



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

SOLICITATION NO: RFP SMW0121

DATE ISSUED: March 31, 2014

COMMODITY/SERVICE DESCRIPTION: Cabling Infrastructure
Maintenance Agreement for ABIA

REQUISITION NO.: RQM 5600 14032100268

COMMODITY CODE: 96218

PRE-PROPOSAL CONFERENCE TIME AND DATE: April 11, 2014
at 10:30 AM

LOCATION: ABIA Planning & Engineering Bldg., Auditorium
2716 Spirit of Texas Drive, Austin Texas

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

Shawn Willett

Corporate Contract Compliance Manager

Phone: (512) 974-2274

E-Mail: Shawn.Willett@austintexas.gov

PROPOSAL DUE PRIOR TO: 3:00 PM on April 29, 2014

PROPOSAL CLOSING TIME AND DATE: 3:00 PM on April 29, 2014

COMPLIANCE PLAN DUE PRIOR TO: 3:00 PM on April 29, 2014

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

When submitting a sealed Offer and/or Compliance Plan, use the address below:

City of Austin, Purchasing Office
Municipal Building
124 W 8 th Street, Rm 308
Austin, Texas 78701
Reception Phone: (512) 974-2500

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

SUBMIT 1 ORIGINAL, 5 COPIES, AND 1 ELECTRONIC COPY OF YOUR RESPONSE

*****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.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	8
0500	SCOPE OF WORK	14
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	4
ATTA	ATTACHMENT A, COST PROPOSAL SHEET	6
ATTB	ATTACHMENT B, SYMPHONY (KRONE) WARRANTY INFORMATION	14
ATTC	ATTACHMENT C, AIRPORT SECURITY REQUIREMENTS	24
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE – Must be completed and returned	28

*** 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 these Sections are available, on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th 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.

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: _____

Federal Tax ID No.: _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

Date: _____

E-mail Address: _____

Phone Number: _____

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

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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 no later than 5:00 pm on April 16, 2014 either via fax at (512) 974-2388 or email at shawn.willett@austintexas.gov.

2. **PRE-PROPOSAL MEETING AND SITE VISIT**

A pre-proposal meeting will be held on April 11, 2014 at 10:30 AM

Location: ABIA Planning & Engineering Building, Auditorium
2716 Spirit of Texas Drive
Austin, Texas

A site tour will follow immediately after the pre-proposal meeting

*This meeting is not mandatory however attendance is strongly suggested

3. **INSURANCE.** Insurance is required for this solicitation.

- A. Contractor and subcontractors shall carry insurance in the types and amounts indicated below until its throughout the term of the contract, which shall include items owned by the City in the care, custody and control of the Contractor prior to and during construction of the Project.
- B. Contractor and its subcontractors shall not commence operations on any Project under this contract until the required insurance and Certificates of Insurance are obtained, and reviewed and approved by the City. If coverage period ends before the Contract term ends, Contractor must, prior to the end of the coverage period, forward a new Certificate of Insurance to the City as verification of continuing coverage.
- C. Approval of insurance by the City and the required minimums shall not relieve or decrease the liability or responsibility of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- D. Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policy is issued and shall be written by companies with an A.M. Best rating of B+VII or better. Companies with A.M. Best ratings of A- or better, if required, shall write hazardous materials insurance. The City shall accept workers' compensation coverage written by the Texas Workers' Compensation Insurance Fund.
- E. The "other" insurance clause shall not apply to the City where the City is shown as an additional insured on any policy. It is intended that policies required for this contract, covering the City and Contractor, shall be considered primary coverage as applicable.
- F. If insurance policies are not written for amounts specified below, Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.
- G. The City shall be entitled, upon request and without expense, to receive certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except were policy

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provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.

- H. The City reserves the right to review the insurance requirements set forth during the term of this contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.
- I. Contractor shall not cause or permit any insurance to lapse or to be canceled prior to the end of Contract term.
- J. Contractor shall pay all premiums, deductibles and self-insured retention's, if any, stated in policies. All deductibles or self-insured retention's shall be disclosed on the Certificate of Insurance.
- K. 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
- L. 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 \$1,000,000 bodily injury each accident, \$1,000,000 bodily injury by disease policy limit and \$1,000,000 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 WC 420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC 420601, or equivalent coverage

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- ii. Commercial General Liability Insurance. The minimum bodily injury and property damage per occurrence are \$5,000,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury); and \$500,000.00 product/completed operations minimum limit of liability.
 - (1) The policy shall contain the following provisions:
 - (a) Blanket contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (b) Contractor/Subcontracted Work.
 - (c) Fire Legal Liability with a minimum limit of \$50,000.00
 - (d) Independent contractors' coverage
 - (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 (X,C,U).
 - (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
 - (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 \$5,000,000 per occurrence for bodily injury and property damage.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement TE 2046A, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement TE 0202A, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement TE 9901B, or equivalent coverage.
- iv. Professional Liability Insurance. The Contractor shall provide coverage, at a minimum limit of \$1,000,000 per claim, to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under this Agreement.

If coverage is written on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. This coverage shall be continuous and will be provided for 24 months following the completion of the contract.

- M. 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.

4. PAYMENT BOND:

- A. The Contractor shall provide a Payment Bond in an amount equal to 50% of the annual Contract amount within fourteen calendar days after notification of award. The Payment Bond serves as security for the faithful payment of all of the Contractor's obligations for subcontracts, work, labor, equipment, supplies, and materials furnished under the Contract. The Payment Bond shall be issued

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by a solvent company authorized to do business in the State of Texas, and shall meet any other requirements established by law or by the City pursuant to applicable law. The Surety must obtain reinsurance for any portion of the risk that exceeds 10% of the Surety's capital and surplus. For bonds exceeding \$100,000, the Surety must also hold a certificate of authority from the U.S. Secretary of the Treasury or have obtained reinsurance from a reinsurer that is authorized as a reinsurer in Texas and holds a certificate of authority from the U.S. Secretary of the Treasury.

- B. The Payment Bond shall remain in effect throughout the term of the Contract, and shall be renewed for each respective extension.

5. CONTRACT AWARD:

This contract will be awarded in an annual amount not to exceed \$75,000 for the initial contract term and extension options. This is a requirements based contract and work will be requested as required and specified by the City for each project. The not to exceed annual amount is not a guarantee of any work under the contract.

6. TERM OF CONTRACT:

- A. The Contract shall be in effect for an initial term of twelve months and may be extended thereafter for up to four additional twelve 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 re-solicit 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 first twelve months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

7. 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 mailed to the below address:

	City of Austin
Department	Department of Aviation
Attn:	Phillip Bays
Address	3600 Presidential Blvd.
City, State Zip Code	Austin, Texas 78719

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- 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.
8. **RETAINAGE:** The City may withhold ten percent (10%) retainage on a project by project basis 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.
9. **HAZARDOUS MATERIALS:**
- A. If this Solicitation involves hazardous materials, the Offeror shall furnish with the Offer Material Safety Data Sheets (MSDS), (OSHA Form 20), on all chemicals and hazardous materials specifying the generic and trade name of product, product specification, and full hazard information including receiving and storage hazards. Instructions, special equipment needed for handling, information on approved containers, and instructions for the disposal of the material are also required.
- B. Failure to submit the MSDS as part of the Offer may subject the Offer to disqualification from consideration for award.
- C. The MSDS, instructions and information required in paragraph "A" must be included with each shipment under the contract.
10. **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 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>

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11. **NON-SOLICITATION:**

- A. During the term of the Contract, and for a period of six (6) months following termination of the Contract, the Contractor, its affiliate, or its agent shall not hire, employ, or solicit for employment or consulting services, a City employee employed in a technical job classification in a City department that engages or uses the services of a Contractor employee.
- B. In the event that a breach of Paragraph A occurs the Contractor shall pay liquidated damages to the City in an amount equal to the greater of: (i) one (1) year of the employee's annual compensation; or (ii) 100 percent of the employee's annual compensation while employed by the City. The Contractor shall reimburse the City for any fees and expenses incurred in the enforcement of this provision.
- C. During the term of the Contract, and for a period of six (6) months following termination of the Contract, a department that engages the services of the Contractor or uses the services of a Contractor employee will not hire a Contractor employee while the employee is performing work under a Contract with the City unless the City first obtains the Contractor's approval.
- D. In the event that a breach of Paragraph C occurs, the City shall pay liquidated damages to the Contractor in an amount equal to the greater of: (i) one (1) year of the employee's annual compensation or (ii) 100 percent of the employee's annual compensation while employed by the Contractor.

12. **MONTHLY SUBCONTRACT AWARDS AND EXPENDITURES REPORT:** (reference paragraph 18 in Section 0300)

- 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

13. **ECONOMIC PRICE ADJUSTMENT:**

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first twelve months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed twenty-five percent (25%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.

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- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
- i. The following definitions apply:
- (1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
 - (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification:**

Weight % or \$ of Base Price: 80%	
Database Name: Producer Price Index Industry data	
Series ID: PCU517	
X Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Description of Series ID: Telecommunications, Base date 200312	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: All applicable	

Weight % or \$ of Base Price: 20%	
Database Name: Employment Cost Index	
Series ID: Table 9. Wages and Salaries	
X Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Description of Series ID: Employment Cost Index for wages and salaries, for private industry workers, by occupational group and industry	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: All applicable	

- E. **Calculation:** Price adjustment will be calculated as follows:

Composite Indexes: Based on one or more weighted indexes reflecting pricing elements of a good or service. The weighted percentage for each index is defined in D iii. above.

For Each Index: Index at the time of calculation
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Divided by each Index on solicitation close date
Equals change factor for each index
Multiply each Base Price of relevant line items by the percentage of price attributed to each index = weighted price
Multiply weighted price by change factor for each index
Equals the Adjusted Price for the portion of the Base Price subject to each Index
Add all adjusted prices for each item together
Equals Adjusted Price for each item

- F. If the requested adjustment is not supported by the referenced index, the City, as its sole discretion, may consider approving an adjustment on fully documented market increases.
14. **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.
38. **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:

Phillip Bays

System Support Network Supervisor

Phillip.Bays@austintexas.gov

*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.

Austin-Bergstrom International Airport Cabling Infrastructure Maintenance

Request for Proposals SMW0121

Scope of Work

Section 0500

March 31, 2014

**Prepared For The
City of Austin, Department of Aviation**



Prepared by:
The JW Group, Inc.
7234 Lancaster Pike
Suite 300D
Hockessin, DE 19707

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1. INTRODUCTION

A. ABIA Campus Environment

The Austin-Bergstrom International Airport (ABIA) began providing air service in May 1999 and consists of twenty-five (25) gates and forty-two (42) ticket counter positions. ABIA is located at the intersection of two major highways, State Highway 71 on the north and US Highway 183 on the west and comprises 4,100 acres. The campus includes a 550,000 square foot terminal building and approximately fifty (50) outlying facilities including a main communications building (IS Building), administrative offices, several Fixed Based Operators (FBO), and cargo/freight facilities.

ABIA has implemented a shared communications infrastructure throughout the campus that is used by the Department of Aviation (DOA) and all tenants (airlines, rental car companies, concessionaires, cargo companies, etc.) to support their system and application interconnectivity requirements throughout the campus. The campus includes a Single Point of Entry / demarcation point established in the IS building. The IS building is interconnected with the Terminal building and all cabling is distributed throughout the campus from these two locations. Within the buildings, dedicated communications rooms have been established to provide distribution points for horizontal cabling connectivity to all end devices. The communications rooms are interconnected via backbone cabling consisting of high pair count copper UTP cabling, multimode fiber optic cabling, and singlemode fiber optic cabling. The majority of the horizontal cabling is Category 5e; however, some Category 6 does exist. The cabling infrastructure is supported by a 25 year warranty agreement with Symphony's Warranty program which was initiated on August 31, 1999 and is now supported by TE Connectivity Electronics Corporation and Corning Inc.

The current level of maintenance activities to support the structured cabling system as well as providing new components is performed by various entities that include the DOA staff, the contractor that is currently performing PBX and PDS support, and various other third parties. The level of maintenance activities is expected to vary; however, in the past year approximately 160 trouble tickets that included a cabling component were generated.

2. SCOPE OVERVIEW

The scope of work for this RFP includes on-call service and warranty support of the structured cabling system (Premises Distribution System – PDS) which serves ABIA. To fulfill the requirements of this project, the selected contractor shall provide a designated project manager, or equivalent that will be responsible for the coordination of all service and support that is required to support the PDS at ABIA.

3. DEFINITIONS

A. Acronyms

1. ABIA: Austin Bergstrom International Airport
2. DOA: Department of Aviation

3. IDF: Intermediate Distribution Frame
4. IT: Information Technology
5. LAN: Local Area Network
6. MACs: Moves, Adds, and Changes
7. MAT: Maintenance Administration Terminal
8. MDF: Main Distribution Frame
9. MM: Multimode (fiber)
10. MPOE: Minimum Point of Entry
11. ND&I: Network Design and Installation
12. NFPA: National Fire Protection Act
13. NPI: Network Preferred Installer
14. OSP: Outside Plant
15. PDS: Premises Distribution System
16. PSTN: Public Switched Telephone Network
17. RFP: Request For Proposal
18. SIDA: Site Identification Display Area
19. SM: Singlemode (fiber)
20. SPOE: Single Point of Entry
21. STS: Shared Tenant Services
22. WAN: Wide Area Network

4. REFERENCES

- A. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.
- B. Specific reference in specifications to codes, rules, regulations, standards, manufacturer's instructions, or requirements of regulatory agencies shall mean the latest printed edition of each in effect at the date of contract.
- C. Conflicts
 1. Between referenced requirements: Comply with the one establishing the more stringent requirements.
 2. Between referenced requirements and contract documents: Comply with the one establishing the more stringent requirements.
- D. Telecommunications Industry Association /Electronic Industries Association (TIA/EIA) 568B-Commercial Building Telecommunications Wiring Standards.
- E. TIA/EIA-569A – Commercial Building Standard for Telecommunications Pathways and Spaces.
- F. ANSI/TIA/EIA 606 – Administration Standard for the Telecommunications Infrastructure of Commercial Buildings.
- G. ANSI/TIA/EIA 607 – Commercial Building Grounding and Bonding Requirements.
- H. ANSI/TIA/EIA 758 – Customer-Owned Outside Plant Telecommunications Cabling Standard.
- I. TIA/EIA-TSB-67 - Transmission Performance Specifications for Field Testing of Unshielded Twisted Pair Cabling Systems.

- J. TIA/EIA-TSB-72 – Centralized Optical Fiber Cabling Guidelines.
- K. TIA/EIA PN – 3398 Cabling practices for Open Offices.
- L. TIA/EIA TSB-75 – Additional Horizontal Cabling Practices for Open Offices.
- M. IEEE 802.X working group all published standards
- N. UL 144, Underwriter’s Laboratories listing of Communications Cable as required by National Electric Code.
- O. UL 1459, Underwriter’s Laboratories requirements for Fire Resistance.

5. CURRENT CABLING ENVIRONMENT

A. System Description

The overall ABIA campus consists of a structured cabling system (SCS) that is managed and maintained by the DOA Information Services (IS) department. In general, the SCS provides connectivity for two primary systems; a data infrastructure that is composed of both fiber optic (single mode and multi-mode) and copper data cabling, and a voice infrastructure that is primarily composed of copper cabling.

The data infrastructure for outside and inside plant cabling includes both fiber optic cabling and copper cabling. The majority of this cabling was installed during the construction of the airport and is still covered under the 25 year warranty program. New cabling that has been added since construction of the airport mostly includes single-mode fiber. The Communications Infrastructure for both inside and outside plant is based on the “Star” topology, with redundant primary communications rooms being the IS Building and the main room in the Terminal building which serve as the center of the “star”.

The voice infrastructure consists primarily of high pair count copper UTP that supports an NEC PBX that distributes analog and digital signals over twisted pair copper cabling to extend its circuits to handset endpoints. This voice infrastructure is shared by all tenants and DOA staff throughout the ABIA campus.

****Note: All available cable plant drawings will be provided to the selected Contractor.***

Outside Plant Cabling

Fiber optic and copper cabling is present at most of the key buildings on the ABIA campus. The routing infrastructure consists of a concrete encased duct bank system which is interconnected through cable vaults (manholes) strategically located around the campus. Most of the cable vaults are configured with 12-4” conduits that feed fiber throughout the campus from the IS and terminal buildings. In addition to the buildings, outdoor pedestals are co-located with the cable vaults around the perimeter of the campus to serve as connecting points to the outside plant cabling. These outdoor pedestals contain a combination of both fiber optic and copper cabling.

From a campus perspective, a majority of the fiber optic and copper cabling is installed in a ring fashion around the campus with the cabling originating in the Switch Room of the IS Building and MDF of the Terminal building (which are interconnected via high pair count copper and fiber optic cabling). Outdoor pedestals are utilized around the campus as splice points or termination points to distribute the fiber optic and copper ring. Within each outdoor pedestal, a particular quantity is either spliced or terminated with the pedestal serving as a distribution point to the local area. To serve the local area, fiber and copper is spliced and extended through a pedestal to either another pedestal or directly to the building providing end-to-end connectivity.

Similar to the fiber optic cabling, copper cabling is distributed throughout the campus utilizing the network of pedestals and manholes. From the IS Building, several 900 pair copper backbone segments distribute to key points on the campus.

****Note: All available cable plant drawings will be provided to the selected Contractor.***

Inside Plant Cabling

The inside plant cabling at ABIA consists of Single-Mode and Multi-Mode fiber optic cabling, Category 5 UTP copper cabling, Category 5e UTP copper cabling, and Category 3 (CAT 3) UTP copper cabling. The CAT 3 copper riser cabling generally supports the voice signal transmissions from the NEC PBX system to the endpoint handsets and is terminated on rack mounted 110 termination blocks. This copper is fairly well documented with reference sheets connected to the phone boards. The UTP Ethernet horizontal cabling (CAT5, CAT5e) is terminated on Krone 4u 48port keystone style patch panels, with all patch cords labeled.

The majority of fiber throughout the terminal building consists mainly of Multi-Mode fiber optic cabling. However, recent upgrades have increased the quantities and capacity of single-mode fiber available to the IDFs.

