



Amendment No. 6
of
Contract No. NA120000071
for
Janitorial Services for Wildland Conservation Svcs
between
Yosan Inc
dba International Building Services
and the
City of Austin

- 1.0 The City hereby holds over the above referenced contract for a period of 120 days in accordance with the holdover language in the "Term of Contract" provision in Section 0400, Supplemental Purchase Provisions, which reads as follows:
- "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)."
- 2.0 Effective January 19, 2017, the term for the holdover will be February 7, 2017 to June 7, 2017.
- 3.0 The total Contract amount is unchanged for the hold over period. The total Contract authorization is recapped below:

| Term | Action Amount | Contract Amount |
|--|----------------------|------------------------|
| Basic Term: 02/08/12 - 02/07/13 | \$13,148.00 | \$13,148.00 |
| Amendment No. 1: Option 1 02/08/13 – 02/07/14 | \$13,148.00 | \$26,296.00 |
| Amendment No. 2: Option 2 02/08/14 – 02/07/15 | \$13,148.00 | \$39,444.00 |
| Amendment No. 3: Option 3 02/08/15 – 02/07/16 | \$13,148.00 | \$52,592.00 |
| Amendment No. 4: Option 4 02/08/16 – 02/07/17 | \$13,148.00 | \$65,740.00 |
| Amendment No. 5: Administrative Increase | \$16,435.00 | \$82,175.00 |
| Amendment No. 6: 120 day Holdover 2/7/2017 – 6/7/2017 | \$0.00 | \$82,175.00 |

- 4.0 MBE/WBE goals do not apply to this contract.
- 5.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

6.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign:



Printed Name:

Authorized Representative
International Building Services
P.O. Box 200506
Austin, Texas 78720

Sign:



1/26/17

Georgia Billela, Senior Buyer
City of Austin
Purchasing Office



Amendment No. 5
of
Contract No. NA120000071
for
Janitorial Services for Wildland Conservation Svcs
between
Yosan Inc
dba International Building Services
and the
City of Austin

1.0 The City hereby exercises an administrative increase to the above referenced contract in the amount of \$16,435.

2.0 The total contract amount is increased by \$16,435. The total contract authorization is recapped below:

| Term | Action Amount | Contract Amount |
|--|---------------|-----------------|
| Basic Term: 02/08/12 - 02/07/13 | \$13,148.00 | \$13,148.00 |
| Amendment No. 1: Option 1 02/08/13 - 02/07/14 | \$13,148.00 | \$26,296.00 |
| Amendment No. 2: Option 2 02/08/14 - 02/07/15 | \$13,148.00 | \$39,444.00 |
| Amendment No. 3: Option 3 02/08/15 - 02/07/16 | \$13,148.00 | \$52,592.00 |
| Amendment No. 4: Option 4 02/08/16 - 02/07/17 | \$13,148.00 | \$65,740.00 |
| Amendment No. 5: Adminstrative Increase | \$16,435.00 | \$82,175.00 |

3.0 MBE/WBE goals do not apply to this contract.

4.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign: Hye Kyung Kim
Printed Name: Hye K. Kim
Authorized Representative
International Building Services
P.O. Box 200506
Austin, Texas 78720

Sign: Georgia Billela
Georgia Billela, Senior Buyer
City of Austin
Purchasing Office

1/11/17



Amendment No. 4
of
Contract No. NA120000071
for
Janitorial Services for Wildland Conservation Svcs
between
Yosan Inc
dba International Building Services
and the
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective February 8, 2016 the term for the extension option will be February 8, 2016 to February 7, 2016, no options remain.
- 2.0 The total contract amount is increased by \$13,148.00 for the extension option period. The total Contract authorization is recapped below:

| Term | Action Amount | Contract Amount |
|--|---------------|-----------------|
| Basic Term: 02/08/12 - 02/07/13 | \$13,148.00 | \$13,148.00 |
| Amendment No. 1: Option 1 02/08/13 - 02/07/14 | \$13,148.00 | \$26,296.00 |
| Amendment No. 2: Option 2 02/08/14 - 02/07/15 | \$13,148.00 | \$39,444.00 |
| Amendment No. 3: Option 3 02/08/15 - 02/07/16 | \$13,148.00 | \$52,592.00 |
| Amendment No. 4: Option 4 02/08/16 - 02/07/17 | \$13,148.00 | \$65,740.00 |

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign: *Aye Kyung Kim*
Printed Name: _____
Authorized Representative

Sign: *Beatrice Washington* 1-25-16
Beatrice Washington, Contract Compliance Specialist Senior
City of Austin
Purchasing Office

International Building Services
P.O. Box 200506
Austin, Texas 78720



Amendment No. 3
of
Contract No. NA120000071
for
Janitorial Services for Wildland Conservation Svcs
between
Yosan Inc
dba International Building Services
and the
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective February 8, 2014 the term for the extension option will be February 8, 2014 to February 7, 2015 and there are two remaining options.
- 2.0 The total contract amount is increased by \$13,148.00 for the extension option period. The total Contract authorization is recapped below:

| Term | Action Amount | Contract Amount |
|--|---------------|-----------------|
| Basic Term: 02/08/12 - 02/07/13 | \$13,148.00 | \$13,148.00 |
| Amendment No. 1: Option 1 02/08/13 - 02/07/14 | \$13,148.00 | \$26,296.00 |
| Amendment No. 2: Option 2 02/08/14 - 02/07/15 | \$13,148.00 | \$39,444.00 |
| Amendment No. 3: Option 3 02/08/15 - 02/07/16 | \$13,148.00 | \$52,592.00 |

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Hye Kyung Kim

Printed Name: Hye K. Kim
Authorized Representative

Debbie DePaul 2/6/15

Debbie DePaul, Contract Compliance Supervisor
City of Austin
Purchasing Office

International Building Services
P.O. Box 200506
Austin, Texas 78720



Amendment No. 2
of
Contract No. NA120000071
for
Janitorial Services for Wildland Conservation Svcs
between
Yosan Inc
dba International Building Services
and the
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective February 8, 2014 the term for the extension option will be February 8, 2014 to February 7, 2015 and there are two remaining options.
- 2.0 The total contract amount is increased by \$13,148.00 for the extension option period. The total Contract authorization is recapped below:

| Term | Action Amount | Contract Amount |
|--|---------------|-----------------|
| Basic Term: 02/08/12 - 02/07/13 | \$13,148.00 | \$13,148.00 |
| Amendment No. 1: Option 1 02/08/13 - 02/07/14 | \$13,148.00 | \$26,296.00 |
| Amendment No. 2: Option 2 02/08/14 - 02/07/15 | \$13,148.00 | \$39,444.00 |

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Hye Kyung Kim

Printed Name: Hye K. Kim
Authorized Representative

Debbie DePaul 1-27-14 For

Debbie DePaul, Contract Compliance Supervisor
City of Austin
Purchasing Office

International Building Services
P.O. Box 200506
Austin, Texas 78720



Amendment No. 1
of
Contract No. NA120000071
for
Janitorial Services for Wildland Conservation Svcs
between
International Building Services
and the
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective February 8, 2013 the term for the extension option will be February 8, 2013 to February 7, 2014 and there are three remaining options.
- 2.0 The total contract amount is increased by ~~\$40,000.00~~⁶ for the extension option period. The total Contract authorization is recapped below: \$13,148.00

| Term | Action Amount | Contract Amount |
|--|---------------|-----------------|
| Basic Term: 02/08/12 - 02/07/13 | \$13,148.00 | \$13,148.00 |
| Amendment No. 1: Option 1 02/08/13 - 02/07/14 | \$13,148.00 | \$26,296.00 |

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Hye Kyung Kim

Printed Name: Hye K. Kim
Authorized Representative

Debbie DePaul 2/11/13
Debbie DePaul, Contract Compliance Supervisor
City of Austin
Purchasing Office

International Building Services
P.O. Box 200506
Austin, Texas 78720



Financial and Administrative Service Department
Purchasing Office
PO Box 1088, Austin, Texas, 78767

February 3, 2012

International Building Services
8201 N. Lamar Blvd., Ste. B-16
Austin, TX 78753
ATTN: Hye K. Kim

Dear Mr. Kim:

The Austin City Council has approved the execution of a contract with your company for janitorial services for the Balcones Wildland Conservation Division for the Austin Water Utility Department.

| | |
|-----------------------------------|--|
| Responsible Department: | Austin Water Utility Department |
| Department Contact Person: | Virginia Soto-Reynolds |
| Department Contact Email Address: | virginia.soto-reynolds@austintexas.gov |
| Department Contact Telephone: | (512) 972-0337 |
| Project Name: | Janitorial Services for the Balcones Wildland Conservation Division |
| Contractor Name: | International Building Services |
| Contract Number: | NA120000071 |
| Initial Contract Amount: | \$13,148 |
| Contract Period: | 2/8/2012 - 2/7/2013 |
| Extension Options: | Four (4) twelve (12) month extension options |
| Extension Option Amounts: | \$13,148 |
| Requisition Number: | 2200-11061700400 |
| Solicitation Number: | SSC0168 |
| Agenda Item Number: | 22 |
| Council Approval Date: | 1/26/2012 |

A copy of the contract/purchase order will be forwarded by mail.

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

A handwritten signature in cursive script that reads "Sydney Ceder".

Sydney Ceder
Senior Buyer
Purchasing Office
Financial and Administrative Services Department

**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")
AND
International Building Services ("Contractor")
for
Janitorial Services at Balcones Wildland COnservation Division
NA120000071**

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between International Building Services having offices at 8204 N. Lamar Blvd., B-16, Austin, TX 78753 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number SSC0168.

1.1 This Contract is composed of the following documents:

- 1.1.1 This Contract
- 1.1.2 The City's Solicitation, Invitation for Bid (IFB), SSC0168 including all documents incorporated by reference
- 1.1.3 International Building Services Offer, dated 8/23/2011, including subsequent clarifications

1.2 Order of Precedence. Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

- 1.2.1 This Contract
- 1.2.2 The City's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference
- 1.2.3 The Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications

1.3 Quantity of Work. There is no guaranteed quantity of work for the period of the Contract and there are no minimum order quantities. Work will be on an as needed basis as specified by the City for each Delivery Order.

1.4 Term of Contract. The Contract will be in effect for an initial term of twelve (12) months and may be extended thereafter for up to four (4) twelve (12) month extension option(s), subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.

1.5 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$13,148 for the initial Contract term and \$13,148 for each extension option as indicated in the Bid Sheet, IFB Section 0600. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.


1.6 This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and

understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

In witness whereof, the City has caused a duly authorized representative to execute this Contract on the date set forth below.

