

CITY OF HOUSTON
SCOPE OF WORK
FOR
FIRE STATION 13
FABRICATE @ INSTALL
STAINLESS STEEL COUNTER TOPS
AND ISLAND
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.

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

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

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

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

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

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

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

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

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

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

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

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

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

The following are the minimum acceptable specifications:

1.0 SCOPE OF WORK:

Work under this contract shall include the furnishing of all labor, tools, supplies, materials, transportation, supervision, and necessary insurance for "**INSTALLATION OF STAINLESS STEEL COUNTERTOPS**" for the General Service Department located at Fire Station #13, address 2215 West 43rd Street Houston Texas 77018

- 1.1 Contractor will provide 14 gauge stainless steel kitchen countertops as per attached plan
- 1.2 Included are one (1) double kitchen sinks with sink bowl 18" wide x 16" front to back x 12" deep that must be fully welded integral with countertop one (1) kitchen sink single compartment 22" wide x 16" front to back x 5" deep. Each will have drain holes for standard type basket/strainer. Provide a raised platform located as shown on drawings for a standard 3-hole faucet deck to mount on. Platform will be ½ high x 3" wide 12" inch long and fully welded integral with countertop. The platform is designed to help prevent standing water from seeping through under the faucet deck and into cabinet below. Provide three (3) one inch holes for a standard type faucet see plan for location of platform.
- 1.3 For countertops against wall or the end of cabinet include a standard ¾ x 4" back-splash. Also include stainless steel panel from top of the 4" splash to the bottom of the upper wall cabinets. Provide cut outs where needed in wall panels for electrical receptacles. Space between countertop and upper wall cabinet is approximately 21". **CONTRACTOR IS TO FIELD VERIFY ALL DIMENSIONS.** Cap edges with trim where needed
- 1.4 Countertop sinks will have a minimal slope designed so water will flow towards sink and drain into it.
- 1.5 All finish edges of countertop will be "marine" type finish edges.
- 1.6 All necessary butt joints must have polished welded seams. No joints shall be visible.
- 1.7 The finish will be factory milled finish
- 1.8 Contractor will furnish and attach a ¾ b/c plywood substrate for stainless steel to mount on.

- 1.9 Island **WILL NEED TO BE FIELD MEASURED** size is approximately 5 foot by 9 foot with stove cut out all edges to be "marine" type finish edges. With b/c plywood substrate for stainless steel to mount on.
- 1.10 Working hour at job site will be 6:00 a.m to 2:30 p.m Monday through Friday. Different times will be considered but must be approved and prearranged with City of Houston GSD job site supervisor.
- 1.11 The contractor shall complete all specified work within twenty one (21) calendar days from the date Purchase Order is issued by city.
- 1.12 Protect surrounding work from damage or disfiguration.
- 1.13 If on site fabrication is needed, accommodations will be made to allow room for contractor to temporarily set up a table or other means of supporting work for that purpose.
- 1.14 Contractor is responsible for verification of all dimensions.
- 1.15 All site visits and work on site are to be coordinated with City of Houston GSD representative William Earles (832) 395-8615

Contact: Johnny Stanley
General Services Department
713-412-1787

2.0 MATERIALS:

- 2.1 Materials meets or exceeds the standard in the industry for improvement of 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, insurance endorsements, and drug policy forms within three (3) days of request.

7.0 WORKMANSHIP:

- 7.1 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.

8.0 PERMITS:

- 8.1 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.

9.0 SITE VISIT:

- 9.1 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.
- 9.2 The successful bidder's product shall be supported by an authorized service facility for securing replacement material without undue delay.
- 9.3 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.

10.0 TERMINATION OF AGREEMENT:

- 10.1 This Contract may be terminated by the City Purchasing Agent upon thirty (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.

11.0 CONTRACT COMPLETION:

- 11.1 The Contractor shall complete this contract within thirty (30) calendar days from date given notice to proceed. All work is to be performed during normal business hours.

12.0 CLEAN-UP:

- 12.1 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.