****Note: All available cable plant drawings will be provided to the selected Contractor.***

Communications Rooms

The IS Building houses the Minimum Point of Entry (MPOE) which is commonly referred to as the "Switch Room" and also serves as the demarcation point for the campus cabling infrastructure. The Switch Room houses a multitude of equipment belonging to the DOA, tenants, and wireless providers. The Switch Room has undergone recent modifications that included the installation of a "Sapphire" fire suppression system.

The vast majority of the IDFs (approximately 30) contained within the Terminal/Concourse building serve not only the DOA, but the Airlines, TSA, and other tenants. There are two MDFs that serve as the center of the 'star' topology for the Terminal/Concourse building. The F106/1479 room houses the entryway for fiber to the

building from the IS Building (1101) and the Multi-Mode fiber that stems throughout the terminal to the different IDFs. Room 1579A houses the Single-Mode fiber that is connected to the IDFs which house Security infrastructure.

A typical IDF shares a common set of hardware utilized to support the communications infrastructure. The cabling infrastructure is mounted to a two post rack with vertical cable management in between multiple racks, as applicable. Starting from the top, Corning LANscape fiber termination panels containing the fiber terminations, or a 110 wiring block with copper terminations are present. Further down the rack, the horizontal copper cabling is mounted along with the supporting networking infrastructure. At the bottom of the racks, a UPS battery backup that supports the networking infrastructure is installed.

Other common features in the IDFs include:

- HVAC/CRAC units that provide cooling
- Cable tray and ladder rack to carry the cable infrastructure to and from the top of the rack
- Multiple conduit pathways, these are only occupied by low voltage cabling infrastructure
- Grounding busbar which is tied into the Ladder trays and the racks

All MDF/IDFs are secured behind a locked door that requires access by Badge or via an Intelli-key providing security for the communications infrastructure and to prevent unauthorized access.

B. Warranty Information

The structured cabling system is covered under the original Symphony Certified Warranty program which was initiated in August 1999 and is now administered by TE Connectivity program and Corning Inc. Refer to Attachment B for further information regarding the warranty program. All work performed on the structured cabling system must be in compliance with the requirements established through the warranty program.

6. CONTRACTOR MINIMUM QUALIFICATIONS

- A. The Contractor must have experience in the installation and maintenance of structured cabling systems and been involved in projects of comparable size and scope for a minimum of the past five (5) years.
- B. Contractors must have current certifications and be in good standings with TE Connectivity, and be capable of performing a systems warranty and installation under the current Network Design and Installations program within the TE Connectivity cabling system.
- C. Contractors must have current certifications and be in good standing with Corning and be capable of performing warranty and installation work under the Corning cabling system.
- D. All technicians proposed to perform any work on the ABIA campus must be BICSI certified installers, and either ND&I certified through the TE Connectivity certification program or NPI certified through the Corning certification program, and have proven experience in the following:
 - 1. Fiber Optic Cable installation
 - 2. Fiber Optic Cable splicing (fusion and mechanical)
 - 3. Horizontal Copper Cabling installation
 - 4. Backbone Copper Cabling installation and splicing
 - 5. Cable testing and troubleshooting for both the fiber optic and copper cabling
- E. All technicians performing work on the campus shall meet the minimum security requirements and be capable of obtaining a SIDA badge at ABIA, see Attachment C.
- F. The DOA reserves the right to review and approve all on-site technicians, equipment, and support personnel.

7. SCOPE OF WORK

- A. General – The successful contractor shall be responsible for performing maintenance and support of the structured cabling system (PDS) throughout the ABIA campus on an as-needed basis. All work performed shall be directed by the designated DOA Project Manager through task assignments. This support shall include moves, additions, and changes pertaining to the cable plant, circuit troubleshooting and provisioning, performing cable management system updates to reflect changes performed, testing to ensure end to end connectivity, maintenance of telecommunications pathways and spaces, and system warranty work.
1. The designated DOA Project Manager shall provide task assignments for all work to be performed. Compensation for all work performed will be provided in accordance with the agreed upon contract rates.
 2. The Contractor shall assume responsibility for the existing TE Connectivity and Corning warranties that are in place at ABIA. Any eligible warranty work performed shall be billed directly to TE Connectivity or Corning Inc. and shall be at no cost to ABIA.
 3. Work directed by the designated DOA Project Manager will utilize the DOA's work order / trouble ticket system. The Contractor and all technicians performing work on the ABIA campus will be required to utilize this system to track all work performed and to close out work orders / trouble tickets.
 4. The Contractor shall be responsible for ensuring that each work area(s) is cleaned after the completion of their work. All empty boxes, extra equipment, unused cabling, cabling scraps, and trash are to be removed from the respective work area and properly disposed of or recycled when possible.
 5. The Contractor shall be required to submit both hard and electronic copies of all cabling tests performed; including new/updated drawings of data, voice, and/or video end points.
 6. All terminations must be clearly labeled to meet ABIA's cabling labeling model.
- B. Future Projects – Over the term of this contract it is anticipated that many IT related projects will be performed throughout the ABIA campus that may require services provided through this contract. Some of the potential projects that may impact the PDS may include, but are not limited to, the following:
1. Campus wireless network improvements.
 2. Alternative emergency security operations center.
 3. Airline operational CCTV enhancements.
- C. The following systems and components will be covered by the maintenance agreement that will result from this solicitation. The Contractors shall demonstrate the ability to support all of these components and note any exceptions in their proposal response:
1. Backbone Cabling

- a) Outside Plant Cabling
 - i. Multimode Fiber
 - ii. Singlemode Fiber
 - iii. High Pair Count Unshielded Twisted Pair
 - b) Inside Plant Cabling
 - i. Multimode Fiber
 - ii. Singlemode Fiber
2. High Pair Count Unshielded Twisted Pair Horizontal Cabling
- a) Unshielded Twisted Pair (UTP) Cabling (Category 5e and higher)
3. Supporting Components
- a) Telecommunications Grounding System
 - b) Termination Equipment
 - c) Splice cases and equipment
 - i. Fiber (mechanical and fusion)
 - ii. Copper
- D. The following services are anticipated to be performed by the successful Contractor on an as-needed basis:
- 1. Install, provision, and troubleshoot communications circuits as directed by the DOA project manager.
 - 2. Perform Moves, Adds, and Changes (MACs) pertaining to the structured cabling system.
 - a) New Installations – all new installations must be performed by an ND&I certified technician through TE Connectivity or NPI certified technician through Corning Inc. The additional components shall be subsequently added to the existing TE Connectivity or Corning warranties. ABIA reserves the right to award contracts for new installations to other qualified contractors.
 - i. New installations are anticipated to include horizontal cabling and backbone cabling (fiber and copper) in various quantities and locations. All installations shall include all components and appurtenances to provide complete end to end connectivity. This shall include, but not be limited to, innerduct, cable tray, conduit, termination equipment, and testing.
 - b) All MAC work shall be performed during standard business working hours unless otherwise approved by the DOA. Any other circumstances that may require additional support or after hours work must be approved by the DOA prior to any work being performed.

- c) When work is complete, the contractor shall perform all close out procedures using the DOA work order / trouble ticket system in accordance with the DOA procedures.
 3. Troubleshoot and testing of cabling for compliance with industry standards.
 4. Install patch cords/cross connects to provide point to point connectivity.
 5. Input cabling additions and modifications into the cable management system.
 6. Preventative maintenance - Preventative maintenance shall be performed according to the manufacturer's specifications to maintain the existing TE Connectivity or Corning Warranties.
 7. Corrective maintenance (remedial maintenance) - Corrective maintenance shall be defined as work required to repair a defect in equipment or software whether or not there is actually an outage and whether or not any outage involved is caused by an internal failure.
- E. The contractor shall be responsible for maintaining the integrity of the Telecommunications Grounding and Bonding System. Communication bonding and grounding shall be in accordance with the National Electric Code and NFPA. All communications cables shall be grounded in compliance with ANSI/NFPA 70 and local requirements and practices. Communications equipment includes cross connect frames, patch panels and racks, active telecommunication equipment and test apparatus, and equipment. All equipment shall be bonded using a #6 AWG stranded conductor with a green sheath.
- F. The contractor shall be responsible for the integrity of any and all fire ratings for all telecommunications pathways, spaces, and systems that are affected by the work performed by the contractor.
- G. Service Hours – normal business hours at ABIA are 8:00 AM to 5:00 PM, Monday through Friday. However, ABIA is a twenty-four (24) hour, seven (7) day-a-week operation and the technician(s) may be required to perform work during non-normal business hours to support the DOA's needs. Pricing shall be provided for both normal and off hour related work.
- H. Maintenance and service calls shall be responded to in the following manner:
1. ABIA Project Manager will assign trouble ticket to the Contractor.
 2. Contractor shall identify the cause of the problem(s) as rapidly as possible.
 3. As required and based upon stated response times, the Contractor shall dispatch technician(s) to the site. The technician(s) shall have all reasonable replacement parts immediately available.
 4. The Contractor shall continue with the best effort possible to bring the system or component back to full operation. This effort may include the express shipment of any parts or additional technical support from the system manufacturer.

5. The Contractor shall provide an escalation list describing the name and telephone numbers of upper management to be contacted in the event the identified issues cannot be resolved by the first responders.

I. Records and Reporting

1. Cable Management System - ABIA currently utilizes a cable management system. All MACs performed by the Contractor shall be entered into the ABIA cable management system within two (2) working days of completion.
2. The Contractor shall be required to submit to the DOA a monthly maintenance report. This report shall outline any and all service problems from the previous month, as applicable. It shall describe the service problem, the technician who performed the service call and the steps and time frames required to clear the trouble.
3. Maintenance of One Call database: The Contractor shall be responsible for providing all appropriate information for maintaining the "one call" (call before you dig) data for all cabling installations performed by the Contractor.

J. Tools and Equipment

1. The Contractor shall provide the on-call staff with all vehicles, tools, equipment, and supplies necessary to perform their job responsibilities. A vehicle must also be provided to allow the project team to access the campus' Telecommunications System. The Contractor must adhere to all insurance requirements associated with operating a vehicle on the ABIA campus.
2. ABIA shall provide the on-call technician with a work area and a workstation connected to the ABIA network. The Contractor shall be required to comply with all acceptable use policies concerning the ABIA network.

8. SERVICE LEVEL AGREEMENT

- A. A service level agreement will be negotiated with the Contractor. The agreement is anticipated to include the elements included within this section.

B. Major Alarms

1. A major alarm is defined as any one (1) or combination of the following system problems:
 - a) Cut or physically damaged backbone or riser cable
 - b) Ten percent (10%) or more of all active stations (voice and/or data) in any one switch or remote module are non-operational at the same time due to a cabling problem.
 - c) The loss of any of the following due to a cabling problem:
 - i. Connectivity to any Core, Distribution, or Access layer switch
 - ii. Connectivity to any service provider equipment providing access to the Internet or Public Switched Telephone Network (PSTN)

- iii. Connectivity to any tenant's operational and/or passenger processing equipment
 - iv. Connectivity to any shared use passenger processing equipment affecting more than five percent (5%) of the total resources
 - d) In addition to the aforementioned, Contractors are required to describe in the proposal any and all other circumstances which would constitute an emergency situation based on the contractor's experience.
- 2. Response time – The Contractor agrees to the following response times for operational system problems. Response time shall mean the time lapse between notification by appropriate DOA personnel and the actual start of on-site repairs by Contractor personnel. Major alarms shall require an on-site response within one (1) hour.
 - a) Repair time – All major alarms are expected to be cleared and repaired within eight (8) hours from the time at which the trouble was reported. However, in the case of large cabling damage or other unforeseen circumstances, the Contractor shall provide the DOA with an estimated time to complete all repairs. The DOA shall reserve the right to determine if the repair time frame is acceptable.
 - b) Liquidated damages – Whenever the system suffers an outage, liquidated damages shall accrue in favor of the DOA if the outage continues after eight (8) hours of a trouble call, or the negotiated repair time (in the case of large cable damage). If the trouble call occurs after hours, the response time will be from the time of Contractor's receipt of the appropriate notice requesting the furnishing of goods and services necessary to restore the operation of the established system. The amount of the penalties does not limit the DOA's ability to recover additional damages.
 - c) If a Major Outage has occurred and is not rectified or reduced to a Minor Outage by the end of the established time period, the liquidated damages shall equal \$2,000.00 and shall continue to accrue at a rate of \$2,000.00 per eight (8) hour period thereafter, until the Major Outage is rectified or reduced to a Minor Outage; up to a maximum amount of \$10,000.00 per occurrence.

C. Minor Alarms

- 1. Minor alarms (service calls) are defined as any problem that is not considered to be a major alarm as outlined above. Service calls are to be cleared during standard business working hours as defined to be 8:00 AM to 5:00 PM Monday through Friday.
- 2. Response time - The Contractor agrees to the following response times for operational system problems. Response time shall mean the time lapse between notification by appropriate DOA personnel and the actual start of on-site repairs by Contractor personnel. Minor alarms must be responded to within four (4) standard business working hours. Problems reported between 5:00 PM and 8:00 AM the next morning must be responded to by 12:00 noon the following day.
- 3. Repair time - All minor alarms are required to be cleared and repaired within four (4) normal business hours from the time at which the trouble was reported.

4. Liquidated damages – Whenever the system suffers an outage, liquidated damages shall accrue in favor of the DOA if the outage continues after eight (8) hours of a trouble call if during normal business hours. If the trouble call occurs after hours, the response time will be from the time of contractor's receipt of the appropriate notice requesting the furnishing of goods and services necessary to restore the operation of the established system. The amount of the penalties does not limit the DOA's ability to recover additional damages. If a Minor Outage has occurred and is not rectified by the end of the eight (8) hour period the liquidated damages shall equal \$500.00 and shall continue to accrue at a rate of \$500.00 per eight (8) hour period thereafter until the Minor Outage is rectified up to a maximum amount of \$2,000.00 per occurrence.
5. If a Major Outage has occurred and is not rectified, but is reduced to a Minor Outage by the end of the eight (8) hour period, the liquidated damages shall continue to accrue at \$500.00 per eight (8) hour period starting the first hour following the reduction of the Major Outage to a Minor Outage and continuing thereafter until the Minor Outage is rectified.
6. If a Minor Outage has occurred and is not rectified but becomes a Major Outage by the end of the eight (8) hour period, the liquidated damages shall equal \$2,000.00 and shall continue to accrue at \$2,000.00 per eight (8) hour period thereafter until the Major Outage is rectified or becomes a Minor Outage, up to a maximum amount of \$10,000 per occurrence.
7. Disaster Alarms – Disaster Situations are situations affecting the DOA property. In the event of a disaster situation at ABIA, the contractor must guarantee that technical support personnel will be on-site within one (1) hour after notification of the situation.

D. Move, Adds, Changes (MACs)

1. MACs must be completed within two (2) business days of request. Service calls are to be cleared during standard business working hours as defined to be 8:00 AM to 5:00 PM Monday through Friday.

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1. **PROPOSAL FORMAT**

Prefacing the proposal, the Proposer shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall be organized in the following format and informational sequence:

A. **Part I - 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.

B. **Part II - Project Concept and Solution**:

Define in detail your understanding of the requirement presented in the Scope of Work (Section 0500) of this request for proposal and your solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal.

Explain how your proposed solution will meet or exceed the requirements, and present information that will define how your solution adds value to the proposed Contract.

C. **Part III - 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:

- i. A description of your process for reviewing, estimating, and quoting each task assignment.
- ii. A description of how you intend to track and manage task assignments
- iii. A description of the typical documentation you intend to provide for each task assignment received.
- iv. Your plan for accomplishing work described in the Scope of Work, Section 0500, part 7 "Scope of Work"
- v. Your response to the service level agreement included in the Scope of Work, section 0500, part 8.
- vi. 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).

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- D. **Part IV - Project Management Structure and Approach:** Provide a general explanation and chart which specifies project leadership 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. Identify dispatch location and location of support personnel. Explain approach to managing and assigning resources to support the contract.
- E. **Part V - Prior Experience:** 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. Supply the project title, description, year, and reference name, title, e-mail address, present address, and phone number of principal person for whom prior projects were accomplished. A minimum of three references for projects of comparable size and scope must be included which the City can contact. Prior experience must support that you have the required minimum experience as per the Scope of Work, Section 0500, Part 6.
- F. **Part VI - Personnel:** Include names and qualifications of all professional personnel 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 all resumes. Include documentation for all areas required as minimum qualifications is the Scope of Work, Section 0500, part 6 including:

Proof of current certifications and being in good standing with TE Connectivity and being capable of performing a systems warranty and installation under the current Network Design and Installations program within the TE Connectivity cabling system.

Proof of current certifications and being in good standing with Corning and being capable of performing warranty and installation work under the Corning cabling system.

Proof that technicians you are proposing are either BICSI certified installers, and either ND&I certified through the TE Connectivity certification program or NPI certified through the Corning certification program, and have proven experience in the following:

- 1) Fiber Optic Cable installation
- 2) Fiber Optic Cable splicing (fusion and mechanical)
- 3) Horizontal Copper Cabling installation
- 4) Backbone Copper Cabling installation and splicing
- 5) Cable testing and troubleshooting for both the fiber optic and copper cabling

- G. **Part VII - 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. 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

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MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.

- H. **Part VIII - Proposal Acceptance Period:** All proposals are valid for a period of one hundred and fifty (150) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal

- I. **Part IX - Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

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

- K. **Part XI - Cost Proposal:** See Cost Proposal Sheet, Attachment A. Include any other pricing necessary to carry out the work included in the Scope of Work, section 0500.

2. **EXCEPTIONS:**

Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal.

The terms and conditions stated in this RFP shall constitute the terms and conditions of the final contract with the successful Proposer after award. If any exceptions are taken by a Proposer to any term or condition of this RFP, the Proposer must clearly indicate each specific exception taken, include a full explanation of the reason for said exception, and include any proposed language for any alternative term as a separate attachment to the Proposal, stating clearly in writing that the Proposer's Contract or Legal staff have reviewed and proposed all such terms in the Proposer's exceptions. Proposer must also certify in their proposal, that its authorized agents have reviewed all terms and conditions of the RFP, and, except for any exceptions, have authority to bind Proposer to comply with all of the City of Austin's terms and conditions. The failure to identify exceptions or proposed changes with a full explanation and substitute language shall constitute acceptance by the Proposer of the Solicitation as proposed by the City.

