

Date: November 9, 2011

INFORMAL BID FOR OVERHEAD DOOR (AUTOMATED, MANUALLY OPERATED)
REPAIR SERVICES

TOTAL OF PURCHASES NOT TO EXCEED \$40,000.00

CONTRACT AGREEMENT NOT TO EXTEND BEYOND JUNE 30, 2012.

**OVERHEAD DOOR (AUTOMATED AND MANUALLY OPERATED) REPAIR SERVICES
FOR
THE HOUSTON AIRPORT SYSTEM
BID #2011-001**

Buyer:

Should you have any questions or comments regarding this bid package, contact Keven Gulsby, Senior Procurement Specialist, 281-230-8728.

DATE AND TIME: Bids **MUST** be submitted to the Houston Airport System, Supply Chain Management, Attn: Keven Gulsby, located at 18600 Lee Road, Humble, Texas 77338.

Bid Due Date/Time: No later than 3:00 p.m., December 6, 2011.

Note: An early postmark will not suffice. Be sure you have allowed ample time for postal delivery.

CAUTION: Bids mailed on the day before bids are due may not be received in time to be considered.

Pre-Bid Conference: A Pre-Bid Conference will be held for all prospective bidders at Houston Airport System, Supply Chain Management, 18600 Lee Road, Humble, TX 77338 at 10:00 a.m., November 21, 2011.

It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed all aspects of this bidding document.

Any revisions to this bid document by the Houston Airport System (HAS) will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not alter the specifications, terms and conditions as stated herein.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

NOTE: TO BE CONSIDERED FOR AWARD, PLEASE SUBMIT ALL PAGES FROM THE PRICING SCHEDULE (OFFICIAL BID FORM) AND HAVE SIGNATURE FROM A COMPANY OFFICIAL AUTHORIZED TO BIND THE COMPANY.

INSTRUCTIONS TO BIDDERS

1. All bids must show the full name of the firm bidding and must be on forms furnished by the Purchasing Section of the Houston Airport System, Supply Chain Management, and must be written in ink or typed. Pencil quotations will not be considered.
2. The Official Bid Form should indicate Unit Price for the overhead door (automated and manually operated) repair services and parts, the Extended total will be calculated by the Houston Airport System by multiplying the Estimated Quantity times the Unit Price. In case of conflict between the Unit Price and the Extended total (which includes the Estimated Quantity), the Unit Price shall govern. The Unit Price shall be inclusive of all costs, insurance and freight. **Cash discounts will not be considered in the award of this bid.**
3. No change in price will be considered after bids have been opened. Price increases will not be allowed during this contract period.
4. Provisions of the City's Official Bid Form, Specifications and General Terms & Conditions must not be altered. Any erasure or alteration of figures may invalidate the bid on the item on which the erasure or alteration is made. Submission or attachment of company "Quotation Forms" containing alternative terms and/or conditions is not acceptable and can result in your bid being determined as non-responsive.
5. Bids will not be considered in cases in which bidder quotes an item price and also an alternate price on a proposed substitute item, except in cases in which alternate bids are requested. If bidder wishes to submit more than one bid on the same item, you must submit separate Bid Forms for each submission, complete with its own original signature page.
6. All bids are for delivery not later than the time stated.

**OVERHEAD DOOR (AUTOMATED AND MANUALLY OPERATED) REPAIR SERVICES
FOR THE HOUSTON AIRPORT SYSTEM
BID #2011-001**

The undersigned Bidder hereby offers to contract with the Houston Airport System upon the terms and conditions stated in that certain "**Contract for Overhead Door (Automated and Manually Operated) Repair Services for the period ending June 30, 2011 or when the total amount of the bid reaches the maximum dollar amount of \$40,000.00, whichever occurs first.**

This offer is made at the following prices. 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 all 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 City shall issue a single "Draw-down" purchase order or individual purchase orders up to the total amount of \$40,000.00 to cover the estimated expenditure of this award. The term of the agreement shall be in effect until the \$40,000.00 has been spent, or the contract agreement end-date (June 30, 2011) has been reached, whichever occurs first.

The right is reserved to accept or reject, in whole or in part, any or all bids received and to make award on the basis of individual items or combination of items, as it is deemed in the best interest of the City.

If the City accepts the foregoing offer, this bidder shall furnish all labor, supervision, materials, supplies, equipment and tools necessary to provide automated door repair services for the City in accordance with attached Specifications.

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 door repair services during the term of this contract. The quantities may vary depending upon the actual needs of the department. The quantities specified herein are good faith estimates of usage during the term of this contract. Therefore, the Houston Airport System shall not be liable for any contractual agreements/obligations the Contractor enters into with third parties based on HAS' purchasing estimates.