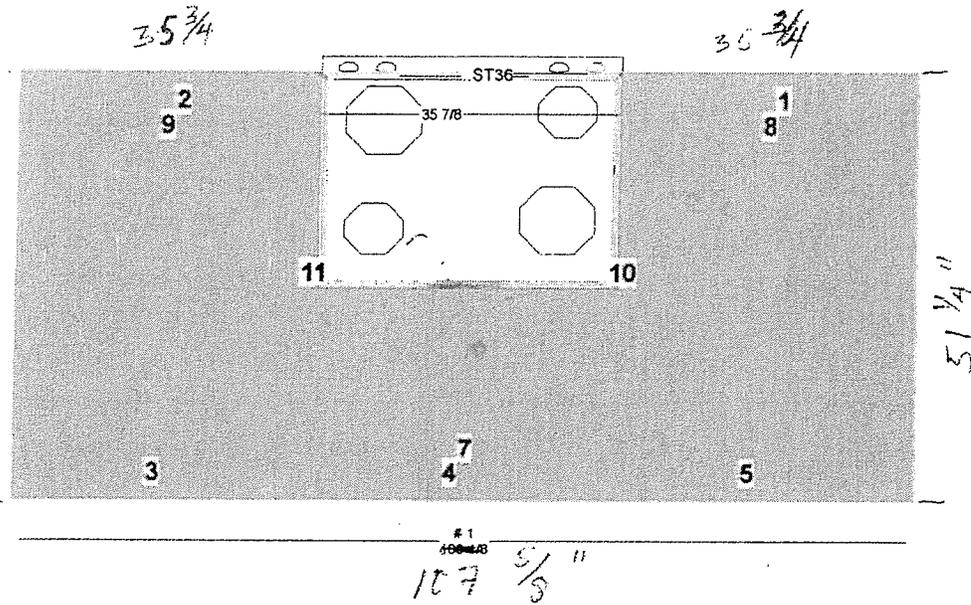
13.0 PRODUCT LITERATURE/SPECIFICATION SHEETS:

- 13.1 To evaluate bids, the user department and the City purchasing staff may require

[05-14-15]

Room 1

Not To Scale



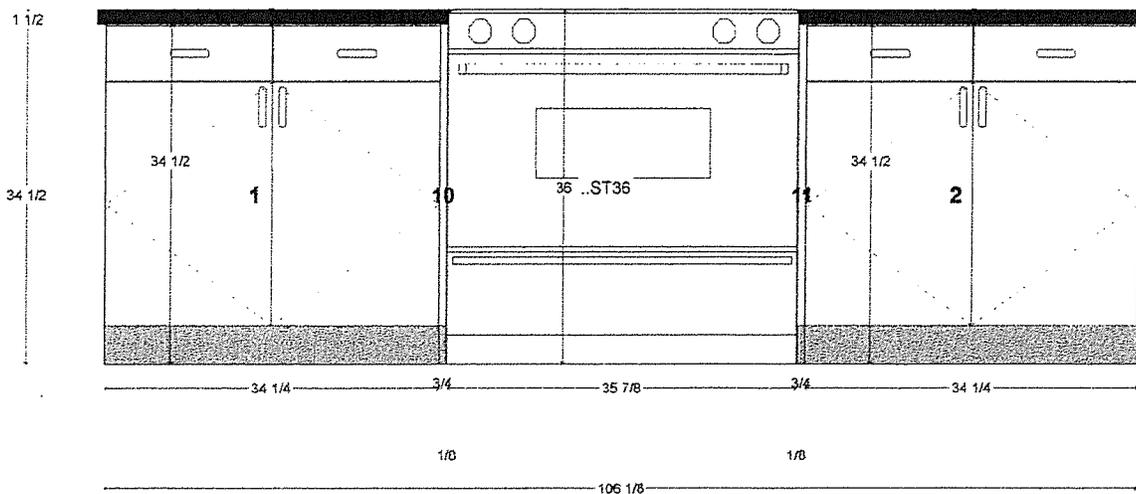
OPENING 35 7/8"

[05-14-15]

Room 1 - Wall 1

Not To Scale

CABINET DEPTH = $24\frac{7}{8}$ INL DOORS



[05-14-15]

