

CITY OF HOUSTON
SCOPE OF WORK
FOR
GENERAL SERVICES DEPARTMENT
GSD Property Management
Electrical Scope and Agreement

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

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:

Over View

The General Services Department, Property Management Division is responsible for the maintenance of all City of Houston Fire, Police, Health and Library facilities. Also included are several Public Work Buildings, ARA and Municipal Courts facilities. The purpose of this request is to provide support Service for Repairs, Maintenance or Replacement of Electrical Parts/Equipment. Service will start from date noticed to 6/30/2016.

Any question about Scope of Work, Please contact Eric Alexander @832-393-8113.

1.0 Scope of Work

The Contractor shall provide all labor, materials, supplies, equipment, tools, transportation, permits and insurance necessary to perform Electrical Repairs, Minor Construction and New Installations at various City buildings. The Contractor maybe ask to provide Preventative Maintenance from time to time; which will be defined at the time of the request.

1.1 List of work to be performed may include, but not limited to the following:

1.1.1 Electrical Repairs

Electrical repairs shall include the repair to electrical devices/equipment; with control voltages ranging from 12AC, and line voltages up to 1,2470AC.

Sample of such repairs are:

- a. Branch Circuits
- b. Distribution Panels (Breakers)
- c. Lighting
- d. Control Circuits and Devices
- e. Repair interior and exterior lighting.
- f. Repair electrical outlets, switches, and various electrical fixtures
- g. Repair parking pole lights ranging of heights of up to 50.
- h. Repair or replace bad underground circuits to equipment or pole lighting.

1.1.2 Electrical Installation

- a. Branch Circuits
- b. Distribution Panels
- c. Lighting
- d. Cable (various types)
- e. Underground piping

1.1.3 Electrical Preventive Maintenance

- a. Distribution Panels
- b. Motor Control Centers
- c. Switch Gear
- d. Breakers
- e. Emergency Backup Systems
- f. Inferred various Electrical Systems
- g. Meg out winding on Transformers Switch Gear, MCC, and wiring.

1.2 Clean-up - At the completion of all work, contractor shall remove from the area, all trash, rubble and debris caused by its operation, leaving the facility clean.

2.0 Suitability of Materials

2.1 All supplies, materials, repair or replacement parts, equipment or tools used or furnished by the Contractor in the performance the work specified herein shall be of the type, quality, size, etc., customarily used in the trade for such work. Any such items deemed unsuitable by the Facility Manager(s) will be replaced by the Contractor at his expense.

2.2 All repair or replacement parts shall be new equal to or better than original equipment and either from the original equipment manufacturer (OEM) or approved equal to OEM parts. Parts must meet or exceed the original equipment manufacturers minimum requirements for particular pieces of equipment. Parts remanufactured to original manufacturer's specifications may be accepted if original OEM or aftermarket parts cannot be obtained.

2.3 The Contractor shall maintain a stock of commonly-used service parts to ensure immediate availability, and to have a system in place that will ensure that repair parts are on-hand for installation within a twenty-four (24) - hour period. If custom/specialty parts must be ordered to complete a job, Contractor must guarantee to make partial repairs.

2.4 Truck Stock is not billable unless contractor is able to provide invoicing. Sample of truck stock is various electrical tape, solvents, tie wraps, wire connectors, glue, cleaner, rags, lubricants, screws, bolts, washers, and nuts, just to name a few.

2.5 Contractor shall have sufficient access to ordered parts to complete repairs within two (2) calendar days, excluding custom/specialty parts. Contractor shall also have sufficient access to ordered parts to complete custom parts repairs within ten (10) calendar days.

2.5 The Contractor shall obtain and maintain a copy of the Material Safety Data Sheets (MSDS) for all hazardous materials used. MSDS shall be posted at each facility.

3.0 Damage Appraisal/Proposal:

3.1 If the City of Houston needs only an estimate for a location, the City shall inform the Contractor that this is an estimate only. All estimates where no immediate repairs or replacements will be made must be performed and provided to the City by the Contractor within three (3) business days. All estimates must be valid for Thirty (30) days upon submittal to the City. There shall be no additional charge for estimates (Section 4.3).

3.2 The Contractor's estimate shall include labor hours for repairs, material costs, etc. as listed below in EXHIBIT "A". In order to determine the total estimated repair amount, the Contractor shall apply the Contract labor rate to estimated labor hours and the Contractor's price for parts/materials. If the Contractor's repair estimate is determined to be reasonable, the Contractor shall be given written authorization to

proceed with the repair by the ordering department by the City department's representative's authorization on the Contractor's proposal. The signed estimate will be email/faxed to the Contractor. If additional work is required beyond the original estimate amount, it shall not be performed without prior approval of the ordering department. Additional work will be authorized by the issuing of a Purchas Order.

4.0 Duties of the Contractor

- 4.1 The contractor shall assure all work performed under this Contract, is done in a professional manner; in compliance with the **City of Houston Electrical Codes** and shall be performed by trained and licensed personnel having experience with Electrical service repairs.
- 4.2 Contractor shall be responsible for all costs incurred for corrections due to poor workmanship, non-fit, omissions and/or nonconformance due to noncompliance with applicable current industry standards and codes. Work will be inspected after completion for workmanship, appearance, proper functioning of all equipment and compliance with industry standards and codes. In the event deficiencies are discovered, the repair work will be rejected and Contractor shall be notified by the General Services Department Building Maintenance Superintendent with a statement of correction and a time schedule in which the repair(s) must be corrected. Payment and/or the commencement of discount period (if applicable) will not be made until corrective repairs are made and work is re-inspected and approved. Failure to correct the deficiencies within the designated time schedule will result in the City having corrections made at the Contractor's expense.
- 4.3 Should the City of Houston need only an estimate for a job, the City shall request an estimate from the contractor. No cost shall be incurred for this estimate.
- 4.4 Contractor shall not commence work until prior approval is granted, and payment by SRO, PO, EPO or P-Card is in place.