The City reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation. Additionally, all exceptions or supplemental terms and conditions proposed by a Proposer in response to any portion of this RFP but not submitted at the time required for submitting of the Initial Proposal (i.e., the specified RFP closing date and time listed on the cover sheet of the Solicitation) may be rejected at the sole discretion of the City.

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3. 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.

4. EVALUATION FACTORS AND AWARD

A. **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.

B. **Evaluation Factors:**

i. 100 points.

(1) Total Evaluated Cost, including costs for installations, labor costs for normal operations, and labor costs for after hours or weekend operations as per the Cost Proposal Sheet, Attachment A. Contractor with lowest cost to the City will be given maximum points, remainder given on a percentage ratio basis. (35 Points)

(2) Project Concept and Solutions Proposed (Section B above) and Program (Section C above). Includes Contractors grasp of the requirement of the Scope of Work and its solution(s), responsiveness to terms and conditions, completeness and thoroughness of the technical data and documentation. (20 Points)

(3) Demonstrated Applicable Experience and Personnel per section E and F above (25 Points)

(4) Project Management and Approach as per section D above (10 Points)

(5) 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

(6) Financial viability/stability – Pass/Fail

ii. Interviews, Optional. Interviews may be conducted at the discretion of the City. Maximum 20 points

Austin-Bergstrom International Airport Cabling Infrastructure Maintenance

Request for Proposals Attachment A Cost Proposal Sheet

**Prepared For The
City of Austin, Department of Aviation**



Prepared by:
The JW Group, Inc.
7234 Lancaster Pike
Suite 300D
Hockessin, DE 19707

1. PROPOSAL PRICING

Submission of a proposal implies that the Contractor has examined the RFP documents, Drawings and Addenda (as applicable), the site of the proposed Work and is familiar with all of the conditions surrounding the Scope of Work. The Cost Proposal shall include all labor, permits, material, machinery, tools, supplies and equipment, and all work required for installation of the Projects in accordance with the RFP Contract documents, Drawings and Addenda within the time indicated. Except as specifically noted, all pricing in the Cost Proposals must account for any and all costs to provide and pay for all:

- Materials
- Labor
- Excavation, demolition, construction, installation, testing, commissioning, equipment, tools, and machinery
- Other facilities and services necessary to the proper execution and completion of the Work
- Secure and pay for:
 - Permits
 - Licenses
 - Taxes
 - Fees
 - Testing

1.1 UNIT PRICES

The following unit pricing will be utilized to compensate the successful Contractor for work performed through the Cabling Infrastructure Maintenance agreement. Prior to the performance of any work, the Contractor shall receive a written notice to proceed from the designated DOA representative. All pricing for components shall be for a fully installed/configured installation which shall include equipment, materials, mounting device(s), installation labor, and all other costs related to complete and operational installation of the component. The Contractor shall provide complete unit pricing for the items listed below; unit pricing shall be valid for the duration of the contract:

A. New Cable Installations – provide the following pricing installed/per foot for adding the following cabling types:

1. Horizontal Cabling (0'-150' Run, Plenum-Grade including workstation outlet jack and faceplate and all terminations):

Description	Installed Cost	Notes/Clarifications
One 4 pair, 24 A.W.G., CAT 5E		
Dual 4 pair, 24 A.W.G., CAT 5E		
Quad 4 pair, 24 A.W.G., CAT 5E		
One 4 pair, 24 A.W.G., CAT 6		
Dual 4 pair, 24 A.W.G., CAT 6		
Quad 4 pair, 24 A.W.G., CAT 6		
One 4 pair, 24 A.W.G., CAT 6A		
Dual 4 pair, 24 A.W.G., CAT 6A		
Quad 4 pair, 24 A.W.G., CAT 6A		

Horizontal Cabling (151'-300' Run, Plenum-Grade including workstation outlet jack and faceplate and all terminations):

Description	Installed Cost	Notes/Clarifications
One 4 pair, 24 A.W.G., CAT 5E		
Dual 4 pair, 24 A.W.G., CAT 5E		
Quad 4 pair, 24 A.W.G., CAT 5E		
One 4 pair, 24 A.W.G., CAT 6		
Dual 4 pair, 24 A.W.G., CAT 6		
Quad 4 pair, 24 A.W.G., CAT 6		
One 4 pair, 24 A.W.G., CAT 6A		
Dual 4 pair, 24 A.W.G., CAT 6A		
Quad 4 pair, 24 A.W.G., CAT 6A		

1.2 LABOR RATES

The following labor pricing will be utilized to compensate the Contractor for work performed through the Cabling Infrastructure Maintenance agreement. Prior to the performance of any work, the Contractor shall receive a written notice to proceed from the designated DOA representative.

Normal Operational Hours (Monday through Friday 8:00 AM to 5:00 PM)

Labor Category	Hourly Cost	Year Two Hourly Cost	Year Three Hourly Cost	Year Four Hourly Cost	Year Five Hourly Cost
Cable Installation and Troubleshooting Technician					
Add labor categories as required					

Non-Normal Operational Hours (Monday through Friday 5:01 PM to 7:59 AM, Saturday, and Sunday)

Labor Category	Hourly Cost	Year Two Hourly Cost	Year Three Hourly Cost	Year Four Hourly Cost	Year Five Hourly Cost
Cable Installation and Troubleshooting Technician					
Add labor categories as required					

1.3 ADDITIONAL RATES

Please provide pricing for any additional charges which might be encountered during the contract term to complete projects under the Scope of Work.

**Austin-Bergstrom International Airport
Cabling Infrastructure Maintenance
Request for Proposals
Attachment B – Symphony (Krone) Warranty Information**

September 1, 2013

City of Austin, Department of Aviation



Prepared by:
The JW Group, Inc.
7234 Lancaster Pike
Suite 300D
Hockessin, DE 19707
484.508.8344

NOTHING MATCHES
THE PERFORMANCE
OF A



SYMPHONY

SYMPHONY CERTIFIED SYSTEM REGISTRATION CERTIFICATE

SYSTEM SOLUTION: COPPER AND FIBER
WARRANTY LEVEL: SILVER

CITY OF AUSTIN DEPARTMENT OF AVIATION

This System Registration Certificate is issued to CITY OF AUSTIN DEPARTMENT OF AVIATION at Austin Bergstrom International Airport Campus, 3010 Employee Avenue, Building 1101, Austin, TX 78719 to evidence the successful completion of installation, testing, and documentation of a SYMPHONY Certified Cabling System and the eligibility of the System for the SYMPHONY Certified Cabling System Limited Product & System Performance Warranty.

Schedule of Products and Applications: Attached is the Products and Applications which are warranted by the SYMPHONY Cabling System and the intended Applications for which the System can be used.

Limited Warranty: Attached is a copy of the SYMPHONY Certified System Limited Product & System Performance Warranty which sets forth all terms and conditions of the warranty given by KRONE, Inc. THE ATTACHED LIMITED WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, BY KRONE, INC. AND THE MANUFACTURERS OF ALL COMPONENTS OF THE WARRANTED SYMPHONY CABLING SYSTEM INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE. The attached Limited Warranty is valid for a period of 20 years for copper and 25 years for fiber products from the issuance date stated below.

Karen M. Olheiser
Warranty Program Manager

2139

System Registration
Certificate No.

August 31, 1999

Date



KRONE CERTIFIED CABLING SYSTEMS

NOTHING MATCHES
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SYMPHONY

SYMPHONY CERTIFIED CABLING SYSTEM LIMITED WARRANTY

This Limited Warranty applies to a Symphony certified cabling system ("Certified System") installed by Cabling System Certifiers and used in the United States or Canada by an end-user, and registered with KRONE, as evidenced by a numbered Symphony Certified System Registration Certificate ("Registration Certificate") issued by KRONE to the end-user.

WARRANTY DURATION

This Warranty shall be in effect for a term of 20 years for copper and 25 years for fiber products from the date of issuance of the Registration Certificate.

WARRANTY COVERAGE

This Warranty applies to all Components and Applications listed on the Schedule of Products and Applications attached to the Registration Certificate. From the date that the Registration Certificate is issued, KRONE warrants to the end-user that:

(1) all Components will be free from defects in material or workmanship under normal and proper use;

SYMPHONY CERTIFIED CABLING SYSTEM LIMITED PRODUCT & SYSTEM PERFORMANCE WARRANTY

(2) all Components meet or exceed the specifications of the TIA/EIA 568-A standards unless otherwise specifically noted on the Schedule of Products and Applications;

(3) the Certified System will meet or exceed the attenuation and near-end crosstalk (NEXT) requirements of TIA/EIA 568-A TSB-67 for cabling links/channels;

(4) the Certified System will meet or exceed the fiber loss and bandwidth requirements of TIA/EIA 568-A TSB-67 standards; and

(5) the Certified System will be free from defects which prevent operation of the Applications which are either (a) listed on the Schedule of Products and Applications; (b) introduced in the future by recognized standards or user forums that use the 1996 issue of TIA/EIA 568-A component and link/channel specifications for cabling, or (c) identified in the Symphony Installation and Design Manual at the time of issuance of the Registration Certificate.

If the Certified System or any Component fails to meet the standards set forth above, KRONE will at its expense cause the defective Component or Components to be repaired or provide replacement product or, at KRONE's discretion, will refund to the end-user the purchase price of the defective components. If KRONE decides to replace any Components, it may use new or reconditioned replacement parts with the same or reasonably equivalent specifications. Any such repair or replacement shall be warranted under the terms of this Warranty for the remainder of the term of this Warranty.

WHAT KRONE WILL DO

When a Certified System end-user determines, after reasonable investigation, that a failure in the operation of an application is the result of the failure of the Certified System to meet its warranted specifications or performance, it shall notify KRONE. KRONE will determine its responsibility under this Warranty and provide the remedies promised under this Warranty.

WHO IS COVERED BY THIS WARRANTY

This Warranty is for the benefit only of the end-user to whom the Registration Certificate is issued and any other owner, tenant or user of the Certified System.

LIMITATIONS ON WARRANTY

THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, BY KRONE AND THE MANUFACTURERS OF ALL COMPONENTS OF THE CERTIFIED SYSTEM, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NEITHER KRONE NOR THE MANUFACTURER OF ANY COMPONENT OF THE CERTIFIED SYSTEM WILL BE LIABLE FOR SYSTEM DOWN-TIME, INCONVENIENCE, DISRUPTION OF BUSINESS, PROPERTY DAMAGE, PUNITIVE DAMAGES OR ANY OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES CAUSED BY ANY FAILURE OF THE CERTIFIED SYSTEM OR ANY COMPONENT. REPAIR, OR PROVIDING REPLACEMENT PRODUCT OR REFUNDING THE PURCHASE PRICE OF THE DEFECTIVE COMPONENTS AT THE DISCRETION OF KRONE, IS YOUR EXCLUSIVE REMEDY.

WHAT THIS WARRANTY DOES NOT COVER

This Warranty does not cover failure of a Certified System or Components resulting from actions or events beyond the control of KRONE or the manufacturer of Components, including, without limitation, alterations to the Certified System, unauthorized or improper repairs, misuse, accidents, fire, water damage, and acts of God.

YOU MAY HAVE OTHER RIGHTS UNDER STATE LAW

This Warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Some states do not allow limitations on how long an implied warranty lasts, so limitations set forth above may not pertain to you. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This Warranty shall be expanded to the extent, and only to the extent, required by applicable state law.

 **KRONE** CERTIFIED CABLING SYSTEMS

SYMPHONY

SCHEDULE OF PRODUCTS AND APPLICATIONS

SYMPHONY

888-576-6379

Belden	KRONE	Siecor	Applications
<p>MediaTwist UTP Non-Plenum-Plenum</p> <p>DataTwist 350 UTP Non-Plenum/Plenum</p> <p>DataTwist Five UTP & ScTP Non-Plenum/Plenum All Pair Counts</p> <p>DataTwist Three* UTP Non-Plenum/Plenum</p>	<p>DataThing</p> <p>HighBand Termination Blocks</p> <p>FT Termination Blocks</p> <p>Patch Panels</p> <p>Station Outlets</p> <p>Series 2 Termination Blocks*</p> <p>50-Pair Termination Blocks*</p> <p>Building Entrance Terminals*</p>	<p>Tight-Buffered Cables</p> <p>Loose Tube Cables</p> <p>Fan-Out Cables</p> <p>Interconnect Cables</p> <p>Specialty Cables</p> <p>Rack Mountable Hardware</p> <p>Wall Mountable Hardware</p> <p>Telecommunications Outlets</p> <p>Cable Enclosures</p> <p>Connector Panels</p> <p>Splice Trays</p> <p>Adapters</p> <p>No Epoxy/No Polish Connectors</p> <p>Epoxy and Polish Connectors</p> <p>UV-Cure Connectors</p> <p>Mechanical Splicing Products</p> <p>Factory-Terminated Cable and Hardware Systems</p>	<p style="text-align: center;">Copper</p> <hr/> <p style="text-align: center;">10BaseT</p> <p style="text-align: center;">100BaseT</p> <p style="text-align: center;">Fast Ethernet</p> <p style="text-align: center;">Token Ring</p> <p style="text-align: center;">155 ATM</p> <p style="text-align: center;">622 ATM</p> <p style="text-align: center;">Gigabit Ethernet</p> <p style="text-align: center;">550 MHz Video</p> <hr/> <p style="text-align: center;">Fiber</p> <hr/> <p style="text-align: center;">FOIRL</p> <p style="text-align: center;">10Base-F</p> <p style="text-align: center;">FDDI</p> <p style="text-align: center;">HIPPI</p> <p style="text-align: center;">ATM</p> <p style="text-align: center;">Fiber Channel</p> <p style="text-align: center;">And Others</p>
<div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p style="text-align: center;">High Pair-Count Copper Manufacturers</p> <p style="text-align: center;">Champlain Essex Prestolite</p> </div>			

* Voice Application Only; ** (DataTwist 350 & MediaTwist); + (DataTwist 350); ++ Proposed standard

Users Guidelines

SYMPHONY™

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Users Guidelines

Introduction

The SYMPHONY Certified Cabling System you have chosen to install is a comprehensive system consisting of products and guidelines for networking a wide range of communications devices in a single building or in a campus environment. The cabling system has a 20-year copper and fiber warranty. The Users Guidelines are designed to help customers maintain the cabling system and retain warranty coverage for the entire warranty term.

The design principles of the SYMPHONY Certified Cabling System were derived from the TIA/EIA-568-A Commercial Building Telecommunications Wiring Standard, developed by the Electronic Industries Association (EIA) and the Telecommunications Industry Association (TIA); the ISO/IEC 11801 standard, Information Technology—Generic Cabling for Customer Premises Cabling, developed by the International Standards Organization and the International Electrotechnical Commission; and the BICSI Telecommunications Distribution Methods Manual, developed by the Building Industry Consulting Service International.

The Cabling System network approach uses a hierarchy of nodes and links arranged in a star topology. The physical star topology can accommodate other logical configurations, such as bus and ring, through the use of concentrators and multi-station access units. This approach generally reduces downtime and allows for moves, additions and changes with little or no interruption. Generally, only routine administrative support is required.

The SYMPHONY Certified Cabling System is designed to accommodate most present and future networking needs. The Certified Cabling System is backed by KRONE Inc., recognized leader in global telecommunications solutions.

The SYMPHONY Certified Cabling System is available through a network of SYMPHONY Cabling System Certifiers. The Cabling System Certifiers are trained by KRONE and are responsible for the planning, design, engineering, installation testing, certification and maintenance of the SYMPHONY Certified Cabling System.

If you have questions on the content or intent of this document, please call the SYMPHONY System Support Line at 888-KRONESYS.

Users Guidelines

1.0 Scope

The objective of this guide is to provide the user with guidelines for preserving the designed functionality and performance of the Cabling System.

In this guide we cover the major Cabling subsystems and their functionality. As your network evolves or as people relocate within your organization, we describe how changes can be accommodated without voiding the Certified Cabling System Warranty.

The SYMPHONY Certified Cabling System incorporates seven major subsystems. In the first portion of this guide, these subsystems are described in more detail. This guide also indicates who can perform moves, additions and changes on each of these subsystems.

1.1 Building Entrance Facility

The Building Entrance Facility is the interface between the outside plant network and the internal distribution network. The Building Entrance Facility is generally located close to the point where cables from the outside plant network enter. It primarily consists of protection hardware, splice enclosures, cross-connect hardware, network interface and outside plant cables. In addition, it may also contain transmission electronics, such as T1 multiplexers, channel banks, etc. The Certified Cabling System Program does not permit any moves, additions or changes to the Building Entrance Facility by customer personnel.

1.2 Building Distribution Frame The Building Distribution

Frame is the primary point for a building distribution network. The Building Distribution Frame is the terminating point for riser, PABX, computer equipment, inter-building cables, and connection to telephone company interfaces. The Building Distribution Frame may be located separately or it may be housed within a Telecom Closet.

1.3 Telecom Closet

The Telecom Closet houses the cross-connect and interconnect hardware to provide connection and administration between the backbone cable and the horizontal wiring. It may also house various data communications electronic equipment.

1.4 Backbone Cable System

The Backbone Cable System consists of multi-pair copper cables or fiber optic cables and their supporting hardware. It is used to link the Main Distribution Frame to the Telecom Closet on each floor.

1.5 Horizontal Distribution System

The Horizontal Distribution System links the Telecom Closet to the Telecommunications Outlet.

1.6 Telecommunications Outlet

Terminates the horizontal distribution system and serves as the receptacle for the line cord. This is usually an 8-pin modular jack (RJ45).

1.7 Work Area

Includes a variety of hardware whose function is to connect a customer terminal to the Telecommunications Outlet with the use of manufactured patch cables supplied by your Cabling System Certifier.

