

**CITY OF HOUSTON
ADMINISTRATION & REGULATORY
AFFAIRS DEPARTMENT
S30-Q24288
NOTICE OF REQUEST FOR QUALIFICATION**

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002

GENERAL INSTRUCTIONS, TERMS & CONDITIONS

The City of Houston's Department of Neighborhoods is soliciting services from qualified registered City of Houston vendors to perform the following services as described in the Scope of Work/Services for weeding and debris removal of properties within the City limits

Prospective proposers needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Richard Morris at richard.morris@houstontx.gov. The deadline for submitting questions is **Wednesday, May 9, 2012 at 5:00 p.m. CST. No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Please review the Scope of Work/Services below. If you believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFQ, please submit your response to Richard Morris Procurement Specialist, via one of the methods listed below by **Friday, May 18, 2012 at 3:00 p.m. CDT. No proposals will be accepted after deadline.**

E-mail: (Preferred Method): richard.morris@houstontx.gov

Fax Number: (832)393-8759

Mail: City of Houston
Strategic Purchasing Division (Suite B500, Room B506)
901 Bagby Street
Houston, Texas 77002

A pre-submittal conference will be held at 900 Bagby Houston, Texas 77002 City Hall Tunnel Level (Basement) SPD Conference Room-1 at 10:00 a .m. on May 9, 2012.

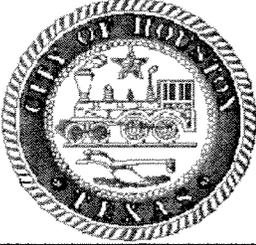
SCOPE OF WORK/SERVICES

The Department of Neighborhoods anticipates selecting up to four (4) firms, based upon their qualifications, to be known as the "Qualified Contractors List".

1.0 GENERAL SPECIFICATIONS

1.1 Statement of Work

The Contractor is to provide all supervision, labor, materials, supplies, tools and equipment necessary for the cleaning, clearing, loading and disposal of all trash, debris, rubbish, organic debris, municipal solid waste, special waste and tires. The Contractor shall mow all grasses, weeds, under brush and remove debris associated with the mowing. Contractor may also be required to remove debris from locations where weed mowing is not required.



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1.2 Intent

1.2.1 It is the intent of these specifications to Pre-Qualify Contractors and enter into negotiated fixed-price service agreements for mowing, as well as the pick-up and removal of trash, debris, rubbish, organic debris, municipal solid waste, special waste and tires. These Items for pick-up may be on public or private properties within the City of Houston.

1.2.2 For the purpose of this weed mowing and debris removal contract, the City of Houston has been divided into four (4) contract areas as listed in section 2.2.

1.2.3 The City shall from time to time, issue additional regulations to the Contractor, as needed, to provide clarity of contract services required as a result of administrative, policy or ordinance changes.

2.0 DETAILED SPECIFICATIONS

2.1 Minimum Resource Requirements

The Department of Neighborhoods will require acceptable evidence of the prospective contractor's ability to obtain required resources. Acceptable evidence normally consists of a commitment or explicit arrangement that will be in existence at the time of contract award, to rent purchase, or otherwise acquire the needed equipment, personnel or other resources.

2.2 For the purposes of this Agreement, the City will be divided into four contract areas covering Houston Council Districts. Areas by districts will be determined at a later date.

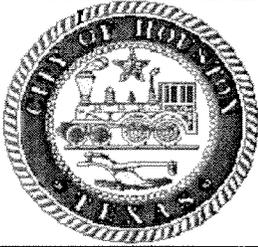
2.3 Special standards of responsibility are necessary for adequate contract performance. These special standards are hereby set forth in these specifications.

2.4 A prospective contractor must affirmatively demonstrate its responsibility, including, when necessary, the responsibility of its proposed subcontractors. To be determined responsible (1) a prospective contractor must have adequate financial resources, and required insurance to perform the contract, or the ability to obtain them, (2) the contractor must be able to comply with the required proposed performance schedule, taking into consideration all existing commercial and governmental business commitments, (3) have a satisfactory performance record, (4) have a satisfactory record of integrity and business ethics, (5) have the necessary experience and operational skills (6) have the equipment and manpower, or the ability to obtain them, and (7) be otherwise qualified and eligible to receive an award under applicable laws and regulations.

