

**CITY OF AUSTIN, TEXAS**  
Purchasing Office  
**REQUEST FOR QUOTATION (RFQ)**  
**Offer Sheet**

**SOLICITATION NO:** RFQ JRD0003

**COMMODITY/SERVICE DESCRIPTION:** Cable Reel Trailer

**DATE ISSUED:** July 3, 2013

**REQUISITION NO.:** 7800 13062600806

**QUESTIONS DUE PRIOR TO:** 2:00 PM CDT, Thursday, July 12, 2013

**COMMODITY CODE:** 0705930, 0705931, 0708830, 0708831, 070K250

**QUOTE DUE PRIOR TO:** 2:00 PM CDT, Tuesday, July 18, 2013

**FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT:**

Jonathan Dalchau, Buyer II  
Phone: (512) 974-2938  
jonathan.dalchau@austintexas.gov

**LOCATION:** MUNICIPAL BUILDING  
124 W 8<sup>th</sup> STREET, RM 310  
AUSTIN, TEXAS 78701

**FAX QUOTE TO:** 512-974-2388  
**ATTENTION:** JONATHAN DALCHAU

**FAX QUOTE TO:** jonathan.dalchau@austintexas.gov

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

<b>P.O. Address for US Mail</b>	<b>Street Address for Hand Delivery or Courier Service</b>
City of Austin	City of Austin, Purchasing Office
Purchasing Office	Municipal Building
P.O. Box 1088	124 W 8 <sup>th</sup> Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

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

**SUBMIT 1 ORIGINAL AND 1 SIGNED COPIES OF OFFER**

OFFER SUBMITTED BY

By the signature below, I certify that I have submitted a binding offer.

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

\_\_\_\_\_  
Signer's Name and Title: (please print or type)

**FEDERAL TAX ID NO.** \_\_\_\_\_

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

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

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

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

City, State, Zip Code \_\_\_\_\_

Phone No. (     ) \_\_\_\_\_

Fax No. (     ) \_\_\_\_\_

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All other Sections may be viewed at: [http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm)

**RETURN THE FOLLOWING DOCUMENTS WITH YOUR OFFER\*\***

- Cover Page                      Offer Sheet
- Section 0600                      Quote Sheet(s)
- Section 0700                      Reference Sheet (if required)
- Sections 0800 - 0835              Certifications and Affidavits (return all applicable Sections)

**\*\* See also Section 0200, Solicitation Instructions, Section 0400, Supplemental Purchase Provisions, and Section 0500, Scope of Work/Specification, for additional documents that must be submitted with the Offer.**

The Vendor agrees, if this Offer is accepted within 120 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.

**\* INCORPORATION OF DOCUMENTS.** Section 0100, Standard Purchase Definitions; Section 0200, Standard Solicitation Instructions; and Section 0300, Standard Purchase Terms and Conditions 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](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 at the address or phone number indicated on page 1 of this Offer Sheet. 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.

***It is the policy of the City of Austin to involve certified Minority Owned Business Enterprises (MBEs) and Woman Owned Business Enterprises (WBEs) in City contracting. MBE and WBE goals for this Solicitation are contained in Section 0900.***

***All Contractors and Subcontractors should be registered to do business with the City prior to submitting a response to a City Solicitation. In the case of Joint Ventures, each individual business in the joint venture should be registered with the City prior to submitting a response to a City solicitation. If the Joint Venture is awarded a contract, the Joint Venture must register to do business with the City. Prime Contractors are responsible for ensuring that their Subcontractors are registered. Registration can be done through the City's on-line vendor registration system. Log onto [http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm) and follow the directions.***

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS  
CABLE REEL TRAILER**

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 by 2:00 PM Central Time, on Tuesday, July 12, 2013. Please send to Jonathan Dalchau by email jonathan.dalchau@austintexas.gov or fax: (512) 972-2388.

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 contain the solicitation number and the Buyer's name and shall be mailed to the following address:

City of Austin Purchasing Office  
Attn: Insurance Coordinator  
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 WC 420304, or equivalent coverage
    - (b) Thirty (30) days Notice of Cancellation, Form WC 420601, or equivalent coverage

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PURCHASING OFFICE  
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CABLE REEL TRAILER**

- 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 Injuries).
  - (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) Independent Contractor's Coverage.
    - (c) Products/Completed Operations Liability for the duration of the warranty period.
  - (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 \$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 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.
- 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.
- D. Certificate: The following statement must be shown on the Certificate of Insurance.

The City of Austin is an Additional Insured on the general liability and the auto liability policies. A Waiver of Subrogation is issued in favor of the City of Austin for general liability, auto liability and workers compensation policies.

Note: If shipment is made by common carrier, then the requirements for Workers Compensation Employee Liability Section B, I and Business Automobile Liability Insurance, Section B, iii are not required for this solicitation. The Contractor must declare the method of shipment with their Bids.