Users Guidelines

2.0 Labeling

The color field concept is used to label different termination areas in a cross-connect system. Labeling eases the administration of communication facilities by easy visual identification. The color designations below are taken from the TIA/EIA 606 Administration Standard* for the Telecommunications Infrastructure of Commercial Buildings.

3.0 Testing and Troubleshooting

The SYMPHONY Certified Cabling System is fully tested after installation by a SYMPHONY Cabling System Certifier. If you encounter any problems, please check the following:

- (a) Ensure that the workstations and other electronic hardware (hubs, MAUs, etc.) are properly configured

according to the manufacturer's instructions.

- (b) Ensure that line cords, and the correct adapters are used.
- (c) Ensure that cross-connections are done properly.

If you still encounter problems, please contact your Cabling System Certifier.

4.0 Moves, Additions and Changes

In most cases, cross-connections between the equipment and the distribution fields can be accomplished without compromising system integrity. However, prior to performing changes involving connections in the Main Distribution Frame or between equipment fields in Telecom Closets, please consult your SYMPHONY Cabling System Certifier. This will ensure that changes per-

Termination Type	Color	Description
Building Entrance Facility	Orange	Central office termination's
Network Connections	Green	Network connections or auxiliary circuit termination
Common Equipment PBX, Host, LANs, Muxes	Purple	Used for all major switching and data equipment terminations
First Level Backbone	White	Equipment Room to Equipment Room terminations
Second Level Backbone	Gray	Equipment Room to Telecom Closet terminations
Work Area	Blue	Horizontal cable terminations
Campus Backbone	Brown	Campus cable terminations
Miscellaneous	Yellow	Auxiliary, maintenance alarms, security, etc.
Key Telephone Systems	Red	

* TIA/EIA 606 Administration Standard is not required, but is helpful to use.

Users Guidelines

formed will conform to cabling system specifications.

Moves, additions and changes involve appropriate cross-connections at the telecom closet and/or at the Main Distribution Frame. In order to implement these at the Main Distribution Frame or at the Telecom Closet ***it is required to maintain an accurate record keeping system of your communication facilities.***

4.1 Addition of a Service

The SYMPHONY Certified Cabling System allows for substantial growth of your communication facilities. Consequently, there is generally a percentage of additional pairs terminated in the telecom closet that are not cross-connected to the distribution field at the time of installation. Also, there may be Telecommunications Outlets on each floor of your building where there are no workstations/terminals present. Use the following steps to add a new workstation.

a) At the Workstation

1. For data and LAN services, connect the device as specified per the SYMPHONY Certified Cabling System Manual to an unused data outlet. For voice or voice band data services, connect the phone or modem to an unused voice outlet.
2. Record the outlet used on a record keeping system. (An example of a typical record

keeping sheet is contained in Appendix A.)

b) At the Telecom Closet

1. Identify the port/pair (corresponding to the above telecommunications outlet) on the distribution field and also identify the available port/pair on the equipment or riser field by referring to your record keeping system. Please refer to Section 4 on color coding.
2. Depending on the cross-connect system, patch panel or IDC, use patch cords (data) or cross connect wire (voice) to make the cross-connection between the distribution and the equipment fields.
3. Route the patch cords or cross connect wire neatly through distribution rings. Plug the patch cord into the desired port or insert the cross connect wire into the appropriate contacts.
4. Update your record keeping system.

Note: When using patch cords always use the shortest patch cord possible. This practice facilitates easy administration, and also promotes a neater appearance of the cross-connect system. The KRONE Insertion Tool must be used when terminating on a KRONE Termination Block. The use of improper

Users Guidelines

tools (screwdrivers, etc.) will damage the contacts and void the warranty.

4.2 Removal of a Service

- (a) Identify the required port/pair on the distribution field and equipment or riser field at the riser closet (or Main Distribution Frame, if necessary) by referring to your record keeping system.
- (b) For High Performance Module, Patch Panel, and High Density systems, unplug the patch cord or cross connect wire at both ends (distribution as well as the equipment fields) and remove the patch cord or cross connect wire.
- (c) Update your record keeping system.

4.3 Change of Service

- (a) Disconnect the station/terminal at the outlet.
- (b) Identify the ports/pairs at the equipment fields in the telecom closet and/or Main Distribution Frame, by referring to your record keeping system. Remove one end of the patch cord from old position at the equipment field.
- (c) Identify the port(s)/pair(s) of new circuit on equipment field in the telecom closet and/or at the Main Distribution Frame by referring to record keeping system.
- (d) Reconnect equipment field at new position with the same patch cord at

the Telecom Closet or the Main Distribution Frame.

- (e) Reconnect the station/terminal at the same outlet.
- (f) Update your record keeping system.

5.0 Record Keeping

Every move, addition and change at the Main Distribution Frame, the Telecom Closet and the Work Area must be recorded either manually or electronically for operational, administrative and maintenance reasons. Generally, the maintenance of the cabling system involves the following elements:

- (a) Termination hardware, connectors and Telecommunications Outlets.
- (b) Outside plant cables, riser cables, and horizontal distribution cables.
- (c) Computers, PABX, hubs (for Token Ring, Ethernet¹, Arcnet², etc., Local Area Networks), concentrators, multiplexers, phones and terminals/workstations; and also connectivity products such as baluns, line cords, outlets and patch cords.
- (d) Spaces where telecommunication equipment may be located.
- (e) Pathways for telecommunications media that link spaces together.
- (f) Personnel records: Name, telephone number, outlet number, room number, equipment identification, services, etc.

These elements of a network can

Users Guidelines

be managed either manually or through the use of management software. Elements of the network can also be managed electronically through the use of a personal computer (PC) and a cable management software package. This software, in addition to maintaining record keeping information, produces work orders, trouble reports, tracks circuits, and reports on the availability of cables, equipment and terminal hardware.

¹Ethernet is a registered trademark of Xerox Corporation.

²Arcnet is a registered trademark of Datapoint Corporation.

Users Guidelines

DEFINITIONS

BUILDING BACKBONE CABLE

A cable that connects the building main distribution frame to a floor distribution frame. Building backbone cables may also interconnect floor distribution frames in the same building.

BUILDING DISTRIBUTION FRAME

A main distribution frame in which the building backbone cable(s) terminate and at which connections to the campus backbone cable(s) may be made.

BUILDING ENTRANCE FACILITY

A facility that provides all necessary mechanical and electrical services, and complies with all relevant regulations, for the entry of telecommunications cables into a building.

CAMPUS

A premises consisting of one or more buildings.

CAMPUS BACKBONE CABLE

A cable that connects a campus distribution frame to a buildings distribution frame(s). Campus backbone cables may also connect to building distribution frames directly.

CAMPUS DISTRIBUTION FRAME

The main distribution frame from which the campus backbone cabling emanates.

CROSS-CONNECT

A facility enabling the termination of cable elements and their interconnection, primarily by means of patch cords or jumper wires.

EQUIPMENT ROOM

A room dedicated for housing distribution frames and application specific equipment.

HORIZONTAL CABLE

A cable connecting the floor distribution frame to the telecommunications outlet(s).

PUBLIC NETWORK INTERFACE

A point of demarcation between the public and a private network. In many cases the public network interface is the point of interconnection between the regulated network provider's services facilities and the customer premises cabling.

TELECOMMUNICATIONS CLOSET

An enclosed space for housing telecommunication equipment, cable termination's, and cross-connect cabling. The telecommunications closet is generally the cross-connection point between the backbone and horizontal cabling subsystems.

TELECOMMUNICATIONS OUTLET

A fixed connecting device where the horizontal cable terminates. The telecommunications outlet provides the connection point to the work area cabling.

WORK AREA

A building area where the occupants utilize telecommunications terminal equipment.

WORK AREA CABLE

A cable connecting the telecommunications outlet to the telecommunications terminal equipment.

Users Guidelines

ABBREVIATIONS AND SYMBOLS

The following abbreviations and symbols may be used in this guide:

A	Ampere(s)	ft	Foot, feet
A RMS	Ampere(s) root mean square	Hz	Hertz
AC	Alternating current	I	Current
ANSI	American National Standards Institute	IEEE	Institute of Electrical and Electronic Engineers
AWG	American Wire Gauge	in.	Inch(es)
BICSI	Building Industry Consulting Service International	IR	Current and resistance
CCITT	International Telephone and Telegraph Consultative Committee	ISDN	Integrated Services Digital Network
°C	Degrees Celsius	°K	Degrees Kelvin
CSA	Canadian Standards Association	kbps	Kilobits per second
dB	Decibel(s)	kHz	KiloHertz
dB/ft	Decibels per foot	kΩ	Kiloohm(s)
dB/km	Decibels per kilometer	km	Kilometer(s)
DC	Direct current	LAN	Local Area Network
DS1	Digital Signal Level 1	LED	Light emitting diode
EIA	Electronic Industries Association	μm	Micrometer(s) or micron(s)
°F	Degrees Fahrenheit	m	Meter(s)
FDDI	Fiber Distributed Data Interface	mA	Milliampere(s)
		MAU	Multistation Access Unit
		Mbps	Megabits per second
		Mhz	MegaHertz

Users Guidelines

Mhz-km	MegaHertz-kilometer(s)	ST™ or ST Compatible	Fiber optic connector styles
mi	Mile(s)	TIA	Telecommunications Industry Association
MIC	media interface connector	TP-PMD	Twisted-pair physical layer medium-dependent
msec	Millisecond(s)	UL	Underwriters Laboratories
NEC	National Electrical Code	UTP	Unshielded twisted pair
nm	Nanometer(s)	V	Volt(s)
NO	Normally open	VA	Volt ampere(s)
NTSC	National Television System Committee	VAC	Volts AC
Ω	Ohm(s)	VDC	Volts DC
PBX	Private Branch Exchange	V RMS	Volts root mean square
PC	Personal computer	W	Watt(s)
PMD	Physical layer medium-dependent	WAN	Wide Area Network
R	Resistance	yd	Yard(s)
RGB	Red-green-blue		
RI	Ring in		
RMS	Root mean square		
RO	Ring out		
SC	Fiber optic connector styles		
sec	Second(s)		
sq	Square		

AIRPORT SECURITY REQUIREMENTS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Contract, including General Conditions and Supplemental General Conditions and Division 1 Specification Sections, apply to work of this Section.

1.2 SUMMARY

- A. This section outlines security responsibilities for Contractors and Subcontractors at Austin-Bergstrom International Airport (ABIA).
- B. In this document, Project Manager is defined as designated Owner Representative.
- C. Due to the ever changing environment of Airport security, requirements may change at any time.

1.3 RESTRICTED AREAS ACCESS POLICIES

Unescorted Access: Individuals with an operational need for unescorted access into restricted areas (Sterile Area, Secured Area and/or Air Operations Area) of the airport shall submit to a fingerprint-based ten-year criminal history records check (CHRC) and Security Threat Assessment (STA). If the process confirms no disqualifying criminal offenses, the Department of Aviation (DOA) Security and ID Office may issue a security access badge. **Applicant fees to request an ABIA Security Identification Badge are \$75 each, which is typically waived for contractors or personnel providing work or services under a contract agreement with the City of Austin.**

Escorted Access: Each person acting as an escort must inform all individual(s) being escorted that they are in a security area of the airport and all security rules and regulations must be followed. The escort is required to be able to, at all times until the escorted individual has left the security area, physically control the escorted individual(s)' movement when escorted in the Secured Area and visually control the escorted individual(s) movement when escorted in the AOA and Sterile Area. Only individuals with current unescorted access authority are permitted to escort. Those who have authority to escort will have the designated silver background with (AUS) Sticker which gives them the authority to escort. The maximum number of individuals who can be escorted is three (3). ABIA escort procedures are described in "**Escort Procedures and Authorization Form**". (Attachment 1)

A "**Special Escort Notification**" (Attachment 2) may be utilized in instances where more than 3 people will be escorted. Special events or circumstances will be evaluated on a case by case basis and must be requested and discussed with the Project Manager at the Weekly Coordination Meeting. Completion and submission of the form and **prior approval** from the Airport Security Coordinator (ASC) or ASC's designee must be received before conducting the escort. To ensure prompt approval requests must be submitted at least three (3) working days in advance to allow for this exemption. In an emergency situation when less than three (3) working days notice is available; submit the fax to Airport Communications at 530-7676. Approval shall be obtained before conducting the escort.

Sterile and Secured Area Access: A Subcontractor or Supplier may be exempted from the airport security badge requirements provided they will be on the work site no more than three (3) consecutive days and are under authorized escort. Exceptions must be submitted by the Project Manager and approved by the Airport Security Coordinator.

General Requirements
Airport Security Requirements Section 01555

Air Operations Area (AOA) Access: A Subcontractor or Supplier may be exempted from the airport security badge requirements provided they will be on the work site no more than fourteen (14) consecutive days and under authorized escort. Exceptions must be submitted by the Project Manager and approved by the Airport Security Coordinator.

Telecommunication / Electrical / Maintenance Room Access: The DOA Information Systems Division shall approve access into DOA telecommunication rooms. The DOA Building Maintenance Division shall approve access into electrical and/or maintenance rooms. A DOA employee shall accompany and escort individuals needing access to these areas. Requests for escorts must be made at least three (3) working days in advance of the event through the Project Manager and/or at the Work Coordination Meetings.

As approved by the Project Manager, Contractor shall contact the DOA Business Development Section at 530-7507 for escort fees, scheduling and additional information. Minimum hourly charge to contractors for required escort services shall be \$40.

After-Hours Access: Should the Contractor require access to the Terminal's sterile side after Transportation Security Administration (TSA) operations at security checkpoints have terminated for the day, the Contractor shall contact Airport Communications at (512) 530-2242 (530-ABIA).

1. Prior approval for after hours access must be requested through the Project Manager during the Work Coordination Meetings.
2. The Contractor shall report to the Terminal Loading Dock where identification will be verified and registration of his ingress to the Terminal recorded.
3. The Airport Security personnel will inspect and validate the Contractors' provided tool inventory and equipment that are to be brought into the Terminal.
4. Airport Security personnel will provide access into the Terminal via the Loading Dock doors. The contractor will never be provided airport badge access through the loading dock doors.
5. Once admitted into the Terminal service corridor, the Contractor must utilize service elevators and doors as authorized by their airport badge to access their work site.
6. Contractor must exit the Terminal through the loading dock in order that the tool inventory previously completed may be revalidated. Tools shall not be left unattended in the Sterile Area unless properly secured.

Unconventional Access: Unconventional access is defined as entering into the secure side of the Terminal structure or AOA in a fashion other than a card swipe door or gate activity; for example, a baggage conveyor belt. If Contractor requires unconventional access into the Secured Area or Airport Operations Area, the Contractor must make the request at least 24 hours prior to the proposed activity through the Project Manager at the Work Coordination Meetings so that a security validation check can be performed and approval received. The ABIA Airport Security Coordinator will notify the Project Manager, Airport Public Safety, Airport Communications, TSA, and OPSEC/Airport Operations of the approved activity and authorized person(s). The Project Manager will notify the contractor.

Curbside Parking: Curbside parking for deliveries adjacent to the ABIA terminal shall be for a maximum of one hour unless approved in writing by the Project Manager. Requests to park curbside shall be submitted to the Project Manager at least three (3) working days prior to the planned delivery and/or the request shall be presented at the Work Coordination meetings. Failure to comply with required notification will subject delivery to be prohibited by the Project Manager.

The following procedures shall be followed for approved parking.

1. The Contractor will contact Airport Communications [(512) 530-2242] to advise they are arriving, or have arrived at their approved parking location. An Airport Security Supervisor or designee will be dispatched to meet at the designated parking location.
2. The security representative will inspect the vehicle and apply a distinctive sticker to the vehicle window to indicate that the vehicle has been inspected and authorized to be parked at that location.

Under no circumstances shall the Contractor's vehicle operator leave the vehicle prior to security inspection.

Key Access: The Airport Security and ID Office controls all locks and keys for access points. Locks and keys may be issued upon written request using **Core Request** (Attachment 3) or **Key Request** (Attachment 4) forms. The form(s) must be signed by an individual whose signature is on file with the Security and ID Office as authorized to request security items for that organization. Individuals issued a key must have a valid ID badge and be authorized to enter the respective area.

Only "Best Access Systems" keys and cores are approved for installation at ABIA. While the contractor may be permitted to install temporary construction cores in doors, the Security and ID Office shall install all final access door lock cores. If Contractor utilizes DOA provided cores or keys, there will be a penalty of \$100 per cores and \$50 per key for lost items to be deducted from the contract.

Some doors and gates have Intellikey locks installed. If the Contractor requires access to a door(s) or gate(s) with an Intellikey lock, an Intellikey may be issued upon written request using **Intellikey Acknowledgement – Contractor** (Attachment 5). The request must be approved and signed by the Project Manager. Failure to return or loss of an Intellikey will result in a \$100 penalty per key to be deducted from the contract.

1.4 SECURITY IDENTIFICATION BADGE APPLICATION PROCEDURES

Except as noted above, construction workers that are required to work in ABIA Secured Area, Sterile Area or Airport Operations Area shall obtain and prominently display ABIA-issued security ID badges on their person at all times. The DOA Security and ID office is the single point of service for processing security ID badge applications. Contractor should allow 7-10 days for completion of badge processing. Please contact Security and ID at (512) 530-6943 (530-MYID) for all badging inquiries.

The following procedures shall be followed to obtain security ID badges:

1. Project Manager will complete an **Unescorted Access Authorization** form (Attachment 6) for the Contractor Representative(s) who is/are approved for Signatory Authority for the specified project. Project Manager will verify the approved Signatory Authority identification documents are acceptable as listed in the **Personal Information** form (Attachment 8) and advise DOA Security via e-mail of the names. Contractor representative(s) must complete badge application paperwork previously mentioned in this section and successfully complete the Criminal History Records Check (CHRC) and Security Threat Assessment process prior to taking the TSA required Signatory Authority training. Upon successful completion of the training, Contractor representative(s) will complete an **Authorized Signatures** form (Attachment 7). Signatory Authority must verify badge applicants have acceptable identification documents as listed in the **Personal Information** form (Attachment 8) before signing the **Unescorted Authorization** form (Attachment 6).