CITY OF AUSTIN

Printed Name of
Authorized Person: Sydney Ceder

Signature: 

Title: Senior Buyer

Date: 2/3/2012

CITY OF AUSTIN, TEXAS

Purchasing Office INVITATION FOR BID (IFB) Offer Sheet

SOLICITATION NO: SSC0168

DATE ISSUED: JULY 25, 2011

COMMODITY/SERVICE DESCRIPTION: JANITORIAL SERVICES FOR
WILDLAND CONSERVATION SERVICES FOR THE AUSTIN WATER
UTILITY

REQUISITION NO: 2200-11061700400

COMMODITY CODE: 9103945

FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT

Sydney Ceder

Senior Buyer

Phone: (512) 974-2035

PRE-BID CONFERENCE TIME AND DATE: 1:00 P.M. ON AUGUST 3,
2011

LOCATION: REICHER RANCH, 3621 RR 620, AUSTIN, TX 78738

BID DUE PRIOR TO: 11:30 A.M. ON AUGUST 23, 2011

COMPLIANCE PLAN DUE PRIOR TO: N/A

BID OPENING TIME AND DATE: 11:30 A.M. ON AUGUST 23, 2011

LOCATION: MUNICIPAL BUILDING, 124 W 8TH STREET
RM 310, AUSTIN, TEXAS 78701

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 must 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 must 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 <https://www.cityofaustin.org/purchase> and follow the directions.

SUBMIT 1 ORIGINAL AND 1 SIGNED COPY OF RESPONSE

SOLICITATION TO:


Signature of Person Authorized to Sign Offer

Hye K. Kim
Signer's Name and Title: (please print or type)

FEDERAL TAX ID NO. [REDACTED]

Date: 08/23/2011

Company Name: International Building Services

Address: P.O. Box 200506

City, State, Zip Code: Austin, TX 78720

Phone No. (512) 833-8466

Fax No. (512) 833-5299

BELOW INFO MUST MATCH THE NAME AND ADDRESS ON INVOICE AND IN COMPANY PROFILE WITH CITY

Company "Remit To" Name: International Building Services

Remit to Address: P.O. Box 200506

City, State, Zip Code: Austin TX 78720-0506

Email Address: yosan80@hotmail.com

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All other Sections may be viewed at: <https://www.cityofaustin.org/purchase> by clicking the link to "Vendor Self Service (VSS)" sign in if registered, register, or use public access to follow the links to "Business Opportunities" and "Search for Solicitation."

RETURN FOLLOWING DOCUMENTS WITH BID/PROPOSAL/QUOTE/RESPONSE/SUBMITTAL**

- Cover Page Offer Sheet, 3 Pages
- Section 0600 Bid Sheet(s), 2 Pages
- Section 0700 Reference Sheet (if required), 1 Page
- Sections 0800 - 0835 Certifications and Affidavits (return all applicable Sections), 8 Pages
- Section 0900 MBE/WBE Procurement Program Package or No Goals Utilization Plan, if applicable, 2 Pages
- Bid Guaranty (if required), N/A

**** 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.**

NOTES:

The Vendor agrees, if this Offer is accepted within 90 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.ci.austin.tx.us/purchase/standard.htm>.

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 below address. 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.

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

| | |
|--------------------------|---|
| P.O. Address for US Mail | Street Address for Hand Delivery or Courier Service |
| City of Austin | City of Austin, Purchasing Office |
| Purchasing Office | Municipal Building |
| P.O. Box 1088 | 124 W 8 th Street, Rm 310 |
| Austin, Texas 78767-8845 | Austin, Texas 78701 |

| | |
|--|---------------------------------|
| | Reception Phone: (512) 974-2500 |
|--|---------------------------------|

Notes: Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered. Unless authorized in the Solicitation, telegraphic or facsimile Offers will not be accepted.

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

By submitting an Offer in response to the Solicitation, the Contractor agrees that the Contract shall be governed by the following terms and conditions. Unless otherwise specified in the Contract, Sections 3, 4, 5, 6, 7, 8, 20, 21, and 36 shall apply only to a Solicitation to purchase Goods, and Sections 9, 10, 11 and 22 shall apply only to a Solicitation to purchase Services to be performed principally at the City's premises or on public rights-of-way.

1. **CONTRACTOR'S OBLIGATIONS.** The Contractor shall fully and timely provide all Deliverables described in the Solicitation and in the Contractor's Offer in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.
2. **EFFECTIVE DATE/TERM.** Unless otherwise specified in the Solicitation, this Contract shall be effective as of the date the contract is signed by the City, and shall continue in effect until all obligations are performed in accordance with the Contract.
3. **CONTRACTOR TO PACKAGE DELIVERABLES:** The Contractor will package Deliverables in accordance with good commercial practice and shall include a packing list showing the description of each item, the quantity and unit price. Unless otherwise provided in the Specifications or Supplemental Terms and Conditions, each shipping container shall be clearly and permanently marked as follows: (a) The Contractor's name and address, (b) the City's name, address and purchase order or purchase release number and the price agreement number if applicable, (c) Container number and total number of containers, e.g. box 1 of 4 boxes, and (d) the number of the container bearing the packing list. The Contractor shall bear cost of packaging. Deliverables shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. The City's count or weight shall be final and conclusive on shipments not accompanied by packing lists.
4. **SHIPMENT UNDER RESERVATION PROHIBITED:** The Contractor is not authorized to ship the Deliverables under reservation and no tender of a bill of lading will operate as a tender of Deliverables.
5. **TITLE & RISK OF LOSS:** Title to and risk of loss of the Deliverables shall pass to the City only when the City actually receives and accepts the Deliverables.
6. **DELIVERY TERMS AND TRANSPORTATION CHARGES:** Deliverables shall be shipped F.O.B. point of delivery unless otherwise specified in the Supplemental Terms and Conditions. Unless otherwise stated in the Offer, the Contractor's price shall be deemed to include all delivery and transportation charges. The City shall have the right to designate what method of transportation shall be used to ship the Deliverables. The place of delivery shall be that set forth in the block of the purchase order or purchase release entitled "Receiving Agency".
7. **RIGHT OF INSPECTION AND REJECTION:** The City expressly reserves all rights under law, including, but not limited to the Uniform Commercial Code, to inspect the Deliverables at delivery before accepting them, and to reject defective or non-conforming Deliverables. If the City has the right to inspect the Contractor's, or the Contractor's Subcontractor's, facilities, or the Deliverables at the Contractor's, or the Contractor's Subcontractor's, premises, the Contractor shall furnish, or cause to be furnished, without additional charge, all reasonable facilities and assistance to the City to facilitate such inspection.
8. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender or delivery of Deliverables must fully comply with all provisions of the Contract as to time of delivery, quality, and quantity. Any non-complying tender shall constitute a breach and the Contractor shall not have the right to substitute a conforming tender; provided, where the time for performance has not yet expired, the Contractor may notify the City of the intention to cure and may then make a conforming tender within the time allotted in the contract.
9. **PLACE AND CONDITION OF WORK:** The City shall provide the Contractor access to the sites where the Contractor is to perform the services as required in order for the Contractor to perform the services in a timely and efficient manner, in accordance with and subject to the applicable security laws, rules, and regulations. The Contractor acknowledges that it has satisfied itself as to the nature of the City's service requirements and specifications, the location and essential characteristics of the work sites, the quality and quantity of materials, equipment, labor and facilities necessary to perform the services, and any other condition or state of fact which could in any way affect performance of the Contractor's obligations under the contract. The Contractor hereby

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

releases and holds the City harmless from and against any liability or claim for damages of any kind or nature if the actual site or service conditions differ from expected conditions.

10. WORKFORCE

- A. The Contractor shall employ only orderly and competent workers, skilled in the performance of the services which they will perform under the Contract.
- B. The Contractor, its employees, subcontractors, and subcontractor's employees may not while engaged in participating or responding to a solicitation or while in the course and scope of delivering goods or services under a City of Austin contract or on the City's property
 - i. use or possess a firearm, including a concealed handgun that is licensed under state law, except as required by the terms of the contract; or
 - ii. use or possess alcoholic or other intoxicating beverages, illegal drugs or controlled substances, nor may such workers be intoxicated, or under the influence of alcohol or drugs, on the job.
- C. If the City or the City's representative notifies the Contractor that any worker is incompetent, disorderly or disobedient, has knowingly or repeatedly violated safety regulations, has possessed any firearms, or has possessed or was under the influence of alcohol or drugs on the job, the Contractor shall immediately remove such worker from Contract services, and may not employ such worker again on Contract services without the City's prior written consent.

- 11. COMPLIANCE WITH HEALTH, SAFETY, AND ENVIRONMENTAL REGULATIONS:** The Contractor, its Subcontractors, and their respective employees, shall comply fully with all applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services, including but not limited to those promulgated by the City and by the Occupational Safety and Health Administration (OSHA). In case of conflict, the most stringent safety requirement shall govern. The Contractor shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Contractor's obligations under this paragraph.

12. INVOICES

- A. The Contractor shall submit separate invoices in duplicate on each purchase order or purchase release after each delivery. If partial shipments or deliveries are authorized by the City, a separate invoice must be sent for each shipment or delivery made.
- B. **Proper Invoices must include a unique invoice number, the purchase order or delivery order number and the master agreement number if applicable, the Department's Name, and the name of the point of contact for the Department.** Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight waybill, when applicable, shall be attached to the invoice. The Contractor's name and, if applicable, the tax identification number on the invoice must exactly match the information in the Vendor's registration with the City. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the Contractor's invoice.
- C. Invoices for labor shall include a copy of all time-sheets with trade labor rate and Deliverables order number clearly identified. Invoices shall also include a tabulation of work-hours at the appropriate rates and grouped by work order number. Time billed for labor shall be limited to hours actually worked at the work site.
- D. Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup.
- E. Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

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13. PAYMENT:

- A. All proper invoices received by the City will be paid within thirty (30) calendar days of the City's receipt of the Deliverables or of the invoice, whichever is later.
- B. **If payment is not timely made, (per paragraph A), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code Section 2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until ten (10) calendar days after the grounds for withholding payment have been resolved.**
- C. If partial shipments or deliveries are authorized by the City, the Contractor will be paid for the partial shipment or delivery, as stated above, provided that the invoice matches the shipment or delivery.
- D. The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of:
 - i. delivery of defective or non-conforming Deliverables by the Contractor;
 - ii. third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;
 - iii. failure of the Contractor to pay Subcontractors, or for labor, materials or equipment;
 - iv. damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;
 - v. reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;
 - vi. failure of the Contractor to submit proper invoices with all required attachments and supporting documentation; or
 - vii. failure of the Contractor to comply with any material provision of the Contract Documents.
- E. Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City.
- F. Payment will be made bycheck unless the parties mutually agree to payment by credit card or electronic transfer of funds. The Contractor agrees that there shall be no additional charges, surcharges, or penalties to the City for payments made by credit card or electronic funds transfer.
- G. The awarding or continuation of this contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds Appropriated and available for this contract. The absence of Appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not Appropriated or available and any Deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate Appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any Appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

- 14. TRAVEL EXPENSES:** All travel, lodging and per diem expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City's Travel Policy as published and maintained by the City's Controller's Office and the Current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

<http://www.gsa.gov/pdsai/category/1119>

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No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed itemized receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

15. FINAL PAYMENT AND CLOSE-OUT:

- A. If an MBE/WBE Program Compliance Plan is required by the Solicitation, and the Contractor has identified Subcontractors, the Contractor is required to submit a Contract Close-Out MBE/WBE Compliance Report to the Project manager or Contract manager no later than the 15th calendar day after completion of all work under the contract. Final payment, retainage, or both may be withheld if the Contractor is not in compliance with the requirements of the Compliance Plan as accepted by the City.
- B. The making and acceptance of final payment will constitute:
 - i. a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and
 - ii. a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

16. SPECIAL TOOLS & TEST EQUIPMENT: If the price stated on the Offer includes the cost of any special tooling or special test equipment fabricated or required by the Contractor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the City and shall be identified by the Contractor as such.