2.5 A prospective contractor must have the ability to send and receive electronic communications through computer software comparable to Microsoft Office 2003.

3.0 Minimum Required Manpower

3.1 At all times, the Contractor shall employ a sufficient number of capable and qualified employees to enable the Contractor to properly, adequately, safely and economically manage, operate and



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generally perform the scope of work under these specifications. The City requires (via full-time/part-time employment or sub-contracting) a minimum of two (2) crews per contract area. A typical crew would be comprised of four persons: three performing the actual cutting and clearing, and one (1) operating the dump truck.

- 3.2 All matters pertaining to the employment, supervision, compensation, promotion and discharge of such employees are the responsibility of the Contractor. The City of Houston Purchasing Agent may require dismissal from work, on this contract, any employee who is deemed incompetent or is identified as a potential threat to the health, safety, security, general well being or operational mission of the contract. Each employee of the Contractor shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidence by Alien Registration Receipt Card Form 1-51.
- 3.3 *Licenses: The Contractor shall have all applicable licenses and permits required to perform under these specifications, including but not limited to any and all TCEQ licenses and tire hauler licenses. Each truck driver shall possess a valid Texas commercial operator's license. Contractor does not need a generator license.*

4.0 **Minimum Suggested Equipment**

- 4.1 Specific types of equipment are necessary for adequate contract performance. Therefore, the City suggests (via ownership, lease or sub-contractor) the following equipment **per crew**.

1 Tractor Meeting the Following Specifications:

- Minimum 55 horsepower engine with low profile to ground
- Must have sheet metal fabrication around tractor to protect driver
- Must have puncture proof tires i.e.; foam filled or equivalent tires
- Must have roll over protection (R.O.P.S) around operator
- Must be OSHA approved

1 Tractor Mounted Rotary Mower Meeting the Following Specifications:

- Minimum 4-foot heavy-duty mower with chain curtains

1 Trailer Meeting the Following Specifications:

- Tandem axle heavy duty trailer that grosses 15,000 pounds

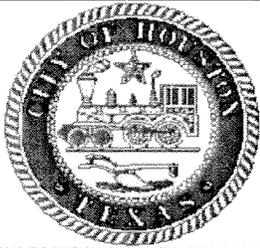
1 Truck to Tow Mower Meeting the Following Specifications:

- Minimum 1 ton – Required dump truck may be used to tow mower, if properly equipped

1 Dump Truck Meeting the Following Specifications:

- Minimum 8 cubic yards of hauling capacity
- A high sided trailer may be used in lieu of dump truck to haul debris.

- 4.2 In addition to the above equipment requirements, the City requires that the Contractor own, or



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have the ability to lease or sub-contract immediately, debris and trash loading equipment. It should be noted that lots with over 30 cubic yards of trash/debris might require more than the above-recommended minimum equipment per crew.

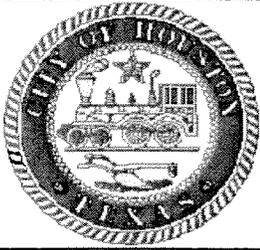
- 4.3 All equipment used for performance of services shall meet all applicable O.S.H.A. standards, and be licensed and inspected as may be required.
- 4.4 All supplies, materials, repair or replacement parts, equipment or tools used or furnished by the Contractor to perform the work specified herein shall be of the type, quality, size, etc., customarily used in the trade of such work. The Contractor at the Contractor's expense will replace any such items deemed unsuitable by the City. The City will not be responsible in any way for damage to or loss of supplies, materials, tools, equipment or personal property belonging to the Contractor or his/her employees.

