

PURCHASING OFFICE MEETING SIGN-IN SHEET

RFP & Description: LAG0025 - Grounds Maintenance Services at various AE Locations

Meeting Date:
5/24/2016

Buyer: Leslie Giannattasio

Place/Room: TLC
Room 130

Please Print Legibly

Name	Company/Agency/Dept.	Phone	Email
Ruth Ramonis	GREATER TEXAS LANDSCAPES	512-462-2311	RRamonis@GTLandscapes.com
Chad Norris	Greater Texas Landscapes	512-616-1176	cnorris@GTLandscapes.com
Jeffrey Fox	Integrated Environmental	512-352-3224	jfox@ieinc.us
Leslie Giannattasio	AE/ Purchasing	512-322-1583	lesliegiannattasio@austinenergy.com
Gabriela Hartbeek	AE/ Purchasing	322-6115	gabrielahartbeek@austinenergy.com
Kelly Jones	AE	505-355	Kelly.Jones@austinenergy.com
Robert Klugh	AE Facilities	903-1076	Robert.Klugh@AE.com
Greg Warren	AE	XG172	Greg.Warren@austinenergy.com
Diane Hundl	D.A.D.'s Lawn Services	512 590-0713	Hundlworks@gmail.com
Carrie Walker	AE	512 322-0335	Carrie.walker@austinenergy.com
Tony Nicholson	AE	322-1586	tony.nicholson@austinenergy.com
Amelie Gonzalez	AE	322-1616	Amelie.gonzalez-Funes@austinenergy.com
Daniel Schell	Greentech	477-5760	

PRE-BID CONFERENCE AGENDA

Date: May 24, 2016	Time: 1:00 PM
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1. Opening/Welcome:

Solicitation Number	IFB LAG0025
Project Description:	GROUNDS MAINTENANCE SERVICES AT VARIOUS AE LOCATIONS

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 project has no project 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. Refer to the No Goals Form (Section 0900) for this solicitation for information on compliance requirements. Failure to comply with these requirements may result in rejection of your Bid.

Refer to the No Goal Tip Sheet for additional information on compliance in this "no goals" solicitation.

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

Closing Date	June 14, 2016
Time Bids are Due	2:00 PM
Buyer's Name	Leslie Giannattasio

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. Address:

City of Austin
Purchasing Office
Municipal Building
124 W. 8th St., Rm. 310
Austin, Texas 78701
(512) 974-2500

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 Offeror to ensure that their Bid is received before 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, Purchase Definitions
Section 0200, Solicitation Instructions

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. Should your firm be the recommended vendor and should you take exceptions that your response did not disclose, your response may be deemed non-responsive at that time.

C. Supplemental Purchase Provisions, Section 0400, these augment the Standard Terms and Conditions; they will be incorporated into any resultant contract. Of note:

- Insurance – Worker's Compensation and Employers' Liability, Commercial General Liability, Business Auto Liability Insurance.
- Bonds – Bid, Payment and Performance.

D. 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, Leslie Giannattasio. This requirement is necessary to maintain the integrity of the solicitation process and ensure that all Offerors have the same opportunity. **Any representation to anyone else may result in your offer being disqualified from consideration from award.**

E. Questions: All questions will be answered via an addendum posted on our website.

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office no later than 2:00 PM on May 31, 2016. Submissions may be made via email to leslie.giannattasio@austinenergy.com

7. **Scope of Work** (Presented by Gregory Warren)

No Goal Projects Good Faith Effort Requirements

POLICY: The City of Austin and its contractors shall not discriminate on the basis of race, color, national origin, disability, or gender in the performance of contracts.

COUNTING PARTICIPATION (2-9C-20)

Listing City certified firms on the MBE/WBE No Goal Utilization Plan means that firms agree to both the price and scope of work. The MBE/WBE No Goal Utilization Plan shall list all firms that will participate on the contract.

