



**City of Round Rock, Texas**  
**Purchasing Division**  
221 East Main Street  
Round Rock, Texas 78664-5299  
[www.roundrocktexas.gov](http://www.roundrocktexas.gov)

**INVITATION FOR BID (IFB)**

**GENERATOR PREVENTIVE MAINTENANCE AND REPAIR  
SERVICES**

**SOLICITATION NUMBER 17-011**  
**April 2017**

**PART I**  
**GENERAL**

1. **PURPOSE:** The City of Round Rock, herein after "City", seeks to contract with a qualified individual, firm, or Corporation, hereafter referred to as "Respondent", to provide on-site preventive maintenance and repair services for generators at various City locations.
2. **ATTACHMENTS:** Attachments A, B, and C are herein made part of this Invitation For Bid:
  - 2.1 **Attachment A:** Bid Sheet
  - 2.2 **Attachment B:** Respondent's Reference Sheet
  - 2.3 **Attachment C:** Signed copy of the Addendum Acknowledgement Form or a signed copy of each issued addendum with bid upon submission, if necessary.
3. **CLARIFICATION:** For questions or clarification of specifications, you may contact:

**Yvonne Hopkins, CTPM**  
**Purchasing Department**  
**City of Round Rock**  
**Phone: 512-218-3228**  
**Email: [yhopkins@roundrocktexas.gov](mailto:yhopkins@roundrocktexas.gov)**

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.
4. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award.
  - 4.1 Respondent shall be firms, corporations, individuals or partnerships normally engaged in the sale, service and distribution of the commodity as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;
  - 4.2 Respondent shall provide all labor, supplies and materials required to satisfactorily perform the services as specified herein and own or acquire at no cost to the City all construction aids, appliances, and equipment Respondent deems necessary and maintain sole responsibility for the maintenance and repair of Respondent's vehicles, equipment, tools and all associated costs. The City shall not be responsible for any Respondent's tools, equipment or materials lost or damaged during the performance of the services specified herein;
  - 4.3 Respondent shall employ a minimum of two qualified technicians. Service technicians shall be fully qualified to work on the listed equipment and employed by the successful respondent on the effective date of the contract. Respondent shall verify that service personnel have had training with a minimum of one year of "hands on" experience working on the listed equipment.
  - 4.4 Respondent shall provide the name, address, telephone number and email address of at least three firms that have utilized similar service(s) for at least (two) 2 years. References may be checked prior to award. Any negative responses received may result in disqualification of submittal. Reference form provided, Attachment B. **E-MAIL ADDRESSES ARE REQUIRED.**
  - 4.5 Respondent shall be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process.
5. **SUBCONTRACTORS:** Respondent shall not subcontract or otherwise engage subcontractors to perform required services. The City seeks to do business directly with a company experienced in on-site preventive maintenance and repair services for generators.

6. **DAMAGE:** The Respondent shall be responsible for damage to the City's equipment and / or property, the workplace and its contents by its work, negligence in work, its personnel and equipment usage.
7. **SAFETY:** The City reserves the right to remove any employee from City property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations.

The Respondent shall:

- 7.1. Ensure that all employees comply with all Occupational Safety and Health Administration (OSHA), State and City safety and occupational health standards and other applicable federal, state, and local health, safety, and environmental laws ordinances, rules and regulations in the performance of these services;
- 7.2. Be held responsible for the safety of their employees and unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site. In case of conflict, the most stringent safety requirement shall govern;
- 7.3. 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 Successful Respondents' obligations under this paragraph.
8. **PRICING:** The Respondent shall determine and submit a fixed cost for the work and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds and risk management. No separate line item charges shall be permitted for either response or invoice purposes.
9. **PRICE INCREASE:** Contract prices shall remain firm throughout the initial twelve (12) month term of the contract. A price increase to the agreement may be considered at renewal time each year and shall be equal to the consumer price index for that year, but at no time can the increase be greater than 25% of the contract price.
- 9.1. **Consumer Price Index (CPI):** Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six month average (January through June OR July through December); and each (January through June OR July through December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi/>.
- 9.2. **Procedure to Request Increase:**
- 9.2.1. Mail the written price increase request with the rate detail comparison and comprehensive calculation to the designated City Contract Specialist a minimum of 45 days prior to each renewal period. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:
- City of Round Rock  
Purchasing Department  
Attn: Contract Specialist  
221 East Main Street  
Round Rock, TX 79664-5299**
- 9.2.2. Upon receipt of the request, the City reserves the right to either accept the escalation and make change to the purchase order within 30 days of the request, negotiate with the Vendor, or cancel the Agreement or Purchase Order if an agreement cannot be reached on the value of the increase.
10. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:
- 10.1 The term of the initial Agreement shall begin from date of award and shall remain in full force for five (5) years, equal to sixty (60) months.

