



CITY OF HOUSTON INVITATION TO BID

Issued: June 27, 2008

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, July 17, 2008** 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:

**MAINTENANCE and REPAIR SERVICES on STRYKER STRETCHER COTS
FOR THE HOUSTON FIRE DEPARTMENT
BID INVITATION NO.: S12-L22936
NIGP CODE: 470-10**

BUYER

Questions regarding this solicitation document should be addressed to **Martin L. King, Sr. Staff Analyst**, at (832) 393-8705, or e-mail to martin.king@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 Annex, Strategic Purchasing Division, 900 Bagby, Conference Rm. 1 (Tunnel Level), Houston, Texas 77002 at **10:00 AM on Thursday, July 10, 2008**.

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 Contractor 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



**MAINTENANCE and REPAIR SERVICES on STRYKER STRETCHER COTS
FOR THE HOUSTON FIRE DEPARTMENT
BID INVITATION NO.: S12-L22936
NIGP CODE: 470-10**

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

The undersigned Bidder hereby offers to contract with the City upon the terms and conditions stated in that certain "**Contract for MAINTENANCE and REPAIR SERVICES on STRYKER STRETCHER COTS for a three-year period with two (2) one-year option periods to extend for the Houston 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 180th 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 181st 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 (10th) 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 **MAINTENANCE and REPAIR SERVICES on STRYKER STRETCHER COTS** for the City in accordance with attached Specifications.

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

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:**

TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Conflict of Interest Questionnaire.doc
Pay or Play Program Acknowledgement Form
Contractor's Questionnaire
*All Applicable Licenses/Certifications as Required in Scope of Work/Specifications

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/contractor:

TABLE 2 - DOCUMENTS & FORMS
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 B406, Houston, TX 77002, Attn: Martin L. King or via fax: 832-393-8705 or via email (preferred method) to martin.king@cityofhouston.net no later than **12:00 PM, Tuesday, June 4, 2008.**

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 **Stryker Stretcher Cot Preventative Maintenance, Repair Services & Parts** that is similar in size and scope to this contract. **Bidder must have references documenting that it has performed Stryker Stretcher Cot Preventative Maintenance, Repair Services & Parts.** 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.**

- 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.

CITY OF HOUSTON TECHNICAL SPECIFICATIONS FOR MAINTENANCE and REPAIR SERVICES on STRYKER STRETCHER COTS FOR THE HOUSTON FIRE DEPARTMENT

1.0 **SCOPE OF WORK:**

- 1.1 The contractor shall provide all tools, parts, equipment, supervision, and transportation necessary to provide maintenance and repair services for Stryker Stretcher Cots, in accordance with the Food and Drug Administration (FDA) and manufacturer requirements, at the Houston Fire Department Maintenance Facility, located at 1205 Dart, Houston, TX 77007.
- 1.2 The initial Stryker Stretcher Cots for which the Contractor shall provide Maintenance and Repair Services under this Agreement are those items owned and operated by the Houston Fire Department as **listed in Exhibit "AA"**.
- 1.3 While the performance of Maintenance and Repair Services is anticipated to primarily consist of the repair and maintenance of equipment as a result of normal wear and tear, the Contractor shall be responsible for maintaining and repairing the equipment so that it is in fully operational condition.

2.0 **LABOR:**

- 2.1 **The Contractor shall provide all labor and travel related to repairs.**
- 2.2 **The Contractor shall provide one preventative maintenance check annually per cot.**
- 2.3 **Additional accessories, such as, batteries back rest storage pouch or flat storage pouch, shall not be covered under regular service agreement and will be addressed as extra service repair items.**

3.0 **COVERAGE:**

- 3.1 **Cots over ten years old shall not be covered by contract.**
- 3.2 **The price delineated in the contract Fee Schedule for maintenance and repair services, including the annual preventative maintenance checks, shall include all parts, labor, transportation cost, equipment checklists, and Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) documentation.**
- 3.3 All replacement parts are covered with the exception of mattresses, batteries, probes and other disposable and expendable parts.
- 3.4 Replacement parts damaged by misuse or abuse are not covered under this agreement.
- 3.5 Only factory authorized service technicians shall perform services under this agreement.
- 3.6 Only Stryker factory parts shall be used under this agreement.
- 3.7 **The contractor shall respond to the City's request for services within two working hours under this agreement.**

- 3.8 Maintenance service calls will be scheduled annually once a year at a mutually agreed upon time between the Houston Fire Department and Contractor.
- 3.9 Equipment not made available at the mutually agreed upon time will be serviced during the next scheduled service or at another specified date.
- 3.10 If one model cot is removed from the contract, and one of the same model is added, the cost therefore shall be at the same cost as the original cot removed.

