



CITY OF HOUSTON INVITATION TO BID

Issued: February 3, 2012

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 a.m., Thursday, March 1, 2012** 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:

**AERIAL AND GROUND LADDER INSPECTION AND TESTING SERVICES
FOR THE HOUSTON FIRE DEPARTMENT
BID INVITATION NO.: S30-L24086
NIGP CODE: 340-62**

BUYER

Questions regarding this solicitation document should be addressed to Richard Morris at **832.393.8736**, or e-mail to richard.morris@houstontx.gov.

ELECTRONIC BIDDING

In order to submit a bid for the items associated with this procurement, vendor 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 900 Bagby Houston, Texas 77002 City Hall Tunnel Level (Basement) SPD Conference Room-2 at **10:00 a.m. on February 14, 2012.**

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, and terms and conditions as stated herein.

Bidding forms, specifications, and all necessary information should be downloaded from the Internet at <https://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.

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***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



**AERIAL AND GROUND LADDER INSPECTION AND TESTING SERVICES
FOR THE HOUSTON FIRE DEPARTMENT
BID INVITATION NO.: S30-L24086
NIGP CODE: 340-62**

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 aerial and ground ladder inspection and testing services for a three-year period with two (2) one-year option periods to extend for 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 aerial and ground ladder inspection and testing services for the City in accordance with attached specifications.

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

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.** When submitting bids via UPS/FedEx, etc. please label it with the name: Office of the City Secretary, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, along with the bid/proposal number:

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
Pay or Play Certification of Agreement to Comply w' the Program
Contractor's Questionnaire

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:

TABLE 2 - DOCUMENTS & FORMS
Drug Forms.doc
EEOC.doc
Formal Instructions for Bid Terms.doc
M/WBE.doc
Sample Insurance Over \$50,000.pdf
Pay or Play Office of Business Opportunity & Contract Compliance Q & A
Pay or Play Office of Business Opportunity & Contract Compliance Requirements
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 B-500, Houston, TX 77002, Attn: Richard Morris (or) by fax: 832.393.8759 or by e-mail (preferred method) to [.morris@houstontx.gov](mailto:morris@houstontx.gov). no later than 12:00 p.m., February 17, 2012.

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 aerial and ground ladder inspection **services** that is similar in size and scope to this Contract. **Bidder must have references documenting that it has performed aerial and ground ladder inspection and testing services.** 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.

HIRE HOUSTON FIRST

Designation as a City Business or Local Business

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit (“HHF Affidavit”)** to the Director of the Mayor’s Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract.

Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible. **Download the HHF Affidavit** from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

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

Submit the completed application forms to: Mayor's Office of Business Opportunity, One Stop Business Center, 900 Bagby St., Public Level, Houston, TX 77002 or Applications may be submitted via e-mail to -MOBO@houstontx.gov or faxed to 832.393.0952.

Award of a Procurement of \$100,000 or More for Purchase of Goods:

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

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

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

Award of Procurement under \$100,000 for Purchase of Goods:

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

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

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

Award of Procurement that may be More or Less than \$100,000 for Purchase of Goods:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION B
SCOPE OF WORK/SPECIFICATIONS

1.0 SCOPE OF SERVICES:

- 1.1 The Contractor shall furnish all labor, materials, supplies, ladder testing equipment, supervision and transportation to provide inspection and testing services on aerial and ground ladders listed in Exhibit "BB" for the Houston Fire Department (HFD) in accordance with the latest editions of National Fire Protection Association (NFPA) Standard 1911 for aerial ladders and NFPA 1932 for ground ladders.