- 10.2** The City reserves the right to review the awarded respondents' performance anytime during the contract term.
- 10.3** If the awarded respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the respondent of the deficiencies and the respondent shall have thirty (30) days to correct such deficiencies. If the respondent fails to correct the deficiencies within the thirty (30) days, the City may terminate the agreement by giving the respondent written notice of termination and the reason for the termination.

- 11. ACCEPTANCE/INSPECTION:** Acceptance inspection should not take more than ten (10) working days. The awarded respondent will be notified within the time frame if the services delivered are not in full compliance with the specifications. In the event the services are not performed to the satisfaction of the City, the site shall be re-cleaned at no additional cost to the City. The City designated representative shall determine if the entire site is to be re-cleaned, or portions thereof. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere and the vendor may be charged liquidated damages.

## **PART II** **SPECIFICATIONS**

- 1. SCOPE:** The City requests on-site maintenance and repair service for generators at various City locations noted on Bid Form herein. This specification covers only the general requirements as to the performance and certain details to which the successful Respondent shall conform. Respondent shall be responsible for the servicing, troubleshooting, repairing, ordering and replacement of parts on generators, in accordance with manufacturer's recommendations, to ensure each unit is operating as designed for the intended application.
- 2. ADDITIONS, DELETIONS, OR REPLACEMENTS:** The City may add, delete or replace a generator on the solicitation. If a generator is replaced, vendor shall perform maintenance on replacement generators when the manufacturer's warranty has expired. The City will advise the vendor by written amendment within twenty (20) business days of the addition or deletion of any location, any new or old generator, and when service shall begin if the generator is new.
- 3. MAINTENANCE PARTS:** At the time the successful Respondent determines a generator needs maintenance or the City calls for service:
- 3.1** Eighty-five percent of all parts shall be on-site within twenty-four (24) business hours for repair of equipment.
- 3.2** All remaining parts shall be normally on-site within forty-eight (48) hours. Maintenance does not include normal operating supplies.
- 3.3** All parts shall be on a cost plus percentage (%) markup basis. Invoices for work performed shall require an itemized copy of supplies/parts receipt to be included. Failure to provide the cost plus percentage (%) markup on an invoice may result in payment at cost.
- 4. PREVENTIVE MAINTENANCE (PM):** Preventive maintenance shall be performed on equipment to include, but not be limited to, locations shown on the Bid Form. All PM inspections and repairs shall be in accordance with the manufacturer's recommended guidelines.
- Successful respondent shall:
- 4.1** Provide a minimum of three (3) quarterly PM inspections annually. Quarterly inspections are defined as inspections spaced three (3) months apart. During each quarterly inspection, all systems shall be visually checked for potential problems, and shall be manually tested to assure reliability. Preventive maintenance service shall include, but not be limited to, items identified on **ATTACHMENT A** and as recommended by manufacturer.
- 4.2** Contact City Representative with any problems and advise as to the cost of repairs. No parts, supplies, or annual services are included in the basic inspection costs.
- 4.3** Contact the City representative to coordinate mutually agreed upon dates/times between the City representative and the Respondent before any work, inspections, and/or preventive maintenance are performed.

- 4.4 Supply a detailed inspection and PM sheet to the facilities manager upon completion of each PM and/or inspection.
  
5. **ANNUAL MAINTENANCE (AM)**: Annual Maintenance service shall be performed on each designated generator in the fall or fourth quarter of each year and in conjunction with the Preventive Maintenance. Annual Maintenance shall include but not be limited to accordance with the manufacturer's recommended guidelines:
  - 5.1 Check fuel level and drain separator and add fuel additive, as applicable.
  - 5.2 Change oil.
  - 5.3 Filter Replacement - Oil filters, fuel filters, coolant filters and air filters.
  - 5.4 Analysis on oil, fuel and coolant.
  - 5.5 Replacing ignition parts (gas-gasoline units only).
  - 5.6 Testing all safety shutdowns. At this time, a series of tests shall be conducted to ensure reliability and satisfactory interfacing between components.
  
