

CITY OF AUSTIN, TEXAS

Purchasing Office

REQUEST FOR QUOTATION (RFQ)

Offer Sheet

SOLICITATION NO: BKH0071

COMMODITY/SERVICE DESCRIPTION: Window & Mirror Replacement
at Libraries

DATE ISSUED: 10/28/09

PRE-BID CONFERENCE TIME AND DATE: N/A

REQUISITION NO.: RQM 8500 09090100760

LOCATION: N/A

COMMODITY CODE: 91030

FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT:

QUOTE DUE PRIOR TO: 11/12/09 at 11:00 am

Brenda Helgren

COMPLIANCE PLAN DUE PRIOR TO: N/A

QUOTE CLOSING TIME AND DATE: 11/12/09 at 11:00 am

Senior Buyer

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

Phone: (512) 974-9141

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. 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](https://www.cityofaustin.org/purchase) and follow the directions.

FAX QUOTE TO (512) 974-2388 ATTN: Brenda Helgren

SOLICITATION TO:

Insert Vendor Name & Address

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 _____

WINDOW & MIRROR REPLACEMENT AT LIBRARIES SCOPE OF WORK

1.0 BACKGROUND

This contract is for the replacement or repair of any structural glass product used by the City of Austin Library Department (herein referred to as the "Library Department"). The Contractor awarded this contract shall have the experience and technical ability to accomplish any glass replacement or repair work needed by the Library Department.

2.0 SCOPE OF SERVICES

- 2.1 Contractor's responsibility shall include, but is not limited to, providing glass replacement and repair services, securing/boarding of windows, doors, and other glass installation prior to an emergency condition, providing sufficient personnel to respond to the needs of the Library Department, providing all materials and equipment, installing glass windows on ground level or multi-story buildings, replacing glass doors, providing custom metal work, mirrors, tinted glass, and custom cut glass, securing buildings with glass damage, ordering materials, and disposing of glass and other materials as a result of providing glass replacement and repair services.
- 2.2 Contractor shall provide all labor, materials, equipment, tools, permits, supervision, transportation, and training necessary for glass replacement and repair services. Equipment shall include, but is not limited to, scissor-lifts, bucket trucks, high-reach lifting devices, narrow lift (pass through 36" door), and scaffolding. Contractor shall have an adequate supply of material in inventory for emergency and non-emergency requests. Materials shall be clean, properly maintained and properly secured at the Contractor's place of business.
- 2.3 Contractor shall respond to all requests from the Library Department for emergency and non-emergency glass replacement and repair services. Contractor shall perform all steps reasonably necessary to protect City property and persons from harm. Failure to perform repairs in a prompt and professional manner may result in termination of the Contract.

3.0 WORK COORDINATION

- 3.1 Prior to beginning any work, the Contractor shall contact the Contract Administrator for the Library Department, Manuel Huerta @ 512-974-7334.
- 3.2 When the Library Department needs glass replacement or repair service, the initial procedure shall be as follows:
 - 3.2.1 The Library Department shall contact the Contractor via a 24-hour telephone number and request glass replacement and/or repair services.

- 3.2.2 Contractor shall provide a complete cost estimate with an estimated completion time to the Library Department within three (3) working days for non-emergency service and within two (2) hours for emergency service.
- 3.2.3 The Library Department shall review the estimate. If the Library Department is in agreement with the description of services and associated cost, the Library department will sign the cost estimate and return it to the Contractor via e-mail or fax. **NO WORK SHALL COMMENCE UNTIL THIS ESTIMATE IS SIGNED.**
- 3.2.4 Contractor shall acknowledge receipt of the signed cost estimate by sending an e-mail or fax to the Library Department.
- 3.2.5 Contractor shall immediately dispatch a Project Manager or designee and personnel to the Library Department property. The Project Manager or designee shall oversee the work through completion. The Project Manager or designee shall not be removed from the project without prior written consent by the prime contact in the Library Department.
- 3.2.6 Contractor shall complete the work within the time stated in the cost estimate and notify the Library Department by e-mail or fax when work is complete.

4.0 LABOR HOURS TIME DESIGNATIONS

For this glass replacement and repair contract, time designations shall be as follows:

- 4.1 REGULAR HOURS shall be 7:00 a.m. through 3:30 p.m. Monday through Friday.
- 4.2 EMERGENCY HOURS shall be 3:31 p.m. through 6:59 a.m. Monday through Friday.
- 4.3 EMERGENCY HOURS shall be 3:31 p.m. Friday through 6:59 a.m. Monday.
- 4.4 EMERGENCY HOURS shall be any time (24/7).
- 4.5 HOLIDAY HOURS shall be 12:00 a.m. through 11:59 p.m. on an Official City of Austin on Holiday approved by Austin City Council.

