



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

SOLICITATION NO: RFP SMB0102

COMMODITY/SERVICE DESCRIPTION: Armored Car and Change Order Services

DATE ISSUED: December 28, 2015

REQUISITION NO.: 8600 15121000147

PRE-PROPOSAL CONFERENCE TIME AND DATE: 1:30-2:30pm on January 8, 2016
 City of Austin Purchasing Office Conference Room
 124 W. 8th Street, 3rd Floor
 Austin, Texas 78701

COMMODITY CODE: 99010

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

Sandy Brandt
 Corporate Contract Administrator

PROPOSAL DUE PRIOR TO: 2:00pm local time on January 28, 2016

Phone: (512) 974-1783

PROPOSAL CLOSING TIME AND DATE: 2:00pm local time on January 28, 2016

E-Mail: Sandy.Brandt@austintexas.gov

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

Georgia Billela
 Buyer II

Phone: (512) 974-2939

E-Mail: Georgia.Billela@austintexas.gov

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

Address for US Mail (Only)	Address for Fedex, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # RFP SMB0102	Purchasing Office-Response Enclosed for Solicitation # RFP SMB0102
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

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

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

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY OF YOUR RESPONSE ON FLASH DRIVE OR CD

*****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	3
0500	SCOPE OF WORK	2
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	3
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	1
EXHIBITS	Exhibits A and B	3

*** 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: _____

Company Address: _____

City, State, Zip: _____

Federal Tax ID No. _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

Date: _____

Email Address: _____

Phone Number: _____

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

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

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 one week prior to Solicitation Closing Date.

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

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

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

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

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

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

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SUPPLEMENTAL PURCHASE PROVISIONS**

- (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 \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
- (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
- iv. **All Risk Cargo Insurance:** The Contractor shall provide All Risk Cargo Insurance with a minimum of \$100,000 to include coverage for currency, coins, checks and other securities from all types of loss, including but not limited to theft or disappearance by employees of the carrier, during transport and while in possession of the carrier.
- C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

3. **TERM OF CONTRACT:**

- A. The Contract shall be in effect until June 30, 2017 and may be extended thereafter for up to three additional 12-month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to resolicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.

4. **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	Parks and Recreation Department
Attn:	Accounts Payable

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PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

Address	200 South Lamar Blvd.
City, State Zip Code	Austin, TX 78704

- 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.

5. 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>

**CITY OF AUSTIN
PURCHASING OFFICE
SOLICITATION NO. RFP SMB0102
ARMORED CAR AND CHANGE ORDER SERVICES**

1. PURPOSE

This Request for Proposals is to establish a contract for professional armored car and change order services for multiple locations in the City of Austin ("City"). This scope of work establishes the minimum requirements for the armored car Services.

2. SERVICES TO BE PROVIDED BY CONTRACTOR

The Contractor shall pick up and receive from the City, or its designated agent, sealed or locked shipments containing currency, coins, checks, securities, and other valuables except cash letters (collectively "Property"), and to transport and deliver the same in like condition to the consignee designated by the City specified in Exhibit B. The Contractor may also be required to provide change orders to certain locations specified in Exhibit A. The City reserves the right to add or delete locations throughout the Contract term.

2.1. CONTRACTOR'S RESPONSIBILITIES

- 2.1.1.** The Contractor shall pickup and provide change orders at times and locations specified on Exhibit A.
- 2.1.2.** The Contractor shall deliver Property to location specified on Exhibit B. Contractor shall deliver before 2:00 PM on the immediate next workday after pickup.
- 2.1.3.** The Contractor shall be required to provide documentation, showing proof of pickup, delivery, and change orders from locations specified on Exhibits A and B to City departmental representatives for each day the services are provided.
- 2.1.4.** Documentation shall require the following:
 - 2.1.4.1.** Location of pickup, with the address
 - 2.1.4.2.** Contractor's signature for all pickups and change orders
 - 2.1.4.3.** Delivery destination
 - 2.1.4.4.** Full value declaration
 - 2.1.4.5.** Individual bag value declaration
 - 2.1.4.6.** Total number of bags
 - 2.1.4.7.** Signature line, plus space for date and time, for departmental staff to complete upon pickup/transfer of funds
 - 2.1.4.8.** Signature line, plus space for date and time, for completion upon receipt at final destination
- 2.1.5.** The Contractor assumes all liability upon receipt of Property, for documented stated value of Property, until document relinquished to location specified on Exhibit B.
- 2.1.6.** The Contractor shall provide in writing to each location specified in Exhibit A and Contract Manager, the names and signatures of personnel authorized by the Contractor to perform pickup, delivery, and change orders.
- 2.1.7.** The Contractor shall provide an updated list of authorized personnel in writing to each location specified in Exhibit A and the Contract Manager no later than 24 hours after any changes.
- 2.1.8.** The Contractor shall require authorized Armored Car Service personnel to wear picture identification badges and company uniforms.