4.0 TIME OF PERFORMANCE OF MAINTENANCE AND REPAIR SERVICES: The Contractor shall perform Maintenance and Repair Services Monday through Friday between the hours of 8:00 a.m. - 5:00 p.m., except for recognized City Holidays as set out by motion of the City Council (the "Normal Business Hours"). The Contractor shall not be required to perform Maintenance and Repair Services outside of the Normal Business Hours.

5.0 REQUESTS FOR MAINTENANCE AND REPAIR SERVICES: The Maintenance and Repair Services to be performed by the Contractor under this Agreement shall include the Contractor's resources and personnel necessary for the Contractor to accept and respond to the Department Contract Administrator's or authorized/designated City of Houston personnel requests for the Contractor's performance of Maintenance and Repair Services in accordance with this Agreement. There shall be no limit on the number of requests for Contractor's performance of Maintenance and Repair Services that the authorized/designated City of Houston personnel may issue to the Contractor during Normal Business Hours.

6.0 REPLACEMENT ITEMS:

6.1 Installation of Replacement Items. The Maintenance and Repair Services set forth in this Agreement shall include the installation of all replacement items necessary to restore the stretcher(s) to a fully operational condition. Contractor's obligation to install replacement items shall include the installation of all non-included replacement items, as defined in Section 6.2 below.

6.2 Obtaining Non-Included Replacement Items.

6.2.1 In the event that, in the course of its performance of the maintenance and repair services set forth in this Agreement, the Contractor determines that a stretcher cot being maintained or repaired requires a non-included replacement part in order to be restored to its fully operational condition, the Contractor shall notify the Department's Contract Administrator in a written "Non-Included Replacement Item Notice" of the specific non-included replacement item required (including all identifying information necessary to precisely identify that Replacement Item - i.e., all serial/part numbers) as well as the price the Contractor would charge to provide such a non-included replacement item to the City as listed in the "Fee Schedule".

- 6.2.2 Following the Department Contract Administrator's receipt of a Non-Included Replacement Item Notice from the Contractor, the Department Contract Administrator's has the option of:
- (i) purchasing the Non-Included Replacement Item from the Contractor under this Agreement at the price identified by the Contractor in the Non-Included Replacement Item Notice, or
 - (ii) independently obtaining the identified Non-Included Replacement Item from another source and providing that Non-Included Replacement item to the Contractor for its use in completing the Maintenance and Repair Services.
- 6.2.3 The Department Contract Administrator shall notify the Contractor in writing in the event that the Department Contract Administrator chooses to purchase such a Non-Included Replacement Item from the Contractor under this Agreement at the price identified in the Non-Included Replacement Item Notice (a "Non-Included Replacement Item Order"). The Non-Included Replacement Item Order shall set forth the price for that Non-Included Replacement Item, as taken from the Non-Included Replacement Notice.
- 6.2.4 During all periods during which the Contractor is awaiting the Department Contract Administrator's response to its Non-Included Replacement Item Notice, the Contractor shall be responsible for:
- (i) performing all Maintenance and Repair Services on the stretcher(s) that requires the Non-Included Replacement Item so as to restore that item to full operation;
 - (ii) notifying the Department's Contract Administrator of any partial functionality that the Equipment item is able to perform resulting from the Contractor's performance of such Maintenance and Repair Services, absent the availability and installation of the Non-Included Replacement Item; and
 - (iii) performing all actions necessary to protect the stretcher(s) so that the partially-operational or non-operational status of the item due to the absence of the Non-Included Replacement Item will not affect the ability of the item to be restored to a fully operational condition once the Non-Included Replacement Item is obtained.
- 6.3 Stock of Replacement Items: At all times during the term of this Agreement, the Contractor shall maintain a stock of Replacement Items in order to ensure that such Replacement Items are available for installation by Contractor within 24-hours of the time that the need for such Replacement Items is identified. The Contractor shall ensure that Non-Included Replacement Items are so available within 24-hours from the time the Contractor receives a Non-Included Replacement Item Order from the Department's Contract Administrator. For all other Replacement Items, the Contractor shall ensure that such items are available within 24-hours from the time that the Department's Contract Administrator makes a request for the Contractor to perform Maintenance and Repair Services under this Agreement.
- 6.4 Types of Replacement Parts: At the Contractor's discretion, replacement parts provided under this Agreement may be either new parts provided by the original equipment manufacturer (OEM) parts or reconditioned/repared parts.

