



CITY OF HOUSTON INVITATION TO BID

Issued: November 30, 2009

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, December 03, 2009**, and all bids will be opened and publicly read in the City Council Chamber at 11:00 A.M. on that date for the purchase of:

**CHEMICAL, LIQUID FERROUS IRON SOLUTION
FOR THE
PUBLIC WORKS & ENGINEERING DEPARTMENT
NO. S12-S23447
NIGP CODE 885-78-23**

Buyer

MARTIN L. KING is the Buyer for this solicitation and he may be reached at 832-393-8705. Any questions regarding this solicitation should be submitted in writing to 832-393-8750 (fax) or via e-mail at martin.king@cityofhouston.net

Pre-Bid

A Pre-Bid Conference will be held for all Prospective Bidders in the Public Works & Engineering's Materials Management Branch, 319 St. Emanuel, H.T. 77002, at 10:00 a.m. on Wednesday, November 25, 2009, 1st floor conference room.

Electronic Bidding

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

All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed all aspects of the bidding documents prior to the Pre-Bid Conference. **Any revisions to be incorporated into this bidding 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. No verbal responses will otherwise alter the specifications, 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 bid document, all updates to this bid document will be automatically forwarded via e-mail to any registered bidder. This information may also be obtained from the office of the City Purchasing Agent, 901 Bagby, Basement, 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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SECTION A.



**CHEMICAL, FERROUS IRON SOLUTION
FOR THE
PUBLIC WORKS & ENGINEERING DEPARTMENT
BEST VALUE BID INVITATION NO. S12-S23447
NIGP CODE 885-78-23**

Honorable Mayor and City Council Members:

The undersigned hereby proposes to furnish and deliver flexible base materials, **FOB destination point as listed on the electronic bid form and on the individual Purchase Orders**, in accordance with the Net Prices and other conditions shown herein, and in accordance with the City's Specifications and General Terms and Condition Specifications. When issued, 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 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 MANUFACTURER'S NAME, PRODUCT NAME AND PRODUCT NUMBER MUST BE DESIGNATED IN THE SPACE PROVIDED IF BIDDERS ARE BIDDING AN "OR EQUAL" ITEM.

The City may accept this bid offer by issuance of a Notice of Award Letter and/or a Purchase Order covering award of said bid to this Bidder at any time on or before the 120th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 120 days after the bid opening or for 90 days after City Council awards the bid, whichever comes last, but this period may be extended by written agreement of the parties.

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.

BIDDING AND AWARD:

It is the intent of the City to award, on the basis of best value respondent meeting specifications for the entire award; however, the right is reserved to accept or reject in whole or in part any or all bids received and to make an award on the basis of individual item, combination of items or overall best bid, as it is deemed in the best interest of the City.

THIS IS A THIRTY-SIX (36) MONTH AWARD

WITH TWO TWELVE (12) MONTH RENEWAL PERIODS FOR A TOTAL SIXTY-MONTH TERM

SPECIAL BIDDERS NOTE:

These bid documents are to be bid exactly as published or amended by any letter(s) of clarification that may be issued pertaining thereto.

LINE ITEM BIDS:

Only one item may be bid for each referenced line item. To bid the referenced line item and an alternate, bidder must submit a separate bid form for each alternate item(s) with its own original signature page. Multiple bids for the same line item on one bid form will be just cause to reject a bid from further consideration.

SECTION A. OFFICIAL BID FORM FOR FLEXIBLE BASE MATERIALS FOR VARIOUS DEPARTMENTS, CONTINUED:

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

Additional Required Forms to be Included with this Bid:

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

Table 1
Affidavit of Ownership
Fair Campaign Ordinance
Statement of Residency
Conflict of Interest Questionnaire
Bidders Attachments Supply
Location of Bidders Inventory
MWBE

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
MWBE
Sample Insurance Over \$50000
Formal Instructions for Bid Terms
EEOC

**SECTION B.
CITY OF HOUSTON
TECHNICAL SPECIFICATIONS
FOR
CHEMICAL, LIQUID FERROUS IRON SOLUTION CONTRACT
FOR THE
PUBLIC WORKS & ENGINEERING DEPARTMENT
BID INVITATION NO. S12-S23447**

1.0 SCOPE OF SERVICES:

The service provided by this contract shall be for the supply and delivery of a ferrous sulfate solution for wastewater odor control.

1.1 The Liquid Ferrous Iron Solution to be used for sulfide odor control in raw domestic wastewater, must be compatible with existing odor control and wastewater treatment processes and equipment, and must cause no adverse effects to these processes or equipment. It shall be capable of reacting with and eliminating hydrogen sulfide. The addition of the Liquid Ferrous Iron shall not result in the formation or production of any compounds or by products in the sludge produced at the treatment plants, which would preclude land application of this sludge.

1.2 The Contractor recognizes that the City's successful operation of all Wastewater Treatment and sludge processing facilities, as well as its odor abatement and hydrogen sulfide corrosion control programs, are dependent upon the use of Liquid Ferrous Iron Solution that is compliant with the minimum quality standards stated in these specifications.

2.0 PHYSICAL AND CHEMICAL PROPERTIES:

The effective controlling agent is Ferrous Iron; therefore, "Liquid Ferrous Iron Solution" is intended by these specifications. The Liquid Ferrous Iron solution shall be produced either from a commercial grade ferrous iron crystal or modified pickle liquor meeting the Quality Control requirements as outlined below and shall have a composition which includes the following components in similar or lesser amounts. Typical physical and chemical properties shall be as follows:

Soluble ferrous iron	0.50 lb/gal min.
Insoluble	0.50% max.
pH	2.0 min.

(Trace elements in the following amounts as mg/l (max))

Cadmium	1.5
Chromium	total 70
Chromium, hexavalent	0.01
Copper	10
Lead	15
Mercury	0.02
Arsenic	3.0
Zinc	50.0
Nickel	30

The percentages are based on weight. Analyses performed for all metals except iron shall be in accordance with Method 3110 in Standard Methods for the Examination of Water and Wastewater, 18th Edition. Iron analyses shall conform to AWWA B402-85.

