

**CITY OF HOUSTON  
SCOPE OF WORK  
FOR  
RENTAL OF PROPANE GAS CYLINDERS, CYLINDER RACKS PROPANE GAS FUEL  
SUPPLY FOR THE  
FLEET MANAGEMENT DEPARTMENT**

It is the intent of the City of Houston to solicit the lowest and best responsible bid or price under competitive conditions.

**Hire Houston First**

**Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the Hire Houston First Application and Affidavit ("HHF Affidavit") to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

**Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:**

[www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf](http://www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf)

**Award of Procurement of \$100,000 or More for Purchase of Non-Professional Services, Including Construction Services:**

THE CITY WILL AWARD THIS PROCUREMENT TO A "CITY BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE"):

- IF THE BID OF THE LOCAL BUSINESS IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 3% OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A LOCAL BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

**Award of Procurement under \$100,000 Purchase of Non-Professional Services Including Construction Services:**

THE CITY WILL AWARD THIS PROCUREMENT TO A "LOCAL BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE"):

- IF THE BID OF THE CITY BUSINESS IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 5% OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A LOCAL BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

**Award of Procurement that may be More or Less than \$100,000 for Purchase of Non-Professional Services, Including Construction Services:**

THE CITY WILL AWARD THIS PROCUREMENT TO A "LOCAL BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE"):

- IF THE BID OF THE LOCAL BUSINESS IS LESS THAN \$100,000 AND IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 5% OF THE LOWEST BID RECEIVED, OR
- IF THE BID OF THE LOCAL BUSINESS IS MORE THAN \$100,000 AND IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 3% OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A LOCAL BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

The following are the minimum acceptable specifications:

**1.0 SCOPE OF WORK:**

The Contractor shall provide the lease of eighty-four 33 lb. propane gas lawn mower cylinders and seven 12-space racks. In addition, the delivery of gas cylinder refills for the lawn mowers is required. Also, the Contractor shall provide a location/locations for the fueling of propane gas for three Ford F250 pick-up trucks.

**2.0 GENERAL:**

- 2.1 The Contractor shall furnish and deliver all necessary propane gas cylinders, storage racks and necessary related equipment to conform to the requirements of National Fire Protection Association (NFPA) Standard 58 Liquid Petroleum Gases.
- 2.2 The provider is expected to provide delivery three times weekly onsite propane gas filling of the 33 lb. cylinders for the lawn mowers. The quantity is estimated to be approximately 12,000 gallons of propane annually.
- 2.3 The 33 lb. propane cylinder tanks shall be used on John Deere Zero-Turn mowers, Model Z970R.
- 2.4 The Contractor shall also have a location for the City's Ford F250 pick-up trucks to be fueled, as needed. The price of all propane gas shall be based on the Mont Belvieu pricing index.

**2.0 GENERAL, CONTINUED:**

- 2.5 The Contractor shall respond to any emergency and/or "no gas" call within one (1) hour. During normal business hours of 7:00 am to 4:00 pm. The City shall not be charged additional fees for emergency fuel cylinder deliveries.
- 2.6 The Contractor shall furnish a local phone number for an authorized representative who may be contacted for emergency services. This telephone number shall be affixed to the propane cylinder(s).

**3.0 DELIVERY:**

- 3.1 The Contractor shall deliver the cylinders and provide propane service within thirty (30) calendar days of the award of the contract. The Contractor shall be responsible for leak testing the cylinders and flared connection made to the outlet side of the regulator.
- 3.2 There are three sites that require delivery. These are listed as follows:
  - 3.2.1 Public Works & Engineering Dept. - Lake Houston Facility  
22615 W. Shorewood Loop  
Huffman, TX 773336
  - 3.2.2 Public Works & Engineering Dept. - McCarty Facility  
5500 N. McCarty  
Houston, TX 77013
  - 3.2.3 Public Works & Engineering Dept. - Crosstimbers Facility  
1700 E. Crosstimbers  
Houston, TX 77093
- 3.3 The gas furnished shall be commercial propane conforming to specifications and test methods as required by Federal Specification HD5.
- 3.4 Upon expiration or termination of this contract, the Contractor shall furnish service as may be required at the rates and under the conditions of this contract during the interim period not to exceed ninety (90) days, while the new Contractor is installing the equipment. The Contractor shall cooperate with the New Contractor to assure a safe transition in compliance with applicable codes and regulations.

**4.0 WARRANTY:**

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 If there are discrepancies in the specifications, the Contractor shall ask for a clarification from the City prior to bid opening.

5.2 If no clarification is requested, the City's judgement shall rule.

**6.0 INSURANCE:**

Contractor must comply with the City of Houston insurance requirements, provide insurance certificate, insurance endorsements, and drug policy forms within three (3) days of request.

**7.0 PERMITS:**

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.

**8.0 TERMINATION OF AGREEMENT:**

This Contract may be terminated by the City Purchasing Agent upon thirty (30) 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.

**9.0 NO CONTACT PERIOD:**

Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.