3. **QUANTITIES**

The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

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4. **DELIVERY REQUIREMENTS**

- A. Reference New Vehicle and Equipment Delivery Requirements, Attachment "A".
- B. The Contractor shall confirm the quantity to be shipped prior to start of manufacture or assembly of the units.
- C. Unless requested by the City, deliveries shall not be made on City-recognized legal holidays (see paragraph 52 in Section 0300).

5. **INVOICES and PAYMENT** (reference paragraphs 12 and 13 in Section 0300)

- A. Invoices shall contain a non-duplicated 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	Fleet Acquisition
Attn:	Will O'Connor
Address	6400 Bolm Rd.
City, State Zip Code	Austin, TX 78721

- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

6. **WARRANTY**

- A. Each item, including all components and all installed accessories and equipment, shall be guaranteed by the seller to be free of defective parts and workmanship. This warranty shall be for a minimum period of 365 days, or the time designated in the standard factory warranty, whichever is longer. This warranty will cover parts, labor and any necessary shipping costs and adjustments. The City will deliver the item to the location designated by the Seller within Travis County for warranty repairs. If required warranty work cannot be accomplished at some location within Travis County, the Seller will be responsible for all transportation as well as any associated costs. The warranty period shall begin at the time the equipment is placed in service by the City and not at the time of delivery to the City. The Seller will be advised in writing of the date the unit is placed in service.
- B. Warranty repairs may be accomplished on City property, if space is available and will be determined by the City. Vendor will be required to provide a Certificate of Insurance prior to commencement of repairs on City property in accordance with Paragraph 1 above.

7. **WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID)**

- A. Access to any Fleet Services facility by the Contractor, all subcontractors and their employees will be strictly controlled at all times by the City.

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- B. Contractor personnel will be required to check in at the security desk when entering or leaving any Fleet Services facility. Failure to do so may be cause for removal of Contractor Personnel from the worksite, without regard to Contractor's schedule.
- C. The Contractor shall comply with all other security requirements imposed by the City and shall ensure that all employees and subcontractors are kept fully informed as to these requirements.

**8. LICENSE REQUIREMENTS**

- A. Reference License Requirements, Attachment "B".
- B. Entities must hold and provide all **applicable** current valid licenses issued by the State of Texas. In order to be in compliance with the Texas Department of Transportation, Texas Motor Vehicle Commission Code, Tex. Rev. Civ. Stat. Ann. Art 4413(36) and 4413(36a), entities must have the following valid licenses.
  - 1. Manufacturer's License: The entity that built the chassis, cab and chassis, or entire vehicle, depending of the extent of the conversion.
  - 2. Converter's License: The entity that performed the conversion work on the chassis, cab and chassis, or entire vehicle.
  - 3. Representative's License: The entity that acted as a representative for the converter (if the converter employs or contracts with a person as a representative).
  - 4. Franchised Dealer's License: The Texas dealer that is licensed to sell the make of the chassis, cab and chassis, or entire vehicle.
- C. Bidders must submit copies of all applicable valid licenses with bid response.

**9. 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:

Will O'Connor, Fleet Program Manager - Vehicle Support

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6400 Bolm Rd.

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Austin, Texas 78721

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Will.OConnor@austintexas.gov

**CITY OF AUSTIN  
PURCHASING OFFICE  
"NO OFFER" REPLY FORM**

**SOLICITATION NUMBER:** RFQ JRD0003

**Please Complete and Return This Form to the following address to Indicate a "No Offer" Reply**

City of Austin  
Purchasing Office  
P.O. Box 1088  
Austin, Texas 78767-8845

**(DO NOT RETURN ALONG WITH OFFER)**

Please check the appropriate box to indicate why your firm is submitting a "no offer" response. Failure to respond to three (3) consecutive solicitations may result in your company being removed from the source list for this commodity or service. Completion of this form will assist us in maintaining an accurate, up-to-date source list.

**COMMODITY CODE:** 0705930,  
0705931, 0708830, 0708831

**DESCRIPTION:**TRAILER(S), CABLE REEL; TRAILER(S),  
CABLE REEL W/AUXILARY ENGINE, GAS

- Unable to supply item(s) specified. Remove my company from the source list for the Commodity / Service Group
- Unable to supply item(s) specified. Retain my company on the vendor list for this commodity / service.
- Cannot meet the Scope of Work / Specifications.
- Cannot provide required Insurance.
- Cannot provide required Bonding.
- Job too small.
- Job too large.
- Do not wish to do business with the City. Remove my company from the City's Vendor list.
- Other reason (please state why you will not submit a bid):

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Contractor's Name: \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Signature of Officer or \_\_\_\_\_  
Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title \_\_\_\_\_