TECHNICAL SPECIFICATIONS FOR CHEMICAL, LIQUID FERROUS IRON CONTRACT (CONTINUED)

2.0 PHYSICAL AND CHEMICAL PROPERTIES: (Cont.)

2.1 The Liquid Ferrous Iron Solution shall be free of organic Sulfate and other objectionable odor-producing compounds, and the pH shall not be lower than 2.0.

3.0 QUALITY CONTROL:

In order to monitor and insure quality standards, the Contractor will provide with their bid a written detailed quality control plan.

3.1 The plan shall include a description of all procedures, which will be used to insure compliance with the quality control requirements of this contract.

3.2 The plan shall include, but not be limited to, a description of the batching method the supplier intends to use, source of raw materials, quality control of raw materials source, the size of the batch, a plan to prevent contamination or alteration during batching, storage, or prior to or during shipment and any other special quality control procedures used.

3.3 Any change in the source of raw materials during the term of this contract will require a revision in the Quality Control Plan to be submitted for approval by the City Purchasing Agent before shipments from the new source can begin.

3.4 Shipments from the source shall be identified by a revised Product Source Number or Batch Number.

3.5 The Contractor shall certify in writing, that each load of Liquid Ferrous Iron Solution delivered to the City is compliant with the quality requirements of these specifications. In any event, the Contractor recognizes that delivery of Liquid Ferrous Iron Solution meeting the requirements of these specifications is the Contractors sole responsibility and that the City shall not be required to accept delivery of any amount of Liquid Ferrous Iron Solution not complying with the quality requirements of these specifications.

SECTION C
CITY OF HOUSTON
GENERAL TERMS AND CONDITIONS FOR
CHEMICAL, FERROUS IRON SOLUTION
FOR THE
PUBLIC WORKS AND ENGINEERING DEPARTMENT

1.0 TERM OF AWARD:

- 1.1 The awarded bid's term shall be for a three year period beginning on or about December 2009, with two one year option periods to renew for a total of sixty (60) months. During this period, purchase orders will be issued for items as needed. Any conflict between the terms and conditions as specified herein and said purchase orders; the term and conditions of this document shall govern. The awarded Supplier will not perform the specified services without first having received an official City of Houston purchase order. While it is the intent to procure goods/services by issuing an Official City of Houston Purchase Order, there will be instances when a Purchasing Card (P-Card) or Petty Cash may be used. **The City requires that the awarded prices be honored on all purchases.**
- 1.2 It is emphasized that the City of Houston does not guarantee to purchase any specific quantity of any item listed during the period of the award; rather, the quantities may vary depending upon the actual needs of the user departments. Supplier shall remain obligated to the City under all clauses of the Award that expressly or by their nature extend beyond and survive the expiration or termination of the Award, including but not limited to warranties and indemnity provisions hereof.

THIS IS A THIRTY-SIX (36) MONTH AWARD

WITH TWO TWELVE (12) MONTH RENEWAL PERIODS FOR A TOTAL SIXTY-MONTH TERM

2.0 SUPPLIER'S DUTY TO PAY:

Supplier shall make timely payments to all persons and entities supplying labor, materials or equipment for the performance of this award. Supplier agrees to protect, defend, and indemnify the City from any claims or liability arising out of Supplier's failure to make such payments. (Disputes relating to payment of MWBE subcontractors shall be submitted to arbitration in the same manner as any other disputes under the MWBE subcontract. Failure of the Supplier to comply with the decisions of the arbitrator may, at the sole discretion of the City, be deemed a material breach leading to termination of this award).

3.0 OPTIONAL EXTENSION:

- 3.1 Upon expiration of the Awarded Term, the term 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 Award, the City Purchasing Agent shall notify the Supplier in writing of non-renewal at least 30-days before the expiration of the then current term.
- 3.2 Subject to the availability of funding, this Award may be extended on a month-to-month basis upon acceptance of the Supplier beyond the initial awarded term and option periods. A price increase, subject to the provisions of the Award, may be requested by the Supplier for approval by the City Purchasing Agent at this time. If the price increase is approved by the City Purchasing Agent or if no price increase is requested, a letter of extension will be issued by the City Purchasing Agent for the Supplier's acceptance under the same terms and conditions as the existing Award."

4.0 PRICE ADJUSTMENTS:

4.1. Direct Cost:

In this section means Supplier's cost from the manufacturer of any item or if Supplier is the manufacturer, the cost of raw materials required to manufacture the item, plus costs of transportation from manufacturer to Supplier and Supplier to the City.

4.2. Price Decreases:

4.2.1 **If the Supplier's Direct Cost decreases at any time during the term of this Contract, for a sustained three (3) month period, Supplier shall immediately pass the decrease on to the City and lower its prices by the amount of the decrease in Direct Cost as determined by the Pentasul Sulfuric Acid Index.**

4.2.2 **Supplier shall notify the City Purchasing Agent of price decreases in the same way as for price increases set out below. The price decrease shall become effective upon City Purchasing Agent's receipt of Supplier's notice.**

4.3. Price Increases:

4.3.1 Suppliers may request a price increase after three (3) months from the bid opening date of the bid received by the City Secretary of the City of Houston. Price increase requests must be supported by three (3) months of sustained price increases documented in the trade (as determined by Sulfuric Acid prices reported in Pentasul Index). Subsequent price increase requests may be submitted three (3) months from the date of the previous approved price increase. The amount of the first increase shall not exceed actual documented increase as determined by sulfuric acid prices reported in the Pentasul Index.