7.0 MAINTENANCE AND REPAIR SERVICES RESPONSE AND COMPLETION TIMES:

- 7.1 Maintenance and Repair Services Response Time. Within twenty-four (24) hours after receiving the Department Contract Administrator's request for the Contractor's performance of Maintenance and Repair Services for an stretcher(s) under this Agreement, the Contractor shall have dispatched its technicians to the City site where the Equipment is located, and the Contractor's technicians shall have started performing the Maintenance and Repair Services requested by the Department's Contract Administrator.
- 7.2 Maintenance and Repair Services Completion Time. The Contractor shall restore a stretcher to a fully operational condition within forty-eight (48) hours after receiving the Department Contract Administrator's request for performance of Maintenance or Repair Services for that stretcher(s). In the event the Contractor, due to external impacts and through no fault of its own, cannot complete the Maintenance or Repair Services within such 48 hour period, the Contractor shall have a reasonable time to complete such Maintenance or Repair Services once such external impacts no longer prevent the Contractor's completion of the Services. However, such a reasonable time shall not exceed 48 hours following the time that such external impacts are no longer an impediment to the Contractor's completion of the requested Maintenance or Repair Services.

8.0 PREVENTATIVE SCHEDULED MAINTENANCE (PMI):

- 8.1 The Maintenance and Repair Services to be performed by Contractor under this Agreement shall include the Contractor's performance of Annual Preventative Maintenance Inspections (PMIs) of the equipment, as set forth in this Section.
- 8.2 Once a year during the term of this Agreement, Contractor shall perform a PMI of all the equipment items set forth in this Agreement. During the PMI performed on an stretcher(s), the Contractor shall inspect the stretcher(s), provide all maintenance needed by that stretcher(s), and test the stretcher(s) to ensure that it is in a fully operational condition in accordance with the requirements of this Agreement.
- 8.3 Each PMI visit to equipment shall include but is not be limited to Contractor's performance of the following:
- a. Inspection of the stretcher's complete system.
 - b. Replacement of faulty or marginal components in the stretcher(s)
 - c. Cleaning and lubrication of the equipment.
 - d. Adjustment and testing for proper operation of the stretcher(s).
- 8.4 Each PMI visit performed by the Contractor shall be scheduled by the Contractor in consultation with the designated City of Houston representative at a time during Normal Business Hours when it will be convenient for the City's representative to attend such PMI visit. If approved in advanced by the City Representative, the Contractor may combine a PMI visit and the Contractor's response to a request for Maintenance and Repair Services for that same Equipment into a single visit.
- 8.5 The Contractor shall create a written report detailing all work performed on the Equipment that is the subject of that PMI visit (the "PMI Report"). The PMI Report shall contain all maintenance/service information and be in the format required by the Department's Contract Administrator. Upon Contractor's performance of each PMI visit, the Contractor shall provide the Department's Contract Administrator a copy of the completed resulting PMI report from that visit.
- 8.6 The Contractor shall perform each PMI using, at a minimum, the Preventative Maintenance Procedure/Check Lists set forth in Exhibit "BBB". The Contractor shall include a completed

copy of the Preventative Maintenance Procedure Check List in the PMI Report resulting from the Contractor's performance of a PMI visit.

9.0 MAINTENANCE AND REPAIR SERVICES OF SOFTWARE: The Maintenance and Repair Services set forth in this Agreement shall include the Contractor's maintenance, repair, and upgrade of all software included in the Equipment so that the Equipment is in a fully operational condition throughout the term of this Agreement. The Contractor shall be responsible for implementing software replacement (if applicable) in accordance with Section I. of this Scope of Work in the event that corrections to such software are required to ensure the Equipment is in a fully operational condition.