6. **Load Test**: Load test shall be performed in conjunction with Annual Maintenance.
  - 6.1 A minimum two-hour load bank test shall be performed on each of the generators at the time of the Annual Maintenance, unless otherwise noted on the solicitation.
  - 6.2 Load bank equipment rental costs and personnel costs shall also be included in the Annual Maintenance.
  - 6.3 A copy of the load test results shall be provided to the City within 5 business days.
  - 6.4 Load Tests shall be performed annually on all generator systems listed below:
    - 6.4.1 Central Fire Station – 203 Commerce Blvd.
    - 6.4.2 City Hall – 221 E. Main St.
    - 6.4.3 Fire Station #2 – 206 W. Bagdad Ave.
    - 6.4.4 Fire Station #3 – 1991 Rawhide Dr.
    - 6.4.5 Fire Station #5 – 350 Deepwood Dr.
    - 6.4.6 Fire Station #6 – 2919 Joe DiMaggio Blvd.
    - 6.4.7 Fire Station #7 – 2811 Oakmont Dr.
    - 6.4.8 High Service – 5200 N. IH 35
    - 6.4.9 Lake Georgetown – 2040 Cedar Bend (DB Woods & Cedar Breaks Rd.)
    - 6.5.0 Logistics Warehouse – 3300 Gattis School
    - 6.5.1 Police Department – 2701 N. Mays
    - 6.5.2 All other locations not listed shall be at the discretion and request of the City.
  
7. **Test Results**: Respondents shall provide to the City a copy of **all** test results upon completion of Annual Maintenance, to include, but not be limited to fuel, oil and coolant analysis, safety shutdowns and load test.
  - 7.1 Perform Annual Maintenance at a time mutually agreed upon between the City representative and the Respondent.
  
8. **REPAIR SERVICE**: Repair service shall be performed at the location(s) of equipment within time allocations specified after call for service.
  - 8.1 For **Emergency Service Call**, Respondent shall:
    - 8.1.1 Respond within one hour of City's call(s) for service.
    - 8.1.2 Be at location of required service within two hours after notification by City.

- 8.1.3** If, during the emergency repair of a generator, the City determines a rental generator is required, Respondent shall provide a rental unit until the City's generator is repaired and fully functional. In addition, if an emergency arises that requires the use of a rental generator, Respondent shall provide a rental generator at the bid price. All rentals shall be approved by an authorized City representative and billed at the contractor's cost plus bid markup.
- 8.2** For **Non-Emergency Service Call**, Respondent shall:
- 8.2.1** Respond within four hours of City's call(s) for service.
- 8.2.2** Be at location of required service within twenty-four hours after notification by City.
- 9.** Service technicians performing work shall remain on-site until the problem is resolved or until authorized to leave by the City site manager or designated point of contact (POC).
- 9.1** Service technicians shall be fully qualified to work on the listed equipment and employed by the Respondent on the effective date of the contract. Respondent shall be able to verify that service personnel have had training with a minimum of one year of "hands on" experience working on the existing and new equipment.
- 10.** Consistent failure by the Respondent to respond to service calls within the allowed response time may place the Respondent in default and subject to cancellation of the purchase order and, or contract. Consistent failure is defined as not responding within the allowed response time at any or all locations on two (2) out of three (3) consecutive occurrences.
- 11.** **ENGINEERING CHANGES (EC)**: The successful respondent shall advise the City within thirty (30) days of EC made available by the equipment manufacturer. The City reserves the right to agree or disagree to the installation of the EC at time of notification. When City agrees to installation, the following applies:
- 11.1** The equipment manufacturer, or their designated representative, shall install within ninety (90) days of acceptance by City contract administrator.
- 11.2** Engineering Changes shall be authorized by the issuance of a Purchase Order separate from this contract.
- 11.3** At any point during Purchase Order or contract term, at the request of the City, Respondent agrees to estimate and quote the City for costs involved in bringing all equipment to current Engineering Changes levels. Due to age of all City owned generators, Engineering Changes levels shall NOT be interpreted to include generator replacement due to obsolescence. Also, Respondent agrees to replace, at the discretion of the City, any parts installed during the service period that were not manufactured by the OEM.
- 12.** **TECHNICAL DOCUMENTATION**: The Respondent shall maintain necessary technical documentation pertaining to maintenance or service of the listed equipment and any additions to the City's inventory throughout the contract and extension periods.
- 13.** **MALFUNCTION REPORTS**: Respondent shall complete and furnish a malfunction report for each maintenance and/or service call with the invoice. A copy of each malfunction report shall be presented with time and material used outside the parameters of the quarterly and/or annual charge. Invoices shall be received by the City before the next scheduled quarterly maintenance.
- 13.1** Reports shall include, at a minimum, the following information:
- 13.2** Date and time notification received.
- 13.3** Location of equipment.
- 13.4** Date and time of arrival.
- 13.5** Type and model of equipment.
- 13.6** Time spent for repair.
- 13.7** Description of malfunction and repair
- 13.8** Date and time equipment is made operational.

