



# CITY OF HOUSTON INVITATION TO BID

Issued: November 30, 2007

## **BID OPENING**

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until **10:30 AM Thursday, December 20, 2007** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of:

**AMBULANCE MODULE REFURBISHING AND REMOUNTING SERVICES  
FOR FIRE DEPARTMENT  
BID INVITATION NO.: S39-L22678  
NIGP CODE: 928-12**

## **BUYER**

Questions regarding this solicitation document should be addressed to **Latrice Williams, Senior Procurement Specialist**, at (713) 247-1741, or e-mail to [latrice.williams@cityofhouston.net](mailto:latrice.williams@cityofhouston.net)

## **ELECTRONIC BIDDING**

In order to submit a bid for the items associated with this procurement, you must fill in the pricing information on the "**PLACE BID**" page.

## **PRE-BID CONFERENCE**

A Pre-Bid Conference will be held for all Prospective Bidders at the City Hall, Strategic Purchasing Division, 901 Bagby, Conference Rm. 2 (Basement), Houston, Texas 77002 at **10:00 AM on Monday, December 10, 2007**.

**All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed the solicitation documents prior to the Pre-Bid Conference. Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.**

Bidding forms, specifications, and all necessary information should be downloaded from the Internet at <http://purchasing.houstontx.gov/>

By registering and downloading this solicitation document, all updates to this solicitation document will be automatically forwarded via e-mail to all registered bidders. This information may also be obtained from the Supplier Assistance Desk, Strategic Purchasing Division, 901 Bagby, Concourse Level, Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph (b), (5) of Section 15-3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph (b), (6) of said Section 15-3.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

City Employees are prohibited from bidding on this solicitation in accordance with the Code of Ordinances, Section 15-1.

### **\*CONTENTS:**

SECTION A: OFFER  
SECTION B: SCOPE OF WORK/SPECIFICATIONS  
SECTION C: GENERAL TERMS & CONDITIONS

**\*NOTE 1: Actual page numbers for each Section may change when the solicitation document is downloaded from the Internet or because of Letters of Clarification. Therefore, Bidders must read the bid document in its entirety and comply with all the requirements set forth therein.**

**\*NOTE 2: To be considered for award, please submit the electronic bid form and the forms listed in Section A, including the Official Signature Page, which must be signed by a company official authorized to bind the company.**

## SECTION A



**AMBULANCE MODULE REFURBISHING AND REMOUNTING SERVICES  
FOR FIRE DEPARTMENT  
BID INVITATION NO.: S39-L22678  
NIGP CODE: 928-12**

To The Honorable Mayor  
and Members of the City Council  
of the City of Houston, Texas (the "City"):

The undersigned Bidder hereby offers to contract with the City upon the terms and conditions stated in that certain "**Contract for AMBULANCE MODULE REFURBISHING AND REMOUNTING SERVICES for a five-year period with two (2) one-year option periods for Fire Department**", which was distributed by the City together with the "Notice to Bidders" and is hereby incorporated herein by this reference (the "Contract"). This offer is made at the prices stated on the electronic Bid Form. When issued by the City of Houston, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that it has obtained all such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.

The City may accept this bid offer by issuance of a Contract covering award of said bid to this Bidder at any time on or before the 180<sup>th</sup> day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 180 days, but shall expire on the 181<sup>st</sup> day unless the parties mutually agree to an extension of time in writing.

The City of Houston reserves the option, after bids are opened, to increase or decrease the quantities listed, subject to the availability of funds, and/or make award by line item.

If the City accepts the foregoing offer, this Bidder promises to deliver to the City Purchasing Agent of the City, five (5) original counterparts of said Contract duly executed by this Bidder (as "Contractor") in accordance with this paragraph, proof of insurance as outlined in Article II of the Contract, all on or before the tenth (10<sup>th</sup>) day following the day this Bidder receives from the City the unsigned counterparts shall be executed so as to make it binding upon the Bidder, and all of the applicable requirements stated in the document entitled "Instructions for Execution of Contract Documents," (which was distributed by the City) shall be complied with.

The City reserves the right to accept or reject, in whole or in part, any or all bids received and to make award on the basis of individual items or combination of items, as it is deemed in the best interest of the City.

If the City accepts the foregoing offer, this bidder shall furnish all labor, supervision, materials, supplies, equipment and tools necessary to provide **AMBULANCE MODULE REFURBISHING AND REMOUNTING SERVICES** for the City in accordance with attached Specifications.

Documents/forms must be downloaded from the City's Website: <http://purchasing.houstontx.gov/>

**Additional Required Forms to be included with this Bid:**

In addition to the Electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:**

| <b>TABLE 1 - REQUIRED FORMS</b>          |
|--|
| Affidavit of Ownership.doc               |
| Fair Campaign Ordinance.doc              |
| Statement of Residency.doc               |
| Conflict of Interest Questionnaire.doc   |
| Bidders Qualifications & Experience      |
| Pay or Play Program Acknowledgement Form |

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful bidder:

| <b>TABLE 2 - DOCUMENTS &amp; FORMS</b>                            |
|---|
| Drug Forms.doc  |
| EEOC.doc  |
| Formal Instructions for Bid Terms.doc                             |
| M/WBE.doc   |
| Sample Insurance Over \$25,000.pdf                                |
| Pay or Play Affirmative Action & Contract Compliance Q & A        |
| Pay or Play Affirmative Action & Contract Compliance Requirements |
| Pay or Play Certification of Agreement to Comply w' the Program   |
| Pay or Play Contractor/Subcontractor Payment Reporting Form       |
| Pay or Play Contractor/Subcontractor Waiver Request               |
| Pay or Play List of Participating Subcontractors                  |

Questions concerning the Bid should be submitted in writing to: City of Houston, Strategic Purchasing Division, 901 Bagby, Room B506, Houston, TX 77002, Attn: **Latrice Williams** or via fax: 713-247-3039 or via email (preferred method) to [latrice.williams@cityofhouston.net](mailto:latrice.williams@cityofhouston.net) no later than **12:00 PM on Thursday, December 13, 2007.**

**BIDDER’S QUALIFICATIONS & EXPERIENCE**

**CONTRACTOR’S QUESTIONNAIRE**

In order to receive bid award consideration, the bidder must be able to demonstrate that they are currently providing or have had at least one contract, as a prime contractor, for Ambulance Module Refurbishing and Remounting Services that is similar in size and scope to this contract. The reference(s) should be included in the space provided below. Please attach another piece of paper if necessary. If references are not included with the bid, the bidder shall be required to provide such references to the City of Houston within five working days from receipt of a written request from the City of Houston to do so. **Bidder’s capability and experience shall be a factor in determining the Contractor’s responsibility. Bidder must have references documenting that it has performed Ambulance Module Refurbishing and Remounting Services.**

- 1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_  
Name & Phone Number of Contact: \_\_\_\_\_ Years of Services: \_\_\_\_\_
  
- 2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_  
Name & Phone Number of Contact: \_\_\_\_\_ Years of Services: \_\_\_\_\_
  
- 3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_  
Name & Phone Number of Contact: \_\_\_\_\_ Years of Services: \_\_\_\_\_

**SITE INSPECTION**

The City of Houston reserves the right to inspect the bidder’s current place of business to evaluate equipment condition and capabilities, staff experience, training and capabilities, and storage capabilities as they relate to the performance of this contract.