5.0 CONTRACTOR WORK PLAN WITH INSPECTIONS- Work Orders

- 5.1 The Contractor must pick up work orders assigned to Contract areas within 48 hours after issuance of a notice from the Director and/or designee. The Contractor shall be complete a work plan for all work orders received on a form approved by the City. The work order plan shall be returned to the Director's representative within three working days of the Contractor's receipt. Unless an exception is granted, or the City issues an amended work order, the Contractor shall complete the work within 30 working days with the exception of "Priority Cuts". The Contractor must report the status of completed work orders within two working days of service.
- 5.2 The Contractor shall complete work orders designated as "Priority Cuts" Category E within five days of issuance or as expressly stated at time of issuance. The "Priority Cut" fee will be in addition to the applicable fee for servicing the lot. The Priority Cut fee will not be applicable if the contractor fails to perform the service within five days of issuance or time stated.
- 5.3 The Contractor shall not cut lots that are nine inches or less in height without prior authorization from the City of Houston. The issuance of a work order does not constitute prior authorization. The Contractor shall immediately notify the Director and/or designee of all sites where the height of weeds is nine inches or less. Upon approval by the Director and/or designee representative, the Contractor shall remove weeds from the site as required by the contract.
- 5.4 The Contractor is required to provide the City with monthly reports regarding the status of work orders previously issued.

6.0 TIME OF WORK AND ORDER OF PROCESS

- 6.1 The Contractor may perform assigned work from sunrise to sunset, seven days per week, not inclusive of recognized City Holidays set out by Council Motion.



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- 6.2 Contractors shall process all work orders in a “first in – first out” or oldest work order completed first order, unless otherwise notified (excluding priority cuts which are to be cut in accordance with section 5.2).

7.0 TECHNICAL SPECIFICATIONS

7.1 Cutting and Debris/Trash/Rubbish Removal

- 7.1.1 The Contractor shall remove the City of Houston posting prior to servicing the property, and re-post it upon completion if applicable.

Contractor shall not perform any services on an assigned lot where there is a ‘No Trespassing’ sign. In instances where a lot was inspected and there was not a ‘No Trespassing’ sign, however, when contractor goes to service the lot via a work order a sign is there, Contractor shall not perform any services and notify the Department of Neighborhoods as soon as possible. If Contractor services a lot where there is a ‘No Trespassing’ sign, contractor will not be paid for any work done on that lot.

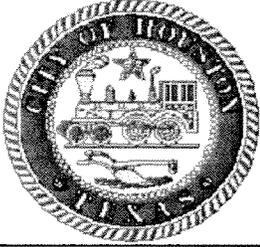
If lot has been previously serviced and/or maintained by someone other the Contractor, Contractor shall not service regardless of work order given to Contractor.

The Contractor will be required to work in wet conditions as the need arises.

- 7.1.2 The Contractor shall cut grasses and weeds to a height of approximately three inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.

Missed strands of grass or areas not uniformly cut shall be re-cut at no additional cost to the City. Edge all curbs, walks and drives adjacent to mowed areas.

- 7.1.3 Contractor shall cut grass along fences and/or walls 1" or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- 7.1.4 If there are no concrete curbs and gutters, and where there are any drainage ditches, bridges, or culverts along any public ways adjoining any property, such ditches, bridges, or culverts shall be cleared and the same restrictions of height held applicable to the main portions of the property in question.
- 7.1.5 If the property has a concrete slab or foundation, the Contractor will mow around the slab or foundation. The Contractor shall also cut grass, weeds, etc., growing through



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cracks in the foundation or slab. All loose building materials are to be considered as trash/rubbish/debris and the Contractor shall clean and remove these from the property. The contractor shall reduce the square footage of the service area by the amount equivalent to the slab area, any area not serviced, or building square footage, if applicable.

- 7.1.6 There may be incidents where the City will require the removal of living trees, or standing dead trees, not constituting added landscaping features that can represent a hazard to the health and safety of the citizens. The removal or abatement of such items shall be done only at the discretion of the Department of Neighborhoods. Cost for this service will be negotiated between the Department and the Contractor on a case-by-case basis.
- 7.1.7 The Contractor shall immediately notify the Director and/or designee of all sites containing 30 or more cubic yards of trash/debris/rubbish prior to removal. The Contractor shall cut the lot and store the debris at the front of the lot until the Director and/or designee verifies the amount of debris. Upon verification by the Director and/or designee, the Contractor shall remove debris from the site as required by the contract. The Contractor shall communicate with the Director and/or designee within two (2) working days of removal, giving the Department sufficient lead-time to schedule site inspections.

Contractor shall be responsible for removal and disposal of both organic and inorganic debris.

