



City of Austin Purchasing Office
Kramer Service Center
2526 Kramer Lane, Bldg E
Austin, TX 78758

REQUEST FOR QUOTATION (RFQ):
DNJ0849 Primary Current Injection Test Box

QUOTE DUE DATE & TIME: August 5, 2016 10:30 a.m.

For further information contact: Darralyn N. Johnson 512.505.7293

INSTRUCTIONS TO BIDDERS

Quotes are solicited for furnishing the merchandise, supplies, services and/or equipment set forth. Completed Quote must be received in the Purchasing Office for Austin Energy, prior to the stated date and time above. Quotes must be emailed to Darralyn.Johnson@austinenergy.com, addressed to the attention of Darralyn N. Johnson City of Austin, Purchasing Office and have the RFQ number and closing date clearly marked on the cover page. Late quotes will not be considered for award unless bidders are notified otherwise. Quotes may be withdrawn at any time prior to the official opening by written notification. Quotes may not be altered, amended or withdrawn after the official closing.

City of Austin Standard Terms and Conditions Shall Apply

The Standard Purchase Definitions (Section 0100), Solicitation Instructions (Section 0200), Purchase Terms and Conditions (Section 0300), Non-Discrimination Certification (Section 0800), Non-Suspension or Debarment Certification (0805) are hereby incorporated by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these documents are available, upon request, in the City of Austin Purchasing Office 124 W.8th Rm 308, Austin, TX 78701, (512) 974-2500 and on the Internet at web site <http://www.austintexas.gov/department/standard-bid-documents>.

The City is exempt from Federal Excise and State Sales Tax; therefore, taxes must not be included in the quote price.

The City reserves the right to accept or reject in part or whole any quote submitted, and to waive any technicalities for the best interest of the City.

Your quote must be submitted on form 0600 Quote Sheet. Items quoted must meet or exceed City of Austin Specifications. The City reserves the right to determine and approve "or equal" status.

All quotes shall be submitted on an FOB Destination -Warehouse Dock with all freight charges (pre-paid and allowed) included in the item price.

All offers shall be valid for a period of 30 calendar days unless otherwise noted. The Vendor agrees, if this Offer is accepted within **30** calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer

If you are not a registered City of Austin vendor, please visit <http://www.austintexas.gov/department/purchasing> click on Purchasing and Vendor Registration. Follow the instruction to register your company.

Bids submitted with unit pricing that reflects more than two decimal points shall be deemed non-responsive.

Email Quote Sheet and Applicable Forms to Darralyn.Johnson@austinenergy.com

The following Supplemental Purchasing Provisions apply to this solicitation:

EXPLANATIONS OR CLARIFICATIONS (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing by email or fax to the PPurchasing Office no later than 10:30am CST one (1) business day prior to the quote closing date or the day following the pre-bid conference to:

Darralyn N. Johnson
512.505.7299 fax
Darralyn.Johnson@austinenergy.com

ALTERNATE BIDS/QUOTES (reference paragraph 7A in Section 0200)

Alternate Bids/Quotes will not be considered.

QUANTITIES

See Bid Sheet. The quantities listed in the bid sheet are estimates for the duration of the contract. The City reserves the right to purchase more or less than these quantities as required during the duration of the contract. The quantity needed for each order will be specified on that order. Unless specified in the solicitation, there are no minimum order quantities or minimum contract quantities.

Bids submitted with unit pricing that reflects more than two decimal points shall be deemed non-responsive

INVOICES

[Reference Article 12 of Section 0300.]

Invoices shall be mailed to the below address:

| | |
|----------------------|-------------------------------|
| | City of Austin |
| Department | Austin Energy |
| Attn: | David Bowles |
| Address | 2526 Kramer Lane Building "E" |
| City, State Zip Code | Austin, Texas 78758 |

WARRANTY – DELIVERABLES

[Reference Article 21, paragraph C, of Section 0300.]

Increase the warranty period from the date of acceptance of the deliverables or date of the acceptance of any replacement deliverables from 12 months (1 year) to 60 months (5 years).

DELIVERY REQUIREMENTS

Location : M-F 7:00am-3:45pm
Austin Energy
ATTN: T
2412 Kramer Lane Bldg D (warehouse)
Austin, TX 78758

- A. All orders must be shipped complete unless arrangements for partial shipments are made in advance.
- B. The Contractor shall provide, with each delivery, a Shipping or Delivery Ticket showing the description of each item, quantity, and unit price.
- C. The Contractor shall confirm the quantity to be shipped on all orders within two (2) hours of notification by phone from the City.
- D. Unless requested by the City, deliveries shall not be made on City-recognized legal holidays (see paragraph 52 in Section 0300).
- E. All quotes shall be submitted on an FOB Destination-warehouse dock with all freight charges (prepaid and allowed) included in the item price.