OVERHEAD (AUTOMATED AND MANUALLY OPERATED) DOORS

PRICING SCHEDULES

FOR SECTIONS 1, 2 AND 3:

Additions & Deletions:

The City, at any time during the term of this contract, may add or delete like or similar equipment, parts, locations and/or services to the list of equipment, parts, locations and/or services to be performed. Equipment, parts, locations and/or services added will be subject to the contract services and charges or rates as an item already specified in the fee schedule. In the event the additional equipment, part, location and/or service is not identical to any item already under contract, the charges therefore will then be the Contractor's normal and customary charges or rates for the equipment, part, location and/or service classified in the fee schedule.

SECTION 1 (PRICING SCHEDULE FOR TRIP CHARGE)

The Trip Charge shall include the Contractor's labor rate per hour during travel. The City will not combine the Net Price of Section 1 with the Labor Rate reflected in Section 2.

The purpose of the Trip Charge is to compensate contractors for the amount of time and mileage needed to travel to the location (s) designated by the City, these locations will be regarded as George Bush Intercontinental Airport and its facilities, William P. Hobby Airport and its facilities and Ellington Airport and its facilities.

For purposes of this section, each airport, including its related facilities, will be regarded as one location; the Trip Charge will only apply to travel time/mileage from contractor's facility to a single Houston Airport System property (Bush, Hobby and Ellington Airports) and its facilities.

The City will pay for only one (1) trip charge per job. Trip Charge will not be allowed for the same project for which the initial Trip Charge was authorized (Price to cover mileage to/from location). Should Contractor leave the job for any reason and then return to complete the job, only one trip charge will be paid by the City.

FOR GEORGE BUSH INTERCONTINENTAL AIRPORT (IAH):

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	NET PRICE	EXTENDED
1.A.	Trip Charge for Standard/Scheduled repair service During non-emergency, normal business hours	10 each	X \$_____/ea =	\$_____
1.B.	Trip Charge for Overtime/Holiday repair service During holidays, after normal business hours and on weekends)	10 each	X \$_____/ea =	\$_____
1.C.	Trip Charge for Emergency repair service Contractor required to be on site within four (4) hours after notification	10 each	X \$_____/ea =	\$_____

FOR WILLIAM P. HOBBY AIRPORT (HOU):

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>NET PRICE</u>	<u>EXTENDED</u>
1.D.	Trip Charge for Standard/Scheduled repair service During non-emergency, normal business hours	10 each	X \$_____/ea =	\$_____
1.E.	Trip Charge for Overtime/Holiday repair service During holidays, after normal business hours and on weekends)	10 each	X \$_____/ea =	\$_____
1.F.	Trip Charge for Emergency repair service Contractor required to be on site within four (4) hours after notification	10 each	X \$_____/ea =	\$_____

FOR ELLINGTON AIRPORT (EFD):

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>		<u>NET PRICE</u>		<u>EXTENDED</u>
1.G.	Trip Charge for Standard/Scheduled repair service During non-emergency, normal business hours	10 each	X	\$____/ea	=	\$_____
1.H.	Trip Charge for Overtime/Holiday repair service During holidays, after normal business hours and on weekends)	10 each	X	\$____/ea	=	\$_____
1.I.	Trip Charge for Emergency repair service Contractor required to be on site within four (4) hours after notification	10 each	X	\$____/ea	=	\$_____

SUBTOTAL AMOUNT (SECTION 1) \$_____

Flat-Fee for travel from one airport to another airport:

After the “initial” inspection has been completed, the Contractor will be provided a Flat-Fee for subsequent inspections at other airports (Bush to Hobby, Hobby to Ellington, Bush to Ellington and similar variations), this fee will be provided in lieu of additional trip charges.

A “Flat-Fee” will not be increased in relation to the circumstance (standard/scheduled, overtime/holiday and emergency repair service) for which the initial call was based.

Flat-Fee for travel from one airport to another airport (Bush Intercontinental, Hobby, Ellington Airport) to perform inspections **\$50.00 paid by the City**, for each airport-to-airport travel

Flat-Fee for other areas within the same airport:

After the “initial” inspection has been completed, the Contractor will be provided a Flat-Fee for subsequent inspections at other areas within the same airport and its facilities, this fee will be provided in lieu of additional trip charges.

A “Flat-Fee” will not be increased in relation to the circumstance (standard/scheduled, overtime/holiday and emergency repair service) for which the initial call was based.

Flat-Fee to perform additional inspections at other areas within the same airport (Bush Intercontinental, Hobby, Ellington Airport and related facilities), after the “initial” inspection has been completed. **\$25.00 paid by the City**, per additional/subsequent inspection

SECTION 2 (PRICING SCHEDULE FOR LABOR)

The contractor shall have a sufficient number of technicians in their work force to respond to the ordering division at any given time. Contractor must guarantee to make partial repairs on damaged automated and manually operated doors, as a minimum, to secure the building and to allow an ambulance and other emergency apparatuses to respond to emergency calls until permanent repairs can be made. All permanent repairs shall be completed within five (5) calendar days.

Labor rates shall begin when technician arrives at the site and starts repair, labor rates shall end when work is completed for the day. If more than one day is required to complete repair; technician shall note date(s) and time(s) required to complete service on the work order.

