

WILLIAMSON COUNTY PURCHASING DEPARTMENT 301 SE INNER LOOP - SUITE 106 GEORGETOWN, TEXAS 78626

http://www.wilco-online.org/ebids/

INVITATION FOR BIDS

CLOTHING FOR WILLIAMSON COUNTY JUVENILE SERVICES

ANNUAL CONTRACT

BID NUMBER: 12WCA055

BIDS MUST BE RECEIVED ON OR BEFORE: August 2, 2011 - 1:30 PM

BIDS WILL BE PUBLICLY OPENED: August 2, 2011 - 2:00 PM

BID SUBMISSION

<u>DEADLINE</u>: Bids must be received in the Williamson County Purchasing Department on or before 1:30 pm on Tuesday, August 2, 2011. Bids will be publicly opened at 2:00 pm or soon thereafter in the Williamson County Purchasing Department; Williamson County Inner Loop Annex, 301 SE Inner Loop – Suite 106, Georgetown, Texas.

<u>METHODS</u>: Sealed bids may be hand-delivered or mailed to the *Williamson County Purchasing Department, Attn: Kerstin Hancock, Williamson County Inner Loop Annex, 301 SE Inner Loop – Suite 106, Georgetown, Texas 78626.*

<u>FAX/EMAIL</u>: Facsimile and electronic mail transmittals are acceptable. For instructions regarding electronic submissions, please visit:

http://www.wilco.org/vendorinfo

Failure to follow these instructions may cause your bid to be rejected.

BID REQUIREMENTS

<u>SUBMITTAL</u>: TRIPLICATE: Bids are to be submitted in triplicate (1 original complete bid set and 1 copy of the bid set AND 1 CD including all required documents). The bid sets should be marked "original" or "copy". A "bid set" consists of the COMPLETED AND SIGNED Bid Form and any other required documentation. All copies should have the same attachments as the original.

<u>SEALED:</u> All bids must be returned in a sealed envelope with the bid name, number, opening date and time clearly marked on the outside. <u>If an overnight delivery service is used</u>, the bid name, number, opening date and time should be clearly marked on the outside of the delivery service envelope.

<u>REFERENCES:</u> Williamson County may require bidder to supply a list of at least three (3) references where like services have been supplied by their firm if vendor has not done business with the County within the past five (5) years. Include name of firm, address, phone number and name of representative

<u>LEGIBLITY</u>: Bids must be legible and of a quality that can be reproduced.

<u>FORMS</u>: All bids will be submitted on the forms provided in this bid document. Changes to bid forms made by bidders may disqualify the bid. Bids cannot be altered or amended after submission deadline.

<u>LATE BID</u>: Bids received after submission deadline will not be opened and will be considered void and unacceptable. Williamson County is not responsible for lateness of mail, courier service, etc.

<u>RESPONSIBILITY</u>: It is expected that a prospective bidder will be able to affirmatively demonstrate bidder's responsibility. A prospective bidder should be able to meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;
- b) be able to comply with the required or proposed delivery schedule:
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award.

Williamson County may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

AWARD

THIRTY DAYS: Awards should be made approximately thirty (30) days after the bid opening date. Results may be obtained by contacting the Purchasing Contact.

REJECTION OR ACCEPTANCE: No more than one bid will be awarded for any item, single department or area. Bids may be rejected for some items, departments or areas, even though awards are made for others. The convenience of having a single source for similar items will be taken into consideration together with price in determining the lowest and best bid.

It is understood that the Commissioners Court of Williamson County, Texas, reserves the right to accept or reject any and/or all bids for any or all materials and/or services covered in this bid request, and to waive informalities or defects in the bid or to accept such bid it shall deem to be in the best interest of Williamson County. In determining the overall best bid, the County may exercise the following option granted to local government's under the Texas Local Government Code.