**QUALITY AND WORKMANSHIP**

The bidder must be able to demonstrate upon request that it has satisfactorily performed services similar to the services specified herein. The bidder will provide records of warranty and repair services upon request by City. The City of Houston shall be the sole judge as to whether the services performed are similar to the scope of services contained herein and whether the bidder is capable of performing such services.

**SECTION B**  
**SCOPE OF WORK/SPECIFICATIONS**

**1.0 BACKGROUND**

- 1.1 This contract is for ambulance module refurbishing and remounting services for the City of Houston Fire Department (herein after referred to as "HFD"). The Contractor awarded this contract shall have the experience and technical ability to provide all services described herein.

**2.0 SCOPE OF SERVICES**

- 2.1 Contractor shall provide all labor, materials, equipment, tools, parts (except for parts provided by HFD), facilities, supervision and transportation necessary for ambulance module refurbishing and remounting services.
- 2.2 Contractor shall provide trained personnel, who have technical experience in performing ambulance module refurbishing and remounting services.
- 2.3 Contractor shall be responsible for the pick up and delivery of ambulance modules. The pickup and delivery location shall be the Fleet Management Ambulance Division at 1205 Dart Street.
- 2.4 Contractor shall provide ambulance module refurbishing and remounting services in accordance with the manufacturer's specifications.
- 2.5 Contractor shall complete all work within 45 working days, excluding weekends and approved City of Houston holidays.
- 2.6 Services described herein shall be provided to HFD on an as needed basis. HFD shall authorize services by issuing a Work Order or Letter of Authorization to the Contractor.

**3.0 REFURBISHING AND REMOUNTING SERVICES**

- 3.1 Furnish and install red EVS Model #Y030 vinyl, high back Captain's chair or an approved equal, on swivel base #EVS1855. The seat belts should be attached to the swivel base so the seat can swivel and adjust in the front and back.
- 3.2 Furnish and install Armstrong 100% vinyl "Medintec" flooring (delphinium) #V500, or an approved equal. Trim with aluminum 1" half oval #X025.1 or an approved equal (approximate dimensions 72" x 144"). Flooring services include the following:
- 3.2.1 Removal of floor;
- 3.2.2 Remove and tag locking bar and all cot mount hardware;
- 3.2.3 Remove rear and side entry thresholds;
- 3.2.4 Remove Captain's chair;
- 3.2.5 Remove oxygen rollers and neck stop bracket, including rollers at oxygen compartment;
- 3.2.6 Remove oxygen box (discard box if made out of wood);

- 3.2.7 Remove front I/O cabinet and front wall cabinets;
  - 3.2.8 Remove all floor trim;
  - 3.2.9 Remove vinyl floor material;
  - 3.2.10 Remove subfloor material and all fasteners;
  - 3.2.11 Clean and inspect floor for water leaks;
  - 3.2.12 Install new Coosa (fiberglass/urethane composite) subfloor with cot plates in center location (175-3 Ferno/Washington mount);
  - 3.2.13 Install Coosa subfloor in oxygen compartment (exterior);
  - 3.2.14 Level, seal seams and screw holes with bondo compound and sand smooth all of subfloor;
  - 3.2.15 Clean floor areas with damp cloth in preparations for vinyl floor;
  - 3.2.16 Install new Medintec vinyl floor, check for square, apply floor adhesive, roll one-half of floor, and repeat for second half of floor. Apply Sika #221 to roll-up sides and roll smooth;
  - 3.2.17 Cut out cot mount locations, drill drain holes, clean out, apply silicone sealant, and install cot mount fasteners;
  - 3.2.18 Cover oxygen compartment floor with ribbed rubber, seal all edges with silicone, and install all oxygen rollers and neck stop bracket;
  - 3.2.19 Install all floor trim over vinyl roll-up and seal all edges with silicone;
  - 3.2.20 Install front wall cabinet, I/O cabinet and aluminum oxygen box;
  - 3.2.21 Install new or existing Captain's chair;
  - 3.2.22 Install new rear and side entry floor thresholds; and
  - 3.2.23 Install new anti-skid tape at side entry door threshold.
- 3.3 Furnish and install one (1) complete set of 3M Scotchlite decal-type reflective lettering or approved equal. Lettering typeface shall be Arial, Black, Regular, except for "EMERGENCY 911" (See Spec. 3.3.9). One (1) complete set includes the following:
- 3.3.1 Two (2) sets of arched "Houston Fire" - 6" high (11.25" overall height) red;
  - 3.3.2 Two (2) sets of italicized "EMS" - 8" H, blue;
  - 3.3.3 Two (2) sets of "Medic" or "Ambulance" - 3" H, blue;
  - 3.3.4 Two (2) sets of "Unit Number" - 8" H, blue;
  - 3.3.5 Two (2) sets of "M" or "A" - 8" H, red;
  - 3.3.6 Two (2) sets of "Unit Number"- 8" H, red;

- 3.3.7 One (1) set of "HFD EMS" - 5.5" H, red;
- 3.3.8 Four (4) sets of "QRS or Pulse" - 8.75" overall height, red;
- 3.3.9 Three (3) sets of "EMERGENCY 911" (Lettering typeface shall be Helvetica, Black, Semi-bold) - 7" overall height, white;
- 3.3.10 Two (2) sets of "HFD" with flames - 8" H, red;
- 3.3.11 Two (2) sets of "City of Houston Seal" with various colors in non-reflective material - 12" diameter;
- 3.3.12 One (1) set of roof "Star of Life" - 32" H, blue; and
- 3.3.13 One (1) set of "Unit Number" - 16" H, red.
- 3.4 Furnish and apply polyurethane enamel (Color-GM50) or an approved equal on entire module. The paint system includes Etch Primer and Activator, Acrylic Urethane Paint and Urethane Activator. Paint services include the following:
  - 3.4.1 Removal of lettering and stripe on the module only;
  - 3.4.2 Resurfacing the complete module with 180 grit sand paper and filler prime; and
  - 3.4.3 Sand filler primer with 320 grit sand paper and paint module with 3 coats of FLNA 40005 Chevy white.
- 3.5 Furnish and install a red belt line reflective tape stripe (3M or equal) approximately 10" high that encircles the module, except for the area directly behind the cab. Belt line stripe shall be bordered above and below with a 1/4" black pen stripe. On inside face of exterior doors provide 10" minimum red reflective tape at belt line, except for air conditioner, generator and electrical doors.
- 3.6 Adjust all door latches on the module. Door services include the following:
  - 3.6.1 Remove latches from all doors;
  - 3.6.2 Clean, adjust and lubricate all door latches and re-grease rotary latches; and
  - 3.6.3 Replace any defective hardware.
- 3.7 Furnish and install lip seal weather strip #SD352 (approximately 100") or an approved equal, on all doors, except backboard. Replace backboard door seal with molded door seal.
- 3.8 Furnish and install 3/16" Lexan scratch-resistant doors on six interior compartments. Contractor shall install two (2) doors per compartment, remove and clean existing weather strip, and install clear rubber bumpers on cabinets for doors stops. The interior compartments are as follows:
  - 3.8.1 Front wall left;
  - 3.8.2 Front wall right;
  - 3.8.3 Action wall;