17. RIGHT TO AUDIT:

- A. The Contractor agrees that the representatives of the Office of the City Auditor or other authorized representatives of the City shall have access to, and the right to audit, examine, or reproduce, any and all records of the Contractor related to the performance under this Contract. The Contractor shall retain all such records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.
- B. The Contractor shall include section a. above in all subcontractor agreements entered into in connection with this Contract.

18. SUBCONTRACTORS:

- A. If the Contractor identified Subcontractors in an MBE/WBE Program Compliance Plan or a No Goals Utilization Plan the Contractor shall comply with the provisions of Chapters 2-9A, 2-9B, 2-9C, and 2-9D, as applicable, of the Austin City Code and the terms of the Compliance Plan or Utilization Plan as approved by the City (the "Plan"). The Contractor shall not initially employ any Subcontractor except as provided in the Contractor's Plan. The Contractor shall not substitute any Subcontractor identified in the Plan, unless the substitute has been accepted by the City in writing in accordance with the provisions of Chapters 2-9A, 2-9B, 2-9C and 2-9D, as applicable. No acceptance by the City of any Subcontractor shall constitute a waiver of any rights or remedies of the City with respect to defective Deliverables provided by a Subcontractor. If a Plan has been approved, the Contractor is additionally required to submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager and the Purchasing Office Contract Compliance Manager no later than the tenth calendar day of each month.

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- B. Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:
- i. require that all Deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract;
 - ii. prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;
 - iii. require Subcontractors to submit all invoices and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include same with its invoice or application for payment to the City in accordance with the terms of the Contract;
 - iv. require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and
 - v. require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.
- C. The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.
- D. The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten (10) calendar days after receipt of payment from the City.

19. **WARRANTY-PRICE:**

- A. The Contractor warrants the prices quoted in the Offer are no higher than the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.
- B. The Contractor certifies that the prices in the Offer have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such fees with any other firm or with any competitor.
- C. In addition to any other remedy available, the City may deduct from any amounts owed to the Contractor, or otherwise recover, any amounts paid for items in excess of the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.

20. **WARRANTY – TITLE:** The Contractor warrants that it has good and indefeasible title to all Deliverables furnished under the Contract, and that the Deliverables are free and clear of all liens, claims, security interests and encumbrances. The Contractor shall indemnify and hold the City harmless from and against all adverse title claims to the Deliverables.

21. **WARRANTY – DELIVERABLES:** The Contractor warrants and represents that all Deliverables sold the City under the Contract shall be free from defects in design, workmanship or manufacture, and conform in all material respects to the specifications, drawings, and descriptions in the Solicitation, to any samples furnished by the Contractor, to the terms, covenants and conditions of the Contract, and to all applicable State, Federal or local laws, rules, and regulations, and industry codes and standards. Unless otherwise stated in the Solicitation, the Deliverables shall be new or recycled merchandise, and not used or reconditioned.

- A. Recycled Deliverables shall be clearly identified as such.

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- B. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law; and any attempt to do so shall be without force or effect.
- C. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the date of acceptance of the Deliverables or from the date of acceptance of any replacement Deliverables. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand either repair the non-conforming Deliverables, or replace the non-conforming Deliverables with fully conforming Deliverables, at the City's option and at no additional cost to the City. All costs incidental to such repair or replacement, including but not limited to, any packaging and shipping costs, shall be borne exclusively by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach of warranty, but failure to give timely notice shall not impair the City's rights under this section.
- D. If the Contractor is unable or unwilling to repair or replace defective or non-conforming Deliverables as required by the City, then in addition to any other available remedy, the City may reduce the quantity of Deliverables it may be required to purchase under the Contract from the Contractor, and purchase conforming Deliverables from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such Deliverables from another source.
- E. If the Contractor is not the manufacturer, and the Deliverables are covered by a separate manufacturer's warranty, the Contractor shall transfer and assign such manufacturer's warranty to the City. If for any reason the manufacturer's warranty cannot be fully transferred to the City, the Contractor shall assist and cooperate with the City to the fullest extent to enforce such manufacturer's warranty for the benefit of the City.
22. **WARRANTY – SERVICES**: The Contractor warrants and represents that all services to be provided the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations.
- A. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law, and any attempt to do so shall be without force or effect.
- B. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the Acceptance Date. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand perform the services again in accordance with above standard at no additional cost to the City. All costs incidental to such additional performance shall be borne by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach warranty, but failure to give timely notice shall not impair the City's rights under this section.
- C. If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source.
23. **ACCEPTANCE OF INCOMPLETE OR NON-CONFORMING DELIVERABLES**: If, instead of requiring immediate correction or removal and replacement of defective or non-conforming Deliverables, the City prefers to accept it, the City may do so. The Contractor shall pay all claims, costs, losses and damages attributable to the City's evaluation of and determination to accept such defective or non-conforming Deliverables. If any such acceptance occurs prior to final payment, the City may deduct such amounts as are necessary to compensate the City for the diminished value of the defective or non-conforming Deliverables. If the acceptance occurs after final payment, such amount will be refunded to the City by the Contractor.
24. **RIGHT TO ASSURANCE**: Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event

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that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.

25. **STOP WORK NOTICE:** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.
26. **DEFAULT:** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under Paragraph 24, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by the Contractor to the City.
27. **TERMINATION FOR CAUSE:** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
28. **TERMINATION WITHOUT CAUSE:** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days' prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds Appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
29. **FRAUD:** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.
30. **DELAYS:**
- A. The City may delay scheduled delivery or other due dates by written notice to the Contractor if the City deems it is in its best interest. If such delay causes an increase in the cost of the work under the Contract, the City and the Contractor shall negotiate an equitable adjustment for costs incurred by the Contractor in the Contract price and execute an amendment to the Contract. The Contractor must assert its right to an adjustment within thirty (30) calendar days from the date of receipt of the notice of delay. Failure to agree on any adjusted price shall be handled under the Dispute Resolution process specified in paragraph 49. However, nothing in this provision shall excuse the Contractor from delaying the delivery as notified.
- B. Neither party shall be liable for any default or delay in the performance of its obligations under this Contract if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond the reasonable control of such Party. In

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the event of default or delay in contract performance due to any of the foregoing causes, then the time for completion of the services will be extended; provided, however, in such an event, a conference will be held within three (3) business days to establish a mutually agreeable period of time reasonably necessary to overcome the effect of such failure to perform.

31. INDEMNITY:

A. Definitions

- i. "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:
 - (1) damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or
 - (2) death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),
- ii. "Fault" shall include the sale of defective or non-conforming Deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.

- B. THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.**

32. INSURANCE (reference Section 0400 for specific coverage requirements). The following insurance requirement applies. (Revised 6/01/98).

A. General Requirements.

- i. The Contractor shall at a minimum carry insurance in the types and amounts indicated in Section 0400, Supplemental Purchase Provisions, for the duration of the Contract, including extension options and hold over periods, and during any warranty period.
- ii. The Contractor shall provide Certificates of Insurance with the coverages and endorsements required in Section 0400, Supplemental Purchase Provisions, to the City as verification of coverage prior to contract execution and within fourteen (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. 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 hold over period is exercised, as verification of continuing coverage.
- iii. 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.
- iv. The City may request that the Contractor submit certificates of insurance to the City for all subcontractors prior to the subcontractors commencing work on the project.

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- v. The 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 policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better.
- vi. The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.
- vii. If insurance policies are not written for amounts specified in Section 0400, Supplemental Purchase Provisions, the 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.
- viii. The City shall be entitled, upon request, at an agreed upon location, and without expense, to review 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 where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.
- ix. The City reserves the right to review the insurance requirements set forth during the effective period of the 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.
- x. The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.
- xi. The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. Self-insured retentions shall be disclosed on the Certificate of Insurance.
- xii. The Contractor shall endeavor to provide the City thirty (30) calendar days' written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.
- xiii. The insurance coverages specified in Section 0400, Supplemental Purchase Provisions, are required minimums and are not intended to limit the responsibility or liability of the Contractor.

B. Specific Coverage Requirements: Specific insurance requirements are contained in Section 0400, Supplemental Purchase Provisions

33. **CLAIMS:** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform thereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2nd Street, 4th Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.
34. **NOTICES:** Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to the Contractor shall be sent to the address specified in the Contractor's Offer, or at such other address as a party may notify the other in writing. Notices to the

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City shall be addressed to the City at P.O. Box 1088, Austin, Texas 78767 and marked to the attention of the Contract Administrator.

35. **RIGHTS TO BID, PROPOSAL AND CONTRACTUAL MATERIAL:** All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.
36. **NO WARRANTY BY CITY AGAINST INFRINGEMENTS:** The Contractor represents and warrants to the City that: (i) the Contractor shall provide the City good and indefeasible title to the Deliverables and (ii) the Deliverables supplied by the Contractor in accordance with the specifications in the Contract will not infringe, directly or contributorily, any patent, trademark, copyright, trade secret, or any other intellectual property right of any kind of any third party; that no claims have been made by any person or entity with respect to the ownership or operation of the Deliverables and the Contractor does not know of any valid basis for any such claims. The Contractor shall, at its sole expense, defend, indemnify, and hold the City harmless from and against all liability, damages, and costs (including court costs and reasonable fees of attorneys and other professionals) arising out of or resulting from: (i) any claim that the City's exercise anywhere in the world of the rights associated with the City's ownership, and if applicable, license rights, and its use of the Deliverables infringes the intellectual property rights of any third party; or (ii) the Contractor's breach of any of Contractor's representations or warranties stated in this Contract. In the event of any such claim, the City shall have the right to monitor such claim or at its option engage its own separate counsel to act as co-counsel on the City's behalf. Further, Contractor agrees that the City's specifications regarding the Deliverables shall in no way diminish Contractor's warranties or obligations under this paragraph and the City makes no warranty that the production, development, or delivery of such Deliverables will not impact such warranties of Contractor.
37. **CONFIDENTIALITY:** In order to provide the Deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Agreement, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.
38. **OWNERSHIP AND USE OF DELIVERABLES:** The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.
- A. **Patents.** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights.** As to any Deliverables containing copyrightable subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 38 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or

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joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered works made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge, and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-made-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.

- C. **Additional Assignments.** The Contractor further agrees to, and if applicable, cause each of its employees to, execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns and nominees, the sole and exclusive right, title, and interest in and to the Deliverables. The Contractor's obligation to execute, acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 38 a., b., and c. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should desire to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph 37 above.