2.0 AERIAL LADDER SPECIFICATIONS:

- 2.1 All aerial ladder inspections shall be in accordance with the latest edition of NFPA 1911.
- 2.2 The Contractor shall not represent nor be a manufacturer of aerial ladder equipment, no exceptions.
- 2.3 The examination and test report provided to the City shall specify points of inspection and the results of such examinations and tests.
- 2.4 **All test-work, outlined in NFPA 1911, shall be conducted.** The city reserves the option to determine the non-destructive test (NDT) testing technique used.
- 2.5 As per NFPA 1911, utilizing the manufacturers specifications, each inspection shall include a complete visual inspection and a complete non-destructive examination of the aerial ladder to include load, drift, and waterway tests. The methods utilized by the Contractor shall include, but not be limited to, ultrasonic, magnetic particle and dye penetrant NDT. In addition, the inspector shall repair, on-site, defects found outside of the manufacturer's specified tolerances. Primarily, such defects are defined as any bolts found to be improperly torqued, as an example, the torque-box bolts.
- 2.6 An electronic report of each unit tested, preferably in Microsoft format, shall be submitted within 48 hours of the aerial ladder being tested, followed by a written inspection report mailed to the address and attention of persons identified by the department (to be determined), within (10) ten business days of test date. This report shall address all areas of NFPA 1911. The report shall contain all defects found and a recommended course of action concerning each aerial device found to be outside of manufacturer's specified tolerances to include notations of items repaired on-site by the Contractor's technicians.
- 2.7 The Houston Fire Department (HFD) shall be responsible for any cleaning of the apparatus required for the Contractor to conduct a proper test.
- 2.8 The inspectors / technicians who actually conduct the inspections of the units shall be certified Level II under ASNT, SNT-TC-1A and CP189 guidelines for Non-destructive Testing (NDT).

3.0 GROUND LADDER SPECIFICATIONS:

- 3.1 All ground ladder inspections shall be in accordance with the latest edition of NFPA 1932.
- 3.2 The Contractor shall not represent nor be a manufacturer of ground ladder equipment, no exceptions.

- 3.3 The examination and test report provided to the city shall specify the points of inspection and the results of such examinations and tests.
- 3.4 **All test work outlined in NFPA 1932 shall be conducted.**
- 3.5 Inspection shall include a complete visual inspection and a complete horizontal bending test of the ground ladder per NFPA 1932. In addition, the inspector shall repair, on-site, any defects found outside of the manufacturer's specified tolerances such as any loose bolts found to be improperly torqued, as an example, the bolts attaching the roof-hook mounting brackets, paw assembly mounts, the foot claws or tip covers / caps.
- 3.6 An electronic report of each unit tested, preferably in Microsoft format, shall be submitted within 48 hours of the ground ladder being tested, followed by a written inspection report mailed to the address and attention of persons identified by the department (to be determined), within (10) ten business days of test date. This report shall address all areas of NAPA 1932. Each report shall contain all defects found and a recommended course of action concerning each ground ladder to include notations of items repaired on-site by the Contractor's technicians.
- 3.7 The Houston Fire Department shall be responsible for any cleaning of the ground ladder required to conduct a proper test.
- 3.8 The inspectors who actually conduct the inspections of the units shall be certified as a Level I technician under ASNT, SNT-TC-1A and have, at a minimum, 12 months of experience testing ground ladders with at least six months continuous and verifiable employment with contractor.
- 3.9 All welds, rivets/bolts rungs, side rails, hardware, butt spurs and heat sensor labels of each ladder shall be visually inspected for discontinuities and proper installation. Visual inspection shall be supplemented by the following destructive testing utilizing a complete horizontal bending test of the ground ladder per NFPA 1932.
- 3.10 The Contractor examination shall include a complete visual inspection and a complete horizontal bend test per NFPA 1932. The load utilized to complete the horizontal bend test of each ground ladder shall be placed on top of the ground ladder which shall be extended between two saw horses. The Contractor shall explain what precautions shall be taken to minimize the damage incurred to the ladders. If the Contractor knows that a ladder will most likely fail the horizontal bend test and is not repairable by the HFD contractor prior to loading, the Contractor does not have to follow through with the test. HFD repair personnel must agree with the Contractors assessment.
- 3.11 Results
1. Welds. No cracks of any type are permitted.
 2. Rivets/Bolts. Must be tight and snug.
 3. Rungs. Must be tight and snug, free of dents, holes and/or deformation.
- 3.12 A NFPA 1932 Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders, 2004 edition is on file at the Houston Fire Department.
- 3.13 The Houston Fire Department's Supply Depot shall replace defective or worn halyards.
- 3.14 The Contractor shall provide heat sensor labels as needed for all devices. The City reserves the right to decide the appropriate type/brand of heat sensors. The City requires the validity date of each heat sensor to be at least four (4) years from date of service. The City requires the Contractor to install the proper quantity of heat sensors in the proper location, as provided in the latest edition of NFPA 1932.