- 3.8.4 Rear storage;
- 3.8.5 Squad bench upper left; and
- 3.8.6 Squad bench upper right.
- 3.9 Furnish and install Cleveland #2395AA spring door closer or an approved equal.
- 3.10 Furnish and install a set of 2" stainless steel hinges with 3/16" pin and 2" staggered hole spacing. Hinges shall be installed on the following doors and compartments:
  - 3.10.1 Driver's side rear compartment;
  - 3.10.2 Passenger's side entry door;
  - 3.10.3 Generator compartment door;
  - 3.10.4 Backboard compartment door;
  - 3.10.5 Rear entry doors (2);
  - 3.10.6 Passenger's side ALS compartment door;
  - 3.10.7 Radio compartment door;
  - 3.10.8 Electrical compartment door;
  - 3.10.9 Oxygen compartment door;
  - 3.10.10 Long lower storage compartment door; and
  - 3.10.11 Air-conditioning compartment outside access door.
- 3.11 Furnish and apply silicone sealant for all interior areas. Service includes stripping old sealant, cleaning, and applying new sealant.
- 3.12 Furnish and install new Dometic Air Conditioner/Heat Pump Model #39335.601 with minimum 15000 BTU cooling and 14000 BTU heating with two speed fan. Air Conditioning and Heat Pump installation shall include the following:
  - 3.12.1 Fabricate compartment for exterior door access. Remove existing set up and replace with new A/C set up with door on the outside and new style door A/C gasket;
  - 3.12.2 Install unit, wiring and new thermostat;
  - 3.12.3 Fabricate and install aluminum panel to enclose unit on interior of module,
  - 3.12.4 Clean compartment and inspect for any blockage;
  - 3.12.5 Add two (2) hold down plates to the top of the heat pump; and
  - 3.12.6 Check all connections prior to power up of unit, run unit and gather amp draw to assure proper operation of unit.

- 3.13 Furnish and install seat cushions with 2 1/2", 2.7 pound density foam (compression modulus of 55), carmine oxen color vinyl with magnetic strips applied to each cushion. Cushion sizes are as follows:
  - 3.13.1 21 1/2" x 71" x 2 1/2" – Squad bench bottom
  - 3.13.2 18" x 22" x 2 1/2" – CPR seat bottom
  - 3.13.3 11" x 71" x 2 1/2" – Squad bench back
  - 3.13.4 11" x 21" x 2 1/2" – CPR seat back
- 3.14 Furnish and install three (3) Kinro, clamping type, tinted sliding windows with screens (15" x 18.5") or an approved equal. Reapply sealant around each window.
- 3.15 Remove, repaint and install all interior cabinets including:
  - 3.15.1 Inside/outside cabinet;
  - 3.15.2 Two (2) upper front wall cabinets;
  - 3.15.3 Action wall cabinets; and
  - 3.15.4 Rear inside/outside cabinet.
- 3.16 Furnish, prep, wire, plumb, and install Onan 5.5 HGJAD generator with separate fuel pump and filter assembly. Services include the following:
  - 3.16.1 Modify existing Onan compartment for 5.5 HGJAD generator;
  - 3.16.2 Remove existing door, insert, and frame work;
  - 3.16.3 Grind all welds from old frame work;
  - 3.16.4 Install new compartment frame work with 3" channel and wrapper piece. Weld and seal all edges;
  - 3.16.5 Add reinforcement at sides of compartment and add (2) pieces of 1" x 3" x 1/8" tubing to rear of compartment;
  - 3.16.6 Install new door insert and door; and
  - 3.16.7 Add zero clearance insulation to top and sides of compartment.
- 3.17 Furnish and install all new interior wall liner. Service includes removal of cabinets and existing liner, and reinstalling new wall liner.
- 3.18 Unwire and remove module from old HFD chassis, check, inspect, repair, remove and replace tie downs, as needed.
- 3.19 Remount and rewire module onto new HFD chassis.
- 3.20 Furnish and install aluminum rear bumper with grip strut center section and 2 3/16" aluminum outer sections, Fit bumper and drill with 7/16" bit, tap holes with 1/2-16 tap. Mount both end

sections first. Fit center section and bolt down with two 5/16" x 5" bolts.

- 3.21 Furnish and install rear door threshold painted with "Shark Grip" paint.
- 3.22 Furnish and install "grabber" door stops or approved equal to each rear door. Furnish and install rubber, bumper stop at compartment doors (1" in diameter).
- 3.23 Clean and detail interior walls, cabinets, doors, and ceiling. Removal of all adhesive, adhesive residue and markings on walls is included.
- 3.24 Remove and reinstall compartment and entry door panels. Services include:
  - 3.24.1 Remove compartment door panels, drill out all old rivets, clean stripe off door panels, and clean interior panel (use Time Saver to sand off blemishes);
  - 3.24.2 Remove upper and lower main entry door panels. Replace door insulation, if needed; and
  - 3.24.3 Reinstall all resurfaced compartment door panels with new magna-lock rivets. Reinstall upper entry door panels with nylon rivets.
- 3.25 Furnish and install aluminum plate to exterior of module for Whelen 600 series LEDs and rewire. Services include the following:
  - 3.25.1 Remove all emergency lights, light bars, side scene lights, clearance lights and tail lights;
  - 3.25.2 Add plates to exterior front wall, exterior rear wall, exterior driver's and passengers' side walls; and
  - 3.25.3 Add plate for 12 volt flush mount side scene lights on driver's and passengers' exterior wall.
- 3.26 Install LED lights (provided by HFD) including 8 box lights, 5 lights across front wall, and 3 lights on rear wall. All lights are terminated with butt connectors, and lights patterns are set.
- 3.27 Furnish and install LED lights including 4 red clearance lights, 4 amber clearance lights, 2 upper brake turn tail lights and lower tail lights. All lights are terminated with butt connectors, and lights patterns are set.
- 3.28 Install two (2) 12 volt flush mount scene lights (provided by HFD). Services includes the following:
  - 3.28.1 Install new 14-2 gray jacket wire from the electrical compartment to each new side scene light; and
  - 3.28.2 Terminate wiring at fixture and at electrical compartment by the way of butt connectors.
- 3.29 Install two (2) Whelen 508 series rear load lights (provided by HFD). Services include the following:
  - 3.29.1 Terminate rear load lights to existing wire with butt connectors;
  - 3.29.2 Install light fixture to mounting plate; and

