



**ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

Solicitation: IFB 2200 AMA1075

Addendum No: 4

Date of Addendum: August 8, 2022

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Clarifications: Terms and Conditions Paragraph 2.5 – Published Price Lists is changed to read:

The Contractor's catalog/price lists may be superseded or replaced during the Contract term at rate mutually agreed to by the Contract Manager and/or designee. Written notification from the Vendor for price changes, along with one copy of the revised catalog/price list must be submitted to the Contract Manager and/or designee in a spreadsheet format to help Austin Water update their inventory system in a mass update. The City reserves the right to refuse any list revision. The discounts or markups on equipment rental, material, supplies, parts, and Contract services shall be fixed throughout the term of the Contract and are not subject to increase. The City will only pay Invoices according to the price list at the time of order and may request additional information as necessary.

II. Questions:

Q: Will the City consider the Contractor Price list as their Catalog?

A: For this solicitation, the City considers the terms catalog, item catalog parts, and price list as interchangeable, and should include Vendor Part Number, Description, and List Price at a minimum. Per Section 2 on the Price Sheet, it states the Contractor shall provide list of available manufacturers, vendor, and/or other item catalog parts available to the City.

Q: How often can catalog/price list be updated over the life of the contract?

A: There is no timeframe that must be met for updating catalogs or price lists. Written notification from the Contractor of price changes, along with a copy of the revised price list will supersede the previous list. The City reserves the right to refuse any list revision. Orders submitted under a catalog/price list prior to the notification and approval of a new price, shall be honored under the price list submitted with the purchase request. The listed discounts in Section 2 of the Price Sheet shall remain fixed throughout the term of the contract, however, the price lists can be updated as necessary.

Q: What if we can't supply all the line items listed on the Price Sheet?

A: Price Sheet Section 1 is only a sampling of the items that the City has bought in the past, and not an all-inclusive list. The City's desire is for the Offeror to fill out as many of the lines as possible based on their current catalog/price lists. We understand that the pricing listed is just a point in time and the price or catalog lists will get submitted at the time of contract execution. Contract award recommendations will not be made based on the listed categories as the City intends to award this contract to multiple vendors.

Q: Can you have multiple discount values for different category of parts, for example a 5% discount on Brass/Cooper items and 10% discount on PVC pipes?

A: Yes you can have multiple discount values for different categories. The offeror must provide a percentage discount value in Section 2 on item No. 101, otherwise the City will assume a blank bid to be an offer of at a minimum a 0% discount for contracting purposes. Item line numbers 1.02 – 1.06 gives the offeror the ability to provide different discount values for different categories based on discounts they would like to offer (ex: brass parts, PVC pipe, etc.). The City considers the listed discount off catalog value as a minimum that will remain in place for the term of the contract. The offeror can give the City a higher discount at the time of request due to volume purchases or other factors.

Q: Can the catalog/price list be in a Microsoft Excel document instead of a PDF or hard copy?

A: The Vendor can submit their catalog/price using a Microsoft Excel spreadsheet. Specification paragraph 5.3.3 states that the Contractor shall provide a list of supplied parts that includes the vendor's part numbers, descriptions, and list prices in a spreadsheet format that can be converted into an MS Excel document. Austin Water will use the spreadsheet to upload the information into our warehouse inventory system to help facilitate the ordering process. Awards are not based on the sections, but rather if a vendor would submit an offer.

Q: The delivery on some items may exceed the 14 calendar days as requested in the Terms and Conditions, is this acceptable?

A: The City would like to have the orders within 14 calendar days. However, the City understands the supply chain issues the world is experiencing and have included language that states "or at a time mutually agreed upon between the Contract Manager and/or designee." When the City requests parts, delivery timeframe will be included in determining the best value for the request.

III. **Extension:** The proposal due date is hereby extended until 2:00pm, Thursday August 18, 2022.

IV. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.