- Only City of Austin certified MBE/WBE firms will be counted.
- Certified MBE/WBE firms may count their own participation, less any amount subcontracted.
- Use only the base bid amount or the proposal amount to calculate your MBE/WBE participation.

ALL BIDDERS MUST PROVIDE GOOD FAITH EFFORT DOCUMENTATION IF NON-MBE/WBE FIRMS ARE IDENTIFIED ON THE MBE/WBE NO GOAL UTILIZATION PLAN.

GOOD FAITH EFFORTS – NO GOAL PROJECTS (ONLY)

The City has determined that no goals are appropriate for this project. Even though no goals have been established, 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 work on the contract and the Bidder does not perform the service with its own workforce and the Bidder does not have the supplies or materials in its inventory, the Bidder shall contact the Small & Minority Business Resources Department at (512) 974-7600 to obtain a list of MBEs and WBEs to perform the service or provide the supplies or materials. The Bidder must make a good faith effort to use available MBE and WBE firms.

At a minimum, the following should be submitted to support Good Faith Effort documentation:

- Solicitation sent to MBE/WBE firms in the Significant Local Business Presence (SLBP – 5 Counties include Travis, Hays, Williamson, Bastrop, and Caldwell) identified on the availability list for subcontracting opportunities not less than **7 business days** prior to bid date. Notices must be sent using two separate reasonable, available, and verifiable methods (e.g. email, fax, mail, or phone).
 - **Such as evidence of written notice includes copy of letters (solicitation notice) that was sent by email, fax, or mail.**
 - **Such as evidence of two separate methods used to notify MBE/WBEs include fax logs, email confirmations, copies of stamped envelopes/hand-delivered and/or phone logs (Phone contacts, alone, will not be sufficient.)**
- Written correspondence to certified vendors should include names, addresses, and other identifying information including your company's phone number, contact person, where to locate plans and specifications; and due date for responding.
- Take appropriate steps to follow up the initial solicitation with interested MBEs or WBEs.
 - **Submit copies of written responses from all respondents to your solicitation.**
 - **If interested MBEs or WBEs responded, document follow up on log of contacts and include date and contact information**
- Publish notice in a local publication such as newspaper, trade association publication, or via electronic/social media.
- Bidder/proposer must state a specific and verifiable reason for not contacting each certified firm with a SLBP.
 - **If MBEs and WBEs were not sent solicitation notices, document reason on log of contacts.**
- Negotiate in good faith with interested MBEs and WBEs.
 - **If negotiated in good faith with interested MBEs and WBEs, document results on log of contacts.**

- Contact SMBR for assistance (i.e. additional scopes identified or assistance with MBE/WBE Program requirements).
- Not rejecting MBEs or WBEs as being unqualified without sound reasons.
- Seeking the services of available minority and women community organizations
 - **Documentation of contacts with trade associations and Chambers of Commerce.**
- Selecting portions of the work that will increase the likelihood that the MBE/WBE goals will be met.

The following additional Good Faith Efforts factors may also be considered:

- Efforts to assist MBE/WBEs in bonding, insurance, and financing where appropriate.
 - **If assistance was provided, document in log of contacts.**
- Efforts to assist MBE/WBEs in obtaining necessary equipment, supplies, and materials.
 - **If assistance was provided, document in log of contacts.**

In assessing minimum good faith efforts, SMBR may consider the performance of other Bidder/Proposers successfully meeting the goals.

FAILURE TO COMPLY WITH THE MBE/WBE PROCUREMENT ORDINANCE WILL RESULT IN REJECTION OF YOUR COMPLIANCE PLAN

MBE/WBE AVAILABILITY LIST:

Included in the solicitation is a list of certified MBE/WBEs firms for the scopes of work that have been identified for this project. This list is not to be considered as the sole source of available MBE/WBEs. If additional scopes of work are identified, please contact SMBR.