10.0 ACCEPTANCE OF MAINTENANCE AND REPAIR SERVICES: Following the Contractor's completion of a Maintenance and Repair request for Service as set forth in this Agreement, the Department's Contract Administrator shall evaluate the Contractor's performance of the Service in order to ensure that it meets the requirements of this Agreement. If the Department's Contract Administrator finds that the Contractor's performance of the Service meets the requirements of this Agreement, then the Department's Contract Administrator shall accept the Contractor's performance of that service by sending Contractor a written, "Maintenance and Repair Service Acceptance Notice" for that Service. If the Department's Contract Administrator finds that Contractor's performance of the Service does not meet the requirements of this Agreement, then the Department's Contract Administrator shall reject the Contractor's performance of the Service and send a "Maintenance and Repair Service Rejection Notice" that specifies the deficiencies in the Contractor's performance of that Service. Upon receiving a Contractor Maintenance and Repair Service Rejection Notice from the Department's Contract Administrator, the Contractor shall have ten (10) working days to complete its re-performance of the rejected Maintenance and Repair Service so that it meets the requirements of this Agreement. Once the Contractor has completed such re-performance of the rejected Maintenance and Repair Service, the Department's Contract Administrator shall re-evaluate and accept or reject the re-performed Service in accordance with the procedure set forth in this Section.

11.0 ESTIMATED QUANTITIES NOT GUARANTEED: The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of repair and preventive maintenance services on Stryker Stretcher Cots 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.

12.0 REMOVAL OF EQUIPMENT:

12.1 Any and all equipment removed from City property shall be accompanied by a City of Houston Return Authorization Form 7530-0559951-00. The return Authorization Form shall be provided by the department requesting services. The form shall be adjusted by the user department to reflect the Contract and Ordinance number pertaining to this contract.

13.0 TRAVEL OR TRIP CHARGES FORBIDDEN:

13.1 No extra travel or trip charges will be added by Contractor for any of the services provided under this contract.

14.0 LABOR RATE ESCALATION CLAUSE:

No labor rate increase shall be allowed during the term of the award. Therefore, the labor rate offered for each contract year shall be firm for the initial contract term and any option year thereafter.

EXHIBIT A

Stretchers Owned by the City of Houston Fire Department

Item No.	Description	Serial Identification Number
1.	Stryker Model 6500 Stretcher Cot	070339382
2.	Stryker Model 6500 Stretcher Cot	070339385
3.	Stryker Model 6500 Stretcher Cot	070333336?
4.	Stryker Model 6500 Stretcher Cot	070339383
5.	Stryker Model 6500 Stretcher Cot	070339384
6.	Stryker Model 6500 Stretcher Cot	060639609
7.	Stryker Model 6500 Stretcher Cot	060540926
8.	Stryker Model 6082 Stretcher Cot	070340300
9.	Stryker Model 6082 Stretcher Cot	060639468
10.	Stryker Model 6082 Stretcher Cot	070340301
11.	Stryker Model 6082 Stretcher Cot	060639480
12.	Stryker Model 6082 Stretcher Cot	060639478
13.	Stryker Model 6082 Stretcher Cot	070340302
14.	Stryker Model 6082 Stretcher Cot	060940273
15.	Stryker Model 6082 Stretcher Cot	060239791
16.	Stryker Model 6082 Stretcher Cot	070340303
17.	Stryker Model 6082 Stretcher Cot	030340469
18.	Stryker Model 6082 Stretcher Cot	070340304
19.	Stryker Model 6082 Stretcher Cot	060239787
20.	Stryker Model 6082 Stretcher Cot	070340305
21.	Stryker Model 6082 Stretcher Cot	070340306
22.	Stryker Model 6082 Stretcher Cot	030340470
23.	Stryker Model 6082 Stretcher Cot	030340471
24.	Stryker Model 6082 Stretcher Cot	070340307
25.	Stryker Model 6082 Stretcher Cot	060239788
26.	Stryker Model 6082 Stretcher Cot	060239797
27.	Stryker Model 6082 Stretcher Cot	060639469
28.	Stryker Model 6082 Stretcher Cot	030340472
29.	Stryker Model 6082 Stretcher Cot	030340473
30.	Stryker Model 6082 Stretcher Cot	030340474
31.	Stryker Model 6082 Stretcher Cot	060639479
32.	Stryker Model 6082 Stretcher Cot	030340475
33.	Stryker Model 6082 Stretcher Cot	030340476
34.	Stryker Model 6082 Stretcher Cot	060639470
35.	Stryker Model 6082 Stretcher Cot	060639471
36.	Stryker Model 6082 Stretcher Cot	070340308
37.	Stryker Model 6082 Stretcher Cot	060639472
38.	Stryker Model 6082 Stretcher Cot	060639482
39.	Stryker Model 6082 Stretcher Cot	060639473
40.	Stryker Model 6082 Stretcher Cot	060639483
41.	Stryker Model 6082 Stretcher Cot	070340309
42.	Stryker Model 6082 Stretcher Cot	070340310
43.	Stryker Model 6082 Stretcher Cot	070340311
44.	Stryker Model 6082 Stretcher Cot	060639484
45.	Stryker Model 6082 Stretcher Cot	060639475
46.	Stryker Model 6082 Stretcher Cot	060639485

