

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: TVN0057-BP8-REBID**

Please use the following link to access the Library floor plan map documents:

<ftp://CentrallibraryFurniture@ftp.austintexas.gov/Centrai%20Library%20Furniture>

User Name: CentrallibraryFurniture

Password: EyksUshveg

1. PROPOSAL FORMAT

The proposal shall be organized in the following format and informational sequence:

- A. **Tab 1 - Required Documents**: Submit signed and completed addendums, offer sheet (pages 1-3), and 0835 Nonresident Bidder Provision in this tab.
- B. **Tab 2 - 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.
- C. **Tab 3 - Experience**: Describe your company's knowledge, skills, experience, qualifications, and expertise. Provide only relevant corporate experience; include any experience with governmental agencies and/or municipalities.
- D. **Tab 4 - Local Business Presence**: Submit the completed and signed Section 0605 Local Business Presence Identification Form in this tab.

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

- E. **Tab 5 - Sample Submittal Statement**: If your company has previously submitted samples under the original solicitation (TVN0057-BP8), please indicate if you would like these same samples considered for this rebid. Include all information necessary to tie the original samples submitted to your rebid.
- F. **Tab 6 - Proposal Form**: Submit the completed Proposal Form (Attachment A).
- G. **Tab 7 - MBE/WBE Procurement Compliance Plan**: Submit your completed Compliance Plan (Attachment B).

2. EXCEPTIONS

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

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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. PROPOSAL ACCEPTANCE PERIOD:

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

5. 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. The City reserves the right to award by geographic location, any item or group of items or any combination deemed most advantageous to the City. 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:** 100 points

1. Business Organization

- Organizational and service structure **20 Points**

2. Experience

- Key staff qualifications, tenure and experience
- Experience with similar project size and scope **30 Points**
- Experience with governmental agencies and/or municipalities

3. Local Presence

- The City will award extra points for businesses that are 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 based on the following criteria: **10 Points**
 - Local business presence of 90 to 100% - 10 points
 - Local business presence of 75 to 89% - 8 points
 - Local business presence of 50 to 74% - 6 points
 - Local business presence of 25 to 49% - 4 points
 - Local business presence of 1 to 24% - 2 points
 - No Local business presence – 0 points

4. Proposal Form

- Costs submitted in Attachment A- Proposal Form **40 Points**

The City will score offers on the basis of item 1-4 above. The City may select a short-list of contractors based on these scores. Short-listed contractors will be invited for interviews or other demonstrations with the City. 25 points maximum