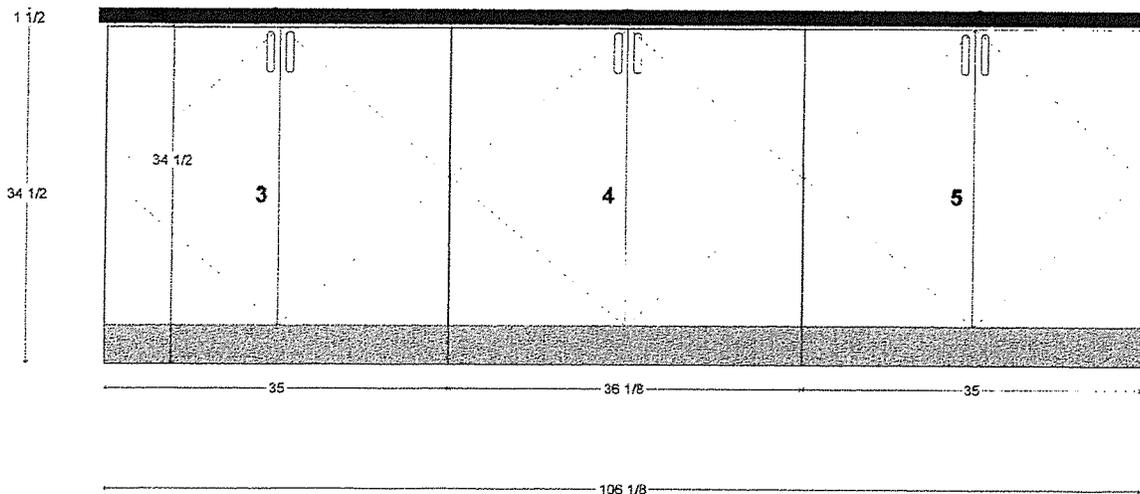
Room 1 - Back of Wall 1

Not To Scale

DEPTH INC DOORS

$24 \frac{7}{8}$

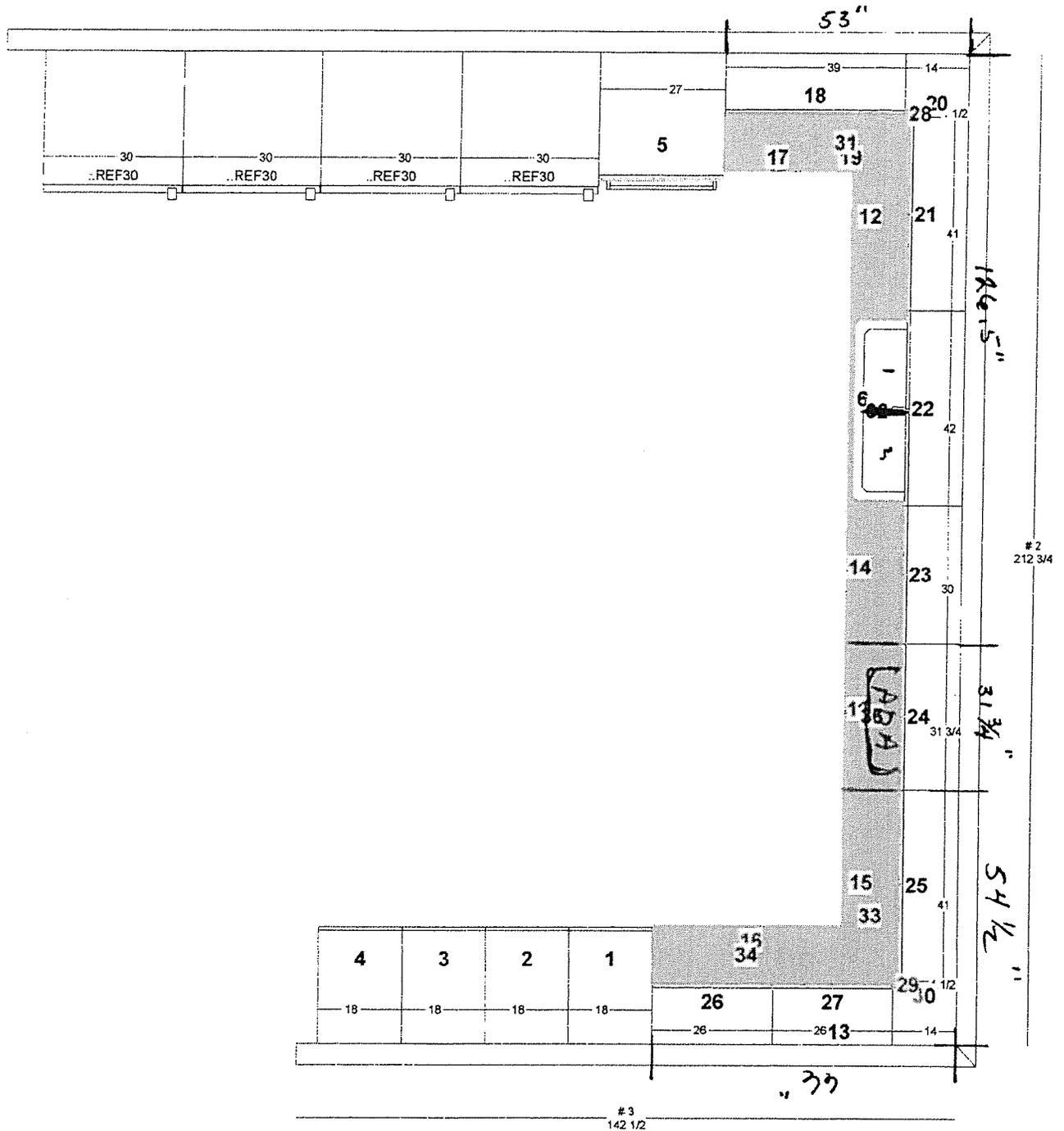
TOP OVERHANG $\frac{3}{4}$ " EACH SIDE
& BACK OF RANGE OPENING



