

CITY OF HOUSTON
SCOPE OF WORK
FOR
GENERAL SERVICES DEPARTMENT
BID I00299

It is the intent of the City of Houston to solicit the lowest and best responsible bid or price under competitive conditions. All materials and/or equipment shall be new unless stated otherwise.

Prospective bidders are advised that this bid is not to be considered restricted to any referenced manufacturer and all bidders are specifically directed to informal bid terms of the "General Conditions of Bidding".

The following are the minimum acceptable specifications:

1.0 SCOPE OF WORK:

Work under this contract shall include the furnishing of all labor, materials, supplies, tools, transportation services, supervision, and necessary insurance to provide and install one new exhaust fan to serve the **Sunnyside Health Clinic TB Clinic waiting room and X-Ray room located at 9314 Cullen, Houston, TX 77061.**

- 1.1 Obtain permits as required for roof penetrations and electrical services.
- 1.2 Provide roof penetration, along with all roof curbing and repair as needed for roof penetration.
- 1.3 Provide and install new exhaust fan, which will provide 1,200 CFM.
- 1.4 Provide and install all electrical work and material to accommodate new exhaust fan operation.
- 1.5 Provide and install all duct work related to the new exhaust fan.
- 1.6 Provide and install balancing dampers.
- 1.7 Cap off inlet outside the TB Clinic and waiting room inlet.
- 1.8 Seal existing duct.
- 1.9 Provide an air balance test and report.

2.0 MATERIALS:

- 2.1 To be determined by contractor.

3.0 QUALITY ASSURANCE:

- 3.1 Should any material be found defective, not meeting specifications, or that which has not been approved in writing by the Owner shall, upon discovery (including any time within the period of the guarantee), be replaced with the specified equipment or material at no additional cost to the City.

4.0 WARRANTY:

- 4.1 The Contractor shall guarantee all of the work that is performed under this contract, including all materials, workmanship, for a minimum of one (1) year from the date of full acceptance of the work.

5.0 DISCREPANCIES:

- 5.1 The exact measurements are the responsibility of the Contractor.
- 5.2 If there are discrepancies in the specifications, the Contractor shall ask for a clarification from the City prior to bid opening.
- 5.3 If no clarification is requested, the City's judgement shall rule.

6.0 GENERAL INFORMATION:

- 6.1 **Performance time shall be 10 workdays.** Contractor must coordinate installation times and dates with **Danny Gonzales at 713-837-0712, or Gary Carico at 713-569-3603** so no conflict with scheduled events will occur.

7.0 WORKMANSHIP:

- 7.1 All work shall be performed and completed in a thorough, workmanlike manner and in accordance with the latest proven practices of the trade by thoroughly skilled and experienced workmen.

8.0 PERMITS:

- 8.1 Unless specifications state otherwise successful Contractor shall be responsible for securing any and all permits for proposed work. Any fee charged for these permits shall be the responsibility of the Contractor and not the City of Houston.

9.0 SITE VISIT:

- 9.1 All prospective bidders are encourage to attend a site visit in the Sunnyside Health Clinic **on Wednesday, January 5, 2010 at 10:00 AM located at 9314 Cullen, Houston, TX 77061** to clarify the actual scope of work to be done. Failure of a bidder to attend a site visit shall not constitute grounds for later claim against the City. Site visits may be scheduled by contacting **Danny Gonzales at 713-837-0712, or Gary Carico at 713-569-3603.**
- 9.2 The successful bidder's product shall be supported by an authorized service facility for securing replacement material without undue delay.

10.0 TERMINATION OF AGREEMENT:

- 10.1 This Contract may be terminated by the City Purchasing Agent upon fifteen (15) days notice in writing, if the materials and/or services furnished do not conform to the standard set forth herein; or if the deliveries and servicing of this Contract do not conform to the requirements detailed herein.

11.0 CONTRACT COMPLETION:

- 11.1 The Contractor shall complete this contract within thirty (30) calendar days of starting date of work. All work is to be performed during normal business hours.

12.0 CLEAN-UP:

- 12.1 Unless specifications state otherwise at the completion of all work, Contractor shall remove from the area all trash, rubbish, and debris caused by its operations, leaving the job site clean. Contractor shall vacuum carpet and polish base.

13.0 PRODUCT LITERATURE/SPECIFICATION SHEETS:

- 13.1 To evaluate bids, the user department and the City purchasing staff may require product literature/specification sheets. When required, the bidders(s) should submit the requested product literature/specification sheets within five (5) calendar days from date of request. **FAILURE ON BIDDER'S PART TO FURNISH THE REQUESTED TECHNICAL DATA IN THE TIME LIMIT GIVEN ABOVE MAY BE CAUSE FOR REJECTION OF THE BID.**

*** Contractor must comply with City of Houston insurance requirements, provide insurance certificate, and drug policy forms within 3 business days upon request.***