5.0 EMERGENCY RESPONSE

- 5.1 In the event of an actual emergency condition, such as a storm, hail, fire, breach of building security, or other situation where substantial damage has occurred, the Contractor shall provide sufficient personnel and materials to protect Library Department property and ensure

uninterrupted service at all damaged Library Department properties. The Library Department will prioritize the work and notify the Contractor.

- 5.2 Emergency services shall include, but is not limited to, securing/boarding of windows to prevent property damage and replacing or repairing damaged glass.
- 5.3 Project Manager or designee and personnel must be onsite within four (4) hours of notification by the Library department. The Project Manager or designee and personnel shall remain at the damaged property for the period of time necessary to complete repairs with available materials or to secure and waterproof damaged areas while materials are being ordered.
- 5.4 After the event, the Contractor shall remove and retain all Contractor-owned property used to secure Library Department property. All Contractor-owned property shall be clean, properly maintained and properly secured when not in use.

6.0 SPECIAL ORDER GLASS

For any glass that the Contractor must special order, the procedure shall be as follows:

- 6.1 Contractor shall notify the Library Department in writing of the need to place a special order for glass.
- 6.2 Contractor shall submit a complete cost estimate via e-mail or fax to the Library Department within three (3) working days of notification. The cost estimate shall be accompanied by a supplier's' cost estimate. If the Contractor has not received a quote from its supplier within three (3) working days, the Contractor may provide a cost estimate reflecting "rough estimate". WORK SHALL NOT BE APPROVED UNTIL THE CONTRACTOR PROVIDES AN ACCURATE COST ESTIMATE.
- 6.3 The Library Department shall review the cost estimate. If the Library Department is in agreement with the description of services and associated cost, the Library Department will sign the estimate and return it to the Contractor via e-mail or fax.
- 6.4 Contractor shall acknowledge receipt of the signed cost estimate by sending an e-mail or fax to the Library Department. NO ORDERS SHALL BE PLACED UNTIL THE CONTRACTOR RECEIVES A SIGNED COST ESTIMATE.
- 6.5 Contractor shall commence the work specified in the cost estimate and complete the work within the time stated in the cost estimate. After completion of work, Contractor shall submit a letter of completion to the Library Department.
- 6.6 The Library Department shall determine if the work is complete and acceptable. If the work is complete and acceptable, the Library

Department shall sign the letter of completion and return it to the Contractor via e-mail or fax.

7.0 TINT MATCHING

- 7.1 The Library shall furnish the original glass specifications and/or a sample of the tint to be matched.
- 7.2 It shall be the responsibility of the Contractor to obtain a match as close as possible and to obtain approval from the Library Department prior to installation.
- 7.3 If the Contractor's supplier anticipates any problems in matching the tint required, the Contractor shall notify the Library department immediately via e-mail or fax so alternatives can be explored. NO GLASS SHALL BE PRODUCED UNTIL THE LIBRARY DEPARTMENT APPROVES THE ALTERNATE TINT MATCH.

8.0 CITY BUILDING CODES

All work performed or equipment installed shall be in strict accordance with the City of Austin Building Codes. Any deficiencies discovered during work or after completion of work shall be immediately corrected by the Contractor. Failure to correct deficiencies shall result in the Library Department having corrections made at the Contractor's expense.

9.0 SILENCE OF SPECIFICATIONS

The apparent silence of these specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of these specifications shall be made on the basis of this statement.

10.0 DELIVERY

The Contractor agrees to make deliveries only upon receipt of a duly signed and approved cost estimate from the Library Department. Delivery made without such signed cost estimate shall be at Contractor's risk.

11.0 MATERIALS

Materials furnished shall be the latest product in production to commercial trade, and shall be of the highest quality. The Manufacturer furnishing the materials shall be experienced in the production of such items and shall furnish evidence of having supplied similar materials that have been in successful operation.

12.0 WORK STATEMENT

All work shall be of the highest standards prevailing in the industry and in compliance with applicable codes, rules and regulations governing the work.

13.0 WARRANTY

13.1 Contractor shall provide, at a minimum, a twelve (12) month warranty on materials and workmanship. The warranty period shall begin on the day the Library Department officially accepts the work. Warranty work shall be completed within five (5) working days of notice.

13.2 Contractor shall provide the manufacturer's warranty, which specifies the extent to which the quality or performance of the product is assured and states the conditions under which the product can be returned, replaced, or repaired.

14.0 ADDITIONS & DELETIONS

The Library Department Contract Administration by means of a written authorization to Contractor may add or delete locations and/or service to this Contract. Written notification shall take effect upon the Contractor's receipt of such notice or on such other days as specified therein. As of the effective date, each item added or deleted shall be subject to this Contract, as if it had original been a part.