[05-11-15]

Room 1

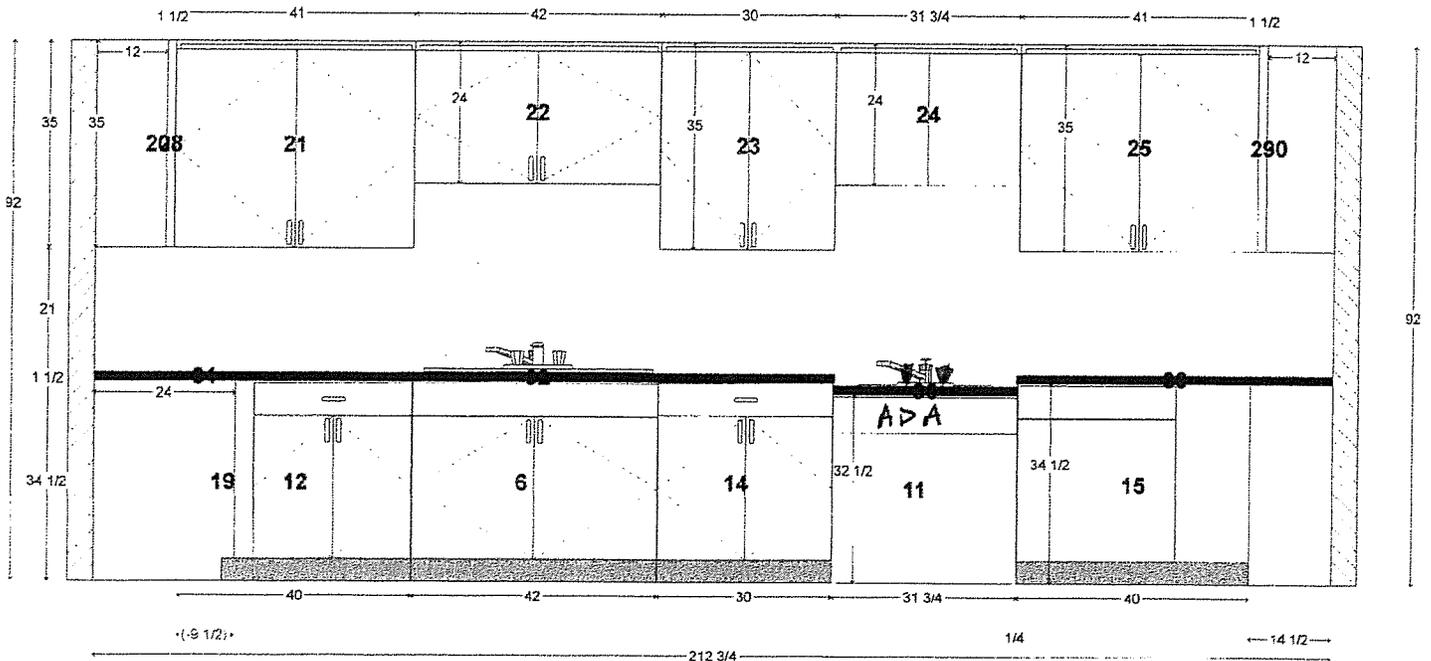
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Room 1 - Wall 2