4.0 **CONTRACTOR REQUIREMENTS:**

- 4.1 No trainees shall be allowed to conduct the actual inspection.
- 4.2 All contractors' employees shall also follow the COH and COH facility rules and regulations.
- 4.3 For waterway system inspections, the Houston Fire Department shall provide the water source.
- 4.4 All HFD ladder trucks shall be visually and non-destructive tested on an annual basis during the term of the contract.
- 4.5 All ground ladders shall be visually inspected and have the Horizontal Bend Test performed on an annual basis during the term of the Contract.
- 4.5 All inspections to be coordinated with designated HFD personnel.
- 4.6 The Houston Fire Department shall observe all testing.
- 4.7 The Contractor shall include a detailed work report that includes, but is not limited to, any metal thickness measurements, bearing clearance and magnetic particle inspections.
- 4.8 The inspectors actually performing the aerial ladder test work on the units shall be, at a minimum, certified Level II technicians under ASNT, SNT-TC-1A and CP189 guidelines for Non-destructive Testing (NDT). The inspectors actually performing the ground ladder test work shall be, at a minimum, Level I technicians under ASNT, SNT-TC-1A, and have, at a minimum, 12 months of experience testing ground ladders, with at least six months continuous and verifiable employment with contractor.
- 4.9 Prior to the City issuing the Notice to Proceed, the actual person(s) performing the aerial ladder inspections may be required to present, for the City's review, proof of employee as being certified as a Level II technician under ASNT, SNT-TC-1A and CP189 guidelines for non-destructive testing (NDT) and the actual person(s) performing the ground ladder inspections as a Level I technician under ASNT, SNT-TC-1A, and have, at a minimum, 12 months of experience testing ground ladders, with at least six months continuous and verifiable employment with contractor.
- 4.10 Travel expenses shall be included in the price per ladder inspection.
- 4.11 Contractor shall provide to the designated City of Houston Fire Department representative a method to contact for an actual employee / technician of the contractor, on an emergency basis, with a 24-hour, 7-days per week, 365-days per year emergency availability.
- 4.12 The Contractor shall have in its possession, at a minimum, the following tolerances, provided by the equipment manufacturer. **NO EXCEPTIONS.** Proof of compliance may be required.
 - 4.12.1 Rotation bearing clearance and backlash.
 - 4.12.2 Critical mounting bolt grade and torque.
 - 4.12.3 Elevation cylinder drift tolerance.
 - 4.12.4 Extension cylinder drift tolerance.
 - 4.12.5 Outrigger cylinder drift tolerance.
 - 4.12.6 Hydraulic relief pressure.
 - 4.12.7 Ladder section twist.

- 4.12.8 Conductivity and hardness for aluminum devices.
- 4.12.9 Hollow I-beam base-rails thickness.
- 4.12.10 Rated load of the device.
- 4.12.11 Maximum rated working pressure of water system.

5.0 NECESSITY OF RE-INSPECTIONS:

- 5.1 If a unit should have minor defects and not be repaired before the Contractor's inspector leaves the area the City shall make necessary repairs and notify the testing company of the completion of the repairs in writing. No re-inspection shall be deemed necessary. The Contractor shall forward a passing report to the Houston Fire Department upon receipt of the documented repair report.
- 5.2 If a unit should have a major defect, the load test shall not be conducted until such time as repairs are made and the repair work is inspected and found to be acceptable by the Contractor. This re-inspection shall be conducted at the repair facility designated by the City of Houston. (Example: City of Houston, Dealer Facility or Manufacturer's Facility - Seagraves, E-One, Smeal, Etc.)

6.0 CERTIFICATION:

- 6.1 When the aerial unit successfully meets all NFPA 1911, latest edition requirements, as described in (5.1) above, the testing Contractor shall issue a certificate of aerial lift device examination and testing stating the unit is in compliance with NFPA 1911, latest Edition. A certification sticker (self adhesive) shall be mounted in a location approved by HFD, stating the date of test, inspection Contractor and the aerial ladder is in compliance with NFPA 1911.
- 6.2 When the ground ladder successfully meets all the NFPA 1932 latest edition requirements, the testing company shall issue a certificate of ground ladder examination and testing stating the unit is in compliance with NFPA 1932, latest edition.

