



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: CAK0002

Addendum No: 2

Date of Addendum: April 12, 2016

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Clarifications:

A. Section 0400

1. Removal of item 3 in its entirety - **Payment Bond**

2. Item 4- **Performance Bond** will now read:

A. The City reserves the right to require a performance bond on a “per project” basis. If required, the Contractor shall provide a performance bond in an amount equal to 100% of the specific project quote amount within 14 calendar days after notification of award. The Performance Bond serves as security for the faithful performance of all of the Contractor’s obligations under the specific project scope of work and in compliance with the terms and conditions of the resulting contract. The Performance Bond shall be issued by a solvent company authorized to do business in the State of Texas, and shall meet any other requirements established by law or by the City pursuant to applicable law. The Surety must obtain reinsurance for any portion of the risk that exceeds 10% of the Surety’s capital and surplus. For bonds exceeding \$100,000, the Surety must also hold a certificate of authority from the U.S. Secretary of the Treasury or have obtained reinsurance from a reinsurer that is authorized as a reinsurer in Texas and holds a certificate of authority from the U.S. Secretary of the Treasury.

B. The Performance Bond shall remain in effect throughout the term of the specified project.

C. Whenever multiple projects occur simultaneously, each project will require a separate performance bond.

3. Removal of item 10 in its entirety- **Recycled Products**

4. Removal of item 11 in its entirety- **Published Price Lists**

B. Section 0600

1. Addition of 1.D.iii.e: Please provide an example of a written report showing findings or results of a maintenance for fire safety systems

C. Section 0900

1. It should be noted that with regards to subcontracting if you select “**YES**” you will use subcontractors you must follow all of the instructions in Section 0900 with regards to obtaining the list provided by SMBR, contacting every vendor on that list via 2 forms of communication, and documenting your attempts.

2. If you select "NO" in this section and later determine (even after the contract is awarded), that you will, in fact, be using subcontractors you can contact SMBR at that time to make your good faith efforts.

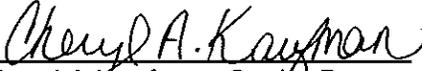
II. **Additional Information:** Please see the attached additional information-

A. Pre-proposal Agenda & Sign-In Sheet

B. SMBR Handout

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:


Cheryl A. Kaufman, Senior Buyer
Purchasing Office, 512-505-3545

April 12, 2016

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

PRE-PROPOSAL CONFERENCE AGENDA

ADDENDUM 2

Date: April 11, 2016	Time: 9:00 AM
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1. Opening/Welcome:

Solicitation Number	RFP CAK0002
Project Description:	TESTING, INSPECTIONS, AND OTHER SERVICES FOR AUSTIN ENERGY FIRE PROTECTION SYSTEMS

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:** A representative from the City's Small and Minority Business Resource Department (SMBR) will explain the Compliance Plan.

5. **Project Information:** Explanation of Proposal closing date and time:

Closing Date	April 28, 2016
Time Proposals are Due	2:00 PM
Buyer's Name	Cheryl Kaufman

Submission of Offers: Review of Cover Sheet + Addendum 1

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: Proposals not submitted in a sealed envelope or container will not be considered. Proposal submitted late will not be considered. It is the responsibility of the Proposer to ensure that their Proposal is received before Proposal 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

- Bonds:
 - Payment bond = \$179,400 in effect throughout term of contract
 - Performance bond = \$179,400 in effect throughout term of contract
- Term: 12 month contract with *optional 2* 24-month extensions, holdover is an option, pricing is firm and fixed for first 12 months
- Invoice and Payments- 2 site-specific invoicing contacts
- Liquidated Damages- \$500 per calendar day
- Living Wages- Cover in full
- Economic Price adjustment "Effective Date" and "Adjustments"
- Arc Protection

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, Cheryl A Kaufman. This requirement is necessary to maintain the integrity of the solicitation process and ensure that all proposers 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 10:00 AM on April 14, 2015**. Submissions may be made via email to Cheryl.Kaufman@austinenergy.com

7. **Scope of Work** (Presented by Dmitrij Zarkov)

8. **Proposal Preparation Instructions and Evaluation Factors**

Proposal Preparation Instructions and Evaluation Factors (Section 0600) details exactly what the City expects a submitted Proposal to contain and the order in which the documents are to be presented. It also details evaluation criteria and weight.

We will go through this document in its entirety.

*** Please note that this is the base information that we need in order to evaluate. This proposal is your opportunity to show us why your company is the best to meet our needs. Do not assume that we know anything about your company. Be thorough. ***