5.0 Response Time

- 5.1 Non-Emergency Repairs - Response Time 4 hours
- 5.2 Emergency Repairs Response within 2 hour.
- 5.3 **Non-Emergency Repairs:** Contractor shall arrive at the location within Four (4) hours upon receipt of a call, emailed/fax, or work order from the ordering department. A Work Order Number shall be given by the City of Houston Supervisor to the contractor prior to the start of work.

Should Contractor's technicians determine that repairs will **exceed** \$3,000.00, Contractor shall submit a **written estimate** to the ordering department within twenty-four (24) hours for approval. Upon receipt of a **written approval** from the ordering department, the Contractor shall complete all repairs within forty-eight (48) hours upon receipt of such authorizations. If repairs cannot be completed within forty-eight (48) hours, the Contractor shall notify the ordering department of the reasons why the repairs cannot be completed within the specified time frame.

- 5.4 **Emergency Repairs:** Contractor will arrive at a facility location and secure it within two (2) hours upon receipt of a call, emailed/fax, or work order from the ordering department. Because work most likely will be after normal work hours a Work Order Number shall be given by the City of Houston Supervisor on the following business day.

Should Contractor's technicians determine that repairs will cost less than \$3,000.00; and if Contractor obtains a **written approval** from the ordering department; repairs must be made immediately. Should Contractor's technicians determine that repairs will **exceed** \$3,000.00, Contractor shall submit a written estimate to the ordering department for approval. Once the Contractor obtains an approval from the ordering department, repairs must be made within four (4) hours.

6.0 Permits

Contractor shall be responsible for securing any and all permits, if required, for proposed work. Any fee charged for these permits shall be paid by Contractor and shall be reimbursable to the contractor upon written submittal attached to the contractor's invoices. No markup cost on permits.

7.0 Work Personnel

A Minimum of one journeyman electrician licensed by the State of Texas shall be required on the job site at all times.

Inspections shall be conducted by a Master or Journeyman electrician as such is required by the City of Houston or State of Texas.

7.1 UNIFORMS

All Contractor personnel assigned to this Contract shall be required to wear a uniform identifying the Company and Name of the employee: shirt, safety shoes, protective eyewear and head gear shall be required. When seasonal clothing is required, it shall have the Contractor's name clearly displayed on the front of the shirt and seasonal outerwear.

7.2 An City of Houston identification badge (section 8.0) must be worn by Contractor's personnel when on site. Personnel must sign in and out at the management office during normal hours and sign in and out at the guard station after hours.

8.0 SECURITY CLEARANCE

8.1 CRIMINAL JUSTICE INFORMATION SYSTEMS (CJIS) COMPLIANCE
(Applicable to Houston Police Department (HPD) Occupied Facilities :

8.1.1 To comply with state and federal regulations, the Houston Police Department is required to document and investigate access requests to be sure access is necessary and permitted. Bidders/Respondents, therefore, agree to a review by the Criminal Justice Information Systems (CJIS) process and related documents located at:
<http://www.houstontx.gov/police/cjis/hpdvendorcertification.htm> Contractor shall comply with the terms and requirements therein.

8.2 CITY OF HOUSTON FACILITIES (non HPD)

8.2.1 All personnel shall be subject to a Security background check and a condition of assignment to any City of Houston facility. The results of the background check shall be submitted to the facility Supervisor in charge.

8.2.2 All cost associated with the background check shall be the responsibility of the contractor.

8.2.3 The Facility Supervisor in charge shall have the authority to instruct the Contractor to remove undesirable personnel for just cause

8.2.4 The decision by the Director and or the Designee shall be the final in all cases involving removal of contract personnel from performing work herein specified.

8.2.5 The Contractor shall comply with all building Security Measures as they pertain to each facility.

8.2.6 The contractor is responsible for the training of his staff and sub-contractors in the security measures pertaining to these facilities.

8.3 BADGING

33.3.1 Upon the completion of the background check, all contractors' employees and sub-contractors shall be required to obtain a City of Houston Contractors Badge from the General Services Department's Security Office located at 611 Walker Annex 3rd floor. Time and scheduled hours will be provided.

9.0 Warranty

- 9.1 All work shall have a warranty period of 90 days for repairs.
- 9.2 Parts and replacement items will carry the full manufactures warranties; Contractor may be compensated for labor if failure is not associated with Poor workmanship.
- 9.3 Warranty periods will not begin until work has been approved by GSD representative.

10.0 Silence of These Specifications

The specification set forth herein covers the minimum requirements for Electrical services. The descriptions contained in these specifications shall be considered as instructive to the Contractor as to the type and quality of materials desired. The apparent silence of these specifications as to any detail, or the apparent omission from them of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices shall prevail. All interpretation of these specifications shall be made based upon this statement.