7.0 LOCATION OF TESTING:

- 7.1 The Houston Fire Department shall provide a proper site for testing the equipment. The Houston Fire Department (HFD) shall schedule 2 trucks to be tested per day, weather permitting, until all aerial ladders requiring testing are completed. A 10 day notice shall be given to the testing Contractor for scheduling the next group of aerial ladders/ground ladders due to be tested.
- 7.2 The fire apparatus shall be called into a suitable District Fire station or other suitable Fire Department facility, for ground ladder testing. There shall be approximately 10 – 30 ladders tested per location. HFD personnel shall send non repairable ladders to the City salvage, or as otherwise directed by the Chief of the Fire Department.

8.0 TEST EQUIPMENTS:

- 8.1 Contractor is require to provide their own testing equipment in order to perform accurate NDT testing
- 8.2 Horizontal Bend Test Equipment
- 8.3 Roof Hook Test Equipment (NFPA Standard 1932)
- 8.4 Hardness Test
- 8.5 Extension Ladder Hardware Test
- 8.6 Used ¾ Ton Truck / Service Body (Chevy 2500 Series)
- 8.7 Bed Mounted Crane
- 8.8 Ground ladder Testing Equipment Package
- 8.9 Magnetic Particle Testing Equipment

- 8.10 Ultrasonic Testing Equipment
- 8.11 Dye Penetrant Testing Kit
- 8.12 Cal Load Cell
- 8.13 AC /DC Truck Inverter
- 8.14 Rated Certified Strapping
- 8.15 3pc. 600lbs Torque Wrench (Snap-on)
- 8.16 250lbs Torque Wrench (Snap-on)
- 8.17 ¾ Drive High Impact Socket Set
- 8.18 ½ Drive High Impact Socket Set
- 8.19 Blue Point Straight Edge
- 8.20 Cal Certified Dial Indicator w/ magnetic base
- 8.21 Assorted Hand Tools (Screw Drivers, Pliers, Clevises, Flash light, Floor creeper, Etc)
- 8.22 ASNT Level I Training Manuals
- 8.23 ASNT Level II Training Manuals
- 8.24 ASNT Level I & II Tech School Course
- 8.25 Labor cost per tech in school
- 8.26 On the Job Training (Fire Service Training, 12 Weeks)
- 8.27 Set of 32" tall metal saw horse
- 8.28 4 Ton Hydraulic Port-a-Power
- 8.29 Roof-ladder hook / ladder-rung hardware equipment

9.0 ADDITIONS & DELETIONS:

- 9.1 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.

10.0 ESTIMATED QUANTITIES NOT GUARANTEED:

- 10.1 The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of services during the term of this Contract. The quantities may vary depending upon the actual needs of the 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 all the quantities specified herein.

11.0 INTERLOCAL AGREEMENT:

- 11.1 Under the same terms and conditions hereunder, the Contract may be expanded to other government entities through inter-local agreements between the City of Houston and the respective government entity that encompass all or part of the products/services provided under this contract. Separate contracts will be drawn to reflect the needs of each participating entity.

12.0 WARRANTY OF SERVICES:

- 12.1 *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.

- 12.2 "Correction" as used in this clause, means the elimination of a defect.
- 12.3 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.
- 12.4 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.

Exhibit BB AERIAL EQUIPMENT LIST

45 Ladder

ENGINE	SHOP #	YR	MFR
RL-001	31175	2000	E-One
RL-004	27600	1997	E-One
RL-007	27977	1998	E-One
L-004	35558	2005	Ferrara
T-006	36189	2006	Pierce
L-007	35556	2005	Ferrara
L-016	27958	1997	E-One
T-018	36188	2006	Pierce
L-019	34815	2004	E-One
L-020	29423	1999	E-One
T-021	31193	2000	E-One
L-026	35617	2005	Ferrara
L-028	41191	2010	Pierce
L-029	27973	1998	E-One
L-031	35559	2005	Ferrara
L-033	39481	2009	Ferrara

ENGINE	SHOP #	YR	MFR
RL-016	27605	1997	E-One
RL-021	27606	1997	E-One
RL-028	27981	1998	E-One
L-034	27967	1997	E-One
L-038	29505	1999	E-One
L-044	31132	2000	E-One
L-045	34892	2004	E-One
L-046	35557	2005	Ferrara
L-051	39482	2009	Ferrara
L-055	35560	2005	Ferrara
L-056	31130	2000	E-One
L-059	29506	1999	E-One
L-061	27515	1996	E-One
T-064	31307	2000	E-One
L-067	35618	2005	Ferrara

