



**CITY OF AUSTIN, TEXAS**  
**Purchasing Office**  
**REQUEST FOR PROPOSAL (RFP)**  
**OFFER SHEET**

**SOLICITATION NO:** PAX0138

**DATE ISSUED:** 07/25/2016

**REQUISITION NO.:** 16071100567

**COMMODITY CODE:** 28796, 84084, 91509, 92031, 92040

**COMMODITY/SERVICE DESCRIPTION:** Audio Visual Equipment Design-Build in the Austin/Travis County Emergency Operations Center

**PRE-PROPOSAL CONFERENCE TIME AND DATE:** 08/09/2016, 1:00 pm, local time. (Please arrive 30 minutes early in order to clear screening. Site-visit will immediately follow the pre-proposal meeting)

**CONFERENCE CALL NO.** (512) 974-9300  
 Participant Code: 895571

**LOCATION:** 5010 Old Manor Road, Austin, TX 78723

**FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT THE FOLLOWING AUTHORIZED CONTACT PERSON:**

Sai Xoomsai Purcell  
 Senior Buyer Specialist  
**Phone:** (512) 974-3058  
**E-Mail:** [sai.xoomsai@austintexas.gov](mailto:sai.xoomsai@austintexas.gov)

**PROPOSAL and COMPLIANCE PLAN DUE PRIOR TO:** 08/30/2016, 2:00 pm, local time

**PROPOSAL OPENING TIME AND DATE:** 08/30/2016, 2:15 pm, local time

**LOCATION:** MUNICIPAL BUILDING, 124 W 8<sup>th</sup> STREET RM 308, AUSTIN, TEXAS 78701

**FOR SMALL AND MINORITY RESOURCES ISSUES CONTACT THE FOLLOWING AUTHORIZED CONTACT PERSON:**

Harold Tolbert  
 Bus Development Counselor  
**Phone:** (512) 974-7736  
**E-Mail:** [Harold.Tolbert@austintexas.gov](mailto:Harold.Tolbert@austintexas.gov)

**LIVE SOLICITATION CLOSING ONLINE:** For RFP's, only the names of respondents will be read aloud

For information on how to attend the Solicitation Closing online, please select this link:  
<http://www.austintexas.gov/department/bid-opening-webinars>

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

Address for US Mail (Only)	Address for Fedex, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # PAX0138	Purchasing Office-Response Enclosed for Solicitation # PAX0138
P.O. Box 1088	124 W 8 <sup>th</sup> Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

**NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.**

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

**\*\*\*SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT\*\*\***

**This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.**

<b>SECTION NO.</b>	<b>TITLE</b>	<b>PAGES</b>
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	6
0500	SCOPE OF WORK	16
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	6
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES CONTRACTOR CERTIFICATION-Complete and return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE COMPLIANCE PLAN PACKAGE – Must be completed and returned	31
	SUBCONTRACT VENDOR LIST – EXCEL FORMAT	6

**\* Documents 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 the \* Sections are available on the Internet at the following online address:**

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](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 located in the Municipal Building, 124 West 8<sup>th</sup> Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. 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.**

#### **INTERESTED PARTIES DISCLOSURE**

**In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 “Certificate of Interested Parties” that is signed and notarized for a contract award requiring council authorization. The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.**

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

**The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_

Printed Name of Officer or Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Officer or Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**\* Proposal response must be submitted with this Offer sheet to be considered for award**

**Section 0605: Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

*NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).*

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?		
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

**Section 0815: Living Wages Contractor Certification**

Company Name \_\_\_\_\_

Pursuant to the Living Wages provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$13.03 per hour.

The below listed employees of the Contractor who are directly assigned to this contract are compensated at wage rates equal to or greater than \$13.03 per hour.

Employee Name	Employee Job Title

**\*USE ADDITIONAL PAGES AS NECESSARY\***

- (1) All future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$13.03 per hour.
- (2) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each affected employee the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision or fraudulent statements made on this certification may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment, or result in legal action.

**Section 0835: Non-Resident Bidder Provisions**

Company Name \_\_\_\_\_

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: \_\_\_\_\_

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: \_\_\_\_\_ Which State: \_\_\_\_\_

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: \_\_\_\_\_

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The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by end of business day on 08/16/2016 to [sai.xoomsai@austintexas.gov](mailto:sai.xoomsai@austintexas.gov).

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office  
P. O. Box 1088  
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
  - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
    - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
    - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
  - (1) The policy shall contain the following provisions:
    - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
    - (b) Contractor/Subcontracted Work.
    - (c) Products/Completed Operations Liability for the duration of the warranty period.
    - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
  - (2) The policy shall also include these endorsements in favor of the City of Austin:
    - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage

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- (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
      - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
    - iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
      - (1) The policy shall include these endorsements in favor of the City of Austin:
        - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
        - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
        - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
  - C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City’s review and approval.
3. **TERM OF CONTRACT:**
- A. The Contract shall be in effect for an initial term of 12 months and may be extended thereafter for up to four additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
  - B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to resolicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
  - C. Upon written notice to the Contractor from the City’s Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
  - D. Prices are firm and fixed for the term of the contract. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.
4. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.
5. **INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)
- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled “Invoices.” Invoices received without all required information cannot be processed and will be returned to the vendor.

Invoices shall be e-mail to the below address:

	City of Austin
Department	Communication Technology Management

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Attn:	Account Payable
E- Mail Address	<a href="mailto:CTMAPInvoice@austintexas.gov">CTMAPInvoice@austintexas.gov</a>

- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.
6. **RETAINAGE:** The City will withhold 20 percent (%) retainage until completion of all work required by the Contract. The Contractor's invoice shall indicate the amount due, less the retainage. Upon final acceptance of the work, the Contractor shall submit an invoice for the retainage to the City and payment will be made as specified in the Contract. Payment of the retainage by the City shall not constitute nor be deemed a waiver or release by the City of any of its rights and remedies against the Contractor for recovery of amounts improperly invoiced or for defective, incomplete or non-conforming work under the Contract.
7. **LIVING WAGES:**
- A. The minimum wage required for any Contractor employee directly assigned to this City Contract is \$13.03 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$13.03 per hour. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide to the Department's Contract Manager with the first invoice, individual Employee Certifications for all employees directly assigned to the contract. The City reserves the right to request individual Employee Certifications at any time during the contract term. Employee Certifications shall be signed by each employee directly assigned to the contract. The Employee Certification form is available on-line at [https://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm).
- E. Contractor shall submit employee certifications annually on the anniversary date of contract award with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract. The Employee Certification Forms shall be submitted for employees added to the contract and/or to report any employee changes as they occur.
- F. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.
8. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**
- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under

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City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.

- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

**9. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):**

- A. Contractors are required to obtain a certified criminal background report with fingerprinting (referred to as the "report") for all persons performing on the contract, including all Contractor, Subcontractor, and Supplier personnel (for convenience referred to as "Contractor's personnel").
- B. The report may be obtained by reporting to one of the below governmental entities, submitting to fingerprinting and requesting the report [requestors may anticipate a two-week delay for State reports and up to a four to six week delay for receipt of a Federal report.].
  - 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;
  - ii. The appropriate governmental agency from either the U.S. state or foreign nation in which the person resides and holds either a valid U.S. state-issued or foreign national driver's license or photo ID card; or
  - iii. A Federal Agency. A current Federal security clearance obtained from and certified by a Federal agency may be substituted.
- C. Contractor shall obtain the reports at least 30 days prior to any onsite work commencement. Contractor also shall attach to each report the project name, Contractor's personnel name(s), current address(es), and a copy of the U.S. state-issued or foreign national driver's license or photo ID card.
- D. Contractor shall provide the City a Certified Criminal Background Report affirming that Contractor has conducted required security screening of Contractor's personnel to determine those appropriate for execution of the work and for presence on the City's property. A list of all Contractor Personnel requiring access to the City's site shall be attached to the affidavit.
- E. Upon receipt by the City of Contractor's affidavit described in (D) above and the list of the Contractor's personnel, the City will provide each of Contractor's personnel a contractor ID badge that is required for access to City property that shall be worn at all times by Contractor's personnel during the execution of the work.
- F. The City reserves the right to deny an ID badge to any Contractor personnel for reasonable cause, including failure of a Criminal History background check. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's reports. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the

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work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) calendar days of the receipt of notification of denial.

- G. Contractor's personnel will be required to wear the ID badge at all times while on the work site. Failure to wear or produce the ID badge may be cause for removal of an individual from the work site, without regard to Contractor's schedule. Lost ID badges shall be reported to the City's Contract Manager. Contractor shall reimburse the City for all costs incurred in providing additional ID badges to Contractor Personnel.
  - H. ID badges to enter and/or work on the City property may be revoked by the City at any time. ID badges must be returned to the City at the time of project completion and acceptance or upon removal of an individual from the work site.
  - I. Contractor is not required to obtain reports for delivery personnel, including but not limited to FedEx, UPS, Roadway, or other materials delivery persons, however all delivery personnel must present company/employer-issued photo ID and be accompanied by at least one of Contractor's personnel at all times while at the work site.
  - J. The Contractor shall retain the reports and make them available for audit by the City during regular business hours (reference paragraph 17 in Section 0300, entitled Right to Audit).
10. **MONTHLY SUBCONTRACT AWARDS AND EXPENDITURES REPORT:** (reference paragraph 18 in Section 0300) (applicable when an MBE/WBE Compliance Plan is required)
- A. The Contractor must submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager specified herein and to the Purchasing Office Contract Compliance Manager no later than the tenth calendar day of each month.
  - B. Mail the Purchasing Office Copy of the report to the following address:  
  
City of Austin  
Purchasing Office  
Attn: Contract Compliance Manager  
P. O. Box 1088  
Austin, Texas 78767
11. **INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).
- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
  - B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.
13. **OWNERSHIP AND USE OF DELIVERABLES:** The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.
- A. **Patents:** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge,

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and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.

- B. **Copyrights:** As to any Deliverable containing copyrighted subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 36 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered work made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of Austin) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.
- C. **Additional Assignments:** The Contractor further agrees to, and if applicable, cause each of its employees to execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns, and nominees, the sole and exclusive right, title, and interest in and to the Deliverables, The Contractor's obligations to execute acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 36 A., B., and C. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should arise to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph above.

14. **CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Whitney Sklar

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Whitney.Sklar@austintexas.gov

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(512) 974-0792

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\*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

# Scope of Work

SOLICITATION NO. PAX0138

## Description: Audio Visual Equipment Design-Build in the Austin/Travis County Emergency Operations Center (A/TCEOC)

### 1.0 Purpose

1.1 The Austin/Travis County Emergency Operations Center (A/TCEOC) seeks proposal for a fully integrated, operational and turnkey audiovisual system. The system shall support all emergency operations and training efforts within the Emergency Operations Center (EOC). The scope of the executed contract shall include the following:

- 1.1.1 System design and engineering
- 1.1.2 Project management
- 1.1.3 Software licensing and configuration
- 1.1.4 Hardware
- 1.1.5 Equipment and cabling installation
- 1.1.6 Technical design documents and as-built drawings
- 1.1.7 Requirements-gathering for controls programming
- 1.1.8 Controls programming and graphics
- 1.1.9 Plan to minimize downtime during installation due to the critical nature of the EOC
- 1.1.10 Full implementation and integration of a functional audiovisual system
- 1.1.11 Implement a test environment (to test software upgrades/patches)
- 1.1.12 Provide an acceptance test plan and testing
- 1.1.13 Training and training materials for the new system
- 1.1.14 Product documentation and manuals

1.2 There is no set system design, facilities detail sheets, electrical drawings and no detailed equipment list. Proposer shall provide all the necessary information to the project team within the proposal. Pricing for all required work, drawings, related parts and equipment shall be included within the pricing documents (Appendix A).

### 2.0 Introduction and Background

2.1 The Austin/Travis County Emergency Operations Center (A/TCEOC) is a central facility that permits coordinated decision-making and support for major emergencies for both the City of Austin and Travis County. Additionally, the A/TCEOC serves as a training center when not activated for emergency operations. The A/TCEOC, also referred to in this document as the EOC is located in the Combined Transportation, Emergency & Communications Center (CTECC). The EOC's audiovisual systems were originally installed in 2003 and are in need of a major renovation. The original systems are based upon a completely analog video distribution system utilizing RGBHV, component and composite video cabling.

The intent of the audiovisual upgrade is to provide the EOC with a new, fully integrated network-based audiovisual system that is completely digital and scalable. In order to achieve this objective, it is imperative that the existing analog systems be removed and replaced to accommodate the latest digital video display and network-based distribution technologies. Further, it is the Contractor's responsibility to take into account existing infrastructure items that might be reused or repurposed, without degrading or impacting the new systems, for a cost-effective solution.

2.2 The EOC is composed of the following spaces and functional requirements. These spaces form an integrated system which allows for complete information sharing between all spaces.

- 2.2.1 Emergency Operations Center (Main Room):
  - 2.2.1.1 Open bullpen style room
  - 2.2.1.2 Fifty-five (55) operator laptops with audio/video preview and control
  - 2.2.1.3 Twenty (20) desktop computers
  - 2.2.1.4 Podium with a/v and presentation preview and control
  - 2.2.1.5 One (1) master control station for total room control
  - 2.2.1.6 Web and tablet based control for owner furnished equipment (OFE)
  - 2.2.1.7 Discretionary audio/video press feed to media viewing area
  - 2.2.1.8 Room based audio/video conferencing through digital signal processor (DSP) and video
  - 2.2.1.9 Wireless microphone system
  - 2.2.1.10 Three (3) confidence monitors, one located at the base of each table
  - 2.2.1.11 Four (4) document cameras
  - 2.2.1.12 Integrated room audio

2.2.2 Room 317

- 2.2.2.1 Twelve (12) seat breakout room
- 2.2.2.2 Eight (8) laptops
- 2.2.2.3 Four (4) positions with no computer
- 2.2.2.4 One (1) desktop computer
- 2.2.2.5 One (1) control station for room control located inside a podium
- 2.2.2.6 Integrated room audio