11.0 Additions & Deletions:

The City, by written notice from the City Purchasing Agent, or the Direct of the General Services Department,(or Designee) to the Contractor, at any time during the term of this contract, may add or delete like or similar equipment, supplies, locations and/or services to the list of equipment, supplies, locations, and/or services to be provided. Any such written notice shall take effect on the date stated in the notice from the City. Similar equipment, supplies, services, or locations added to the contract shall be in accordance with the contract specification/scope of services, and the charges or rates for items added shall be the same as specified in the fee schedule. In the event that the additional equipment, supplies, locations and/or services are not identical to the item(s) already under contract, the charges therefore will then be the Contractor's normal and customary charges or rates for the equipment, supplies, locations and/or services classified in the fee schedule.

12.0 Rates

- 12.1 **EXHIBIT "A"** list the Labor Rates, Parts/Materials and Rental Rates that will be used under this agreement. The contractor's responsibility is to provide the City of Houston their best complete pricing for each of the items listed in **EXHIBIT "A"**.
- 12.2 Rates for time accrued over an hour will be charged in fifteen (15) minute increments, e.g., 2.5 hours at \$35.00/hour will be paid \$87.50 for labor.

13.0 PAYMENTS TYPES

The contract shall accept all forms of City of Houston payment types, which include but not limited to:

- 13.1 Credit Card (P-Card)
- 13.2 Service Release Order (SRO)
- 13.3 Purchases Orders
- 13.4 Emergency Purchase Orders (EPO)

14.0 Payment/Invoicing

- 14.1 Contractor will invoice monthly for work that has been completed. Copy of original invoices(s) for materials purchased or equipment rented shall accompany the billing invoice.
- 14.2 Payment to the Contractor shall be made by the City thirty (30) days after the City has accepted the work and approved the invoice. Payment for labor shall be computed as follows: Contractor shall be paid a minimum of one (1) hour of labor for actual work performed during the first hour, regardless of the amount of time required to complete the service, per the hourly labor charge in this Contract (Fee Schedule). For example, if the service is completed within twenty-five (25) minutes, the Contractor shall invoice the City for one (1) hour, and be paid accordingly. Should the required time to complete work exceed one (1) hour, Contractor shall be paid in 15-minute increments after the first hour. For example, if the service is completed in one hour and five minutes, the Contractor shall invoice the City for one hour and fifteen minutes, and be paid accordingly.
- 14.3 Invoices need to be submitted to the appropriate department within three-to-five (3-5) business days after completion of the job.
- 14.4 All invoices must be submitted in triplicate (one original and two copies). All invoices shall be original invoices or certified original invoices on the Contractor's company stationery, with the original signed by an authorized agent of the company. The invoice number shall not be duplicated during the term of the Contract period(s). Each invoice shall detail the following information:
City Contract number and Ordinance Number
- 14.5 Copy of GSD work order
- 14.6 Copy of Contractor's sign service ticket (if separate from invoice)
- 14.7 Ordering department and facility name and address where services were performed
- 14.8 Date(s) and time(s) when services were performed
- 14.9 Parts or components repaired or replaced
- 14.10 Manufacturer model and part numbers Installed detailing net unit pricing, percentage markup, and total cost per line item.
- 14.11 Labor minutes/hour(s) factored out to include extended costs
- 14.12 Total invoice cost.
- 14.13 All unit prices for labor and parts shall be listed and easily identified against the quoted Contract pricing.

Verification of Contractor Costs: For each invoice, the Contractor shall provide with their invoice a photocopy of the paid supplier's invoice for parts purchased or rented.

15.0 COMPUTER MAINTENANCE MANAGEMENT SYSTEM (CMMS) COMPLIANCE:

15.1 Overview

The City of Houston General Service Department (GSD) utilizes a COMPUTER MAINTENANCE MANAGEMENT SYSTEM CMMS (CMMS) to monitor and track all work progress, to better manage finances and to create reporting documents for senior leadership. The City captures this important information through the use of work orders. The current CMMS which is known as the Sprocket Work Order System (SWOS), is a development of Johnson Controls Inc. (JCI); who has the complete knowledge of its operational parameters. JCI Contact Information: Clark.F.May@jci.com

15.2 The City GSD may choose at any time to implement a program requiring the selected contractor to utilize the Sprocket Work Order System (SWOS) to execute all work performed for the City of Houston General Services Department (GSD).

15.3 All work will be transmitted from the City GSD to the contractor through the CMMS system and the contractor will monitor, execute and field close work orders with all pertinent information including initial response date (not applicable to PM work orders), field complete date, total job cost billed to the City (includes labor and materials used to complete specific work order that is above and beyond scope included in fixed contract with City), invoice number, and a brief description of the work performed.

15.4 The City GSD may provide additional parameters for report formatting at any time.

15.5 The Contractor will bill all work for payment using standard billing practices described in Section 13.

15.6 GSD internal expenditure control policy is as follows:

15.6.1 Work orders with a cost estimate less than \$3,000.00, and approved by a GSD Representative can be executed against Service Release Order (SRO number) up on approval.

15.6.2 Jobs exceeding \$3,000.00 shall require a written estimate and the issuing of a Purchase Order (PO) number before the work order can be executed by the contractor.

15.6.3 Emergency Purchase Orders (EPO) can be executed upon verbal approval by a GSD Representative regardless of cost.

15.6.4 Work orders shall not serve as invoicing documents for the contractor. Payments will only be made as described in Section 21.