ENGINE	SHOP #	YR	MFR
RL-067	29422	1999	E-One
RL-096	26664	1996	E-One
<i>New L-061</i>	<i>31131</i>	<i>2000</i>	<i>E-One</i>
L-068	41190	2010	Pierce
T-069	32120	2000	E-One
L-071	27980	1998	E-One
L-074	34818	2004	E-One
L-075	34816	2004	E-One
L-076	34817	2004	E-One
L-077	29507	1999	E-One
L-078	27514	1996	E-One
L-093	31174	2000	E-One
L-096	37402	2007	Ferrara
L-101	34753	2004	E-One
L-102	35362	2005	E-One

105 Engine

ENGINE	SHOP #	YR	MFR
RE-001	29666	1999	E-One
RE-002	30489	1999	E-One
RE-003	30576	1999	E-One
RE-004	30485	1999	E-One
RE-005	29665	1999	E-One
RE-006	29946	1999	E-One
<i>New E-006</i>	<i>34756</i>	<i>2005</i>	<i>Ferrara</i>
E-002	35698	2005	Ferrara
E-003	38403	2008	Ferrara
E-004	38739	2008	Ferrara
E-005	40862	2010	Ferrara
E-006	30335	1999	E-One
E-007	40857	2010	Ferrara
E-008	35697	2005	Ferrara
E-508	34757	2005	Ferrara
E-009	40858	2010	Ferrara
E-010	38405	2008	Ferrara
E-011	30182	1999	E-One
E-012	31446	2000	E-One
E-013	34838	2004	E-One

ENGINE	SHOP #	YR	MFR
RE-007	31580	2000	E-One
RE-008	29493	1999	E-One
RE-009	30578	1999	E-One
RE-010	29753	1999	E-One
RE-012	30350	1999	E-One
RE-013	30486	1999	E-One
<i>Old RE-014</i>	<i>26413</i>	<i>1996</i>	<i>Spartan</i>
E-032	29754	1999	E-One
E-033	37692	2007	Ferrara
E-034	39100	2009	Ferrara
E-035	39096	2009	Ferrara
E-036	34762	2005	Ferrara
E-037	30565	1999	E-One
E-038	36564	2005	Ferrara
E-039	38740	2008	Ferrara
E-040	40861	2010	Ferrara
E-041	30566	1999	E-One
E-042	29947	1999	E-One
E-043	34836	2004	E-One
E-044	30567	1999	E-One

ENGINE	SHOP #	YR	MFR
RE-014	30181	1999	E-One
RE-015	31573	2000	E-One
RE-016	26553	1996	Spartan
RE-017	30579	1999	E-One
RE-018	30498	1999	E-One
RE-048	30487	1999	E-One
<i>Old RE-015</i>	<i>26653</i>	<i>1997</i>	<i>Spartan</i>
E-062	34759	2005	Ferrara
E-063	30057	1999	E-One
E-064	34760	2005	Ferrara
E-065	29935	1999	E-One
E-066	29492	1999	E-One
E-067	39093	2009	Ferrara
E-068	37690	2007	Ferrara
E-069	30179	1999	E-One
E-070	30178	1999	E-One
E-071	29997	1999	E-One
E-072	31576	2000	E-One
E-073	37693	2007	Ferrara
E-074	37691	2007	Ferrara

E-015	34754	2005	Ferrara
E-016	38406	2008	Ferrara
E-017	34758	2005	Ferrara
E-018	30180	1999	E-One
E-019	40859	2010	Ferrara
E-020	34761	2005	Ferrara
E-021	30333	1999	E-One

E-045	34839	2004	E-One
E-046	39097	2009	Ferrara
E-047	30580	1999	E-One
E-048	34755	2005	Ferrara
E-049	34837	2004	E-One
E-050	39099	2009	Ferrara
E-051	39095	2009	Ferrara

E-075	30056	1999	E-One
E-076	35696	2005	Ferrara
E-077	31575	2000	E-One
E-078	30500	1999	E-One
E-080	30577	1999	E-One
E-082	37689	2007	Ferrara
E-083	34840	2004	E-One