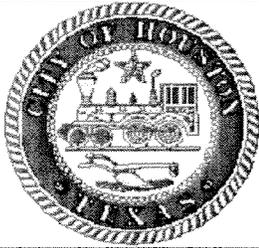
There should be documentation of trash greater than 30 cubic yards prior to doing work.

- 7.1.8 The Contractor shall load, remove, transfer and properly dispose of all trash, rubbish, debris, organic debris, and municipal solid waste on the site to a State of Texas certified facility/landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green waste recycling centers.

Contractor shall stack non-debris/rubbish/trash, loose materials 19.5 inches, document with photographs, and leave for owner compliance.

Payment for debris removal shall be determined by quantities shown on the landfill or recycling center ticket provided to the City. The City reserves the right to inspect all collected debris before it is disposed of for verification of payment.

The contractor shall notify the director and/or designee prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee verifies the amount of debris. Upon verification



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by the Director and/or designee, the Contractor shall remove debris from the site as required by the contract. The Contractor shall communicate with the Director and/or designee within two working days of removal, giving the Department sufficient lead-time to schedule site inspections. The contractor must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities. The City cleans up battery leakage.

7.1.8.1 The Contractor shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility as defined by the Texas Administrative Code.

7.1.8.2 The Contractor shall prepare a Used and Scrap Tire Manifest, which contains the Contractor's Texas Department of Health Registration Number for transport of tires and any other information required by the Texas Department of Health and/or any regulatory agency governing the transport and/or any disposal of tires.

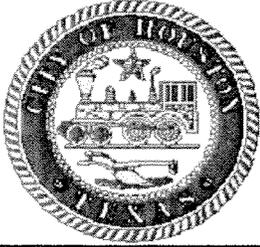
7.1.8.3 Contractor shall notify the Director's representative prior to removal of 50 or more tires.

7.1.9 The Contractor shall not reject work orders for insect infestations. Protective clothing or insecticide sprays may be used in such events. The Contractor shall submit Material Safety Data Sheets (MSDS) for any proposed insecticides or other chemical sprays to be utilized for this purpose, directly to the Director's representative for prior approval. A licensed pest control operator shall spray insecticide or other chemicals.

7.1.10 Upon arrival at the work order site, if the Contractor finds hazardous or unidentifiable materials, a locked gate, a no trespassing (or similar) sign, or is denied entry, it shall leave the site, and immediately notify the Director and/or designee and await further instructions. The Contractor shall not make any attempt to handle or remove the hazardous or unidentifiable waste.

7.1.11 The Contractor shall legally dispose of all appliances on the site and shall properly transport appliances to an appropriate municipal solid waste facility as defined by the Texas Administrative Code.

7.1.12 At no additional cost to the City, the Contractor is responsible for damage to both the City's property and private property caused by the debris removal operation.



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7.1.13 If the Contractor falsely inflates the amount of debris taken from a lot, this Agreement shall be promptly terminated.

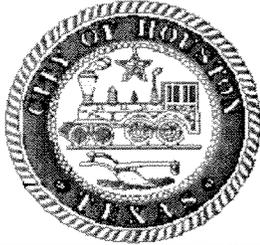
7.1.14 After completion of work order at any given site, contractor shall spray paint the location address in the street for inspector reference and verification that the correct site was serviced. Orange fluorescent spray paint should be used.

8.0 Photographic Documentation

- 8.1 Contractor shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee:
- 8.2 At least one “before” (measuring the heights of the weeds and showing the City of Houston Posting, if applicable), “during” (showing a crew or crew member cutting weeds on the site), and “after” photograph of the property being cut;
- 8.3 At least one “before”, “during” (showing a crew or crew member removing trash/debris/rubbish on the site) and “after” photograph of the trash/debris/rubbish accumulations on the property.
- 8.4 At least one “before” (showing the location of any tires), “during” (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and “after” (showing all tires removed from lot serviced) photograph.
- 8.5 When the Contractor services two or more adjacent lots or a large tract of property, additional “before” photographs should be taken to document if violations exist on the entire property. For each “before” photograph, a matching “after” photograph should be taken to document the correction of the violation.
- 8.6 When the Contractor services improved property (vacant/occupied structures), at least one “before” photograph and one “after” photograph should be taken of the front and rear of the property to document existing violations.
- 8.7 The Contractor shall make every effort to identify common land features of the property in each photograph. Photographs must be clear. Each photograph shall contain a chalkboard, or other identifying mechanism, displaying the work order number and address of the lot visible at each location. The name of the Contractor performing the actual work shall also be written on each photograph. It is the Contractor’s responsibility to insure that photos are representative of work performed.