39. **PUBLICATIONS:** All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.
40. **ADVERTISING:** The Contractor shall not advertise or publish, without the City's prior consent, the fact that the City has entered into the Contract, except to the extent required by law.
41. **NO CONTINGENT FEES:** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
42. **GRATUITIES:** The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City of Austin with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
43. **PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS:** No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
44. **INDEPENDENT CONTRACTOR:** The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

45. **ASSIGNMENT-DELEGATION:** The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
46. **WAIVER:** No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.
47. **MODIFICATIONS:** The Contract can be modified or amended only by a writing signed by both parties. No pre-printed or similar terms on any the Contractor invoice, order or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.
48. **INTERPRETATION:** The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.
49. **DISPUTE RESOLUTION:**
- A. If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.
- B. If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.
50. **JURISDICTION AND VENUE:** The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

51. **INVALIDITY:** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.
52. **HOLIDAYS:** The following holidays are observed by the City:

| <u>Holiday</u> | <u>Date Observed</u> |
|------------------------------------|-----------------------------|
| New Year's Day | January 1 |
| Martin Luther King, Jr.'s Birthday | Third Monday in January |
| President's Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Friday after Thanksgiving | Friday after Thanksgiving |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

53. **SURVIVABILITY OF OBLIGATIONS:** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.
54. **NON-SUSPENSION OR DEBARMENT CERTIFICATION:**

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a Contract with the City, the Vendor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

55. **EQUAL OPPORTUNITY**

A. **Equal Employment Opportunity:** No Offeror, or Offeror's agent, shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Offer submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Offeror has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the contract.

**CITY OF AUSTIN
PURCHASING OFFICE
STANDARD PURCHASE TERMS AND CONDITIONS**

and the Contractor's suspension or debarment from participation on future City contracts until deemed compliant with Chapter 5-4.

- B. **Americans with Disabilities Act (ADA) Compliance:** No Offeror, or Offeror's agent, shall engage in any discriminatory employment practice against individuals with disabilities as defined in the ADA.

56. BUY AMERICAN ACT-SUPPLIES (Applicable to certain Federally funded requirements)

- A. Definitions. As used in this paragraph –

- i. "Component" means an article, material, or supply incorporated directly into an end product.
- ii. "Cost of components" means –
 - (1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or
 - (2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.
- iii. "Domestic end product" means–
 - (1) An unmanufactured end product mined or produced in the United States; or
 - (2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.
- iv. "End product" means those articles, materials, and supplies to be acquired under the contract for public use.
- v. "Foreign end product" means an end product other than a domestic end product.
- vi. "United States" means the 50 States, the District of Columbia, and outlying areas.

- B. The Buy American Act (41 U.S.C. 10a - 10d) provides a preference for domestic end products for supplies acquired for use in the United States.
- C. The City does not maintain a list of foreign articles that will be treated as domestic for this Contract; but will consider for approval foreign articles as domestic for this product if the articles are on a list approved by another Governmental Agency. The Offeror shall submit documentation with their Offer demonstrating that the article is on an approved Governmental list.
- D. The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the Solicitation entitled "Buy American Act Certificate".

**QUOTE SHEET
CITY OF AUSTIN
JANITORIAL SERVICES AT REICHER RANCH FACILITIES**

BID NO. SSC0168

RQM NO. 2200 11061700400

BID OPENING DATE AND TIME: August 23, 2011 at 11:30 A.M.


BUYER: Sydney Ceder

Special Instructions: Be advised that exceptions taken to any portion of the solicitations may jeopardize acceptance of the bid.

| ITEM NO. | ITEM DESCRIPTION | UNIT OF ISSUE | QUANTITY | UNIT Price |
|----------|--|---------------|----------|----------------------|
| 1 | JANITORIAL SERVICES TO BE PERFORMED AT THE BETHESDA HOUSE TWICE A WEEK IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | JOBS | 104 | \$24. ⁰⁰ |
| 2 | JANITORIAL SERVICES TO BE PERFORMED AT THE NAZARETH HOUSE TWICE A WEEK IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | JOBS | 104 | \$24. ⁰⁰ |
| 3 | JANITORIAL SERVICES TO BE PERFORMED AT THE HEBRON HOUSE TWICE A WEEK IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | JOBS | 104 | \$24. ⁰⁰ |
| 4 | JANITORIAL SERVICES TO BE PERFORMED AT THE UNION CREEK HOUSE IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$120. ⁰⁰ |
| 5 | JANITORIAL SERVICES TO BE PERFORMED AT THE UNION CREEK SIDE HOUSE IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$20. ⁰⁰ |
| 6 | JANITORIAL SERVICES TO BE PERFORMED AT THE EMMAUS HOUSE IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$80. ⁰⁰ |
| 7 | JANITORIAL SERVICES TO BE PERFORMED AT THE CHAPEL BUILDING IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$20. ⁰⁰ |

| ITEM NO. | ITEM DESCRIPTION | UNIT OF ISSUE | QUANTITY | UNIT Price |
|----------|---|---------------|----------|----------------------|
| 8 | JANITORIAL SERVICES TO BE PERFORMED AT THE CANA HOUSE IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK | WEEKLY | 52 | \$ 20. ⁰⁰ |
| 9 | JANITORIAL SERVICES TO BE PERFORMED AT THE BETHANY HOUSE IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$ 10. ⁰⁰ |
| 10 | JANITORIAL SERVICES TO BE PERFORMED AT THE ANNEX LOCATION IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$ 10. ⁰⁰ |
| 11 | FOR INFORMATIONAL PURPOSES -SPECIAL CLEANING REQUIREMENTS NOT SCHEDULED | HOURLY | 100 | \$ 15. ⁰⁰ |
| | | | | |

ACCOUNTS RECEIVABLE POINT OF CONTACT, NAME: Hye K. Kim PHONE NUMBER: (512) 833-8466
 BIDDERS SHALL SUBMIT A "SAMPLE" INVOICE WITH BID

SIGNATURE OF AUTHORIZED REPRESENTATIVE: 
 PRINTED NAME: Hye K Kim
 EMAIL ADDRESS: yosan80@hotmail.com

(512)833-8466

Invoice No. :

Austin, Texas 78738

\$0.00

| DATE | INVOICE NO. / DISCRIPTION | Price/ Visit | Number of visit | Total |
|-------------|--------------------------------------|---------------------|------------------------|---------------|
| 01/00/00 | Contract No.: 11111111111 | | | |
| | | | | |
| | Janitorial Services at Reicher Ranch | | | |
| | and Onion Creek | | | |
| | | | | |
| | 1. Bethesda House | \$0.00 | 9 | \$0.00 |
| | 2. Nazareth House | \$0.00 | 9 | \$0.00 |
| | 3. Hebron House | \$0.00 | 9 | \$0.00 |
| | 4. The Onion Creek House | \$0.00 | 9 | \$0.00 |
| | 5. Emmaus House | \$0.00 | 9 | \$0.00 |
| | 6. Chapel Building | \$0.00 | 9 | \$0.00 |
| | 7. Cana House | \$0.00 | 5 | \$0.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total | \$0.00 | | \$0.00 |

Thank you for Your Help !

**CITY OF AUSTIN
PURCHASING OFFICE
REFERENCE SHEET**

Please Complete and Return This Form with the Offer

SOLICITATION NUMBER:

SSC0168

OFFEROR'S NAME: International Building Services **DATE:** 08-23-2011

The Offeror shall furnish, with the Offer, the following information, for at least insert # recent customers to whom products and/or services have been provided that are similar to those required by this Solicitation.

1. Company's Name City of Austin - (current contract.)
Name and Title of Contact Stephen T. Aden
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number ()
Email Address _____
2. Company's Name Texas Workforce Commission - Print shop & mail room (record)
Name and Title of Contact George Barton
Present Address 4405 Spring Dale
City, State, Zip Code Austin, TX 78723
Telephone Number (512) 927-0002 Fax Number ()
Email Address george.barton@twc.state.tx.us
3. Company's Name Bexar County (Pct. 2 & tax office)
Name and Title of Contact Mario Garza, Purchaser
Present Address 7723 Guilbeau Rd.
City, State, Zip Code San Antonio, TX 78250
Telephone Number (210) 335-2136 Fax Number ()
Email Address mrgarza@bexar.org
4. Company's Name Department of Public Safety at Killeen
Name and Title of Contact Arlena Jones, Facility manager
Present Address 304 Priest Dr.
City, State, Zip Code Killeen, TX 76541
Telephone Number (254) 634-3447 Fax Number (254) 526-7961
Email Address _____
5. Company's Name Texas Health and Human Services at Killeen
Name and Title of Contact Estela, Facility manager
Present Address 503 Priest Dr.
City, State, Zip Code Killeen, TX 76541
Telephone Number (254) 200-4200 Fax Number ()
Email Address _____

City of Austin, Texas
EQUAL EMPLOYMENT/FAIR HOUSING OFFICE
NON-DISCRIMINATION CERTIFICATION
SOLICITATION NO. SSC0168

City of Austin, Texas
Human Rights Commission

To: City of Austin, Texas, ("OWNER")

I hereby certify that our firm conforms to the Code of the City of Austin, Section 5-4-2 as reiterated below:

Chapter 5-4. Discrimination in Employment by City Contractors.

Sec. 4-2 Discriminatory Employment Practices Prohibited. As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations and agrees:

- (B) (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter. Such affirmative action shall include, but not be limited to: all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other form of compensation, and layoff or termination.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with OWNER's Human Rights Commission in connection with any investigation or conciliation effort of said Human Rights Commission to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require compliance with provisions of this chapter by all subcontractors having fifteen or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with OWNER subject to the terms of this chapter.

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Nondiscrimination Policy set forth below.

City of Austin
Minimum Standard Non-Discrimination in Employment Policy:

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE A COPY TO THE CITY OF THE CONTRACTOR'S NON-DISCRIMINATION POLICY ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION POLICY, AS SET FORTH HEREIN, **OR** THIS NON-DISCRIMINATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES (THE FORM OF WHICH HAS BEEN APPROVED BY THE CITY'S EQUAL EMPLOYMENT/FAIR HOUSING OFFICE), WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4.

Term:

The Contractor agrees that this Section 0800 Non-Discrimination Certificate or the Contractor's separate conforming policy, which the Contractor has executed and filed with the Owner, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payments, the Contractor's Non-Discrimination Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 23rd day of August, 2011

CONTRACTOR

International Building Services

Authorized Signature

Le y L

Title

President

City of Austin, Texas
NON-SUSPENSION OR DEBARMENT CERTIFICATION
SOLICITATION NO. SSC0168

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

Contractor's Name International Building Services

Signature of Officer
or Authorized
Representative:

Le Ky Kim

Date: 08-23-2011

Printed Name:

Hye K Kim

Title

President

**CITY OF AUSTIN
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING AFFIDAVIT
SOLICITATION NO. SSC0168**

**FOR
JANITORIAL SERVICES FOR WILDLAND CONSERVATION SERVICES**

State of Texas

County of Travis

The undersigned "Affiant" is a duly authorized representative of the Offeror for the purpose of making this Affidavit, and, after being first duly sworn, has deposed and stated and hereby deposes and states, to the best of his or her personal knowledge and belief as follows:

The term "**Offeror**", as used herein, includes the individual or business entity submitting the Offer and for the purpose of this Affidavit includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and anyone or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

1. **Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly:
 - a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.
 - b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Offeror.
2. **Preparation of Solicitation and Contract Documents.** The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
3. **Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract hereunder, no individual, agent, representative, consultant, subcontractor, or subconsultant associated with Offeror, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
4. **Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.
5. **City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Offeror is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.
6. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Offeror,
 - a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income.