E-023	40860	2010	Ferrara
E-024	40036	2009	Ferrara
E-025	34764	2005	Ferrara
E-026	38741	2008	Ferrara
E-027	34198	2003	E-One
E-028	39094	2009	Ferrara
E-029	40863	2010	Ferrara
E-030	34763	2005	Ferrara
E-031	39098	2009	Ferrara

E-052	38742	2008	Ferrara
E-053	31574	2000	E-One
E-055	39092	2009	Ferrara
E-056	40864	2010	Ferrara
E-057	40865	2010	Ferrara
E-058	38407	2008	Ferrara
E-059	40866	2010	Ferrara
E-060	38408	2008	Ferrara
E-061	31581	2000	E-One

E-086	35695	2005	Ferrara
E-090	30488	1999	E-One
E-093	29664	1999	E-One
E-094	35694	2005	Ferrara
E-096	31865	2000	E-One
E-102	31572	2000	E-One
E-103	30332	1999	E-One
E-104	30334	1999	E-One
E-105	37694	2007	Ferrara

EXHIBIT "BB"
INSPECTION REPORT FORM

**REPORT
OF
INSPECTION**

CUSTOMER _____

LOCATION _____

INSPECTION _____

MANUFACTURER _____

MODEL NO. _____ TYPE _____

SERIAL NO. _____ YR. OF MFG. _____

UNIT NO. _____ TEST DATE _____

HOUSTON FIRE DEPARTMENT

HOUSTON FIRE DEPARTMENT

SUMMARY OF TEST

Page ____ of ____

Customer:

Unit No.:

Date:

Unit Defect Category No.*:

Manufacturer:

Model No.:

Serial No.:

Year of Manufacturer:

Aerial Hours:

Wind Velocity: _____ mph

Weather Conditions :

Temperature: _____ ° F

Inspector(s):

I. REASON FOR TEST

Annual Inspection () Pre-service () Collision () Before Repair () After Repair ()

1.1.1 APPLICABLE NDT METHODS AND INSPECTIONS

	Satisfactory	See Defect Page	N/A
Ultrasonic Test of Pins			
Magnetic Particle Test of Welds.			
Operational Test of Aerial Units.			
Torque Check of Accessible Bolts.			
Hardness Test of Aluminum Ladder.			
Drift Test of Hydraulic Cylinders.			
Load Test of Aerial Ladder.			
Stability Test of Aerial Platform.			
Dye Penetrant Test of Welds.			
Hydraulic Oil Analysis (to be mailed back.)			
Eddy Current.			
Ground Ladder Test.			
Other.			

*Category Classifications

- I. Items - Unit shall be taken from service.
- II. Items - That will affect the certification of the aerial unit.
- III. Items - That can be repaired at regular maintenance.
- IV. Items - for information purposes.
- V. - No defects Noted at the time of Inspection

DEFECTS NOTED ON DEFECT PAGE

HOUSTON FIRE DEPARTMENT

OPERATIONAL TEST / LOAD TEST / DRIFT TEST

Customer:

Unit#:

Date:

Engine R.P.M.		Hydraulic Pressure	
Maximum Reach		Maximum Height	
Drift Test Start Time		Stop Time	

DRIFT TEST

OUTRIGGERS *Hydraulic Oil at Ambient Temperature*

Front Streetside		Front Curbside	
Rear Streetside		Rear Curbside	

LIFT CYLINDER

Ladder or Lower Boom	
Upper Boom	
Extension Cylinder	

OPERATIONAL TEST

AERIAL LADDERS /ELEVATING PLATFORMS

	Seconds		Seconds
Set Outriggers		Complete Rotation	
Raise Ladder 60		Fully Extend	

Raise Ladder 60 , Rotate 90 , Fully Extend _____ Seconds _____ Allowed
 Load Test _____ at _____ lbs. _____ at _____ lbs.

ARTICULATING BOOM

	Seconds		Seconds
Set Outriggers		Complete Rotation	
Raise Ladder 60		Fully Extend	

Raise Lower Boom 90 , Raise Platform to max. Ht., Rotate 90 _____ Seconds _____ Allowed

Stability Test _____ lbs.