15.0 ESTIMATED QUANTITIES

The Library Department reserves the right to increase or decrease the quantities listed, subject to the availability of funds. This project will be awarded as a turnkey project with individual work Orders issued as needed for the completion of specified work.

16.0 PERSONNEL UNIFORMS

16.1 Contractor shall provide uniforms to all personnel. While performing work on City property, personnel shall wear uniforms with the Contractor's name clearly displayed on the shirt, photo identification badges and personal protective equipment.

16.2 The uniforms shall reflect positively on the Library Department. Thus, the Library Department Contract Administration reserves the right to approve the uniforms.

17.0 TRANSPORTATION AND PARKING

17.1 Contractor shall provide all transportation required to perform the work. Contractor shall park its vehicles in areas designated by the Library Department at the Contractor's expense, if any. All vehicles must be

clearly marked with the Contractor's or Subcontractor's name on both sides of each vehicle. Magnetic signs are acceptable.

18.0 SAFETY GENERAL

18.1 SAFETY PROGRAM

Contractor shall not require any person to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to their health or safety. Contractor shall comply with all provisions of the Occupational Health and Safety Act (OSHA).

Contractor shall be completely familiar with, and shall enforce all City, State of Texas and Federal OSHA regulations and requirements as applicable, including but not limited to, the following:

18.1.1 Contractor personnel must wear applicable personal protection equipment at all times.

18.1.2 Contractor personnel operating equipment or handling materials must be fully trained in the safe operation of the equipment or materials.

18.1.3 Contractor personnel must follow and apply safety practices prevailing in their applicable industry.

18.1.4 Contractor shall mark work areas in locations accessed by the public with appropriate safety signs to protect the public from injury.

18.1.5 Contractor shall post safety warnings as necessary to ensure safe operations.

18.2 When Contractor becomes aware of a hazardous or potentially hazardous condition during the course of performing services, Contractor shall immediately notify the Library Department upon detection of the condition.

18.3 REGULATORY REQUIREMENTS

To protect the life and health of employees and other persons; to prevent damage to property, materials, supplies, and equipment; and to avoid work interruptions, Contractor shall comply with the latest 29 CFR 1910, Occupational Safety and Health Standards (General Industry Standards) as revised or amended from time to time. Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of Contractor, and the City assumes no liability or responsibility for Contractor's compliance or noncompliance with such responsibilities. CONTRACTOR SHALL INDEMNIFY THE CITY FOR ANY CLAIMS, FINES, OR DEMANDS RESULTING FROM CONTRACTOR'S FAILURE TO COMPLY WITH OSHA REQUIREMENTS.

18.4 ACCIDENT REPORTS

Contractor shall comply with all OSHA reporting requirements for record keeping and reporting of all accidents resulting in death, injury, occupational disease, or adverse environmental impact. The Contractor shall provide a verbal report to the Contractor Administrator within one normal working day of occurrence. Contractor shall cooperate with the Contract Administrator, providing written documentation and any information required for their records.

18.5 ENVIRONMENTAL REQUIREMENTS

Contractor shall comply with all applicable federal, state, and local environmental protection laws, regulations, and standards. Contractor shall comply with any other statutory requirements for clean air, clean water, toxic substances control, pollution control, resource conservation and recovery. All environmental protection matters or questions must be coordinated with the Contract Administrator.

18.6 STOP-WORK

Contractor shall be responsible for the enforcement of all safety requirements for any work performed under the Agreement. If Contractor fails or refuses to promptly comply with safety requirements, the Contract Administrator may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such order shall be made the subject of a claim for extension of time or for excess costs or damages to Contractor.

Austin Public Library Locations and Hours–

1. **Austin History Center**

810 Guadalupe, 78701; (512) 974-7480

Monday-Wednesday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-6 p.m.

Sunday: 12 noon-6 p.m.

2. **Carver Branch**

1161 Angelina, 78702; (512) 974-1010

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

Sunday: 2-6 p.m.

3. **Cepeda Branch**

651 N. Pleasant Valley Rd., 78702; (512) 974-7372

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

4. **Faulk Central Library**

800 Guadalupe, 78701; (512) 974-7400

Monday-Thursday: 10 a.m.-9 p.m.

Friday-Saturday: 10 a.m.-6 p.m.

Sunday: 12 noon-6 p.m.

5. **Hampton Branch at Oak Hill**

5125 Convict Hill Rd., 78749; (512) 974-9900

Monday-Wednesday: 10 a.m.-9 p.m.

Friday: 10 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

6. **Howson Branch**

2500 Exposition, 78703; (512) 472-3584

Monday-Wednesday: 10 a.m.-9 p.m.

Friday: 10 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

7. **Little Walnut Creek Branch**

835 W. Rundberg, 78758; (512) 974-9860

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

Sunday: 2 p.m.-6 p.m.

8. **Manchaca Road Branch**

5500 Manchaca Rd., 78745; (512) 974-8700

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

Sunday: 2-6 p.m.