**13.9** Part(s) ordered.

**14.** Detailed description of all completed repair work certifying equipment is in working order, shall be signed by authorized City Representative at the time work is performed and shall accompany the invoice for such work.

**15. SERVICE RECORDS:** In addition to the malfunction incident report(s), Respondent shall maintain a complete record of all service performed on each piece of equipment, including all parts replaced. The service record shall be an individual record identifying each piece of equipment explicitly, with a complete history of service and all parts used. All service records and all test results shall be furnished to the City for review.

**16. PREVENTIVE MAINTENANCE:** All maintenance shall be performed as per the manufacturer's recommendations. If, in the event of any conflict, the manufacturer's recommendations shall prevail.

**16.1** A trained service representative shall visit a site, as requested by the City, as many times as needed in a year on mutually agreed dates and times to perform preventive maintenance work. All work shall be performed in a safe and professional manner and the work area shall be left in a neat and clean condition.

**16.1.1 STARTING SYSTEM:**

- Clean batteries and cables.
- Check and record specific gravity if batteries are lead-acid or, check and record voltage readings if batteries are nickel-cadmium.
- Check for proper starter operations, noting any unusual noises.
- Check for proper cranking motor disconnect.
- Replace plugs, points, cap, rotor, condenser (where applicable), and clean as required. Check all connections in fuel, oil, cooling, battery, and exhaust systems.

**16.2 BATTERY CHARGING SYSTEM:**

- Clean all battery terminals, verify integrity of cables and connectors. Apply corrosion inhibitor.
- Check battery charging alternator for proper output.
- Check electrolyte level and fill.
- Load test batteries.
- Hydrometer test batteries.
- Inspect test battery charger for high and low rate and alarms (if applicable).
- Check engine alternator. Verify and record output.

**16.3 FUEL SYSTEM:**

- Check engine and supply system for any fuel leaks.
- Check operation of day tank pump and float switch.
- Check electrical and piping connections to day tank.
- Drain condensation from fuel water separator.
- Change fuel filters if applicable.
- Fuel treatment at City's request to add stabilizer to fuel tanks.
- Inspect all fuel lines and injector pump for leak(s).

**16.4 LUBE OIL SYSTEM:**

- Check engine oil level.
- Check engine oil pressure.
- Take sample of lube oil for analysis [one (1) per year].
- Change lube oil filter if applicable.
- Properly dispose of used oil filters.

**16.5 AIR INTAKE SYSTEM:**

- Inspect air intake system including filter condition, crankcase breather, turbocharger, air-box drains, louvers and ductwork (where applicable). Change filters if applicable.
- Listen for any unusual noises from this area.
- Insure that air intake flow is not unduly restricted.

**16.6 EXHAUST SYSTEM:**

- Inspect exhaust system including muffler(s) and drain condensation trap. Inspect exhaust flex coupling and piping for leaks and proper operation.
- Verify rain cap operation.
- Check for abnormal vibration noise.
- Inspect spark plugs, plug wires and distributors (gas fueled only).
- Visually check exhaust outlet for excessive smoking.
- Visually check crankcase breather for excessive smoking.

**16.7 ENGINE COOLING SYSTEM:**

- Check coolant level. Fill as needed per manufacturer specifications.
- Check for proper amount of anti-freeze.
- Check coolant freeze point.
- Check radiator core for obstruction or buildup of foreign matter.
- Check general condition of engine coolant.
- Check for and repair leaks.
- Check inhibitors (nitrites).
- Replace coolant filter (if applicable).
- Check radiator for obstructions and air flow.
- Check for proper operation of louvers, either motorized or gravity (if applicable).
- Check all belts for wear and proper tension.
- Check all hoses for cracks and brittleness.
- Check jacket water heaters and thermostats for proper operation.

17. Take sample of coolant for analysis [one (1) per year].

**18. SPEED CONTROL SYSTEM:**

- Check governor rods and linkage for loose or worn parts.
- Check governor operation under load.
- Tighten loose wiring connections and note any potential problems.

**19. SAFETY SYSTEM:**

- Verify and record oil pressure and water temperature.
- Test all safety shut down circuits and alarms including over-speed, over-crank, low oil pressure, high water temperature, low coolant level, pre-alarms (if applicable).

**20. AC POWER GENERATOR:**

- Make a general inspection of all electrical connections on regulator and generator.
- Grease bearings if necessary.
- Check and adjust voltage regulator. Inspect slip rings.