CONTRACT MANAGER

The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor. All correspondence, after bid award of contract, shall be directed to:

David Bowles
2526 Kramer Lane Building. "E"
Austin, Texas 78758

Insurance Requirements

These insurance requirements apply if Vendor is entering City premises to deliver goods or services under the contract. Vendor and subcontractors shall complete and forward a certificate of insurance indicating the following coverage's and amounts prior to entering City premises.

Workers' Compensation and Employers' Liability coverage with limits consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Section 401) and minimum policy limits for Employers' Liability of \$100,000 bodily injury per accident \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.

The following endorsements shall be added in favor of the City of Austin

- Waiver of Subrogation, WC 420304
- Thirty (30) Day Notice of Cancellation, WC 420601

Commercial General Liability Insurance with a minimum bodily injury and property damage per occurrence limit of \$500,000 for coverage's A & B. The policy shall contain the following provisions:

- (a) Blanket contractual liability coverage
- (b) Completed Operations/Products Liability for the duration of the Warranty period.
- (c) Independent Contractors coverage
- (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and Underground Coverage (X,C,U)

The following endorsements shall be added in favor of the City of Austin:

- Additional Insured Endorsement, CG 2010.
- Thirty (30) Day Notice of Cancellation, CG 0205
- Waiver of Transfer Right of Recovery Against Others, CG 2404

Business Automobile Liability Insurance. Vendor 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.

The following endorsements shall be added in favor of the City of Austin:

- Waiver of Subrogation, Endorsement TE 2046A
- Thirty (30) days Notice of Cancellation, Endorsement TE 0202A
- The City of Austin listed as an additional insured, Endorsement TE 9901B

Approval of insurance by the City shall not relieve or decrease the liability of the Vendor hereunder. The insurance coverage's required under this contract are required minimums and are not intended to limit the responsibility or liability of the Vendor.

All endorsements naming the City of Austin such as additional insured, waivers, and notices of cancellation endorsements as well as the attached certificate shall indicate: ***City of Austin, ATTN: Darralyn Johnson Austin Energy 2526 Kramer Lane bldg. E, Austin, Texas 78758 along with the purchase order or contract number or a statement that authorizes the certificate to cover all contracts with the City of Austin.***

The Vendor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. All deductibles or self-insured retentions shall be disclosed on the certificate of insurance attached.

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: _____

**REQUEST FOR QUOTATION—THIS IS NOT AN ORDER
QUOTE SHEET**

RFQ No.: DNJ0849 *(This number must appear on All correspondence)*

DESCRIPTION: Primary Current Injection Test Box

Quote Due Date and Time: August 5, 2016 10:30 am

Submit Responses(quote sheet and other applicable forms) via email to: Darralyn.Johnson@austinenergy.com

Awarded vendor may be required to provide a Certificate of Insurance-see attached guidelines.

| SPECIAL INSTRUCTIONS: CONTRACT AWARD WILL BE BASED ON THE LOWEST, MOST RESPONSIVE BIDDER | | QUANTITY | UNIT | YOU MUST PROVIDE UNIT PRICE | |
|--|--|----------|------|-----------------------------|------------|
| | | | | MANUFACTURER AND PN | UNIT PRICE |
| Single Phase Portable High Current Injection Test Set: Power Input: 115Vac +/- 10% 60Hz Output: Variable output, coarse adjustment and fine adjustment available, minimum 1000VA at 250A with a minimum 5 minute duty cycle, current digital read resolution of 0.01. Output accuracy of +/- 1%. Outdoor Temperature Operation: 0-50 Celsius Weight: Maximum 35lbs. Dimensions: 8" x 12" x 8" Shall Include: Test leads w/clips, Instruction Manual, Carrying bag for test leads, Power Cord | | 1 | EA | | |

Bids submitted with unit pricing reflecting more than two decimal points shall be deemed non-responsive.

Guaranteed Delivery ARO (Calendar Days) _____

Indicate Delivery/Transportation Method: Common Carrier or Contractor Employees

Ship to: City of Austin Energy
 ATTN: Richard Smith
 Austin Energy
 906 Justin Lane
 Austin, Texas 78757

Invoiced Unit of Measure, Shall MATCH the Unit of Measure listed on Quote Sheet.

Bill to: City of Austin-Austin Energy
 Payments Section
 PO Box 3546
 Austin, Texas 78764

SIGNATURE: _____

PRINT NAME & TITLE: _____

COMPANY NAME: _____

COMPANY EMAIL: _____

ADDRESS: _____

CITY, STATE ZIP: _____

PHONE: () _____ FAX () _____

FEDERAL TAX ID NUMBER: _____