



CITY OF HOUSTON INVITATION TO BID

Issued: October 16, 2020

BID OPENING

Sealed bids (labelled with the company name, address and bid number), in duplicate will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby Street, Houston, Texas 77002, until **10:30 a.m., Thursday, November 12, 2020**. Once the award is made, a bid tabulation for this procurement may be posted and made publicly available on the Strategic Procurement Division's website. All bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby Street at 11:00 AM on that date for the purchase of:

INSPECTION, MAINTENANCE, REPAIRS AND TESTING SERVICES ON SELF-CONTAINED BREATHING APPARATUS SYSTEMS FOR VARIOUS DEPARTMENTS
BID INVITATION NO.: S63-L29543
NIGP CODE: 845-25 MWBE GOAL 11%

BUYER

Questions regarding this solicitation document should be addressed to Buyer at **832.393.8728**, or e-mail to **Eloise.Gonzalez@houstontx.gov**.

ELECTRONIC BIDDING

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

PRE-BID CONFERENCE

The City of Houston's Strategic Procurement Division has decided to suspend ALL onsite Pre-Bid Conferences until further notice. Therefore, there will be a teleconference for this Pre-Bid on October 28, 2020 at 2:00 PM. The dial number is +1(936) 755-1521, the conference ID number is: 651 336 539#. 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 teleconference.

All Prospective Bidders are urged to participate. It is the Bidder's responsibility to ensure that they have secured and thoroughly reviewed the solicitation documents prior to the Pre-Bid Teleconference. Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Teleconference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, and 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 solicitation document, all updates to this solicitation document will be automatically forwarded via e-mail to all registered Bidders.

The place of the bid opening may be transferred and the date and time of the bid opening may be rescheduled in accordance with subsection 15-45(c) of the City of Houston Code of Ordinances.

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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Legal Dept. Rev. 12-31-2019

***NOTE 1: Actual page numbers for each Section may change when the solicitation document is downloaded from the Internet or because of Letters of Clarification. Therefore, Bidders must read the bid document in its entirety and comply with all the requirements set forth therein.**

***NOTE 2: To be considered for award, please submit the electronic bid form and the forms listed in Section A, including the Official Signature Page, which must be signed by a company official authorized to bind the company.**

SECTION A



**INSPECTION, MAINTENANCE, REPAIRS AND TESTING SERVICES ON SELF-CONTAINED
BREATHING APPARATUS SYSTEMS
FOR VARIOUS DEPARTMENTS
BID INVITATION NO.: S63-L29543
NIGP CODES: 845-25**

To The Honorable Mayor
and Members of the City Council
of the City of Houston (the "City"), Texas:

The undersigned Bidder hereby offers to contract with the City upon the terms and conditions stated in that certain "**Contract for Inspection, Maintenance, Repairs and Testing Services on Self-Contained Breathing Apparatus Systems Services for a three-year period with two (2) one-year option periods to extend for Various Departments,**" which was distributed by the City together with the "Notice to Bidders" and is hereby incorporated herein by this reference (the "contract"). This offer is made at the prices stated on the electronic bid form. When issued by the City of Houston, 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 may accept this bid offer by issuance of a contract covering award of said bid to this Bidder at any time on or before the 180th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing.

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.

If the City accepts the foregoing offer, this Bidder promises to deliver to the City Chief

Legal Dept. Rev. 12-31-2019

Procurement Officer of the City, five (5) original counterparts of said contract duly executed by this Bidder (as "Contractor") in accordance with this paragraph, proof of insurance as outlined in Article II of the contract, all on or before the tenth (10th) day following the day this Bidder receives from the City the unsigned counterparts shall be executed so as to make it binding upon the Bidder, and all of the applicable requirements stated in the document entitled "Instructions for Execution of Contract Documents," (which was distributed by the City) shall be complied with.

The City reserves the right to cancel this ITB, 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 **Inspection, Maintenance, Repairs and Testing Services on Self-Contained Breathing Apparatus Systems Services** for the City in accordance with attached specifications.

Documents/forms must be downloaded from the City's Website at <http://purchasing.houstontx.gov/forms.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.** When submitting bids via UPS/FedEx, etc. please label it with the name: Office of the City Secretary, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, along with the bid/proposal number:

TABLE 1 - REQUIRED FORMS
Ownership Form.doc
Conflict of Interest Questionnaire.doc
Pay or Play-1A, Program Acknowledgement Form
Pay or Play-2, Certification of Agreement Form
M/WBE Signed Letter of Intent

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 - DOCUMENTS & FORMS
Drug Forms.doc
EEOC.doc
Formal Instructions for Bid Terms.doc
M/WBE.doc
Sample Insurance Over \$50,000.pdf
Insurance Endorsements
Pay or Play Office of Business Opportunity & Contract Compliance Q & A
Pay or Play Office of Business Opportunity & Contract Compliance Requirements

Pay or Play Contractor/Subcontractor Payment Reporting Form
Pay or Play Contractor/Subcontractor Waiver Request
Pay or Play List of Participating Subcontractors
Criminal Justice Information Services (CJIS) Compliance Addendum (Applicable to Houston Police Department (HPD) Occupied Facilities)

Questions concerning the bid should be submitted by e-mail to **Eloise.Gonzalez@houstontx.gov** no later than **4:00 p.m. CST., Wednesday, November 4, 2020.**

SITE INSPECTION

The City of Houston reserves the right to inspect the Bidder’s current place of business to evaluate equipment condition and capabilities, staff experience, training and capabilities, and storage capabilities as they relate to the performance of this contract.

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 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.

PROTESTS

Protests should be filed in accordance with the City of Houston Administrative Policy (A.P. No. 5-12) http://www.houstontx.gov/policies/administrative_policies.html

NO CONTACT PERIOD:

Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation.

With the exception of bidder’s formal response to the solicitation and written requests for clarification during the period officially designated for such purpose by the City Representative, neither Proposer(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City, their families, or staff through written or oral means in an attempt to persuade or attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Proposer from the time of issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

Minority and Women Business Enterprises

It is the City of Houston's policy to ensure that Minority and Women Business Enterprises (MWBE) have full opportunity to compete for and participate in City Contracts. Contractor shall comply with the City's MWBE Program as set forth in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts and supply agreements in at least 11% of the value of the Agreement to certified MWBEs. Contractor acknowledges that they have reviewed the requirements for good faith efforts on file with the Office of Business Opportunity (OBO), available at <http://www.houstontx.gov/obo/docsandforms/goodfaithefforts.pdf>, and will comply with the set forth requirements.

Contractor shall maintain records of subcontracts and supply agreements with certified MWBEs, containing language required herein. In addition, Contractor shall submit all disputes that may arise with MWBE subcontractors/supplies to mediation provided by the City, if directed to do so by OBO.

HIRE HOUSTON FIRST

In an effort to promote economic opportunity for Houston businesses and to support job creation, the Hire Houston First Program grants the City of Houston the ability to give a preference to eligible local companies, as long as their pricing is competitive. To be eligible for the preference, a company must be designated as a **City Business (CB) or Local Business (LB)** under the Hire Houston First Program **prior** to submittal of bid. Bidders must submit a completed *Declaration of Hire Houston First Designation* form with the bid.

To complete an application for the Hire Houston First program, visit <http://www.houstontx.gov/obo/hirehoustonfirst.html>. Applications can be submitted to the City of Houston Office of Business Opportunity via the online application system, by e-mail to HIREHOUSTONFIRST@houstontx.gov.

