C I T Y O F A U S T I N, T E X A S

Department of Aviation

REQUEST FOR PROPOSAL (RFP)

OFFER SHEET

SOLICITATION NO: RFP-8100-ABIA-002

DATE ISSUED: August 17, 2015

COMMODITY CODE: 91501

FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT THE FOLLOWING AUTHORIZED CONTACT PERSON:

Julie Harris
Airport Property Program Manager
Julie.harris@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: ADVERTISING CONCESSION PROGRAM AT AUSTIN-BERGSTROM INTERNATIONAL AIRPORT BARBARA JORDAN PASSENGER TERMINAL

MANDATORY PRE-PROPOSAL AIRPORT TOUR AND CONFERENCE TIME AND DATE:
9:00 A.M. CST on August 24, 2015
For security reasons please limit the number of representatives per company to three (3) persons (not including subcontractors). In order to expedite Security Screening, please submit the names and birthdates of those persons planning to attend to Julie Harris at Julie.harris@austintexas.gov by August 20, 2015. **Those companies who fail to submit a list of persons will not be allowed to make the tour.**

LOCATION: Austin-Bergstrom International Airport
3600 Presidential Blvd.
Barbara Jordan Terminal, Mezzanine Level
Conference Rooms A-B
Austin, Texas 78719

PROPOSAL DUE PRIOR TO:
2:00 p.m. on September 30,2015

PROPOSAL CLOSING TIME AND DATE:
2:00 p.m. on September 30, 2015

COMPLIANCE PLAN DUE PRIOR TO:
4:00 p.m. on September 30, 2015

Inquiries regarding this RFP must be submitted in writing to the authorized contact person by 2:00 p.m., Central Time, August 27, 2015. Responses to such inquiries will be sent to the person making the inquiry and posted on line at the Airport's website www.austintexas.gov/department/doing-business-aus.. The City will not be responsible for any other explanations or interpretations of the RFP.

It is the policy of the City of Austin to involve certified Airport Concession Disadvantaged Business Enterprises (ACDBE) in City contracting. ACDBE goals 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 and follow the directions.

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

Address for US Mail (Only)	**Address for FedEx, UPS, Hand Delivery or Courier Service**
City of Austin	City of Austin
Department of Aviation -Response Enclosed for Solicitation #RFP-8100-ABIA-002	Department of Aviation-Response Enclosed for Solicitation # RFP-8100-ABIA-002
3600 Presidential Blvd., Suite 411	3600 Presidential Blvd., Suite 411
Austin, Texas 78719	Austin, Texas 78719
	Authorized Contact Person: Julie.harris@austintexas.gov (512) 530-6322

NOTE: Should Proposer desire to submit their Proposal in person, please email the Authorized Contact Person 24hrs in advance to schedule a time and place for hand delivery. See Section 0200 for additional solicitation instructions.

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

SUBMIT 1 ORIGINAL, 5 COPIES, AND 1 Electronic format CD COPY OF YOUR RESPONSE

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 4 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	
0100	STANDARD PURCHASE DEFINITIONS	
0200	STANDARD SOLICITATION INSTRUCTIONS	
0300	STANDARD PURCHASE TERMS AND CONDITIONS	
0400	SUPPLEMENTAL PURCHASE PROVISIONS	
0405	AIRPORT SECURITY REQUIREMENTS	
0500	SCOPE OF WORK	
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	
0700	REFERENCE SHEET – Complete and return if required	
0800	NON-DISCRIMINATION CERTIFICATION	
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	
0900	ACACDBE IFB PROGRAM PACKET – Must be completed and returned	
0905	ACDBE AVAILABILITY LIST	

The full text versions of these Sections are available, on the Airport's web site at the following online address:

www.austintexas.gov/department/doing-business-aus.

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Department of Aviation Authorized Contact Person phone (512) 530-6322. These documents can be mailed, expressed mailed, or faxed to you.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above and agrees to be bound by the terms therein.

Company Name: _____

Company Address: _____

City, State, Zip: _____

Federal Tax ID No. _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

Date: _____

Email Address: _____

Phone Number: _____

*** Proposal response must be submitted with this Offer sheet to be considered for award**