- 3.29.3 Test for proper function.
- 3.30 Furnish and install trash can holder and bracket (6 3/4" from bottom of upper door panel and 5 3/4" from left side of bottom door panel) at curb door.
- 3.31 Furnish and install new powder coated corner and wheel well stone guard panels. All panels are to be mounted with magna lock rivets.
- 3.32 Install three (3) new fuel filler necks. Mount filler spouts after wheel well panels are installed and label accordingly.
- 3.33 Furnish and install a new 30 amp shore power plug.
- 3.34 Terminate air ride system. Services include the following:
  - 3.34.1 Mount the compressor on the front I/O bottom shelf;
  - 3.34.2 Run all new wiring for new compressor;
  - 3.34.3 Hook up dump valves and terminate at electrical compartment; and
  - 3.34.4 Add 40 amp breaker for the new air compressor.
- 3.35 Modify exhaust tail pipe extension. Muffler shall be extended to come out on the driver's side forward of the rear wheels.
- 3.36 Repair all body damage requested by HFD. Contractor shall provide an estimate and submitted it to HFD for approval.
- 3.37 Replace lay down oxygen with aluminum wrapper. Services include the following:
  - 3.37.1 Remove existing wood oxygen box;
  - 3.37.2 Install of new aluminum oxygen wrapper;
  - 3.37.3 Seal all edges with silicone; and
  - 3.37.4 Install new Lexan access door on top.
- 3.38 Install two (2) rear storage compartments vents. Mark and cut out vent hole on left bottom corner of rear storage compartment and install 2 vents (P/N Q 040.1).
- 3.39 Install cables on lower left compartment door. Replace existing chains with new lower storage cables.
- 3.40 Install patient fan #T117 inside module. Services include the following:
  - 3.40.1 Run new 14 ga. red wire from the electrical compartment (hook wire to ignition side with a 10 amp fuse) to passenger rear interior wall;
  - 3.40.2 Mark the mounting position which should be 12" from the top and 1 1/2" from the side;
  - 3.40.3 Using the rubber gasket (to be purchased from the part manufacturer), mark the

mounting holes. Using a 9/64 drill bit, drill the mounting holes and tap with a 8-32 tap;

3.40.4 Using a 1/2" drill bit, drill the center hole to allow the wire to run to the fan; and

3.40.5 Install fan and terminate with a butt connector. Ground wire should be mounted on wall frame.

3.41 Install and wire Opticom system with door switch (Opticom provided by HFD). Terminate Opticom door switch by adding a door switch on driver side front door post and wire it to the existing Opticom relay at electrical compartment.

#### **4.0 OBSOLETE PARTS OR MATERIALS**

4.1 If a part or material described herein becomes obsolete, the Contractor shall notify the Fire Department and recommend a current replacement part or material.

4.2 Prior to installing a replacement part or material, the Contractor shall obtain written authorization from the Fire Department. HFD shall authorize services by issuing a Work Order or Letter of Authorization to the Contractor.

#### **5.0 PART OR MATERIAL EQUIVALENTS**

5.1 Prior to installing a part or material that is considered by the Contractor as an approved equal, the Contractor shall obtain written authorization from the Fire Department. HFD shall authorize services by issuing a Work Order or Letter of Authorization to the Contractor.

#### **6.0 REPLACEMENT PARTS**

6.1 Rear Bumper – Complete

6.1.1 Full width rear step and bumper fabricated from "grip strut" aluminum. At a minimum, it shall be 7" deep and designed with sufficient strength to support test weight of 500 pounds without flexing. Outer ends of bumper to be fabricated of .188" aluminum plate in a smooth, snag-free manner with all edges rounded or ground smooth. Bumper with rubber dock guards must be able to withstand 5 mph impact without damage. Dock guards must be reinforced with minimum .125" aluminum square tubing perpendicular to bumper. Bottom of bumper must not extend below module body. Full width riser kick plate shall be installed at door opening and extended to full width of module. The minimum requirement is .125" aluminum diamond thread-plate.

6.2 Compartment Doors

6.2.1 Compartment Door A: Approximately 20" wide x 43" high. Unpainted with hinges attached.

6.2.2 Compartment Door B: Approximately 55" wide x 13" high. Unpainted with hinges attached.

6.2.3 Compartment Door C: Approximately 34" wide x 24" high. Unpainted with hinges attached.

6.2.4 Compartment Door D: Approximately 41" wide x 21" high. Unpainted with hinges attached.

- 6.2.5 Compartment Door E: Approximately 34" wide x 26" high. Unpainted with hinges attached.
- 6.2.6 Compartment Door F: Approximately 19" wide x 7" high. Unpainted with hinges attached.
- 6.2.7 Compartment Door G: Approximately 37" wide x 21" high. Unpainted with hinges attached.
- 6.2.8 Compartment Door H: Approximately 23" wide x 53" high. Unpainted with hinges attached.
- 6.3 Exterior Entrance Doors (Curbside)
  - 6.3.1 Approximately 29" wide x 70" high. Unpainted with hinges and windows.
  - 6.3.2 Doors shall be constructed of .100" aluminum panels formed to provide a 2" thick door insulated with block polyurethane.
  - 6.3.3 Doors shall hinge at forward side.
  - 6.3.4 Doors shall be lined with .125" aluminum.
- 6.4 Exterior Entrance Doors (Right Rear)
  - 6.4.1 Approximately 24" wide x 57" high. Unpainted with hinges and windows.
  - 6.4.2 Doors shall be constructed of .100" aluminum panels formed to provide a 2" thick door insulated with block polyurethane.
  - 6.4.3 Doors shall hinge at the outboard side.
  - 6.4.4 Doors shall be lined with .125" aluminum.
- 6.5 Exterior Entrance Doors (Left Rear)
  - 6.5.1 Approximately 24" wide x 57" high. Unpainted with hinges and windows.
  - 6.5.2 Doors shall be constructed of .100" aluminum panels formed to provide a 2" thick door insulated with block polyurethane.
  - 6.5.3 Door shall hinge at the outboard side.
  - 6.5.4 Door shall be lined with .125" aluminum.
- 6.6 Compartment Door Hinges
  - 6.6.1 Door hinges shall be stainless steel continuous hinge with minimum 3/16" stainless steel pin. Door hinges shall be provided in standard un-cut lengths (8' to 10') with no holes drilled.

## **7.0 PRICE CATALOG**

- 7.1 Contractor shall provide a current price catalog that states per unit cost for all parts and materials supplied by the Contractor. Price shall be valid for a year period.

## **8.0 ADDITIONS & DELETIONS**

8.1 The City, by written notice from the City Purchasing Agent 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.

## **9.0 ESTIMATED QUANTITIES NOT GUARANTEED**

9.1 The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of refurbishing and remounting services during the term of this contract. The quantities may vary depending upon the actual needs of the user Department. The quantities specified herein are good faith estimates of usage during the term of this contract. Therefore, the City shall not be liable for any contractual agreements/obligations the Contractor enters into based on the City purchasing/requiring all the quantities specified herein.

## **10.0 WARRANTY OF SERVICES**

10.1 *Definitions:* "Acceptance" as used in this clause, means the act of an authorized representative of the City by which the City assumes for itself, approval of specific services as partial or complete performance of the contract.

"Correction" as used in this clause, means the elimination of a defect.

10.2 Notwithstanding inspection and acceptance by the City or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The City shall give written notice of any defect or nonconformance to the Contractor within a one-year period from the date of acceptance by the City. This notice shall state either (1) that the Contractor shall correct or re-perform any defective or non-conforming services at no additional cost to the City, or (2) that the City does not require correction or re-performance.

10.3 If the Contractor is required to correct or re-perform, it shall be at no cost to the City, and any services corrected or re-performed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or re-perform, the City may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the City thereby, or make an equitable adjustment in the contract price.

10.4 If the City does not require correction or re-performance, the City shall make an equitable adjustment in the contract price.