TLGC § 271.907. This option allows the County to evaluate bids and give preference to goods and/or services of a vendor that demonstrates that the vendor meets or exceeds any and all state or federal environmental standards, including voluntary standards, relating to air quality. If the bid being submitted will have an effect on air quality for Williamson County (as it relates to any state, federal, or voluntary air quality standard), then the bidder should provide information in narrative form indicating the anticipated air quality impact. Bidders are expected to meet all mandated state and federal air quality standards.

<u>CONTRACT</u>: This Bid, when properly accepted by Williamson County, shall constitute a contract equally binding between the successful bidder and Williamson County.

The successful bidder may be required to sign an additional agreement containing terms necessary to ensure compliance with the bid.

CONTRACT ADMINISTRATION: Under this contract, Robyn Murray, Business Manager, Williamson County Juvenile Services, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between Williamson County Commissioner's Court and the successful bidder.

<u>CONTRACT PERIOD(S)</u>: The Initial Contract Period is October 1, 2011 through September 30, 2012. Possible extensions include:

October 1, 2012 through September 30, 2013 October 1, 2013 through September 30, 2014

CONTRACT EXTENSIONS: At the end of the current fiscal year, the Commissioners Court reserves the right to extend this contract, by mutual agreement of both parties, as it deems to be in the best interest of the county. This extension will be in twelve (12) month increments for up to an additional twenty-four (24) months, with the terms and conditions remaining the same; and with a price escalation at renewal time each year of no more than the consumer price index, All urban consumers (CPI-U), US City Average, all items, as published by the United States Department of Labor, Bureau of Labor Statistics. The yearly increase in the CPI shall be the latest index published and available one-hundred-and eighty (180) days prior to the end of the contract year. The total period of this contract, including all extensions will not exceed a maximum combined period of thirty-six (36) months. extension of this contract is contingent on the appropriation of necessary funds by Commissioner's Court for the fiscal year in question. Upon the failure of Commissioner's Court to so appropriate in any year, the Vendor may elect to terminate this agreement, with no additional liability to the County. The County and the Vendor agree that termination shall be the Vendor's sole remedy under this circumstance.

BID CONTACTS

Any questions, clarifications or requests for general information should be directed to the contacts listed below. Question submittals must be made via email, and are **due by 5:00 PM on Tuesday, July 26, 2011**. Every effort will be made to answer questions as soon as possible with an email response.

All submitted questions with their answers will be posted to the Williamson County portal, http://wilco-online.org/ebids/bids.aspx
If you do not have access to email or internet please call the Purchasing contact below.

PURCHASING CONTACT:

Kerstin Hancock 301 SE Inner Loop – Suite 106 Georgetown, TX 78626 (512) 943-1546 wmsncntybids@wilco.org

TECHNICAL CONTACT:

Linda Straley 1821 S. E. Inner Loop Georgetown, TX 78626 (512) 943-3276 Istraley@wilco.org

MISCELLANEOUS

<u>FOB DESTINATION</u>: All of the items listed are to be Free On Board to final destination (FOB Destination) with all transportation charges if applicable to be included in the price, unless otherwise specified in the Invitation for Bids. The title and risk of loss of the goods shall not pass to the County until receipt and acceptance takes place at the FOB point.

FIRM PRICING: All of the items listed are to be on a "per unit" basis, stating a firm price per unit or unit quantity of each item. This price must be good from the date of bid opening for a fixed period of time. Unless the Bid expressly states otherwise, this period shall be until the end of the current fiscal year on September 30, 2012. Bids which do not state a fixed price, or which are subject to change without notice, will not be considered. The Court may award a contract for the period implied or expressly stated in the lowest and best bid, but for no longer than the current fiscal year.

ESTIMATED QUANTITIES: The estimated quantity of each item listed in the notice is only an estimate -- the actual quantity to be purchased may be more or less. The County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the bid.

<u>FUNDING</u>: Funds for payment have been provided through the Williamson County budget approved by Commissioners Court for the October 1, 2011 thru September 30, 2012 fiscal year.

<u>SALES TAX</u>: Williamson County is by statute, exempt from the State Sales Tax and Federal Excise Tax.

STATEMENTS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, plans and/or specifications stated in the various Bid Packages and/or Bid Instructions/Requirements.