**21. ENGINE CONTROL PANEL:**

- Inspect for any loose connections, terminals, hour meter, oil pressure @ operation RPM (include hot cold PSI) voltmeter, water temperature, and ammeter.
- Inspect condition of relay contacts.



- Thoroughly clean control panel.
- Check operation of all lights and replace any indicator lights not working.
- Replace any blown fuses.
- Check operation of main circuit breaker and leave in "READY" position.
- Verify and record output voltage and adjust regulator if needed.
- Calibrate control meters.
- Verify and record output frequency and adjust governor, if necessary.

**22. TRANSFER SWITCHES:**

- Inspect general cleanliness (interior and exterior).
- Inspect lugs, terminals and connections. Tighten lugs, as needed.
- Inspect wires for chafing.
- Clean contacts.
- Lubricate per manufacturer specifications.
- Check for binding or wear of mechanical linkage.
- Inspect for arc damage or contact pitting.
- Verify proper operation of all panel lamps. Replace, as needed.

**23. GENERAL:**

- Carefully inspect engine for leaks or deterioration.
- Make note of any unusual sounds during walk-around inspections.
- Check and adjust voltage and frequency.
- Add engine fluids as required.
- Grease necessary fittings.
- General maintenance on jacket water heaters, engine plumbing, etc.

**24. FLUID CHANGE:**

- One (1) engine oil and oil filter change per year.
- Coolants change if applicable.

**25. LOAD TESTING: During load testing, readings of the following must be recorded:**

- Lube oil pressure.
- Water Temperature.
- Frequency.
- Current (all three phases).
- Voltage (all three phases).
- Kilowatts.
- Check auto start - stop move.
- Check operation of transfer switch when requested by City.

**26. POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**

**26.1 Respondent's point of contact:** In order to maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.

**26.2 The City's designated representative:** The City's designated representative shall be:

Pete Dominguez  
Facilities Manager, General Services  
Phone: (512) 341-3144

Email: [pdominguez@roundrocktexas.gov](mailto:pdominguez@roundrocktexas.gov)

27. **WORKFORCE:** Successful Respondent shall:
- 27.1 Ensure Respondent’s employees perform the services in a timely, professional, and efficient manner.
  - 27.2 Ensure Respondent’s employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent’s employee.
  - 27.3 Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.
28. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services/goods needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
29. **PERMITS:** The Successful Respondent shall obtain all necessary permits, licenses, and/or certificates required by federal, state and local laws, ordinances, rules or regulations for the completion of the services as specified herein.

**PART III**  
**SCHEDULE AND RESPONSE INSTRUCTIONS**

1. **SCHEDULE OF EVENTS:** It is the City’s intention to comply with the following solicitation timeline:

EVENT	DATE
Solicitation released	April 11, 2017
<b>Mandatory Pre-Bid meeting / site visit</b>	<b>April 21, 2017 @ 10:00AM, CST</b>
<b>Deadline for submission of questions</b>	<b>April 28, 2017 @ 5:00PM, CST</b>
City responses to questions or addendums	May 5, 2017 @ 5:00PM, CST
<b>Bid Response Due Date (Due Date)</b>	<b>May 19, 2017 @ 3:00PM, CST</b>

All questions regarding this solicitation shall be submitted in writing by 5:00PM, CST on the due date noted above. A copy of all the questions submitted and the City’s response to the questions shall be posted on the City’s webpage in the form of an addendum at <http://www.roundrocktexas.gov/bids>.

Questions shall be submitted to the City contact named herein. The City reserves the right to modify these dates. Notice of date change will be posted to the City’s website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City’s website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **MANDATORY PRE-SOLICITATION MEETING / SITE VISIT AND INSPECTION:** A pre-solicitation meeting / site visit, and inspection will be conducted to fully acquaint Respondents with the facilities, difficulties and/or restrictions inherent in the services specified. The pre-solicitation meeting / site visit will be conducted on the date specified in the schedule of events (Part III, Section 1).
- 3.1 Attendance at the pre-solicitation meeting / site visit is mandatory. Respondents shall sign-in at the pre-solicitation meeting to document their attendance. Immediately following the pre-solicitation meeting a site visit tour will be conducted to enable Respondents to determine labor, equipment, supplies and materials necessary to perform the services specified herein. Respondents shall sign-in at each site of the tour to document their attendance. The City reserves the right to determine a response “not available for award” if the Respondent fails to attend the mandatory pre-solicitation meeting and site visit tour, which shall initially begin at:

**City of Round Rock  
City Hall  
221 E. Main Street  
Round Rock, Texas 78664**

**On-Site Cell Phone: 512-801-4547**

A City representative will carry the above listed cell phone during the pre-solicitation meeting / site visit to assist attendees with directions.