2.2.3 Room 320B

- 2.2.3.1 Twelve (12) seat breakout room
- 2.2.3.2 Eight (8) laptops
- 2.2.3.3 One (1) desktop computer
- 2.2.3.4 One (1) control station for room control located on the wall
- 2.2.3.5 Integrated room audio

2.2.4 Room 320C

- 2.2.4.1 Twelve (12) seat breakout room
- 2.2.4.2 Six (6) desktop computers
- 2.2.4.3 Six (6) positions with no computer
- 2.2.4.4 SmartBoard
- 2.2.4.5 Integrated audio

2.3 The A/TCEOC requires an integrated network-based content distribution system that supports each of the rooms as an extension of the system. The content shall be accessible anywhere within the system, with the appropriate user rights, including but not limited to:

- 2.3.1 Local sources
- 2.3.2 Streaming sources (traffic, web)
- 2.3.3 Mobile devices
- 2.3.4 TV channels
- 2.3.5 Audio sources
- 2.3.6 Laptop desktop and applications (software client)

2.4 The system proposed is intended to support the EOC and shall be capable of data-sharing CTECC facility-wide. While it is not a requirement to provide any equipment for this

expansion, the system shall be scalable to include all other spaces within the building including the greater than 100 person dispatch area called the operations floor. Eventually, the system will be extended to off-site locations via the Wide Area Network (WAN). The respondent shall not propose any solution that is incapable of being easily scaled to accommodate these future requirements.

- 2.5 The City requires as much equipment as possible be consolidated and centrally located. There is an existing equipment closet with adequate space to accommodate at least three (3) full height equipment cabinets, with what appears to be adequate power and environmental conditioning located within the EOC proper. The datacenter on the first floor of the building shall house the IP equipment.
- 2.6 Currently there are three screens for projection in the main EOC. It is the intent that with this project, one large front projection, fixed screen be secured that is approximately 7'0" x 44'0" to provide a video wall.

### 3.0 **City's Responsibilities: The City of Austin will**

- 3.1 Coordinate the Contractor with the appropriate resources within the City departments in order to successfully complete the project.
- 3.2 Provide a Project Manager for work sessions, prioritization, coordination, and scheduling with the Contractor's Project Manager
- 3.3 Provide access to office sites during normal business hours, based on approved Criminal Background Investigation (CBI) and formal badging processes.
- 3.4 Provide available documentation, as requested and/or access to technical resources.
- 3.5 Provide issue identification and risk mitigation during the system design and engineering document reviews so that all networking and security requirements will be met, specific to the A/TCEOC.
- 3.6 Provide communication with and between the Contractor and the already contracted audiovisual consultant (AV Consultant).
- 3.7 Provide office space for Contractor project team members or technical staff when onsite, if needed and as available.
- 3.8 Provide facilities for all meetings, work sessions and training classes, including audiovisual equipment.
- 3.9 Participate in acceptance testing of the system.
- 3.10 Participate in requirements-gathering for control system design
- 3.11 Participate in training classes provided by the AV Consultant.
- 3.12 Provide review and approval of milestones, deliverables, status reports and invoices.
- 3.13 Determine if any of the work on the project can be subcontracted for a substantial cost savings.

4.0 **Contractor's Responsibilities: The Contractor Shall**

- 4.1 Provide a user-centric, unified control and management system to simplify the complexities of the operation of the system with a purpose built modern, responsive, mobile ready, user interface with the ability to monitor and manage the entire integrated system.
- 4.2 Provide appropriate interfaces and training materials for up to three general levels of users:
  - 4.2.1 Simplified non-technical user interfaces, designed for operators with little to no previous training on the operation of the system,
  - 4.2.2 Experienced technical user interface for trained staff, and
  - 4.2.3 Administrator interface for system administrator access.
- 4.3 Provide a solution that is scalable and highly reliable to eventually include all other spaces within the CTECC building, including the operations floor, and ensure that future requirements of sharing audio and video via the Wide Area Network (WAN) will accommodate facility-wide and potential off-site locations.
- 4.4 Remove, in coordination with City staff, cabling, old electronics, mounting systems and other devices that are not in use and that will not be used upon the implementation of the new systems.
- 4.5 Evaluate, remove and/or relocate the following equipment, as appropriate (Note: All equipment identified as "not required" is to be reviewed with the AV Consultant and COA prior to any planned disposal):
  - 4.5.1 Main EOC
    - 4.5.1.1 Three (3) ceiling mounted video projectors (not required in final implementation)
    - 4.5.1.2 Three (3) projector ceiling mounts (evaluate for reuse)
    - 4.5.1.3 Three (3) ceiling mounted front projection screens (not required in final implementation)
    - 4.5.1.4 Ten (10) 42" flat screen monitors (Not required in final implementation, evaluate for reuse elsewhere)
    - 4.5.1.5 Ten (10) flat panel ceiling mounts (evaluate for reuse)
    - 4.5.1.6 Seventy-five (75) analog audio receivers at operator workstations (not required in final implementation)
    - 4.5.1.7 Three (3) confidence monitors (evaluate for reuse)
    - 4.5.1.8 One (1) master A/V touch screen control panel (not required in final implementation)
    - 4.5.1.9 Three (3) Secondary A/V touch screen control panels (not required in final implementation)
  - 4.5.2 Room 317
    - 4.5.2.1 One (1) ceiling mounted video projector (evaluate for reuse)
    - 4.5.2.2 One (1) projector ceiling mount (evaluate for reuse)
    - 4.5.2.3 One (1) ceiling mounted front projection screen (evaluate for reuse)
    - 4.5.2.4 One (1) 65" flat screen television (evaluate for reuse)