Item No.	Description	Serial Identification Number
47.	Stryker Model 6082 Stretcher Cot	030340477
48.	Stryker Model 6082 Stretcher Cot	030340485
49.	Stryker Model 6082 Stretcher Cot	060239793
50.	Stryker Model 6082 Stretcher Cot	030340478
51.	Stryker Model 6082 Stretcher Cot	060639481
52.	Stryker Model 6082 Stretcher Cot	070340312
53.	Stryker Model 6082 Stretcher Cot	030340481
54.	Stryker Model 6082 Stretcher Cot	070340313
55.	Stryker Model 6082 Stretcher Cot	030340480
56.	Stryker Model 6082 Stretcher Cot	060639476
57.	Stryker Model 6082 Stretcher Cot	060239792
58.	Stryker Model 6082 Stretcher Cot	060639487
59.	Stryker Model 6082 Stretcher Cot	070340314
60.	Stryker Model 6082 Stretcher Cot	070340333
61.	Stryker Model 6082 Stretcher Cot	060639486
62.	Stryker Model 6082 Stretcher Cot	070340334
63.	Stryker Model 6082 Stretcher Cot	060639486
64.	Stryker Model 6082 Stretcher Cot	070340334
65.	Stryker Model 6082 Stretcher Cot	060639477
66.	Stryker Model 6082 Stretcher Cot	070340335
67.	Stryker Model 6082 Stretcher Cot	070340336
68.	Stryker Model 6082 Stretcher Cot	070340337
69.	Stryker Model 6082 Stretcher Cot	070340338
70.	Stryker Model 6082 Stretcher Cot	060639474
71.	Stryker Model 6082 Stretcher Cot	030340482
72.	Stryker Model 6082 Stretcher Cot	03034483
73.	Stryker Model 6082 Stretcher Cot	070340340
74.	Stryker Model 6082 Stretcher Cot	060239790
75.	Stryker Model 6082 Stretcher Cot	060239789
76.	Stryker Model 6082 Stretcher Cot	070340341
77.	Stryker Model 6082 Stretcher Cot	070340342
78.	Stryker Model 6082 Stretcher Cot	060940273
79.	Stryker Model 6082 Stretcher Cot	030340484
80.	Stryker Model 6082 Stretcher Cot	030340467
81.	Stryker Model 6082 Stretcher Cot	030340466
82.	Stryker Model 6082 Stretcher Cot	000339172
83.	Stryker Model 6082 Stretcher Cot	000339170
84.	Stryker Model 6082 Stretcher Cot	000539260
85.	Stryker Model 6082 Stretcher Cot	000539223
86.	Stryker Model 6082 Stretcher Cot	000539235
87.	Stryker Model 6082 Stretcher Cot	000539215
89.	Stryker Model 6082 Stretcher Cot	000539221
90.	Stryker Model 6082 Stretcher Cot	000539239
91.	Stryker Model 6082 Stretcher Cot	000539255
92.	Stryker Model 6082 Stretcher Cot	000539218
93.	Stryker Model 6082 Stretcher Cot	000539231
94.	Stryker Model 6082 Stretcher Cot	000539227
95.	Stryker Model 6082 Stretcher Cot	000339173
96.	Stryker Model 6082 Stretcher Cot	000539214
97.	Stryker Model 6082 Stretcher Cot	000539257
98.	Stryker Model 6082 Stretcher Cot	000539252