4.3.2 To request a price increase, Supplier must submit a letter setting the amount of the increase, along with an itemized list of any increased prices, showing the Supplier's current price, revised price, the actual dollar difference and the percentage of the price increase by line item. Documentation from the Supplier's supplier(s) showing the actual dollar increase/decrease to the Supplier must accompany this request. Such documentation from the Supplier's supplier must clearly show the dollar increase incurred by the Supplier on the applicable Contract per item bid. The letter and documentation shall be sent to the following address:

**City Purchasing Agent
City of Houston
P.O. Box 1562
Houston, Texas 77251**

4.3.3 The City Purchasing Agent (CPA) shall approve/disapprove all price adjustments and the supplier shall be notified in writing of such approval/disapproval. If the City Purchasing Agent approves the price increase, he or she shall notify Supplier in writing; no price increase will be effective until Supplier receives this notice. If the City Purchasing Agent does not approve Supplier's price increase, Supplier may terminate its performance upon **sixty (60) days** advance written notice to the City Purchasing Agent. Termination of performance is Supplier's only remedy if the City Purchasing Agent does not approve the price increase.

4.3.2 If, at any time after approving a price increase, the City Purchasing Agent determines that the City can obtain the same item at a lower price from a different source without violating the State bid laws, the City may then purchase the item from the lower price source without any obligation to the Supplier.

5.0 INVOICING:

5.1 In order to expedite payment all invoices must be submitted itemized as to quantity, part number, description, and applicable discount (if any) in the same order and form as in the City of Houston Purchase Order. Variations will only delay payment. In addition, invoices must show the name of the Department, Division or Section to which the merchandise was delivered, and the City of Houston Purchase Order Number.

5.2 All delivery tickets must have a description of the commodity delivered.

5.3 Mail invoices to the Accounts Payable Section of the department and to the address, as noted on individual purchase orders.

5.4 Delivery tickets and packing slips shall contain the same information as the invoice.

5.5 All packing slips and delivery tickets must be signed by the receiving employee and must show his/her City employee number.

6.0 LIQUIDATED DAMAGES:

All prospective bidders are hereby notified that the Department's specified product deliver time is important to plant operations and scheduling. Late deliveries will cause damage to the City. As such, late deliveries shall be subject to liquidated damages of one percent per day of the total dollar amount of the subject quantity in the specific purchase order, or quantity of materials requested for delivery specified on one order. Liquidated damages shall apply for all days past the specified days for delivery after receipt of the quantity specified in the purchase order, or date of requested delivery under a blanket purchase order.

7.0 PAYMENT:

Payment is due thirty (30) days after the City has approved the invoice or after the City has accepted the goods, whichever occurs later.

7.1 Payment shall be based on the actual amount of material delivered as appearing on individual weight tickets delivered under each purchase order and the specific gravity of the product as shown on each delivery ticket. Specifically, the payment shall be calculated as follows:

$$\text{Payment} = (\text{Net Weight of Product Delivered}) \div (\text{Specific Gravity} \times \text{Weight of Water}) \times \text{Cost per Gallon}$$

Where:

7.1.1 Net Weight of Product Delivered is the net weight of the Product as determined from the Weight Tickets furnished by the Contractor.

7.1.2 The Specific Gravity is the specific gravity of the solution as stated on the Delivery Ticket.

7.1.3 The Weight of Water is the weight of water in pounds per gallon (i.e. 8.34 lbs./gal.)

7.1.4 The Cost per Gallon is the cost of the solution as stated in the bid document or in the later price adjustment letter.

7.2 When the City of Houston or its independent laboratory determines that a shipment of Ferrous Iron Solution has not met the quality control requirements of this contract, the Contractor shall analyze the next ten (10) deliveries for all of the quality control requirements, or every succeeding load until ten (10) consecutive loads meet the requirements. These analyses will be performed by a laboratory acceptable to the City of Houston and will be the financial responsibility of the Contractor. This provision shall apply to all of the parameters stated above, excluding the soluble Ferrous Iron content. [The City's Wastewater Q.C. Lab will have 15 days from date of delivery to analysis the content of Ferrous Iron, any analysis after 15 day's will be null and void.](#)

8.0 ESTIMATED QUANTITIES not GUARANTEED:

The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of FERROUS IRON SOLUTION will be purchased during the term of this agreement. The quantities may vary depending upon the actual needs of the user Department. The quantities specified herein and on the electronic bid document are good faith estimates of usage during the term of this agreement. 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 and in the electronic bid document.

9.0 CONTAMINATED MATERIALS:

Each Supplier shall be required to identify their source of supply. No material will be accepted from a hazardous or toxic waste site, regardless of whether the site has been identified by either a Local, State or Federal Agency. No contaminated, toxic, hazardous waste products or heavy metal product shall be contained in these deliveries. If any material, supplied to the City via an issued purchase order, is found to be contaminated or contain heavy metal products, it will be the responsibility of the Supplier to remove and replace the contaminated product at their expense and at no cost to the City. The City has the option to arrange the removal of any contaminated material and charge back the Supplier any and all costs involved.

10.0 INSPECTIONS AND AUDITS:

- 10.1 The City reserves all rights to review all payments made to Suppliers by auditing at a later date. Subject to such audit, any overpayments may be recovered from the Supplier.
- 10.2 Representatives of the City have the right to examine the books of all suppliers supplying goods and/or services under the issued purchase order insofar as those books and records relate to performance under the issued purchase order.
- 10.3 City representatives may have the right to perform, or have performed, (1) audits of Supplier's books and records, and (2) inspections of all places where work is undertaken in connection with the issued purchase order. Supplier shall keep its books and records available for this purpose for at least three years after this Award terminates. This provision does not affect the applicable statute of limitations.

11.0 DELIVERY:

- 11.1 The Supplier agrees to make deliveries only "**after**" receipt of duly signed and approved Purchase Orders issued by the City of Houston City Purchasing Agent, "**and only after ordered by an authorized representative of the user department.**"
- 11.2 Deliveries will be made to the following facilities or other City sites or locations which may become necessary:

11.3 DELIVERY POINTS:

Deliveries shall be made to sites as defined below or other locations as requested by the City. The City reserves the right to add or delete plant sites for Liquid Ferrous Iron Solution delivery during the term of this Contract.