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>PRICE/hour</u>	<u>EXTENDED</u>
2.A.	Standard/Scheduled repair service, rate per person, per hour. Shall cover all non-emergency labor required during normal business hours from 8:00 am to 5:00 pm, Monday thru Friday			
	Contractor's journeyman/supervisor	60	hours	x \$ _____/hr = \$ _____
	Contractor's helper	60	hours	x \$ _____/hr = \$ _____
2.B.	Overtime/Holiday repair service, rate per person, per hour. Shall cover all services required after normal business hours, weekends and holidays			
	Contractor's journeyman/supervisor	20	hours	x \$ _____/hr = \$ _____
	Contractor's helper	20	hours	x \$ _____/hr = \$ _____
2.C.	Emergency Repair, rate per person, per hour. Shall cover all services when a four (4) hour response time is required			
	Contractor's journeyman/supervisor	10	hours	x \$ _____/hr = \$ _____
	Contractor's helper	10	hours	x \$ _____/hr = \$ _____

2.D. General Service/Maintenance to include, but not limited to tightening nuts/bolts, adjusting track, lubricating hinges, rollers, springs, end-bearings and center bearings, and adjusting tension, level door.

Contractor to furnish all lubricants, oils, liquids, etc.

Contractor's journeyman/supervisor	10 hours	x	\$ _____/hr =	\$ _____
Contractor's helper	10	x	\$ _____/hr =	\$ _____

SUBTOTAL AMOUNT (SECTION 2) \$ _____

SECTION 3 (PRICING SCHEDULE FOR PARTS, EQUIPMENT, INCIDENTALS)

Bidder is to provide OEM parts, manufacturer-authorized parts or acceptable alternate parts compatible with the automated or manually operated door to be repaired. The Houston Airport System’s purchasing authority’s decision as to whether an item is an acceptable alternate part or not shall be final.

For individual purchase only, Contractor to provide, do **not** include labor rate/charge

The following are to be per specifications:

T-Model Industrial Duty Drawbar ½ HP
 Motor Operator (for Standard Lift Sectional)

To include electrical specifications:

- Industrial Size O Across-the-line Magnetic Reversing Starter
- High starting torque, continuous duty industrial motor
- Instant reverse system on 10 motor overload protection
- 24 VAC control circuit, three button control station, Open/Close/Stop
- Control circuit wiring to accept safety edge modifications & adjustable digital timer

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>NET PRICE</u>	<u>EXTENDED</u>
3.A.	½ HP motor operator, 115 volt, single-phase	2 each	x \$_____ ea =	\$_____
3.B.	½ HP motor operator, 230 volt, 3-phase	2 each	x \$_____ ea =	\$_____

H-Model Industrial Duty Jackshaft ½ HP
Motor Operator (for High-lift Sectional)

To include electrical specifications:

- Industrial Size O Across-the-line Magnetic Reversing Starter
- High starting torque, continuous duty industrial motor
- Instant reverse system on 10 motor overload protection
- 24 VAC control circuit, three button control station, Open/Close/Stop
- Driven limit switches, full adjustable solenoid brake standard on ¾ HP, UL Listed
- Control circuit wiring to accept safety edge modifications & adjustable digital timer
- Emergency disconnect and auxiliary chain hoist in case of power failure

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>		<u>NET PRICE</u>	<u>EXTENDED</u>
3.C.	½ HP motor operator, 115 volt, single-phase	2 each	x	\$_____ ea =	\$_____
3.D.	½ HP motor operator, 230 volt, 3-phase	2 each	x	\$_____ ea =	\$_____

For Standard Lift – For individual purchase only, Contractor to furnish and City to install, do **not** include labor rate/charge

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>		<u>NET PRICE</u>	<u>EXTENDED</u>
3.E.	Pull down rope (nylon)	90 feet	x	\$_____ ft =	\$_____
3.F.	Weather Strip	90 feet	x	\$_____ ft =	\$_____
3.G.	Slide Lock	20 each	x	\$_____ ea =	\$_____
3.H.	Hinge	10 each	x	\$_____ ea =	\$_____
3.I.	Roller	10 each	x	\$_____ ea =	\$_____

For Standard Lift – For individual purchase only, Contractor to provide, do **not** include labor rate/charge

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>		<u>NET PRICE</u>	<u>EXTENDED</u>
3.J.	10'2" x 12' Furnish new cables (total 2) for placement on cable drums	10	x	\$_____ =	\$_____
3.K.	10'2" x 12' Furnish 10'2" x 24" bottom section with new weather strip	5	x	\$_____ =	\$_____
3.L.	10'2" x 12' Furnish 10'2" x 24" intermediate section	10	x	\$_____ =	\$_____
3.M.	12'2" x 14' Furnish 12'2" x 24" bottom section with new weather strip	5	x	\$_____ =	\$_____