Note: Participation in the Hire Houston First program is not required to bid on City of Houston contracts.

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

- 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.

ANTI-BOYCOTT OF ISRAEL

Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of this Agreement not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Government Code.

ZERO TOLERANCE POLICY FOR HUMAN TRAFFICKING AND RELATED ACTIVITIES

The requirements and terms of the City of Houston's Zero Tolerance Policy for Human Trafficking and Related Activities, as set forth in Executive Order 1-56, as revised from time to time, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order 1-56, as revised, and shall comply with its terms and conditions as they are set out at the time of the Countersignature Date. Contractor shall notify the CPO, City Attorney, and the Director of any information regarding possible violation by Contractor or its subcontractors providing services or goods under this Agreement within 7 days of Contractor becoming aware of or having a reasonable belief that such violations may have occurred, have occurred, or are reasonably likely to occur.

PRESERVATION OF CONTRACTING INFORMATION

The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this bid [or solicitation] and the Contractor or vendor agrees that the contract can be terminated if the Contractor or Vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

GENERAL INFORMATION

The maintenance and use of self-contained breathing apparatus equipment and compressor systems is of utmost importance and are an essential part of the Houston Fire Department's ability to execute the demands of their crucial duties. These services are mandated and highly regulated. Due to the nature of these requirements, the City is seeking a contractor to meet or exceed such imperative demands in an exacting manner as detailed below.

SECTION B SCOPE OF WORK/SPECIFICATIONS

1.0 GENERAL REQUIREMENTS

- 1.1 Contractor shall furnish all management, supervision, labor, equipment, supplies, parts (unless otherwise specified) and materials required for inspections, preventative maintenance, repairs and testing air services for breathing air systems, included but not limited to:
 - 1.1.1 Stationary and Mobile Breathing Air Compressors
 - 1.1.2 Stationary and Mobile Cascade Storage Systems
 - 1.1.3 Pressurized Breathing Air Storage Cylinders
 - 1.1.4 Oxygen Transfer Boost Systems
 - 1.1.5 Self-Contained Breathing Apparatus
- 1.2 Contractor shall be experienced, proficient and knowledgeable in providing stationary and mobile breathing air compressor, cascade units, and tower units preventative maintenance and certification of air samples.
- 1.3 Contractor shall provide parts and repair services of new and current design for the appropriate manufacture of stationary and mobile breathing air compressor, cascade units and two (2) oxygen transfer booster systems. Used and/or surplus equipment is unacceptable. Due to health and safety purposes and parts availability, the contractor shall provide services that meet or exceed the manufacturer's specifications for each unit.
- 1.4 Contractor shall be certified to meet requirements of NFPA 1852, 2019 Standard on Selection, Care and Maintenance of Open-Circuit Self Contained Breathing Apparatus (SCBA). Emergency service and parts shall be inclusive with this contract.
- 1.5 Contractor shall maintain equipment in good working order and shall have replacement parts readily available. All work shall be performed by Scott™ certified, trained and skilled persons having experience in the type of work and equipment specified. Proof of certification for the technicians shall be required with submission of bid. If a technician

working for the contractor is in an apprenticeship capacity, a certified trainer must always be chaperoning alongside that technician while performing work for the City, until the time the technician becomes certified.

- 1.6 Contractor shall have a minimum of two (2) certified SCBA technicians, and two (2) certified Compressor technicians available during business hours, in case of the absence of one certified technician during the workday. Failure to adhere to adequate personnel which results in delayed testing and/or service needs will not be accepted.
- 1.7 The Contractor shall gauge their staffing requirements, based on the minimum specifications listed within this bid.
- 1.8 The departments reserve the right to have two (2) technicians available at times to expedite completion of a project or testing. Certified technicians from the contractor shall be readily available during business hours, within a 100 mile radius of requested service location, and a representative shall be on-call 24 hours a day.

2.0 SCOPE OF WORK

- 2.1 Service shall be performed during the normal business hours of 7am-4pm, Monday through Friday, excluding holidays designated by City Council. There will be instances that the City requires two certified technicians at the same time on one location for a project or testing to expedite completion of the work. It is possible that additional technicians, beyond (2) staff, might be required at another location during a scheduled project.
- 2.2 Emergency overtime shall be specified as any time other than hours between 0700 and 1600 hours, Monday through Friday. A response time shall be a maximum of two (2) hours for emergency calls and eight (8) hours between 0700 and 1400 hours, Monday through Friday. All emergency calls shall be considered on a case-by-case basis and shall be approved in writing, by the applicable department, prior to occurrence of the work.
- 2.3 Contractor shall repair the following major components of stationary and mobile breathing air compressors, cascade units, two (2) oxygen transfer booster systems and five (5) tower units. Including the following but not limited to:
 - 2.3.1 Compressor Assembly
 - 2.3.2 Moisture Monitor
 - 2.3.3 Vacuum Pumps
 - 2.3.4 Compressor Accessories
 - 2.3.5 Carbon Monoxide Monitors
 - 2.3.6 Booster Pumps
 - 2.3.7 Air Purifier (Filter Package)
 - 2.3.8 High Pressure Air Cylinder
- 2.4 **For Houston Public Works**, the Contractor shall provide for each SCBA unit a tag that will be marked during each monthly inspection, indicating the inspection dates throughout the year. Upon completion of Monthly Inspections Contractor shall provide to the City a

checklist indicating each SCBA inspected that month. This checklist shall indicate whether the unit Passed /Failed inspection and note any repairs that were made.

3.0 METHODS OF OPERATION

- 3.1 Each system shall have an initial inspection to obtain information pertaining to whether the air system is working, or needing repairs/maintenance. Contractor shall provide a minimum of twelve (12) visits per year.
- 3.2 A logbook, which shall be provided by each City department, shall be maintained as part of the service. The logbook shall be kept on location at all times. The logbook shall include each department and division requirements. Contractor shall enter the following information about the equipment. Additional information may be required to be entered by different departments and divisions based on their individual requirements.
 - 3.2.1 Name of contractor representative making call
 - 3.2.2 Date and time of call
 - 3.2.3 Specify the item repaired
 - 3.2.4 Specify exactly what type of repair was made
 - 3.2.5 Specify what action and parts were required for the maintenance or repair
 - 3.2.6 List how often repair and service has been made to the item
 - 3.2.7 List customer questions, comments and complaints
 - 3.2.8 Specify and ensure that city tax number was utilized
 - 3.2.9 SRO number
- 3.3 The master price list of the proposed discounted parts for preventative maintenance supplied by the Contractor shall consist of purifier cartridges, hydrostatic test, mechanical separator elements, chemical cartridges, [o-rings](#) and back-up o-rings, intake filters and oils. In certain instances, repair parts may not be available through the manufacturer. In those individual events, the contractor shall order the parts from other sources than the manufacturer price list to maintain the prompt repair of the equipment. In the event that a part is unavailable and requires shipment from other sources, the departments reserve the right to request overnight shipment for prompt repair of equipment. The departments shall be responsible for payment of the expedited service, and departments must provide prior approval from an authorized departmental representative.
- 3.4 All paperwork shall be submitted with invoices in regard to any discrepancies, inspection, and repairs, parts used, recommendations or results. It shall contain SRO number and any tickets for parts. This shall be well highlighted, so that there is no difficulty for each department to compare and understand the attachment paperwork.
- 3.5 All work performed shall include parts, labor, travel and shipping rates as they apply to routine service and approved repairs and upgrades.
- 3.6 No repairs or upgrades, beyond contract routine service shall be done until a

written, detailed estimate is approved, and a purchase order is issued. Provisions for emergency repairs shall be listed separately, if different from scheduled work.