<u>FACILITY NAME</u>	<u>ADDRESS KEY MAP</u>
11th St. Lift Station	2100 West 11th 452-Y
Ballantine Lift Station	10590 Ballantine 575-T
Belmont Lift Station	5901 Conley 533-M
Braes M.U.D. Lift Station	3840 Eldridge Parkway So. 528-B
Burress Lift Station	808 Burress 453-E
Cherry Oak Lift Station	4300 Victory Drive 411-U
Chimney Rock No. 2 Lift Station	11677 ½ Chimney Rock 571-B
Dollywright Lift Station	1825 Dollywright 412-S
Eddington Lift Station	1425 Eddington 494-T
Garden Villas Lift Station	7375 Sims 534-Z
Keegans Bayou WWTP	9400 White Chapel Lane 530-S
Kirkwood No. 3 Lift Station	1235 Kirkwood Drive 489-J
Market # 1 Lift Station	7909 ½ Market 495-P
Northwest WWTP	5423 Mangum Road 451-C
Parker Road Lift Station	2606 Parker Road 414-W
Revere (W. Alabama) Chemical Feed Station	3100 Revere 492-U
Scott #1 Lift Station	3100 Scott 493-Z
Yale Lift Station	5002 Yale 452-H

- 11.4 Deliveries to any and/or all sites shall be made by tank truck within [forty eight \(48\) hours](#) after receiving an order from the City, [or twenty four \(24\) hours in some cases](#). The quantity per delivery shall be not less than 4,000 gallons, or more than 5,000 gallons.
- 11.5 At the points of delivery, the City will supply a connection for the unloading hose from the delivery truck. [The Contractor shall equip all trucks with off loading hose's, gaskets, and connections for off loading.](#)
- 11.6 All Liquid Ferrous Iron Solution shall be filtered during the unloading process by a wye strainer (with a maximum 20 mesh filter) on the Contractors discharge line. Unloading shall be by and at the expense of the vendor.
- 11.7 All material delivered shall be weighed before and after unloading and certified tickets supplied to the City attached to the invoices.

GENERAL TERMS AND CONDITIONS FOR CHEMICAL, FERROUS IRON SOLUTION, CONTINUED:

- 11.8 Contractor shall be liable for any damages caused by the delivery vehicle, delivery agent or delivered material; and such damages shall be corrected within seventy-two (72) hours unless normal operations are impaired or interrupted in which case the repairs will be started within eight (8) hours and continued nonstop until completed.
- 11.9 The only exceptions to these conditions must have written recommendations by the Branch Manager, Process Operations Branch subject to approval by the Director of Public Works & Engineering.
- 11.10 If the Contractor fails to make repairs within the time limits, the City may procure suitable substitute service, equipment and/or material from other suppliers and/or vendors, and the Contractor shall be liable for any and all costs above the amount the City would have paid to the Contractor under normal circumstances.
- 11.11 The Contractor shall be responsible for the safe delivery of the Liquid Ferrous Iron Solution from the point of origin to the containers at each designated location.
- 11.12 The Contractor shall comply with all applicable Federal and State of Texas Department of Transportation requirements.
- 11.13 The Contractor shall be responsible for the proper cleanup of any spills and the environmental and aesthetic liability resulting from spills.
- 11.14 The City's demand for Liquid Ferrous Iron Solution varies over a wide range depending upon plant and levels of use; therefore, the vendor must guarantee availability and deliverability to meet the total needs to the system. Failure to respond which results in operational upsets of the process for lack of Liquid Ferrous Iron Solution shall be deemed a breach of contract with all legal remedies.
- 11.15 The City is not obligated to purchase any specific amount of Liquid Ferrous Iron Solution under the provision of this Contract; but the City does agree to purchase all the Liquid Ferrous Iron Solution used for normal operations, which pertains to the above-described applications of the Process Operations Branch in the treatment of wastewater. This does not include any developmental or evolutionary studies of projects that the City may enter.
- 11.16 The City may add or delete facilities from this contract as the requirements for odor control change.
- a. Deliveries shall be made at such intervals as required, against Purchase Orders issued by the User Department. It is the responsibility of the Supplier to ensure that the carrier has all necessary equipment such as tools, fitting, hoses, coupling, and off-loading equipment to effect a safe and timely unloading so as not to disrupt routine purification plant operations. The Supplier will ensure that carrier vehicles are equipped with a suitable vehicle mounted pump to allow for product offloading. The City of Houston's chemical offloading equipment is to be used for backup or emergency use only. The City will not be responsible for demurrage charges resulting from use of City offloading equipment in lieu of adequate carrier offloading equipment. The Supplier assumes responsibility and liability for damage to any City property, including but not limited to chemical offloading equipment, gates, vehicles, concrete, and storage tanks. Unloading hoses shall be maintained with caps covering at all times other than when offloading to prevent debris from entering loading system.
- b. Deliveries are to be made to the appropriate City facility between the hours of **7:30 a.m. and 3:00 p.m.**, Monday through Friday, with standard provisions to be made for deliveries on holidays and weekends, during these same hours, and during periods of high product demand. **There can be no extra charges to the City for Pre-Loaded trailers or Weekend and Holiday deliveries if deliveries are requested for these times.** The successful Bidder must make adequate provisions for product supply and transportation, and must maintain close contact with user department at all times. If there is a delay in the delivery schedule, the supplier must notify the ordering/ship to City facility immediately; at 713-837-7468. Additionally, the successful Bidder must make provisions for emergency delivery outside of the above listed normal delivery hours, at all times, to maintain adequate supply. Additional supplies may occasionally be required on an emergency basis.

- c. It shall be the responsibility of the Supplier to make arrangements, and assume all financial obligations, including analytical costs, for the prompt clean-up and disposal of all contaminated product and associated chemical, unloading, storage, and feed systems at the affected user site, if the source of such contamination is found, subsequent to initial acceptance, to originate with any individual, or series of chemical deliveries.
- d. All clean up and disposal activities will be conducted in a manner consistent with the best available technology and conform to all local, state, and federal regulations. The Supplier shall assume the responsibility as the generator of such contaminated material, along with all inherent obligations to ensure proper disposal of contaminated material, and any responsibilities arising from future lawsuits or clean-up costs associated with disposal of such contaminated materials.
- e. The Supplier's carrier is responsible for containment and clean up of any product material released during offloading. The offloading area is to be free of any product material after offloading has been completed. The City reserves the right to delay final weighing of the carrier vehicle, at no cost to the City for demurrage or other costs, until any spilled product has been cleaned to the City's satisfaction or an acceptable agreement for cure has been reached between the Supplier and the City.