**CITY OF AUSTIN
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING AFFIDAVIT**

- b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that OWNER is considering doing business with the Offeror.
- c. as required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:
<http://www.ci.austin.tx.us/cityclerk/coi.htm>

There are statutory penalties for failure to comply with Chapter 176.

If the Offeror cannot affirmatively swear and subscribe to the forgoing statements, the Offeror shall provide a detailed written explanation in the space provided below or, as necessary, on separate pages to be annexed hereto.

7. **Anti-Lobbying Ordinance.** As set forth in the Solicitation Instructions, Section 0200, paragraph 7N, between the date that the Solicitation was issued and the date of full execution of the Contract, Offeror has not made and will not make a representation to a member of the City Council, a member of a City Board, or any other official, employee or agent of the City, other than the Authorized Contact Person for the Solicitation, except as permitted by the Ordinance.

OFFEROR'S EXPLANATION:

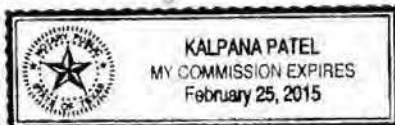
Contractor's Name: International Building Services

Printed Name: Hye K Kim

Title: President

Signature of Officer or Authorized Representative: [Signature]

Subscribed and sworn to before me this 19 day of August 2011



[Signature]
Notary Public

My Commission Expires 2/25/15

CITY OF AUSTIN, TEXAS
LIVING WAGES AND BENEFITS CONTRACTOR CERTIFICATION

(Please duplicate as needed)

SOLICITATION NO. SSC0168

Pursuant to the Living Wages and Benefits provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$11.00 per hour.

I hereby certify under penalty of perjury that all of the below listed employees of the Contractor who are directly assigned to this contract:

- (1) are compensated at wage rates equal to or greater than \$11.00 per hour; and
- (2) are offered a health care plan with optional family coverage.

| Employee Name | Employee Job Title |
|---------------|--------------------|
| Hector Puente | supervisor |
| | |
| | |
| | |
| | |
| | |

- (3) all future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$11.00 per hour and offered a health care plan with optional family coverage.
- (4) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each employee affected the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment.

Contractor's Name: International Building Services

Signature of Officer or Authorized Representative: Hye K Kim Date: 08-23-2011

Printed Name: Hye K. Kim

Title: President

City of Austin, Texas
NONRESIDENT BIDDER PROVISIONS
SOLICITATION NO. SSC0168

- 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

- (1) Texas Resident Bidder – A Bidder whose principal 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 is 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: _____

Bidder's Name: International Building Services

Signature of Officer or
Authorized
Representative:

Hye K Kim Date: 08-23-2011

Printed Name: Hye K Kim

Title: President

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS FORM**

SOLICITATION NUMBER: SSC0168

PROJECT NAME: JANITORIAL SERVICES FOR WILDLAND CONSERVATION SERVICES

The City of Austin has determined that no goals are appropriate for this project. Even though no goals have been established 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, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though no goals have been established, 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.

International Building Services
Company Name

Hye K. Kim President
Name and Title of Authorized Representative (Print or Type)

He y u
Signature

08-23-2011
Date

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS UTILIZATION PLAN**
(Please duplicate as needed)

SOLICITATION NUMBER: SSC0168

PROJECT NAME: JANITORIAL SERVICES FOR WILDLAND CONSERVATION SERVICES

PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION

| | | | |
|-------------------------------|---|---|--|
| Name of Contractor/Consultant | International Building Services | | |
| Address | P.O. Box 200506 | | |
| City, State/Zip | Austin TX 78720 | | |
| Phone | 512-833-8466 | Fax Number | 512-833-5299 |
| Name of Contact Person | Hye K Kim | | |
| Is company City certified? | Yes <input type="checkbox"/> No <input checked="" 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.

Hye K Kim, President
Name and Title of Authorized Representative (Print or Type)

[Signature]
Signature

08-23-2011
Date

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

| | | | |
|--|---|---------------------|--|
| Sub-Contractor/Consultant | | | |
| City of Austin Certified | MBE <input type="checkbox"/> WBE <input type="checkbox"/> | Ethnic/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/Consultant | | | |
| City of Austin Certified | MBE <input type="checkbox"/> WBE <input type="checkbox"/> | Ethnic/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 _____

CITY OF AUSTIN, TEXAS

Purchasing Office INVITATION FOR BID (IFB) Offer Sheet

SOLICITATION NO: SSC0168

DATE ISSUED: JULY 25, 2011

COMMODITY/SERVICE DESCRIPTION: JANITORIAL SERVICES FOR
WILDLAND CONSERVATION SERVICES FOR THE AUSTIN WATER
UTILITY

REQUISITION NO: 2200-11061700400

COMMODITY CODE: 9103945

FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT:

Sydney Ceder

PRE-BID CONFERENCE TIME AND DATE: 1:00 P.M. ON AUGUST 3,
2011

LOCATION: REICHER RANCH, 3621 RR 620, AUSTIN, TX 78738

BID DUE PRIOR TO: 11:30 A.M. ON AUGUST 23, 2011

COMPLIANCE PLAN DUE PRIOR TO: N/A

BID OPENING TIME AND DATE: 11:30 A.M. ON AUGUST 23, 2011

Senior Buyer

Phone: (512) 974-2035

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 310, AUSTIN, TEXAS 78701

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 must 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 must 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 <https://www.cityofaustin.org/purchase> and follow the directions.

SUBMIT 1 ORIGINAL AND 1 SIGNED COPY OF RESPONSE

SOLICITATION TO:

Signature of Person Authorized to Sign Offer

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

FEDERAL TAX ID NO. _____

Date: _____

Company Name: _____

Address: _____

City, State, Zip Code: _____

Phone No. () _____

Fax No. () _____

BELOW INFO MUST MATCH THE NAME AND ADDRESS ON INVOICE AND IN COMPANY PROFILE WITH CITY

Company "Remit To" Name: _____

Remit to Address: _____

City, State, Zip Code: _____

Email Address: _____

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All other Sections may be viewed at: <https://www.cityofaustin.org/purchase> by clicking the link to "Vendor Self Service (VSS)", sign in if registered, register, or use public access to follow the links to "Business Opportunities" and "Search for Solicitation."

RETURN FOLLOWING DOCUMENTS WITH BID/PROPOSAL/QUOTE/RESPONSE/SUBMITTAL**

- Cover Page Offer Sheet, 3 Pages
- Section 0600 Bid Sheet(s), 2 Pages
- Section 0700 Reference Sheet (if required), 1 Page
- Sections 0800 - 0835 Certifications and Affidavits (return all applicable Sections), 8 Pages
- Section 0900 MBE/WBE Procurement Program Package or No Goals Utilization Plan, if applicable, 2 Pages
- Bid Guaranty (if required), N/A

** 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.

NOTES:

The Vendor agrees, if this Offer is accepted within 90 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.ci.austin.tx.us/purchase/standard.htm>.

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 below address. 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.

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

| | |
|--------------------------|---|
| P.O. Address for US Mail | Street Address for Hand Delivery or Courier Service |
| City of Austin | City of Austin, Purchasing Office |
| Purchasing Office | Municipal Building |
| P.O. Box 1088 | 124 W 8 th Street, Rm 310 |

| | |
|--------------------------|---------------------------------|
| Austin, Texas 78767-8845 | Austin, Texas 78701 |
| | Reception Phone: (512) 974-2500 |

Notes: Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered. Unless authorized in the Solicitation, telegraphic or facsimile Offers will not be accepted.

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

The following Supplemental Purchasing Provisions apply to this solicitation:

EXPLANATIONS OR CLARIFICATIONS (reference paragraph 5 in Section 0200)

- 1 All requests for explanations or clarifications must be submitted in writing to the Purchasing Office at least five (5) days prior to the bid opening date either via Fax, (512) 974-2388 or email, sydney.ceder2@ci.austin.tx.us.

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: Sydney Ceder
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

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

- 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.
 - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and 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 \$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.

3. TERM OF CONTRACT

- A. The Contract shall be in effect for an initial term of 12 months and may be extended thereafter for up to 4 additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or her 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

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

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. A price increase, subject to the provisions of this Contract, may be requested by the Contractor (for each period of extension) for approval by the City's Purchasing Officer or his designee.

THIS IS A 12 MONTH CONTRACT.

FIRM PRICES ARE TO BE SUBMITTED FOR THE FIRST TWELVE (12) MONTH PERIOD

4. 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.

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 | Austin Water Utility, Wildland Conservation Division |
| Attn: | William Conrad |
| Address | 3621 S FM 620 |
| City, State Zip Code | Austin, TX 78738 |

- B. The Contractor agrees to accept payment by either credit card or bank draft 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. 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.

CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS

- C. The MSDS, instructions and information required in paragraph "a" must be included with each shipment under the contract.

7. LIVING WAGES AND BENEFITS (applicable to procurements involving the use of labor)

- A. In order to help assure low employee turnover, quality services, and to reduce costs for health care provided to uninsured citizens, the Austin City Council is committed to ensuring fair compensation for City employees and those persons employed elsewhere in Austin. This commitment has been supported by actions to establish a "living wage" and affordable health care protection. Currently, the minimum wage for City employees is \$11.00 per hour. This minimum wage is required for any Contractor employee directly assigned to this City Contract, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. Additionally, the City provides health insurance for its employees, and for a nominal rate, employees may obtain coverage for their family members. Contractors must offer health insurance with optional family coverage for all Contractor employees directly assigned to this contract. Proof of the health care plan shall be provided prior to award of a Contract. In addition, an insurance certificate for Workers' Compensation Insurance Coverage must be provided if required by the solicitation.
- C. The City requires Contractors submitting Offers on this Contract to provide a signed certification (**see the Living Wages and Benefits Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$11.00 per hour and are offered a health care plan. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- D. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA). Basic employment records shall at a minimum include:
- i. employee's full name, as used for social security purposes, and on the same record, the employee's identifying symbol or number if such is used in place of name on any time, work, or payroll records;
 - ii. time and date of week when employee's workweek begins;
 - iii. hours worked each day and total hours worked each workweek;
 - iv. basis on which employee's wages are paid;
 - v. regular hourly pay rate;
 - vi. total daily or weekly straight-time earnings;
 - vii. total overtime earnings for the workweek;
 - viii. all additions to or deductions from the employee's wages;
 - ix. total wages paid each pay period; and
 - x. date of payment and the pay period covered by the payment.
- E. The Contractor shall provide with the first invoice and as requested by the Department's Contract Manager, individual Employee Certifications (**see the Living Wages and Benefits Employee Certification included in the Solicitation**) for all employees directly assigned to the contract containing:
- i. the employee's name and job title;
 - ii. a statement certifying that the employee is paid at a rate equal to or greater than the Living Wage of \$11.00 per hour;

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

- iii. a statement certifying that the employee is offered a health care plan with optional family coverage.