<u>DELIVERY</u>: The delivery time and location for the commodity and/or service covered by this bid shall be as stated in the various bid packages.

<u>PURCHASE ORDER</u>: If required by the Williamson County Purchasing Department a purchase order(s) may be generated to the successful bidder for products and/or services. If a purchase order is issued the purchase order number must appear on all itemized invoices and/or requests for payment.

PAYMENT: Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of the Invoice to the ordering department for work specified by this Contract Document. All payments owed will be paid no later than

thirty (30) days after the goods or services are received OR the date that the invoice is received by the Auditor's Office whichever is later. As a minimum, invoices shall include:

- (1) Name, address, and telephone number of Vendor and similar information in the event the payment is to be made to a different address
- (2) County contract, Purchase Order, and/or delivery order number
- (3) Identification of items or service as outlined in the contract
- (4) Quantity or quantities, applicable unit prices, total prices, and total amount
- (5) Any additional payment information which may be called for by the contract

Payment inquiries should be directed to the Auditor's Office, Accounts Payable Department: Donna Baker, 943-1558 or Debbie Frazier, 943-1538.

<u>CONFLICT OF INTEREST</u>: No public official shall have interest in a contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

As of January 1, 2006 Vendor's are responsible for complying with Local Government Code Title 5, Subtitle C, Chapter 176. Additional information may be obtained from the County website at the following link:

http://www.wilco.org/CountyDepartments/Purchasing/ConflictofInterestDisclosure/tabid/689/language/en-US/Default.aspx

The Williamson County Conflict of Interest Statement is included as Attachment A of this IFB. This form should be completed, signed, and submitted with your bid.

ETHICS: The bidder shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Williamson County.

<u>DOCUMENTATION</u>: Bidder shall provide with this bid response, all documentation required by this bid. Failure to provide this information may result in rejection of the bid.

TERMINATION FOR CAUSE: In the event of breach or default of this contract or any other additional agreement containing terms necessary to ensure compliance with the Bidder's bid, Williamson County reserves the right to enforce the performance of this contract or any additional agreement by any manner prescribed by law or deemed to be in the best interest of Williamson County. At Williamson County's sole discretion, the Bidder may be given reasonable time to cure its breach or default prior to Williamson County's termination under this provision. Williamson County's option to offer time to

cure a default or breach shall, however, in no way be construed as negating the basis for termination for nonperformance.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

<u>COMPLIANCE WITH LAWS</u>: The successful bidder shall comply with all applicable federal, state and local laws

and regulations pertaining to the practice of the profession and the execution of duties under this bid including the TEXAS HAZARD COMMUNICATION ACT and THE WILLIAMSON COUNTY HAZARD COMMUNICATION PROGRAM POLICY.

WORKER'S COMPENSATION

This contract contemplates services that do not require worker's compensation insurance coverage. However, if it becomes necessary that the bidder provide services related to the project such as delivering equipment or materials, an amended contract will be executed which fully complies with the Texas Labor Code and the Texas Worker's Compensation Commission requirements.

BID SPECIFICATIONS

This specification establishes the minimum requirements for the purchase of Juvenile uniforms.

Clothing will be purchased on an "As Needed" basis. Vendor must have in-stock availability of all sizes and types of garments listed in this Bid. All precautions will be taken to ensure that no seconds are delivered.

The vendor must submit with Bid a size range availability chart for each item bid.

The vendor must submit with Bid a written return/exchange policy. Policy should indicate no charge for restocking returned/exchanged garments.

Requested samples will be provided at no cost to the County within seventy-two (72) hours from the date of request. If requested samples are to be returned bidder must provide a return shipping label.

Drop Shipping is not allowed. Williamson County may not pay for items delivered via drop shipping.