HOUSTON FIRE DEPARTMENT

HEAT SENSOR USAGE

YEAR	2007	2008	2009	2010	2011
TOTAL	326	1140	764	724	122

OF COVERAGE

Customer:Searcy Fire Department Unit No.:L-22W

Date:9/28/97

INSPECTION

Kind of U. T. Machine:

Transducer MHZ.

PARTICLE TEST

Type of MT Machine: Parker Probe

Amps:

DC or AC:

DYE PENETRANT TEST

Name of Penetrant
Developer Batch No.:
Penetrant Dwell Time:
Temperature: ° F

Cleaner Batch No.:
Penetrant Batch No.:
Developer Dwell Time:

TEST

Type of Hardness Tester:

Lowest Acceptable Reading:

OF COVERAGE

Comments: _____

UT = ULTRASONICS MT = MAGNETIC PARTICLE PT = DYE PENETRANT
= PINS UNABLE TO TEST HT = HARDNESS TEST ET =EDDY CURRENT

**HOUSTON FIRE DEPARTMENT
Ground Ladder Testing**

1. MFR.:	2. MFR.'S Model or Code #:	3. MFR.'S Serial #:	4. FD ID#:
5. Date Purchased:	6. Date Placed in Service:	7. Unit or Location to which Assigned:	
8. Type: () Single () Roof () Extension () Pole () Folding () Combination () Pompier			
9. Length:	10. Construction Materials: () Wood () Metal () Fiberglass	11. Beam Type: () Solid () Truss	
12. Certified as Meeting NFPA Standard 1931: () Yes () No Edition Year:			
13. Reason for Test () Annual Inspection () Suspected Damage, Overload, Unusual Use () Exposed to Heat () Retest After Repair			
14. Test Date:	15. Person(s) Performing:		
16. Heat Sensor Label Check: () Label Unchanged () Label Changed / Heat Exposure Indicated () No Label Present () Expired () Replaced			
17. () Horizontal Bending Test Performed () Passed		Weight Used: () Failed	Amount of Deflection:
18.() Hardware Test Performed	Weight Used:	() Passed () Failed	Location and Parts Failing:
19.() Roof Hook Test Performed	Weight Used:	() Passed () Failed	Location and Parts Failing:
20.() Pompier Ladder Test Performed	Weight Used:	() Passed () Failed	Location and Parts Failing:
21. () Hardness Test Performed () Instrument Calibrated Before Test () Instrument Calibration Verification Immediately After Test			
Instrument Used _____		Min. Acceptable Reading for this Instrument: _____	
() Passed () Failed - Location of Failure: _____		Failure Reading: _____	
22. () Eddy Current Test Performed		Performed By: _____	
Firm Name: _____		() Passed () Failed - Location of Failure: _____	
23. () Liquid Penetrant Test Performed		Performed By: _____	
Firm Name: _____		() Passed () Failed - Location of Failure: _____	
24. Status of Ladder () In () Out of Service for () Out of Service () Destroyed () Other as result of Test Service Further Testing For Repair			
25. Repair Notes: (Date and Initial Entries)			
Remarks: (Use Section Number)			

Signature of Person Responsible for Test

**SECTION C
GENERAL TERMS & CONDITIONS**

THE STATE OF TEXAS

BID # _____

COUNTY OF HARRIS

ORDINANCE # _____

CONTRACT # _____

I. PARTIES

2.0

THIS AGREEMENT for AERIAL AND GROUND LADDER INSPECTION AND TESTING SERVICES ("Agreement") is made on the Countersignature Date between the **CITY OF HOUSTON, TEXAS** ("City"), a municipal corporation and _____ ("Contractor or Vendor"), a Texas Home-Rule City 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 the Fire Department
City of Houston
P.O. Box 1562
Houston, Texas 77251

Contractor

Phone: _____
Fax: _____

The Parties agree as follows:

3.0 OF CONTENTS

3.1 This Agreement consists of the following sections:

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EXHIBITS

- * A. DEFINITIONS
- * B. SCOPE OF SERVICES
- * BB. LOCATION LIST/ETC. (IF APPLICABLE)
- * 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.

4.0 INCORPORATED

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

5.0 PARTS

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

6.0

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

7.0

7.1 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 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" & "BB."

2.0

- 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

- 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 PROCEDURES

4.1 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 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/Supplier is prejudiced, suffers loss, or incurs expense because of the delay.