3.N.	12'2" x 14'	10	x	\$ _____ =	\$ _____
	Furnish 12'2" x 24" intermediate section				
3.O.	16'0" x 10'	5	x	\$ _____ =	\$ _____
new	Furnish 16'0" x 24" bottom section with weather strip				
3.P.	16'0" x 10'	10	x	\$ _____ =	\$ _____
	Furnish 16'0" x 24" intermediate section				
3.Q.	16'2" x 10'	5	x	\$ _____ =	\$ _____
	Furnish 16'2" x 24" bottom section with new weather strip				
3.R.	16'2" x 10'	10	x	\$ _____ =	\$ _____
	Furnish 16'2" x 24" intermediate section				

SUBTOTAL AMOUNT (SECTION 3) \$ _____

OVERALL TOTAL AMOUNT (SECTIONS 1, 2 and 3) \$ _____

Badging - When applicable.

Contractor shall comply with all applicable Federal rules governing security at the airport(s), as may be amended from time to time.

All on-site personnel of Contractor, including sub-contractor's, who perform Work on the Agreement, are required to undergo a fingerprint-based criminal history records check. Fingerprints are collected at the airport(s) Badging Office and submitted electronically for investigation. The Project Manager shall have additional training at HAS to approve badging requests for Contractor personnel.

Contractor shall obtain HAS security badges for its personnel performing Work on-site, including its sub-contractor's personnel. On-site personnel shall wear identification badges at all times while on an airport(s) property. The cost of badges, which is subject to change, is currently **\$55.00** each at (IAH). Costs for the fingerprint-based criminal history records check are reflected in the cost of the badges. Contractor is responsible for the cost of badges, including replacements thereof. Contractor personnel losing badges will be charged for replacement badges at the then current rate.

Contractor shall ensure a sufficient number of badged personnel are available at all times to perform the Work.

Contractor acknowledges that fines or penalties associated with non-compliance with security regulations must be reimbursed to HAS.

Contractor's quote for repairs

NOTE: This section illustrates the format that must be used when providing quotes for HAS' requested repairs.

Door #1(HOU) Hobby at _____:
location

10'2" x 12' Standard Lift

Total number of hours for Contractor's journeyman/supervisor to complete repair: _____ hrs. x \$_____ (rate/charge as specified in Price Schedule, Section 2) = \$_____

Total number of hours for Contractor's helper to complete repair: _____ hrs. x \$_____ (rate/charge as specified in Price Schedule, Section 2) = \$_____

Work performed:

Furnish/install new bottom weather strip 10'2" x \$_____ (as per foot cost specified in Price Schedule 3; 3.F) = \$_____

Furnish/install new pull down rope (6' nylon rope) 6' x \$_____ (as per foot cost specified in Price Schedule 3; 3.E) = \$_____

General Service (lubricate rollers and springs, adjust tension on springs, adjust cables & level door) (as specified in Price Schedule 2; 2.D) = \$_____

TOTAL AMOUNT: \$_____

Door #3 (IAH) Intercontinental at _____:
location

12'2" x 14' Standard Lift

Total number of hours for Contractor's journeyman/supervisor to complete repair: _____ hrs. x \$_____ (rate/charge as specified in Price Schedule, Section 2) = \$_____

Total number of hours for Contractor's helper to complete repair: _____ hrs. x \$_____ (rate/charge as specified in Price Schedule, Section 2) = \$_____

Work performed:

Furnish/install (new contract item) = \$_____

Furnish/install 12'2" x 24" bottom section with new weather strip (as specified in Price Schedule 3; 3.K) = \$_____

Furnish/install 12'2" x 24" intermediate section (as specified in Price Schedule 3; 3.L) = \$_____

Furnish/install new pull down rope (6' nylon rope) 6' x \$_____ (as per foot cost specified in Price Schedule 3; 3.E)

Furnish/install hinge (as specified in Price Schedule 3; 3.H) = \$_____

Furnish/install roller (as specified in Price Schedule 3; 3.I) = \$_____

General Service (lubricate rollers and springs, adjust tension on springs, adjust cables & level door) (as specified in Price Schedule 2; 2.D) = \$_____

TOTAL AMOUNT: \$_____

Door #6 (EFD) Ellington at _____:
location

16'0" x 10' Standard Lift

Total number of hours for Contractor's journeyman/supervisor to complete repair: _____ hrs. x \$_____ (rate/charge as specified in Price Schedule, Section 2) = \$_____

Total number of hours for Contractor's helper to complete repair: _____ hrs. x \$_____ (rate/charge as specified in Price Schedule, Section 2) = \$_____

Work performed:

Furnish/install (new contract item) = \$_____

Furnish/install 16'0" x 24" bottom section with new weather strip (as specified in Price Schedule 3; 3.M) = \$_____

Furnish/install Slide Lock (as specified in Price Schedule 3; 3.G) = \$_____

Furnish/install new pull down rope (6' nylon rope) 6' x \$_____ (as per foot cost specified in Price Schedule 3; 3.E) = \$_____

General Service (lubricate rollers and springs, adjust tension on springs, adjust cables & level door) (as specified in Price Schedule 2; 2.D) = \$_____

TOTAL AMOUNT: \$_____

CONTRACTOR'S QUESTIONNAIRE

In order to receive bid award consideration, the bidder must be able to demonstrate that they are currently providing or have had at least one contract, as a prime contractor, for automated and manually operated door repair services that are similar in size and scope to this contract.