Item No.	Description	Serial Identification Number
99.	Stryker Model 6082 Stretcher Cot	000539248
100.	Stryker Model 6082 Stretcher Cot	000539220
101.	Stryker Model 6082 Stretcher Cot	000539240
102.	Stryker Model 6082 Stretcher Cot	000539212
103.	Stryker Model 6082 Stretcher Cot	000539229
104.	Stryker Model 6082 Stretcher Cot	000539233
105.	Stryker Model 6082 Stretcher Cot	000539243
106.	Stryker Model 6082 Stretcher Cot	000339171
107.	Stryker Model 6082 Stretcher Cot	000539232
108.	Stryker Model 6082 Stretcher Cot	000539258
109.	Stryker Model 6082 Stretcher Cot	000539253
110.	Stryker Model 6082 Stretcher Cot	000539250
111.	Stryker Model 6082 Stretcher Cot	000539246
112.	Stryker Model 6082 Stretcher Cot	000539245
113.	Stryker Model 6082 Stretcher Cot	000539244
114.	Stryker Model 6082 Stretcher Cot	000539242
115.	Stryker Model 6082 Stretcher Cot	000539237
116.	Stryker Model 6082 Stretcher Cot	000539230
117.	Stryker Model 6082 Stretcher Cot	000539228
118.	Stryker Model 6082 Stretcher Cot	000539254
119.	Stryker Model 6082 Stretcher Cot	000539253
120.	Stryker Model 6082 Stretcher Cot	000539251
121.	Stryker Model 6082 Stretcher Cot	000539249
122.	Stryker Model 6082 Stretcher Cot	000539247
123.	Stryker Model 6082 Stretcher Cot	000339174
124.	Stryker Model 6082 Stretcher Cot	000539241
125.	Stryker Model 6082 Stretcher Cot	000539236
126.	Stryker Model 6082 Stretcher Cot	000539226
127.	Stryker Model 6082 Stretcher Cot	000539225
128.	Stryker Model 6082 Stretcher Cot	000539224
129.	Stryker Model 6082 Stretcher Cot	000539222
130.	Stryker Model 6082 Stretcher Cot	000539219
131.	Stryker Model 6082 Stretcher Cot	000539217
132.	Stryker Model 6082 Stretcher Cot	000539216
133.	Stryker Model 6082 Stretcher Cot	000539213
134.	Stryker Model 6082 Stretcher Cot	000539211
135.	Stryker Model 6082 Stretcher Cot	000340479
136.	Stryker Model 6082 Stretcher Cot	000339175
137.	Stryker Model 6082 Stretcher Cot	990539301
138.	Stryker Model 6082 Stretcher Cot	990339016
139.	Stryker Model 6082 Stretcher Cot	990339015
140.	Stryker Model 6082 Stretcher Cot	990339013
141.	Stryker Model 6082 Stretcher Cot	990239212
142.	Stryker Model 6082 Stretcher Cot	990239155
143.	Stryker Model 6082 Stretcher Cot	990239153

EXHIBIT B

**PREVENTIVE MAINTENANCE CHECKLIST
VARIAN GAS CHROMATOGRAPH 3000 SERIES**

Company & Contact: _____

Model & Serial Number: _____

1. Run stretcher(s) test and note and resolve any errors and faults
2. Check all fittings for leaks and repair as needed
3. Inspect fans for proper operation and signs of wear
4. Clean dust from inside unit and cooling passages
5. Inspect column oven heater connections for oxidation. Replace as necessary
6. Check fuse holders for excessive heat damage. Replace as necessary
7. Visually inspect detectors for contamination. Detector sold separately
8. Run GC diagnostics
9. Check all flow rates; adjust as necessary. Balance detector flows and adjust M/U as required depending on detector system
10. Run blank test and check detector/injector/column for bleed; inspect chromatogram for possible system problems
11. Run a detector specific test sample and observe results. Optional-dependent on customer's column
12. Power system down and check back-up battery condition
13. Check all indicating gas filters and report condition to customer
14. Check listed purity of all gases and advise per factory recommendations