9. **Milwood Branch**

12500 Amherst Dr., 78727; (512) 974-9880

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

10. **North Village Branch**

2505 Steck Ave. 78757 (512) 974-9960

Monday-Wednesday: 10a.m.-9p.m.

Friday: 10 a.m.-6p.m.

Saturday: 10a.m.-5p.m.

11. **Oak Springs Branch**

3101 Oak Springs Dr., 78702; (512) 974-9920

Monday-Wednesday: 10 a.m.-9 p.m.

Friday: 10 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

12. **Old Quarry Branch**

7051 Village Center Dr., 78731; (512) 345-4435

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

13. **Pleasant Hill Branch**

211 E. William Cannon Dr., 78745; (512) 974-3940

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

14. **Ruiz Branch**

1600 Grove Blvd., 78741; (512) 974-7500

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

15. **Southeast Austin Community Branch**

5803 Nuckols Crossing Rd., 78744; (512) 462-1452

Monday-Wednesday: 10 a.m.-9 p.m.

Friday: 10 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

16. **Spicewood Springs Branch**

8637 Spicewood Springs Rd., 78759; (512) 974-3800

Monday-Wednesday: 10 a.m.-9 p.m.

Friday: 10 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

17. **St. John Branch**

7500 Blessing Ave., 78752; (512) 974-7570

Monday-Wednesday: 10 a.m.-9 p.m.

Friday: 10 a.m.-6 p.m.

Saturday: 10 a.m.-4 p.m.

18. **Terrazas Branch**

1105 E. Cesar Chavez St., 78702; (512) 974-3625

Monday-Wednesday: 10 a.m.-9 p.m.

Friday: 10 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

19. **Twin Oaks Branch**

2301 S. Congress, No. 7, 78704; (512) 974-9980

Monday-Wednesday: 10 a.m.-9 p.m.

Friday: 10 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

This location will be moved to a new building at

1800 South 5th St., 78704

tentatively on August 8, 2009

20. **University Hills Branch**

4721 Loyola Lane, 78723; (512) 974-9940

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

21. **Windsor Park Branch**

5833 Westminster Dr., 78723; (512) 974-9840

Monday-Wednesday: 10 a.m.-9 p.m.

Friday: 10 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

22. **Yarborough Branch**

2200 Hancock Dr., 78756; (512) 454-7208

Monday-Thursday: 10 a.m.-9 p.m.

Saturday: 10 a.m.-5 p.m.

23. **Zaragoza Warehouse**

651 N. Pleasant Valley Rd., 78702; (512) 974-7492

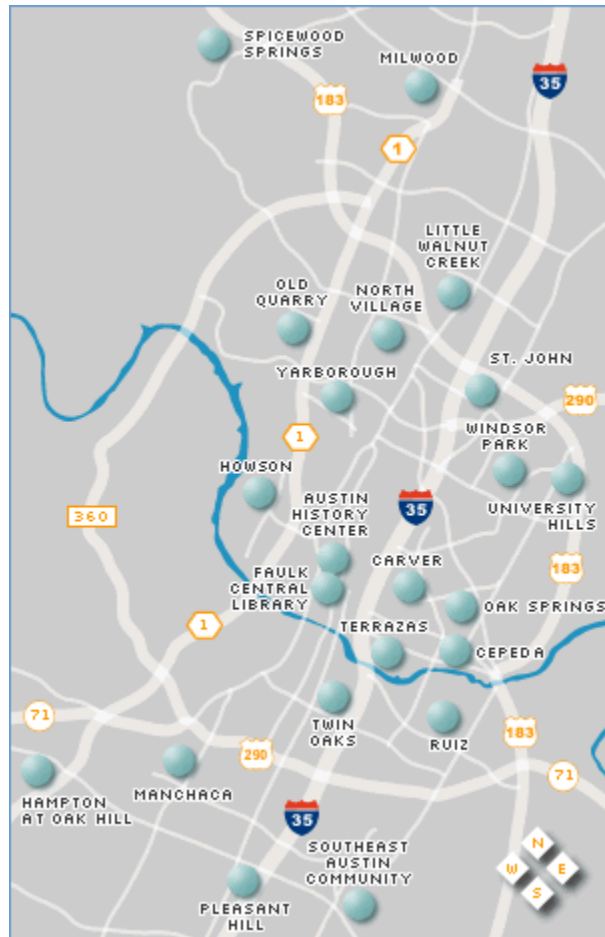


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All other Sections may be viewed at: <http://www.ci.austin.tx.us/purchase> by clicking the link to "Search for Solicitations", sign in if registered, register, or use public access to follow the links to "Business Opportunities" and "Search for Solicitation."

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

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

**** 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 ____ calendar days (90)days unless a different period is inserted) 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.