

**CITY OF AUSTIN
SCOPE OF WORK
COFFEE SERVICES AND SUPPLIES
SOLICITATION NO.: IFB MLM0043**

1. PURPOSE

The City of Austin (City) seeks bids in response to this solicitation to establish a contract with a qualified Vendor (Contractor) to provide coffee services and supplies on an as-needed basis. The services will be utilized by the Department of Aviation. The City reserves the right to add or delete other City departments and locations as deemed necessary.

A Successful Bidder may be awarded either the entire contract, the majority of the contract, or select line items.

2. CONTRACTOR QUALIFICATIONS

- 2.1. The Contractor shall have an operational facility regularly engaged in the business of providing coffee supplies and service for a minimum of three (3) consecutive years within the last five (5) years.
- 2.2. The Contractor shall be an authorized dealer/reseller of the products offered.
- 2.3. The Contractor shall have access to all necessary equipment and tools to safely test, service, and repair the coffee units.

3. CONTRACTOR RESPONSIBILITIES

3.1. General Requirements

- 3.1.1. The Contractor shall contact the City Contract Manager or designee and provide a written service schedule that is mutually agreed upon between the Contractor and the City within one (1) week of contract award.
 - 3.1.1.1. The service schedule shall indicate a date when coffee supplies and accessories shall be delivered each month.
- 3.1.2. The Contractor shall provide rental coffee burner units, which include coffee pitchers. The units shall have a built-in safety feature that automatically shuts off the unit. The units shall be rented on a monthly basis.
- 3.1.3. The Contractor shall provide maintenance, repair, and/or replacement of malfunctioning rental units within two (2) business days of notification, or in a timeframe mutually agreed upon between the Contractor and City's Contract Manager or designee. Malfunctioning repairs shall be at no cost to the City.
- 3.1.4. The Contractor shall provide the City with a point of contact that can manage submittal of orders and requests, along with their contact information that shall include, at a minimum, email address and phone number.
- 3.1.5. The Contractor shall deliver supplies as ordered by the City's Contract Manager or designee. The Contractor may provide order forms to the City's Contract Manager and shall accept orders on a monthly basis via fax, phone, or email. (Note: The City anticipates some locations may not request supplies to be delivered every month.)
- 3.1.6. The Contractor shall be responsible for any damage to City property or equipment as a direct result of the Contractor's actions or the actions of Contractor's equipment. Should the Contractor and/or its employees cause any damage to City property, the Contractor shall immediately inform the City's Contract Manager. The Contractor shall make repairs or replacement to the satisfaction of the City's Contract Manager at no cost to the City. The City may, however, at its sole discretion, elect to make repairs or replacements of damaged

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property and deduct the cost from any payments owed to Contractor or to recover costs if no payments are owed.

- 3.1.7. The Contractor shall email a monthly invoice to the City's Contract Manager for supplies and services rendered within a maximum of 30 days after delivery. The monthly invoice shall include but not be limited to the following information:
- Departmental Purchase Order number
 - Location
 - Supplies delivered, with associated quantity and unit cost

3.2. **Delivery Requirements**

- 3.2.1. The Contractor shall make deliveries and perform repairs during normal business hours, which is defined as Monday through Friday from 7:00 A.M. to 5:00 P.M., excluding City-recognized legal holidays and weekends unless requested by Department of Aviation in advance (see paragraph 52 in Section 0300 for City Holidays).

3.3. **Service Requirements**

- 3.3.1. The Contractor shall deliver coffee services and supplies to approximately ten (10) various locations located on the Austin-Bergstrom International Airport (ABIA) campus. Services shall be delivered to the multiple buildings on the ABIA campus.

- 3.3.2. The Contractor shall supply pre-packaged coffee filters and supplies in bulk packaging.