## **11.0 REGULATIONS**

11.1 Contractor shall comply with all federal, state, and local regulations including, but not limited to, those administered by:

11.1.1 Environmental Protection Agency (EPA); and

11.1.2 Occupational Safety and Health Administration (OSHA)

**SECTION C  
GENERAL TERMS & CONDITIONS**

**THE STATE OF TEXAS**

**BID #** \_\_\_\_\_

**COUNTY OF HARRIS**

**ORDINANCE #** \_\_\_\_\_

**CONTRACT #** \_\_\_\_\_

**I. PARTIES**

**1.0 ADDRESS**

THIS AGREEMENT for **AMBULANCE MODULE REFURBISHING AND REMOUNTING SERVICES** ("Agreement") is made on the Countersignature Date between the **CITY OF HOUSTON, TEXAS** ("City"), a municipal corporation and \_\_\_\_\_ ("Contractor or Vendor"), a corporation doing business in Texas.

The initial addresses of the parties, which one party may change by giving written notice to the other party, are as follows:

**City**

City Purchasing Agent for Director  
of Fire Department  
City of Houston  
P.O. Box 1562  
Houston, Texas 77251

**Contractor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

The Parties agree as follows:

**2.0 TABLE OF CONTENTS**

2.1 This Agreement consists of the following sections:

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EXHIBITS

- A. DEFINITIONS
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- H. FEES AND COSTS
- I. CITY CONTRACTORS' PAY OR PLAY PROGRAM

Note: These Exhibits shall be inserted into the Contract agreement at the time of Contract execution.

**3.0 PARTS INCORPORATED**

3.1 The above described sections and exhibits are incorporated into this Agreement.

**4.0 CONTROLLING PARTS**

4.1 If a conflict among the sections or exhibits arises, the Exhibits control over the Sections.

**5.0 DEFINITIONS**

5.1 Certain terms used in this Agreement are defined in Exhibit "A".

**6.0 SIGNATURES**

6.1 The Parties have executed this Agreement in multiple copies, each of which is an original.

ATTEST/SEAL: (if a corporation)  
WITNESS: (if not corporation)

\_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:  
Federal Tax ID Number: \_\_\_\_\_

ATTEST/SEAL:

CITY OF HOUSTON, TEXAS  
Signed by:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Mayor

APPROVED:

COUNTERSIGNED BY:

\_\_\_\_\_  
City Purchasing Agent

\_\_\_\_\_  
City Controller

DATE COUNTERSIGNED:

\_\_\_\_\_

This Contract has been reviewed as to form by the undersigned legal assistant and has been found to meet established Legal Department criteria. The Legal Department has not reviewed the content of these documents.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Assistant

## II. DUTIES OF CONTRACTOR

### 1.0 SCOPE OF SERVICES

- 1.1 In consideration of the payments specified in this Agreement, Contractor shall provide all supervision, labor, tools, equipment, permits, parts, expendable items, material, and supplies necessary to perform the services described in Exhibit "B".

### 2.0 RELEASE

- 2.1 PRIME CONTRACTOR/SUPPLIER AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE CITY) FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.

### 3.0 INDEMNIFICATION

- 3.1 PRIME CONTRACTOR/SUPPLIER AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY "THE CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEY'S FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:
- 3.1.1 PRIME CONTRACTOR/SUPPLIER AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED PARAGRAPHS 2.1-3.2, "CONTRACTOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;
  - 3.1.2 THE CITY'S AND PRIME CONTRACTOR/SUPPLIER ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND
  - 3.1.3 THE CITY'S AND PRIME CONTRACTOR/SUPPLIER ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT.
  - 3.1.4 PRIME CONTRACTOR/SUPPLIER SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THIS CONTRACT AND FOR FOUR YEARS AFTER THE CONTRACT TERMINATES. CONTRACTOR'S INDEMNIFICATION IS LIMITED TO \$500,000.00 PER OCCURRENCE. CONTRACTOR SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.
- 3.2 CONTRACTOR SHALL REQUIRE ALL OF ITS SUBCONTRACTORS (AND THEIR SUBCONTRACTORS) TO RELEASE AND INDEMNIFY THE CITY TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS ITS RELEASE AND INDEMNITY TO THE CITY.

### 4.0 INDEMNIFICATION PROCEDURES

- 4.1 Notice of Claims. If the City or Prime Contractor/Supplier receives notice of any claim or circumstances, which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 10 days. The notice must include the following:

- 4.1.1 description of the indemnification event in reasonable detail, and
  - 4.1.2 the basis on which indemnification may be due and
  - 4.1.3 the anticipated amount of the indemnified loss.
- 4.2 This notice does not stop or prevent the City from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If the City does not provide this notice within the 10 day period, it does not waive any right to indemnification except to the extent that Prime Contractor/Supplier is prejudiced, suffers loss, or incurs expense because of the delay.
- 4.3 Defense of Claims
- 4.3.1 Assumption of Defense. Prime Contractor/Supplier may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City. Prime Contractor/Supplier shall then control the defense and any negotiations to settle the claim. Within 10 days after receiving written notice of the indemnification request, Prime Contractor/Supplier must advise the City as to whether or not it will defend the claim. If Prime Contractor/Supplier does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.
  - 4.3.2 Continued Participation. If Prime Contractor/Supplier elects to defend the claim, the City may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Prime Contractor/Supplier may settle the claim without the consent or agreement of the City, unless it (i) would result in injunctive relief or other equitable remedies or otherwise require the City to comply with restrictions or limitations that adversely affect the City, (ii) would require the City to pay amounts that Prime Contractor/Supplier does not fund in full, (iii) would not result in the City's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

## 5.0 INSURANCE

- 5.1 Contractor shall maintain in effect certain insurance coverage and shall furnish certificates of insurance, in duplicate form, before beginning its performance under this Agreement. All policies except Professional Liability and Workers' Compensation must name the City as an additional insured. The issuer of any policy (1) shall have a Certificate of Authority to transact insurance business in Texas or (2) shall be an eligible non-admitted insurer in the State of Texas and have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition Best's Key Rating Guide. Contractor shall maintain the following insurance coverage in the following amounts:
- 5.1.1 Commercial General Liability insurance including Contractual Liability insurance:  
\$500,000 per occurrence; \$1,000,000 aggregate
  - 5.1.2 Workers' Compensation including Broad Form All States endorsement:  
Statutory amount
  - 5.1.3 Automobile Liability insurance  
\$1,000,000 combined single limit per occurrence  
Defense costs are excluded from the face amount of the policy  
Aggregate Limits are per 12-month policy period unless otherwise indicated
  - 5.1.4 Employer's Liability
 

|                           |                           |
|---------------------------|---------------------------|
| Bodily injury by accident | \$100,000 (each accident) |
| Bodily injury by disease  | \$100,000 (policy limit)  |
| Bodily injury by disease  | \$100,000 (each employee) |

5.2 All insurance policies must require on their face, or by endorsement, that the insurance carrier waives any rights of subrogation against the City, and that it shall give 30 days written notice to the City before they may be canceled. Within the 30 day period, Contractor shall provide other suitable policies in lieu of those about to be canceled, materially changed, or non-renewed so as to maintain in effect the required coverage. If Contractor does not comply with this requirement, the Director, at his or sole discretion, may:

5.2.1 Immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or

5.2.2 Purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to Contractor under this Agreement.

## **6.0 WARRANTIES**

6.1 Contractor represents and warrants that it shall perform all work in a good and workmanlike manner, meeting the standards of quality prevailing in Harris County, Texas for work of this kind. Contractor shall perform all work using trained and skilled persons having substantial experience performing the work required under this Agreement.

