

**CITY OF AUSTIN
SCOPE OF WORK
FOR
SHAVINGS AND HORSE FEED
INVITATION FOR BID (IFB) SOLICITATION NO.: IFB 8700 MLJ1006**

1.0 PURPOSE

The City of Austin (City) seeks to establish a contract with a qualified Contractor to provide and deliver horse feed, nutritional supplements, and wood to support approximately sixteen (16) horses of the Austin Police Department's (APD) Mounted Patrol Unit. The Contractor shall supply and deliver these items to the APD Mounted Patrol stables in accordance with the requirements of this specification.

2.0 CONTRACTOR QUALIFICATIONS:

- 2.1 The Contractor shall have a minimum of three (3) years of continuous experience in providing these goods and services to an agency similar in size and scope to the City.
- 2.2 The Contractor shall be an authorized dealer/reseller of the products offered.

3.0 CONTRACT TERM

The term of the contract shall be effective as the date the offer is accepted by the City unless otherwise stated "effective date" and remain in effect for an initial term sixty (60) months or until the City terminates the Contract.

4.0 MATERIAL REQUIREMENTS

4.1 Horse Bedding

- 4.1.1 Montana style wood shavings shall be "white pine", 100% softwood, kiln dried, and shall not contain glue, chemical additives, hardwood, or sawdust. Packaged in 7 – 7 ½ cubic foot compressed bags.
- 4.1.2 Airlite Animal bedding, cardboard shavings - Biodegradable & Compostable Bedding, Dust-free, spore-free, allergen-free, and non-toxic, 35lb bag.

4.2 Horse Feed

- 4.2.1 Purina® Equine Senior® horse feed, 50lb bag
- 4.2.2 Purina® Omega Match™ Ration Balancing Horse Feed, 50lb. bag

4.3 Nutritional Supplements

- 4.3.1 Mad Barn's Omneity Premix, powdered supplement - 25kg. bag
- 4.3.2 Farnam SimpliFly with LarvaStop, Item # SLT101621; 20lb

5.0 PACKING REQUIREMENTS

The Contractor shall:

- 5.1 Package all products according to industry standards.
- 5.2 Package shipments in accordance with the manufacturer's standard practice and in a manner readily accepted by common carriers.

6.0 DELIVERY REQUIREMENTS

- 4.1 Delivery of shavings shall be in a quantity of four hundred (400) bags per order and will be delivered approximately twice per quarter.
- 4.2 Delivery of Purina Equine Senior and Omega Match horse feed shall be in an estimated quantity of two hundred (200) sacks per order and will be delivered approximately twice a year.
- 4.3 Items ordered are to be delivered within fifteen calendar days after receipt of order.

7.0 INVOICE AND BILLING ADDRESS:

	City of Austin
Department:	Austin Police Department- Mounted Patrol Unit
Attn:	Accounts Payable
Email Address:	APDAccountsPayable@austintexas.gov

For questions regarding your invoice/payment please contact the City’s Contract Manager.

8.0 DESIGNATION OF KEY PERSONNEL:

The City and the Contractor resolve to keep the same key personnel assigned to this engagement throughout its term. If it becomes necessary for the Contractor to replace any key personnel, the replacement will be an individual(s) having equivalent experience and competence in executing projects such as the one described herein. Additionally, the Contractor shall promptly notify the City and obtain written approval for the replacement. Such approval shall not be unreasonably withheld. The City’s key personnel are identified as follows:

Title	Name	Phone Number	Email Address
City’s Contract Manager	Enjole Armstrong	(512) 974-6689	Enjole.Armstrong@austintexas.gov
Contract Monitor	Jerome “JT” Guerrero	(512) 974-5273	Jerome.Guerrero@austintexas.gov
Procurement Specialist	Marissa Jones	(512) 974-2038	Marissa.Jones@austintexas.gov

9.0 CONTRACTOR REQUIREMENTS:

The Contractor shall:

- 8.1. Provide the City with a single point of contact (SPOC) that can manage submittal of orders and requests, along with the SPOC’s contact information to include at a minimum an email address and phone number within one (1) week after Contract award. The SPOC shall be available during normal business hours.

10.0 CITY REQUIREMENTS:

- 10.1 The City will provide a Contract Manager or designee who will schedule the service.
- 10.2 The City will inspect goods within seven (7) days of receipt of order.
- 10.3 All outstanding invoices and purchase orders must be closed out 90 days after contract expiration or termination.