- 3.7 Emergency service shall not exceed 24-hour response time (warranty work not included) and shall consist of discounted proposed master parts price list for any quantity as needed per manufacturer's specifications of each unit.

4.0 PREVENTIVE MAINTENANCE/INSPECTION

- 4.1 First service period shall be scheduled by the City, any services thereafter, by the Contractor. Contractor shall perform the following inspections every month, including the following but not limited to:

- 4.1.1 Check electrical power and provide rotation
- 4.1.2 Check air take (remote)
- 4.1.3 Check air intake filter and rotate
- 4.1.4 Check oil level and add oil if necessary
- 4.1.5 Change oil and oil filter as required
- 4.1.6 Clean compressor and other system components
- 4.1.7 Check interstage filters
- 4.1.8 Inspect drive belts and check tension
- 4.1.9 Inspect electric motor
- 4.1.10 Check compressor flywheel
- 4.1.11 Check for loose nuts, bolts, and other fasteners
- 4.1.12 Check for loose electrical and instrumentation wires
- 4.1.13 Check for cartridge change indicator
- 4.1.14 Check readings on moisture monitor and/or carbon monoxide monitor
- 4.1.15 Check purifier chambers and leaks
- 4.1.16 Inspect flex hoses for hicks, cuts abrasions, or other signs of possible damage
- 4.1.17 Check fill connectors
- 4.1.18 Check filler valves and bleeder valves
- 4.1.19 Check mechanical separator
- 4.1.20 Check each purifier chamber and replace cartridges as needed
- 4.1.21 Check all gauges for leaks and pressures

4.2. Additional Monthly Requirements for **Houston Public Works**

- 4.2.1 Contractor shall perform SCOTT™ SCBA Monthly Inspection. The inspection shall comply with applicable OSHA &/or NIOSH Standards/Guidelines.

- 4.2.2 Contractor shall note needed repairs for SCBA, shall perform needed repairs, and conduct post repair Flow Testing that shall meet the manufacturers guidelines, as applicable to OSHA &/or NIOSH Standards/Guidelines. Contractors standard labor rate shall apply. Flow testing shall be in compliance with 10.0 of this contract.

- 4.2.3 Contractor shall visually inspect SCBA cylinders to check for deficiencies, and for hydrostatic testing needs.
- 4.2.4 Contractor shall remove from service all SCBA cylinders that are in need of repair and or hydrostatic testing. Hydrostatic testing shall be in compliance with 5.0 of this contract.
- 4.2.5 Contractor shall provide "Fill & Leak Check" services for SCBA cylinders that are not full upon Monthly Inspection. When monthly service is performed, if a cylinder requires oxygen, the cylinder shall be checked for possible leaks and filled with oxygen to ensure there is no leak. As requested by departmental representative, there shall be two (2) leak tests during the fill process, one while the cylinder is filling and another on the cylinder, after they have been filled. This test must be done on each requested cylinder to ensure that the contents of the cylinder is not leaking and that the user shall receive the full contents in a cylinder.
- 4.2.6 Contractor shall perform SCBA Monthly Inspections "On Site". The first service period shall be scheduled by the City, thereafter by the Contractor.

Quarterly Requirements (Air Certification – Minimum Standards)

- 4.1 Contractor shall perform the following Preventive Maintenance “on-site” **every three (3) months**. The first service period shall be scheduled by the City, thereafter by the Contractor :
 - 4.1.1 All breathing air quality verification testing, as specified in Chapters 5 and 6 of NFPA 1989 2019, shall be performed by a laboratory that is accredited for testing compressed breathing air by an accreditation body in accordance with ISO 17025
 - 4.1.2 General requirements for the competence of calibration and testing laboratories
 - 4.1.3 The accreditation body shall meet the requirement for an accreditation program specified in section 4.2 of the NFPA 1989, 2019 edition
 - 4.1.4 The air-testing laboratories must provide a certification for display at compressor sites
 - 4.1.5 All air tests shall be completed at a minimum of one week prior to the expiration of the previous quarterly test
- 4.2 Contractor shall perform quarterly carbon monoxide monitor calibration “on-site” every three months (quarterly) throughout the year.
- 4.3 Carbon monoxide monitor calibration shall meet or exceed the manufacturer’s specifications for each unit, and shall be in compliance with the latest regulation and standards for NIOSH, OSHA, NFPA 1989 and the Texas Commission on Fire

Protection: as well as the policies of each Department and the Houston Fire Department.

Semi-Annual Requirements (Twice Per Year)

- 4.4 Contractor shall perform the following preventive maintenance “on-site” bi-annually. This is defined as twice annually or once every six months. The first service period shall be scheduled by the City, thereafter by the Contractor. Services include the following but not limited to:
 - 4.4.1 Change mechanical separator element
 - 4.4.2 Rebuild auto drain system
 - 4.4.3 Change purification cartridges after 50-70 hours of run time and replace all o-rings, back-up rings, and interstage-trap check valves

Annual Requirements

- 4.5 Contractor shall perform the following preventive maintenance, for which comes first, either on-site annually, or per 100 hours of operational time for Stationary and Mobile Breathing Air Compressors. The first service period shall be scheduled by the City, and thereafter by the Contractor, services include the following but not limited to:
 - 4.5.1 Change oil
 - 4.5.2 Change intake filters
 - 4.5.3 Provide third and fourth stage valve replacement as per manufacturer’s specifications on replacement of said items.

5.0 HYDROSTATIC TEST

The U.S Department of Transportation requires hydrostatic testing for SCBA cylinders on a periodic basis and limits the number of years that a cylinder can be used in order to meet regulation. Contractor shall pick up and drop off out-of-service cylinders and transport them to a specified location for hydrotesting.

- 5.1 Aluminums, steel, and carbon-fiber cylinders must be hydro statically tested every five (5) years.
- 5.2 Kevlar aramid or fiberglass fibers must be tested every three (3) years.
- 5.3 DOT Storage Cylinder (s) shall be tested every five (5) years.
- 5.4 ISO Storage Cylinders shall be tested every ten (10) years.
- 5.5 Aluminum cylinders shall have Eddy-Current Test (electromagnetic nondestructive testing)

6.0 TOWER INSPECTION

- 6.1 Firefighting apparatuses, “towers” will need to be inspected at least once per year, including, but not limited to:

- 6.1.1 Drain storage cylinder & refill
- 6.1.2 Check for all air leaks
- 6.1.3 Check regulator & filter for proper operation
- 6.1.4 Filter change (with before and after air tests to ensure quality of breathing air meets NFPA breathing air quality standards)
- 6.1.5 Replace gauge & fitting as needed
- 6.1.6 All work must be performed on the designated site, which will be specified at time of service

6.2 Response Time

- 6.2.1 Contractor shall forward sampling equipment to the appropriate "ship to" contact within two (2) calendar days of notification by the requester, and equipment shall be shipped via Federal Express or comparable means.
- 6.2.2 Analysis shall be complete within 24 hours of receipt of sample at the Contractor's laboratory
- 6.2.3 Testing facility shall provide online access to the City to determine test analysis/results