15.6.5 Work orders are to be field closed electronically upon completion to maximize accuracy to enable GSD managers to provide real-time reporting to upper management.

15.6.6 The GSD will provide contractor with the following:

15.6.6.1 One (1) Sprocket user license

15.6.6.2 Initial Sprocket configuration setup

15.6.6.3 Three (3) hours of basic SWOS training by GSD employees at no cost to the contractor

15.6.7 Additional user licenses are optional, but cost for these must be purchased by the contractor by contacting JCI as outlined I this section.

EXHIBIT "A"
LABOR RATES AND FEES

ITEM	DESCRIPTION	UNIT OF MEASURE	Rate/% AS Applicable	NUMBER OF UNITS	UNIT PRICE
1	Standard Service Rate (Journeyman Electrician) Each	Per hour		50	
2	Standard Service Rate (Apprentice Electrician) Each	Per hour		50	
3	Overtime/Holiday Service Rate (Journeyman Electrician) Each	Per hour		10	
4	Overtime/Holiday Service Rate (Apprentice Electrician) Each	Per hour		10	
5	Emergency Rate (Journeyman Electrician)	Per hour		10	
6	Emergency Rate (Apprentice Electrician)	Per hour		10	
7	Parts and Material (Original Invoice)	Markup %		\$15,000	
8	Rental Equipment (Original Invoice)	Markup %		\$10,000	
9	Permits (Original Invoice)	Markup 00%		10	

EXHIBIT "B"
Locations

Item	Dept.	Description
	ARA	Administration & Regulatory Affairs
1	ARA	ARA BARC Animal Reg/Care FAC (2700 Evella,454W)
2	ARA	ARA Property Disposal Whse (2511 Broad, 534Q)
3	ARA	ARA Parking Mgmt. (2020 McKinney, 493R)
	GEN	General Government
4	GEN	City Hall Annex (900 Bagby, 493L)
5	GEN	City Hall (901 Bagby, 493L)
6	GEN	Prop MGMT Trades & Crafts (2707 Dalton, 535K)
7	GEN	Houston Emergency Center (5320 N Shepherd, 452H)
8	GEN	Facilities Management HQ (3026 Berry Rd, 454E)
9	GEN	Old Barbara Jordan Child Care (1522 Fulton,493H)
10	GEN	AUX Houston Transtar (6922 Katy Rd, 492A)
	HFD	Houston Fire Department
11	HFD	Station #2 (5880 Woodway, 491K)
12	HFD	Station #3 (3735 W Alabama, 492S)
13	HFD	Station #4 (6530 W Little York, 411X)
14	HFD	Station #5 (2020 Hollister, 450V)
15	HFD	Station #6 (3402 Washington, 493E)
16	HFD	Station #7 (1402 Elgin, 493T)
17	HFD	Station #8 NEW (1919 Louisiana, 493P)
18	HFD	Station #9 (702 Hogan, 493D)
19	HFD	Station #10 (6600 Corporate Dr, 529H)
20	HFD	Station #11 (460 T C Jester, 492C)
21	HFD	Station #12 (1502 Alber, 453Z)
22	HFD	Station #15 (5306 N Main, 453S)
23	HFD	Rescue Command Ctr (402 Tabor, 453X)
24	HFD	Station #16 (1700 Richmond, 492V)
25	HFD	Station #17 (2805 Navigation, 494J)
26	HFD	Station #18 (619 Telephone, 494T)
27	HFD	Station #19 (1811 Gregg, 494F)
28	HFD	Station #20 (6902 Navigation, 494R)
29	HFD	Station #21 (10515 S Main-Willow Bend, 532L)
30	HFD	Station #22 HAZMAT (7825 Harrisburg, 495W)

Item	Dept.	Description
31	HFD	Station #23 (8005 Lawndale, 535B)
32	HFD	Station #24 (2625 Reed Road, 273K)
33	HFD	Station #25 (3902 Scott, 533D)
34	HFD	Station #26 (7111 Dixie, 534R)
35	HFD	Station #27 (6515 Lyons, 494D)
36	HFD	Station #28 (3000 Chimney Rock, 491T)
37	HFD	Station #29 (4831 Galveston Rd, 535R)
38	HFD	Station #30 (6702 Irvington, 453R)
39	HFD	Station #31 (222 W Crosstimbers, 452M)
40	HFD	Station #32 (8614 E Tidwell, 455C)
41	HFD	Station #33 (7117 Fannin, 532H)
42	HFD	Station #34 (3100 Laura Koppe, 454E)
43	HFD	Station #35 (5535 Van Fleet, 534S)
44	HFD	Station #36 (7720 Airport Blvd, 575B)
45	HFD	Station #37 (7026 Stella Link, 532J)
46	HFD	Station #38 (1120 Silber, 451Y)
47	HFD	Station #39 (5810 Pickfair, 454Q)
48	HFD	Station #40 (5830 OST, 534G)
49	HFD	Station #41 (805 Pearl, 495F)
50	HFD	Station #42 (8675 Clinton, 495P)
51	HFD	Station #43 (7330 N Wayside, 455K)
52	HFD	Station #44 (675 Maxey Rd, 496C)
53	HFD	Station #45 (4910 McCarty, 455U)
54	HFD	Station #46 (3902 Corder, 533Q)
55	HFD	Station #47 (2615 Tidewater, 572L)
56	HFD	Station #48 (11616 Chimney Rock, 571B)
57	HFD	Station #49 (1212 Gessner, 450W)
58	HFD	Station #50 (4420 Bingle, 451E)
59	HFD	Station #51 (6902 Bellaire, 530H)
60	HFD	Station #52 (10343 Hartsook, 576K)
61	HFD	Station #53 (13349 Vicksburg, 497E)
62	HFD	Station #54 (2500 Fuel Storage Rd, 333Z)
63	HFD	Station #55 (11212 Cullen, 573H)
64	HFD	Station #56 (5820 E Little York, 412V)
65	HFD	Station #57 (13602 Memorial Dr, 489F)

