 3/30/2017

**SUBJECT:** Contracts for Facility Rental and Other Services

The original intent of RFP 7400 SMB0103 was to develop an "each and combined" master agreement with multiple vendors.

The solicitation stated,

"To accommodate a variety of meeting venue and geographic needs, the City anticipates the award of multiple contracts. The City reserves the right to award by geographic location, facility size, facility type, unique qualifications, service offerings, or any combination deemed most advantageous to the City."

Respondents were evaluated based on geography, facility type, facility size, and other offerings, resulting in 18 recommended vendors.

The RCA for an "each and combined" master agreement was approved through the Purchasing RCA process but subsequently postponed numerous times. Instead of one large master agreement with multiple vendors as originally anticipated, the procurement manager and executive leadership directed the execution of separate contracts for each recommended vendor under the rationale that each proposal was for a distinctly unique set of offerings.