7.0 TEST RESULTS

- 7.1 Results shall be compared to required air specifications. Verbal results shall be given on all samples that do not meet air specifications within 24 hours of receipt, and results shall be followed by a printed report within 72 hours of the sample at the laboratory. Reports must contain the following, but not limited to:
 - 7.1.1 Individual report number
 - 7.1.2 Identification of the location the sample was taken
 - 7.1.3 Date sample analyzed, including name and address of analytical laboratory
 - 7.1.4 Name of person conducting the laboratory analysis
 - 7.1.5 The source air results reported by the components listed above
 - 7.1.6 The ambient air results reported by the components listed above
 - 7.1.7 The components of the required air specification listed and a comment section clearly stating what problems are found if the test does not meet the required air specification

8.0 QUALITY CONTROL AND QUALITY ASSURANCE (QC and QA)

- 8.1 The air testing laboratory must provide and follow a documented QA/QC manual which has been approved by the specific testing laboratory accreditation source
- 8.2 Contractor shall furnish the air compressor parts, if the required parts are not available in the City's inventory
- 8.3 Contractor shall maintain a stock of commonly used service parts to ensure

immediate availability and have a system in place that will ensure the repair parts are on-hand for installation within 24 hours

- 8.4 Contractor shall supply all OEM parts, or parts meeting OEM specifications, for all repair work
- 8.5 At times the City may elect to purchase parts only, no repair required. Purchased parts may include, but are not limited to, bulbs, gaskets, etc.
- 8.6 In some instances, if repair cost exceeds replacement costs, the City may elect to purchase small equipment from Contractor

9.0 SCBA COMPRESSOR AND OXYGEN BOOSTER SYSTEMS LOCATIONS

9.1 The following are locations of Compressor and Oxygen Booster Systems within the Houston Fire Department. The list below may increase due to the acquisition of new equipment, and any future equipment shall be serviced by the Contractor in addition to the locations listed below. Compressors are constructed by a major manufacturer such as Bauer, Eagle, Scott, Ingersoll-Rand, or a combination thereof. The Oxygen Booster Systems are constructed by Master Line, Inc. and Gast Corporation. Fire stations may no longer have individual dedicated private lines because of Fire Department utilization. Consequently, the way to reach these stations or apparatuses is by use of Fire Phones, and these numbers shall be provided to Contractors, as required at the appropriate time.

HFD Compressor Locations:

Location	Unit Type	Address	Phone
AirPak Shop	Stationary	1205 Dart Street	832-395-8513
Training (VJTF)	Stationary (2)	8030 Braniff	832-394-7000
Station 5	Stationary	5020 Hollister	832-394-6075
Station 11	Stationary	460 T.C Jester	832-394-8100
Station 64	Stationary	3000 Greens Road	832-394-7990
Station 75	Stationary	1995 Dairy Ashford	832-394-7253
Station 102	Stationary	4102 W. Lake Houston Pkwy	832-394-8070
Station 2	Mobile	588 Woodway	832-394-8250
Station 15	Mobile	6702 Irvington	832-394-8150
Station 23	Mobile	8005 Lawndale	832-394-8380
Station 81	Stationary	7990 Paul B Koonce St	713-847-5183
Station 99	Stationary	18580 Chanute Rd	281-233-7930
Training (VJTF)	Mobile	18580 Chanute Rd (may vary)	281-233-7930

HPW Inspection Locations:

The following are locations of SCBA within **Houston Public Works Department**. The list below may increase due to the acquisition of new equipment, and any future equipment at additional locations shall be serviced by the Contractor in addition to the locations listed below.

<u>Location</u>	<u>Unit Type</u>	<u>Address</u>	<u>Phone</u>
Cullen Maintenance Facility (Wastewater Branch)	SCBA units/ Air Cylinders	7440 Cullen Blvd.	832-395-3545 832-395-3547
Wastewater Collections Facility (Wastewater Branch)	SCBA units/ Air Cylinders	100 Japhet St.	832-395-3545 832-395-3547
TDO Traffic	Stationary	2200 Patterson	832-395-6730
TDO Storm	Stationary	5900 McCarty	832-395-4722
East Water Purification Plant (EWPP) Drinking Water Operations	SCBA units/ Air Cylinders	2300 Federal Road Houston, TX 77015	832- 395-6040
Ardmore Drinking Water Facility Drinking Water Operations	SCBA units/ Air Cylinders	7027 Ardmore Houston, TX 77054	832-395-3805
Southeast Water Purification Plant	SCBA units/ Air Cylinders	3100 Genoa Red Bluff Houston, TX 77034	832-395-5660
Northeast Water Purification Plant NEWPP Northeast Water	SCBA units/ Air Cylinders	12550 Water Works Way Humble, TX 77348	832-395-3769
Spring Branch Plant Drinking Water Operations	SCBA units/ Air Cylinders	9400 Kempwood Houston, TX 77080	832-395-5601

10.0 FIT AND FLOW TESTING

- 10.1 Contractor shall administer fit and flow tests to include checking and setting the clocks with the time and date for accuracy, in accordance with manufacturer's recommendations.
- 10.2 The SCBA shall be computer linked, on apparatuses equipped with an RF (radio frequency) device, so that it can link with computers. Therefore, it shall be able to work with Scott™ and meet Scott™ compliance.
- 10.3 The City would seek complete print and electronic (as requested) data from the Contractor, when requested in writing on an as-needed basis. The City may require a report, printed from the Contractor's computer, to review any accident of fatality in which the unit might be involved. This information is regulated by the U.S Government and becomes evidence at times of injury or fatality. The Texas Fire Commission, NIOSH, DOT and NFPA are all involved and require that this information be readily available at their request.
- 10.4 The dates, times and location of the fit and flow tests shall be determined by the department representatives in conjunction with the Contractor.

- 10.5 Contractor shall be responsible for documentation pertaining to test results and shall present the findings to the respective departments, in accordance with the Texas Fire Commission standards.
- 10.6 Test information shall be furnished in a timely manner, and no later than ten (10) days after completion of the fit or flow test.
- 10.7 Contractor shall administer fit and flow tests as requested, on a schedule determined by each department.

11.0 ANNUAL FLOW TESTING

- 11.1 Contractor shall perform flow testing on SCBA AirPaks and regulators.
- 11.2 The Airpak Section of The Houston Fire Department (HFD) shall provide the contractor with parts to exchange in the event that a failure is discovered at the station.
- 11.3 The Houston Fire Department (HFD) is responsible for repair of any Airpak or regulator that fails the test.
- 11.4 Only Scott™ certified and trained personnel that have previous experience in the type of work and equipment specified, shall perform all testing.
- 11.5 Prior to testing, contractor shall provide the appropriate Airpak shop personnel, located at 1205 Dart Street with the names of testers and copies of their equipment calibration and technician certifications.
- 11.6 Testing shall be performed on approximately 1,200 SCBA AirPaks and regulators.
- 11.7 There shall be approximately a 10% increase per year in SCBA equipment.
- 11.8 Flow testing shall be performed on, but not limited to, an annual basis.
- 11.9 Testing shall be scheduled by the City, in conjunction with the Contractor, in order to facilitate expedited completion of each work order.
- 11.10 Testing shall begin within one week after receipt of work order.
- 11.11 Testing for each district must be completed within 60 days of receipt of work order for said district.
- 11.12 Testing shall be performed at the District Stations on the A, B, C and D shifts, and also at the Val Jahnke Training Facility.
- 11.13 District stations will be responsible for calling in all the stations in their District for testing.
- 11.14 The flow testing must be performed with a calibrated Posicheck III machine using the Scott Health and Safety Software and in accordance with the latest rules and

regulations of OSHA, NFPA 1989 2019 Standards and the Texas Commission on Fire Protection.