- 3.2. Respondents will be responsible for their own transportation for the site visit tour.
- 3.3. A map for each facility location will be provided at the pre-solicitation meeting.
- 3.4. Respondents are strongly encouraged to bring a copy of the solicitation document with them to the pre-solicitation meeting / site visit.
- 3.5. It is the responsibility of the Respondent to examine each facility and determine quantity, amounts, take precise measurements, determine material requirements, equipment requirements, labor requirements and other solicitation related details during said inspections.

4. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 5:00PM, on the due date noted in Part III, Section 1. Respondent shall provide one (1) original and five (5) copies of their solicitation response. Mail or hand deliver sealed responses to:

**City of Round Rock  
Attn: Yvonne Hopkins  
Purchasing Department  
221 E. Main Street  
Round Rock, Texas 78664-5299**

- 4.1 Sealed responses shall be clearly marked on the outside of packaging with Solicitation title Generator Maintenance, Solicitation No. 17-011, Solicitation opening date May 19, 2017 and the phrase: "DO NOT OPEN".
- 4.2 Facsimile or electronically transmitted responses will not be accepted.
- 4.3 Responses cannot be altered or amended after opening.
- 4.4 No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 4.5 The City will not be bound by any oral statement or offer made contrary to the written specifications.
- 4.6 Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

5. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- 5.1 Purchase price;
- 5.2 Reputation of Respondent and of Respondent's goods and services;
- 5.3 Quality of the Respondent's goods and services;
- 5.4 The extent to which the goods and services meet the City's needs;
- 5.5 Respondent's past performance with the City;
- 5.6 The total long-term cost to the City to acquire the Respondent's goods or services;
- 5.7 Any relevant criteria specifically listed in the solicitation.

Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information to clarify.

6. **AWARD**: The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/bids>.
7. **POST AWARD MEETING**: The City and Successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:
  - 7.1 The method to provide a smooth and orderly transition of services performed from the current contractor;
  - 7.2 Provide City contact(s) information for implementation of agreement.
  - 7.3 Identify specific milestones, goals and strategies to meet objectives.
8. **NON-APPROPRIATION**: The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed that the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.
9. **INTERLOCAL COOPERATIVE CONTRACTING (PIGGYBACK)**: Other governmental entities may be extended the opportunity to purchase off of the City's agreements, with the consent and agreement of the awarded Vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in a Respondent's submittal. However, all parties indicate their understanding and hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

#### **PART IV** **RESPONSE REQUIREMENTS**

The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" and five (5) copies of the response requirements including any required attachments. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

**For your bid to be responsive, all required items identified below shall be submitted with your proposal.**

**Attachment A:** Responses shall be submitted on itemized, signed Bid Sheet provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

**Attachment B:** Provide the name, address, telephone number and **E-MAIL** of at least three (3) Municipal, Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

**Attachment C:** Provide signed copy of the Addendum Acknowledgement Form or a signed copy of each issued addendum with bid upon submission.

**Additional Information Requested:**

**Contract Information:** Respondent shall provide information of any current established contract with a local City, County, Municipality, Cooperative Agreement, Comptroller of Public Accounts (CPA) Texas Smart Buy Contract, Texas Multiple Award Schedule (TXMAS), General Services Administration (GSA), Inter-local Agreement, or any other contractual resource.

**The following items shall be made available upon request by the City prior to award and the approval of any contract:**

Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>.

## **PART V**

### **CONFIDENTIALITY OF CONTENT**

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
  - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
  - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

## **PART VI**

### **GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS**

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

1. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>.
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website <http://www.roundrocktexas.gov/bids>.
3. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:

- 3.1** There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
- 3.2** The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- 3.3** There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 3.4** The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.



