



**INVITATION FOR BID BEST-VALUE ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

**INVITATION FOR BID BEST VALUE: GAL0047 ADDENDUM NO. 2
DATE OF ADDENDUM: March 11, 2013**

This addendum is to incorporate the following:

- Q1. Specification AWU-131 (Section 0500, part 4.15) states that Contractor shall loan the software package to the City. What is the period of the loan and does the City require training on the software?
- A1. The software package will be returned to the Contractor upon completion of the project. No, the City does not require training on the software.**
- Q2. In what intervals shall the Contractor's meters read flow data?
- A2. The Contractor's meters shall read flow data in five (5) minute intervals. This stated interval shall also supersede the interval stated in Specification AWU-131 (Section 0500, part 4.15).**
- Q3. What is the initial term of the contract?
- A3. The initial term is twelve (12) months. Please be advised of a typo in the Supplemental Purchase Provisions (Section 0400, part 5) that inconsistently stated that the initial term was "twenty-four (12)" months.**
- Q4. Does the City require pricing for all line items on the Bid Sheet (Section 0600)?
- A4. Yes. Please be advised that a bid of zero (0) for any line item will be interpreted to mean that the Contractor shall perform the services at no cost to the City.**

The Sign-in Sheets and Agenda from the Pre-Bid Conference are attached to this addendum.

All other terms and conditions remain the same.

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

APPROVED BY:



Gage Loots, Senior Buyer
Purchasing Office, 512-972-4009

ACKNOWLEDGED BY:

_____	_____	_____
SUPPLIER	AUTHORIZED SIGNATURE	DATE

RETURN ONE (1) COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, PRIOR TO BID OPENING OR WITH YOUR SEALED BID. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.

PRE-BID CONFERENCE ATTENDANCE SHEET



Solicitation: IFB-BV GAL0047

Description: Wastewater Flow Monitoring Services

Date: March 8, 2013

Time: 9:00 AM

Company Name :

Representative :

Phone #:

E-Mail Address :

COA

Hydian Torres

972-0329

COA

Israel Espinoza

COA

Andres Ramirez

972-0310

Kirk Jones

512 228 6201

Moranay Controls

Barb Luedcke

458-1148

COA

Soo Koon Soon

972 2056

Using Dept. Representative:

Soo Koon Soon

Conducted By:

Gage Lotts

PRE-BID CONFERENCE AGENDA

Date: March 8, 2013	Time: 9:00 AM
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1. **Opening/Welcome:**

Solicitation Number	IFB-BV GAL0047
Project Description:	Wastewater Flow Monitoring Services

2. **Sign-in:** All attendees shall sign in.

3. **Introductions:** Introduction of City staff. Attendees shall identify themselves and the company they represent.

4. **MBE/WBE Procurement Program, Section 0900:** This solicitation has no participation goals for subcontracting; however, please be advised that if you will be subcontracting any portion of this contract, you must comply with City's MBE/WBE Procurement Program. Reference the No Goals Form (Section 0900) included in this solicitation for information on compliance requirements. Failure to comply with these requirements may result in rejection of your Bid.

*****If you are going to subcontract ANY portion of this contract, you must contact the City's Small and Minority Business Resources Department (SMBR) at (512) 974-7600.*****

5. **Project Information:** Explanation of Bid closing date and time and the time for submission of the Compliance Plan, if applicable.

Closing Date	March 19, 2013
Time Bids are Due	12:30 PM
Time Compliance Plans are Due	N/A
Buyer's Name	Gage Loots
Project Manager	Soo Koon Soon

Submission of Offers: Review of Cover Sheet

- A. Mailing: Offers must be returned in a sealed envelope or container marked on the outside with the Offeror's name, address, solicitation number, and the closing date and time. Telegraphic or facsimile Offers **will not** be accepted. When sending an Offer via the U.S. Postal Service, use the P.O. address shown below. When using a delivery service that requires a street address, use the street address shown below. Please note that the zip codes are different.

P.O. Address for U.S. Mail Service

City of Austin
 Purchasing Office
 P.O. Box 1088
 Austin, Texas 78767-8845

Street Address for Hand Delivery or Courier

City of Austin
 Purchasing Office
 Municipal Building
 124 W. 8th St., 3rd Floor
 Austin, Texas 78701
 512/974-2500 FAX: 512/974-2388

Note: Bids not submitted in a sealed envelope or container will not be considered. Bids submitted late will not be considered. It is the responsibility of the Bidder to ensure that their Bid is received before the Bid closing time. There are no exceptions.

6. **General Solicitation Requirements:** (Presented by Purchasing)

- A. Please remember that Sections 0100 (Definitions), 0200 Solicitation Instructions, and 0300 (Standard Purchase Provisions) are incorporated into this solicitation and subsequent contract by reference. These documents can be located on line at <http://www.austintexas.gov/department/standard-bid-documents>.

Section 0100, are various definitions

Section 0200, Solicitation Instructions, contains information on several items that may be referred to such as:

- Vendor Registration
- MBE/WBE Procurement Program
- Clarifications
- Preparation of Offers
- Submission of Offers

These are just a few of the many covered; please familiarize yourself with all of them.

- B. Section 0300 Standard Terms and Conditions and Section 0400, Supplemental Terms and Conditions: These two sections comprise the basis of all City contracts. It is important that you are aware of these terms and conditions and discuss them with the necessary parties within your firm and identify in your response any exceptions to these terms and conditions.
- C. Supplemental Purchase Provisions, Section 0400, these augment the Standard Terms and Conditions; they will be incorporated into any resultant Contract. **Discussion of significant provisions:**
 - ✓ **Item 1** – Additional questions may be faxed to (512) 972-4015, ATTN: Gage Loots or emailed to Gage.Loots@Austintexas.gov. Cut-off for additional questions is **no later than 8:00 AM on Monday, March 11, 2013.**
 - ✓ **Item 3** – Solicitation & Award Schedule (Excerpt from 0400 is shown below.)

The following is the City's anticipated schedule for the solicitation and contract award.

March 4, 2013	Solicitation advertises.
March 8, 2013 at 9:00 AM	Pre-Bid Meeting
March 11, 2013 at 8:00 AM	Deadline for questions
March 11, 2013 by 5:00 PM	Addendum posts in response to questions.
March 19, 2013 at 12:30 PM	Solicitation closes.
April 4, 2013	Award recommendation notices sent to all Bidders.
April 10, 2013	Reviewed by Water & Wastewater Commission.
April 25, 2013	Reviewed by Austin City Council.
April 29, 2013	Contract executed.

- ✓ **Item 4** – Insurance – Review Requirements in this section to ensure you can meet these requirements if awarded the Contract.
- ✓ **Item 9** – Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying – From the moment that the solicitation was issued until the contract is executed, all communications regarding this solicitation must go to the Authorized Contact Person, Gage Loots. This requirement is necessary to maintain the integrity of the solicitation process and ensure that all Bidders have the same opportunity. **Any representation to anyone else may result in the Offer being disqualified from consideration from award.**

*****Please be aware all items in the 0300 and 0400 apply regardless of whether they are listed above or even discussed during this conference.*****

7. **Bid Documents**

- Bid Response Instructions and Evaluation Factors (Section 0705) directs the Bidder to the Bid Sheet (Section 0600) to submit their responses. It also details evaluation criteria and weight.
- Bid Sheet (“Bid Sheet”) must be completed, signed and returned with the Bid. This is what the Bidder will use to submit pricing as well as information related to various evaluation factors. It also includes a checklist of required submittals.

8. **Technical Requirements** (Presented by the Department)