- 11.15 Upon the completion of all testing, the contractor will submit a hard disk (non-recordable CD, flash media, or in a portable data storage device) of the test results to the HFD Airpak section. This information will include, but not limited to, user data, i.e. name, employee payroll number, testing location, pass status, as well as time and date of testing.

12.0 ANNUAL FIT TESTING

- 12.1 Contractor shall perform Fit Testing of facepieces. HFD will provide extra facepieces to Contractor for exchange in the event of a failure.
- 12.2 HFD is responsible for repair of facepieces that fail testing.
- 12.3 Testing shall be performed by Contractors that are Scott™ AirPak certified and trained only.
- 12.4 Prior to testing, contractor shall provide appropriate Airpak personnel, the names of testers and copies of their technician and calibration certifications.
- 12.5 Testing shall be performed on approximately 4,100 firefighters in suppression and 300 graduation cadets annually.
- 12.6 District stations shall be responsible for calling in all the stations in their District for testing.
- 12.7 HFD shall provide a roster of firefighters to be tested.
- 12.8 Fit testing shall be performed on, but not limited to, an annual basis.
- 12.9 Testing shall be scheduled by the City, in conjunction with the Contractor in order to facilitate expedited completion of each work order.
- 12.10 Testing shall begin within one week of receipt of work order.
- 12.11 Testing for all firefighters in each District shall be completed within 60 days after receipt of the work order for each district.
- 12.12 Testing for cadets must be completed before they go to their assigned stations.
- 12.13 Testing of firefighters' facepieces will be performed at District Stations on the A, B, C and D shifts.
- 12.14 Testing for the cadets, in addition to makeup testing, will be performed at the Val Jahnke Training Facility.
- 12.15 Facepieces for the AV2000 and AV3000HT models must be fit tested by a Portacount, FIT TEST 3000, Quantifit, or most appropriate current testing machine using Trust, Science, Innovation (TSI) and in accordance with the latest rules and

regulations of OSHA, NFPA 1989 2019 Standards and Texas Fire Commission.

12.16 Upon completion of all testing, the contractor will submit a hard disk (non-recordable CD, flash media, or in a portable data storage device) of the test results to the HFD Airpak section. This information will include, but not be limited to, user data, i.e. name, employee payroll number, testing location, as well as time and date of testing.

12.17 Contractor shall also perform fit tests for other City departments as needed.

13.0 TRAINING

13.1 Contractor shall perform training for HFD employees, as required, for fill station operations and cylinder inspections.

13.2 Training shall be implemented by a certified technician through an accredited training program.

13.3 Contractor shall supply a certificate of certification for each participant no more than 30 days from completion of training.

13.4 Contractor shall supply temporary certificates to be issued immediately upon satisfactory completion of training by HFD participants.

13.5 Class dates, time and locations shall be determined by the Houston Fire Department in agreement with the Contractor.

14.0 INVOICES

14.1 Contractor shall submit invoices with supporting documentation for payment no later than 30-days after work is completed by e-mail (electronic mail) or via U.S. Postal System on the Contractor's company stationary with the original signed by an authorized agent of the company. ALL DOCUMENTS SHALL BE ORIGINAL. The invoice number shall not be duplicated during the term of the contract periods. Prior to invoice submission, the contractor should verify accuracy with the COH inspector to minimize delayed payments due to errors or misinformation.

Each invoice shall detail the following information:

14.1.1 The City Contractor Number, City Ordinance Number, City Release Number, and Contractor's Job Number.

14.1.2 The Contractor's Job Number and Contract year shall appear clearly on all time sheets [showing hours worked, break(s) and lunch time], invoices, and suppliers' invoices.

14.1.3 The Contractor's name and address and where the service was performed.

14.1.4 The City work order number, equipment number and release number.

- 14.1.5 The City facility number and address where equipment had been prior to service.
- 14.1.6 City facility where equipment was installed/delivered after completion of repair.
- 14.1.7 Detailed description of services rendered.
- 14.1.8 Subcontractors' invoices with detailed description of cost of work performed.
- 14.1.9 Subtotal costs for Parts and Labor hours separately.
- 14.1.10 Total invoice costs of the job.
- 14.1.11 All unit prices for labor and parts shall be easily identified utilizing the item number and the quoted contract pricing.
- 14.1.12 Parts or components repaired or replaced, manufacturer model/part numbers installed, detailing net unit pricing, percentage markup/discount and total cost per line item. (Contractor shall attach a photocopy of the supplier's invoice for each part having an individual cost of \$5.00 or more).

Invoices not meeting these requirements will be returned to the contractor for corrections. Contractor shall resubmit corrected invoices for payment to finaccountspayable@houstontx.gov and the City of Houston received date will be the date the revised invoice is submitted.

Submit invoices to Accounts Payable:

finaccountspayable@houstontx.gov

City of Houston
Houston Fire Department
Finance Business Office; Accounts Payable
P.O. Box 3685
Houston, TX 77251-2685

14.2 INVOICING FOR HOUSTON PUBLIC WORKS

Submit invoices to Accounts Payable:

finaccountspayable@houstontx.gov

or via USPS mail to:

City of Houston
Houston Public Works
Finance Business Office; Accounts Payable
P.O. Box 3685

Houston, TX 77251-2685

14.3 INVOICING FOR HOUSTON POLICE DEPARTMENT

All HPD Invoices must be sent to following address for processing:

Houston Police Department
Budget & Finance/Accounts Payable
Attn: Ellen Lopez
1200 Travis 17th Floor
Houston, Texas 77002

15.0 UNIFORMS

- 15.1 Contractor shall wear uniforms which clearly identify them as an employee of their company.
- 15.2 Contractor shall wear personal name identification badges, which clearly identify them as an employee of their business.
- 15.3 Contractor shall also wear safety footwear while conducting work on City premises.

16.0 ESTIMATED QUANTITIES NOT GUARANTEED:

- 16.1 The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of 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 City shall not be liable for any contractual agreements/obligations the Contractor enters into based on the City purchasing all the quantities specified herein.

17.0 INTERLOCAL AGREEMENT:

- 17.1 Under the same terms and conditions hereunder, the Contract may be expanded to other government entities through inter-local agreements between the City of Houston and the respective government entity that encompass all or part of the products/services provided under this contract. Separate contracts will be drawn to reflect the needs of each participating entity.

18.0 ADDITIONAL SERVICES TO HOUSTON PUBLIC WORKS:

- 18.1 Contractor shall agree to provide additional services including, but not limiting to, such as disposal of SCBA units and expired cylinders not covered under general scope.
- 18.2 Prior to commencement of any additional service, the contractor shall submit a written proposal for approval by the CTR of relevant branch / section describing

Legal Dept. Rev. 12-31-2019

the work to be done, parts & materials required, and a schedule for the work.