Item	Dept.	Description
66	HFD	Station #58 (10413 Fulton, 453B)
67	HFD	Station #59 (13925 S Post Oak, 571L)
68	HFD	Station #60 (2925 Jeannetta, 490T)
69	HFD	Station #61 (9726 Monroe, 575L)
70	HFD	Station #62 (1602 Seamist, 452S)
71	HFD	Station #63 (5626 Will Clayton Parkway, 374D)
72	HFD	Station #64 (3000 Greens Rd, 374N)
73	HFD	Station #65 (11531 FM 1960 E, 338R)
74	HFD	Station #66 (5800 Teague, 450A)
75	HFD	Station #67 (1616 W Little York, 412X)
76	HFD	Station #68 (8602 Bissonnet, 530Q)
77	HFD	Station #69 (1102 W Belt, 489R)
78	HFD	Station #70 (11410 Beamer, 576X)
79	HFD	Station #71 (15200 Space Center Blvd, 618F)
80	HFD	Station #72 (17401 Saturn Ln, 618Q)
81	HFD	Station #73 (9640 Wilcrest, 529U)
82	HFD	Station #74 (460 Aldine Bender, 373W)
83	HFD	Station #75 (1995 Dairy Ashford, 488P)
84	HFD	Station #76 (7200 Cook Rd, 529J)
85	HFD	Station #77 (10155 Kempwood Dr, 450J)
86	HFD	Station #78 (15100 Memorial, 488C)
87	HFD	Station #80 (16111 Chimney Rock, 611B)
88	HFD	Station #81 (7990 Paul B Koonce Rd, 575F)
89	HFD	Station #82 (11250 Braesridge, 530Y)
90	HFD	Station #83 (3350 Breeze Wood, 489X)
91	HFD	Station #86 (14300 Briar Forest, 489E)
92	HFD	Station #90 (16525 Park Row, 477Y)
93	HFD	Station #92 (4300 Will Clayton, 374C)
94	HFD	Station #93 (911 FM 1959, 617A)
95	HFD	Station #94 (235 El Dorado, 617R)
96	HFD	Station #96 (7409 Willowchase, 370P)
97	HFD	Station #99 (18580 Chanute, 393H)
98	HFD	Station #101 (1863 Kingwood, 336C)
99	HFD	Station #102 (4102 W Lake Houston Pkwy, 297T)
100	HFD	Station #103 (2907 High Valley, 297Z)

Item	Dept.	Description
101	HFD	Station #104 (910 Forrest Cove Dr, 336K)
102	HFD	Station #105 (14014 W. Lake Houston Pkwy, 377)
103	HFD	Logistical Center (1205 Dart, 493G)
104	HFD	Logistical Center Bldg. A(1205 Dart, 493G)
105	HFD	Logistical Center Bldg. B(1205 Dart, 493G)
106	HFD	Logistical Center Bldg. C(1205 Dart, 493G)
107	HFD	Logistical Center Bldg. D(1205 Dart, 493G)
108	HFD	Logistical Center Bldg. E(1205 Dart, 493G)
109	HFD	Logistical Center Bldg. J(1205 Dart, 493G)
110	HFD	Logistical Center Pump Station (1205 Dart, 493G)
111	HFD	Logistical Center Sec Shack (1205 Dart, 493G)
112	HFD	Logistical Center (1205 Dart, 493G)
113	HFD	Fire Alarm Building OLD (333 Preston, 493G)
114	HFD	Fire Alarm Building OLD (333 Preston, 493G)
115	HFD	Training Academy (8030 Braniff, 575K)
116	HFD	Fire Museum (2403 Milam, 493P)
117	HFD	Fire Marshall/Arson (60 Braeswood Sq, 531T)
118	HFD	Fire Arson-Lab (3102 Center, 493L)
119	HFD	Fire Dept. BRAC (7077 Perimeter, 409V)
	HLT	Health Department
120	HLT	Health Dept. Admin Bldg. (8000 N Stadium, 532M)
121	HLT	Northside HC (8523 Arkansas, 454E)
122	HLT	Northside WIC (8504 Schuler, 454E)
123	HLT	Lyons HC (5602 Lyons Ave, 494C)
124	HLT	West End HC (190 Heights Blvd, 493E)
125	HLT	La Nueva Casa HC (1809 N Main, 493G)
126	HLT	Riverside HC (3315 Delano, 493Y)
127	HLT	Sunnyside HC (9314 Cullen Blvd, 533Z)
128	HLT	Magnolia MSC (7037 Capital, 494V)
129	HLT	Magnolia WIC (7037 Capital , 494V)
130	HLT	Sunnyside MSC (4605 Wilmington, 573B)
131	HLT	Sunnyside WIC (4605 Wilmington #178, 573B)
132	HLT	West End MSC (170 Heights Blvd, 493E)
133	HLT	Fifth Ward MSC (4014 Market Street, 494E)
134	HLT	Kashmere MSC (4802 Lockwood Dr, 454U)

