



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: CAK0004

Addendum No: 3

Date of Addendum: July 14, 2016

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

I. Questions:

- How will we take photos of the meters, aren't cellular phones considered "personal entertainment devices?"

Austin Energy will train the appropriate personnel and issue the meter installation team their AE handheld devices- those devices are capable of taking photos. Photos will need to be kept for 12 months. Cell phones are considered personal entertainment devices, please avoid their use for non-work related activities.

- You specify in Section 0400 (Supplemental Purchasing Provisions), Item 12, Letter B.i. "Texas Department of Public Safety for any person currently residing in the State of Texas and having a valid Texas driver's license or photo ID card"- does that mean our people have to be from the State of Texas?

No, employees with out of state licenses may submit them for use in identification purposes so long as they are valid and current. Austin Energy simply needs a valid photo ID.

- Where are the Austin Energy handheld devices distributed?

AE handheld devices are distributed out of our warehouse located at 4122 Todd Lane, Austin, TX.

II. Additional Information: Also enclosed is the Agenda and Pre-Proposal sign-in sheet.

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:


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

July 14, 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

| | |
|---------------------|----------------|
| Date: July 12, 2016 | Time: 11:00 AM |
|---------------------|----------------|

LOG IN TO BRIDGE

(877) 402-9753, ACCESS CODE: 2182020
2500 Montopolis, Room 2017 B (24)

1. Opening/Welcome:

| | |
|----------------------|--|
| Solicitation Number | RFP CAK0004 |
| Project Description: | Commercial Meter Replacement Installation Services |

- 2. **Sign-in:** All attendees shall sign in.
- 3. **Introductions:** Introduction of City staff. Attendees shall identify themselves and the company they represent.
- 4. **Project Information:** Explanation of Proposal closing date and time and the time for submission of the Compliance Plan, if applicable.

| | |
|---------------------------|------------------|
| Closing Date | July 28, 2016 |
| Time Proposals are Due | 2:00 PM |
| Time Compliance Plans Due | N/A |
| Buyer's Name | Cheryl A Kaufman |

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: 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.

5. 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:

- **FACTA**- make sure you sign and return this affidavit, **0900**- Sign and return
- **Insurance**- "Thirty day notice of cancellation" must be on the insurance documents- it will state the provider "WILL" or "SHALL" provide 30-days' notice of- if it says "will endeavor to" or "may provide" these are UNACCEPTABLE
- **TERM**: 60 Months (5 years or until work is completed)
- **Living Wages** DOES apply- Requirement is \$13.03/hr
- **Prevailing Wages** DOES apply- Living Wage or Prevailing Wage- **whichever is HIGHER**
- **1295 Form**- when contract is awarded you MUST send me the completed, notarized document
- **COST PROPOSAL SHEET** was added in Addendum 2

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 July 15, 2016**. Submissions may be made via email to cheryl.kaufman@austinenergy.com

6. Scope of Work (Presented by Pam Gonzalez)

7. Proposal Preparation Instructions and Evaluation Factors *0600 - This is what you're "graded" on.*

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: **CAK0004- Commercial Meter Replacement Installation**

Meeting Date: 07/12/2016

Buyer: Cheryl A Kaufman

Place/Room: SCC- 2500
Montopolis

Please Print Legibly

| Name | Company/Agency/Dept. | Phone | Email |
|-------------------|---------------------------|-------------------|------------------------------------|
| ABDUR RAHMN, P.E. | AE/city of Austin/CMO | (512) 322-6680 | abdur.rahman@austinenenergy.com |
| JOEY HERNANDEZ | COA/AUSTEN ENERGY/CMO | (512) 505-7160 | JOEY.HERNANDEZ@AUSTENENERGY.COM |
| Jeff Randolph | AE | 322-6121 | jeff.randolph@austinenenergy.com |
| CHRIS HELTON | STRONG ELECTRIC | 432-271-8187 | CHLTON@STRONGELECTRIC.NET |
| Cheryl A. Kaufman | AE | 505-3545 | cheryl.kaufman@austinenenergy.com |
| Pam Gonzalez | AE | 322-6896 | pamela.gonzalez@austinenenergy.com |
| Gaird France | Diameter Corp. | 225-300-7882 | lfrance@diameterdpg.com |
| Jeff DeVries | Sooner Meter Sales & Svc. | (651) 492-4254 | jdevries@soonermeter.com |
| Justin McCloud | Diameter | (817) 946-9014 | jmccloud@diameter.com |
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