11.17 DELIVERY:

The Supplier's carrier must comply with site-specific safety training and regulations while in the plant. It will be the responsibility of the supplier's carrier to equip each vehicle entering the facility with appropriate personal protective equipment (PPE) for the safe offloading and spill cleanup associated with normal offloading procedures. The City reserves the right to request the Supplier to replace any delivery personnel who refuses to comply with City regulations

12.0 CONTRACT COMPLIANCE

- 12.1 The Department of Public Works & Engineering reserves the right to monitor this contract for compliance to ensure legal obligations are fulfilled and that acceptable levels of service are provided. Monitoring may take the form of but not necessarily be limited to (I) review of contractor's invoices for accuracy, (II) site visits, (III) testing and sampling and (IV) review of permits and certifications. The primary responsibility for monitoring compliance rests with the Contract Compliance Section, Management Support Branch of the Department of Public Works & Engineering. The contact number is (713) 837-7135.
- 12.2 All written inquiries pertaining to this contract should be directed to the Materials Management Branch, 319 St. Emanuel, Houston, Texas, 77002 or by telephone to (713) 238-5288.

13.0 WARRANTY:

The Bidder shall warranty that all FERROUS IRON SOLUTION delivered, by the successful Bidder, is of at least as good a quality as that of the sample submitted with his bid, within accepted analytical tolerance for error in determination.

14.0 BASIS FOR REJECTION:

- 14.1 The City of Houston may reject and refuse delivery of any truckload lot of FERROUS IRON SOLUTION that is not within the specific maximum and minimum limits of the listed parameters as enumerated in the "QUALITY" specification section.
- 14.2 Such analyses shall be performed using recognized methods and procedures as detailed by the American Water Works Association Standard B501-93, STANDARD METHODS FOR THE EXAMINATION OF WATER AND WASTEWATER, and/or USEPA approved methods for the analysis of portable water.
- 14.3 The City of Houston shall not be held to have accepted any truckload shipment until after the City's on-site laboratory personnel have made their analysis of the material, and the City of Houston has had an opportunity to exercise its right of rejection.

14.0 BASIS FOR REJECTION: (Cont.)

14.4 In the event that a shipment is rejected for failure to meet specifications, the Supplier is to furnish an emergency replacement shipment to the affected location within four (4) hours or as agreeable to the receiving department. Any additional expense associated with the replacement shipment over and above the contract price shall be at the expense of the supplier. In the event a replacement shipment causes City Operations and/or laboratory personnel to remain on overtime to receive and sample the replacement shipment, the Supplier shall reimburse the City the sum of fifty dollars (\$50) per hours for each hour or portion of an hour after 3:30 P.M. that City personnel must remain on site to receive the replacement shipment.

15.0 SHIPPING TERMS:

Prices shall be F.O.B. Destination to the delivery location designated herein or on a purchase order. The Supplier shall retain title and control of all goods until they are delivered and off-loading is completed. All risk of transportation and all related charges shall be the responsibility of the Supplier. The Supplier shall file all claims for visible or concealed damage. The City will notify the Supplier promptly of any damaged goods and shall assist the Supplier in arranging for inspection.

16.0 MATERIALS:

The items furnished shall be the latest product in production to commercial trade, and shall be of the highest quality as to materials used. The Supplier furnishing these items shall be experienced in the production of such items and shall furnish evidence of having supplied similar items, which have been in successful operation. The Bidder shall be an established Supplier of the items bid.

17.0 ADDITIONS & DELETIONS:

The City, by written notice from the City Purchasing Agent to the Supplier, at any time during the term of this award, 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 Award shall be in accordance with the awarded specification/scope of services, and the charges or rates for items added shall be the same as specified on the bid form. In the event additional equipment, supplies, locations and/or services are not identical to the item(s) already under the Award, the charges therefore will then be the Supplier's normal and customary charges or rates for the equipment, supplies, locations and/or services classified on the bid form.

18.0 FORCE MAJEURE:

18.1 Timely performance by both parties is essential to this award. However, neither party is liable for delays or other failures to perform its obligations under this Award 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. In case of emergencies, the Supplier will provide the City 24/7 contact information.

18.2 This relief is not applicable unless the affected party does the following:

18.2.1 uses due diligence to remove the Force Majeure as quickly as possible; and

18.2.2 provides the other party with prompt written notice of the cause and its anticipated effect.

18.3 The City may perform the awarded Bidder's functions itself or bid them out during periods of Force Majeure. Such performance does not constitute a default or breach of this Award by the City.

18.4 If the Force Majeure continues for more than 30 days, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may terminate this Award by giving 30 days' written notice to Supplier. This termination is not a default or breach of this Award. SUPPLIER WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE UNDER THE AWARD AT THE TIME OF THE TERMINATION.