- 4.5.2.5 One (1) touch panel (evaluate for reuse)
- 4.5.2.6 Racked equipment (evaluate for reuse)
- 4.5.3 Room 320B
  - 4.5.3.1 One (1) ceiling mounted video projector (not required in final implementation)
  - 4.5.3.2 One (1) Projector ceiling mount (evaluate for reuse)
  - 4.5.3.3 One (1) ceiling mounted front projection screen (evaluate for reuse)
  - 4.5.3.4 One (1) 42" flat screen monitor (evaluate for reuse)
  - 4.5.3.5 One (1) flat panel wall mount (evaluate for reuse)
  - 4.5.3.6 Racked equipment (evaluate for reuse)
- 4.5.4 Room 320C
  - 4.5.4.1 One (1) 42" flat screen monitor (evaluate for reuse)
  - 4.5.4.2 One (1) flat panel wall mount (evaluate for reuse))
  - 4.5.4.3 One (1) SmartBoard (evaluate for reuse)
- 4.5.5 Media Briefing Area
  - 4.5.5.1 One (1) ceiling mounted video projector (evaluate for reuse)
  - 4.5.5.2 Racked equipment (evaluate for reuse)
- 4.5.6 Radio Room
  - 4.5.6.1 Coax cable
  - 4.5.6.2 Audio volume control
  - 4.5.6.3 Switching to media viewing room (evaluate for reuse)
- 4.6 Provide audio and video distribution via a fault tolerant Internet Protocol (IP) distribution system that affords the operators the benefit of a multitude of sources that can be accessed and displayed on any device within the EOC's audiovisual network.
- 4.7 Provide imaging in the main EOC on four (4) projectors for a unitized image to cover a screen of approximately 7'0" x 44'0" (also provided by the Contractor).
- 4.8 Provide imaging in the main EOC that is considered a single, contiguous desktop image with the inherent capability of displaying a minimum of twelve (12) simultaneous images in any configuration, resolution or aspect ratio.
- 4.9 Provide a design that allows all video sources the ability to be shown on any of the displays in the EOC. (Refer to the Input/Out Matrix for specific sources and destinations in Appendix B).
- 4.10 Provide audio playback via ceiling mounted speakers and deliver audio to laptops.
- 4.11 Provide equipment and connectivity in order to avoid system failure during a network outage to include, but not limited to:
  - 4.11.1 One (1) High Definition Multimedia Interface (HDMI) connection from the AV equipment enclosure to each projector
  - 4.11.2 One (1) HDMI connection from the AV equipment enclosure to each of the tables within the main EOC room.
  - 4.11.3 Keep the existing COAX distribution located behind each of the flat panel

displays in the facility in order to avoid loss of CATV signals in the event of a system failure.

- 4.12 Provide an automatic image alignment computer based hardware and software system that will realign the projection system over time that has a less than five (5) minute startup time.
- 4.13 Provide an IP based system that incorporates existing video sources that is scalable for growth and integration with other systems.
- 4.14 Provide a standardized cable infrastructure in support of network distribution.
- 4.15 Provide an easy-to-use web interface for source distribution, with all sources available to be seen and heard with minimal latency due to encoding/decoding.
- 4.16 Provide an audio system to support major functions within the system and/or to work independently as a stand-alone system.
- 4.17 Integrate audio sources into the IP distribution system.
- 4.18 Provide audio to each laptop provided by the IP video/audio distribution system so that users may listen to any of the CATV sources through owner furnished headphones.
- 4.19 Provide new digitally encrypted wireless microphone system that includes:
  - 4.19.1 Eight (8) rechargeable wireless handheld microphones
  - 4.19.2 Two (2) wireless lavalier microphones
  - 4.19.3 Appropriate antennae distribution for a drop-out free environment
  - 4.19.4 Wireless microphone battery docking stations for handheld and lavalier microphones
- 4.20 Replace the existing control system to provide an updated system that offers remote access capability via a web-based program.
- 4.21 Include all necessary programming and support hardware requirements (control expansion devices, servers, switches, etc.) to provide a fully functioning system.
- 4.22 Integrate existing lighting control system into the new control system.
- 4.23 Provide adequate time for programming with specialized third-party programming firms to ensure complete systems integration is provided to the City's satisfaction.
- 4.24 Provide new equipment enclosures (and include all necessary side panels, front and rear doors, cooling, blanks, shelves, casters and power distribution.)
- 4.25 Confirm and/or provide the necessary information for the existing equipment closet to be brought up to the specifications required to support all the equipment to be provided. It is the intent that all appropriate switching, distribution, processing, routers, amplifiers, etc. be located in this area.
- 4.26 Retain all existing sources for each room.
- 4.27 Replace current VGA with HDMI, where appropriate.

- 4.28 Retain connectivity of the 42" flat panel displays in Room 320B and 320C to the television distribution system only.
- 4.29 Provide AV systems design, engineering and installation to include all devices, equipment, installation, programming and commissioning of the systems.
- 4.30 Implement the guidelines and requirements contained herein and translate them into a complete design package, containing all elements necessary for a complete, operational and functionally integrated AV system(s).
- 4.31 Provide all work as a turnkey installation including all material, labor, engineering, warranties, freight, permits and drawings. (Only items and requirements specifically stated to be provided by others shall not be a requirement.)
- 4.32 Provide an implementation schedule that limits disruption due to the critical nature of the emergency management facility.
- 4.33 Provide project management to oversee and coordinate all activities and contractors to satisfy the successful implementation of all systems. Roles and responsibilities include:
- 4.33.1 The Project Manager shall maintain the ability of making all managerial decisions on behalf of the Contractor on a day-to-day basis, and shall retain the authority of accepting notices of deduction, inspection reports, payment schedules and any other project-related correspondence.
- 4.33.2 The Project Manager shall schedule and attend project management meetings, during which time all system related issues are discussed, scheduled, confirmed, and/or resolved.
- 4.33.3 The Project Manager shall be available during normal business hours (0800 hours to 1700 hours) within two (2) hours by telephone during the term of the Project.
- 4.33.4 On a per room basis, and prior to the initiation of the work, the Project Manager shall submit a schedule reflecting key milestones of the work, including but not limited to the following:
- Kick-off meeting
  - Prefabrication submittal
  - Ordering, delivery, and installation
  - Shop Fabrication
  - Shop Acceptance Testing
  - Equipment delivery to Site
  - Equipment schedule
  - Payment schedule
  - Site Installation Schedule inclusive of Hardware and Software
  - Systems training
  - Delivery of As-Built documentation
  - Delivery of Operations & Maintenance Manuals
  - Final System test
  - Acceptance of System
- 4.33.5 The Project Manager shall update the schedule on a weekly basis to reflect the status of each key milestone as the work progresses.
- 4.34 Coordinate and deliver complete and integrated as-builts, operation and maintenance manuals, and owner training, including all professional produced materials and training videos.

- 4.35 Provide all programming code to the City in a format that is mutually agreed upon that can be updated and edited, as required.
- 4.36 Provide requirements gathering, design and programming work required for successful implementation of Control Systems Programming, User interfaces and monitoring server interfaces.
  - 4.36.1 No less than (3) requirements gathering meetings with end users and other required stakeholders to develop a Basis of Design, to include, a minimum, three (3) concept designs for all programming and graphics components.
  - 4.36.2 Once the Basis of Design is approved and the concept designs are chosen by the City, the contractor shall provide no less than six (6) review meetings to update the appropriate parties on progress of the programming and allow for changes to be requested.
  - 4.36.3 Once the programming effort is substantially completed, the contractor shall provide a functional test to demonstrate the functionality of the systems. If the functional test does not meet the expectations of any of the parties, the contractor shall allow for one final substantial change to the programming.
- 4.37 Provide IP distribution and video wall processing.
  - 4.37.1 While the Contractor may have internal personnel capable of installing and configuring the associated equipment, it is a requirement to utilize the manufacturer of the proposed systems as a subcontractor for their installation and configuration.
  - 4.37.2 Work shall be completed in close coordination with the City and the AV Consultant.
  - 4.37.3 The subcontractor (Manufacturer) shall provide approximately 30 days of onsite support post systems acceptance to assist the City with the takeover and operation of the systems. This shall include a minimum of eighty (80) hours of end-user training, including the required approximately forty (40) hours of City training inclusive of all user or administrator levels required for operation and maintenance of the systems. This shall also include all required training materials and a professionally produced and edited video of all of the trainings for use by the City at their discretion. The Contractor shall provide the City with a consolidated training manual and video inclusive of all subcontractor trainings no later than ninety (90) days after successful completion of all trainings.
  - 4.37.4 This shall also include one (1) week of onsite configuration services for configuration changes, not including any additional hardware or licensing requests, identified and requested by the City approximately six (6) months from systems acceptance but at the convenience of the City.
- 4.38 Conduct a field survey of existing electrical infrastructure to include an accurate allowance for all required electrical work as part of this project.
- 4.39 Refer to the following standards for design and performance requirements related to the work:
  - 4.39.1 InfoComm Dashboards for Controls
  - 4.39.2 InfoComm 10-2013, AV Systems Performance Verification Standard
  - 4.39.3 InfoComm 10-2013, AV Systems Performance Verification Guide
  - 4.39.4 Underwriters Laboratories, Inc. (U.L.) Materials Construction Standards for safety standards
- 4.40 Install all equipment and cabling in accordance with the current national, state, and local codes and standards including, but not limited to the following:
  - 4.40.1 Local governing authorities having jurisdiction