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ARMORED CAR AND CHANGE ORDER SERVICES**

2.1.9. If Contractor is beyond the time parameters specified in Exhibit A and B, to include the inability to perform the Service on a required date, Contractor shall contact the City no less than one hour prior to scheduled pick up and/or delivery drop-off time.

3. CONTRACTOR'S QUALIFICATIONS

- 3.1.** The Contractor shall comply with the Provisions of Private Investigators and Private Security Agencies Act Article 4413 (29bb) V.T.C.S. as amended by the 69th Texas Legislature & Board Rules.
- 3.2.** The Contractor shall have a minimum of five (5) years continuous related experience for the Services required in this Contract.
- 3.3.** The Contractor shall have a minimum of three (3) professional references, which are using your Services.
- 3.4.** The Contractor shall provide a list of representative accounts presently served.
- 3.5.** The Contractor shall provide a detailed statement of their hiring policies, background checks and/or testing requirements.
- 3.6.** The Contractor may be required to demonstrate their firm's financial capability to meet all contractual obligations and payrolls. An audited financial statement may be requested.

4. GENERAL REQUIREMENTS

- 4.1.** The Contractor will be required to pickup and deliver Property as specified in Exhibit A. Some locations may not be closed on City holidays. Please note that City holidays do not always coincide with Federal Reserve (banking) holidays.
- 4.2.** Pickups made on any City holiday will be secured and held at the Contractor's facility until delivered the next work day.
- 4.3.** The City reserves the right to add, modify or delete armored car service locations.
- 4.4.** The Contractor facilities, vehicles, and equipment shall be in accordance with all Federal, State, local laws, and any other rules/regulations applicable to the industry for these specific Services.
- 4.5.** The City reserves the right to inspect the Contractor facilities, vehicles, and equipment that will be utilized to perform Services required under this Contract.

5. BUDGET: The City anticipates a budget not to exceed \$31,200 per year.

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PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER RFP SMB0102
ARMORED CAR AND CHANGE ORDER SERVICES**

1. PROPOSAL FORMAT

All proposals should be submitted in the following format:

Submit 1 original and 1 electronic copy of your Proposal on flash drive or CD. The original must be submitted on 8.5 x 11 inch paper, bound or in a 3-ring binder. The original Proposal must be clearly labeled as "original" and must include the original signature of the person authorized to sign on behalf of the Proposer.

Proposals shall be organized in the information sequence described in A through E of this section. Use tabs to divide each part of your Proposal and include a Table of Contents. Proposers should provide all details in the Proposal described below and any additional information you deem necessary to evaluate your Proposal.

A. City of Austin Purchasing Documents:

Complete and submit the documents listed below.

- i. Offer and Award Sheet
- ii. Section 0605 - Local Business Presence Identification Form
- iii. Section 0835 – Non-Resident Bidder Provisions

B. 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. Provide a description of the company's history and explain your qualifications for providing services described in the Scope of Work.

C. Applicable Experience: Describe relevant experience within the last five years.

- i. Corporate experience: Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects that are the same or similar to the one described in the Scope of Work. Provide a brief description of services provided.
- ii. Personnel experience: Include name(s), qualifications, bio or resume of the principle point(s) of contact for this contract.

D. Service Delivery: Describe how you will deliver services described in the Scope of Work. Include the information below and any additional information you deem necessary to evaluate your proposal.

- i. Provide a breakdown of your work by tasks.
- ii. Describe the staffing level that will be put in place to fulfill the Scope of Work. Provide names (if available), titles, and duties of individuals assigned to this contract and a general explanation of leadership and reporting responsibilities. Describe how these individuals will interface with City staff.
- iii. Describe the type of equipment used to perform the services and technology that will be utilized.
- iv. Describe how services will be tracked and/or reported to the City. Provide sample documentation used for proof of pickup, delivery, and change orders as described in 2.1.3 and 2.1.4 of the Scope of Work.
- v. Describe safeguards in place to ensure that services are delivered appropriately.
- vi. Describe your contingency plan to ensure timely delivery. Describe your process for handling late service delivery or instances when services cannot be delivered as required under the contract.
- vii. Describe your policy for one-time pick-up cancellation with advance notice.

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E. **Cost Proposal:** Complete the Cost Proposal Worksheet provided as Exhibit C. Describe your costing method. Your costing method may or may not be used but should be described.