9.0 Boundaries

- 9.1 Boundaries for Contract Areas 1-4 shall be defined at a later date.



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10.0 Invoice Requirements

10.1 Contractor's invoice must be submitted within 14 working days of site completion. Invoice shall include the amount of cubic yards of trash removed from the site. The quantity of tires and/or debris listed in the Contractor's invoice must be consistent with that quantity reflected in the tire manifest and/or landfill receipt (excluding the first 30 cubic yards of trash).

10.2 Invoices require the following supporting documents: photo documentation, original tire manifest and original landfill receipts.

Mail invoices in triplicate to: City of Houston
Department of Neighborhoods
7125 Ardmore, 3rd floor
Houston, Texas 77054

11.0 Community Organizations:

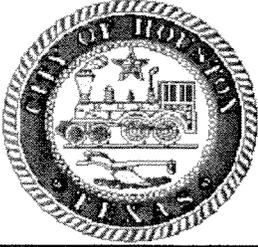
11.1 The City may from time to time direct the contractor to subcontract weed mowing services to community organizations. If so directed, the contractor shall be paid at the rate identified in Category F.

11.2 Contractor shall pay subcontractor the sum of \$100 for each lot mowed. Contractor shall add subcontractors to all of Contractor's insurance policies as an additional insured and shall provide all supervision, inspection, and debris removal for these lots. The Subcontractors shall be designated by the Director and/or designee to perform second mowing services on designated lots. Contractor shall submit with its invoice, proof of payment to subcontractors in a form approved by the department.

11.3 In the event a community organization's subcontractor fails to mow a designated lot within 30 days of written notice to subcontractor by Contractor, Contractor shall be entitled to an administrative fee of \$25.00. The administrative fees, if any, shall be added to the invoices provided for in Section H of the agreement and paid in accordance with the provisions of Section III Duties of City.

12.0 Non-Performance/Reassignment of Work Orders:

12.1 Unless the time period for completion of a work order is extended by the Director and/or designee, failure to complete a work order within the specified time period is deemed to be non-performance under the contract. The Contractor shall have 20 days from receipt of a written request from the Director and/or designee designated representative to complete the work on the specified lot. If the Contractor **fails to complete** the work **within** the specified 20 days, the City reserves the right to reassign the work order(s) not completed within the specified 20 days to another contractor. The method of reassignment is at the sole discretion of the City. Accordingly, failure of the contractor to complete the work within the specified time period will be



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considered as delinquent performance **and** may be just cause for subsequent termination of the contact for non-performance. Multiple occurrences of non-performance may result in termination of the contract.

13.0 Additions & Deletions:

13.1 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.

14.0 Estimated Quantities Not Guaranteed:

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

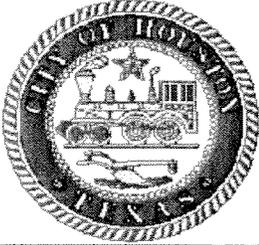
15.0 Warranty of Services:

15.1 *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.

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

15.4 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.

15.5 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



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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.

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

16.0 Insurance Requirements:

- 16.1 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:

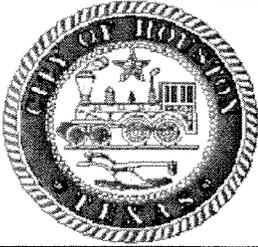
16.1.1 Commercial General Liability insurance including Contractual Liability insurance:
\$500,000 per occurrence; \$1,000,000 aggregate

16.1.2 Workers' Compensation including Broad Form All States endorsement:
Statutory amount

16.1.3 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

16.1.4 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)