- 4.40.2 Any portion of the audiovisual work not subject to the requirements of an electrical code published by a specific authority having jurisdiction over such work shall be governed by the National Electrical Code and any and all applicable sections of the National Fire code, as published by the National Fire Protection Association (NFPA).
- 4.40.3 Installation procedures, methods and conditions shall be in compliance with the latest requirements of the Federal Occupational Safety and Health Administration (OSHA), the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA).
- 4.40.4 The Contractor is responsible for all costs incurred to meet these codes and conditions.
- 4.40.5 Additional codes and requirements pertaining to the work:
- NFPA-72 National Fire Alarm and Signaling Code
  - International and National Electric Codes (IEC/ NEC)
  - IEC 60268-16 Third Edition 2003-05 Objective rating of speech intelligibility
  - ANSI/InfoComm
    - 1) 10:2013 Audiovisual Systems Performance Verification
    - 2) 1M:2009 Audio Coverage Uniformity Standard in Enclosed Listener Areas
    - 3) 2M:2010 Standard Guide for Audiovisual Systems Design and Coordination
    - 4) 3M:2011 Projected Image System Contrast Ratio
    - 5) X3T9.5 FDDI
    - 6) X3T9.5 CDDI
  - Sustainable Technology Environments Program
  - Underwriters Laboratories, Inc. (UL)
  - Society of Motion Picture and Television Engineers (SMPTE)
  - Building Industry Consulting Service International (BICSI) Telecommunications Distribution Methods Manual - latest edition.
  - ANSI/TIA/EIA-568-B - Commercial Building Telecommunications Cabling Standard
  - ANSI/TIA/EIA-606-A. Administration Standard for Commercial Telecommunications Infrastructure
  - ANSI/TIA/EIA-569 - Commercial Building Standards for Telecommunications Pathways and Spaces
  - ANSI/TIA/EIA-607-A, Commercial Building Grounding (Earthing) and Bonding Requirements for Telecommunications
  - EIA RS-232 Serial Communications Electrical Interface
  - EIA RS-310-C Racks, Panels and Associated Equipment
  - FCC Part 15
  - FCC Part 68
  - IEEE 802.3
  - IEEE 802.5
  - Article 770 Optical Fiber Cables
  - Article 800 Communications Circuits
  - NFPA 70 National Electrical Code
  - NFPA 75 Protection of Electronic Computer / Data Processing Equipment
  - United States Green Building Council (USGBC): Leadership in Energy & Environmental Design (LEEDR): Green Building Rating System for New Construction & Major Renovations (NC) Version 3.0 (2009) [www.usgbc.org](http://www.usgbc.org).
- 4.41 Provide and maintain a storage facility. If the storage is to be onsite, the Contractor shall coordinate the size and spatial requirements with the City. The Contractor assumes full responsibility of the storage facility and all contents.
- 4.42 Procure and provide all required permits for any part of the Contractor work.

- 4.43 Create AutoCAD backgrounds for all required floor plans for the facility. All pre-fabrication, shop and record drawings required for the Project and as stated herein, shall be completed within the latest version of AutoCAD. Any changes shall be clouded or similarly highlighted for review.
- 4.44 Provide pre-fabrication submittals and shop drawings that include the following:
- 4.44.1 Detailed plan views and elevations of AV control and/or head-end rooms (in addition to relevant telecommunications rooms) showing raceway, sleeves, cable tray, cable paths, equipment racks, equipment cabinets, termination blocks, power receptacles and grounding bus bars.
  - 4.44.2 Drawings to show evidence of coordination with other trades.
  - 4.44.3 Cable run sheets denoting cable type, signal type, termination type, cable number designation, start point and end point.
  - 4.44.4 Cable termination schedules showing cable transmission and device location. Provide schedules in printed and electronic format.
  - 4.44.5 Floor plan drawings indicating device locations with device legends.
  - 4.44.6 System riser diagram with all devices, wire runs, and wire designations.
  - 4.44.7 Schematic block diagrams for each System showing all equipment, interconnects, data flow, etc.
  - 4.44.8 Wiring diagrams for each subsystem defining the interconnection of all inputs and outputs for all equipment.
  - 4.44.9 Fabrication shop drawings for all custom equipment (if applicable).
  - 4.44.10 Plans and elevations of the audiovisual equipment racks quantifying all equipment to be mounted therein for review and approval by the City.
  - 4.44.11 The Contractor shall submit samples of any equipment components upon request of the City.
  - 4.44.12 Samples submitted shall be the latest version of equipment.
  - 4.44.13 It is the responsibility of the Contractor to confirm all dimensions, quantities, and the coordination of materials and products supplied by the Contractor with other trades.
  - 4.44.14 Approval of shop drawings containing errors does not relieve the Contractor from making corrections at their expense.
- 4.45 Provide record documentation including the following:
- 4.45.1 Floor plan drawings indicating device locations, with device legends indicating manufacturers and model numbers for each device.
  - 4.45.2 Floor plan drawings indicating wire routing, wire routing shall be delineated in straight line runs and be tagged with cable identification and terminal strip numbers to coincide with the installation.
  - 4.45.3 Mounting details for all equipment and hardware.
  - 4.45.4 Functional block diagrams for each subsystem.
  - 4.45.5 Wiring details showing rack elevations, equipment wiring and terminations, and inter-rack wiring.
  - 4.45.6 Wiring diagrams for all custom circuitry including interfaces to various control output controlled devices, lighting control interfaces, projection screens, operable window treatments, motorized doors/partitions, etc.
  - 4.45.7 Wiring diagrams for each system, wiring diagrams shall be identical to those laminated and located within the door of the equipment room where the subject equipment racks are located.
  - 4.45.8 Typical point-to-point wiring diagrams for each piece of equipment and groups of equipment within the system.
  - 4.45.9 Layout details for each riser location, including audiovisual panels, power supplies, junction boxes, conduit, and any other audiovisual related equipment.
  - 4.45.10 Operation and maintenance manuals
    - Bind each manual in a hard-back loose-leaf binder.