19.0 BID SAMPLE:

- 19.1 Upon request by the City, the Bidder is required to submit duplicate, one liter, bid samples of FERROUS IRON SOLUTION in tightly capped glass containers. These samples must be representative of the material to be supplied and must be accompanied by the applicable Certified Analysis Sheet, using the attached forms. The Bid Samples and Certified Analysis Sheets are to be delivered to the City of Houston, Water Quality Control Laboratory, 2300 Federal Road, Houston, Texas 77015, between the hours of 8:00 a.m. and 3:00 p.m., Monday thru Friday within ten (10) working days of request by the City of Houston. Failure to supply the requested documentation will be just cause to reject bid. In addition, representative bid samples accompanied by the applicable Certified Analysis Sheets, may also be requested forwarded to the City of Houston, Wastewater Quality Control Laboratory Facility, 10,500 Bellaire Blvd., Houston, Texas 77072
- 19.2 Each sample shall be labeled with the Bidder's name, Bid Invitation Number, and Bid Form Item Number. Should bidder(s) have any problems with submission of these samples, please contact the Water Quality Lab at (281) 450-5142.
- 19.3 Before the successful Bidder is awarded, the City shall verify, by means satisfactory to itself, that the Bid sample submitted conform to specifications. Failure of the samples to meet any one of the requirements specified shall be sufficient grounds for refection of the bid.
- 19.4 The "CERTIFIED ANALYSIS" shall be obtained from an independent third party analytical laboratory certified by the Laboratory Analysts Section of the Texas Water Utilities Association for the testing of contaminants in water and waste water, or by the Texas Commission on Environmental Quality (TCEQ) or other State Primacy Agency if other than Texas) for National Pollutant Discharge Elimination System compliance testing. If the laboratory is located outside the extra-territorial jurisdiction of the City of Houston, proof of laboratory certification may be required. Analyses to be performed are listed on the attached sheet, "CITY OF HOUSTON, CERTIFIED ANALYSIS FOR FERROUS IRON SOLUTION AWARD, FOR UTILITY OPERATIONS DIVISION, PUBLIC WORKS AND ENGINEERING DEPARTMENT".

20.0 DEMURRAGE:

The City will be responsible for demurrage on trucks only when such charges occur because of the City's negligence in the unloading of the material, and the unloading time exceeds two (2-1/2) hours in total plant time. Delays due to extended time required for sample analysis because of questions as to the quality of the sampled shipment are not to be considered negligent on the City's part and the City shall not be responsible for any demurrage charge incurred under such circumstance. It is the carrier's responsibility to properly document all demurrage charges.

21.0 COVER FOR NON-DELIVERY:

The Supplier agrees that if, for any reason, at any time, it shall be unable to deliver in quantities and/or quality ordered by the City of Houston under these specifications, and having been notified to make a shipment, shall have failed to deliver such a shipment after notification, then the City of Houston shall be authorized to purchase such material wherever available, and the Supplier agrees to pay the City of Houston the amount paid by it, over and above the bid price.

22.0 SUPPLIER SUPPLY OF SAFETY TRAINING:

The successful Bidder shall agree to supply as a result of participation in the bidding process, formal safety training sessions to the user department. Such safety training sessions are to consist of the following:

- 22.1 A videotape, DVD, filmstrip, slide presentation or live trainer presentation on the general safe handling of the awarded bid material.
- 22.2 Coverage in such presentation of the main safety hazards and general information as covered in the material safety data sheet.
- 22.3 Coverage in such presentation of the general characteristics and behavior of the awarded bid material.
- 22.4 Such training sessions are to be conducted on site at the user department. At least two (2) such presentations of sixty (60) minutes each shall be supplied to the user department during the first two (2) months of the bid award, and during the first (1st) month of each twelve (12) month period thereafter. Should the awarded bid be longer than twelve (12) months, but not be for a period that is an even multiple of twelve (12) months, the training shall be supplied within the first two (2) months of the last increment as well.

23.0 STOCKS AND WAREHOUSE FACILITIES:

- 23.1 In order to receive bid award consideration, the Bidder shall maintain sufficient stock(s) to fulfill normal City of Houston requirements as set forth herein. Bidder must demonstrate that he is able to secure all required product within a 24-hour period, **forty eight (48) hours, twenty four (24) hours may be required in some cases**, and demonstrate access to sufficient production capacity to provide uninterrupted supply of FERROUS IRON SOLUTION during periods of peak usage.
- 23.2 An inspection may be made to determine whether bidder actually has access to sufficient capacity and stock. Adequate stock inventory and production capacity shall be considered a factor in determining award. Adequate is defined as having, in stock, a storage capacity of two (2) weeks supply of FERROUS IRON SOLUTION for each of the two (2) locations supplied.
- 23.3 Bidder must demonstrate he is able to secure all required product within a 48 hour period.

24.0 RELEASE AND INDEMNIFICATION:

24.1 RELEASE:

SUPPLIER RELEASES THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, OR DAMAGE TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH PERFORMANCE UNDER THIS AWARD, INCLUDING INJURY, DEATH, OR DAMAGE CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE.

24.2 INDEMNIFICATION:

SUPPLIER SHALL DEFEND AND INDEMNIFY THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY, THE "CITY") FOR ALL THIRD PARTY CLAIMS, LIABILITIES, FINES, AND EXPENSES (INCLUDING ALL DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, OR DAMAGE TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AWARD INCLUDING THOSE CAUSED BY:

- (1) SUPPLIER'S ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;
- (2) THE CITY'S AND SUPPLIER'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER SUPPLIER IS IMMUNE FROM LIABILITY OR NOT; AND
- (3) THE CITY'S AND SUPPLIER'S STRICT OR STATUTORY LIABILITY, WHETHER SUPPLIER IS IMMUNE FROM LIABILITY OR NOT.

SUPPLIER SHALL DEFEND AND INDEMNIFY THE CITY DURING THE TERM OF THIS AWARD AND FOR FOUR (4) YEARS AFTER THE AWARD TERMINATES. SUPPLIER'S INDEMNIFICATION IS LIMITED TO \$500,000 PER OCCURRENCE. SUPPLIER SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.

24.2.1 INDEMNIFICATION PROCEDURES:

- (1) Notice of Claims. If the City or 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:
 - (a) a description of the indemnification event in reasonable detail,
 - (b) the basis on which indemnification may be due, and
 - (c) the anticipated amount of the indemnified loss.

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

24.0 RELEASE AND INDEMNIFICATION (CONTINUED):

(2) Defense of Claims

- (a) Assumption of Defense Supplier may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City. Supplier shall then control the defense and any negotiations to settle the claim. Within 10 days after receiving written notice of the indemnification request, Supplier must advise the City as to whether or not it will defend the claim. If Supplier does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.
- (b) Continued Participation If 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. 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 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.

25.0 WORKER'S COMPENSATION INSURANCE:

On any City Award with a labor component or any Award where Supplier delivery people make deliveries for City sites, Worker's Compensation Insurance as shown in the Insurance Section is required.