6.2 With respect to any parts and goods furnished by it, Contractor warrants:

6.1.1 that all items are free of defects in title, material, and workmanship,

6.1.2 that each item meets or exceeds the manufacturer's specifications and requirements for the equipment, structure, or other improvement in which the item is installed,

6.1.3 that each replacement item is new in accordance with original equipment manufacturer's specifications, and of a quality at least as good as the quality of the item which it replaces (when the replaced item was new), and

6.1.4 that no item or its use infringes any patent, copyright, or proprietary right.

## **7.0 LICENSES AND PERMITS**

7.1 Contractor shall obtain and pay for all licenses, permits, and certificates required by any statute, ordinance, rule, or regulation.

## **8.0 COMPLIANCE WITH EQUAL OPPORTUNITY ORDINANCE**

8.1 Contractor shall comply with the City's Equal Employment Opportunity Ordinance as set out in Exhibit "C".

## **9.0 MWBE COMPLIANCE**

9.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("MWBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply agreements in at least 0% of the value of this Agreement to MWBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Affirmative Action Division and will comply with them.

9.2 Contractor shall require written subcontracts with all MWBE subcontractors and shall submit all disputes with MWBEs to binding arbitration in Houston, Texas if directed to do so by the Affirmative Action Division Director. MWBE subcontracts must contain the terms set out in Exhibit "D". If Contractor is an individual person (as distinguished from a corporation, partnership, or other legal entity), and the amount of the subcontract is \$50,000 or less, the subcontract must also be signed by the attorneys of the respective parties.

## **10.0 DRUG ABUSE DETECTION AND DETERRENCE**

- 10.1 It is the policy of the City to achieve a drug-free workforce and workplace. The manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or alcohol by contractors while on City Premises is prohibited. Contractor shall comply with all the requirements and procedures set forth in the Mayor's Drug Abuse Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 ("Executive Order"), which is incorporated into this Agreement and is on file in the City Secretary's Office.
- 10.2 Before the City signs this Agreement, Contractor shall file with the Contract Compliance Officer for Drug Testing ("CCODT"):
- 10.2.1 a copy of its drug-free workplace policy,
  - 10.2.2 the Drug Policy Compliance Agreement substantially in the form set forth in Exhibit "E", together with a written designation of all safety impact positions, and
  - 10.2.3 if applicable (e.g. no safety impact positions), the Certification of No Safety Impact Positions, substantially in the form set forth in Exhibit "F".
- 10.3 If Contractor files a written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every 6 months during the performance of this Agreement or on completion of this Agreement if performance is less than 6 months, a Drug Policy Compliance Declaration in a form substantially similar to Exhibit "G". Contractor shall submit the Drug Policy Compliance Declaration to the CCODT within 30 days of the expiration of each 6-month period of performance and within 30 days of completion of this Agreement. The first 6-month period begins to run on the date the City issues its Notice to Proceed or if no Notice to Proceed is issued, on the first day Contractor begins work under this Agreement.
- 10.4 Contractor also shall file updated designations of safety impact positions with the CCODT if additional safety impact positions are added to Contractor's employee work force.
- 10.5 Contractor shall require that its subcontractors comply with the Executive Order, and Contractor shall secure and maintain the required documents for City inspection.

## **11.0 CONTRACTOR'S PERFORMANCE**

- 11.1 Contractor shall make citizen satisfaction a priority in providing services under this Agreement. Contractor shall train its employees to be customer service-oriented and to positively and politely interact with citizens when performing contract services. Contractor's employees shall be clean, courteous, efficient, and neat in appearance and committed to offering the highest quality of service to the public. If, in the Director's opinion, Contractor is not interacting in a positive and polite manner with citizens, he or she shall direct Contractor to take all remedial steps to conform to these standards.

## **12.0 PAYMENT OF EMPLOYEES AND SUBCONTRACTORS**

- 12.1 Contractor shall make timely payments in accordance with applicable state and federal law to all persons and entities supplying labor, materials or equipment for the performance of this Agreement including Contractor's employees.
- 12.2 Failure of Contractor to pay its employees as required by law shall constitute a default under this contract for which the Contractor and its surety shall be liable on Contractor's performance bond if Contractor fails to cure the default as provided under this Agreement.
- 12.3 Contractor shall defend and indemnify the City from any claims or liability arising out of Contractor's failure to pay its subcontractors as required by law. Contractor shall submit

disputes relating to payment of M/WBE subcontractors to arbitration in the same manner as any other disputes under the M/WBE subcontract.

### **13.0 CITY CONTRACTORS' PAY OR PLAY PROGRAM**

13.1 The requirement and terms of the City of Houston Pay or Play Policy, as set out in Executive Order 1-7, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order 1-7 and shall comply with its terms and conditions as they are set out at the time of City Council approval of this Agreement.

## **III. DUTIES OF CITY**

### **1.0 PAYMENT TERMS**

1.1 The City shall pay and Contractor shall accept fees provided in Exhibit "H" for all services rendered and the Deliverables furnished by Contractor. The fees must only be paid from Allocated Funds, as provided below.

### **2.0 TAXES**

2.1 The City is exempt from payment of Federal Excise and Transportation Tax and Texas Limited Sales and Use Tax. Contractor's invoices to the City must not contain assessments of any of these taxes. The Director will furnish the City's exemption certificate and federal tax identification number to Contractor if requested.

### **3.0 METHOD OF PAYMENT**

3.1 The City shall pay Contractor on the basis of invoices submitted by Contractor and approved by the Director, showing the specific tasks completed in the preceding month and the corresponding prices. The City shall make payments to Contractor at its address for notices within 30 days of receipt of an approved invoice.

### **4.0 METHOD OF PAYMENT - DISPUTED PAYMENTS**

4.1 If the City disputes any items in an invoice Contractor submits for any reason, including lack of supporting documentation, the Director shall temporarily delete the disputed item and pay the remainder of the invoice. The Director shall promptly notify Contractor of the dispute and request remedial action. After the dispute is settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

### **5.0 LIMIT OF APPROPRIATION**

5.1 The City's duty to pay money to Contractor under this Agreement is limited in its entirety by the provisions of this Section.

5.2 In order to comply with Article II, Sections 19 and 19a of the City's Charter and Article XI, Section 5 of the Texas Constitution, the City has appropriated and allocated the sum of \$\_\_\_\_\_ to pay money due under this Agreement (the "Original Allocation"). The executive and legislative officers of the City, in their discretion, may allocate supplemental funds for this Agreement, but they are not obligated to do so. Therefore, the parties have agreed to the following procedures and remedies:

5.3 The City makes a supplemental allocation by sending a notice signed by the Director and the City Controller to Contractor and where appropriated, approved by motion, or ordinance of City Council in substantially the following form:

"NOTICE OF SUPPLEMENTAL ALLOCATION OF FUNDS"

TO: [Name of Contractor]  
FROM: City of Houston, Texas (the "City")  
DATE: [Date of notice]  
SUBJECT: Supplemental allocation of funds for the purpose of the "[title of this Agreement]" between the City and (name of Contractor) countersigned by the City Controller on (Date of Countersignature) (the "Agreement").

I, (name of City Controller), City Controller of the City of Houston, certify that the supplemental sum of \$ \_\_\_\_\_, upon the request of the below-signed Director, has been allocated for the purposes of the Agreement out of funds appropriated for this purpose by the City Council of the City of Houston. This supplemental allocation has been charged to such appropriation.