- Identify each manual's contents on the cover.
  - Provide a table of contents and tabulated sheets for each manual. Place tab sheets at the beginning of each chapter or section and at the beginning of each appendix, if applicable.
  - Any hardware manual demonstrating more than one model number of device on any one page shall be clearly marked as to delineate which model has been implemented.
  - Include operational description of each subsystem, programming, explanation of subsystem interrelationships, electrical schematics, power-up and power-down procedures, menu tree for subsystems, list of manufacturers, their local representatives and subcontractors that performed work, installation and service manuals and maintenance schedules.
  - Include a software section for each software program incorporated to include: Definitions of all software related terms and functions, description of required sequences, directory of all disk files, description of all communications protocols, including data formats, command characters, and a sample of each type of data transfer, instructions for manufacturer supplied report generation, instructions for custom report generation, and database format and data entry requirements.
- 4.46 Provide quality assurance to include the following:
- 4.46.1 The Contractor shall maintain, or establish and maintain, a fully staffed office, including a service center capable of providing maintenance and service to the Project. The Contractor shall staff the service center with factory trained technicians and adequately equip the office to provide emergency service 24 hours per day 7 days per week to be maintained through the life of the Service Contract.
  - 4.46.2 The Contractor shall provide factory-certified technicians to install, commission, and maintain the work. All installing personnel shall be licensed as required by local and/or state jurisdictions.
  - 4.46.3 The Contractor shall maintain an inventory of spare parts and other items critical to System operation and as necessary to meet the emergency service requirements of this Project.
- 4.47 Provide warranty and maintenance on the AV system to include the following:
- 4.47.1 A one (1) year warranty for all work, systems and subsystems against defects in materials and workmanship with optional costs for years two (2), three (3), four (4) and five (5). Include all equipment used in the system, even if previously installed and determined to be reused in this implementation.
  - 4.47.2 Maintain certain manufacturer's warranties by adhering to requirements that system equipment must be installed, aligned and services by those installers recognized and authorized by said manufacturers to be capable of performing such duties. If a certain installer is not so authorized by a particular manufacturer, it is solely their responsibility to make such arrangements to come into such compliance and they shall bear all costs and consequences thereof.
  - 4.47.3 The warranty shall be valid and initiated following the date of System acceptance by the AV Consultant and the City. System acceptance shall commence when all parts, components, sub-Systems, and Systems have been tested and are fully functional.
  - 4.47.4 In the event that defects in the materials and/or workmanship are identified during the warranty period, the Contractor shall provide all labor and materials as may be required for prompt correction of the defect.
  - 4.47.5 All manufacturers' equipment warranties shall be activated in the Owner's name and shall commence on the date of system acceptance. In the case of -modified equipment, the manufacturer's warranty is normally Contractor voided. In such cases, the Contractor shall provide the User with a warranty equivalent to that of the original manufacturer.
  - 4.47.6 All repairs required following substantial completion of the rooms shall be scheduled at the City's convenience. In no case will the City allow such repairs to interrupt or delay a regularly scheduled event. Notwithstanding the above, all repairs within the

- regular period of usage must be completed within 24 hours of notification of a failure; 2nd and /or 3rd shift warranty repair activity should be anticipated.
- 4.47.7 Provide written notice to the Owner documenting any work performed during the warranty period, including any preventative maintenance work performed.
  - 4.47.8 Provide loaner equipment that is fully compatible with the Audio Visual Systems for any equipment not field repairable.
  - 4.47.9 Loaner equipment for components that must be shipped to/from the manufacturer or distributor shall be on site and operational within 48 hours of the component failure. Furnish lists of equipment that will require shipment from the manufacturer or distributor and lead times associated with that equipment.
- 4.48 Offer a separate annual service contract, covering all installed systems. The frequency of those visits, as identified and determined by the Contractor and their experience, shall be at regular intervals, in order to perform operational checks of the system(s) and equipment, to clean and service computers, tape machines, and other critical items, to lubricate moving parts as recommended by respective manufacturers and to adjust and align displays and other hardware to insure maintenance of optimum graphical performance. If the Contractor believes certain equipment may require more frequent (or less frequent) servicing that should be identified by component. The service contract shall commence immediately after expiration of the warranty period. A "per-component" price for the service contract shall be submitted with the Proposal. Provide a detailed plan for and schedule for all suggested periodic maintenance with the Proposal and describe the potential impact of these tasks with the operation of the room.
- 4.49 Provide a Contractor system checkout list for acceptance testing purposes. Acceptance tests will not be performed until the test results have been reviewed. The acceptance tests will be supervised by the City and will include the AV Consultant and shall consist of the following:
- 4.49.1 Before the acceptance tests are scheduled, the Contractor shall perform his own system checkout based upon the InfoComm 10-2013, AV Systems Performance Verification Standard and Guide. The Contractor shall furnish all required test equipment and shall perform all work necessary to determine and/or modify performance of the system to meet the requirements of this standard. The Contractor shall submit a testing plan for approval by the individual or firm.
  - 4.49.2 At the conclusion of the tests, return all equipment settings to previously calibrated positions.
  - 4.49.3 Provide written records of all test results in spreadsheet form.
  - 4.49.4 Establish and mark normal settings for all level controls, and record these settings in the "System Operation and Maintenance Manual".
  - 4.49.5 Maintain documentation of all performance tests for reference by the AV Consultant during the system acceptance tests.
  - 4.49.6 Provide a physical inventory of all equipment on site with serial numbers.
  - 4.49.3 Demonstrate the operation of all system equipment by the Contractor.
  - 4.49.4 Provide subjective and objective tests to determine functionality.
  - 4.49.5 All final, "as-built" drawings, run sheets, manuals, and other required documents, as detailed in Part I, shall be on hand. Two complete sets of these documents shall be delivered to the Owner at this time. (One complete set shall have been delivered to the AV Consultant and City prior to the scheduling of acceptance tests).
- 4.50 Ensure that all primary and sub-contractors responsible for installing the software and/or hardware shall have the appropriate certifications and pass an APD Criminal Background Investigation (CBI). In addition, the contractor(s) shall sign the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Addendum Certification and Texas Signatory Page, which will be provided by the City of Austin.