WILLIAMSON COUNTY BID FORM UNIFORMS FOR WILLIAMSON COUNTY JUVENILE SERVICES ANNUAL CONTRACT

BID NUMBER: 12WCA055

NAME OF BIDDER:		
Mailing Address:		
City:	State: Zip:	
Email Address:		
Telephone: ()	Fax: ()	
•	listed below. Bidder <u>must</u> use the unit of measure (UOM) write "see attached" in the price column of that item and provi JOM, and price on a separate sheet of paper.	ide
State delivery time:provided and state delivery time(s) on a separate sheet	if additional space is needed write "see attached" in spot of paper. Delivery time(s) must be provided.	pace

Item #	Item Description	Sizes	Brand Bid	Stock #	UOM	Price
1	Shorts, No Logo, Gray, 50% Cotton	Small			Each	
2	Shorts, No Logo, Gray, 50% Cotton	Medium			Each	
3	Shorts, No Logo, Gray, 50% Cotton	Large			Each	
4	Shorts, No Logo, Gray, 50% Cotton	X-Large			Each	
5	Compression Shorts, Black,	Small			Each	
6	Compression Shorts, Black,	Medium			Each	
7	Compression Shorts, Black,	Large			Each	
8	Compression Shorts, Black,	X-Large			Each	
9	Compression Shorts, Black,	XX- Large			Each	
10	T-shirts, No Logo, Gray, Short Sleeve, 50% Cotton, 50% Polyester	Small			Each	
11	T-shirts, No Logo, Gray, Short Sleeve, 50% Cotton, 50% Polyester	Medium			Each	

Item#	Item Description	Sizes	Brand Bid	Stock #	UOM	Price
	T-shirts, No Logo, Gray,					
12	Short Sleeve, 50% Cotton, 50% Polyester	Large			Each	
	,					
	T-shirts, No Logo, Gray,					
13	Short Sleeve, 50% Cotton,50% Polyester	X-Large			Eeach	
	Sweatshirts, No Logo,	<u> </u>				
	Gray, Long Sleeve, 50% Cotton, 50%					
14	Polyester	Small			Each	
	Sweatshirts, No Logo, Gray, Long Sleeve,					
	50% Cotton, 50%					
15	Polyester Sweatshirts, No Logo,	Medium			Each	
	Gray, Long Sleeve,					
16	50% Cotton, 50% Polyester	Large			Each	
	Sweatshirts, No Logo,	Large			Laon	
	Gray, Long Sleeve, 50% Cotton, 50%					
17	Polyester	X-Large			Each	
	Sweatpants, No Logo,					
	Gray, Draw String Waist, Elastic Ankle,					
18	50% Cotton, 50%	Small			Each	
10	Polyester Sweatpants, No Logo,	Siliali			Each	
	Gray, Draw String					
	Waist, Elastic Ankle, 50% Cotton, 50%					
19	Polyester	Medium			Each	
	Sweatpants, No Logo, Gray, Draw String					
	Waist, Elastic Ankle,					
20	50% Cotton, 50% Polyester	Large			Each	
	Sweatpants, No Logo,					
	Gray, Draw String Waist, Elastic Ankle,					
34	50% Cotton, 50%	V L -			- !	
21	Polyester	X-Large			Each	
22	Knit Cap, Black, 100% Wool	All			Each	
	Slip On PVC Sandals,					
23	Whole Sizes	15-Jun			Pair	
24	Shoe, Black Canvas, Low Top, Whole Sizes	5 to 15			Pair	
	VNeck Shirt, Khaki,					
3.5	Tristitch, 65% Polyester	C ''			 1	
25	35% Cotton	Small			Each	