Employee Certifications shall be signed by each employee directly assigned to the contract.

- A. Contractor shall submit employee certifications quarterly with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract.
- G. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records identified in paragraph D above to verify compliance with this provision.

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

- A. The Austin City Council adopted Ordinance No. 20071206-045 on December 6, 2007, adding a new Article 6 to Chapter 2-7 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services exceeding \$5,000. During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the person designated 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. The City requires Offerors submitting Offers on this Solicitation to provide a signed 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 (**see the Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit included in the Solicitation**).

9. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID)

- A. Contractors are required to obtain a certified criminal background report with fingerprinting (referred to as the "report") for all persons performing on the contract, including all Contractor, Subcontractor, and Supplier personnel (for convenience referred to as "Contractor's personnel").
- B. The report may be obtained by reporting to one of the below governmental entities, submitting to fingerprinting and requesting the report [requestors may anticipate a two-week delay for State reports and up to a four to six week delay for receipt of a Federal report.].
 - i. Texas Department of Public Safety for any person currently residing in the State of Texas and having a valid Texas driver's license or photo ID card;
 - ii. The appropriate governmental agency from either the U.S. state or foreign nation in which the person resides and holds either a valid U.S. state-issued or foreign national driver's license or photo ID card; or
 - iii. A Federal Agency. A current Federal security clearance obtained from and certified by a Federal agency may be substituted.
- C. Contractor shall obtain the reports at least 30 days prior to any onsite work commencement. Contractor also shall attach to each report the project name, Contractor's personnel name(s),

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

current address(es), and a copy of the U.S. state-issued or foreign national driver's license or photo ID card.

- D. Contractor shall provide the City Certified Criminal Background Report affirming that Contractor has conducted required security screening of Contractor's personnel to determine those appropriate for execution of the work and for presence on the City's property. A list of all Contractor Personnel requiring access to the City's site shall be attached to the affidavit.
- E. Upon receipt by the City of Contractor's affidavit described in (D) above and the list of the Contractor's personnel, the City will provide each of Contractor's personnel a contractor ID badge that is required for access to City property that shall be worn at all times by Contractor's personnel during the execution of the work.
- F. The City reserves the right to deny an ID badge to any Contractor personnel for reasonable cause, including failure of a Criminal History background check. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's reports. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) calendar days of the receipt of notification of denial.
- G. Contractor's personnel will be required to wear the ID badge at all times while on the work site. Failure to wear or produce the ID badge may be cause for removal of an individual from the work site, without regard to Contractor's schedule. Lost ID badges shall be reported to the City's Contract Manager. Contractor shall reimburse the City for all costs incurred in providing additional ID badges to Contractor Personnel.
- H. ID badges to enter and/or work on the City property may be revoked by the City at any time. ID badges must be returned to the City at the time of project completion and acceptance or upon removal of an individual from the work site.
- I. Contractor is not required to obtain reports for delivery personnel, including but not limited to FedEx, UPS, Roadway, or other materials delivery persons, however all delivery personnel must present company/employer-issued photo ID and be accompanied by at least one of Contractor's personnel at all times while at the work site.
- J. The Contractor shall retain the reports and make them available for audit by the City during regular business hours (reference paragraph 17 in Section 0300, entitled Right to Audit).

10. 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:

William Conrad

Austin Water Utility-Wildland Conservation Division

3621 RR 620 South

Austin, Texas 78738

*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.

**CITY OF AUSTIN
SCOPE OF WORK FOR
JANITORIAL SERVICES AT REICHER RANCH AND ONION CREEK**

1.0 Scope and Classification

1.1 Scope

- 1.1.1 This specification establishes the minimum requirements for janitorial services for the Wildland Conservation Division to be performed at nine (9) buildings located on two (2) separate sites. Eight (8) of the buildings are located at Reicher Ranch and the other building is the Onion Creek House (see addresses below in 2.2 and 2.3).
- 1.1.2 In order to be considered responsive to this solicitation, the contractor must comply with the intent of Green Seal 42, also known as GS-42, (see Attachment A) and provide chemicals and cleaners that meet the requirements set forth in this specification (see Sections 4.7 and 4.8 below)

1.2 Classification

- 1.2.1 Contractor shall provide janitorial services for a total of nine (9) buildings/sites of the Wildland Conservation Division of the Austin Water Utility, three (3) buildings twice a week, and seven (7) buildings/sites shall be on a monthly basis.

| <u>Date</u> | <u>Prepared by:</u> | <u>Issuance/Revision</u> | <u>Approval Department</u> | <u>Approval Purchasing</u> |
|-------------|---------------------|--------------------------|--------------------------------|--------------------------------|
| 04/16/03 | Andy Ramirez | Issuance | Alice Flora | Betty Overman |
| 05/19/06 | Willy Conrad | Revision | Virginia Soto | Steve Aden |
| 11/27/07 | Virginia Reynolds | Revision | Andy Ramirez | Steve Aden |
| 02/14/08 | Virginia Reynolds | Revision | Virginia Reynolds | Steve Aden |
| 05/01/09 | Virginia Reynolds | Revision | Andy Ramirez | Steve Aden |
| 06/17/11 | Virginia Reynolds | Revision | Andy Ramirez | Sydney Ceder |

This specification, until revised or rescinded, shall apply to each future purchase and contract for the services described herein and will be retained for future reference.

**CITY OF AUSTIN
SCOPE OF WORK FOR
JANITORIAL SERVICES AT REICHER RANCH AND ONION CREEK**

2.0 Scope of Work

2.1 The Contractor shall provide all labor, material, supplies, tools and equipment (except as identified in Section 5.2 and 5.3), required for the performance of these services.

2.2 The successful contractor shall provide janitorial services at the locations designated below. Eight of the nine buildings are located at:

2.2.1 Reicher Ranch:
3621 RR 620
Austin, Texas 78738

2.3 The ninth building, the Onion Creek House, is located at:

2.3.1 Onion Creek House (two entrances)

| From: I35 | From: Reicher Ranch |
|-------------------------|----------------------------|
| 6201 FM 967 Buda, TX | 7040 FM 150 Kyle, TX |

The approximate floor area (in square feet) and floor types of the nine (9) separate buildings are as follows:

| Building Name | Vinyl | Carpet | Tile | Stained Concrete | Service Frequency |
|------------------------|----------------------|---------------------|---------------------|-------------------------|--------------------------|
| Bethany House | 558 ft ² | | 162 ft ² | | Monthly |
| Annex | 936 ft ² | | | | Monthly |
| Emmaus House | 6458 ft ² | 350 ft ² | | | Monthly |
| Chapel | 942 ft ² | | | | Monthly |
| Cana House | 50 ft ² | 850 ft ² | | | Monthly |
| Onion Creek House | | | 200 ft ² | 4,000 ft ² | Monthly |
| Onion Creek Side House | | | | 1,200 ft | Monthly |
| Bethesda House | | | | 1,346 ft ² | Twice per week |
| Nazareth House | | | | 1,080 ft ² | Twice per week |
| Hebron House | | | | 1,782 ft ² | Twice per week |

2.4 For Bethesda House, Nazareth House and Hebron House - services shall be performed two workdays (Monday – Friday) per week, and shall continue on the same days of the week throughout the term of the contract. All work shall be completed between the hours of 8:00 a.m. and 4:00 p.m. Contractor shall

**CITY OF AUSTIN
SCOPE OF WORK FOR
JANITORIAL SERVICES AT REICHER RANCH AND ONION CREEK**

complete a checklist (sample attached) of the scheduled tasks performed and submit it to the Contract Manager upon completion of the weekly cleaning.

- 2.5 For Annex, Emmaus House, Chapel and Cana House – services shall be performed once per month, the same week each month, on a day that weekly cleaning is performed, and shall continue on the same day of the month throughout the term of the contract. All work shall be completed between the hours of 8:00 a.m. and 4:00 p.m. Contractor shall complete the checklist of the scheduled tasks performed and submit it to the Contract Manager upon completion of the monthly cleaning.
- 2.6 For Bethany House-services shall be performed on an as needed basis. When the facility is vacated in the future, (date to be determined) it will need to be cleaned up to once (1) per month. All work shall be completed between the hours of 7:00 a.m. and 10:00 a.m. Contractor shall complete the checklist of the scheduled tasks performed and submit it to the Contract Manager upon completion of the monthly cleaning.
- 2.7 The Onion Creek house is located at 6201 FM 967 near Buda, Texas and services shall be performed once per month. The date of cleaning for this site does not need to correspond with the day that weekly cleaning is performed at the Reicher Ranch facility but should be performed the on same day of the month throughout the contract.
- 2.8 Additional cleaning of the facilities scheduled for monthly cleaning can be requested to be performed on an as needed basis for a rate equal to the once monthly rate for each of these facilities. Contract Manager will notify contractor within 10 calendar days of when an additional cleaning is needed.

3.0 Performance Requirements

- 3.1 Contractor employees shall work quietly and unobtrusively to avoid interfering with the normal work of the building occupants.
- 3.2 The Contractor shall furnish and maintain all equipment necessary to perform the services required (except as identified in Section 5.2 and 5.3). The Contractor shall provide an equipment inventory list along with the bid, identifying all equipment by age and condition, to be used to provide the services required in this contract. The City of Austin reserves the right to inspect the Contractor's equipment at any time prior to or after the award of this contract. Following award of the contract, any equipment determined to be in poor condition shall be replaced immediately (before the next week's scheduled cleaning) at the Contractor's expense. Failure to provide suitable equipment for completing all requirements of this contract will be grounds for termination of the contract.
- 3.3 Twice per Week and Once per Month Tasks: The following tasks are to be performed on a twice weekly and once monthly basis under the provisions of this contract:

CITY OF AUSTIN
SCOPE OF WORK FOR
JANITORIAL SERVICES AT REICHER RANCH AND ONION CREEK

- 3.3.1 Empty all trash cans and recycle containers, provide/replace trash can liners as required (trashcan liners shall be replaced when they become stained, soiled, wet, or torn).
- 3.3.2 Dispose of trash in City provided outdoor dumpster.
- 3.3.3 Clean and wet mop all vinyl, stained concrete and ceramic floor surfaces.
- 3.3.4 Vacuum all carpeted floor surfaces; remove spots with City approved spot remover or carpet shampoo. Do not remove furniture or items other than chairs and trash cans.
- 3.3.5 Clean and dust all furniture and window sills. Do not disturb papers or items on top of furniture or tables.
- 3.3.6 Clean mirrors.
- 3.3.7 Clean and sanitize toilets, wash basins and tubs or showers in restrooms with detergents, disinfectant, and deodorizing cleaners.
- 3.3.8 Clean/sanitize all tile walls and floors in restrooms with Quaternary disinfectant.
- 3.3.9 Clean and dry-polish metal work in restrooms and kitchens.
- 3.3.10 Clean countertops and sinks in kitchens. Clean/dust surfaces of cabinets and appliances. Cleaning tools (sponges, brushes, etc.) used in kitchen areas shall be used only in the kitchen areas and shall not be used in any other areas of the building.
- 3.3.11 Vacuum/dust all air vents.
- 3.3.12 Clean and dust all mini-blinds.
- 3.4 Other Tasks
 - 3.4.1 The tasks listed below are to be performed on an "As-Needed Basis," with a minimum of seven (7) days notice from the Contract Manager.
 - 3.4.2 The Contractor shall complete these tasks prior to submitting an additional billing invoice for the month in which the work was requested.
 - 3.4.2.1 Clean interior and exterior surfaces of all windows and window walls.
 - 3.4.2.2 Clean interior walls and baseboards of cobwebs and dust.
- 3.5 The following definition of terms will be used in evaluating janitorial services.

