

CITY OF HOUSTON
SCOPE OF WORK
FOR
INSTALLATION OF CATCH BASINS
FOR THE
GENERAL SERVICES DEPARTMENT

It is the intent of the City of Houston to solicit the lowest and best responsible bid or price under competitive conditions.

Prospective bidders are advised that this bid is not to be considered restricted to any referenced manufacturer and all bidders are specifically directed to informal bid terms of the "General Conditions of Bidding".

1.0 SCOPE OF WORK:

Work under this contract shall include the furnishing of all labor, equipment, supplies, parts, tools, transportation, supervision, bonds and necessary insurance for "Installation of Catch Basins" for the General Services Department located at the Bureau of Animal Regulation and Care (BARC) located at 2700 Evella, Houston, TX 77026.

Installation of Catch Basins Involves the Following:

- 1.1 Contractor to furnish and install three (3) catch basins, which involves locating appropriate location for catch basins to eliminate standing water.
- 1.2 Locate existing storm line tie in locations.
- 1.3 Remove and reinstall any fencing, post, or concrete that might be needed during excavation.
- 1.4 Excavate all areas need (Approx. 100-ft) to install catch basins and make appropriate tie in connections.
- 1.5 Install catch basins and PVC piping (Schedule 40) in all related areas to appropriate height and fall elevations.
- 1.6 Backfill all areas and level off dirt around basin openings to ensure proper water run off.
- 1.7 Water test all lines and checkout for proper operation.
- 1.8 Jet all storm drains if needed after testing if water is no free flowing to ensure proper operation.
- 1.9 Contractor must have a State of Texas License.

2.0 MATERIALS:

- 2.1 Materials meets or exceeds the standard in the industry for improvement for the services to be performed and conforms with respects to the specifications.

3.0 QUALITY ASSURANCE:

- 3.1 Should any material be found defective, not meeting specifications, or that which has not been approved in writing by the owner shall, upon discovery (including any time within the period of the guarantee), be replaced with the specified equipment or material at no additional cost to the City.

4.0 WARRANTY:

- 4.1 The Contractor shall guarantee all of the work that is performed under this contract, including all materials, workmanship, for a minimum of one (1) year from the date of full acceptance of the work.

5.0 DISCREPANCIES:

- 5.1 If there are discrepancies in the specifications, the Contractor shall ask for a clarification from the City prior to bid opening.
- 5.2 If no clarification is requested, the City's judgement shall rule.

6.0 INSURANCE:

- 6.1 Contractor must comply with the City of Houston insurance requirements, provide insurance certificate, and drug policy forms within three (3) days of request.

7.0 BONDS:

- 7.1 Contractor to provide Performance, Payment, and Maintenance Bonds for 100% of award amount of \$25,000 or more for installation of new equipment/services.

8.0 WORKMANSHIP:

- 8.1 All work shall be performed and completed in a thorough, workmanlike manner and in accordance with the latest proven practices of the trade by thoroughly skilled and experienced workmen.

9.0 PERMITS:

- 9.1 Unless specifications state otherwise successful Contractor shall be responsible for securing any and all permits for proposed work. Any fee charged for these permits shall be the responsibility of the Contractor and not the City of Houston.

10.0 SITE VISIT:

- 10.1 All prospective bidders are encouraged to arrange and attend a site visit to Clarify the actual scope of work to be done. Failure of a bidder to arrange and attend a site visit shall not constitute grounds for later claim against the City.
- 10.2 The successful bidder's product shall be supported by an authorized service facility for securing replacement material without undue delay.
- 10.3 Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the site visit conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.

City of Houston Contact for site visit/questions/concerns: **Mike Bush/713-560-1584.**

11.0 TERMINATION OF AGREEMENT:

- 11.1 This Contract may be terminated by the City Purchasing Agent upon fifteen (30) days notice in writing, if the materials and/or services furnished do not conform to the standard set forth herein; or if the deliveries and servicing of this Contract do not conform to the requirements detailed herein.

12.0 CONTRACT COMPLETION:

- 12.1 The Contractor shall complete this contract within thirty (30) business days of starting date of work.

13.0 CLEAN-UP:

- 13.1 Unless specifications state otherwise at the completion of all work, Contractor shall remove from the area all trash, rubbish, and debris caused by its operations, leaving the job site clean.

14.0 PRODUCT LITERATURE/SPECIFICATION SHEETS:

- 14.2 To evaluate bids, the user department and the City purchasing staff may require product literature/specification sheets. When required, the bidders(s) should submit the requested product literature/specification sheets within five (5) calendar days from date of request.

- 14.2 **FAILURE ON BIDDER'S PART TO FURNISH THE REQUESTED TECHNICAL DATA IN THE TIME LIMIT GIVEN ABOVE MAY BE CAUSE FOR REJECTION OF THE BID.**

NOTE: SELECTED LOW BID CONTRACTOR MEETING "SCOPE OF WORK" MUST COMPLY WITH THE CITIES "ENGINEERING WAGE SCALE" AND SUBMIT "CERTIFIED" PAYROLL RECORDS" FOR AWARDS OF \$2,000 OR MORE FOR INSTALLATION OF NEW EQUIPMENT/SERVICES.