The reference(s) should be included in the space provided below. Please attach another piece of paper if necessary. If references are not included with the bid, the bidder shall be required to provide such references to the Houston Airport System within five working days from receipt of a written request from the City of Houston to do so.

1. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years Services: _____

2. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years Services: _____

3. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years Services: _____

4. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years Services: _____

SITE INSPECTION:

"The City of Houston Airport System shall inspect the bidder's current place of business to evaluate equipment condition, capabilities, staff experience, training and capabilities, and storage capabilities as they relate to the performance of this contract (fully equipped repair trucks, extension ladders, power ratchets).

CONTRACTOR'S FACILITY AND INSPECTIONS:

Contractor's facility shall be equipped to provide the services specified and shall be staffed with qualified personnel. This requirement shall apply to all sub-contractors that will perform work related to this contract for the contractor.

The successful bidder shall satisfy the City that the bidder maintains a repair facility to allow monitoring and inspection of the Bidder's work by a Houston Airport System Representative.

QUALITY AND WORKMANSHIP:

The bidder must be able to demonstrate upon request that it has satisfactorily performed services similar to the services specified herein. The bidder will provide records of warranty and repair services upon request by City. The City of Houston Airport System shall be the sole judge as to whether the services performed are similar to the scope of services contained herein and whether the bidder is capable of performing such services.

**OVERHEAD DOOR (AUTOMATED AND MANUALLY OPERATED) REPAIR SERVICES
FOR
THE HOUSTON AIRPORT SYSTEM
BID #2011-001**

The respondent warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the City shall have the right to annul this agreement without liability or, at its discretion, to deduct from the contract prices or consideration, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee. The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Conditions of Bidding, all of which are made a part of this offer.

All pages of the City of Houston Airport System's bid document, including but not limited to the General Terms & Conditions are incorporated by reference into this bid for all purposes.

The undersigned, as bidder, certifies that the only person or parties interested in this proposal as principals are those named herein; that the bidder has not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this contract.

NOTE: BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED.

**BID MUST BE MANUALLY SIGNED IN INK
(BLUE INK PREFERRED)**

Bidder: _____
(Print or type name of Bidder-Full Company Name)

Vendor Number: _____

Federal Identification Number: _____

By: _____
(Signature of Authorized Officer or Agent)

Name: _____

Title: _____

Date: _____

Address (Street or P. O. Box)

City-State-Zip Code

Telephone Number: (_____) _____

FAX Number: (_____) _____

No Bid Deposit Required with this Bid

CITY OF HOUSTON
INSURANCE REQUIREMENTS
FOR
SERVICE CONTRACTS

To comply with the terms and conditions for insurance in a City of Houston Service Contract, the Contractor's Insurance Certificate must be prepared as follows and shall meet the requirements as set forth in the following Insurance Certificate:

A. The City of Houston must be listed as an additional insured on the face of the Certificate, except those for Worker's Compensation and Employer's Liability.

B. Each Policy must contain an endorsement to the effect that the issuer waives any claim or right in the nature of subrogation to recover against the City, its officers, agents or employees.

C. The City of Houston must be included in the Insurer's Notification Requirement, which may be accomplished in one of the following ways:

1. By the Contractor's Insurance Agent revising the standard cancellation clause to read substantially as follows (all handwritten strike-outs, additions, and changes to the original text, must all be initialed by the Insurance Agent authorized to make such changes):

=====C A N C E L L A T I O N=====

J. D.

OR MATERIALLY ALTERED OR NON-RENEWED

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION J. D. DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE OF SUCH CHANGE TO THE CERTIFICATE HOLDER NAMED (TO THE LEFT), BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND J. D. UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

=====

AUTHORIZED REPRESENTATIVE OF INSURER _____ John Doe _____

=====

- O R -

2. By Attaching Endorsements in the form attached.

D. Contractor shall require all subcontractors to carry insurance naming the City as an additional insured and meeting all of the above requirements except as to amount.

CERTIFICATE OF INSURANCE EXPLANATIONS

1. Certificate must not be more than 30 days old.
2. Name and Address of Producer writing coverage.
3. Name of each insurance company providing coverage (as listed in Best's Key Rating Guide or on company's Certificate of Authority on file with Texas Department of Insurance). Each company must have a rating of B+ or better and a financial size category of VI or better according to Best's Key Rating Guide, Property & Casualty – United States, of insurance companies or have a Certificate of Authority to conduct insurance business in the State of Texas.
4. Name and address of Insured (as shown on policy).
5. Letter in the column must reference the insurer of the policy being described.
6. Must be a policy number; no binders will be accepted.
7. Date policy became effective.
8. Expiration date must be at least 60 days from date of delivery of certificate.
9. Name and file number of project.
10. Name of project manager.
11. Signature or facsimile signature of authorized representative of Producer (blue ink preferred).