Item #	Item Description	Sizes	Brand Bid	Stock #	UOM	Price
26	VNeck Shirt, Khaki, Tristitch, 65% Polyester 35% Cotton	Medium			Each	
27	VNeck Shirt, Khaki, Tristitch, 65% Polyester 35% Cotton	Large			Each	
28	VNeck Shirt, Khaki, Tristitch, 65% Polyester 35% Cotton	X-Large			Each	
29	VNeck Shirt, Khaki, Tristitch, 65% Polyester 35% Cotton	XX- Large			Each	
30	VNeck Shirt, Khaki, Tristitch, 65% Polyester 35% Cotton	3X- Large			Each	
31	VNeck Shirt, Khaki, Tristitch, 65% Polyester 35% Cotton	4X- Large			Each	
32	VNeck Shirt, Khaki, Tristitch, 65% Polyester 35% Cotton	5X- Large			Each	
33	Trousers, Khaki, Tristitch, 65% Polyester 35% Cotton	Small			Each	
34	Trousers, Khaki, Tristitch, 65% Polyester 35% Cotton	Medium			Each	
35	Trousers, Khaki, Tristitch, 65% Polyester 35% Cotton	Large			Each	
36	Trousers, Khaki, Tristitch, 65% Polyester 35% Cotton	X-Large			Each	
37	Trousers, Khaki, Tristitch, 65% Polyester 35% Cotton	XX- Large			Each	
38	Trousers, Khaki, Tristitch, 65% Polyester 35% Cotton	3X- Large			Each	
39	Trousers, Khaki, Tristitch, 65% Polyester 35% Cotton	4X- Large			Each	
40	Trousers, Khaki, Tristitch, 65% Polyester 35% Cotton	5X- Large			Each	
41	Men's Khaki Twill Dress Pants, Cotton/Poly Blend	Small			Each	

56	Briefs, White, Poly/Cotton, Men's Sizes, medium to heavy weight fabric	5X- Large	Dozen	
57	Panties, 100% Cotton, medium to heavy weight fabric	5	Dozen	
58	Panties, 100% Cotton, medium to heavy weight fabric	6	Dozen	
59	Panties, 100% Cotton, medium to heavy weight fabric	7	Dozen	
60	Panties, 100% Cotton, medium to heavy weight fabric	8	Dozen	
61	Panties, 100% Cotton, medium to heavy weight fabric	9	Dozen	
62	Panties, 100% Cotton, medium to heavy weight fabric	10	Dozen	
63	Panties, 100% Cotton, medium to heavy weight fabric	11	Dozen	
64	Panties, 100% Cotton, medium to heavy weight fabric	12	Dozen	
65	T-Shirt, 100% Cotton, White, Crew Neck, medium to heavy weight fabric	Small	Dozen	
66	T-Shirt, 100% Cotton, White, Crew Neck, medium to heavy weight fabric	Medium	Dozen	
67	T-Shirt, 100% Cotton, White, Crew Neck, medium to heavy weight fabric	Large	Dozen	
68	T-Shirt, 100% Cotton, White, Crew Neck, medium to heavy weight fabric	X-Large	Dozen	
69	T-Shirt, 100% Cotton, White, Crew Neck, medium to heavy weight fabric	XX- Large	Dozen	
70	T-Shirt, 100% Cotton, Black, Crew Neck, medium to heavy weight fabric	Small	Dozen	

71	T-Shirt, 100% Cotton, Black, Crew Neck, medium to heavy weight fabric	Medium	Dozen
72	T-Shirt, 100% Cotton, Black, Crew Neck, medium to heavy weight fabric	Large	Dozen
73	T-Shirt, 100% Cotton, Black, Crew Neck, medium to heavy weight fabric	X-Large	Dozen
74	T-Shirt, 100% Cotton, Black, Crew Neck, medium to heavy weight fabric	XX- Large	Dozen
75	T-Shirt, Cotton/Poly Blend, Navy	Small	Dozen
76	T-Shirt, Cotton/Poly Blend, Navy	Medium	Dozen
77	T-Shirt, Cotton/Poly Blend, Navy	Large	Dozen
78	T-Shirt, Cotton/Poly Blend, Navy	X-Large	Dozen
79	T-Shirt, Cotton/Poly Blend, Navy	XX- Large	Dozen
80	Polo Shirts, Cotton/Poly Blend, Navy	Small	Dozen
81	Polo Shirts, Cotton/Poly Blend, Navy	Medium	Dozen
82	Polo Shirts, Cotton/Poly Blend, Navy	Large	Dozen
83	Polo Shirts, Cotton/Poly Blend, Navy	X-Large	Dozen
84	Polo Shirts, Cotton/Poly Blend, Navy	XX- Large	Dozen
85	Polo Shirts, Cotton/Poly Blend, Black	Small	Dozen
86	Polo Shirts, Cotton/Poly Blend, Black	Medium	Dozen
87	Polo Shirts, Cotton/Poly Blend, Black	Large	Dozen
88	Polo Shirts, Cotton/Poly Blend, Black	X-Large	Dozen
89	Polo Shirts, Cotton/Poly Blend, Black	XX- Large	Dozen
90	Polo Shirts, Cotton/Poly Blend, White	Small	Dozen
91	Polo Shirts, Cotton/Poly Blend, White	Medium	Dozen

