



REQUEST FOR PROPOSAL STATEMENTS ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL STATEMENTS: NST0406 ADDENDUM NO. 2
DATE OF ADDENDUM: August 18, 2015

This addendum is to incorporate the following information: Clarifications

- 1.0 Section 0500, 3.1.1 Design conditions, Vendor shall provide a pump curve with BEP.
- 2.0 Section 0500, 5.1.5 Testing, Acceptable limits +10% -20% of BEP. The vendor and Austin Energy shall perform an operational in service test to confirm the flow is within the BEP acceptable limits +10% and - 20% at Sand Hill Energy Center. AE will use AE equipment to verify. Vendor shall bring their equipment as well.
- 3.0 Section 0500, 5.1.8 Mechanical vibration test, -this will be done by the vendor at both their facility and Sand Hill Energy Center (Uncoupled to vendor facility and coupled at SHEC). AE Vibrations Department will conduct their own testing at SHEC. Vendor shall state when the facility testing will be conducted, as AE may send a representative for review. Vendor shall follow the NEMA Standards MG1 and specify vibration limits and provide to AE in the bid, see motor attachment D for details.
- 4.0 Section 0500, 6.2 Certified Drawings, AE will be involved in the review process for questions and answers. Vendor shall submit a review time for AE of 4 to 5 business day.
- 5.0 Pre-bid Conference Agenda, the No goal good faith effort requirements, and Attendance Sheet is attached to this Addendum.

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Solicitation.

APPROVED BY:

Nicole Turner, Senior Buyer Supervisor
Purchasing Office, 512-322-6586

ACKNOWLEDGED BY:

SUPPLIER	AUTHORIZED SIGNATURE	DATE

RETURN ONE (1) COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, PRIOR TO RESPONSE CLOSING OR WITH YOUR SEALED RESPONSE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.

PRE-PROPOSAL CONFERENCE AGENDA

Date: Aug 7, 2015	Time: 12:30 PM
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1. Opening/Welcoming:

Solicitation Number	RFP NST0406
Project Description:	Purchase of new 1800 RPM Condensate Pumps and Motors for Unit 5 Sand Hill Energy Center

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,** (Presented by SMBR) Kenneth Kalu: This solicitation has no participation goals for subcontracting; however please be advised that if you will be subcontracting any portion of this contract, you must comply with the City's MBE/WBE Procurement Program. Reference the No Goals Utilization Plan (Section 0900). Failure to comply with these requirements may result in rejection of your response.

5. **Project Information:** Explanation of Proposal closing date and time and the time for submission of the Compliance Plan, if applicable.

Closing Date	August 21, 2015
Time Proposals are Due	3:00 PM
Buyer's Name	Nicole Turner

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. 308
Austin, Texas 78701
(512) 974-2500

Note: Responses not submitted in a sealed envelope or container will not be considered. Responses submitted late will not be considered. It is the responsibility of the Respondent to ensure that their Response is received before the Response 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.

- C. **Supplemental Purchase Provisions,** Section 0400, these augment the Standard Terms and Conditions; they will be incorporated into any resultant Contract. Of note:

1. **Insurance**: Insurance is required for the resulting contract. Contractor shall provide a certificate of Insurance as Verification of coverages requires to the City, prior to contract execution and with 14 calendar days after written request from the City. Worker's Compensation and Employers' Liability Insurance, Commercial General Liability Insurance, Business Automobile Liability Insurance.
 2. **Property Insurance**: The Contractor shall provide in an amount no less than \$500,000.00. For City of Austin property/equipment in the care, custody and control of the Contractor, the Contractor shall provide All Risk Property coverage including, but not limited to fire, wind, hail, theft, vandalism and malicious mischief. The City reserves the right to increase the required property insurance limit for any specific scope of work. If applicable, Transit coverage shall also be provided. The City of Austin shall be added to the property policy as a Loss Payee as their interest may appear.
 3. **Professional Liability Insurance**: Contractor shall provide coverage at minimum limit of \$1,000,000.00 per claim. This coverage shall be continuous and will be provided for 24 months following completion of the contract.
 4. **Payment Bond**: Contractor shall provide a Payment Bond in an amount equal to **100%** of the Contract amount within 14 calendar days after notification of award. The Payment Bond shall remain in effect throughout the term of the project.
 5. **Performance Bond**: The Contractor shall provide a Payment Bond in an amount equal to **100%** of the Contract amount within 14 calendar days after notification of award. The Performance Bond shall remain in effect throughout the term of the project.
 6. **Term of Contract**: The Contract shall be determined by the Contactor's delivery schedule as approved by Austin Energy.
 7. **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, Nicole Turner. 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 the Offer being disqualified from consideration from award.**
- D. **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 8:00 AM on August 11, 2015. Submissions may be made via email to Nicole.turner@austinenergy.com.

7. Documents due with Proposal

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. ***

8. Scope of Work / Technical Requirements (Presented by the Department)

***Please utilize for your reference the MBE/WBE No Goal Solicitation Tip Sheet provided below as follows:**



MBE/WBE Procurement Program No Goal Solicitation Tip Sheet

The City 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. Areas of subcontracting include services, supplies, or materials that the Bidder/Proposer does not perform with its own workforce or supply in its inventory. The following tips are suggestions that apply only to No Goal procurements.

GENERAL INFORMATION

- ✓ Review the solicitation and determine whether subcontractors/subconsultants will be needed in order to submit a bid/proposal response. It is critical to contact the City as early as possible of subcontracting opportunities in order to meet requirements and timelines set out in the solicitation.
- ✓ If subcontracting opportunities are identified, contact SMBR immediately at 512-974-7600 to speak with the solicitation point of contact and obtain Good Faith Effort instructions. To request MBE/WBE availability lists, email SMBR at SMBRComplianceDocuments@austintexas.gov. Emails to SMBR should include:
 - Solicitation Number and Project Description in the subject line.
 - List of services, materials, or supplies that will be subcontracted (i.e. marketing services, auditing, copying, transformer, etc.).
 - Courtesy copy the Authorized Procurement Agent on all email communication with SMBR.
- ✓ Perform good faith efforts to obtain MBEs and WBEs as instructed by SMBR.
- ✓ Failure to comply with the MBE/WBE Procurement Program will result in the rejection of bids/proposals.
- ✓ The MBE/WBE Procurement Program requirements apply throughout the completion of the project when areas of subcontracting are identified.

NO GOAL UTILIZATION PLAN

- ✓ Subcontractors/subconsultants identified by Bidders/Proposers should be listed on Form 0900 No Goal Utilization plan and submitted with the bid/proposal. The form can be found online by clicking the "Standard Bid Documents" tab at the City of Austin's website in Vendor Connection. The link to the website is https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm.
- ✓ Only City of Austin certified MBEs and WBEs will be counted, and must be certified for the scope of work they are listed to perform. This information can be found using the Certified Vendor Directory located on SMBR's website at <http://www.austintexas.gov/smbr> (click on "MBE/WBE/DBE Certified Vendor" toward the bottom of the web page). Please contact SMBR if you experience any problems using the directory.
- ✓ Participation is calculated based on the entire amount of the bid or proposal. For Invitation for Bid (IFB) procurements, use the base bid amount to calculate participation.
- ✓ Attach good faith efforts if adding non-certified firms. Documentation is not limited to the following:
 - Copy of written solicitation
 - Emails, phone logs, fax transmittals
 - Correspondence with MBEs and WBEs
 - Copy of advertisement (social media or newspaper ad)
 - Copy of notices sent to Minority & Community Organizations
 - Documentation of contact with SMBR (phone or email)

SMALL & MINORITY BUSINESS RESOURCES CONTACT INFORMATION

SMBR Main Office

512-974-7600 ♦ 512-974-7601 Fax

Website: www.austintexas.gov/smbr

MBE/WBE Availability List Requests: SMBRComplianceDocuments@austintexas.gov

*****If you are going to subcontract ANY portion of this contract, you must contact the City's Small and Minority Business Resources Department (SMBR) at (512) 974-7600 and follow the instructions in the No Goals Utilization Plan (Section 0900).*****

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Solicitation: RFP NST0406 Description: SHEC UNIT 5 CONDENSATE PUMPS AND MOTORS

Date: AUGUST 7, 2015 Time: 12:30 PM

<u>Company Name:</u>	<u>Representative:</u>	<u>Phone #:</u>	<u>E-Mail Address:</u>
<u>Kenneth Kabe</u>	<u>COA-SMFR</u>	<u>512 9747621</u>	<u>Kenneth.Kabe@austintexas.gov</u>
<u>AE</u>	<u>COA-PURCHASING</u>	<u>512 3336118</u>	<u>Gabriela.hartmann@austintexas.gov</u>
<u>AE</u>	<u>RPE</u>	<u>512 9729425</u>	<u>Luis.Cordova@austintexas.gov</u>
<u>AE</u>	<u>Michael Roche</u>	<u>512-322-6161</u>	<u>Michael.Roche@austintexas.gov</u>
<u>Flouserve Pumps</u>	<u>Dan Knight</u>	<u>512 264 8035</u>	<u>bknight@flouserve.com</u>
<u>AE</u>	<u>Lee Lewis</u>	<u>512 972-9409</u>	<u>lee.lewis@austintexas.gov</u>
<u>AE purchasing</u>	<u>Nicole Turner</u>		<u>Nicole.Turner@austintexas.gov</u>

Conducted By: _____