26.0 INSURANCE:

- 26.1 If performance of this Award requires Supplier to provide labor in addition to supplies, labor and materials, the Supplier shall have insurance coverage and furnish certificates of insurance showing the City as an additional insured, in duplicate form, prior to the beginning of the Award. The City shall be named as an additional insured on all such policies except Worker's Compensation. **The issuer of any policy shall have a Certificate of Authority to transact insurance business in the State of Texas or 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 of Best's Key Rating Guide, Property-Casualty United States.** Comprehensive General Liability including Contractual Liability, Automobile Liability and Pollution Liability insurance shall be in at least the following amounts. Automobile Liability Insurance for autos furnished or used in the course of performance of this Award. Including Owned, Non-owned, and Hired Auto coverage. (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If no autos are owned by Supplier, coverage may be limited to Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by Supplier, Scheduled Auto coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF THIS AWARD MUST BE COVERED IN THE LIMITS SPECIFIED - \$1,000,000.00 Combined Single Limit.
- 26.2 \$1,000,000.00 per occurrence; \$2,000,000.00 aggregate, per 12-month policy period. Worker's Compensation including Broad Form All States endorsement shall be in statutory amount.
- 26.3 All insurance policies required by this Award shall require on their face, or by endorsement, that the insurance carrier waive any rights of subrogation against the City, and that it shall give thirty (30) days written notice to the City before they may be cancelled. Within such thirty (30) day period Supplier, covenants that it will provide other suitable policies in lieu of those about to be cancelled so as to maintain in effect the coverage required under the provisions hereof. Failure or refusal of the Supplier to obtain and keep in force the above-required insurance coverage shall authorize the City, at its option, to terminate this Award at once.
- 26.4 ONLY UNALTERED ORIGINAL INSURANCE CERTIFICATES, EXCLUDING ANY ALTERATION AND INITIALS REGARDING CANCELLATION WHICH IS MADE TO MEET CITY REQUIREMENTS, AS ENDORSED BY THE UNDERWRITER ARE ACCEPTABLE. PHOTOCOPIES ARE UNACCEPTABLE.

27.0 SUCCESSORS AND ASSIGNMENTS:

Supplier may not assign this Award or dispose of substantially all of its assets without the written consent of the City Purchasing Agent. Supplier's failure to obtain such consent shall be an event of default, authorizing the Purchasing Agent to terminate this Award according to its terms.

28.0 MINORITY AND WOMEN BUSINESS ENTERPRISES:

28.1 These provisions apply to goal-oriented Awards. A **goal-oriented** Award means any City solicitation awarded for the supply of goods or non-professional services of approximately \$100,000.00 for which competitive bids are required by law and which the City Purchasing Agent has determined to have City of Houston Certified MWBE subcontracting potential.

28.2 The City of Houston, through Ordinance No. 84-1309 and Council Motion 86-2204, encourages the participation of Minority and Women Business Enterprises in the performance of City Awards. Pursuant to the aforesaid Ordinance and Council Motion, the City has classified the Award that will result from this bid as a Goal-Oriented Award and the recommended Supplier shall be required to make good faith efforts to subcontract at least **11%** of the total dollar amount of this award ("City of Houston Certified MWBE goal") to either Minority Business Enterprises, Women Business Enterprises, or both, unless otherwise stated in the Bid Form or Specifications. The City Purchasing Agent with the concurrence of the Affirmative Action Director reserves the right to adjust upwards or downwards the designated percentage goal.

29.0 TAXES:

The City is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax. Unless the Bid Form or Specifications specifically indicate otherwise, the price bid must be net exclusive of above-mentioned taxes, and will be so construed. A Supplier desiring refunds of, or exemptions from, taxes paid on merchandise accepted by the City, must submit the proper forms, and the City Purchasing Agent, if satisfied as to the facts, will approve or issue the necessary certificates.

30.0 AWARD:

30.1 The City reserves the right to consider and make awards of bids on articles of similar nature that will in all respects serve the purpose for which the purchase is being made. The City reserves the right to be the sole judge as to whether such articles will serve the purpose.

30.2 Unless otherwise specified, the City reserves the right to accept or reject in whole or in part any bid submitted or to waive any informality for the best interest of the City.

31.0 REJECTIONS:

31.1 Articles not in accordance with samples and specifications must be removed by the Supplier and at his expense. All disputes concerning quality of supplies delivered under this invitation to bid will be determined by the City Purchasing Agent or designated representative.

31.2 All articles enumerated in the invitation to bid shall be subject to inspection on delivery by an officer designated for the purpose and of found inferior to the quality called for, or not equal in value to the Department's samples, or deficient in weight, measurements, workmanship or otherwise, this fact shall be certified to the City Purchasing Agent who shall have the right to reject the whole or any part of the same.

32.0 BRAND NAME

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other Suppliers, but are intended to approximate the quality design or performance, which is desired. Any bid, which proposes like quality, design or performance, will be considered. Equivalent products will be considered, provided a complete description and product literature is provided. Unless a specific exception is made, assumption will be that the item is bid exactly as specified on the Invitation to Bid.

33.0 CHANGE ORDER

33.1 At any time during the Awarded Bid Term, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent 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 Award. The Supplier shall furnish the services or deliverables in the Change Order in accordance with the requirements of this Award plus any special provisions, specifications, or special instructions issued to execute the extra work.

33.2 The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent will issue the Change Order in substantially the following form:

CHANGE ORDER

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

Subject to all terms and conditions of the Awarded Bid, the City requests that Supplier 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 upon written notice to the City Purchasing Agent]

33.3 The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may issue more than one Change Order, subject to the following limitations:

33.3.1 Council expressly authorizes the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent, to approve a Change Order of up to \$25,000. A Change Order of more than \$25,000 over the approved Award amount must be approved by the City Council.

33.3.2 If a Change Order describes items that Supplier is otherwise required to provide under this Award, the City is not obligated to pay any additional money to Supplier.

33.3.3 The Total of all Change Orders issued under this section may not increase the Original Award amount by more than 25%.