- 18.3 If the Fees Schedule does not cover the price items for such additional work, the charges shall be based on the Contractor's normal customary charges for similar type and scale of work and should be reasonable in comparison to the average market price.

SAMPLE CONTRACT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BID # _____
ORDINANCE # _____
CONTRACT# _____

AGREEMENT FOR _____ SERVICES

ARTICLE 1. PARTIES

THIS AGREEMENT FOR _____ SERVICES (this "Agreement") is made on the date countersigned by the City Controller between the **CITY OF HOUSTON, TEXAS** (the "City"), a home-rule city of the State of Texas principally situated in Harris County and _____ ("Contractor"), a _____ doing business in Texas.

1.01 ADDRESS:

1.01.1 The initial addresses of the Parties, which one Party may change by giving written notice to the other Party, are as follows:

<u>City</u>	<u>Contractor</u>
Director or Designee	_____
_____ Department	_____
City of Houston	_____
P. O. Box 1562	_____
Houston, Texas 77251	Attention: _____

The Parties agree as follows:

1.02 TABLE OF CONTENTS

1.02.1 This Agreement consists of the following sections:

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1.03 **PARTS INCORPORATED**

1.03.1 The above-described sections and exhibits are incorporated into this Agreement.

1.04 **CONTROLLING PARTS**

1.04.1 If a conflict between the sections or exhibits arises, the sections control over the exhibits.

1.05 **DEFINITIONS**

1.05.1 Certain terms used in this Agreement are defined in Exhibit “A”.

1.06 **SIGNATURES**

1.06.1 The Parties have executed this Agreement in multiple copies, each of which is an original. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms. The Parties hereby agree that each Party may sign and deliver this Agreement electronically or by electronic means and that an electronic transmittal of a signature, including but not limited to, a scanned signature page, will be as good, binding, and effective as an original signature.

**ATTEST/SEAL (if a corporation):
WITNESS (if not a corporation):**

Name:
Title:

CONTRACTOR:

By: _____
Name:
Title:
Federal Tax ID Number: _____

ATTEST/SEAL:

City Secretary

APPROVED:

Director, _____ Department

APPROVED:

Chief Procurement Officer

CITY OF HOUSTON, TEXAS

Signed by:

Mayor

COUNTERSIGNED BY:

City Controller

COUNTERSIGNATURE DATE:

This Agreement has been reviewed as to form by the undersigned and has been found to meet established Legal Department criteria. The Legal Department has not reviewed the content of these documents.

APPROVED AS TO FORM:

Legal Assistant
Date: _____

Assistant City Attorney
L.D. File No. _____

ARTICLE 2. DUTIES OF CONTRACTOR

2.01 **SCOPE OF SERVICES**

2.01.1 In consideration of the payments specified in this Agreement, Contractor shall provide all supervision, labor, tools, equipment, permits, parts, expendable items, material, and supplies necessary to perform the services described in Exhibit "B".

2.02 **COORDINATE PERFORMANCE**

2.02.1 Contractor shall coordinate its performance with the Director and other persons that the Director designates. Contractor shall promptly inform the Director and other person(s) of all significant events relating to the performance of this Agreement.

2.03 **TIME EXTENSIONS**

2.03.1 If Contractor requests an extension of time to complete its performance, then the Director, in consultation with the CPO, may, in his or her sole discretion, extend the time so long as the extension does not exceed 90 days. The extension must be in writing but does not require amendment of this Agreement. Contractor is not entitled to damages for delay(s) regardless of the cause of the delay(s).

2.03.2 If the Director requests an extension of time to complete Contractor's performance, then the CPO may, upon consultation with the Director involved, extend the time so long as the extension does not exceed 90 calendar days. The extension must be in writing but does not require amendment of this Agreement. Contractor is not entitled to damages for delay(s) regardless of the cause of the delay(s).

2.04. **REPORTS**

2.04.1 Contractor shall submit all reports and progress updates required by the Director or CPO.

2.05 **PAYMENT OF SUBCONTRACTORS**

2.05.1 In accordance with the Texas Prompt Payment Act, Contractor shall make timely payments to all persons and entities supplying labor, materials, or equipment by, through, or under Contractor in the performance of this Agreement.

2.05.2 **IN ACCORDANCE WITH THE TEXAS PROMPT PAYMENT ACT, CONTRACTOR SHALL MAKE TIMELY PAYMENTS TO ALL PERSONS AND ENTITIES THAT CONTRACTOR HAS HIRED TO SUPPLY LABOR, MATERIALS, OR EQUIPMENT FOR THE PERFORMANCE OF THIS AGREEMENT. CONTRACTOR SHALL DEFEND AND INDEMNIFY THE CITY FROM ANY CLAIMS OR LIABILITY ARISING OUT OF CONTRACTOR'S FAILURE TO MAKE THESE PAYMENTS REGARDLESS OF WHETHER THE FAILURE TO PAY IS CAUSED BY, OR CONTRIBUTED TO, IN WHOLE OR IN PART, THE NEGLIGENCE (WHETHER SOLE, JOINT OR CONCURRENT), OR GROSS NEGLIGENCE, (WHETHER SOLE, JOINT OR CONCURRENT), STRICT LIABILITY, INTENTIONAL ACTS, OR OTHER CONDUCT OR**

LIABILITY OF THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES.

2.05.3 Failure of Contractor to pay its employees as required by law shall constitute a default under this Agreement, for which Contractor and its surety shall be liable on Contractor's performance bond if Contractor fails to cure the default as provided under this Agreement.

2.06 RELEASE

2.06.1 CONTRACTOR AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY. CONTRACTOR HEREBY COVENANTS AND AGREES NOT TO SUE THE CITY FOR ANY CLAIMS, DEMANDS, OR CAUSES OF ACTION DIRECTLY OR INDIRECTLY RELATED TO ITS RELEASE UNDER THIS SECTION. FOR THE AVOIDANCE OF DOUBT, THIS COVENANT NOT TO SUE DOES NOT APPLY TO CLAIMS FOR BREACH OF THIS AGREEMENT.

2.07 INDEMNIFICATION

2.07.1 CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY, THE "CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:

2.07.1.1 CONTRACTOR'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED SUBPARAGRAPHS 2.07.1.1 THROUGH 2.07.1.3, "CONTRACTOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;

2.07.1.2 THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND

2.07.1.3 THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT.

2.07.2 CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THIS AGREEMENT AND FOR FOUR YEARS AFTER THE AGREEMENT TERMINATES. CONTRACTOR'S INDEMNIFICATION IS LIMITED TO \$500,000 PER OCCURRENCE. CONTRACTOR SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.

2.08 SUBCONTRACTOR'S INDEMNITY

2.08.1 CONTRACTOR SHALL REQUIRE ALL OF ITS SUBCONTRACTORS (AND THEIR SUBCONTRACTORS) TO RELEASE AND INDEMNIFY THE CITY TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS ITS RELEASE AND INDEMNITY TO THE CITY.

2.09 INDEMNIFICATION PROCEDURES

2.09.1 Notice of Claims. If the City or Contractor 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 30 days. The notice must include the following:

2.09.1.1 a description of the indemnification event in reasonable detail;

2.09.1.2 the basis on which indemnification may be due; and

2.09.1.3 the anticipated amount of the indemnified loss.

