

CITY OF HOUSTON  
SCOPE OF WORK  
for  
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."

The following are the minimum acceptable specifications:

**1.0 SCOPE OF WORK:**

**1.1** Work under this contract shall include the furnishing of all labor, equipment, supplies, parts, tools, transportation, supervision and necessary insurance for.

**Repair 5 LED (Colorado 6) spotlights, replace 4 existing LED spotlights with (Colorado 4IP) Spotlights and install 4 – 120 volt flag pole lights @ City Hall**

**1.2** .Provide Labor and Material to repair 5 – (Colorado 6) LED Spotlights

**1.3** Replace 1 display board

**1.4** Replace 4-Led drivers

**1.5** Replace 4 (Colorado 6) LED spotlights with (Colorado 4IP) Spotlights (newer version)

**1.6** Install 4- 120 volt metal halide flag pole lights.

**2.0 MATERIALS:**

**2.1** Replace 1 ea. Display board

**2.2** Replace 4 ea. LED Drivers

**2.3** Replace 4 ea. (Colorado 6) spotlights with 4 ea. (Colorado 4IP) spotlights

**2.4** 4 ea.120 volt Metal Halide flag pole lights lights

**3.0 LABOR:**

**3.1** TOTAL LABOR AND MATERIAL COST- **\$4,041.08**

**4.0 QUALITY ASSURANCE:**

**4.1** 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 guarantee), be replaced with the specified equipment or material at no additional cost to the City.

**5.0 WARRANTY:**

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

**6.0 DISCREPANCIES:**

**6.1** If there are discrepancies in specifications, the Contractor shall ask for a clarification from the City prior to bid opening.

**6.2** If no clarification is requested, the City's judgment shall rule.

**7.0 GENERAL INFORMATION:**

**7.1** Job site visit is suggested and encouraged. Contact person for site visit is Sam Abraham 281-904-5488.

**7.2** All work to be performed during normal business hours.

**8.0 WORKMANSHIP:**

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

**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. Site visits may be scheduled by contacting Sam Abraham, 281-904-5488.

**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 date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.

**11.0** **TERMINATION OF AGREEMENT:**

**11.1** This Contract may be terminated by the City Purchasing Agent upon (15) day 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 the Contract do not conform to the requirement detailed herein.

**12.0** **CONTRACT COMPLETION:**

**12.1** The Contractor shall complete this contract within thirty (30) calendar days of starting date of work. All work is to be performed during normal business hours.

**13.0** **CLEAN-UP:**

**13.1** Unless specification 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. Contractor shall vacuum carpet and polish base.

**14.0** **PRODUCT LITERATURE/SPECIFICATION SHEETS:**

**14.1** To evaluate bids, the user department and to City Purchasing Staff may require product literature/specification sheets. When required, the bidder(s) should submit the requested product literature/specifications sheets within five (5) calendar days from date of request.

**15.0** **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.**