2. **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.

3. **AUTHORIZED NEGOTIATOR:** Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

4. **EXCEPTIONS:**

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

5. **PROPOSAL ACCEPTANCE PERIOD:**

All proposals are valid for a period of one hundred and twenty (120) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal

6. **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.

7. **LOCAL BUSINESS PRESENCE:**

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

8. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**

A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2-7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under 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.

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PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER RFP SMB0102
ARMORED CAR AND CHANGE ORDER SERVICES**

- 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 a Respondent 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 Respondent is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to provide a signed Section 0810, Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit certifying that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

9. 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) Business Organization 15
 - (2) Applicable Experience: 15
 - (3) Service Delivery Model: 35
 - (4) Cost: 25
 - (5) Local Business Presence: 10

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

- ii. Interviews, Optional. Interviews may be conducted at the discretion of the City. Maximum 25 points

Section 0605: Local Business Presence Identification

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

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

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

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

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

SUBCONTRACTOR(S):

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

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

SUBCONTRACTOR(S):

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

Section 0700: Reference Sheet

Please include the following information if required in the solicitation:

Responding Company Name _____

1. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

2. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

3. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

4. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (____)_____ Fax Number (____)_____
Email Address _____

5. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (____)_____ Fax Number (____)_____
Email Address _____

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: _____

Section 0900: Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

SOLICITATION NUMBER:
PROJECT NAME:

The City of Austin has determined that no goals are appropriate for this project. Even though goals were not assigned for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract, using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No _____ **If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope**

Yes _____ **If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.**

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, sub-consultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though goals were not assigned, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.	

Company Name	

Name and Title of Authorized Representative (Print or Type)	

Signature	Date

Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Utilization Plan
 (Please duplicate as needed)

SOLICITATION NUMBER:
PROJECT NAME:

PRIME CONTRACTOR / CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone Number		Fax Number	
Name of Contact Person			
Is 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 No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors / sub-consultants / suppliers that will be used in the performance of this Contract. **Attach Good Faith Effort documentation if non MBE/WBE firms will be used.**

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:	
Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.	
Reviewing Counselor _____	Date _____
Director/Deputy Director _____	Date _____

EXHIBIT A
LOCATION AND SERVICE REQUIREMENTS

1) Jimmy Clay-Roy Kizer Golf Courses:

- a) Pickup location: Golf Pro Shop, 5400 Jimmy Clay Golf Course, Austin, Texas 78704.
- b) Pickup time: Monday through Saturday between 2:00 P.M. and 6:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$2,800 per day (cash and checks).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.
- f) Change Order Service twice a week.

2) Morris Williams Golf Course:

- a) Pickup location: Golf Pro Shop, 3851 Manor Road, Austin, Texas 78723.
- b) Pickup time: Monday through Saturday between 2:00 P.M. and 6:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$1,600 per day (cash and checks).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.
- f) Change Order Service twice a week.

3) Lions Golf Course:

- a) Pickup location: Golf Pro Shop, 2901 Enfield, Austin, Texas 78703.
- b) Pickup time: Monday through Saturday between 2:00 P.M. and 6:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$1,600 per day (cash and checks).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.
- f) Change Order Service twice a week.

4) Hancock Golf Course:

- a) Pickup location: Golf Pro Shop, 811 East 41st, Austin, Texas 78751.
- b) Pickup time: Monday through Saturday between 2:00 P.M. and 6:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$600 per day (cash and checks).

EXHIBIT A
LOCATION AND SERVICE REQUIREMENTS

- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

5) PARD Facilities Services - Cemetery Office:

- a) Pickup location: Cemetery Office, 2800 Hancock Drive, Austin, TX 78731
- b) Pickup time: Monday through Friday between 2:30 PM and 4:30 PM.
- c) General description of goods to be picked up: Estimated average amount of \$4,000 per day (checks and cash).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

6) Zilker Botanical Garden Office:

- a. Pickup location: Event Coordinator's Office, 2220 Barton Springs Road, Austin, TX 78746
- b. Pickup time: Monday, Wednesday & Friday between 9:00am and 12:00pm
- c. General description of goods to be picked up: Estimated average amount of \$2,000 per pick up (mostly cash, some checks).
- d. Delivery time: Before 2:00pm on the immediate next workday after pickup.
- e. Delivery location: Specified in Exhibit B, paragraph 1.
- f. Change Order Service once a week.

EXHIBIT B

DELIVERY LOCATIONS

City of Austin's Agent Bank Site (will be provided upon Contract Award)

Location: Will be provided upon Contract Award