This notice does not estop 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 30-day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

2.09.2 Defense of Claims

2.09.2.1 Assumption of Defense. Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City Attorney. Contractor shall then control the defense and any negotiations to settle the claim, subject to the City Attorney's consent or agreement to the settlement, which consent or agreement shall not unreasonably be withheld. Within 10 days after receiving written notice of the indemnification request, Contractor must advise the City as to whether or not it will defend the claim. If Contractor does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.

2.09.2.2 Continued Participation. If Contractor 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.

2.10 INSURANCE

2.10.1 **Risks and Limits of Liability.** Contractor shall maintain the following insurance coverages in the following amounts:

<u>COVERAGE</u>	<u>LIMIT OF LIABILITY</u>
Workers' Compensation	Statutory for Workers' Compensation
Employer's Liability	<ul style="list-style-type: none"> • Bodily Injury by Accident \$500,000 (each accident) • Bodily Injury by Disease \$500,000 (policy limit) • Bodily Injury by Disease \$500,000 (each employee)
Commercial General Liability: Bodily and Personal Injury; Products and Completed Operations Coverage	Bodily Injury and Property Damage, Combined Limits of \$1,000,000 each Occurrence, and \$2,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit for: (i) Any Auto; or (ii) All Owned, Hired, and Non-Owned Autos
Professional Liability (if applicable)	\$1,000,000 per occurrence; \$2,000,000 aggregate
Excess Liability Coverage, or Umbrella Coverage, for Commercial General Liability and Automobile Liability	\$1,000,000
Aggregate Limits are per 12-month policy period unless otherwise indicated.	

2.10.2 **Insurance Coverage.** At all times during the term of this Agreement and any extensions or renewals, Contractor shall provide and maintain insurance coverage that meets the Agreement requirements. Prior to beginning performance under the Agreement, at any time upon the Director's request, or each time coverage is renewed or updated, Contractor shall furnish to the Director current certificates of insurance, endorsements, all policies, or other policy documents evidencing adequate coverage, as necessary. Contractor shall be responsible for and pay: (i) all premiums; and (ii) any claims or losses to the extent of any deductible amounts. Contractor waives any claim it may have for premiums or deductibles against the City, its officers, agents, or employees. Contractor shall also require all subcontractors or consultants whose subcontracts exceed \$100,000 to provide proof of insurance coverage meeting all requirements stated above except amount. The amount must be commensurate with the amount of the subcontract, but no less than \$500,000 per claim.

2.10.3 **Form of insurance.** The form of the insurance shall be approved by the Director and the City Attorney; such approval (or lack thereof) shall never: (i) excuse non-compliance with the terms of this Section; or (ii) waive or estop the City from asserting its rights to terminate this Agreement. The policy issuer shall: (i) have a Certificate of Authority to transact insurance business in Texas; or (ii) be an eligible non-admitted insurer in the State of Texas and 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 Best's Key Rating Guide.

2.10.4 **Required Coverage.** The City shall be an Additional Insured under this Agreement, and all policies, except Professional Liability and Worker's Compensation, shall explicitly name the City as an Additional Insured. The City shall enjoy the same coverage as the Named Insured without regard to other Agreement provisions. Contractor waives any claim or right of subrogation to recover against the City, its officers, agents, or employees, and each of Contractor's insurance policies except professional liability must contain coverage waiving such claim. Each policy, except Workers' Compensation and Professional Liability, must also contain an endorsement that the policy is primary to any other insurance available to the Additional Insured with respect to claims arising under this Agreement. If professional liability coverage is written on a "claims made" basis, Contractor shall also provide proof of renewal each year for two years after substantial completion of the Project, or in the alternative: evidence of extended reporting period coverage for a period of two years after substantial completion, or a project liability policy for the Project covered by this Agreement with a duration of two years after substantial completion. All certificates of insurance submitted by Contractor shall be accompanied by endorsements for: (i) Additional Insured coverage in favor of the City for Commercial General Liability and Automobile Liability policies; and (ii) Waivers of Subrogation in favor of the City for Commercial General Liability, Automobile Liability and Workers' Compensation/Employers' Liability policies. The Director will consider all other forms on a case-by-case basis.

2.10.5 **Notice. CONTRACTOR SHALL GIVE 30 DAYS' ADVANCE WRITTEN NOTICE TO THE DIRECTOR IF ANY OF ITS INSURANCE POLICIES ARE CANCELED OR NON-RENEWED.** Within the 30-day period, Contractor shall provide other suitable policies in order to maintain the required coverage. If Contractor does not comply with this requirement, the Director, at his or her sole discretion, may immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default.

2.10.6 **Other Insurance.** If requested by the Director, Contractor shall furnish adequate evidence of Social Security and Unemployment Compensation Insurance, to the extent applicable to Contractor's operations under this Agreement.

2.11 **WARRANTIES**

2.11.1 Contractor warrants that it shall perform all work in a good and workmanlike manner, meeting the standards of quality prevailing in Harris County, Texas for work of this kind. Contractor shall perform all work using trained and skilled persons having substantial experience performing the work required under this Agreement.

2.11.2 With respect to any parts and goods it furnishes, Contractor warrants:

- 2.11.2.1 that all items are free of defects in title, design, material, and workmanship;
- 2.11.2.2 that each item meets or exceeds the manufacturer's specifications and requirements for the equipment, structure, or other improvement in which the item is installed;
- 2.11.2.3 that each replacement item is new, in accordance with original equipment manufacturer's specifications, and of a quality at least as good as the quality of the item which it replaces (when the replaced item was new); and
- 2.11.2.4 that no item or its use infringes any patent, copyright, or proprietary right.

2.12 **CONFIDENTIALITY**

2.12.1 Contractor, its agents, employees, contractors, and subcontractors shall hold all City information, data, and documents (collectively, the "Information") that they receive, or to which they have access, in strictest confidence. Contractor, its agents, employees, contractors, and subcontractors shall not disclose, disseminate, or use the Information unless the Director authorizes it in writing. Contractor shall obtain written agreements from its agents, employees, contractors, and subcontractors which bind them to the terms in this Section.

2.13. **USE OF WORK PRODUCTS**

2.13.1 The City may use all Documents that Contractor prepares or obtains under this Agreement. In addition, Contractor shall provide the Director with supporting schedules, flow charts or other analysis necessary to understand the reported findings and recommendations. Generally, this information is attached as exhibits to the final report; however, if requested by the Director, Contractor shall provide this information from its work paper files.

2.13.2 Contractor warrants that it owns the copyright to the Documents.

2.13.3 Contractor shall deliver the original Documents to the Director on request. Within five working days after this Agreement terminates, Contractor shall deliver to the Director the original Documents, and all other files and materials Contractor produces or gathers during its performance under this Agreement.

2.14 **LICENSES AND PERMITS**

2.14.1 Contractor shall obtain, maintain, and pay for all licenses, permits, and certificates including all professional licenses required by any statute, ordinance, rule, or regulation for the performance under this Agreement. Contractor shall immediately notify the Director of any suspension, revocation, or other detrimental action against its license.

2.15 **COMPLIANCE WITH LAWS**

2.15.1 Contractor shall comply with all applicable state and federal laws and regulations and the City Charter and Code of Ordinances in its performance under this Agreement.

2.16 **COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY ORDINANCE**

2.16.1 Contractor shall comply with City's Equal Employment Opportunity Ordinance as set out in in Section 15-17 of the Code of Ordinances.