Sub-contractors who are active participants in the ABIA Experienced Contractor Program, have signatory authority, and their employees already possess security ID badges but seek to do work for another ABIA project, will not need to rebadge employees under the sponsorship of the added prime project contractor.

2. Badge applicant shall complete, sign the **Personal Information Form** (Attachment 8), and present two forms of identification. Acceptable forms of identification are listed on the second page of the form. After completion of badge processing, badge must be obtained within 30 days of fingerprinting.
3. Badge applicant shall read and sign the **Criminal History Records Check/Disqualifying Criminal Offenses** (Attachment 9) statement/form.
4. Badge applicant shall submit to an FBI fingerprint-based criminal history records check and a TSA Security Threat Assessment (STA).
5. Non-U.S. citizen contractors shall provide governmental proof of work authorization and an ABIA **Documentation Verification Form** (Attachment 10) reviewed and stamped by Immigration and Customs Enforcement personnel located on the ground level of the terminal building.
6. If escort authority is required, Contractor shall read and sign the **ABIA Escort Procedures Authorization** (Attachment 11) form.
7. Contractor shall attend the ABIA Security Identification Display Area (SIDA) training if accessing the Secured Area or Airport Operations Area. Training is computer based and is approximately 60 minutes in length with an examination at the conclusion which must be passed. Training is available at the Security and ID office during business hours. A Spanish version of SIDA testing is available; Spanish translators during SIDA testing are prohibited. Any training requiring translation in another language must be preapproved by the Airport Security Manager or designee.
8. Prior to badge issuance, the Contractor with signature authority shall coordinate with the Airport Project Manager or designee to determine badge expiration date (one year or less) and the appropriate access profile.
9. Sub-contractor personnel doing work for two or more prime contractors at ABIA obtain a security ID badge for each sub-contract. The employee shall wear **only** the appropriate badge for each contractor when working. Steps 1-8 listed above shall be accomplished for each additional badge required for the employee. **Exception: Employees of sub-contractors that are active participants in the ABIA Experienced Contractor Program are not required to possess multiple badges for each sponsoring prime contractor.**
10. Contractor shall promptly respond to any badge audit information requests. Also, access and/or distribution of active contractor badges during project construction and/or warranty period shall be limited and restricted to personnel approved by the Project Manager and DOA Security.

1.5 OTHER POLICIES

Tools, Materials, and Equipment: Contractor shall abide by Airport Security Program, including tool security requirements noted in the **Acknowledgement of Responsibility, Prohibited Items and Tools in Terminal Concourses and Sterile Areas** (Attachment 11) form. All tools to be used in the Sterile Area must be processed through the loading dock. Contractor shall keep tools and other items not in use in a lockable toolbox (gang box) or in a secured area not accessible to the public. Tools shall not be left unattended in the Sterile Area. An inventory of all tools using **ABIA Tool Inventory List** (Attachment 12) form will be conducted before entering the restricted area and upon exiting.

Contractor must utilize **ABIA Daily Tool Inventory List** (Attachment 13) for any tools that are to be left in the terminal complex overnight. This inventory must remain at the job site, up to date, and readily available for inspection by ABIA/TSA security personnel.

At any time a tool is discovered missing, Airport Communications must be contacted immediately at (512) 530-2242. Airport OPSEC and the Contractor must conduct a search of the last known location and nearby area. The Contractor must complete an incident report regarding the missing tool(s).

Introduction of tools, materials, and equipment into the Secured / Sterile Areas, AOA, and SIDA must be coordinated through the Project Manager.

Vehicle Registration and Driver's Training: If the work requires un-escorted vehicular access in the Secured Area or Airport Operations Area (AOA), Contractor shall complete and submit **ABIA Vehicle Registration LOGO Form** (Attachment 14) for each vehicle, present proof of required insurance, and submit a picture of the company vehicle logo in a .jpeg format to the Project Manager. Proposed vehicle drivers must attend airport driver's training. Training is computer based and may be taken in conjunction with the SIDA training previously mentioned. Airport Driver's training is approximately one hour in length with an examination at the conclusion which must be passed. Training is available at the Security and ID office during business hours. Contact Airport Operations [(512) 530-7550] for more information regarding driver's training.

Security at Construction Site: Contractors, or any other non-Airport personnel, having authorized Secured Area/AOA access and having been assigned a Secured Area/AOA access point for their temporary use shall maintain positive control of the access point by the use of off-duty ABIA Security personnel or employees of a private security firm approved by the Director, designee, or Transportation Security Administration (TSA). As approved by the Project Manager, Contractor shall contact the DOA Business Development Section [(512) 530-7507] for escort fees, scheduling and additional information. Minimum hourly charge to contractors for required access control services shall be \$35 per hour.

Contractor will conduct a security briefing with personnel assigned to the access point each day with signatures by the Contractor and security personnel signifying a clear understanding of security procedures required. Contents of the briefing will be determined during the construction project meeting and copies of the previous week's daily briefing will be provided to the Project Manager.

Temporary Wall/Door/Lock/Fence/Gate: If temporary modification to current access control methods are required to the Sterile Area, Secured Area and/or Air Operations Area, the Contractor shall comply with the following procedures as stated in Title 49 CFR Part 1542.105: *"The request for an amendment must be filed with the designated official at least 45 days before the date it proposes for the amendment to become effective, unless a shorter period is allowed by the designated official. Within 30 days after receiving a proposed amendment, the designated official, in writing, either approves or denies the request to amend."* For purposes of this section, the request shall be made to the Project Manager who will forward it to the Security and ID office. An example may be the installation of a temporary gate somewhere along the AOA fence line.

Security ID Badge Control: Contractor must conduct a monthly badge audit with Owner to ensure all active badge holders are still employed. Security and ID Office will provide Active Badge List to the Project Manager on the 1st working day of the month. Audit findings must be returned to Security and ID no later than the 15th of the month.

Contractor must return badges of Subcontractors to the DOA Security and ID office within three (3) working days of the subcontractors work completion. Contractor shall immediately notify Airport Communications [(512) 530-2677] when aware an individual's access authority has been revoked or limited for adverse reasons or termination of employment.

Loss of security items: Loss of any security-related item is a serious incident. All losses will be reported immediately to the Airport Communications [(512) 530-2242]. The Airport Security Coordinator or representative must approve replacement of any lost security item. Loss or failure to return a security

General Requirements
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access badge will result in a \$500.00 per badge penalty to be deducted from the contract. Contractor is responsible for replacement costs and any other penalties associated with lost security items.

Federal Aviation Administration (FAA)/ Transportation Security Administration (TSA) Imposed Penalties

FAA or the Department of Homeland Security may impose civil penalties to individuals, companies, and the airport for safety or security violations. Maximum penalties assessed against an individual can be \$50,000 and companies \$400,000. Pursuant with City contract provisions and City of Austin ordinances, Contractor shall be responsible for payment of any civil penalties assessed against the Contractor or Owner due to safety/security program violations committed by the Contractor.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION 01555

ATTACHMENTS:

- # 1 - ABIA Escort Procedures and Authorization
- # 2 - Special Escort Notification form
- # 3 - Core Request form
- # 4 - Key Request form
- # 5 - Intellikey Acknowledgement Form - Contractor
- # 6 - Unescorted Access Authorization form
- # 7 - Authorized Signatures
- # 8 - Personal Information form
- # 9 - Criminal History Records Check/Disqualifying Criminal Offenses statement/form
- # 10 - Document Verification form
- # 11 - Acknowledgement of Responsibility, Prohibited Items and Tools in Terminal Concourses and Sterile Areas form
- # 12 - ABIA Tool Inventory List
- # 13 - ABIA Daily Tool Inventory List
- # 14 - ABIA Vehicle Registration LOGO form



ABIA ESCORT PROCEDURES AUTHORIZATION FORM

Escort Procedures

SD 1542-06-01D Compliance and Procedures for authorized escorts; please read carefully as you will be ultimately responsible for the following procedures conducted as per TSA (Transportation Security Administration) CFR 1542. Failure to comply could result in Criminal and/or Civil penalties for non-compliance, as well as denial or revocations of access media (badge).

Escort

To accompany or monitor the activities of an individual who does not have unescorted access authority into or within a Sterile, Secured Area or SIDA, and/or Air Operations Area (AOA).

While in the SIDA, each person, unless under escort, is required to continuously display an AUS approved identification media. Identification must be displayed above the waist on the outermost garment at all times. All employees are required to challenge individuals who are not in compliance with the display requirements.

A. Escort Procedures:

1. Each person acting as an escort must inform all individual(s) being escorted that they are in a security area of the airport and all security rules and regulations must be followed. The escort is required to be able to, at all times until the escorted individual has left the security area, physically control the escorted individual(s)' movement when escorted in the Secured Area and visually control the escorted individual(s) movement when escorted in the AOA and Sterile Area. Only individuals with current unescorted access authority are permitted to escort. Those who have authority to escort will have the designated silver background with **(AUS)** Sticker which gives them the authority to escort. Unless otherwise exempt the maximum number of individuals who can be escorted is three (3).
2. Any escorted persons engaged in activities other than those for which the escorted access was granted shall be challenged to the validity of the action. When necessary, the person shall be removed from the escorted area. When deemed necessary to have assistance to remove escorted persons from the area, **Law Enforcement Personnel (LEP) will be contacted through Airport Communications at (512) 530-ABIA (2242).**

3. Individuals escorted into a sterile area, who have not been cleared at the screening checkpoint, must remain under escort until they exit the area. The escort will remain within a distance of individual(s) under escort so that positive control over the individual(s) actions is maintained.
4. No individual who has been issued an active AUS identification media/ID may be escorted; i.e., left badge at home, or is not in possession of media/id. An individual whose badge is suspended or expired may not be escorted.
5. Unless otherwise exempt from this process, **before conducting an escort you must contact (by fax [(512)530-7676] or telephone) Airport Communications (512) 530-2242** who will verify your authority to escort. Airport Communications will record the date and time of contact. Failure to do so could result in the revocation of escorting privileges. You will provide Airport Communications with the following information:
 - a. The names and date of birth of all individuals being escorted (3 maximum).
 - b. Estimated length of time the escort will be conducted.
 - c. Approximate location of the escort.
 - d. Reason for the escort.

You may also check-in with the Security Officer located at the following locations in lieu of contacting Communications when these posts are manned by Security Officers. These locations are the loading dock, E110 and Check Point Charlie W-123). If the loading dock or E110 are closed you will need to contact Communications.

Exemptions:

A ***“Special Escort Notification Form”*** may be utilized in instances where more than 3 people will be escorted. Special events or circumstances will be evaluated on a case by case basis and must be discussed and requested with the Project Manager at the Weekly Coordination Meeting. Completion and submission of the form and ***prior approval*** from the ASC or ASC’s designee must be received before conducting the escort. To ensure prompt approval requests must be made at least three (3) working days in advance to allow for this exemption. In an emergency situation with less than three (3) working days notice is available; submit a fax to Airport Communications at (512) 530-7676. Approval **must** be obtained before conducting the escort.

Cargo and Belly Freight Operators, while providing escorts in their facilities and their adjoining fenced in areas at Gates W125 /W130 (Belly Freight), are **only exempt** from the notification process. Proper escorts must be conducted at all times while in the SIDA. Belly freight and fuel farm operators may make

notification of an escort through the Security Officer Booth located near W123.

Fuel Farm Operators, while providing escorts in their facilities and their adjoining fenced in areas, are **only exempt** from the notification process. Proper escorts must be conducted at all times while in the SIDA. Fuel Farm Operators may make notification through the Security Officer Booth located near W123.

EMS, ARFF, AFD, Security Officers, Airside Operations, OPSEC, TSA and Law Enforcement Personnel are exempt from notification process and 3 person limitations.

ID Display:

All persons within, or attempting to gain access to the SIDA of the Airport, who are not under escort, shall display on their person, at all times while in the SIDA, an identification badge issued or approved by the Airport. The identification badge must be displayed with the photo visible to the front, readily visible between the neck and waist on the outermost garment.

Challenge

The act of attempting to ascertain the authority or purpose of an unescorted person, not wearing or properly displaying airport issued/approved identification, to access or remain in the SIDA of the airport, by directly requesting such person to display airport issued/approved identification.

Secured Area

A portion of an airport, specified in the ***Airport Security Program***, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Part 1544 or 1546 of 49 CFR Chapter XII enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA)

A portion of an airport, specified in the ***Airport Security Program***, in which security measures specified in Part 1542 are carried out. This area includes the Secured Area and may include other areas of the airport.

Sterile Area

A portion of an airport defined in the ***Airport Security Program*** that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 of

49 CFR Chapter XII or a foreign air carrier under Part 1546 of 49 CFR Chapter XII, through the screening of persons and property.

I have read and understand the Approved Escort Procedures for AUS:

Company : _____

Employee : _____

Employee Badge: : _____

Signature : _____

Date : _____

Signatory Authority : _____

Badge Number : _____

Printed Name : _____

As Signatory Authority you are verifying the above person who is being granted SIDA or sterile area escort authority has a legitimate business need for such authority to conduct their duties at Austin-Bergstrom International Airport.

The Airport Operator via the Airport Security Coordinator or designee has the ultimate right to refuse escort authority to anyone who is found to abuse such authority or is found not in compliance.



Austin-Bergstrom International Airport
Cores

TO: Security and ID Office Aviation Department	FROM: (Sponsor)								
<p>A. Request the following person to be issued an airport security key indicated.</p> <p>1. Name: (Last) _____ (First) _____ (Middle) _____ Badge # _____ Expires: _____</p> <p>2. Key (check as appropriate) <input type="checkbox"/> Building Doors _____ <input type="checkbox"/> Perimeter Fence Gates _____ <input type="checkbox"/> Other _____</p> <p>3. Method of Payment: <input type="checkbox"/> User Fee <input type="checkbox"/> Cash/ Check <input type="checkbox"/> Charge <input type="checkbox"/> N/A</p> <p>I am authorized to request issue of security items (signature on file with the Security and ID office.</p> <p>Signature: _____ Badge #: _____ Date: _____</p>									
<p>B. Verification: <input type="checkbox"/> Requestor's Signature <input type="checkbox"/> Recipient's Badge Number</p> <p>Signature: _____ Badge #: _____ Date: _____</p>									
<p>C. Received items listed in A-2 as follows:</p> <table><tr><td>Core ID: _____</td><td>Amount: _____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table> <p>Signature: _____ Badge # _____ Date: _____</p>		Core ID: _____	Amount: _____	_____	_____	_____	_____	_____	_____
Core ID: _____	Amount: _____								
_____	_____								
_____	_____								
_____	_____								
<p>D. Core Revocation:</p> <p>Core(s) <input type="checkbox"/> Lost <input type="checkbox"/> Returned Penalty deducted from contract for lost or damaged core \$ _____</p> <p>Signature: _____ Badge #: _____ Date: _____</p>									



Austin-Bergstrom International Airport
Key Issue

TO: Security and ID Office Aviation Department	FROM: (Sponsor)															
<p>A. Request the following person to be issued an airport security key indicated.</p> <p>1. Name: (Last) _____ (First) _____ (Middle) _____ Badge # _____ Expires: _____</p> <p>2. Key (check as appropriate)</p> <p><input type="checkbox"/> Building Doors _____</p> <p><input type="checkbox"/> Perimeter Fence Gates _____</p> <p><input type="checkbox"/> Other _____</p> <p>3. Method of Payment:</p> <p><input type="checkbox"/> User Fee <input type="checkbox"/> Cash/ Check <input type="checkbox"/> Charge <input type="checkbox"/> N/A</p> <p>I am authorized to request issue of AOA/SIDA items (signature on file with the Security and ID office) and I certify that necessary procedures have been established to control the items.</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																
<p>B. Verification: <input type="checkbox"/> Requestor's Signature <input type="checkbox"/> Recipient's Badge Number</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																
<p>C. Received items listed in A-3 as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Key ID: _____</th> <th style="text-align: left;">Amount: _____</th> <th style="text-align: left;">Serial Number: _____</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Signature: _____ Badge # _____ Date: _____</p>		Key ID: _____	Amount: _____	Serial Number: _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Key ID: _____	Amount: _____	Serial Number: _____														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
<p>D. Key Revocation:</p> <p>Key(s) <input type="checkbox"/> Lost <input type="checkbox"/> Returned <input type="checkbox"/> Destroyed</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																
<p>E. Penalty Deducted from Contract:</p> <p>Received Total of \$ _____</p> <p>Signature: _____ Badge #: _____ Date: _____</p>																



Intellikey Acceptance Acknowledgement

I, _____, ABIA SIDA badge # _____ acknowledge receipt of an INTELLIKEY. I understand the security system of ABIA will be compromised if the key is lost and agree to the following terms as conditions for acceptance:

- Control of the Intellikey must be maintained at all times.
- Intellikey will be kept in a secure location while not on ABIA property.
- Intellikey will be used for the performance of contracted job responsibilities and will not be used for any other purpose.
- The Security and ID Office (Airport Communications, after hours) must be notified immediately if an Intellikey is lost or stolen. Failure to immediately make the proper notifications of a lost Intellikey can result in a suspension of Airport ID/Access privileges.
- If an Intellikey is lost, the replacement cost will be \$100.00. Any subsequent losses will result in an additional deposit and possible non-issuance of an Intellikey.
- Intellikey must be “refreshed” within the established ABIA timeline to remain valid.

I have read the above requirements and understand the contents.

Signature

Date

The above individual is approved for issuance of an Intellikey.

Project Manager- P & E
Austin Bergstrom International Airport

June 5, 2013



UNESCORTED ACCESS AUTHORIZATION FORM

Print legibly or type. Incomplete or illegible forms will not be processed

MUST BE COMPLETED IN BLUE INK.