16.1.5 Pollution Liability
\$1,000,000.00 per occurrence; \$2,000,000.00 aggregate (12-month period).



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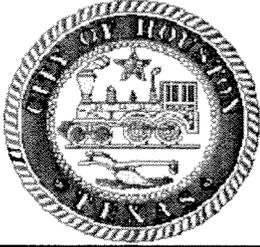
- 16.2 All insurance policies must require by endorsement, that the insurance carrier waives any rights of subrogation against the City, Contractor shall give 30 days written notice to the Director if any of its insurance policies are cancelled, materially changed or non-renewed. Within the 30 day period, 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:
- 16.2.1 immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or
 - 16.2.2 purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to Contractor under this Agreement.
 - 16.2.3 All certificates of insurance submitted by Contractor shall be accompanied by endorsements for additional insured coverage in favor of the City for Commercial General Liability and Automobile Liability policies; and waivers of subrogation in favor of the City for Commercial General Liability, Automobile Liability, and Worker's Compensation/Employers' Liability policies. For a list of pre-approved endorsement forms see <http://purchasing.houstontx.gov/forms.shtml>. The Director will consider all other forms on a case-by-case basis.

17.0 M/WBE Compliance:

- 17.1 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 **20%** 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.
- 17.2 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.

RFQ SUBMITTAL REQUIREMENTS

- Provide licenses/designations/certifications, as applicable
- Provide an organizational chart of proposed staff for the project(s)
- Provide client references for which proposer has performed similar services to those referenced in RFQ
- Provide a brief overview of firm(s) experience, services offered, equipment list, and an explanation of the proposer's understanding of the work that must be accomplished via this solicitation
- Provide three samples of properties serviced similar to the requirements of the scope of work listed in this RFQ. Samples should include *BEFORE* and *AFTER* photos.



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 901 Bagby Street, Concourse
 Level
 Houston, Texas 77002

- Provide a written statement acknowledging the City's M/WBE Program and contractor's willingness to make a good-faith effort in utilizing a certified M/WBE sub-contractor for 20% of work per each project awarded by the City.
- Provide a letter from the Insurance provider stating the Prime Contractor's has the ability to obtain insurance to meet the City's minimum insurance requirements (as stated in RFQ Provision 16.0 Insurance Requirements) and Insurance providers A.M. Best rating.

Additionally, the documents listed below must be provided with the proposal:

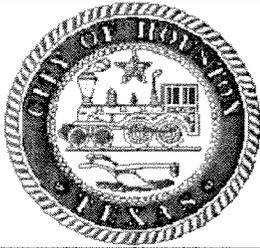
TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
PoP 1a Pay or Play Acknowledgment Form
Contractor Questionnaire

*** All forms can be downloaded from the following link:
http://purchasing.houstontx.gov/solicitation_forms.html Offeror will be able to click and print each required document from this site.**

Qualification Evaluation Criteria:

In evaluating the submitted qualifications, Neighborhoods will consider the following criteria:

EVALUATION CRITERIA	Possible Points
1.0 Experience, Abilities and Qualifications. Evidence of the firm's ability to perform the work, as indicated by experience in performing similar types of services, licenses, and staff's professional and technical competence, as evidenced by the samples provided in the submittal.	65
2.0 Equipment. Evidence of firm's possession of equipment listed in Section 4.0 of this RFQ.	25
3.0 M/WBE. The selected firms must be in agreement to meet M/WBE goals and objectives.	10
TOTAL POINTS	100



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* Hire Houston First Preference Points (City Business = five (5) extra percentage points or Local Business = three (3) extra percentage points and Non-City and Non-Local Business will receive zero (0) extra percentage points).

- **HIRE HOUSTON FIRST:**

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

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

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

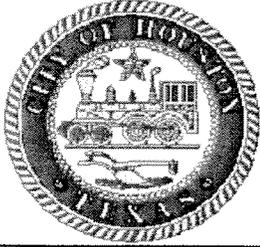
www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf

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 HHF-MOBO@houstontx.gov or faxed to 832.393.0952.

- **Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative---Pursuant to Chapter --- of the Local Government Code**

IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

- **THREE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "LOCAL BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES, AND
- **FIVE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "CITY BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES
- UNLESS THE USER DEPARTMENT DETERMINES THAT AN AWARD TO THE LOCAL OR CITY BUSINESS WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.



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Calvin D. Wells

Calvin D. Wells, ARA Deputy Director
City Purchasing Agent

5/3/12

Date