- 3.3.3. The estimated monthly quantity of rental coffee units, packaging, and accessories per location are listed below:

3.3.3.1. **Location #1: (Administration)** 9400 Freight Lane Ste A, Austin, Texas 78719

- One (1) two burner coffee unit with automatic shut-off
- One (1) three burner coffee unit with automatic shut-off
- Four (4) boxes of regular Folgers (160 prepackaged in filters)
- One (1) box of decaf Folgers (40 prepackaged in filters)
- (12) sugar canisters
- (12) creamer canisters

3.3.3.2. **Location #2: (Badging/ID & Security)** 9400 Freight Lane Ste A, Austin, Texas 78719

- One (1) three burner coffee unit with automatic shut-off
- Six (6) boxes of regular Folgers (240 prepackaged in filters)
- One (1) box of decaf Folgers (40 prepackaged in filters)
- (12) sugar canisters
- (12) creamer canisters

3.3.3.3. **Location #3: (Facility Services)** 9400 Freight Lane Ste A, Austin, Texas 78719

- One (1) three burner coffee unit with automatic shut-off
- Six (6) boxes of regular Folgers (240 prepackaged in filters)
- One (1) box of decaf Folgers (40 prepackaged in filters)
- (24) sugar canisters
- (24) creamer canisters

3.3.3.4. **Location #4: (Warehouse)** 9400 Freight Lane Ste A, Austin, Texas 78719

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- One (1) two burner coffee unit with automatic shut-off
- One (1) box of regular Folgers (40 prepackaged in filters)
- Two (2) sugar canisters
- Two (2) creamer canisters

3.3.3.5. Location #5: (Communications) 2901 Employee Avenue, Austin, Texas 78719

- One (1) three burner coffee unit with automatic shut-off
- Three (3) boxes of regular Folgers (120 prepackaged in filters)
- (12) sugar canisters
- (12) creamer canisters

3.3.3.6. Location #6: (Parking) 2901 Employee Avenue, Austin, Texas 78719

- One (1) two burner coffee unit with automatic shut-off
- Two (2) boxes of regular Folgers (80 prepackaged in filters)

3.3.3.7. Location #7: (Information Systems) 3011 Employee Avenue, Austin, Texas 78719

- One (1) two burner coffee unit with automatic shut-off
- Two (2) boxes of regular Folgers (80 prepackaged in filters)
- One (1) box of decaf Folgers (40 prepackaged in filters)
- Six (6) sugar canisters
- Six (6) creamer canisters

3.3.3.8. Location #8: (Planning & Engineering and HR) 2716 Spirit of Texas Drive, Austin, Texas 78719

- One (1) three burner coffee unit with automatic shut-off
- Five (5) boxes of regular Folgers (200 prepackaged in filters)
- Two (2) boxes of decaf Folgers (80 prepackaged in filters)
- Six (6) sugar canisters
- Six (6) creamer canisters

3.3.3.9. Location #9: (Maintenance Complex) 3601 Bergstrom Drive, Austin, Texas 78719

- One (1) three burner coffee unit with automatic shut-off
- (12) boxes of regular Folgers (480 prepackaged in filters)
- (24) sugar canisters
- (24) creamer canisters

3.3.3.10. Location #10: (ARFF - Aircraft Rescue and Fire Fighting) 3601 Bergstrom Drive, Austin, Texas 78719

- One (1) two burner coffee unit with automatic shut-off
- Six (6) boxes of regular Folger's (240 prepackaged in filters)
- One (1) box of decaf Folger's (40 prepackaged in filters)
- (12) sugar canisters
- (12) creamer canisters

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4. CITY'S RESPONSIBILITIES

- 4.1. The City will provide light, water, and electricity as necessary to enable the contractor to provide the services described in this document. The Contractor shall use these facilities only to perform the contractual duties.
- 4.2. The City will provide the Contractor with name(s) of personnel authorized to order services.
- 4.3. In the event, the City negligently breaks a coffee pitcher; the city shall pay for it in accordance with the cost listed in Section 0600 - Bid Sheet.