SMBR's Plan Room

The City of Austin's Small & Minority Business Resources (SMBR) Department has a Plan room for viewing City of Austin project plans and specifications as well as other local, private, and public sector jobs. In addition, SMBR and McGraw-Hill Dodge have partnered to provide contractors up-to-date construction project information, plans and specification through the Internet. Projects include public and private sector opportunities in 100 South and Central Texas counties.

Where is the Plan Room?

It's located at the offices of SMBR
4201 Ed Bluestein Blvd.
Austin, TX 78721

How much will it cost?

There are no fees to access the information. There are minimal fees for copying and printing of plan and specification sheets.

What are my next steps?

Attend a free one-hour orientation session to learn how to operate the on-line service. Contact Genia Browder at (512) 974-7799 to make an appointment or for more information.

For more information or to view a list of projects currently available in the Plan Room visit website at www.austintexas.gov/smbr under the Plan Room projects.

BONDING

SMBR's Bonding Financial Consultant is available to educate and assist vendors with Bonding. Luke Ortega Luper can be reached at 512-974-7733 or by email at Luke.Luper@austintexas.gov. Keep in mind that SMBR does not issue bonds; however, we do provide our bonding resource program as a free and confidential service to our business owners.

AUSTIN MINORITY NEWSPAPERS

Capital City Argus News
PO Box 140471
Austin, TX 78714-0471
512-926-0348 Fax: 512-926-0348

Charles M. Miles
email : CMilesArgus@yahoo.com

El Mundo Newspaper
2112 E. Cesar Chavez
Austin, TX 78702
512-476-8636

info@elmundonewspaper.com

La Prensa
PO Box 6504
Austin, TX 78762-6504
512-478-3090 Fax: 512-482-6400

Catherine Vasquez-Revilla
email : laprensa@aol.com

Nokoa The Observer
PO Box 1137
Austin, TX 78767
512-499-8713 Fax: same as phone

Akwasi Evans
email : akwasievans2013@gmail.com

The Villager
4132 E. 12th Street
Austin, TX 78721
512-476-0082 Fax : 512-476-0179

Tommy L. Wyatt
email: vil3202@aol.com

LOCAL MINORITY SERVICE ORGANIZATIONS

Asian Contractor Association
4201 Ed Bluestein Blvd, 2nd floor
Austin, TX 78721
512-926-5400 Fax: 512-926-5410

Aletta Banks
www.acta-austin.com
email: asiancontractor@gmail.com

Austin Area Black Contractors Association
6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6895 Fax: 512-467-9808

James Harper
www.abcatx.com
email: brc-pro@swbell.net

Business Investment Growth (BIG Austin)
Capital Plaza Chase Office Bank Bldg.
5407 N. IH-35, Ste 200
Austin, TX 78723
512-928-8010 Fax: 512-926-2997

Stacy Dukes-Rhone
www.bigaustin.org
email: info@bigaustin.org

Business Resource Consultants (BRC)/(Bid Briefs)
6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6894 Fax: 512-467-9808

Carol S. Hadnot
email: brc-pro@swbell.net

Greater Austin Black Chamber of Commerce
African-American Heritage Center
912 E. 11th Street, Suite A
Austin, TX 78702
512-459-1181 Fax: 512-459-1183

Natalie Madeira Cofield
www.austinbcc.org
email: admin@austinbcc.org

Greater Austin Asian Chamber of Commerce
8001 Centre Park Drive, Suite 160
Austin, TX 78731
512-407-8240 Fax: none

Marina Ong Bhargava
www.austinasianchamber.org
email: exec.admin@austinasianchamber.org

Greater Austin Hispanic Chamber of Commerce
2800 S. IH-35, Suite 260
Austin, TX 78704
512-476-7502 Fax: 512-476-6417

Selina Aguirre
www.gahcc.org
email: saguirre@gahcc.org

U.S. Hispanic Contractors Association de Austin (USHCA)
920 E. Dean Keeton Street
Austin, TX 78705
512-922-0507

Juan Oyervides
www.ushca-austin.com
email: info@ushca-austin.com