CITY OF AUSTIN
SCOPE OF WORK FOR
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- 3.6 **Dusting** - a properly dusted surface shall be free of all dirt and dust, dust streaks, lint and cobwebs. Dusting shall be completed before vacuuming, sweeping, and dust mopping.
- 3.7 **Vacuuming** - a properly vacuumed carpet shall be free of all dirt, dust, grit, lint and debris. All spots or stains shall be removed by spot cleaning methods. The machine used to vacuum shall have adequate suction to lift dirt, grit and debris from the base of the carpet nap (3.5 amps or greater). It shall also function in a manner to completely contain all material vacuumed from the carpet without discharging dust or other materials into the air. All stains shall be removed immediately with a carpet cleaning solution in such a manner as to not leave rings or discoloration. Vacuum around perimeter of room along baseboards to lift dirt, grit and debris on carpet, vinyl or tile.
- 3.8 **Wet Mop** - a properly wet mopped floor shall be free of all dirt, dust, grit, marks, and debris. Fresh water, to which an odorless detergent or cleaning agent has been added, shall be used with a sponge-type or string-type mop to remove all dirt and marks. (A Quaternary disinfectant shall also be added to the water for cleaning the restroom floor.)
- 3.9 **Glass Cleaning** - a properly cleaned glass/mirror surface shall be free of streaks, film, deposits, debris and stains and shall have a uniformly bright appearance. All adjacent surfaces shall be wiped clean.
- 3.10 **Sinks** - these fixtures and their hardware, when properly cleaned, shall be free of all deposits, stains, streaks, film, odor, debris, and germs.

4.0 Contractor Requirements

- 4.1 Each bidder shall submit a list, along with their bid, of five local references for their performance of similar janitorial services. Preferred references are those of similar size and scope of work performed within the past twelve months.
- 4.2 Each bidder shall submit the name and daytime telephone number of the person assigned to administer this contract.
- 4.3 The contractor shall employ only qualified supervisors and workers who are skilled in the performance of janitorial services. Personnel performing work under this contract shall be direct employees of the Contractor and shall wear uniforms or name tags that identify them as employees of the contractor. The Contractor shall ensure that all personnel assigned to these work sites have at least one (1) year's experience in the janitorial services industry, either with the Contractor or another janitorial company. The City of Austin reserves the right to review the resumes of all personnel performing under this contract.
- 4.4 The Contractor shall provide and maintain an adequate number of employees to satisfactorily perform the scheduled work within the allotted time.

CITY OF AUSTIN
SCOPE OF WORK FOR
JANITORIAL SERVICES AT REICHER RANCH AND ONION CREEK

- 4.5 The City of Austin will have the right to require the dismissal from the premises covered by this contract any employee whose conduct is improper, inappropriate, or offensive as determined by the City of Austin. Any employee so dismissed from working on this contract will not be allowed to return to the premises without written consent from the City of Austin. Personnel not employed by the Contractor (including minors not employed by the Contractor) shall not be permitted on the work premises.
- 4.6 At no time should the Contractor store any chemicals, equipment, products, or materials on City grounds unless written permission is given by the City's Contract Manager. This does not apply to materials provided by the City.
- 4.7 The City of Austin believes that there is a sufficient selection of cost-competitive, effective, and environmentally sensitive cleaning supplies available in each of the following categories:
 - 4.7.1 Bathroom Cleaners
 - 4.7.2 Carpet Cleaners
 - 4.7.3 General Purpose and Hard Floor Surface Cleaners
 - 4.7.4 Glass, Window and Mirror Cleaners
 - 4.7.5 Hand Cleaners and Hand Soaps
- 4.8 For the cleaning supplies and product categories mentioned in Section 4.7, any vendor of janitorial services will be considered in compliance with the intent of GS-42 if they use products that meet the minimum standards listed below:
 - 4.8.1 Green Seal Certified Products
1001 Connecticut Ave. NW, Suite 827
Washington DC, 20036-5525,
202/872-6400
202/872-4324 (fax)
www.greenseal.org.
 - 4.8.2 EcoLogo Certified Products
107 Sparks St., 2nd Floor
Ottawa, Ontario, Canada K1A 0H3
www.ecologo.org.
 - 4.8.3 For chemicals: Recognized by the U.S. Environmental Protection Agency Design for the Environment (DfE) Formulator Program, Office of Pollution Prevention and Toxics, USEPA, 1200 Pennsylvania Ave., NW, Mail Code 7406-M, Washington DC, 20460, www.epa.gov/dfe/contact.htm.
 - 4.8.4 The City prefers that vendors buy the concentrated version of cleaners, if available, and not a ready-to-use version to reduce packaging and

CITY OF AUSTIN
SCOPE OF WORK FOR
JANITORIAL SERVICES AT REICHER RANCH AND ONION CREEK

waste. The purchase of cleaning products in concentrated form reduces the amount of container material, packaging and fuel used in the transport of the product. As a result, use of a concentrated product both conserves natural resources and reduces waste.

5.0 Material Requirements

- 5.1 The Contractor shall provide all materials and supplies required for the performance of these Janitorial Services (except those specifically named in Sections 5.3 and 5.4). Materials and supplies provided and used shall conform to the requirements listed in this specification. No material shall be used which can damage building finishes, including walls, wall coverings, fixtures, furnishing, floors, floor covering, toilet fixtures, painted surfaces, laminate surfaces, plumbing, glass, furniture, or any other item being cleaned.
- 5.2 Material Safety Data Sheets (MSDS) for all materials and supplies proposed for use shall be submitted for approval before the materials are used in the building. The approval of any product or material may be revoked at any time if unsatisfactory results, high-toxicity, or damage to items being cleaned results, or is expected to result, from that product or material's continued use.
- 5.3 The City of Austin will provide the following materials and supplies:
 - 5.3.1 Hand Soap
 - 5.3.2 Paper Towels
 - 5.3.3 Toilet Tissue
 - 5.3.4 The Contractor shall notify the City's Contract Manager when the available inventory of any material falls to one week's requirement. This notification shall allow sufficient time for reordering and replenishing the materials.
- 5.4 The City of Austin will provide the following tools:
 - 5.4.1 Wet Mop and Bucket
 - 5.4.2 Dust Pan and Broom
 - 5.4.3 The City will provide water and electricity, as necessary, for the performance of the services described in this scope of work. The Contractor shall use these utilities to perform janitorial services.

CITY OF AUSTIN
SCOPE OF WORK FOR
JANITORIAL SERVICES AT REICHER RANCH AND ONION CREEK

6.0 Other Requirements

- 6.1 Rules and Cleaning Schedules
- 6.2 The Contractor is responsible for instructing his/her employees on appropriate safety measures, including but not limited to:
 - 6.2.1 Safe use of all chemicals, materials, and supplies used to perform these services
 - 6.2.2 Walkways and halls shall be kept free of unattended mops, brooms, equipment, and other tools.
 - 6.2.3 "Wet Floor" signs shall be displayed in areas being wet or damp mopped. Signs shall be removed and stored after floors have dried.
 - 6.2.4 Contractor's employees shall temporarily interrupt their work if necessary to allow passage of City employees through halls and walkways
- 6.3 Damages
 - 6.3.1 Surfaces, fixtures or furnishings damaged by the Contractor's employees will be replaced or repaired to original condition, at no cost to the City.

7.0 Additional Information

- 7.1 Following the Contract award, but prior to commencing work, a meeting will be scheduled and held to review all the requirements of the contract and to answer any questions the Contractor may have. At a minimum, the Contractor's person assigned to administer this Contract and the Contractor's onsite supervisor shall speak English and shall attend this meeting.

8.0 Billing/Invoice Requirements:

- 8.1 Prior to the tenth (10) of each month, the Contractor shall submit a monthly invoice to the Contract Manager for work performed in the previous month. The invoice shall show the Contractor's Name, business address, address for payment remittance (if different from business address) and the period covered by the invoice, and shall reference the contract number.
- 8.2 If scheduled weekly tasks were not performed in the month being billed, a prorated credit shall be included on the invoice and deducted from the total amount for that month's services.
- 8.3 If work is requested on an "As-Needed Basis", there shall be a separate invoice created for those services.
- 8.4 All Invoices shall be mailed to the following address:

CITY OF AUSTIN
SCOPE OF WORK FOR
JANITORIAL SERVICES AT REICHER RANCH AND ONION CREEK

8.4.1 Austin Water Utility – Wildland Conservation Division
3621 RR 620 South
Austin, TX 78738
Attention: William Conrad

- 8.5 Contractor shall provide necessary documentation to prove compliance with the City's Living Wage Requirements, and shall submit such documentation when requested.

9.0 Omissions

It is the intent of this specification to acquire complete Janitorial Services for the City of Austin, AWU. Any services that have been omitted from this specification, which are clearly necessary for the complete and legal operation of this service are to be considered a requirement, although not directly specified or called for in this specification. These omissions should be brought to the immediate attention of the buyer listed in the solicitation documents and a determination will be made as to whether the requirements are to be incorporated into the solicitation by means of an addendum to the Invitation for Bid.

**QUOTE SHEET
CITY OF AUSTIN
JANITORIAL SERVICES AT REICHER RANCH FACILITIES**

BID NO. SSC0168

RQM NO. 2200 11061700400

BID OPENING DATE AND TIME: August 23, 2011 at 11:30 A.M.