Employee's Last Name ↑	First Name ↑	Full Middle Name ↑

I request the following items/services for the above listed employee:

- New Employee Badge
- Renewal of Employee Badge
- Replacement of Lost/Stolen Badge
- Replacement of Expired Badge
- Fingerprints
- Security Threat Assessment

The items/services will be paid for in the manner indicated below (check one):

- Employee will pay (cash, check, VISA or MasterCard)
- Company will pay (cash, check, VISA or MasterCard)
- Bill this company (limited to select tenants)
- No Charge (Government Employees)

This employee will need the following type of badge (check all that apply):

- (Green) Sterile Area + AOA + Secured Area (Ramp)
- (Orange) Sterile and Restricted Area within Terminal
- (Yellow) Cargo Ramp and Maintenance Ramp only
- (Blue) T-Hangers Access Only
- (White) ID only – No Access

Other notes regarding this employee's access:

PLEASE INITIAL: Ramp Driving ____ Escort ____ Runway/Taxiway ____ LEP ____
--

By signing below I indicate that my signature is on file with the Security and ID Office and I am authorized to request security items as required by Transportation Security Administration Regulation 49 CFR 1542.209 or 49 CFR 1544.229.

I certify that I have inspected the identification documents of the person named above and they are acceptable forms of identification as listed on the second page of the Security and ID Personnel Information Form. I understand my Signatory Authority may be revoked for failure to inspect and verify the required identification documents.

ID's Checked: #1 _____ Exp Date: _____ #2: _____ Exp Date: _____

PRINT AUTHORIZER'S NAME

AUTHORIZER'S SIGNATURE

COMPANY NAME

AUTHORIZER'S PHONE

SPONSOR COMPANY

DATE (IN MM/DD/YYYY FORMAT)

Austin-Bergstrom International Airport

AUTHORIZED SIGNATURES

Blue ink only

 <p>Austin-Bergstrom International Airport</p>	Dept/Company Name →	
---	----------------------------	--

DEPARTMENT HEAD YES _____ NO _____

As the owner, manager, chief executive officer, or person otherwise in charge and in accordance with the Austin Bergstrom International Airport Security Program, I authorize the following persons besides myself, employees of my company/organization, to sign requests for AOA, SIDA and other restricted area access authorizations and related security items. This form invalidates and replaces all previous authorization forms for my company/organization. All contact phone numbers are correct as of the date of this form. I am the only individual with my company/organization that is authorized to add or remove names on this authorization form.

SIGNATORY AUTHORITY

PRINT NAME

BADGE NUMBER

BUSINESS TELEPHONE

ALTERNATE TELEPHONE

E-MAIL ADDRESS

I CERTIFY THAT I HAVE RECEIVED TRAINING IN AND UNDERSTAND THE DUTIES AND RESPONSIBILTIES OF AN AUTHORIZED SIGNER

SIGNATURE

DATE



SECURITY AND ID PERSONAL INFORMATION FORM

*****Illegible Forms will not be Accepted*****

Badge # _____

EMPLOYER INFORMATION

Sponsor Company

Contract Company

PERSONAL INFORMATION

Last Name

First Name (Full)

Middle Name (Full)

Nickname/Alias

Home Address

City

State

Zip

GENDER: (circle one) Male Female ETHNICITY: White Black Hispanic Asian Other: _____

EYE COLOR: Black Blue Brown Gray Green Hazel Other: _____

HAIR COLOR: Black Blonde Brown Gray Red White Bald Other: _____

DATE OF BIRTH: _____ HEIGHT: _____ WEIGHT: _____

STATE OF BIRTH (or Foreign Country): _____ COUNTRY OF CITIZENSHIP: _____

SOCIAL SECURITY # _____ DRIVERS LICENSE # _____ STATE _____

PASSPORT # _____ PASSPORT COUNTRY: _____

ALIEN REGISTRATION # (if applicable) _____

NON IMMIGRANT VISA # (if applicable) _____

WORK PHONE # _____ HOME PHONE # _____ ALT PHONE # _____

E-MAIL ADDRESS _____

The information I have provided is true and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punishable by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code)

Signature: _____ Date: _____

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 12th Street, Arlington, Va. 20598.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Signature: _____ Date of Birth: _____

SSN and Printed Full Name: _____



SECURITY AND ID PERSONAL INFORMATION FORM

Badge Applicant's Name Last _____ First _____ Middle _____

**LIST OF ACCEPTABLE DOCUMENTS ---ONE OF WHICH MUST BE A PHOTO ID
ONE FORM OF ID FROM LIST A & B, OR ONE FROM LIST A & C, OR ONE FROM LIST B & C
All documents must be UNEXPIRED**

LIST A	LIST B	LIST C
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I 94-A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI. 	<ol style="list-style-type: none"> Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 	<ol style="list-style-type: none"> A Social Security Account Number card unless the card includes one of the following restrictions <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of Birth Abroad issued by the Department of State (Form FS-545) Certification of Report of Birth issued by the Department of State (Form DS-1350) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security

ADDITIONAL DOCUMENT REQUIREMENTS

A. Individuals who are not U.S. citizens must provide:

- Alien Registration Number; or
- I-94 Arrival/Departure Number

B. Individuals who hold a non-immigrant Visa must provide it.

C. Individuals who are U.S. citizens born abroad or naturalized U.S. citizens must provide:

- U.S. passport (List A); or
- Certificate of Naturalization ; or
- Certification of Birth Abroad, Form DS-1350 (List C)

*****SECTION BELOW TO BE COMPLETED BY SECURITY AND ID OFFICE PERSONNEL USE ONLY*****

_____/_____
Documents verified by (Signature of Trusted Agent) Date

_____/_____
Badge issued by (Signature of Trusted Agent) Date



Criminal History Records Check Disqualifying Criminal Offenses

An individual has a disqualifying offense if the individual has been convicted of, or found not guilty of by reason of insanity, any of the disqualifying crimes listed in this paragraph in any jurisdiction a minimum of 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

		Yes	No			Yes	No
1	Forgery of certificates, false marking of aircraft, and other aircraft registration violations in violation of 49 U.S.C. 46306.	<input type="checkbox"/>	<input type="checkbox"/>	19	Rape or aggravated sexual abuse.	<input type="checkbox"/>	<input type="checkbox"/>
2	Interference with air navigation in violation of 49 U.S.C. 46308.	<input type="checkbox"/>	<input type="checkbox"/>	20	Unlawful possession, use, sale, distribution, manufacture of an explosive or weapon.	<input type="checkbox"/>	<input type="checkbox"/>
3	Improper transportation of hazardous material in violation of 49 U.S.C. 46312.	<input type="checkbox"/>	<input type="checkbox"/>	21	Extortion.	<input type="checkbox"/>	<input type="checkbox"/>
4	Aircraft piracy in violation of 49 U.S.C. 46502.	<input type="checkbox"/>	<input type="checkbox"/>	22	Armed or felony unarmed robbery.	<input type="checkbox"/>	<input type="checkbox"/>
5	Interference with flight crew member or flight attendants in violation of 49 U.S.C. 46504	<input type="checkbox"/>	<input type="checkbox"/>	23	Distribution of, or intent to distribute, a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>
6	Commission of certain crimes aboard aircraft in flight in violation of 49 U.S.C. 46506.	<input type="checkbox"/>	<input type="checkbox"/>	24	Felony arson.	<input type="checkbox"/>	<input type="checkbox"/>
7	Carrying a weapon or explosive aboard aircraft in violation of 49 U.S.C. 46505.	<input type="checkbox"/>	<input type="checkbox"/>	25	Felony involving a threat.	<input type="checkbox"/>	<input type="checkbox"/>
8	Conveying false information and threats in violation of 49 U.S.C. 46507.	<input type="checkbox"/>	<input type="checkbox"/>	26	Felony involving willful destruction of property.	<input type="checkbox"/>	<input type="checkbox"/>
9	Aircraft piracy outside the special aircraft jurisdiction of the United States in violation of 49 U.S.C. 46502(b).	<input type="checkbox"/>	<input type="checkbox"/>	27	Felony involving importation or manufacture of a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>
10	Lighting violations involving transporting controlled substances in violation of 49 U.S.C. 46315.	<input type="checkbox"/>	<input type="checkbox"/>	28	Felony involving burglary.	<input type="checkbox"/>	<input type="checkbox"/>
11	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements in violation of 49 U.S.C. 46314.	<input type="checkbox"/>	<input type="checkbox"/>	29	Felony involving theft.	<input type="checkbox"/>	<input type="checkbox"/>
12	Destruction of an aircraft facility in violation of 18 U.S.C. 32.	<input type="checkbox"/>	<input type="checkbox"/>	30	Felony involving dishonesty, fraud, or misrepresentation.	<input type="checkbox"/>	<input type="checkbox"/>
13	Murder.	<input type="checkbox"/>	<input type="checkbox"/>	31	Felony involving possession or distribution of stolen property.	<input type="checkbox"/>	<input type="checkbox"/>
14	Assault with intent to murder.	<input type="checkbox"/>	<input type="checkbox"/>	32	Felony involving aggravated assault.	<input type="checkbox"/>	<input type="checkbox"/>
15	Espionage.	<input type="checkbox"/>	<input type="checkbox"/>	33	Felony involving bribery.	<input type="checkbox"/>	<input type="checkbox"/>
16	Sedition.	<input type="checkbox"/>	<input type="checkbox"/>	34	Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.	<input type="checkbox"/>	<input type="checkbox"/>
17	Kidnapping or hostage taking.	<input type="checkbox"/>	<input type="checkbox"/>	35	Felony involving violence at international airports in violation of 18 U.S.C. 37.	<input type="checkbox"/>	<input type="checkbox"/>
18	Treason.	<input type="checkbox"/>	<input type="checkbox"/>	36	Conspiracy or attempt to commit any of the criminal acts listed on this page.	<input type="checkbox"/>	<input type="checkbox"/>

By signing below I certify that I do not have any of the above listed disqualifying criminal offenses.

Also signing below indicates my understanding that I have a continuing obligation under Title 49, CFR, Parts 1542.209 and 1544.229 to disclose to the airport operator within 24 hours if I plead guilty or nolo contendere ("no contest") to, have an adjudication withheld, have been convicted or found not guilty by reason of insanity to any of the disqualifying crimes listed on this application or the federal security regulations.

Also signing below indicates the information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)

PRINT NAME

SIGNATURE

DATE



ABIA INS DOCUMENTATION VERIFICATION FORM

**Verification of U.S. Department of Justice – Immigration and Naturalization Service Issued
Resident Alien – Permanent Resident – Work Authorization – Photo Identification**

Last Name ↑

First Name ↑

Middle Name ↑

Citizenship ↑

Date of Birth ↑

Social Security Number ↑

SECTION BELOW TO BE COMPLETED BY US CUSTOMS & BORDER PROTECTION PERSONNEL

Verified By ↑

Agency Name ↑

Date ↑

AUSTIN BERGSTROM INTERNATIONAL AIRPORT

Acknowledgement of Responsibility Prohibited items and Tools in Terminal Concourses and Sterile Areas

Due to heightened security, the Transportation Security Administration (TSA) has required that no items identified in the TSA “Prohibited items List” be allowed in the terminal concourses and sterile areas of the airport. This prohibition includes all pocketknives, carpet knives, and other folding or retractable blades, regardless of blade length or composition. The prohibition also includes sabers, swords, hunting knives, martial arts devices, ice picks, straight razors, and elongated scissors, or any tool with a sharp blade that could be utilized as a weapon or cutting tool. This list is not comprehensive, and common sense should always prevail. A current copy of the TSA “Prohibited items” may be obtained at www.TSA.gov or by calling the Security Badging office at (512) 530-6943.

The TSA acknowledges the need to allow for maintenance in the concourse areas, and therefore some exceptions have been made. Personnel requiring the use of tools and other prohibited items to perform essential job functions may do so if the following conditions are met.

- The individual accepts responsibility to keep all tools and prohibited items within his/her immediate span or control so that no unauthorized person is able to access them.
- All tools are to be transported in a secure bag or toolbox so they are inaccessible to passengers at all times (no tool belts).
- Tools will be used discretely, stored immediately, and secured and locked whenever possible.
- All personnel requesting unescorted access shall be required to sign this Acknowledgement of Responsibility form at the time they are badged. Extra forms are available in the security badging Office.
- Unbadged personnel requiring the use of tools in the sterile areas must be under continuous escort of a badged employee. **The badged employee providing the escort will be held fully responsible for ensuring compliance with these rules.**
- **Unbadged persons and their tools must be processed through TSA Passenger Security Checkpoint # 2. In addition, they must be under escort at all times.** Badged personnel must deliver their tools to the Loading Dock, return to the terminal, enter the sterile area through a TSA passenger security checkpoint and return to the Loading Dock through the service corridor. An inventory of the tools will be conducted at the Loading Dock upon entering and exiting the restricted area. Please contact an Airport Security Coordinator or Operations Construction Project Coordinator.

All unattended tools found in the Sterile Areas will be confiscated by the Department of Aviation, and the employees badge may be suspended or revoked. Personnel not complying with these procedures may be issued a notice of Violation (NOV) and/or be subject to TSA sanctions.

Your signature below indicates that you fully understand and accept the responsibilities outlined in this acknowledgment of responsibility.

SIGNATURE

PRINT NAME

COMPANY

DATE



Austin-Bergstrom International Airport
Vehicle Registration LOGO

TO: Security and ID Office Aviation Department	FROM: (Sponsor)
<p>A. Request AOA access authorization and registration for the following vehicle:</p> <p>1. Name: (Last) _____ (First) _____ (Middle) _____ Badge # _____ Expires: _____ Insurance Company: _____</p> <p>2. Vehicle: _____ Model: _____ Color: _____ Year: _____ License Plate: _____ State: _____</p> <p>3. Required AOA/SIDA Clearance: <input type="checkbox"/> Main Terminal Ramp <input type="checkbox"/> RCCF <input type="checkbox"/> Fuel Facility <input type="checkbox"/> Runways and Taxiways <input type="checkbox"/> Maintenance Ramp <input type="checkbox"/> Cargo Ramp</p> <p>4. Vehicle Identified by: <input type="checkbox"/> Company Logo</p> <p>I am authorized to request AOA/SIDA and restricted area access issuance of security related items (signature on file with the Security and ID office and certify that the operation of this vehicle on the AOA/SIDA is necessary and in conjunction with official business. The persons who will be operating this vehicle have been briefed on the Airport Security Program and operating procedures for the AOA/SIDA.</p> <p>Signature: _____ Badge #: _____ Date: _____ DOA Project Manager</p> <p>Signature: _____ Badge #: _____ Date: _____</p>	
<p>B. Verification: <input type="checkbox"/> Requestor's Signature <input type="checkbox"/> Recipient's Badge Number <input type="checkbox"/> Proof of Insurance</p> <p>Signature: _____ Badge #: _____ Date: _____ DOA Project Coordinator</p> <p>C. I understand the security requirements and my responsibilities under the Airport Security Program relating to Authorization for my access and operating procedures on the AOA/SIDA. I accept these responsibilities and agree to comply with requirements of the Airport Security Program and safeguard my TOPCAP/LOGO to prevent unauthorized use.</p> <p>Signature: _____ Badge # _____ Date: _____</p> <p>D. LOGO Revocation::</p> <p>Signature: _____ Badge #: _____ Date: _____ Department of Aviation</p>	

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. 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, SECTION 0900 OF THE SOLICITATION.

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

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: _____

CITY OF AUSTIN



CITY CODE CHAPTER 2-9C NONPROFESSIONAL SERVICES MBE/WBE PROCUREMENT PROGRAM

Project Name: Cabling Infrastructure Maintenance Agreement for ABIA

Project/Solicitation Number: RFP 5600 SMW0121

Date: 03/31/2014

JUNE 2009

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MBE/WBE GOALS

Annual/Project Participation Goals:				Annual/Project Participation Subgoals:		
MBE	14.10	%		African American	N/A	%
WBE	15.00	%	OR	Hispanic American	N/A	%
				Asian/Native American	N/A / N/A	%
				WBE	N/A	%

OVERVIEW

This document should be read in conjunction with the City of Austin’s Minority-owned and Women-owned Business Enterprise Procurement Program for Nonprofessional Services (Chapter 2-9C of the Austin City Code) and the Small and Minority Business Resources Department (SMBR) Rules. The definitions contained in Chapter 2-9C apply to this document. Copies of Chapter 2-9C and SMBR Rules may be obtained online at <http://www.ci.austin.tx.us/smbr/rules.htm> or from SMBR, 4201 Ed Bluestein, Austin, Texas 78721 (512) 974-7600.

Firms or individuals submitting offers for this solicitation agree to abide by the City’s MBE/WBE Procurement Program and Rules. The City’s MBE/WBE program is intended (1) to promote and encourage MBEs and WBEs to participate in business opportunities with the City of Austin; (2) to afford MBEs and WBEs an equal opportunity to compete for work on City contracts; and (3) to encourage contractors to provide subcontracting opportunities to certified MBEs and WBEs by soliciting such firms for subcontracting opportunities. The City of Austin and its contractors shall not discriminate on the basis of race, color, national origin, disability or gender in the award and performance of contracts.

The City encourages Offerors to achieve the MBE/WBE participation goals and subgoals for this contract. However, Offerors may comply with the City Code and Rules without achieving the participation goals so long as they make and document Good Faith Efforts that would allow MBE and WBE participation pursuant to Section 2-9C-21 of the City Code and Section 9.1 of the Rules. Offerors that do not meet the project’s goals and subgoals are subject to Good Faith Efforts review.

Prior to the due date specified in the City’s solicitation documents, all Offerors (including those Firms certified as MBE/WBEs) shall submit: (1) an *MBE/WBE Compliance Plan* (Appendix A); and (2) if the project goals are not met, all appropriate documentation to demonstrate Good Faith Efforts to meet the project goals. Any questions regarding preparation of the *Compliance Plan* should be directed to SMBR at (512) 974-7600. Such contact will not be a violation of the anti-lobbying ordinance.

The City has implemented Anti-Lobbying Ordinance 20071206-045 (Chapter 2-7 of the Austin City Code). Under Chapter 2-7, there is a “no-contact” period from the date the City issues a solicitation until the contract is executed. During the “no-contact” period, a person responding to a City solicitation can speak only to the contract’s authorized contact person regarding their solicitation response. Chapter 2-7 allows certain exceptions; for instance, a person responding to a City solicitation may speak to SMBR regarding this *Compliance Plan*. See the full language of the Ordinance, City Chapter, or solicitation documents for further details.

If the *Compliance Plan* and Good Faith Efforts documentation are not submitted prior to the due date specified in the solicitation documents, the Offer will be deemed non-responsive and not be accepted for consideration.