Item	Dept.	Description
135	HLT	Acres Homes MSC (6719 W Montgomery, 412Y)
136	HLT	West Montgomery WIC, (6719 W Montgomery, 412Y)
137	HLT	Denver Harbor MSC (6402 Market, 494E)
138	HLT	Denver Harbor WIC (6402 Market, 494E)
139	HLT	Third Ward MSC (3611 Ennis, 533C)
140	HLT	Tri-County Senior SC (9525 Clinton Dr, 495V)
141	HLT	John Peavy SC (3814 Market St, 494F)
142	HLT	Medical Center Lab/CI (1115 S Braeswood, 532H)
143	HLT	Environmental HLT Bldg (7411 Park Place, 535N)
144	HLT	Boat Barn Pump Util(22627 Shorewood Loop, 338V)
145	HLT	Southwest WIC STE E (6400 High Star 531A)
146	HLT	Southwest Library (6400 High Star, 531A)
147	HLT	Southwest MSC STE E (6400 High Star 531A)
148	HLT	Southwest WIC STE E (6400 High Star 531A)
149	HLT	Crocket House Bldg (1620 Crockett St, 493G)
150	HLT	Northeast MSC (9720 Spaulding, 455C)
151	HLT	Northeast WIC (9720 Spaulding, 455C)
152	HLT	Louie Welch HC (1818 Crockett, 493G)
153	HLT	Hiram Clarke MSC/Vinson Lib (3810 W Fuqua,572S)
154	HLT	Vinson Library (3810 W Fuqua,572S)
155	HLT	Hiram Clarke MSC (3810 W Fuqua,572S)
156	HLT	Holcombe Lab (2250 Holcombe, 532G)
157	HLT	Holcombe BSL3 Lab (2252 Holcombe, 532G)
158	HLT	Holcombe Warehouse (3301 Commerce St, 494N)
159	HLT	Croquet Air Monitoring (12836 Croquet, 571P)
160	HLT	Wayside Air Monitoring (7330 N Wayside, 415X)
161	HLT	Clinton Air Monitoring (9525 1/2 Clinton Dr, 495V)
162	HLT	Crawford Air Monitoring (1307 Crawford, 493Q)
163	HLT	Monroe Air Monitoring (9726 Monroe, 575L)
164	HLT	Texas Air Monitoring (2311 Texas, 494S)
165	HLT	Lang Air Monitoring (4401 1/2 Lang, 451J)
166	HLT	Park Place Air Monitoring (7421 Park Place,) Inac
167	HLT	Westhollow Air Monitor (3333 1/2 S Hwy6,488W) In
168	HLT	Sharpstown HC (6201 Bonhomme, 530C)
169	HLT	Sharpstown WIC (6201 Bonhomme, 530C)

Item	Dept.	Description
170	HLT	Northwest WIC (8536 Hammerly, 451N)
171	HLT	Braesner WIC (8632 S Braeswood, 530U)
172	HLT	Hunting Bayou WIC (11430 East Frwy, 496E)
173	HLT	Aldine WIC (5198 Aldine Mail Route, 414G)
174	HLT	Airline WIC Center (5990 Airline Ste 200, 453B)
175	HLT	HLT Alief WIC (12660 Beechnut #180, 529J)
	HPD	Police Department
176	HPD	Police Academy (17000 Aldine Westfield ,373H)
177	HPD	Acres Homes SF (6719 W Montgomery, 412Y)
178	HPD	Airport Police K-9 (2452 Rankin, 373H)
179	HPD	Airport Police-Hobby (7800 Airport Blvd, 575B)
180	HPD	Airport Police-IAH (3100 Terminal Road B, 334W)
181	HPD	Asian Task Force(15355 Vantage Pkwy, 373U)
182	HPD	Auto Theft Storage Complex (1204 Morin, 493L)
183	HPD	Central Police Complex (61 Riesner, 493L)
184	HPD	Chaves High School SF (4701 Galveston, 535R)
185	HPD	Clear Lake SS (2855 Bay Area Blvd, 618G)
186	HPD	County Court Liaison(301 San Jacinto, 493M)
187	HPD	CPS Juvenile (2500 Bolsover, 491Y)
188	HPD	Long Point SF SEE PL121(8400 Long Point, 450V)
189	HPD	Auto Theft Vehicle Lot (1300 Dart, 493L)
190	HPD	Dive Team/Facility Maint (35 Artesian, 493L)
191	HPD	Explorer Scouts (22 Artesian, 493L)
192	HPD	Facilities Supplies (718 Houston Ave, 493L)
193	HPD	FBI Terrorism TF (2500 E TC Jester, 452N)
194	HPD	Vacant Fifth Ward SF (4300 Lyons Suite 200, 494F)
195	HPD	Property Room (1202 Washington, 493L)
196	HPD	Gerson Building (33 Artesian, 493L)
197	HPD	Gulf Coast (701 San Jacinto Ste 118, 493L)
198	HPD	Helicopter Complex (8402 Larson, 575G)
199	HPD	Homicide Print Stall (1305 Dart, 493L)
200	HPD	SWAT (1500 W Dallas, 493K)
201	HPD	Independence Heights SF (803 Crosstimbers,453J)
202	HPD	Joe Frank Bld(101 Preston/1001 Washington,493L)
203	HPD	Kingwood Station (3915 Rustic Woods Dr, 297X)