5.0 Deliverables/Milestones

Deliverables/Milestones	Description	Timeline (due/completion date, reference date, or frequency )	Performance Measure/ Acceptance Criteria	Contract Reference/ Section
Field Survey	Contractor and/or subcontractors on-site to review space, electrical, routing, grounding	Within 1 week of award	Provide field survey results and identify changes to current configuration, as needed. Approval by City.	4.38
Evaluation of Current Systems	Contractor and/or subcontractors on-site to determine what equipment should be re-used	Within 2 weeks of award	Provide documentation regarding what can be re-used and in what location/Review with AV Consultant. Approval by City.	4.5
System design (25% Complete)	System design and engineering documents are at 25% complete	Within 10 weeks of award	Must include drawings and specifications for work/ Review will occur with AV Consultants to mitigate risks or design deficiencies. Approval by City.	2.1.1 2.1.6 4.3 4.9 4.29 4.30 4.38 4.43 4.44
System design (50% Complete)	System design and engineering documents are at 50% complete	Within 12 weeks of award	Must include drawings and specifications for work/ Review will occur with AV Consultants to mitigate risks or design deficiencies. Approval by City.	2.1.1 2.1.6 4.3 4.9 4.29 4.30 4.38 4.43 4.44
System design (75% Complete)	System design and engineering documents are at 75% complete	Within 14 weeks of award	Must include drawings and specifications for up to 75% of the work/ Review will occur with	2.1.1 2.1.6 4.3 4.9

			AV Consultants to mitigate risks or design deficiencies. Approval by City.	4.29 4.30 4.38 4.43 4.44
Installation Plan	Installation Plan for minimizing downtime during system installation and commissioning	Within 14 weeks	Plan shall include facility for staging and plan for how much set up and configuration will be done off-site, timelines will be set/Review with AV Consultants. Approval by City.	2.1.9
System design (99% Complete)	System design and engineering documents are at 99% complete	Within 18 weeks of award	Must include drawings and specifications that includes almost all of the work that will be completed/ Review will occur with AV Consultants to mitigate risks or design deficiencies. Approval by City.	2.1.1 2.1.6 4.3 4.9 4.29 4.30 4.38 4.43 4.44
System Design complete	System design and engineering documents are complete; ready to begin work.	Within 20 weeks of award	System design and engineering documents reviewed and approved, ready for equipment/staging. Approval by City.	2.1.1 2.1.6 4.3 4.9 4.29 4.30 4.38 4.43 4.44
Hardware, Software, Cabling and Equipment Purchase	Procure all required hardware, software and equipment for system installation	Within 21 weeks of award	Complete bill of materials/Review with AV Consultants. Approval by City.	4.1 4.6 4.7 4.8 4.9 4.10 4.11 4.12 4.13 4.14 4.15 4.16 4.17 4.18 4.19

				4.20 4.21 4.22 4.23 4.24 4.25 4.26 4.27
Staging of new equipment, hardware and software (off site per plan to minimize downtime in EOC)	System is staged off site to validate functionality and configurations (per plan developed in Installation Plan)	Dependency on equipment lead time	Complete bill of materials received and powered on/Review with Consultants. Approval by City.	2.1.9
Basis of Design for Control System	Document developed from requirements sessions			4.36
Installation of new equipment, hardware and software				4.29 4.31 4.37.1 4.40 4.45.2
Configuration of IP distribution and video wall processing				4.36 4.37
Removal of old equipment and cabling				4.4
Acceptance Testing	AV Consultant			3.9 4.33.4 4.49
Training	Interface and training materials for 3 levels of users; in-depth training for the video processing and administration and professionally produced videos.		Training completion, materials received and reviewed. Approval by City.	2.1.13 3.11 4.2 4.34 4.37
Final Documentation	Documentation includes control programming code, manuals, training materials, product documentation, manuals and as-builts.	TBD	All documentation received and reviewed. Approval by City.	2.1.6 2.1.14 4.45

6.0 **Appendices/Exhibits**

*Appendix A Price Proposal Form*

*Appendix B Input/Output Matrix*

*Appendix C Technical Requirements*

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1. Submit one original paper copy and an electronic copy of the original proposal in PDF version on nine separate flash drives. The original proposal shall contain ink signatures and shall be typed on standard 8 ½" X 11" paper, double-sided, and have consecutively numbered pages.

The proposal itself shall be organized in the following format and informational sequence. Use tabs to divide each part of the Proposal and include a Table of Contents:

**Tab 1 – City of Austin Purchasing Documents** - Complete and submit the following documents:

- A. Signed Offer Sheet
- B. Section 0605 Local Business Presence Identification Form
- C. Section 0835 Non-Resident Bidder Provisions Form
- D. Section 0900 Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

**Tab 2 - Authorized Negotiator:** Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

**Tab 3 – Proposal Exception Forms:** Proposer shall clearly indicate each exception taken, provide alternative language, and justify the alternative language. The Proposer that is awarded the contract will be required to sign the contract with the provisions accepted; any exceptions may be negotiated or may result in the City deeming the offer non-responsive. Failure to accept or provide the exception information under **provided document - Proposal Exception Form** may result in the City deeming the offer non-responsive. The City reserves the right to reject a Proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation.

**Tab 4 - Business Organization:** State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.

- Is your firm legally authorized, pursuant to the requirements of the Texas Statutes, to do business in the State of Texas?
- List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against your firm, its parent or subsidiaries, predecessor organization(s), or any wholly owned subsidiary during the past five (5) years. Include in the description the disposition of each such petition.
- List all claims, arbitrations, administrative hearings, and lawsuits brought by or against your firm, its predecessor organization(s), or any wholly owned subsidiary during the last five (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the claim.
- List and describe all criminal proceedings or hearings concerning business related offenses in which your firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.
- Has your firm ever failed to complete any work awarded to you? If so, where and why?
- Has your firm ever been terminated from a contract? If so, where and why?

**Tab 5 - Prior Experience & References:** Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Do not include experience prior to 2009.

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Provide a minimum of three (3) customer references, which are operating a fully functional system of similar scope and magnitude as described in this RFP. All client reference information must be supported and verified. Reference contacts must be aware that they are being used and agreeable to City interview for follow-up.

The City may solicit from previous clients, or any available sources, relevant information concerning Proposer's record of past performance. Provide references to any sources in active use by the user community of the proposed solution.

References must include the following information:

- Name of Company
- Number of personnel
- Contact name
- Contact telephone number
- Contact e-mail
- Year(s) of project
- Budget of project
- System description (hardware and software configuration, version number of software and network configuration)
- Date of system installations and approach used to minimize downtime during the installation
- Was project completed on time and in budget?

**Tab 6 – Personnel & Project Management Structure:** Include names and qualifications of all professional personnel including senior management who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide a general explanation and chart which specifies project leadership, how resource time, work quality, and other priorities are managed, and reporting responsibilities; and interface the team with City project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor. Provide all resumes.

**Tab 7 – Concept and Solution:** Define in detail your understanding of the requirement presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal. In this section, where you provide your proposed solution, include all components of the solution identified, inclusive of manufacturer, model number, quantities and associated cut sheets. Provide a general functional description for each system. This information should be supplied per room and indexed as such. Include a systems diagram equal to the level of detail of other fully designed systems.

**Tab 8 - Implementation, Testing and Quality Assurance:** Provide a detailed explanation of the approach you will use in order to minimize downtime in the A/TCEOC during the implementation of the upgrade. Describe how the "go-live" will be executed and how affected stakeholders will be prepared for this transition, including knowledge transfer activities. Add any transition/cut-over plan and roll back recommendations that may be relevant to this project. Specify proposed demarcation of responsibilities between the City and the Vendor. The Plan should explicitly include those activities necessary to prepare City personnel for post-implementation roles.