**ATTACHMENT A:  
 BID SHEET**

ITEM #	LOCATION OF GENERATORS	MAKE & MODEL	SCHEDULE	QTY	UOM	UNIT PRICE	EXTENSION
1	Baca Senior Center 301 E. Bagdad Ave., Bldg 2	Generator - Make: Kohler / Mdl. 60REOZJB / Serial No. 2025920 62kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Kohler / Mdl. KVT-AMVA-0104S / Serial No. K2025711	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
2	Carnousty 3621 Carnousty Cove	Generator - Make: Generac / Mdl. 98AO3027-S / Serial No. 2042055 100kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Asco / Mdl. Series 300 / Serial No. 21651	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
3	Central Fire Station 203 Commerce Blvd.	Generator - Make: Caterpillar / Mdl. D80-4 / Serial No. CAT00C44CNCE00675 80kW / Phase 3 / 208V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Asco / Mdl. Series 300 / Serial No. 366079-010RE	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
4	City Hall 221 E. Main Street	Generator - Make: Olympian / Mdl. D200P3 / Serial No. OLY00000LNNS02324 200kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Caterpillar / Mdl. CTG / Serial No. TSA11374	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
5	Fire Station #2 206 West Bagdad Ave.	Generator - Make: Generac / Mdl. 7168650100 / Serial No. 2091130 100kW / Phase 3 / 208V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Generac / Mdl. 006683 / Serial No. 4520356	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
6	Fire Station #3 1991 Rawhide Dr.	Generator - Make: Caterpillar / Mdl. D30-8S / Serial No. CAT0000TGBE00493 23.3kW / Phase 1 / 240V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Caterpillar / Mdl. ATC / Serial No. TAT00640	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
7	Fire Station #4 1301 Double Creek Dr.	Generator - Make: Genset / Mdl. 60RE0ZK / Serial No. SGM32GSZD 60kW / Phase 3 / 120/208V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Kohler / Mdl. KSS-ACTC-0200S / Serial No. SGM32GKVM	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
8	Fire Station #5 350 Deepwood Dr.	Generator - Make: Caterpillar / Mdl. D50-6 / Serial No. CAT00C44KLC400408 45kW / Phase 3 / 208V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Asco / Mdl. Series 300 / Serial No. 116061-7	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
9	Fire Station #6 2919 Joe DiMaggio Blvd.	Generator - Make: Cummins-Onan / Mdl. DGDA-5691453 / Serial No. I040694359 80kW / Phase 3 / 208V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Cummins - Onan / Mdl. OTPCB-5690219 / Serial No. H040680179	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
10	Fire Station #7 2811 Oakmont Dr.	Generator - Make: Kohler / Mdl. 80REOZJD / Serial No. 2166718 80kW / Phase 3 / 208V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Kohler / Mdl. KSS-DCTA-0400S / Serial No. K2166050	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$
11	Fire Station #8 1612 Red Bud Lane	Generator - Make: Genset / Mdl. 60RE0ZK / Serial No. SGM32GSZC 60kW / Phase 3 / 120/208V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Kohler / Mdl. KSS-ACTC-0200S / Serial No. SGM32GKVL	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST - AM	1	YR	\$	\$



**ATTACHMENT A, continued:  
 BID SHEET**

ITEM #	LOCATION OF GENERATORS	MAKE & MODEL	SCHEDULE	QTY	UOM	UNIT PRICE	EXTENSION
12	Forest Creek - Bay Hill 3222 Bay Hill Lane	Generator - Make: Olympian / Mdl. D40P1S / Serial No. E3052A/001 40kW / Phase 1 / 240V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Asco / Mdl. Series 300 / Serial No. 101061-1	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
13	Forest Creek - Hilton Head 2119 Hilton Head Dr.	Generator - Make: Olympian / Mdl. D150P1 / Serial No. E7027A/001 150kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Asco / Mdl. Series 300 / Serial No. 180833	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
14	Forest Creek - Trevino 3820 Trevino Dr.	Generator - Make: Generac / Mdl. 97AO5559-S / Serial No. 2037576 60kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Generac / Mdl. 97AO5559-W / Serial No. 41268	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
15	High Service 5200 N. IH 35	Generator - Make: Kohler / Mdl. 1820REOZM / Serial No. 2064745 1820kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Eaton/Cutler-Hammer / Mdl. SSH28156 / Serial No. 900P025H01 R5	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
16	Lake Georgetown 2040 Cedar Bend (DB Woods & Cedar Breaks Rd.)	Generator - Make: Cummins-Onan / Mdl. 900DFHC-1333 / Serial No. H000135813 900kW / Phase 3 / 2400V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: n/a / Mdl. n/a Serial No. n/a	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
17	Logistics Warehouse 3300 Gattis School Rd.	Generator - Make: Generac / Mdl. 95A01644-S / Serial No. 2019815 15kW / Phase 1 / 240V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Generac / Mdl. 95A01644-W / Serial No. 29729	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
18	McNutt 3939 E. Palm Valley	Generator - Make: Generac / Mdl. 7808900400 / Serial No. 2093492 300kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Generac / Mdl. 7808900200 / Serial No. 93627	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
19	Police Department 2701 N. Mays St.	Generator - Make: Kohler / Mdl. 500REOZVB / Serial No. 2160408 475kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Kohler / Mdl. KCT-AMVA-0800S / Serial No. K2160336	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
20	Public Works 2008 Enterprise Dr.	Generator - Make: Empire / Mdl. 450DGW-8E / Serial No. 373-304 45kW / Phase 3 / 208V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Empire / Mdl. A3C150A / Serial No. 958-194	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
21	Settlers Crossing 1295 Country Rd. 117	Generator - Make: Generac / Mdl. 52674500100 / Serial No. 2003251 80kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Generac / Mdl. 5267450200 / Serial No. 88263	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
22	Stone Oak 10999 Wyoming Springs	Generator - Make: Olympian / Mdl. D50P3 / Serial No. OLY00000TNPFO1860 50kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Asco / Mdl. D300370N1C / Serial No. 213237-2 RE	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$