ACCORD. CERTIFICATE OF INSURANCE Issue Date (MM/DD/YY)

PRODUCER THIS

CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY ISSUERS OF POLICIES. THE ISSUER MUST HAVE A RATING OF A AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE AT LEAST B+ AND FINANCIAL SIZE OF CLASS VI OR BETTER COVERAGE AFFORDED BY THE POLICIES BELOW

ACCORDING TO THE CURRENT YEARS'S BEST RATING OR . A CERTIFICATE OF AUTHORITY TO CONDUCT INSURANCE BUSINESS IN THE STATE OF TEXAS IN COMPANIES AFFORDING COVERAGE

.....
COMPANY A
.....
COMPANY B
.....
COMPANY C

INSURED: SAMPLE FORM

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR.	P TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	POLIC Y	LIMITS
General Liability						
	A. (X) Commercial General Liability Claims Made (X) Occur. Owners & Contractors Prot.			Products-Comp/		General Aggregate \$1,000,000 Op Agg. \$1,000,000 Personal & Adv. Injury \$1,000,000 Occurrence \$ 500,000 Fire Damage (Any one fire) \$ 50,000 Med. Expense \$ 5,000 (Any one person)
		Each				
Automobile Liability						
	A. (X) Any Auto All Owned Autos Scheduled Autos (X) Hired Autos (X) Non-Owned Autos Garage Liability be limited to		Auto Liability Insurance for autos furnished or used in the course of performance of this Contract. 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 Contractor, coverage may Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by Contractor, Scheduled Auto coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF THIS CONTRACT MUST BE COVERED IN THE LIMITS SPECIFIED.			Combined Single Limit \$1,000,000 Bodily Injury (Per person) \$ Bodily Injury (Per Accident) \$ Property Damage \$
Excess Liability						
	Umbrella Form Other than Umbrella Form		Aggregate			Each Occurrence \$ \$
Worker's Compensation and Employers Liability						
				(X) Statutory Limits		Each Accident \$ 100,000 Statutory Limits Disease - Policy Limit \$ 100,000 Disease - Each Employee \$ 100,000
Other						

DESCRIPTION OF OPERATION/LOCATIONS/VEHICLES/SPECIAL ITEMS

City of Houston is named as additional insured on Auto, General Liability and Umbrella policies, and Waiver of Subrogation on Auto, General Liability, Worker's Compensation and Umbrella. Material alteration on cancellation notice as shown below. For **(Project Name)**.

CERTIFICATE HOLDER ENDORSEMENTS

MUST BE MODIFIED AS FOLLOWS: OR ATTACH CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED, NON-RENEWED OR MATERIALLY ALTERED BEFORE THE EXPIRATION DATE THEREOF. THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

CITY OF HOUSTON AIRPORT SYSTEM
18600 LEE ROAD, HUMBLE, TX 77338

AUTHORIZED REPRESENTATIVE

EXHIBIT "A"
DRUG POLICY COMPLIANCE AGREEMENT

I, _____ as an owner or officer of
(Name) (Print/Type) (Title)

(Name of Company) (Contractor)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed:

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

Date _____ Contractor Name _____

Signature _____

Title _____

EXHIBIT "B"
DRUG POLICY COMPLIANCE DECLARATION

I, _____ as an owner or officer of
(Name) (Print/Type) (Title)

(Name of Company) (Contractor or Vendor)

have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding 6 months from _____ to _____, 20__ .

_____ A written Drug Free Workplace Policy has been implemented and employees notified.
Initials The policy meets the criteria established by the Mayor's Amended Policy on Drug
Detection and Deterrence (Mayor's Policy).

_____ Written drug testing procedures have been implemented in conformity with the Mayor's
Initials Drug Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31.
Employees have been notified of such procedures.

_____ Collection/testing has been conducted in compliance with federal Health and Human
Initials Services (HHS) guidelines.

_____ Appropriate safety impact positions have been designated for employee positions
Initials performing on the City of Houston contract. The number of employees in safety impact
positions during this reporting period is .

_____ From _____ to _____ the following test has occurred
Initials (Start date) (End date)

	Random	Reasonable Suspicion	Post Accident	Total
Number Employees Tested				
Number Employees Positive				
Percent Employees Positive				

_____ Any employee who tested positive was immediately removed from the City worksite
Initials consistent with the Mayor's Policy and Executive Order No. 1-31.

_____ I affirm that falsification or failure to submit this declaration timely in accordance with
Initials established guidelines will be considered a breach of contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration are within my personal knowledge and are true and correct.