COMPLIANCE PLAN INSTRUCTIONS

(See Appendix A)

SMBR may request written clarification of items listed on the *Compliance Plan*. However, there will be no further opportunity for the Offeror to augment the MBE/WBE participation originally listed in the *Compliance Plan* or to demonstrate Good Faith Efforts that were not made prior to the submission of the *Compliance Plan*. Changes to the *Compliance Plan* are permitted only after contract execution and only with prior written approval of SMBR.

Please type or clearly print all information, use “none” or “N/A” where appropriate, and sign and date the *Compliance Plan* as indicated. Please fill in all the blanks and use EXACT numbers. DO NOT USE: “approximate,” “plus or minus (+ -),” “up to,” “to be determined (TBD),” “<”, “>”, or any other qualifying language.

***Compliance Plans* not complying with *Compliance Plan* Instructions shall be rejected as non-responsive. Submissions not utilizing the forms provided with the solicitation may render the submission nonresponsive or noncompliant.**

Section I Project Identification and Goals

This section includes the pre-printed Project Name, Project/Solicitation Number, and goals and/or subgoals. The Offeror does not need to fill in any information under Section I.

Section II Offeror Information

The Offeror should complete this section with its information and sign in the space provided. The portion of Section II marked as “Reserved for City of Austin SMBR Only” should be left blank.

Section III *Compliance Plan* Summary

This section is a summary of subcontractor participation in this Offer. Offeror should complete Sections IV-VII, described below, before attempting to complete Section III. After completing Sections IV-VII, calculate the percentage of MBE/WBE participation for each goal and enter the information in the blanks provided. Because Section III is a summary, if there are any inconsistencies between Sections IV-VII and Section III, the calculations contained in Sections IV-VII will prevail.

Section IV Disclosure of MBE and WBE Participation

Please list all certified MBE/WBEs subcontractors and the value of the work they will be performing themselves except for subcontractor(s) that will be performing the trucking or hauling scope of work (see Section VII below). Do not include the value of work that the MBE/WBEs subcontractors will be subcontracting to second-level subcontractors (see Section VI). By listing certified MBE and WBE firms on the *Compliance Plan*, the Offeror indicates that both parties acknowledge the price and scope of work and that they are prepared to contract for that price and scope if the City awards the project to Offeror. Unit price subcontracts are acceptable if appropriate to the type of work being performed. A Letter of Intent (LOI) does not replace a binding contract between a prime contractor and a subcontractor.

Before completing Section IV of the *Compliance Plan*, please read the following instructions regarding how to count MBE/WBE participation:

(A) Only the value of the work actually performed by the MBE/WBE shall be counted toward the goals. This includes:

- (1) work performed by the MBE/WBE's own forces;
- (2) the cost of supplies, materials, or equipment purchased, leased, or otherwise obtained by the MBE/WBE for the work of the contract (except that supplies, materials, and equipment purchased or leased from the prime contractor or its affiliate may not be counted toward the goal); and
- (3) fees or commissions charged by an MBE/WBE for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a contract, provided the fee is reasonable and not excessive as compared with fees customarily allowed for similar services.

(B) When an Offeror purchases supplies, materials, or equipment from an MBE/WBE, the cost of those supplies, materials, or equipment shall be counted toward the goals as follows:

- (1) If the supplies, materials, or equipment are obtained from an MBE/WBE that is a Manufacturer or Regular Dealer, 100 percent of the payment for the supplies, materials, or equipment shall be counted toward the goals.
- (2) If the supplies, materials, or equipment are obtained from an MBE/WBE that is neither a Manufacturer nor a Regular Dealer, the cost of the materials and supplies themselves shall not be counted toward the goals. However, fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site, may be counted toward the goals if the payment of such fees are a customary industry practice and such fees are reasonable and not excessive as compared with fees customarily allowed for similar services.

(C) When an MBE/WBE subcontractor listed on the *Compliance Plan* subcontracts part of the work of its contract to another Firm, the value of that second-level subcontracted work may not be counted toward the goals based on the initial subcontractor's MBE/WBE certification. Please see Section VI for an explanation of how to count the value of second-level subcontractors' work.

(D) A Firm owned by a minority woman may be certified as both an MBE and a WBE (dual certified). On a single contract, the value of the work performed by a dual certified subcontractor may not be counted toward both the MBE and the WBE goals. The Offeror must decide whether to designate the dual certified subcontractor as an MBE or a WBE in the *Compliance Plan* for the purpose of meeting the goals set for that Contract.

(E) When an MBE/WBE performs as a participant in a certified Joint Venture, only the portion of the contract value that is the result of the distinct, clearly defined portion of the work that the MBE/WBE performs with its own forces and for which it is at risk shall be counted towards the project goals. For

more specific information regarding requirements and evaluations of certified MBE/WBE Joint Ventures, please see the City's Program Rules or contact SMBR's Certification Division.

(F) Only expenditures to an MBE/WBE contractor that is performing a Commercially Useful Function shall be counted toward the project goals. If SMBR makes an initial determination that an MBE/WBE is not performing a Commercially Useful Function given the type of work involved and normal industry practices, the MBE/WBE may present evidence to rebut this presumption.

(G) To be counted toward project goals, MBE/WBEs must be certified by SMBR prior to the due date to submit the *Compliance Plan* as specified in the City's solicitation documents. A firm that is certified as an MBE/WBE at the time that the *Compliance Plan* is filed may cease to be a certified firm before the contract is completed. Only the value of the work performed by such a Firm while it is certified may be counted toward the project goals.

Section V Disclosure of Non-Certified Subcontractors

Please list all known non-certified subcontractors to be used in the performance of this contract, except for subcontractor(s) that will be performing the trucking or hauling scope of work (see Section VII below). If Offeror will not use any non-certified Firms, please write "N/A" in the first box on this page.

If additional scopes of work are identified in this section as available for subcontracting beyond those identified in the availability lists provided, Offeror must contact SMBR to request an availability list of certified Firms for those additional scopes of work.

The scopes of work indicated in Section V will be considered subcontracting opportunities for MBEs and WBEs, unless it is demonstrated that certified MBEs or WBEs are unavailable or do not possess the requirements in the technical portion of the solicitation to perform the work involved. If Offeror did not meet the project goals, Offeror must explain in the space provided why MBEs/WBEs were not used as subcontractors. If Offeror did meet the project goals, please write "Goals Met" in the space provided.

Section VI Disclosure of Second-Level Subcontractors

Please complete this section if Offeror knows that one or more of Offeror's subcontractors will subcontract part of the work of their contracts to second-level subcontractors. In the last line of each entry box, please write the name of the first-level subcontractor that will be subcontracting work to the second-level subcontractor. The first-level subcontractor should be listed in Section IV or Section V. If Offeror is not aware of any second-level subcontractors, please write "N/A" in the first box on this page.

As discussed in Section IV above, when an MBE/WBE subcontractor subcontracts part of the work of its contract to another Firm, the value of that second-level subcontracted work may not be counted toward the goals based on the initial subcontractor's MBE/WBE certification. The value of the second-level subcontracted work may be counted toward the project goals only based on the second-level subcontractor's own MBE/WBE certification, if any. Work that an MBE/WBE subcontracts to a non-certified Firm does not count toward the goals. Work that an MBE/WBE subcontractor contracts to another certified Firm shall not be counted twice towards the goal.

Section VII Disclosure of Primary and Alternate Trucking Subcontractors

Please complete this section if the project includes trucking or hauling services as a scope of work. Each time this scope of work is required on the project, Offeror must contact the firm listed as the primary trucking subcontractor in this section. If the primary trucking subcontractor is not available or cannot perform the entirety of the work at the time required, Offeror may contact the alternate trucking subcontractors in the order that Offeror lists them in this section. Offeror must contact the primary trucking subcontractor at least 24 hours before the work is to be performed. Offeror will not need to submit a Request for Change to use the alternate trucking subcontractors if Offeror contacted the primary trucking subcontractor first and then proceeded to contact the alternates in the order Offeror listed them on this section.

For purposes of meeting the project goals or subgoals at the *Compliance Plan* stage, the entire value of this scope of work shall be assigned to the primary trucking subcontractor. At contract closeout, MBE/WBE participation will be counted based on the actual usage of the primary and alternate trucking subcontractors.

Section VIII MBE/WBE *Compliance Plan* Check Sheet

Please complete the MBE/WBE *Compliance Plan* Check Sheet with the information requested.

GOOD FAITH EFFORTS INSTRUCTIONS

(See Appendices B and D)

The Offeror has a responsibility to make a portion of the work available to MBE/WBE subcontractors so as to facilitate meeting the goals or subgoals. If the Offeror cannot achieve the goals or subgoals, documentation of the Offeror's Good Faith Efforts to achieve the goals or subgoals must be submitted at the same time as the *Compliance Plan*. That there may be some additional costs involved in soliciting and using MBEs and WBEs is not a sufficient reason for an Offeror's failure to meet the goals and subgoals, as long as such costs are reasonable. However, an Offeror is not required to accept a higher quote in order to meet a goal or subgoal.

Contacting Potential MBE/WBE Subcontractors

As part of Good Faith Efforts, Offerors must contact MBE/WBE subcontractors for each scope of work where there is a subcontracting opportunity. The availability list found at Appendix D includes information for certified MBE/WBE businesses. The availability list has two sections: *Vendors Within the Significant Local Business Presence (SLBP) Area* and *Vendors Outside the SLBP Area*. While only vendors on the SLBP list must be contacted, all of the Firms listed are certified as MBE/WBEs for purposes meeting the project goals.

The City neither warrants the capacity nor guarantees the performance of any Firm indicated on the availability list.

The availability list is sorted in numerical sequence by National Institute of Governmental Purchasing (NIGP) Commodity Code. It includes all certified vendors for the scopes of work identified by the City as being potentially applicable to this project. However, the availability list is not a comprehensive identification of all areas of potential subcontracting opportunities. If an Offeror identifies one or more work areas that are appropriate subcontracting opportunities that are not included on the availability list, the Offeror shall contact SMBR to request the availability of MBE and WBE firms in those areas. Requests for supplemental availability lists will be evaluated as a part of the Offeror's Good Faith Efforts to meet the goals.

If Offeror believes any of the work areas on the availability list are not applicable to the project's scope of work or if Offeror believes that the lists are inaccurate, notify the authorized contact person of the concern. All Offerors will be notified in writing of any inaccuracy by addendum to the solicitation. Concerns about a particular MBE's/WBE's certification status may be addressed to SMBR at (512) 974-7600 or the SMBR Certification Division at (512) 974-7645. If Offeror wants to use a subcontractor that does not appear on this list, Offeror may either request the subcontractor to furnish proof of certification and the specific work areas for which it has been certified or request such information from SMBR.

Appendix B shows the format for collecting required information from the subcontractors on the *Vendors Within SLBP Area* availability list at least five (5) business days prior to the submission of the *Compliance Plan*; alternate formats are acceptable as long as they gather the same required information. Attached to the Subcontractor Vendor List at Appendix D is a list containing the names and addresses of all MBE/WBE Firms in alphabetical order. This list is in label format and is designed to facilitate the printing of mailing labels.

The following codes are used on the availability lists:

GND	A firm's two-digit gender/ethnicity code (e.g., FA, MA, or FB)	LCTN	A firm's two-digit location code (e.g., SL or TX)
FA	Female / Asian-American	FN	Female / Native American
MA	Male / Asian-American	MN	Male / Native American
FB	Female / African-American	FW	Female
MB	Male / African-American	SL	Significant Local Business Presence (SLBP)
FH	Female / Hispanic	TX	Outside SLBP
MH	Male / Hispanic		
MBE	A firm certified as a Minority-owned Business Enterprise	WBE	A firm certified as a Woman-owned Business Enterprise
M/WB	A firm certified as both a Minority-owned & Woman-owned Business Enterprise	W/MB	A firm certified as both a Minority-owned & Woman-owned Business Enterprise
M/WDB	A firm certified as a Minority-owned; Woman-owned; and Disadvantaged Business Enterprise	W/MDB	A firm certified as a Minority-owned; Woman-owned; and Disadvantaged Business Enterprise

Good Faith Efforts Review

If goals are not met, SMBR will examine the *Compliance Plan* and the Good Faith Efforts documentation submitted with the *Compliance Plan* to ensure that the Offeror made Good Faith Efforts to meet the project goals or subgoals. In determining whether the Offeror has made Good Faith Efforts, SMBR will consider, at a minimum, the Offeror's efforts to do the following:

- (A) Solicit certified MBEs or WBEs with a Significant Local Business Presence and request a response from those interested subcontractors who believe they have the capability to perform the work of the contract. The Offeror must solicit this interest more than five (5) business days prior to submission of the *Compliance Plan* to allow sufficient time for the MBEs or WBEs to respond. The Offeror must take appropriate steps to follow up with subcontractors who respond. The Offeror must a state specific and verifiable reason for not contacting each certified Firm with a significant local business presence.
- (B) Provide interested MBEs or WBEs with adequate information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to a solicitation.
- (C) Negotiate in good faith with interested MBEs or WBEs that have submitted offers to the Offeror. An MBE/WBE that has submitted an offer to an Offeror but has not been contacted within five (5) business days of submission of the offer may contact SMBR to request a meeting with the Offeror. Evidence of such negotiation includes the names, addresses, and telephone numbers of

MBEs/WBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for MBEs/WBEs to perform the work.

The following factors may also be considered by SMBR in determining that an Offeror has made Good Faith Efforts. These factors are not intended to be a mandatory checklist, nor are they intended to be exclusive or exhaustive:

- (A) Whether the Offeror selected portions of the work to be performed by MBEs/WBEs in order to increase the likelihood that the MBE/WBE goals or subgoals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE/WBE participation, even when the Offeror might otherwise prefer to perform these work items with its own forces.
- (B) Whether the Offeror made efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor.
- (C) Whether the Offeror made efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- (D) Whether the Offeror used the services of available community organizations; minority persons/women contractors' groups; local, state, and federal minority persons/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of MBEs/WBEs. It is the Offeror's responsibility to seek guidance from SMBR on any questions regarding compliance with this section.
- (E) Whether other Offerors successfully met the goals.

The ability or desire of an Offeror to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts.

Offerors may reject MBE/WBEs as unqualified only following thorough investigation of their capabilities. The MBE/WBE's membership or lack of membership in specific groups, organizations, or associations, and political or social affiliations (for example union or non-union employee status), are not legitimate causes for the rejection or non-solicitation of bids/proposals in the Offeror's efforts to meet the project goals or subgoals.

At a minimum, the following should be submitted to support Good Faith Effort documentation (documentation is not limited to this list):

- Fax logs and copies of documents sent.
- Copies of written correspondence to certified firms (include names, addresses, and other identifying information).
- Phone logs with responses (*Phone contacts, alone, will not be sufficient.*).
- Lists and copies of letters sent by mail, hand delivered, or e-mailed.

The following additional Good Faith Efforts factors may also be considered

- Advertising in local newspapers.
- Copies of all bids received in response to Bidder contacting other Firms.
- Other communications regarding contacts with trade associations and Chambers of Commerce.

POST-AWARD INSTRUCTIONS

(See Appendix C)

Letter of Intent

The lowest responsive Offeror is required to submit a signed and notarized Letter of Intent (LOI) from each subcontractor that is identified in the *Compliance Plan* within three (3) business days after receipt of a written request by the City. The LOIs must be in the format shown on the sample at Appendix C and must contain all information included in the sample. LOIs are required for all levels of subcontracting, and a separate LOI for each subcontractor is required. The amount and scope of work indicated on each LOI shall be the actual amount indicated on the *Compliance Plan* submitted with the Offer and approved by the City.

Changes to the *Compliance Plan* including substitution of subcontractors are permitted only after contract execution and only with prior written approval of SMBR. Request for changes to the *Compliance Plan* must be submitted on the *Request for Change of Compliance Plan Form* for all levels of subcontracting. LOIs must be submitted for all additions of Subcontractors to the *Compliance Plan* prior to the start of work.

Post-Award Monitoring

The City will monitor post-award compliance information regarding the use of certified MBE/WBE Firm(s) listed on the *Compliance Plan*. The contractor will be required to submit post award reports detailing the utilization of all subcontractors. The reports and other information regarding post-award compliance will be discussed with the successful Offeror. The following information on Payment Verification, Change Order/Contract Amendments, and Progressive Sanctions provides an overview of some of the post-award monitoring process.

- **Payment Verification**

Offerors are advised that the contract resulting from this solicitation includes a subcontractor payments clause. This clause requires all subcontractors to be paid within ten (10) calendar days from the date that the prime contractor has been paid by the City for invoices submitted by subcontractors.

The prime contractor shall submit a *Subcontractor/Supplier Awards and Expenditures Report* to the project manager and/or contract administrator at the time specified in the contract. The report shall be in the format required by the City and shall include all awards and payments to subcontractors for goods and services provided under the contract during the previous month. This report may be used by the City to verify utilization of and payment to MBEs and WBEs.

The prime contractor and/or any subcontractor whose subcontracts are being counted toward the MBE/WBE requirements shall allow the City access to records relating to the contract, including but not limited to, subcontracts, payroll records, tax information, and accounting records, for the purpose of determining whether the MBEs/WBEs are performing the scheduled subcontract work.

In determining achievement of MBE/WBE goals, the participation of an MBE/WBE subcontractor shall not be counted until the amount being counted toward the goal has been paid.

- **Change Order/Contract Amendments**

The goals on this contract shall also apply to change orders that require work beyond the scope(s) of trades originally required to accomplish the project. The contractor is required to make Good Faith Efforts to obtain MBE/WBE participation for additional scopes of work.

Change orders that do not alter the type of trades originally required to accomplish the project may be undertaken using the subcontractors already under contract to the prime contractor. Project managers will have automatic SMBR approval to authorize any change order that **increases** the contract amount for an **existing** certified subcontractor and is **within** the existing scope being performed by that subcontractor.