**ATTACHMENT A, continued:  
 BID SHEET**

ITEM #	LOCATION OF GENERATORS	MAKE & MODEL	SCHEDULE	QTY	UOM	UNIT PRICE	EXTENSION
23	Water Treatment Plant 5200 N. IH35	Generator - Make: Olympian / Mdl. D50P3 / Serial No. OLY0000PNPF01844 50kW / Phase 3 / 480V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: ZENITH x Two (2) Two (2) Models: ZTSD5L60EX-5 and ZTSD2L26EX-5 Two (2) Serial Nos. 1417984 and 1417983	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
24	Water Treatment Plant 5200 N. IH35	Generator - Make: Olympian / Mdl. D30P1S / Serial No. D4080A/004 30kW / Phase 1 / 240V	QUARTERLY - Preventive Maintenance (PM)	3	QTR	\$	\$
		Transfer Switch - Make: Asco / Mdl. D00300020104F10C / Serial No. 787830-002 RE	ANNUAL MAINTENANCE (AM)	1	YR	\$	\$
			LOAD TEST (AM)	1	YR	\$	\$
<b>TOTAL</b>						\$	\$

ITEM#	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
1	LABOR RATE - REGULAR HOURLY RATE MINIMUM CHARGE (IF ANY) OF ____ HOURS	1	HR	\$	\$
2	LABOR RATE - AFTER HOURS RATE MINIMUM CHARGE (IF ANY) OF ____ HOURS	1	HR	\$	\$
3	EMERGENCY - REGULAR HOURLY RATE MINIMUM CHARGE (IF ANY) OF ____ HOURS	1	HR	\$	\$
4	EMERGENCY - AFTER HOURS RATE MINIMUM CHARGE (IF ANY) OF ____ HOURS	1	HR	\$	\$
5	PRICES FOR PARTS SHALL BE ON A COST-PLUS BASIS. THE PERCENTAGE (%) OF MARKUP WILL BE ____%. (INVOICES FOR WORK PERFORMED SHALL REQUIRE A COPY OF ITEMIZED PARTS RECEIPT. FAILURE TO PROVIDE COST-PLUS PERCENTAGE MARKUP ON AN INVOICE MAY RESULT IN PAYMENT AT COST.)	% OF MARKUP	PART		____%
6	TRIP CHARGE, IF ANY. NOTE: IT IS UNDERSTOOD BY BOTH PARTIES THAT A SINGLE TRIP AND NOT MILEAGE MAY BE INVOICED BY SUPPLIER PER SERVICE TRIP FOR THE LIFE OF THIS CONTRACT. (e.g.: 1 generator serviced – 1 trip charge; 3 generators serviced – 1 trip charge)	1	TRIP	\$	\$

**ATTACHMENT B:  
RESPONDENT'S REFERENCE SHEET**

**PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE**

**SOLICITATION NUMBER:** \_\_\_\_\_

**RESPONDENT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Provide the name, address, telephone number and e-mail of at least three (3) Municipal and/or Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

1. Company's Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
**E-Mail Address** \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (     ) \_\_\_\_\_ Fax Number: (     ) \_\_\_\_\_

2. Company's Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
**E-Mail Address** \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (     ) \_\_\_\_\_ Fax Number: (     ) \_\_\_\_\_

3. Company's Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
**E-Mail Address** \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (     ) \_\_\_\_\_ Fax Number: (     ) \_\_\_\_\_

**FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.**

**ATTACHMENT C:  
ADDENDUM ACKNOWLEDGMENT FORM**

**NOTE:** If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

**Addenda Acknowledgment:** The undersigned acknowledges the receipt of the following Addenda:

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Respondent (Company):** \_\_\_\_\_

**Signature (in ink):** \_\_\_\_\_

**Name (Typed/printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_