_____ (Date) (Typed _____ or Printed Name)

(Signature)

(Title)

Scope of Services

1.0 General Scope:

The Contractor shall furnish all supervision, labor, replacement parts, equipment, materials, tools, expendable items, supplies, facilities as required, and transportation necessary to repair automated and manually operated doors at City owned and leased facilities. Primarily, the work will entail repairing automated and manually operated doors damaged as a result of vandalism and normal wear and tear. Performance for any services described herein will be initiated upon acceptance by the Contractor of an authorized Work Order or Letter of Authorization issued on behalf of the Houston Airport System.

2.0 Basic Services:

The Contractor shall make all repairs necessary to return the automated and manually operated doors to operational/like new condition.

2.1 Scope of work includes the complete repair of various types of automated and manually operated doors and related equipment in City owned and leased facilities including but not limited to the following: lift masters, insulated and non-insulated sectionals, insulated and sectionals with a walk-thru door, and rollup doors. Automated door manufacturers may include but are not limited to the following:

Atlas, Liftmaster, Overhead Door, Stanley

Automated doors and various manually operated doors range in sizes 6' x 8' to 16' x 14'., 4' x 3', 20' x 18', 10' x 14', 20' x 12', 10' x 10', 16' x 10', etc.

Approximate number of automated doors at Ellington Field, Hobby and Intercontinental Airports: 174

Approximate number of manually operated doors at Ellington Field, Hobby and Intercontinental Airports: 54

2.2 All related mechanical, electrical & electronic systems associated w/ the automated and manually operated doors, including but not limited to cables, motors, sheet metal & accessories.

2.3 All related instrumentation, controls, electrical and electronic services through the motor controls including the secondary breakers servicing the motor controls, if applicable. This shall include all required calibration, adjustment, repair or replacement of pneumatic, electric or electronic activated controls or instrumentation.

3.0 Repair Technicians:

3.1 The Contractor's journeyman/supervisors shall have at least three (3) years of experience in repairing automated and manually operated doors. The Contractor's helper shall have at least one (1) year of automated and manually operated door repair experience and be able to provide proof to City, if requested.

3.2 All matters pertaining to the employment, supervision, compensation, promotion and discharge of such employees are the responsibility of the Contractor. However, the Department Director or designee may require dismissal from work 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 Department and its population, i.e., workers, citizens, political officials.

3.3 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 evidenced by an Alien Registration Receipt Card. The Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965, (18 USC 4082)(c)(2).

4.0 Contractor's vehicle and Personnel Uniforms

Contractor's vehicle and/or personnel shall display company's name.

5.0 Change Order

- 5.1 At any time during the term of the award, 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.
- 5.2 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]

Subject to all terms and conditions of the award, 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]

- 5.3 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:
- 5.3.1 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 awarded amount must be approved by the City Council.
- 5.3.2 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.
- 5.3.3 The total of all Change Orders issued under this section may not increase the original award amount by more than 25%.

- 5.4 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, 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.
- 5.5 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.

6.0 TERMINATION OF AWARD

6.1 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 and not previously paid.

6.2 By the City for Default by Supplier:

6.2.1 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.

(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 as of such date and have no further obligation under the award.

6.2.2 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.

6.3 By the Supplier for Default by City:

- 6.3.1 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.
- 6.3.2 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.
- 6.3.3 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 as of such date.

7.0 Replacement Parts:

The Contractor shall supply all original equipment manufactured (OEM) parts meeting or exceeding the OEM's specifications when required for all automated and manually operated door repair work. Or equal parts must be of equal quality or better than the OEM part and must be approved by the department before substituted.

8.0 Contractor's Quote for repairs:

Orders will be faxed or called in to the Contractor. Contractor will then be notified whether the job is an emergency or not.

6.1 If the City of Houston needs only an estimate for a job, the City shall inform the contractor that this is an estimate only and the trip charge will be the only fee incurred.

6.2 If the Contractor's repair estimate/proposal is determined to be reasonable, the Contractor shall be given written authorization to proceed with the repair by the Ordering Department via a City Department's Representative's authorization on the Contractor's proposal. The signed estimate/proposal will be faxed to the Contractor. If additional work is required beyond the original estimate/proposal amount it shall not be performed without prior approval of Ordering Department. Additional work will be authorized by the signature of an authorized person on a supplemental estimate/proposal.

9.0 Security of Facility:

The Contractor is responsible for securing a facility when vacating the facility, whether for parts, etc. All equipment must be stored in a secured storage area or a building and must be locked/secured at all times when not being serviced. The Contractor shall be responsible for replacing all missing apparatus from the facility.

10.0 Acceptance of Repair:

Automated and manually operated doors will be inspected at the time of completion of repairs or within one (1) working day of completion for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of this contract specification. In the event deficiencies are detected, the repair work will be rejected and Contractor shall make the necessary repairs, adjustments, or replacements at no additional cost to the City. Payment will not be made until the corrective action is made, re-inspected and accepted.