Provide an explanation of your testing methodology and explain how this approach will be used in this project. List and describe the tools to be utilized. Provide samples of recent test plans or scripts that clearly show the process used for testing and system test results. Include a detailed test plan that describes how the system will be fully tested against agreed upon use cases, how results will be documented and managed, and how defects will be resolved. Include acceptance criteria or describe how acceptance criteria are established for

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all areas of testing. Address how testers are prepared for, and conduct: functional, regression, usability, and user acceptance testing. Specify proposed demarcation of responsibilities between the City and the Vendor.

**Tab 9 - Program:** Describe your technical plan for accomplishing required work. Include such time-related displays, graphs, and charts as necessary to show tasks, sub-tasks, milestones, and decision points related to the Scope of Work and your plan for accomplishment. Specifically indicate:

- a. Describe the proposed project management methodology and how it will be used in this project. Provide evidence that this approach has resulted in successful projects in the past. Specify proposed demarcation of responsibilities between the City and the Vendor. Describe any communication strategies and best practices that would be employed as part of the solution implementation.
- b. A description of your work program by tasks. Detail the steps you will take in proceeding from Task 1 to the final tasks.
- c. The technical factors that will be considered in section above, and the depth to which each will be treated.
- d. The degree of definition provided in each technical element of your plan.
- e. The points at which written, deliverable reports will be provided.
- f. The amount of progress payments you are requesting upon successful completion of milestones or tasks, deducting twenty percent (20%), which will be paid upon final acceptance by the City.
- g. A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities. The Proposer must state his compliance with terms of this Request for Proposal (RFP).

**Tab 10 Support and Ongoing Service**

- a. Describe the support model that is used to support the system. Specify proposed demarcation of responsibilities between the City and the Vendor. Provide a detailed list of the necessary resources and expertise, complete with personnel job descriptions, which shall be required for the City to maintain the system once implemented.
- b. Provide a detailed five year support and maintenance plan including: methods of contact; support team availability; service levels and escalations; timeframes for supporting or delivering critical security patch updates, updated database or web browser versions after release; software/browsers/hardware supported; updated user guides on all major updates or system changes, and warranty information. Note that remote access to City resources shall only be permitted providing that authorized users (CBI) are authenticated, data is encrypted across the network, and privileges are restricted.
- c. Describe the roles/responsibilities and accountability (i.e. Service Level Agreements) with any sub-contractors connected with the system, including its implementation and support.
- d. Describe any planned releases and roadmaps associated with expanding or improving the system in the future.

**Tab 11 Additional Requirements (Appendix C – Technical and General Requirements):** Review all of the additional requirements contained in Appendix C. Respond to each requirement and follow the instructions and legend provided.

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**Tab 12 Price Proposal (Appendix A – Price Proposal Form):** Information described in the following sub-sections is required from each Proposer. A firm fixed price or not-to-exceed Contract is contemplated, with progress payments as mutually determined after contract award to be appropriate. Twenty (20%) of the total contractual price will be retained until submission and acceptance of all work products.

It is the sole responsibility of the Proposer to reconcile the responsibilities of this engagement with the equipment and labor required for the project. The Proposer shall research, design and engineer a complete working and turnkey solution. Price proposal shall include all labor, travel, programming (including meetings and requirements gathering/fine-tuning), installation, drawings, designs, equipment and acceptance testing. Use the Price Proposal Form (Appendix A) as a guide to assist with preparation and submission of the price proposal. No claims that the equipment or line item was not listed on the spreadsheet will be accepted. The Proposer should **not** alter the Price Proposal Form, except to add additional lines for “other equipment, if required for a successful, turnkey solution for each room being modified. It is the sole responsibility of the Proposer to include all costs and to verify the completeness of the proposed solution.

- a. Manpower. Itemize to show the following for each category of personnel with separate hourly rates:
  - 1. manager, senior consultant, analyst, subcontractor, etc.
  - 2. estimated hours for each category of personnel
  - 3. rate applied for each category of personnel
  - 4. total cost
- b. Itemize cost of supplies and materials
- c. Other itemized direct costs
- d. If applicable, general and administrative burden. Indicate base used, percentage, and total cost relative to this procurement.
- e. Travel expenses. All travel lodging expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City’s Travel Policy as published and maintained by the City’s Controller’s Office and the Current United States General Services Administration Domestic Per Diem Rates (the “Rates”) as published and maintained on the Internet at:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

- f. Printing. State separately the cost of furnishing copies of the final report (if applicable).
- g. Total cost schedule.

**2. FINANCIAL REQUIREMENTS**

- A. It is necessary for the City to evaluate, verify, and understand the Proposer’s financial capability and stability to undertake and perform the Services contemplated in this Solicitation. To accomplish

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this task, the Proposer shall provide accurate and legible financial disclosures to the City as requested below.

**In a separate sealed envelope in the same RFP package** submitted, proposers shall submit a complete set of independently audited financial statements for the last two years, including:

- detailed balance sheets, income statements, and statements of cash flow
- an independent auditor's opinion letter
- descriptive notes on the financial statements

The financial review will be pass/fail. Any respondent who does not pass the financial review or fails to provide the information for the financial review shall be grounds for rejection and will not be eligible for award of the contract.

**3. ADDITIONAL PROPOSAL TERMS**

**3.1 - Local Business Presence:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.

**3.2 Proposal Preparation Costs:** All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

**3.3 Proposal Acceptance Period:** All proposals are valid for a period of one hundred and eighty (180) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal.

**4. EVALUATION FACTORS AND AWARD**

**3.1 Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

**3.2 Evaluation Factors:**

- i. 100 points.

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1. System Concept and Solutions Proposed (Grasp of the requirement and its solution(s), responsiveness to terms and conditions, completeness and thoroughness of the technical data and documentation.)  
Maximum **25 points**
2. Demonstrated Applicable Experience and Personnel Qualifications  
Maximum **15 points**
3. Implementation, Testing and Quality Assurance  
Maximum **15 points**
4. Support and Ongoing Service  
Maximum **10 points**
5. Compliance with additional requirements (Appendix C – Technical and General requirement)  
Maximum **15 points**
6. Total Evaluated Price (Appendix A – Price Proposal Form)  
note: optional equipment will not be included for scoring purposes  
Maximum **10 points**
7. Local Business Presence  
Maximum **10 points**

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

**ii. Interviews, Optional (25 points)**

The City may determine that it is necessary to interview short-listed Proposers prior to making a recommendation to the City Council. Staff intends to use the following guidelines in selecting Proposer(s) for a short-list. The City may use some, all, or none of these guidelines when selecting Proposer(s) for a short-list.

- a. The point difference between the first and second ranked Proposer is less than five points.
- b. The number of Proposer(s) interviewed may depend on the closeness of the scores following evaluation of the written responses.
- c. Any significant gaps in point separation between the top ranked Proposer(s) and lower scoring Proposer(s).
- d. Proposer(s), in the Evaluation Committee's opinion, that are considered qualified to perform the work, on the basis of their written response.
- e. Limiting the number of Proposer(s) to be interviewed to no more than 50% or 5 Proposer(s), whichever is less.
- f. Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.

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