BUYER: Sydney Ceder

Special Instructions: Be advised that exceptions taken to any portion of the solicitations may jeopardize acceptance of the bid.

| ITEM NO. | ITEM DESCRIPTION | UNIT OF ISSUE | QUANTITY | UNIT PRICE | EXTENDED PRICE |
|----------|--|---------------|----------|------------|----------------|
| 1 | JANITORIAL SERVICES TO BE PERFORMED AT THE BETHESDA HOUSE TWICE A WEEK IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | JOBS | 104 | \$ | \$ |
| 2 | JANITORIAL SERVICES TO BE PERFORMED AT THE NAZARETH HOUSE TWICE A WEEK IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | JOBS | 104 | \$ | \$ |
| 3 | JANITORIAL SERVICES TO BE PERFORMED AT THE HEBRON HOUSE TWICE A WEEK IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | JOBS | 104 | \$ | \$ |
| 4 | JANITORIAL SERVICES TO BE PERFORMED AT THE ONION CREEK HOUSE IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$ | \$ |
| 5 | JANITORIAL SERVICES TO BE PERFORMED AT THE ONION CREEK SIDE HOUSE IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$ | \$ |
| 6 | JANITORIAL SERVICES TO BE PERFORMED AT THE EMMAUS HOUSE IN ACCORDANCE WITH ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$ | \$ |
| 7 | JANITORIAL SERVICES TO BE PERFORMED AT THE CHAPEL BUILDING IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$ | \$ |

| ITEM NO. | ITEM DESCRIPTION | UNIT OF ISSUE | QUANTITY | UNIT PRICE | EXTENDED PRICE |
|----------|---|---------------|----------|------------|----------------|
| 8 | JANITORIAL SERVICES TO BE PERFORMED AT THE CANA HOUSE IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK | WEEKLY | 52 | \$ _____ | \$ _____ |
| 9 | JANITORIAL SERVICES TO BE PERFORMED AT THE BETHANY HOUSE IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$ _____ | \$ _____ |
| 10 | JANITORIAL SERVICES TO BE PERFORMED AT THE ANNEX LOCATION IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK | MONTHLY | 12 | \$ _____ | \$ _____ |
| 11 | FOR INFORMATIONAL PURPOSES -SPECIAL CLEANING REQUIREMENTS NOT SCHEDULED | HOURLY | 100 | \$ _____ | \$ _____ |
| | | | | TOTAL | \$ _____ |

ACCOUNTS RECEIVABLE POINT OF CONTACT, NAME: _____ PHONE NUMBER: _____

BIDDERS SHALL SUBMIT A "SAMPLE" INVOICE WITH BID.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

PRINTED NAME: _____

EMAIL ADDRESS: _____

JANITORIAL SERVICES AT REICHER RANCH

CHECK LIST

(THIS SHEET MUST BE COMPLETED AND TURNED IN AFTER EACH VISIT)

REQUIREMENTS FOR BI-WEEKLY AND MONTHLY CLEANING:

| | M O N D A Y | W E D N E S D A Y | M O N T H L Y |
|--|----------------------------|---|---------------------------------|
| Empty all trash cans and recycle containers. | | | |
| Clean and wet mop all vinyl, stained concrete and ceramic floor surfaces. | | | |
| Vacuum all carpeted floor surfaces. | | | |
| Clean and dust all furniture and window sills. Do not disturb papers or items on top of furniture or tables. | | | |
| Clean mirrors. | | | |
| Clean and sanitize toilets, wash basins and tubs or showers in restrooms with detergent, disinfectant, and deodorizing cleaners. | | | |
| Clean, sanitize all tile walls and floors in restrooms with Quaternary disinfectant. | | | |
| Clean and dry-polish metal work in restrooms and kitchens. | | | |
| Clean countertops and sinks in kitchens. Clean/dust surfaces of cabinets and appliances. Cleaning tools (sponges, brushes, etc.) used in kitchen areas shall be used only in the kitchen areas and shall not be used in any other areas of the building. | | | |
| Vacuum/dust all air vents. | | | |
| Clean and dust all mini-blinds. | | | |
| OTHER TASK - AS NEEDED | | | S E |
| Clean interior and exterior surfaces of all windows and window walls. | | | |
| Clean interior walls and baseboards of cobwebs and dust. | | | |

DATE: _____

IBS REP: _____

WQPL APPROVED ____ YES ____ NO

WCD APPROVED ____ YES ____ NO

COMMENTS/ACTIONS NEEDED:

**CITY OF AUSTIN
PURCHASING OFFICE
REFERENCE SHEET**
Please Complete and Return This Form with the Offer

SOLICITATION NUMBER:

SSC0168

OFFEROR'S NAME:

DATE:

The Offeror shall furnish, with the Offer, the following information, for at least insert # recent customers to whom products and/or services have been provided that are similar to those required by this Solicitation.

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

City of Austin, Texas
EQUAL EMPLOYMENT/FAIR HOUSING OFFICE
NON-DISCRIMINATION CERTIFICATION
SOLICITATION NO. SSC0168

City of Austin, Texas
Human Rights Commission

To: City of Austin, Texas, ("OWNER")

I hereby certify that our firm conforms to the Code of the City of Austin, Section 5-4-2 as reiterated below:

Chapter 5-4. Discrimination in Employment by City Contractors.

Sec. 4-2 Discriminatory Employment Practices Prohibited. As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations and agrees:

- (B) (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter. Such affirmative action shall include, but not be limited to: all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other form of compensation, and layoff or termination.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with OWNER's Human Rights Commission in connection with any investigation or conciliation effort of said Human Rights Commission to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require compliance with provisions of this chapter by all subcontractors having fifteen or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with OWNER subject to the terms of this chapter.

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Nondiscrimination Policy set forth below.

City of Austin
Minimum Standard Non-Discrimination in Employment Policy:

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE A COPY TO THE CITY OF THE CONTRACTOR'S NON-DISCRIMINATION POLICY ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION POLICY, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES (THE FORM OF WHICH HAS BEEN APPROVED BY THE CITY'S EQUAL EMPLOYMENT/FAIR HOUSING OFFICE), WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4.

Term:

The Contractor agrees that this Section 0800 Non-Discrimination Certificate or the Contractor's separate conforming policy, which the Contractor has executed and filed with the Owner, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payments, the Contractor's Non-Discrimination Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this _____ day of _____, _____

CONTRACTOR _____

Authorized Signature _____

Title _____

City of Austin, Texas
NON-SUSPENSION OR DEBARMENT CERTIFICATION
SOLICITATION NO. SSC0168

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

Contractor's Name: _____

Signature of Officer
or Authorized
Representative: _____

Date: _____

Printed Name: _____

Title: _____

CITY OF AUSTIN
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING AFFIDAVIT
SOLICITATION NO. SSC0168

FOR
JANITORIAL SERVICES FOR WILDLAND CONSERVATION SERVICES

State of Texas

County of Travis

The undersigned "Affiant" is a duly authorized representative of the Offeror for the purpose of making this Affidavit, and, after being first duly sworn, has deposed and stated and hereby deposes and states, to the best of his or her personal knowledge and belief as follows:

The term "Offeror", as used herein, includes the individual or business entity submitting the Offer and for the purpose of this Affidavit includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and anyone or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

1. **Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly:
 - a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.
 - b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Offeror.
2. **Preparation of Solicitation and Contract Documents.** The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
3. **Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract hereunder, no individual, agent, representative, consultant, subcontractor, or subconsultant associated with Offeror, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
4. **Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.
5. **City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Offeror is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.
6. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Offeror:
 - a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;

**CITY OF AUSTIN
NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING AFFIDAVIT**

- b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that OWNER is considering doing business with the Offeror;
- c. as required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:
<http://www.ci.austin.tx.us/cityclerk/coi.htm>

There are statutory penalties for failure to comply with Chapter 176.

If the Offeror cannot affirmatively swear and subscribe to the forgoing statements, the Offeror shall provide a detailed written explanation in the space provided below or, as necessary, on separate pages to be annexed hereto.

7. **Anti-Lobbying Ordinance.** As set forth in the Solicitation Instructions, Section 0200, paragraph 7N, between the date that the Solicitation was issued and the date of full execution of the Contract, Offeror has not made and will not make a representation to a member of the City Council, a member of a City Board, or any other official, employee or agent of the City, other than the Authorized Contact Person for the Solicitation, except as permitted by the Ordinance.

OFFEROR'S EXPLANATION

Contractor's Name: _____

Printed
Name: _____

Title: _____

Signature of Officer or Authorized Representative: _____

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public

My Commission Expires _____

CITY OF AUSTIN, TEXAS
LIVING WAGES AND BENEFITS CONTRACTOR CERTIFICATION

(Please duplicate as needed)

SOLICITATION NO. SSC0168

Pursuant to the Living Wages and Benefits provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$11.00 per hour.

I hereby certify under penalty of perjury that all of the below listed employees of the Contractor who are directly assigned to this contract:

- (1) are compensated at wage rates equal to or greater than \$11.00 per hour; and
- (2) are offered a health care plan with optional family coverage.

| Employee Name | Employee Job Title |
|---------------|--------------------|
| | |
| | |
| | |
| | |
| | |
| | |

- (3) all future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$11.00 per hour and offered a health care plan with optional family coverage.

- (4) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each employee affected the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment.

Contractor's Name: _____

Signature of Officer
or Authorized
Representative: _____

Date: _____

Printed Name: _____

Title _____

**CITY OF AUSTIN, TEXAS
LIVING WAGES AND BENEFITS EMPLOYEE CERTIFICATION**

| | |
|--------------------------|---|
| Contract Number: SSC0168 | Description of Services: JANITORIAL SERVICES AT WILDLAND CONSERVATION SERVICES |
| Contractor Name: | |

Pursuant to the Living Wages and Benefits provision of the contract (reference Section 0400, Supplemental Purchase Provisions), the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$11.00 per hour. In addition, employees are required to certify that they are compensated in accordance with the Living Wage provision. Contractors are prohibited from retaliating against any employee claiming non-compliance with the Living Wage provision.

I hereby certify under penalty of perjury that I am directly assigned to this contract and that I am:

- (1) compensated at wage rates equal to or greater than \$11.00 per hour; and
- (2) offered a health care plan with optional family coverage.

| | |
|---|------|
| Employee's Title: Insert Employee's Title | |
| Signature of Employee | Date |
| Type or Print Name Insert Employee's Name | |

(Witness Signature)

(Printed Name)

City of Austin, Texas
NONRESIDENT BIDDER PROVISIONS
SOLICITATION NO. SSC0168

- 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 principal 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 is 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: _____

Bidder's Name _____

Signature of Officer or
Authorized
Representative: _____

Date: _____

Printed Name: _____

Title _____

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS FORM**

SOLICITATION NUMBER: SSC0168

PROJECT NAME: JANITORIAL SERVICES FOR WILDLAND CONSERVATION SERVICES

The City of Austin has determined that no goals are appropriate for this project. Even though no goals have been established 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, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though no goals have been established, 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: SSC0168

PROJECT NAME: JANITORIAL SERVICES FOR WILDLAND CONSERVATION SERVICES

PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION

| | |
|--|------------|
| Name of Contractor/Consultant | |
| Address | |
| City, State Zip | |
| Phone | 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/subconsultants/suppliers that will be used in the performance of this Contract. **Attach Good Faith Efforts documentation if non MBE/WBE firms will be used.**

| | |
|--|--|
| Sub-Contractor/Consultant | |
| City of Austin Certified | MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/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/Consultant | |
| City of Austin Certified | MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/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 _____

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

SOLICITATION NUMBER: **SSC0168**

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: 9103945

DESCRIPTION: JANITORIAL SERVICES

- ☐ 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):

Contractor's Name:

Street Address

City, State, Zip Code

Signature of Officer or
Authorized

Representative:

Date:

Printed Name:

Title