- **Progressive Sanctions**

The successful Offeror's *Compliance Plan* will be incorporated into the resulting contract with the City. Progressive sanctions may be imposed for failure to comply with Chapter 2-9C of the City Code, including:

- Providing false or misleading information in Good Faith Efforts documentation, post award compliance, or other Program operations;
- Substituting Subconsultants without first receiving approval for such substitutions, which may include the addition of an unapproved Subconsultant and failure to use a Subconsultant listed in the approved *Compliance Plan*; and
- Failure to comply with the approved *Compliance Plan* without an approved Request for Change, an approved Change Order, or other approved change to the Contract.

Please refer to Section 2-9C-25 of the City Code and SMBR Rule 11.5 for additional information.

MBE/WBE COMPLIANCE PLAN

All sections (I-VIII) must be completed and submitted prior to the due date in the solicitation documents.

Section I — Project Identification and Goals

Project Name	Cabling Infrastructure Maintenance Agreement for ABIA
Solicitation Number	RFP 5600 SMW0121

Project Goals or Subgoals		
MBE	14.10	%
African American	N/A	%
Hispanic American	N/A	%
Native/Asian American	N/A	N/A N/A %
WBE	15.00	N/A %

Section II — Prime Company Information

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

I certify that the information included in this *Compliance Plan* is true and complete to the best of my knowledge and belief. I further understand and agree that this *Compliance Plan* shall become a part of my contract with the City of Austin.

Name and Title of Authorized Representative

Signature

Date

For SMBR Use Only:

I have reviewed this *Compliance Plan* and found that the Offeror **HAS** or **HAS NOT** complied as per the City Code Chapter 2-9C.

Reviewing Counselor _____ Date _____

Director/Assistant Director _____ Date _____

Section III — *Compliance Plan Summary*

Note:

- Fill in all the blanks.
- For project participation numbers use an EXACT number. DO NOT USE: approximate, plus or minus (+ -), up to, to be determined (TBD), < >, or any other qualifying language.
- *Compliance Plans* not complying with these requirements shall be rejected as non-responsive.

Total Base Offer (if applicable): \$ _____

Goals: Proposed Participation		
MBE	\$	%
WBE	\$	%
Non-Certified	\$	%

Subgoals: Proposed Participation		
African American	\$	%
Hispanic	\$	%
Native/Asian American	\$	%
WBE	\$	%
Non-Certified	\$	%

Offeror's own participation in base Offer (less any amount subcontracted):

Amount: \$ _____ Percentage: _____%

Are the stated goals or subgoals of the solicitation met? (If no, attach documentation of Good Faith Efforts)

Yes No

For SMBR Use Only:

Verified Goals OR Subgoals:

MBE _____ % WBE _____ %

African-American _____ %; Hispanic _____ %; Native/Asian American _____ %; WBE _____ %

Section IV — Disclosure of MBE and WBE Participation
Duplicate As Needed

Note:

- Fill in all the blanks.
- For project participation numbers use an EXACT number. DO NOT USE: approximate, plus or minus (+ -), up to, to be determined (TBD), < >, or any other qualifying language.
- *Compliance Plans* not complying with these requirements shall be rejected as non-responsive.

Name of MBE/WBE Certified Firm	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Subcontract	\$ %
Commodity codes/describe services	

Name of MBE/WBE Certified Firm	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Subcontract	\$ %
Commodity codes/describe services	

Name of MBE/WBE Certified Firm	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Subcontract	\$ %
Commodity codes/describe services	

Name of MBE/WBE Certified Firm	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Subcontract	\$ %
Commodity codes/describe services	

Section V — Disclosure of Non-Certified Subcontractors
Duplicate As Needed

Note:

- Fill in all the blanks.
- For project participation numbers use an EXACT number. DO NOT USE: approximate, plus or minus (+ -), up to, to be determined (TBD), < >, or any other qualifying language.
- *Compliance Plans* not complying with these requirements shall be rejected as non-responsive.

Subcontractor	
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Subcontract	\$ %
Commodity codes/describe services	
Reason MBE/WBE not used	

Subcontractor	
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Subcontract	\$ %
Commodity codes/describe services	
Reason MBE/WBE not used	

Subcontractor	
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Subcontract	\$ %
Commodity codes/describe services	
Reason MBE/WBE not used	

Subcontractor	
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Subcontract	\$ %
Commodity codes/describe services	
Reason MBE/WBE not used	

Section VI Disclosure of Second-Level Subcontractors

Duplicate as Needed

Note:

- Fill in all the blanks.
- For project participation numbers use an EXACT number. DO NOT USE: approximate, plus or minus (+ -), up to, to be determined (TBD), < >, or any other qualifying language.
- Compliance Plans not complying with these requirements shall be rejected as non-responsive.

Second-Level Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Second-Level Subcontract	\$ %
Commodity codes/describe services	
First-Level Subcontractor	

Second-Level Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Second-Level Subcontract	\$ %
Commodity codes/describe services	
First-Level Subcontractor	

Second-Level Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Second-Level Subcontract	\$ %
Commodity codes/describe services	
First-Level Subcontractor	

Second-Level Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Second-Level Subcontract	\$ %
Commodity codes/describe services	
First-Level Subcontractor	

Section VII Disclosure of Primary and Alternate Trucking Subcontractors

Duplicate as Needed

Note:

- Fill in all the blanks.
- For project participation numbers use an EXACT number. DO NOT USE: approximate, plus or minus (+ -), up to, to be determined (TBD), < >, or any other qualifying language.
- Compliance Plans not complying with these requirements shall be rejected as non-responsive.

Primary Trucking Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Amount of Subcontract	\$ %
Commodity codes/describe services	

Alternate Trucking Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:

Alternate Trucking Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:

Alternate Trucking Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:

Alternate Trucking Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:

Alternate Trucking Subcontractor	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:

SECTION VIII — MBE/WBE COMPLIANCE PLAN CHECK LIST

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

1. Were written notices sent to all MBE/WBEs from the Significant Local Business Presence availability list at least five (5) business days prior to the submission of this *Compliance Plan*?

Yes No

2. Is documentation of those written notices attached?

Yes No

3. Is written documentation of efforts to reach agreements with the MBE/WBEs who responded affirmatively to the Offeror's written notice attached?

Yes No

4. Is documentation of other efforts to meet the goals or subgoals attached?

Yes No

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

Yes No

If yes, please explain: _____

6. Was SMBR or any other Minority or Women organization contacted for assistance?

Yes No

If yes, complete following:

Organization: _____

Contact Person: _____

Date of Contact: _____

LETTER TO POTENTIAL SUBCONTRACTORS

_____ is soliciting Minority and Women-Owned Business Enterprise participation for the following City of Austin project. Solicitation documents are available on the City internet, our office, and the location listed in the Solicitation.

Name of Project: _____

Project/Solicitation Number: _____

Location of Pre-Offer Conference (if any): _____

Offer Due Date and Time: _____

This Project Includes the Following Scopes of Work:

- Asbestos Abatement
- Carpentry
- Carpeting
- Concrete
- Demolition Services
- Doors and Frames
- Drilling
- Drywall
- Electrical
- Excavation Services
- Fabricated Steel
- Flooring
- Glazing Services
- Hardware
- Heavy Construction Equipment
- Other _____
- HVAC
- Insulation
- Lab and Field Testing Services
- Landscaping
- Masonry
- Millwork
- Painting
- Paving and Resurfacing
- Plumbing
- Roofing
- Stone
- Tile
- Weather and Waterproofing
- Welding
- Windows
- Other _____

Contact our office for detailed information on the scopes of work being subcontracted and the relevant terms and conditions of the contract.

Please contact: _____ at _____ or _____
(Name) (Telephone) (Fax)

All Offers MUST be received by: _____

LETTER OF INTENT

Name of Prime Contractor: _____

Address: _____
Street City State Zip Code

Telephone: (____)_____ Fax: (____)_____ Proposed Contract Amount: \$ _____

Project/Solicitation Number: _____

Project Name: _____

Type of Agreement (*check one*): Lump Sum Unit Price Commodity

Period of Performance: _____

Level of Subcontracting (*check one*): 1st 2nd 3rd

Name of MBE/WBE Subcontractor: _____

Address: _____
Street City State Zip Code

Telephone: (____)_____ Fax: (____)_____ Proposed Subcontract Amount: \$ _____

Commodity Code and description of work to be performed by MBE/WBE firm:

The Prime Contractor and the MBE/WBE listed above hereby agree that upon the execution of a contract for the above-named project between the Prime Contractor and the City of Austin, the MBE/WBE will perform the scope of work for the price as indicated above.

Prime Contractor:

MBE/WBE Subcontractor:

Name of Firm

Name of Firm

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

STATE OF _____
 COUNTY OF _____

STATE OF _____
 COUNTY OF _____

SUBSCRIBED AND SWORN TO before me on the
 _____ day of _____, 200____.

SUBSCRIBED AND SWORN TO before me on the
 _____ day of _____, 200____.

Notary Public

Notary Public

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No.: RFP 5600 SMW0121 Cabling Infrastructure Maintenance Agreement for ABIA

Version No.: 1

Phase: 1

C Code & Description	Vend Code/Adr	Phone/Fax/Email	W/MB Code	G/E	LCTN
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Vendors Within the SLBP Area

28526 Conduit, Steel

VS0000026397 Government Interior Solutions, LLC P.O. Box 160416 Austin Tx 78716	512-761-3375 5018013743 nick@pdngroup.com	MDB	M/Native American	AU
VS0000002424 Guardian Industrial Supply, LLC 2012 Centimeter Circle Austin Tx 78758	512-973-3500 5129733588 mike@guardian-industrial.com	WDB	F/Caucasian	AU
VS0000035647 KLP Commercial, L.L.C. 400 W. Main Street, Suite 100 Round Rock Tx 78664	512-571-0477 5122554032 np@klpcommercial.com	MWDB	F/Native American	SL
LTH8305274 LTH ENTERPRISES LTD 19025 Littig Rd Elgin Tx 78621-4149	512-281-9579 512-281-5541 vneidig.lth@gmail.com	MWDB	F/Hispanic	SL
HUR7051205 P D MORRISON ENTERPRISES INC 1120 Toro Grande Blvd. Bldg 2#208 Cedar Park Tx 78613-6973	512-335-7173 512-219-0901 mro@pdme.com	MB	M/African American	AU

72523 Fiber Optics Cables, Interconnecting Components, a

VC0000102844 DARLENE GACE BROWN 304 Millington Ln Buda Tx 78610	512-312-0042 512-295-6654 DBROWN92@AUSTIN.RR.COM	WDB	F/Caucasian	SL
VS0000030988 EAR Telecommunications LLC 1417 West 51 St. Austin Tx 78756	512-450-1058 5124500843 carlos.reyes@eartc.com	MDB	M/Hispanic	AU
KTM8307597 KTM COMMUNICATIONS INC 7801 N Lamar Blvd Ste B155 Austin Tx 78752-1017	512-323-0618 512-323-0619 INFO@KTMCOMMUNICATIONS.COM	MDB	M/Hispanic	AU
PVK8317000 PVK PLASTICS Po Box 161961 Austin Tx 78716-1961	512-916-8334 512-327-5401 sales@pvkplastics.com	MWB	F/Asian	AU
SOU7102810 SOUTHERN DATACOM INC 3508 Montopolis Dr Austin Tx 78744-1418	512-773-7539 512-448-3400 christy@southerndatacom.com	WDB	F/Caucasian	AU

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No.: RFP 5600 SMW0121 Cabling Infrastructure Maintenance Agreement for ABIA

Version No.: 1

Phase: 1

C Code & Description	Vend Code/Adr	Phone/Fax/Email	W/MB Code	G/E	LCTN
96218 Cable Construction, Installation and Maintenance (
VC0000102351 AZTECA COMMUNICATIONS LLC 705 Green Pastures Kyle Tx 78640		512-312-2189 512-312-2136 ADMIN@AZTECACOMMUNICATIONS.COM	MDB	M/Hispanic	SL
V00000913550 CMC Communications LLC 9009 Great Hills Trail Ste 1611 Austin Tx 78759		512-762-0014 virgil@cmctelco.com	MDB	M/African American	AU
DAW7009930 D & A WIRE ROPE INC 3400 E Cesar Chavez St Austin Tx 78702		512-385-6190 512-389-2211 sales@dawirerope.com	MDB	M/Hispanic	AU
VC0000102844 DARLENE GACE BROWN 304 Millington Ln Buda Tx 78610		512-312-0042 512-295-6654 DBROWN92@AUSTIN.RR.COM	WDB	F/Caucasian	SL
RAP7016655 DICKENSHEETS DESIGN ASSOCIATES LLC 12335 Hymeadow Dr Ste 200 Austin Tx 78750-1816		512-331-8977 512-331-8947	WB	F/Caucasian	AU
VS0000030988 EAR Telecommunications LLC 1417 West 51 St. Austin Tx 78756		512-450-1058 5124500843 carlos.reyes@eartc.com	MDB	M/Hispanic	AU
IDG8308831 I D GUERRA L P 9810 Fm 969 Austin Tx 78724		512-454-4450 512-454-0077 ART@IDGUERRA.COM	MDB	M/Hispanic	AU
VS0000035915 JM Engineering, LLC 1314 Hillridge Drive Round Rock Tx 78665		512-550-6450 melissa@jm-engineer.com	WDB	F/Caucasian	AU
VS0000003616 JPC Construction Inc 1706 Hur Industrial Blvd Cedar Park Tx 78613		512-670-1522 5122675551 jchamberlain1@austin.rr.com	WDB	F/Caucasian	AU
KTM8307597 KTM COMMUNICATIONS INC 7801 N Lamar Blvd Ste B155 Austin Tx 78752-1017		512-323-0618 512-323-0619 INFO@KTMCOMMUNICATIONS.COM	MDB	M/Hispanic	AU

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No.: RFP 5600 SMW0121 Cabling Infrastructure Maintenance Agreement for ABIA

Version No.: 1

Phase: 1

C Code & Description	Vend Code/Adr	Phone/Fax/Email	W/MB Code	G/E	LCTN
MRS7135275 MRSW MANAGEMENT L L C Po Box 6941 Austin Tx 78762-6941		512-322-2347 512-322-2360 MWHITE@MRSWMANAGEMENT.COM	MDB	M/African American	AU
ONS8317129 ONSITE AV SERVICE PARTNERS INC 2120 W Braker Lane Ste K Austin Tx 78758		512-482-8467 512-532-6227 KARLA@ONSITEAV.COM	WB	F/Caucasian	AU
SOU7102810 SOUTHERN DATACOM INC 3508 Montopolis Dr Austin Tx 78744-1418		512-773-7539 512-448-3400 christy@southerndatacom.com	WDB	F/Caucasian	AU

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No.: RFP 5600 SMW0121 Cabling Infrastructure Maintenance Agreement for ABIA

Version No.: 1

Phase: 1

C Code & Description	Vend Code/Adr	Phone/Fax/Email	W/MB Code	G/E	LCTN
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Vendors Outside the SLBP Area

28526 Conduit, Steel

V00000907632 VG Electric Contracting, LLC 11901 Blue Creek Drive Aledo Tx 76008	972-408-6763 8175607520 victor@vgecllc.com	MB	M/Hispanic	TX
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72523 Fiber Optics Cables, Interconnecting Components, a

CRY8300268 CRYSTAL COMMUNICATIONS L T D 1525 Lakeville Dr Ste 230 Kingwood Tx 77339-2078	281-361-5199 281-361-6199 lydia@crystalcomltd.com	MDB	M/Asian	TX
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96218 Cable Construction, Installation and Maintenance (

CRY8300268 CRYSTAL COMMUNICATIONS L T D 1525 Lakeville Dr Ste 230 Kingwood Tx 77339-2078	281-361-5199 281-361-6199 lydia@crystalcomltd.com	MDB	M/Asian	TX
V00000907632 VG Electric Contracting, LLC 11901 Blue Creek Drive Aledo Tx 76008	972-408-6763 8175607520 victor@vgecllc.com	MB	M/Hispanic	TX
VS0000031458 Wind Turbine and Energy Cables Corp. One Bridge Plaza N, Suite 260 Fort Lee Nj 07024	201-720-2428 2012429926 rsingh@windnenergy.com	MB	M/Asian	OS

Total in SLBP:	23
Total Outside SLBP:	5

Azteca Communications LlC
705 Green Pastures
Kyle Tx 78640

Cmc Communications LlC
9009 Great Hills Trail Ste 1611
Austin Tx 78759

Crystal Communications L T D
1525 Lakeville Dr Ste 230
Kingwood Tx 77339-2078

D & A Wire Rope Inc
3400 E Cesar Chavez St
Austin Tx 78702

Darlene Gace Brown
304 Millington Ln
Buda Tx 78610

Dickensheets Design Associates LlC
12335 Hymeadow Dr Ste 200
Austin Tx 78750-1816

Ear Telecommunications LlC
1417 West 51 St.
Austin Tx 78756

Government Interior Solutions, LlC
P.O. Box 160416
Austin Tx 78716

Guardian Industrial Supply, LlC
2012 Centimeter Circle
Austin Tx 78758

I D Guerra L P
9810 Fm 969
Austin Tx 78724

Jm Engineering, LlC
1314 Hillridge Drive
Round Rock Tx 78665

Jpc Construction Inc
1706 Hur Industrial Blvd
Cedar Park Tx 78613

Klp Commercial, L.L.C.
400 W. Main Street, Suite 100
Round Rock Tx 78664

Ktm Communications Inc
7801 N Lamar Blvd Ste B155
Austin Tx 78752-1017

Lth Enterprises Ltd
19025 Littig Rd
Elgin Tx 78621-4149

MrsW Management L L C
Po Box 6941
Austin Tx 78762-6941

Onsite Av Service Partners Inc
2120 W Braker Lane Ste K
Austin Tx 78758

P D Morrison Enterprises Inc
1120 Toro Grande Blvd. Bldg 2#208
Cedar Park Tx 78613-6973

Pvk Plastics
Po Box 161961
Austin Tx 78716-1961

Southern Datacom Inc
3508 Montopolis Dr
Austin Tx 78744-1418

Vg Electric Contracting, LlC
11901 Blue Creek Drive
Aledo Tx 76008

Wind Turbine And Energy Cables Corp.
One Bridge Plaza N, Suite 260
Fort Lee Nj 07024