Item	Dept.	Description
204	HPD	Lake Patrol Comp(22619 W Shorewood Drive, 338V)
205	HPD	Magnolia Sub/Eastside Patrol (7525 Sherman,495W)
206	HPD	McNair Police Sta So Cen (2202 St Emanuel,493O)
207	HPD	Mounted Patrol (5005 Little York,414U)
208	HPD	Mtd Patrol Admin Bldg (5005 Little York,414U)
209	HPD	NE Police Station Complex (8301 Ley Road, 455L)
210	HPD	North Police Complex (9455 W Montgomery Rd,412N)
211	HPD	NW Station Complex (6000 Teague, 410W)
212	HPD	Canal Health Clinic (7228 Canal, 495S)
213	HPD	Magnolia Substation Vacant (7233 Ave F, 495S)
214	HPD	Palm Center SF (5330 Griggs Road, 534J)
215	HPD	Park Place Police Vacant(7414 Park Place, 535N)
216	HPD	Police Headquarters (1200 Travis, 493L)
217	HPD	Police Memorial (2400 Memorial, 493K)
218	HPD	PWW OT Prog./EB CAPE (4501 Leeland, 494X)
219	HPD	Reed Road Storefront (3511 Reed Road, 573C)
220	HPD	Secret SVS Task Force (602 Sawyer 5th Flr, 493K)
221	HPD	SE Command Station Complex (8300 Mykawa, 574Z)
222	HPD	SW Command Station Complex (4503 Beechnut, 531R)
223	HPD	Hooks Airport USC (9103 Boudreaux Tomball, 289U)
224	HPD	Port of Houston USC (8090 Highlevel Rd, 495K)
225	HPD	Uniform Supply (700 Houston Ave, 493L)
226	HPD	Volker Building (1103 Morin, 493L)
227	HPD	West Police Sta(3203 S. Dairy Ashford, 488Z)
228	HPD	West Police Sta(3203 S. Dairy Ashford, 488Z)
229	HPD	GRB SF (1001 Avenida de las Americas, 493R)
230	HPD	East Frwy SF (12001A East Frwy, 496E)
231	HPD	Fleet Central Garage (50 Reisner, 493L)
232	HPD	Tire Shop (29 Reisner,493L)
233	HPD	Fleet Administration (52 Reisner, 493L)
234	HPD	Midwest Police Dist 18 (7277 Regency Sq, 530D)
235	HPD	S. Gessner Police Station (8605 Westplace,570B)
236	HPD	HPD BRAC (6903 Perimeter Park Dr, 409V)
237	HPD	HPD Fondren Division (7567 W Bellfort, 530Y)
238	HPD	Aldine Community SF (10966 North Freeway, 372Z)

Item	Dept.	Description
239	HPD	Asian Community SF(9160 F Bellaire, 530E)
240	HPD	Broadway Square SF (8751 Broadway, 535G)
241	HPD	Fondren Police Station (11168 Fondren, 530Y)
242	HPD	Greensport SF(208 Greenspoint Mall, 372R)
243	HPD	Gulfton Area SF (5980 Renwick, 531B)
244	HPD	Heights SF Office (1127 N Shepherd, 452U)
245	HPD	Hiram Clark SF (4363 WFuqua,571V)
246	HPD	Irvington Village SF (2901 Fulton #725, 493D)
247	HPD	Near North SF (1335 W. 43rd Street, 452K)
248	HPD	Near North SF (802 Westheimer, 493S)
249	HPD	Navigation SF Ripley House (4401 Navigation, 494P)
250	HPD	Southmore SF(3711 Southmore, 533C)
251	HPD	Spring Branch SF (8400 Long Point, 451S)
252	HPD	Telephone Road SF (10201 Telephone Road, 575W)
253	HPD	Westbury SF (5600 S Willows, 571B)
254	HPD	Westwood Mall SF (9700 Bissonnet #1740 W, 529V)
255	HPD	Willowbrook SF (17375 Tomball Pkwy, 370J)
256	HPD	Internal/Proactive Affairs (1415 N Loop West,452Q)
257	HPD	Drug Enforcement Admin (1413 W Loop S, 491R)
258	HPD	Richmond SF (6308 Richmond Ave, 491W)
259	HPD	Neighborhood Protect (7125 Ardmore, 533K)
	HPL	Houston Public Library
260	HPL	Acres Homes Lib (8501 West Montgomery, 412T)
261	HPL	Alief Lib (7979 South Kirkwood, 529J)
262	HPL	Blue Ridge Lib (7200 W Fuqua, 571W)
263	HPL	Bracewell Lib (9002 Kingspoint Drive, 575Z)
264	HPL	Carnegie Lib (1050 Quitman, 493D)
265	HPL	Clayton Genealogy Lib (5300 Caroline, 493W)
266	HPL	Clayton Carriage House Lib (5300 Caroline,493W)
267	HPL	Clayton Genealogy Lib (5300 Caroline, 493W)
268	HPL	Clayton Guest House Lib (5300 Caroline,493W)
269	HPL	Clayton House Lib (5300 Caroline, 493W)
270	HPL	Collier Lib (6200 Pinemont, 451F)
271	HPL	Dixon Lib (8002 Hirsh, 454T)
272	HPL	Fifth Ward Lib (4014 Market , 494F)