11.0 Warranty:

A minimum warranty of twelve (12) months from Contractor/Vendor and the manufacturer's warranty will be furnished on materials and workmanship shall be provided. The warranty period shall begin the day the City officially accepts the repairs/items. The Contractor shall guarantee the reliability and the accuracy of the sublet repairs just as if the work was done by the Contractor itself. The Contractor shall supply sublet documentation when repairs are sublet. If, during the guarantee period, any defect or faulty materials are found, the Contractor shall immediately, upon notification by the Ordering Department, proceed at its own expense to replace and repair same, together with any damage to all finishes, fixtures, equipment, and furnishings that may be damaged as a result of this defective equipment or workmanship. All repairs made under the warranty are contractor's responsibility and shall be at no additional cost to the City.

12.0 Warranty of Services:

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

b) 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.

c) 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 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.

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

13.0 Availability of Parts:

The Contractor shall maintain a stock of commonly used service parts to insure immediate availability and have a system in place that will insure that repair parts are on-hand for installation within a 24 hour period. If custom parts must be ordered to complete job, Contractor must guarantee to make partial repairs on damaged automated and manually operated doors, as a minimum, to secure the building and to allow an ambulance and/or other emergency apparatuses to respond to emergency calls until permanent repairs can be made. Contractor shall have sufficient access to ordered parts to complete repairs within 5 (five) calendar days.

14.0 Shipping Terms:

Prices shall be FOB 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 the award of coverage has been 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 inspection.

15.0 Silence of Specifications:

The apparent silence of these specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of these specifications shall be made on the basis of this statement.

16.0 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 automated and manually operated door repair 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.

17.0 Payment & Invoicing:

17.1 Payment:

Payment to the Contractor shall be made by the City thirty (30) days after the City has accepted work and approved the invoice. Payment for labor shall be computed as follows: Contractor shall be paid a minimum of one (1) hour of labor for actual work performed during the first hour, regardless of the amount of time required to complete the service, per the hourly labor charge in this contract (Fee Schedule). For example, if the service is completed within 25 minutes, the Contractor shall invoice the City for one hour and will be paid accordingly. Should the time required to complete the work exceed one hour, Contractor shall be paid in 15-minute increments after the first hour. For example, if the service is completed in one hour and five minutes, the Contractor shall invoice the City for one hour and fifteen minutes and will be paid accordingly.

17.2 Invoicing:

Invoices need to be submitted to the Houston Airport System within 3-5 business days after completion of the job.

Verification of Vendor Costs: For the purchase of items not listed in this bid, Contractor shall provide a photocopy of its supplier's invoice, the Contractor will be allowed a 20% markup on the pricing that is reflected on the supplier's invoice.

Invoicing: All invoices must be submitted in triplicate (one original and two copies). All invoices shall be original invoices or certified original invoices on Contractor's company stationery with the original signed by an authorized agent of the company. The invoice number shall not be duplicated during the term of this contract period.

Each invoice shall detail the following information:

City Contract Number
Purchase Order Number
Copy of Work Order and Service Ticket (if separate from invoice).
Ordering Department and Facility Name and address where services were performed.
Date(s) and time(s) services were performed.
Parts or components repaired or replaced, Manufacturer Model/Part Numbers installed, detailing net unit pricing, percentage markup and total cost per line item.
Labor minutes/hour(s) and rated totaled per line item.
Total invoice cost.
All unit prices for labor and parts shall be listed and easily identified against the quoted Contract Pricing.

17.3 Submitting Invoice:

Mail invoices, fax or e-mail not accepted, to the Accounts Payable Section, Houston Airport System, P.O. Box 60106, Houston, TX 77205.

18.0 Contractor and City Property:

The City of Houston Airport System will not be responsible in any way for damage to or loss of supplies, materials, tools, equipment or personal property left on or stored in City facilities or on city property.

19.0 Escort/Representative:

The City of Houston Airport System personnel (escort/representative) will be present during all repairs within sterile/restricted areas, and all other areas as it deems necessary.

20.0 Area clean-up:

21.1 All debris, old materials, and trash resulting from work on this contract are considered property of the Contractor. Contractor shall be responsible for the disposal of all waste or hazardous materials resulting from the work under this contract. Handling, transport, and disposal of waste or hazardous materials shall be done in such a manner as to ensure the highest level of safety to the environment and to public health. The Contractor shall assume full responsibility and liability for and act prudently in all aspects of handling, transport and disposal of any hazardous materials, securing any licenses and permits required by law and ensuring that any disposal facility to which any scrap, waste or hazardous materials may be moved are in compliance with federal, state, and local laws and regulations.

21.2 Contractor shall perform final clean-up of the entire work area prior to requesting a final inspection of the completed project.

21.0 Emergencies:

In case of an emergency, HAS may order the Contractor to stop work on the project and clear the area of all personnel and equipment. The Contractor shall comply with such an order with all possible haste.