The aggregate of all sums allocated for the purpose of such Agreement, including the Original Allocation, and all supplemental allocations (including this one), as of the date of this notice, is \$ \_\_\_\_\_.

SIGNED:  
(Signature of the City Controller)  
City Controller of the City

REQUESTED:  
(Signature of the Director)  
Director

- 5.4 The Original Allocation plus all supplemental allocations are the Allocated Funds. The City shall never be obligated to pay any money under this Agreement in excess of the Allocated Funds. Contractor must assure itself that sufficient allocations have been made to pay for services it provides. If Allocated Funds are exhausted, Contractor's only remedy is suspension or termination of its performance under this Agreement and it has no other remedy in law or in equity against the City and no right to damages of any kind.

## **6.0 CHANGES**

- 6.1 At any time during the Agreement Term, the City Purchasing Agent or Director may issue a Change Order to increase or decrease the scope of services or change plans and specifications, as he or she may find necessary to accomplish the general purposes of this Agreement. Contractor shall furnish the services or deliverables in the Change Order in accordance with the requirements of this Agreement plus any special provisions, specifications, or special instructions issued to execute the extra work.
- 6.2 The City Purchasing Agent or Director will issue the Change Order in substantially the following form:

### **CHANGE ORDER**

TO: [Name of Contractor]  
FROM: City of Houston, Texas (the "City")  
DATE: [Date of Notice]  
SUBJECT: Change Order under the Agreement between the City and [Name of Contractor] countersigned by the City Controller on [Date of countersignature of the Agreement]

Subject to all terms and conditions of the Agreement, the City requests that Contractor provide the following:

[Here describe the additions to or changes to the equipment or services and the Change Order Charges applicable to each.]

Signed:

[Signature of City Purchasing Agent or Director]

- 6.3 The City Purchasing Agent or Director may issue more than one Change Order, subject to the following limitations:
- 6.3.1 Council expressly authorizes the City Purchasing Agent or Director to approve a Change Order of up to \$50,000. A Change Order of more than \$50,000 over the approved contract amount must be approved by the City Council.
  - 6.3.2 If a Change Order describes items that Contractor is otherwise required to provide under this Agreement, the City is not obligated to pay any additional money to Contractor.
  - 6.3.3 The total of all Change Orders issued under this section may not increase the Original Agreement amount by more than 25%.
- 6.4 Whenever Contractor receives a Change Order, Contractor shall furnish all material, equipment, and personnel necessary to perform the work described in the Change Order. Contractor shall complete the work within the time prescribed. If no time for completion is prescribed, Contractor shall complete the work within a reasonable time. If the work described in any Change Order causes an unavoidable delay in any other work Contractor is required to perform under this Agreement, Contractor may request a time extension for the completion of the work. The City Purchasing Agent's or Director's decision regarding a time extension is final.
- 6.5 A product or service provided under a Change Order is subject to inspection, acceptance, or rejection in the same manner as the work described in the Original Agreement, and is subject to the terms and conditions of the Original Agreement as if it had originally been a part of the Agreement.
- 6.6 Change Orders are subject to the Allocated Funds provisions of this Agreement.

#### **IV. TERM AND TERMINATION**

##### **1.0 CONTRACT TERM**

- 1.1 This Agreement is effective on the Countersignature Date and expires five (5) years after the starting date specified in the Notice to Proceed unless sooner terminated according to the terms of this Agreement.

##### **2.0 NOTICE TO PROCEED**

- 2.1 Contractor shall begin performance under this Agreement on the date specified in a Notice to Proceed from the City Purchasing Agent.

##### **3.0 RENEWALS**

- 3.1 Upon expiration of the Initial Term, and so long as the City makes sufficient supplemental allocations, this Agreement will be automatically renewed for two successive one-year terms on the same terms and conditions. If the Director of the City Department elects not to renew this Agreement, the City Purchasing Agent shall notify Contractor in written of non-renewal at least 30 days before the expiration of the then current term.

#### **4.0 TIME EXTENSIONS**

- 4.1 If Department requests an extension of time to complete its performance, then the City Purchasing Agent may, in his or her sole discretion, extend the time so long as the extension does not exceed 90 days. The extension must be in writing but does not require amendment of this Agreement. Contractor is not entitled to damages for delay(s) regardless of the cause of the delay(s).

#### **5.0 TERMINATION FOR CONVENIENCE BY CITY**

- 5.1 The City Purchasing Agent or Director may terminate this Agreement at any time by giving 30 days written notice to Contractor. The City's right to terminate this Agreement for convenience is cumulative of all rights and remedies, which exist now or in the future.
- 5.2 On receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement and cancel all existing orders and subcontracts that are chargeable to this Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice showing in detail the services performed under this Agreement up to the termination date. The City shall then pay the fees to Contractor for services actually performed, but not already paid for, in the same manner as prescribed in Section III unless the fees exceed the allocated funds remaining under this Agreement.
- 5.3 TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR'S ONLY REMEDIES FOR THE CITY'S TERMINATION FOR CONVENIENCE, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT AS SPECIFIED IN THIS SECTION), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE CITY'S TERMINATION FOR CONVENIENCE.

#### **6.0 TERMINATION FOR CAUSE BY CITY**

- 6.1 If Contractor defaults under this Agreement, the City Purchasing Agent or Director may either terminate this Agreement or allow Contractor to cure the default as provided below. The City's right to terminate this Agreement for Contractor's default is cumulative of all rights and remedies, which exist now or in the future. Default by Contractor occurs if:
- 6.1.1 Contractor fails to perform any of its duties under this Agreement;
  - 6.1.2 Contractor becomes insolvent;
  - 6.1.3 all or a substantial part of Contractor's assets are assigned for the benefit of its creditors; or
  - 6.1.4 a receiver or trustee is appointed for Contractor.
- 6.2 If a default occurs, the City Purchasing Agent or Director may, but is not obligated to, deliver a written notice to Contractor describing the default and the termination date. The City Purchasing Agent or Director, at his or her sole option, may extend the termination date to a later date. If the City Purchasing Agent or Director allows Contractor to cure the default and Contractor does so to the City Purchasing Agent's or Director's satisfaction before the termination date, then the termination is ineffective. If Contractor does not cure the default before the termination date, then the City Purchasing Agent or Director may terminate this Agreement on the termination date, at no further obligation of the City.
- 6.3 To effect final termination, the City Purchasing Agent or Director must notify Contractor in writing. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement, and promptly cancel all orders or

subcontracts chargeable to this Agreement.

## **7.0 TERMINATION FOR CAUSE BY CONTRACTOR**

- 7.1 Contractor may terminate its performance under this Agreement only if the City defaults and fails to cure the default after receiving written notice of it. Default by the City occurs if the City fails to perform one or more of its material duties under this Agreement. If a default occurs and Contractor wishes to terminate the Agreement, then Contractor must deliver a written notice to the Director describing the default and the proposed termination date.
- 7.2 The date must be at least 30 days after the Director receives notice. Contractor, at its sole option, may extend the proposed termination date to a later date. If the City cures the default before the proposed termination date, then the proposed termination is ineffective. If the City does not cure the default before the proposed termination date, then Contractor may terminate its performance under this Agreement on the termination date.