PURCHASING OFFICE MEETING SIGN-IN SHEET

RFP & Description: CAK0002- TESTING, INSPECTIONS, AND OTHER SERVICES FOR AUSTIN ENERGY FIRE PROTECTION SYSTEMS

Meeting Date:
4/11/2016

Buyer: Cheryl A Kaufman

Place/Room: SHEC
Conference Room

Please Print Legibly

Name	Company/Agency/Dept.	Phone	Email
Brandi Briscoe	Western States	512 745-0808	brandi.briscoe@wsfp.us
BRANDON EXNER	FIRETR01	512 845-9229	bexner@firetrol.net
Troy Groce	1st Fire Protection	512 800-4122	Troy@FPservices.com.
Annette Thompson	Simplexgrinnell	512 848-6452	athompson@simplexgrinnell.com
Chris Gates	" "	512)554- 2827	chrgates@simplexgrinnell.com
Brian Worley	PAC Systems	817-706- 1827	Brian-W@Pac-systems.com
JEFF STRATMAN	FIRETR01	(408)835 9800	jeffstratman jeffstratman@firetrol.net
Dmitrij ZAROV	AE	512326225	dmitrij.ZAROV@austinenergy.com
Tim Youts	AE	512-505-3720	timyouts@austinenergy.com
Lee Lewis	AE	512-972-9221	lee.lewis@austinenergy.com
MICHAEL C. COOPER	AE	512-505-7344	MICHAEL.COOPER@AUSTINENERGY.COM
NOEL CRIDER	SimplexGrinnell	512-656-2377	noelcrider@Simplexgrinnell.com
MASUD HEMMASI, P.E.	AAA FIRE	512-451-4145	aaafire@outlook.com
Cheryl A. Kaufman	AE	512-505-3545	cheryl.kaufman@austinenergy.com

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 (2-9A-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 notices 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. (e.g. email, fax, or mail).
 - ❑ **Such as evidence of written notice includes copy of letters (solicitation notice) that was sent by email, fax, or mail.**
- ❑ 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**
- ❑ 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.**

Bidders are not required to accept higher quotes.

FAILURE TO COMPLY WITH THE MBE/WBE PROCUREMENT PROGRAM WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.



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@elmondonewspaper.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

Appendix A

SECTION VIII — MBE/WBE COMPLIANCE PLAN CHECK LIST

The MBE/WBE *Compliance Plan* must be completed and submitted by the time specified in the solicitation documents. If the goals or subgoals were not achieved, Good Faith Efforts documentation must be submitted with the MBE/WBE *Compliance Plan*. All questions in Section VIII MUST be completed and submitted with the *Compliance Plan* if goals or subgoals are not met.

1. Were written notices sent to all MBE/WBEs from the Significant Local Business Presence (SLBP) availability list at least seven (7) business days prior to the submission of this *Compliance Plan*?

Yes No

2. Were two separate methods used to contact all MBE/WBEs from the SLBP availability list at least seven (7) business days prior to the submission of this *Compliance Plan*? Please list the two methods used to contact MBE/WBEs. (i.e. fax, email, mail, and/or phone)

Yes No

List Methods: _____

3. Were steps taken to follow up with interested MBE/WBEs? Yes No

4. Were advertisements placed with a local publication? (i.e. newspaper, minority or women organizations, or electronic/social media)?

Yes No

5. Were written notices sent to Minority or Women organizations? Yes No

6. Were additional elements of work identified to achieve the goals or subgoals?

Yes No

If yes, please explain: _____

SECTION VIII — MBE/WBE COMPLIANCE PLAN CHECK LIST CONTINUED....

7. Was SMBR contacted for assistance? Yes No

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

8. Were Minority or Women organizations contacted for assistance? Yes No

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

9. Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals? (*Documentation is not limited to this list.*)

Yes No Copy of written solicitation sent to MBE/WBEs in SLBP area.

Yes No Two separate methods of notices sent to MBE/WBEs in SLBP area (fax transmittals, emails, and/or phone log).

Yes No Copy of advertisements.

Yes No Copy of notices sent to Minority and Women organizations.

Yes No Documentation that demonstrates efforts made to reach agreements with the MBE/WBEs who responded to Bidder's written notice? (i.e. copy of bids/proposals, spreadsheet breakdown of MBE/WBEs considered follow-up emails/phone logs and/or correspondence between Bidder and interested MBE/WBEs).

CITY OF AUSTIN



“NO GOALS” UTILIZATION FORM MBE/WBE PROCUREMENT PROGRAM

Project Name:

Solicitation Number:

Date:

MARCH 2009

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS FORM**

The City of Austin has determined that no goals are appropriate for this project. Even though no goals have been established for this solicitation, 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 the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No _____ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope.

Yes _____ If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

<p>I understand that even though no goals have been established, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.</p>	
<p>_____</p>	
<p>Company Name</p>	
<p>_____</p>	
<p>Name and Title of Authorized Representative (Print or Type)</p>	
<p>_____</p>	<p>_____</p>
<p>Signature</p>	<p>Date</p>

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS UTILIZATION PLAN**

(Please duplicate as needed)

SOLICITATION NUMBER: CAK0003
PROJECT NAME: SHEC Valve Repair, Replacement and Testing

PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone		Fax Number	
Name of Contact Person			
Is company City certified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors/subconsultants/suppliers that will be used in the performance of this Contract. **Attach Good Faith Efforts** documentation if non MBE/WBE firms will be used.

Sub-Contractor/Consultant	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code	
Contact Person	Phone Number:
Amount of Subcontract	\$
List commodity codes & description of services	

Sub-Contractor/Consultant	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code	
Contact Person	Phone Number:
Amount of Subcontract	\$
List commodity codes & description of services	

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9.A/B/C/D, as amended.

Reviewing Counselor _____ Date _____ Director/Deputy Director _____ Date _____