

**PURCHASE SPECIFICATIONS
FOR
COMPOSTABLE & RECYLED CONTENT CUPS FOR WATER DISPENSERS**

1.0 PURPOSE

This Invitation for Bid (IFB) is for the purchase of two different types of drinking cups, one is compostable and one is recycled content cups for the City of Austin (City).

It is the City's preference to award a single contact for the purchase of these items; however, in the event that Bidders are unable to supply all the items specified, the City reserves the right to award multiple contracts based on individual line items. A Successful Bidder may be awarded either the entire contract, the majority of the contract, or select line items.

This specification is intended to cover the requirements for compostable and recycled content disposable cups. The scope of this specification covers the following: Performance Requirements, Delivery and Ordering Requirements, Invoice Requirements, and Omissions.

2.0 BACKGROUND

2.1 AUSTIN CONVENTION CENTER

At the Austin Convention Center Department (ACCD), water coolers are placed throughout the buildings for visitors to drink water during events and shows. Water coolers are set up at Austin Convention Center, Palmer Event Center, and the African American Cultural and Heritage Center. The specifications for the cups will meet the requirements of ACCD's LEED purchasing guidelines.

During the period of October 1, 2012 thru September 30, 2013 (the City Fiscal Year for 2013) ACCD purchased 7,385 50-packs of cups (369,250 individual cups in total). This is historical data and provided to assist Bidders with their bids. The City reserves the right to purchase more, or less, of these quantities.

2.2 AVIATION DEPARTMENT

At the City of Austin, Aviation Department (Austin-Bergstrom International Airport), water dispensers are placed in non-public areas of the terminal and in remote buildings or locations occupied by Aviation staff. Water is provided where no water fountains are available and/or where Aviation employees are assigned to work in areas of the airport campus for long period of times without the ability to access an alternative water source.

3.0 REQUIREMENTS

3.1 CONTRACTOR'S RESPONSIBILITIES

The successful bidder, herein after referred to as "Contractor", shall provide compostable cups and recycled content (minimum 10% post-consumer content) cups to various locations.

3.1.1 Cups:

The Contractor shall provide cups that meet current industry standards and requirements of the City.

3.1.1.1 Prior to Contract award, bidder shall provide exact duplicate samples of cups in accordance to Section 0400, Supplemental Purchase Provisions. The purpose of the samples will be for evaluation to ensure cups meet specification.

3.1.1.2 Cups shall be provided at a minimum in 50 count per pack.

3.1.1.3 It is important to note; the City does not intend to purchase both 7 and 9 ounce cup sizes, but rather the City intends to purchase either the 7 ounce or 9 ounce size.

Additional specification for ACCD:

3.1.1.4 The Contractor shall provide compostable drink cups to ACCD. The cups shall be compostable per Biodegradable Products Institute (BPI) or American Society for Testing and Materials (most current revision of ASTM 6400 and/or ASTM 6868) for compostability and/or biodegradability. Cups shall have a heat tolerance of at a minimum 105 degrees F and shall be compatible with the cup dispenser.

3.1.1.5 Under no circumstances shall Contractor replace specified compostable cups with other types of cups without prior written approval from ACCD. Written approval shall be in the form of an Amendment to this Contract.

3.1.1.6 As part of the evaluation of the cup samples, and throughout the term of the Contract, ACCD may request documentation which gives evidence that the cups meet the requirements stated within this specification. Documentation shall be submitted with the samples or no more five (5) business days of request by ACCD.

Other City Departments:

3.1.1.7 Other City departments may, of their own choosing, purchase the compostable cups specified or the recycled content cups specified within this Scope of Work.

3.1.1.8 Due to possible heat conditions in excess of 105 degrees Fahrenheit, the Contractor shall provide minimum 10% post-consumer recycled content and BPA-free plastic drink cups to other City Departments as-needed.

3.1.2 Reports:

The Contractor shall make available, upon request by any of the user Departments, a report of all orders placed. The report shall itemize orders by price, quantity, cup type, date, and City Department.

3.2 CITY'S RESPONSIBILITIES

3.2.1 Department Contract Managers will determine which size cups are needed 5 days after contract award.

3.3 CONTRACT CLOSE-OUT

- 3.3.1 Sixty calendar-days before the expiration of any agreement awarded from this solicitation, the Contractor with City staff, shall work to identify remaining cup requirements for each City department. The Contractor shall submit final invoices in accordance with Section 0400.

4.0 OMISSIONS

It is the intention of this specification to acquire a complete water delivery service of the type described, with all necessary components delivered, installed, and ready for full use. All items or services omitted from the specifications which are clearly necessary for this service shall be considered a requirement although not directly specified or called for herein.