92	Polo Shirts, Cotton/Poly Blend, White	Large	Dozen	
93	Polo Shirts, Cotton/Poly Blend, White	X-Large	Dozen	
94	Polo Shirts, Cotton/Poly Blend, White	XX- Large	Dozen	
95	White Socks, Tube, 80% Cotton, medium to heavy weight fabric	One Fits All	Dozen	
96	White, Low Cut Ancle Socks	One Fits All	Dozen	
97	White Sport Bras, Two- Ply Lycra/Cotton Constr	Medium	Dozen	
98	White Sport Bras, Two- Ply Lycra/Cotton Constr	Large	Dozen	
99	White Sport Bras, Two- Ply Lycra/Cotton Constr	X-Large	Dozen	
100	White Sport Bras, Two- Ply Lycra/Cotton Constr	XX- Large	Dozen	
101	Orange Jacket, Water Resistant, Snap Up	Medium	Each	
102	Orange Jacket, Water Resistant, Snap Up	Large	Each	
103	Orange Jacket, Water Resistant, Snap Up	X-Large	Each	
104	Orange Jacket, Water Resistant, Snap Up	XX- Large	Each	
105	Winter Jacket, Cotton/Poly Blend	Small	Each	
106	Winter Jacket, Cotton/Poly Blend	Medium	Each	
107	Winter Jacket, Cotton/Poly Blend	Large	Each	
108	Winter Jacket, Cotton/Poly Blend	X-Large	Each	
109	Winter Jacket, Cotton/Poly Blend	XX- Large	Each	
110	Isolation/Suicide Cell Jumpsuit	Small	Each	
111	Isolation/Suicide Cell Jumpsuit	Medium	Each	
112	Isolation/Suicide Cell Jumpsuit	Large	Each	
113	Isolation/Suicide Cell Jumpsuit	X-Large	Each	

low item basis. (Will accept award on "any or all" items.)
all or none" basis. (Will accept award of "all" items only. If left blank, low item will apply.)
By signing this form: The bidder confirms that he/she has read the entire document and agrees to the terms herein. The bidder is acknowledging the Conflict of Interest Clause and agrees to follow necessary requirements
The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached Invitation for Bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid sheet(s).
Date of BID:
Signature of Person Authorized to Sign BID
Printed Name and Title of Signer:

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID

RETURN PAGES BEGINNING WITH PAGE 6 THROUGH PAGE 10 WITH YOUR BID PACKAGE AND ALL REQUIRED INFORMATION

CHECK ONE OF THE FOLLOWING:

ATTACHMENT A



WILLIAMSON COUNTY CONFLICT OF INTEREST STATEMENT

I hereby acknowledge that I am aware of the Local Government Code of the State of Texas, Section 176.006 regarding conflicts of interest and will abide by all provisions as required by Texas law.

Printed name of person submitting form:
Name of Company:
Name of Company.
Date:
Signature of person submitting form:
Notarized:
Sworn and subscribed before me
by:
~y·
on
(date)
` '

Williamson County Inner Loop Annex

Address:

301 SE Inner Loop Georgetown, TX 78626

Directions:

From South (Austin, Round Rock)

Take IH-35 Northbound

Exit 259

Stay on frontage road for approximately 2 miles

At stop sign, go right on Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

From North (Georgetown, Jarrell)

Take IH-35 Southbound

Exit 259

At stop sign, go left under the overpass

At stop stay straight onto Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles



