

CITY OF AUSTIN, TEXAS

Purchasing Office

REQUEST FOR INFORMATION (RFI)

Offer Sheet

SOLICITATION NO: GAL0602

COMMODITY/SERVICE DESCRIPTION: EFFICIENT CONSUMER PRODUCTS RETAILER PROGRAM

DATE ISSUED: NOVEMBER 18, 2013

REQUISITION NO.: N/A

PRE-RESPONSE CONFERENCE TIME AND DATE: 11:30 AM ON DECEMBER 6, 2013

COMMODITY CODE: 91841

WEBEX:

<https://meetings.webex.com/collabs/meetings/join?uuid=M2LXM1FV9LA6ZYB4ASH4CA2541-AQJ5>

AUDIO:

+1-415-655-0001 US TOLL, Access code: 222 997 542

FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT:

RESPONSE DUE PRIOR TO: 3:00 PM ON JANUARY 8, 2014

COMPLIANCE PLAN DUE PRIOR TO: N/A

GAGE LOOTS

Supervising Senior Buyer

Phone: (512) 322-6251

RESPONSE CLOSING TIME AND DATE: 3:00 PM ON JANUARY 8, 2014

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 310, AUSTIN, TEXAS 78701

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired, as shown below.

P.O. Address for US Mail	Street Address for Hand Delivery or Courier Service
City of Austin	City of Austin, Purchasing Office
Purchasing Office	Municipal Building
P.O. Box 1088	124 W 8 th Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

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

SUBMIT 1 ORIGINAL, 5 COPIES & 1 CD/FLASH DRIVE OF RESPONSE

RESPONSE SUBMITTED BY

Signature

Signer's Name and Title

Company Name: _____ Date: _____

Address: _____

City, State, Zip Code: _____

Phone No. (_____) _____

Fax No. (_____) _____

Email Address: _____

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All other Sections may be viewed at: http://www.austintexas.gov/financeonline/vendor_connection/index.cfm

RETURN THE FOLLOWING DOCUMENTS WITH YOUR RESPONSE**

- Cover Page / Offer Sheet
- Response to Request for Information (Section 0500)

*** INCORPORATION OF DOCUMENTS.** Section 0100, Standard Purchase Definitions; Section 0200, Standard Solicitation Instructions; and Section 0300, Standard Purchase Terms and Conditions 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 these Sections are available, on the Internet at the following online address 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 at the address or phone number indicated on page 1 of this Offer Sheet. 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.

It is the policy of the City of Austin to involve certified Minority Owned Business Enterprises (MBEs) and Woman Owned Business Enterprises (WBEs) in City contracting. MBE and WBE goals for this Solicitation are contained in Section 0900.

All Contractors and Subcontractors should be registered to do business with the City prior to submitting a response to a City Solicitation. In the case of Joint Ventures, each individual business in the joint venture should be registered with the City prior to submitting a response to a City solicitation. If the Joint Venture is awarded a contract, the Joint Venture must register to do business with the City. Prime Contractors are responsible for ensuring that their Subcontractors are registered. Registration can be done through the City's on-line vendor registration system. Log onto http://www.austintexas.gov/financeonline/vendor_connection/index.cfm and follow the directions.