## **V. MISCELLANEOUS**

### **1.0 INDEPENDENT CONTRACTOR**

- 1.1 Contractor shall perform its obligations under this Agreement as an independent contractor and not as an employee of the City.

### **2.0 FORCE MAJEURE**

- 2.1 Timely performance by both parties is essential to this Agreement. However, neither party is liable for delays or other failures to perform its obligations under this Agreement to the extent the delay or failure is caused by Force Majeure. Force Majeure means fires, floods, explosions, and other acts of God, war, terrorist acts, riots, court orders, and the acts of superior governmental or military authority.
- 2.2 This relief is not applicable unless the affected party does the following:
  - 2.2.1 uses due diligence to remove the Force Majeure as quickly as possible, and
  - 2.2.2 provides the other party with prompt written notice of the cause and its anticipated effect.
- 2.3 The City may perform contract functions itself or contract them out during periods of Force Majeure. Such performance does not constitute a default or breach of this Agreement by the City.
- 2.4 If the Force Majeure continues for more than 30 days, the City Purchasing Agent or Director may terminate this Agreement by giving 30 days written notice to Contractor. This termination is not a default or breach of this Agreement. **CONTRACTOR WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE UNDER THE AGREEMENT AT THE TIME OF THE TERMINATION.**

### **3.0 SEVERABILITY**

- 3.1 If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either party.

### **4.0 ENTIRE AGREEMENT**

- 4.1 This Agreement merges the prior negotiations and understandings of the Parties and embodies the entire agreement of the Parties. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kind exist between the

Parties regarding this Agreement.

**5.0 WRITTEN AMENDMENT**

5.1 Unless otherwise specified elsewhere in this Agreement, this Agreement may be amended only by written instrument executed on behalf of the City (by authority of an ordinance duly adopted by the City Council) and Contractor. The Director is only authorized to perform the functions specifically delegated to him or her in this Agreement.

**6.0 APPLICABLE LAWS**

6.1 This Agreement is subject to the laws of the State of Texas, the City Charter and Ordinances, the laws of the federal government of the United States, and all rules and regulations of any regulatory body or officer having jurisdiction.

6.2 Venue for any litigation relating to this Agreement is Harris County, Texas.

**7.0 NOTICES**

7.1 All notices required or permitted by this Agreement must be in writing and are deemed delivered on the earlier of the date actually received or the third day following: (1) deposit in a United States Postal Service post office or receptacle; (2) with proper postage (certified mail, return receipt requested); and (3) addressed to the other party at the address set out in the preamble of this Agreement or at such other address as the receiving party designates by proper notice to the sending party.

**8.0 NON-WAIVER**

8.1 If either party fails to require the other to perform a term of this Agreement, that failure does not prevent the party from later enforcing that term and all other terms. If either party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement.

8.2 An approval by the Director, or by any other employee or agent of the City, of any part of Contractor's performance does not waive compliance with this Agreement or establish a standard of performance other than that required by this Agreement and by law. The Director is not authorized to vary the terms of this Agreement.

**9.0 INSPECTIONS AND AUDITS**

9.1 City representatives may perform, or have performed, (1) audits of Contractor's books and records, and (2) inspections of all places where work is undertaken in connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least 3 years after this Agreement terminates. This provision does not affect the applicable statute of limitations.

**10.0 ENFORCEMENT**

10.1 The City Attorney or his or her designee may enforce all legal rights and obligations under this Agreement without further authorization. Contractor shall provide to the City Attorney all documents and records that the City Attorney requests to assist in determining Contractor's compliance with this Agreement, with the exception of those documents made confidential by federal or State law or regulation.

**11.0 AMBIGUITIES**

11.1 If any term of this Agreement is ambiguous, it shall not be construed for or against any party on the basis that the party did or did not write it.

## **12.0 SURVIVAL**

12.1 Contractor shall remain obligated to the City under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including but not limited to, the indemnity provisions.

## **13.0 PARTIES IN INTEREST**

13.1 This Agreement does not bestow any rights upon any third party, but binds and benefits the City and Contractor only.

## **14.0 SUCCESSORS AND ASSIGNS**

14.1 This Agreement binds and benefits the Parties and their legal successors and permitted assigns; however, this provision does not alter the restrictions on assignment and disposal of assets set out in the following paragraph. This Agreement does not create any personal liability on the part of any officer or agent of the City.

## **15.0 BUSINESS STRUCTURE AND ASSIGNMENTS**

15.1 Contractor shall not assign this Agreement at law or otherwise or dispose of all or substantially all of its assets without the City Purchasing Agent's or Director's prior written consent. Nothing in this clause, however, prevents the assignment of accounts receivable or the creation of a security interest under Section 9.406(c) of the Texas Business & Commerce Code. In the case of such an assignment, Contractor shall immediately furnish the City with proof of the assignment and the name, telephone number, and address of the Assignee and a clear identification of the fees to be paid to the Assignee.

15.2 Contractor shall not delegate any portion of its performance under this Agreement without the City Purchasing Agent's or Director's prior written consent.

## **16.0 REMEDIES CUMULATIVE**

16.1 Unless otherwise specified elsewhere in this Agreement, the rights and remedies contained in this Agreement are not exclusive, but are cumulative of all rights and remedies which exist now or in the future. Neither party may terminate its duties under this Agreement except in accordance with its provisions.

## **17.0 CONTRACTOR DEBT**

17.1 If Contractor, at any time during the term of this agreement, incurs a debt, as the word is defined in Section 15-122 of the Houston City Code of Ordinances, it shall immediately notify the City Controller in writing. If the City Controller becomes aware that Contractor has incurred a debt, she shall immediately notify contractor in writing. If Contractor does not pay the debt within 30 days of either such notification, the City Controller may deduct funds in an amount equal to the debt from any payments owed to Contractor under this agreement, and Contractor waives any recourse therefore.

## **EXHIBIT A DEFINITIONS**

As 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.

"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" mean the Directors of each of the Departments or the City Purchasing Agent for the City, or the person he or she designates.

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

"Governing Body" means the Mayor and City Council of the City of Houston.

"Manufacturer" means the original manufacturer or producer of a part or component.

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

"Parties" is defined as all the entities set out in the preamble that are bound by this Agreement.

"Repair" means to restore to good or sound working condition.

"Work" is defined as all services to be provided by the Contractor as defined by the specifications herein.

**EXHIBIT B**  
**SCOPE OF SERVICES**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT C  
EQUAL EMPLOYMENT OPPORTUNITY**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT D  
MWBE SUBCONTRACT TERMS**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT E  
DRUG POLICY COMPLIANCE AGREEMENT**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT F  
CONTRACTOR'S CERTIFICATION OF NO SAFETY IMPACT POSITIONS  
IN PERFORMANCE OF A CITY CONTRACT**

I, \_\_\_\_\_  
**(Name - Print/Type)** **(Title)**

as an owner or officer of \_\_\_\_\_ (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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**CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF  
CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES  
FOR CONTRACTORS**

I, \_\_\_\_\_  
**(Name - Print/Type)**

as an owner or officer of \_\_\_\_\_ (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**EXHIBIT G  
DRUG POLICY COMPLIANCE DECLARATION**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT H  
FEES AND COSTS**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT I  
PAY OR PLAY**

(To be inserted by the City at the time of Contract execution)