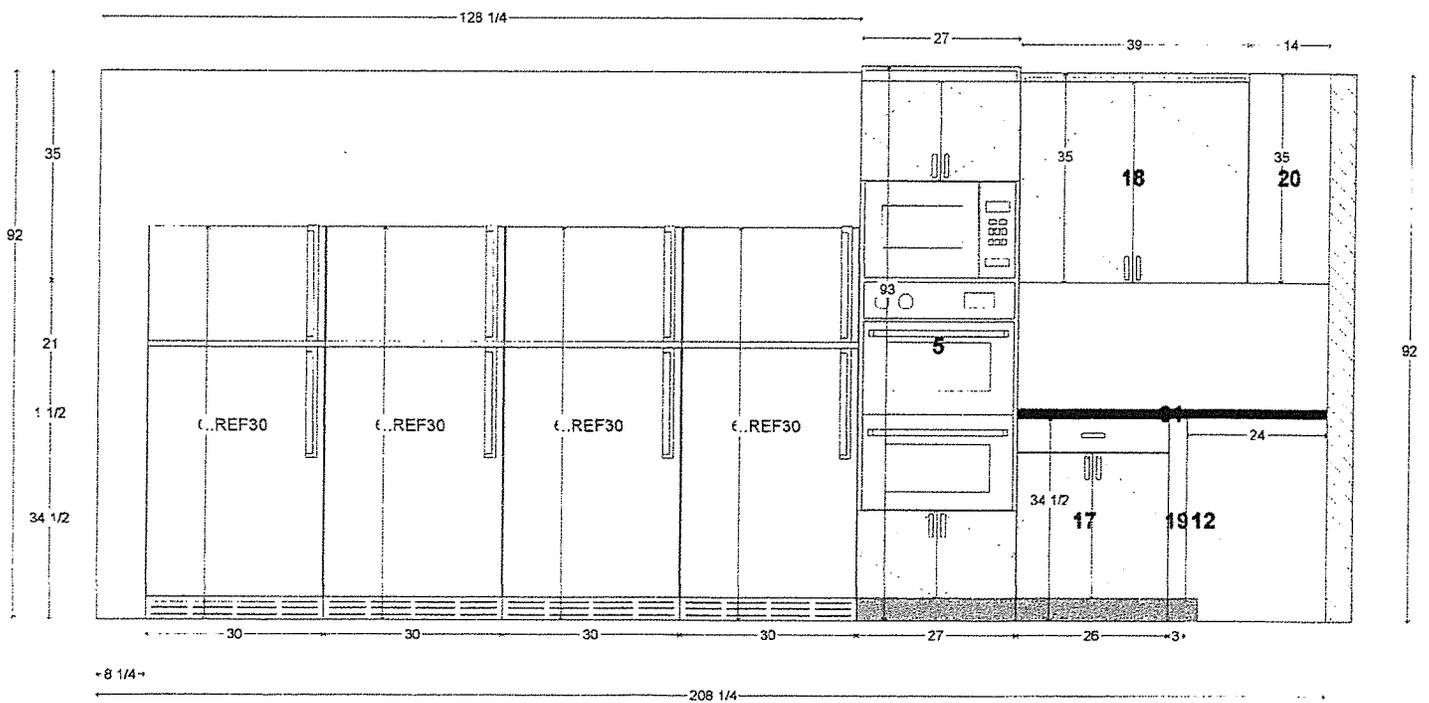
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[05-11-15]

Room 1 - Wall 1

Not To Scale



[05-11-15]

Room 1 - Wall 3

Not To Scale