4.3 of Claims

4.3.1 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

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, Contractor shall give 30 days written notice to the Director if any of its insurance policies are cancelled, materially changed or non-renewed. 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

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 manufacturers 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 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 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 /WBE COMPLIANCE

9.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("M/WBE") 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 M/WBEs. Contractor acknowledges that it has

reviewed the requirements for good faith efforts on file with the Mayor's Office of Business Opportunity (MOBO) and will comply with them.

- 9.2 Contractor shall require written subcontracts with all M/WBE subcontractors and shall submit all disputes with M/WBEs to binding arbitration to be conducted in Houston, Texas if directed to do so by the OBO Director. M/WBE subcontracts must contain the terms set out in Exhibit "D."

10.0 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 workforce.
- 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 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 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.
- 12.2 The Pay or Play Program for various departments will be administered by the City of Houston Office of Business Opportunity designee and for a Department specific contract; the Department's designated contract administrator will administer the Pay or Play Program.

13.0 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 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 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

- 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 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 upon receipt of an approved invoice.

4.0 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 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, 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

- 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. 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 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 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

- 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 writing of non-renewal at least 30 days before the expiration of the then current term.

4.0 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 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 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 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 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 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 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

- 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 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 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 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

- 7.1 All notices to either party to the Agreement must be in writing and must be delivered by hand, facsimile, United States registered or certified mail, return receipt requested, United States Express Mail, Federal Express, Airborne Express, UPS or any other national overnight express delivery service. The notice must be addressed to the party to whom the notice is given at its address set out in Section I of this Agreement or other address the receiving party has designated previously by proper notice to the sending party. Postage or delivery charges must be paid by the party giving the notice.

8.0 -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 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 4 years after this Agreement terminates. This provision does not affect the applicable statute of limitations.

10.0

- 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

- 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

- 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 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 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 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 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 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 C
[EQUAL EMPLOYMENT OPPORTUNITY]

1. The contractor, subcontractor, vendor, supplier, or lessee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or age. The contractor, subcontractor, vendor, supplier, or lessee will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, national origin, or age. Such action will include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The contractor, subcontractor, vendor, supplier or lessee agrees to post in conspicuous places available to employees, and applicants for employment, notices to be provided by the City setting forth the provisions of this Equal Employment Opportunity Clause.

2. The contractor, subcontractor, vendor, supplier, or lessee states that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or age.

3. The contractor, subcontractor, vendor, supplier, or lessee will send to each labor union or representatives of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the said labor union or worker's representative of the contractor's and subcontractor's commitments under Section 202 of Executive Order No. 11246, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. The contractor, subcontractor, vendor, supplier, or lessee will comply with all provisions of Executive Order No. 11246 and the rules, regulations, and relevant orders of the Secretary of Labor or other Federal Agency responsible for enforcement of the equal employment opportunity and affirmative action provisions applicable and will likewise furnish all information and reports required by the Mayor and/or Contractor Compliance Officer(s) for purposes of investigation to ascertain and effect compliance with this program.

5. The contractor, subcontractor, vendor, supplier, or lessee will furnish all information and reports required by Executive Order No. 11246, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to all books, records, and accounts by the appropriate City and Federal Officials for purposes of investigations to ascertain compliance with such rules, regulations, and orders. Compliance reports filed at such times as directed shall contain information as to the employment practice policies, program, and work force statistics of the contractor, subcontractor, vendor, supplier, or lessee.

6. In the event of the contractor's, subcontractor's, vendor's, supplier's, or lessee's non-compliance with the non-discrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor, subcontractor, vendor, supplier, or lessee may be declared ineligible for further City contracts in accordance with procedures provided in Executive Order No. 11246, and such other sanctions may be imposed and remedies invoked as provided in the said Executive Order, or by rule, regulation, or order of the Secretary of Labor, or as may otherwise be provided by law.

7. The contractor shall include the provisions of paragraphs 1-8 of this Equal Employment Opportunity Clause in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

8. The contractor shall file and shall cause his or her subcontractors, if any, to file compliance reports with the City in the form and to the extent as may be prescribed by the Mayor. Compliance reports filed at such times as directed shall contain information as to the practices, policies, programs, and employment policies and employment statistics of the contractor and each subcontractor.

EXHIBIT D
[M/WBE 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)