Item	Dept.	Description
273	HPL	Flores Lib (110 North Milby, 494N)
274	HPL	Frank Lib (10103 Frondren, 530Y)
275	HPL	Gregory School (1300 Victor, 493P)
276	HPL	Heights Lib (1302 Heights, 453W)
277	HPL	Hillendahl Lib(2436 Gessner, 450N)
278	HPL	Jessie Jones Lib (500 McKinney, 493L)
279	HPL	Julia Ideson Lib (400 McKinney, 493L)
280	HPL	Johnson Lib (3517 Reed, 573B)
281	HPL	Jungman Lib (5830 Westheimer, 491T)
282	HPL	Kashmere Gardens Lib (5411 Pardee, 454U)
283	HPL	Kendall Lib (609 N. Eldridge Pkwy, 488C)
284	HPL	Lakewood Lib(8815 Feland, 455G)
285	HPL	Looscan Lib(2510 Willowick, 492S)
286	HPL	Mancuso Lib (6767 Bellfort, 534Z)
287	HPL	Marston (820 Marston, 492M)
288	HPL	Melcher Lib(7200 Keller, 535E)
289	HPL	Meyer Lib(5005 West Bellfort, 531Y)
290	HPL	Montrose Lib(4100 Montrose, 493S)
291	HPL	Moody Branch Lib (9525 Irvington, 453C)
292	HPL	Oak Forest Lib(1349 West 43rd, 452K)
293	HPL	Old Bracewell Lib (10115 Kleckley, 576P)
294	HPL	Old Frank Storage (6440 W Bellfort, 570D)
295	HPL	Old Kendall Lib (14330 Memorial, 489E)
296	HPL	Old Vinson (3100 West Fuqua, 572T)
297	HPL	Park Place Lib (8145 Park Place, 535P)
298	HPL	Pleasantville Lib (1510 Gellhorn, 495K)
299	HPL	Ring Lib(8835 Long Point, 450V)
300	HPL	Robinson-Westchase Lib (3223 Wilcrest, 489Y)
301	HPL	Scenic Woods Lib (10677 Homestead , 414Z)
302	HPL	Smith Lib (3624 Scott, 533D)
303	HPL	Stanaker Lib (611 S/Sgt. Macario Garcia, 494V)
304	HPL	Stella Link Lib (7505 Stella Link, 532J)
305	HPL	Tuttle Lib (702 Kress, 494H)
306	HPL	Walter Lib (7660 Clarewood, 530G)
307	HPL	Young Lib (5260 Griggs, 534K)

Item	Dept.	Description
	MUN	Municipal Courts
308	MUN	Municipal Courts (1400 Lubbock, 493L)
	PR	Parks & Recreation
309	PR	PARKS/REC Adaptive Rec Ctr. (1475 W Gray, 492R)
	PWE	Public Works
310	PWE	Bob Lanier Bldg. (611 Walker, 493L)
311	PWE	Houston Permitting Ctr. (1002 Washington, 493L)

EXHIBIT "C" **DEFINITIONS**

As maybe used in this Agreement; the following terms have the meanings set out below:

"Agreement" means this contract between the Parties, including all exhibits, change orders, and any written amendments authorized by City Council and Contractor.

"City" is defined in the preamble of this Agreement and includes its successors and assigns.

"City Purchasing Agent" is defined as the person or duly authorized successor, authorized in writing to act for the City. The term includes, except as otherwise provided in this Contract, the authorized representative of the City Purchasing Agent acting within the limits of delegated authority.

"Contractor Administrator" means the representative of the Department who is responsible for the administration for the Contract.

"Contract Award Notice" means the official notification substantiated by the Notice to Proceed issued by the City Purchasing Agent to the Contractor.

"Contract Charges" means charges that accrue during a given month as defined in Article III.

"Contract Term" is defined in Article IV.

"Contractor" is defined in the preamble of this Agreement and includes its successors and assigns.

"Countersignature Date" means the date this agreement is countersigned by the City Controller.

"Director" means the Department Directors/Chiefs of each of the Departments or the person(s) he or she designates.

"Effective Date" is defined as date contract is countersigned by the City Controller.

Electrical Repairs - Involves fixing any sort of electrical device should it become out of working order or broken (known as repair, unscheduled, or casualty maintenance).

Electrical Installation - Specialized construction work that is performed during the erection or reconstruction of buildings or structures intended for various purposes and that entails the installation of electric wiring and electrical equipment. The electric wiring may be overhead power lines, cable lines, current leads, or interior wiring. Examples of electrical equipment include electric machinery, distribution centers, and control consoles.

Electrical Preventive Maintenance - Systematic inspection, detection, correction, and prevention of incipient failures; before they become actual or major failures.

Facility Manager – GSD Building Manager who is responsible for the maintaining of a building or group of buildings assuring that the Maintenance and Operations of the facilities are being met.

“Governing Body” means the Mayor and City Council of the City of Houston.

“GSD” Acronym for General Services Department

“Hazardous Materials” is defined in Article II (Environmental Laws).

“Notice to Proceed” means a written communication from the City Purchasing Agent to Contractor instructing Contractor to begin performance.

“Parties” mean all the entities set out in the Preamble who are bound by this Agreement.