33.4 Whenever the Supplier receives a Change Order, Supplier shall furnish all material, equipment, and personnel necessary to perform the work described in the Change Order. Supplier shall complete the work within the time prescribed. If no time for completion is prescribed, Supplier shall complete the work within a reasonable time. If the work described in any Change Order causes an unavoidable delay in any other work Supplier is required to perform under this Award, Supplier 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.

33.0 CHANGE ORDER, CONTINUED:

33.5 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 Award, and is subject to the terms and conditions of the Original Award as if it had originally been a part of the Award.

34.0 TERMINATION OF AWARD

34.1 By the City for Convenience:

The City Purchasing Agent may terminate this Award at any time upon 30-calendar days notice in writing to the Supplier. Upon receipt of such notice, Supplier shall, unless the notice directs otherwise, discontinue all services in connection with the performance of the Award and shall proceed to cancel promptly all existing orders and Awards insofar as such orders and Awards are chargeable to this Award. As soon as practicable after the receipt of notice of termination, the Supplier shall submit a statement to the appropriate department(s) showing in detail the services performed or items delivered under this Award to date of termination. The City agrees to compensate the Supplier for that portion of the prescribed charges for which the services were actually performed or items delivered under this Award and not previously paid.

34.2 By the City for Default by Supplier:

34.2.1 In the event that the materials and/or services furnished by the Supplier do not conform to the standard set forth herein, or if the deliveries and servicing of this Award do not conform to the requirements detailed herein, the City through a written notice from the Purchasing Agent to the Supplier describing such default may as its options:

- (a) Terminate the Award for default and the City shall have no further obligation under the Award.
- (b) Allow the Supplier to cure default within a reasonable time as specified in the notice. The City, at its sole option, may extend the proposed date of termination to a later date. If prior to the proposed date of termination, Supplier cures such default to the City's satisfaction, then the proposed termination shall be ineffective. If Supplier fails to cure such default prior to the proposed date of termination, then the City may terminate its performance under this Award as of such date and have no further obligation under the Award.

34.2.2 In the event of failure to deliver any or all of the items or to perform required services, the City may cover its loss by reasonably procuring from another source the items not delivered or the services not performed. Supplier shall be responsible for and shall pay to the City immediately upon demand the difference in price between that offered by the Supplier and that which the City was forced to pay for covering Supplier's failure to deliver or perform services.

34.3 By the Supplier for Default by City:

34.3.1 Default by the City shall occur if the City fails to perform or observe the terms and conditions of the Award required to be performed or observed by the City, and the Supplier gives notice in writing to the City within 30 calendar days of the act or omission claimed by the Supplier to constitute default on the part of the City.

34.3.2 Upon receipt of such notice in writing from the Supplier, however, the City shall have 30 calendar days to cure such default. The Supplier, at its sole option, may extend the proposed date of termination to a later date.

34.3.3 If City cures such default prior to the proposed date of termination, the proposed termination shall be ineffective. If the City fails to cure such default prior to the proposed date of termination, then the Supplier may terminate its performance under this Award as of such date.

35.0 PATENTS

The Supplier agrees to indemnify and save harmless the City, the City Purchasing Agent and assistants from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted, upon request of the City Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

36.0 SUPPLIER DEBT:

If Supplier, at any time during the term of this Award, 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 Supplier has incurred a debt, she shall immediately notify Supplier in writing. If Supplier 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 Supplier under this Award, and Supplier waives any recourse therefore.

37.0 SUPPLIER'S DUTY TO PAY:

Supplier shall make timely payments to all persons and entities supplying labor, materials or equipment for the performance of this Award. Supplier agrees to protect, defend, and indemnify the City from any claims or liability arising out of Supplier's failure to make such payments. (Disputes relating to payment of MWBE Suppliers shall be submitted to arbitration in the same manner as any other disputes under the MWBE subcontract. Failure of the Supplier to comply with the decisions of the arbitrator may, at the sole discretion of the City, to be deemed a material breach leading to termination of this Award).

38.0 Site Visit:

When deemed necessary an inspection may be made by the Public Works & Engineering Department to determine whether a bidder actually has a facility at the location they have listed in the bid document.

39.0 Post Award Meeting:

Once the contract has been approved by City Council, PW&E will schedule a Post Award Meeting with the successful Vendor and the PW&E End Users. This meeting will cover procurement, PW&E contacts, vendor invoicing, vendor payment, and all other matters related to contract administration.

40.0 Contract Compliance:

1. The Department of Public Works & Engineering reserves the right to monitor this contract for compliance to ensure legal obligations are fulfilled and that acceptable level of services are provided.
2. Monitoring may take the forms of, but will not necessarily be limited to:
 - 2.1 Site visits
 - 2.2 Review of deliveries received for accuracy and timeliness
 - 2.3 Review of contractor's invoices for accuracy
3. The responsibility for monitoring compliance rests with the Contract Compliance Section, Management Support Branch of the Office of the Director, Department of Public Works and Engineering.

**NO BID SHEET
FOR
CHEMICAL, LIQUID FERROUS IRON SOLUTION
FOR
THE PUBLIC WORKS & ENGINEERING DEPARTMENT**

BID INVITATION NO. S12-S23447

If your firm has chosen not to submit a bid for this procurement, please complete this form and submit to:

City Hall - City of Houston
Finance & Administration Department
Strategic Purchasing Division
P.O. Box 1562
Houston, Texas 77251

Please check the items that apply:

- Do not sell the item(s) required.
- Cannot be competitive.
- Cannot meet the Specifications highlighted in the attached Bid.
- Cannot provide Insurance required.
- Cannot provide Bonding required.
- Cannot comply with Indemnification requirements.
- Job too large.
- Job too small.
- Do not wish to do business with the City.
- Other reason / OR please state by you can not bid for this Procurement.

Company Name: _____
(Print or Type Name of Company)

By: _____
(Signature of Authorized Officer or Agent)

Vendor Number: _____

Telephone Number: (____) _____

FAX Number: (____) _____

→→ RETURN TO: Buyer – MARTIN L. KING
City Hall - City of Houston
Finance & Administration Department
Strategic Purchasing Division
P.O. Box 1562
Houston, Texas 77251