COMMENTS:

Date: _____ Varian Field Service Rep: _____
Signature

BIDDER'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 delivering **MAINTENANCE and REPAIR SERVICES on STRYKER STRETCHER COTS** that is similar in size and scope to this solicitation. 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 maintenance and repair services on STRYKER STRETCHER COTS.**

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: _____

**SECTION C
GENERAL TERMS & CONDITIONS**

THE STATE OF TEXAS

BID # S12-L22936

ORDINANCE # _____

COUNTY OF HARRIS

CONTRACT # _____

I. PARTIES

1.0 ADDRESS

THIS AGREEMENT for **MAINTENANCE and REPAIR SERVICES on STRYKER STRETCHER COTS** ("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 the Fire Chief
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:

TABLE OF CONTENTS

Page No.

I.	PARTIES	15
1.0	ADDRESS	15
2.0	TABLE OF CONTENTS.....	15
3.0	PARTS INCORPORATED.....	17
4.0	CONTROLLING PARTS	17
5.0	DEFINITIONS	17
6.0	SIGNATURES	18
II.	DUTIES OF CONTRACTOR	19
1.0	SCOPE OF SERVICES	19
2.0	RELEASE	19
3.0	INDEMNIFICATION.....	19
4.0	INDEMNIFICATION PROCEDURES.....	20
5.0	INSURANCE.....	20
6.0	WARRANTIES.....	21
7.0	LICENSES AND PERMITS.....	21
8.0	COMPLIANCE WITH EQUAL OPPORTUNITY ORDINANCE	21
9.0	MWBE COMPLIANCE	22
10.0	DRUG ABUSE DETECTION AND DETERRENCE	22
11.0	ENVIRONMENTAL LAWS.....	23
12.0	CITY’S CONTRACTOR PAY OR PLAY PROGRAM.....	23
13.0	CONTRACTOR’S PERFORMANCE	23
14.0	PAYMENT OF EMPLOYEES AND SUBCONTRACTORS.....	23
III.	DUTIES OF CITY	24
1.0	PAYMENT TERMS	24
2.0	TAXES	24
3.0	METHOD OF PAYMENT	24
4.0	METHOD OF PAYMENT - DISPUTED PAYMENTS.....	24
5.0	LIMIT OF APPROPRIATION	24
6.0	CHANGES	25
IV.	TERM AND TERMINATION	27
1.0	CONTRACT TERM.....	27
2.0	NOTICE TO PROCEED.....	27
3.0	RENEWALS.....	27
4.0	TIME EXTENSIONS	27
5.0	TERMINATION FOR CONVENIENCE BY THE CITY	27
6.0	TERMINATION FOR CAUSE BY CITY	28
7.0	TERMINATION FOR CAUSE BY CONTRACTOR	28
8.0	REMOVAL OF CONTRACTOR OWNED EQUIPMENT AND MATERIALS	28
V.	MISCELLANEOUS	29
1.0	INDEPENDENT CONTRACTOR.....	29
2.0	FORCE MAJEURE	29
3.0	SEVERABILITY	29
4.0	ENTIRE AGREEMENT	29
5.0	WRITTEN AMENDMENT	29
6.0	APPLICABLE LAWS.....	30
7.0	NOTICES.....	30

8.0	NON-WAIVER	30
9.0	INSPECTIONS AND AUDITS.....	30
10.0	ENFORCEMENT	30
11.0	AMBIGUITIES.....	30
12.0	SURVIVAL	31
13.0	PARTIES IN INTEREST	31
14.0	SUCCESSORS AND ASSIGNS	31
15.0	BUSINESS STRUCTURE AND ASSIGNMENTS.....	31
16.0	REMEDIES CUMULATIVE	31
17.0	CONTRACTOR DEBT	31

EXHIBITS

- A. DEFINITIONS
- * B. SCOPE OF SERVICES
- *BB. LOCATIONS & EQUIPMENTS
- * C. EQUAL EMPLOYMENT OPPORTUNITY
- * D. MWBE SUBCONTRACT TERMS
- * E. DRUG POLICY COMPLIANCE AGREEMENT
- F. CERTIFICATION OF NO SAFETY IMPACT POSITIONS
- * G. DRUG POLICY COMPLIANCE DECLARATION
- H. FEES AND COSTS
- *I. CITY’S 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, transportation, permits, parts, expendable items, material, and supplies necessary to perform the services described in Exhibit "B."

2.0 RELEASE

- 2.1 PRIME CONTRACTOR/CONTRACTOR 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/CONTRACTOR 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/CONTRACTOR 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/CONTRACTOR ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND
 - 3.1.3 THE CITY'S AND PRIME CONTRACTOR/CONTRACTOR ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT.
 - 3.1.4 PRIME CONTRACTOR/CONTRACTOR 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/Contractor 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 a 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/Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

4.3 **Defense of Claims**

4.3.1 **Assumption of Defense.** Prime Contractor/Contractor 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/Contractor 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/Contractor must advise the City as to whether or not it will defend the claim. If Prime Contractor/Contractor 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/Contractor 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/Contractor 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/Contractor 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:

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

6.2.2 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,

6.2.3 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

6.2.4 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 ENVIRONMENTAL LAWS

- 11.1 Contractor shall comply with all rules, regulations, statutes, or orders of the Environmental Protection Agency ("EPA"), the Texas Commission on Environmental Quality ("TCEQ"), and any other governmental agency with the authority to promulgate environmental rules and regulations ("Environmental Laws"). Contractor shall promptly reimburse the City for any fines or penalties levied against the City because of Contractor's failure to comply.
- 11.2 Contractor shall not possess, use, generate, release, discharge, store, dispose of, or transport any Hazardous Materials on, under, in, above, to, or from the site except in strict compliance with the Environmental Regulations. "Hazardous Materials" means any substances, materials, or wastes that are or become regulated as hazardous or toxic substances under any applicable federal, state, or local laws, regulations, ordinances, or orders. Contractor shall not deposit oil, gasoline, grease, lubricants or any ignitable or hazardous liquids, materials, or substances in the City's storm sewer system or sanitary sewer system or elsewhere on City Property in violation of the Environmental Laws.

12.0 CITY'S CONTRACTOR PAY OR PLAY PROGRAM

- 12.1 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.

13.0 CONTRACTOR'S PERFORMANCE

- 13.1 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.

14.0 PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

- 14.1 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.
- 14.2 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.
- 14.3 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.

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 issuing to Contractor a Service Release Order, or similar form approved by the City Controller, containing the language set out below. When necessary, the supplemental allocation shall be approved by motion or ordinance of City Council.

"NOTICE OF SUPPLEMENTAL ALLOCATION OF FUNDS"

By the signature below, the City Controller certifies that, upon the request of the responsible director or designee, the supplemental sum set out below 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.

- 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 \$25,000. A Change Order of more than \$25,000 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 The City Purchasing Agent or Director may issue more than one Change Order, subject to the following limitations:
 - 6.4.1 Council expressly authorizes the City Purchasing Agent or Director to approve a Change Order of up to \$25,000. A Change Order of more than \$25,000 over the approved contract amount must be approved by the City Council.
 - 6.4.2 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.
 - 6.4.3 The total of all Change Orders issued under this section may not increase the Original Agreement amount by more than 25%.

- 6.5 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.

- 6.6 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.

- 6.7 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 three (3) 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/Chief 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 THE 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.

8.0 REMOVAL OF CONTRACTOR OWNED EQUIPMENT AND MATERIALS

- 8.1 Upon expiration, or termination of this Agreement, Contractor is permitted ten (10) days within which to remove contractor-owned material and equipment from the City's premises. The City shall make such material and equipment readily available to Contractor. The time period may be extended upon approval by the Director. The City reserves the right to deny any extension of time.

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 stretcher(s) 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/Chiefs 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.

"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.

**EXHIBIT B
SCOPE OF SERVICES**

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

**EXHIBIT BB
LIST OF EQUIPMENT**

(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

**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)