2.17 **MWBE COMPLIANCE**

2.17.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("MWBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply agreements in at least ____% of the value of this Agreement to MWBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunities ("OBO") and will comply with them.

2.17.2 Contractor shall ensure that all subcontracts with MWBE subcontractors and suppliers contain the following terms:

[Name of MWBE subcontractor] shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston's Office of Business Opportunity Director (the "Director").

[Name of MWBE subcontractor] shall permit representatives of the City of Houston, at all reasonable times, to perform: (i) audits of the books and records of the subcontractor; and (ii) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least 4 years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action nor the applicable statute of limitations.

Within five Business Days of execution of this subcontract, Contractor and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.

Any controversy between the Parties involving the construction or application of any of the terms, covenants, or conditions of this subcontract may be submitted to the Director. The Director may prescribe procedures to provide dispute resolution by neutrals in accordance with the requirements of Chapter 15 of the Houston City Code of Ordinances.

2.18. **DRUG ABUSE DETECTION AND DETERRENCE**

2.18.1 It is the policy of the City to achieve a drug-free workforce and workplace. The manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or

alcohol by contractors while on City Premises is prohibited. Contractor shall comply with all the requirements and procedures set forth in the Mayor's Drug Abuse Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 (the "Executive Order"), which is incorporated into this Agreement and is on file in the City Secretary's Office.

2.18.2 Before the City signs this Agreement, Contractor shall file with the Contract Compliance Officer for Drug Testing ("CCODT"):

2.18.2.1 a copy of its drug-free workplace policy;

2.18.2.2 the Drug Policy Compliance Agreement substantially in the form set forth in Exhibit "C", together with a written designation of all safety impact positions; and

2.18.2.3 if applicable (e.g., no safety impact positions), the Certification of No Safety Impact Positions, substantially in the form set forth in Exhibit "D".

2.18.3 If Contractor files a written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every 6 months during the performance of this Agreement or on completion of this Agreement if performance is less than 6 months, a Drug Policy Compliance Declaration in a form substantially similar to Exhibit "E". Contractor shall submit the Drug Policy Compliance Declaration to the CCODT within 30 days of the expiration of each 6-month period of performance and within 30 days of completion of this Agreement. The first 6-month period begins to run on the date the City issues its Notice to Proceed or, if no Notice to Proceed is issued, on the first day Contractor begins work under this Agreement.

2.18.4 Contractor also shall file updated designations of safety impact positions with the CCODT if additional safety impact positions are added to Contractor's employee work force.

2.18.5 Contractor shall require that its subcontractors comply with the Executive Order, and Contractor shall secure and maintain the required documents for City inspection.

2.19 **CONFLICTS OF INTEREST**

2.19.1 If an actual or potential conflict arises between the City's interests and the interests of other client(s) Contractor represents, Contractor shall immediately notify the Director in writing. The City Controller shall issue a letter of consent or non-consent to Contractor's representation, potential or otherwise, of the other client(s) within 10 Business Days after receipt of Contractor's notice. If the City Controller issues a non-consent letter, Contractor shall immediately terminate its representation, potential or otherwise, of the other client(s) whose interests are or may be in conflict with those of the City.

2.20. **PAY OR PLAY**

2.20.1 The requirements and terms of the City of Houston Pay or Play program, as set

out in Executive Order 1-7, as revised from time to time, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order No. 1-7, as revised, and shall comply with its terms and conditions.

2.21. **CONTRACTOR'S PERFORMANCE**

2.21.1 Contractor shall make citizen satisfaction a priority in providing services under this Agreement. Contractor shall train its employees to be customer service-oriented and to positively and politely interact with citizens when performing contract services. Contractor's employees shall be clean, courteous, efficient, and neat in appearance and committed to offering the highest quality of service to the public. If, in the Director's opinion, Contractor is not interacting in a positive and polite manner with citizens, he or she shall direct Contractor to take all remedial steps to conform to these standards

2.22. **ADDITIONS AND DELETIONS**

2.22.1 Additional Products and Services. Subject to the allocation of funds, the Director or the CPO may add similar equipment, supplies, services, or locations, within the scope of this Agreement, to the list of equipment, supplies, services, or locations to be performed or provided by giving written notification to Contractor. For purposes of this Section, the "Effective Date" means the date specified in the notification from the director or the CPO. As of the Effective Date, each item added is subject to this Agreement, as if it had originally been a part, but the charge for each item starts to accrue only on the Effective Date. In the event the additional equipment, supplies, services, or locations are not identical to the items(s) already under this Agreement, the charges therefor will then be Contractor's normal and customary charges or rates for the equipment, supplies, services, or locations classified in the Fees and Costs (Exhibit "F").

2.22.2 Exclusion of Products and Services. If a deliverable or service that is subject to this Agreement is deleted, lost, stolen, destroyed, damaged, sold, replaced, or otherwise disposed of, the CPO may exclude it from the operation of this Agreement by notifying Contractor in writing. The notice takes effect immediately on its receipt by Contractor. More than one notice may be given. When a notice is received, Contractor shall delete the charge for the excluded deliverable or service from the sum(s) otherwise due under this Agreement.

2.22.3 The total charges for additions and deletions to this Agreement must never exceed 25% of the original contract amount unless:

2.22.3.1 The additions are exempt from the competitive bidding or proposal requirements set forth in Tex. Local Govt. Code Chapter 252; or

2.22.3.2 The City acquires the additions from Contractor through a competitive bid or competitive proposal.

2.23. **CHANGES**

2.23.1 At any time during the Agreement Term, the CPO 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 Agreement. Contractor shall furnish the services or deliverables in the Change Order in accordance with the requirements of this Agreement plus any special provisions, specifications, or special instructions issued to execute the extra work.

2.23.2 The CPO will issue the Change Order in substantially the following form:

<u>CHANGE ORDER</u>	
TO:	[Name of Contractor]
FROM:	City of Houston, Texas (the "City")
DATE:	[Date of Notice]
SUBJECT:	Change Order under the Agreement between the City and [Name of Contractor] countersigned by the City Controller on [Date of countersignature of the Agreement]
Subject to all terms and conditions of the Agreement, the City requests that Contractor 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 CPO]

2.23.3 The CPO may issue more than one Change Order, subject to the following limitations:

2.23.3.1 The City Council expressly authorizes the CPO to approve a Change Orders up to \$50,000. A Change Order of more than \$50,000 over the approved contract amount must be approved by the City Council.

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

2.23.3.3 The total of all Change Orders issued under this section may not increase the original contract amount by more than 25%.

2.23.4 Whenever Contractor receives a Change Order, Contractor shall furnish all material, equipment, and personnel necessary to perform the work described in the Change Order. Contractor shall complete the work within the time prescribed. If no time for completion is prescribed, Contractor shall complete the work within a reasonable time. If the work described in any Change Order causes an unavoidable delay in any other work Contractor is required to perform under this Agreement, Contractor may request a time extension for the completion of the work. The CPO's decision regarding a time extension is final.

2.23.5 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 Agreement and is subject to the terms and conditions of the Original Agreement

as if it had originally been a part of the Agreement.

2.23.6 Change Orders are subject to the Allocated Funds provisions of this Agreement.

2.24 **ENVIRONMENTAL LAWS**

2.24.1 Contractor shall comply with all rules, regulations, statutes, and orders of the Environmental Protection Agency, the Texas Commission on Environmental Quality, and any other governmental agency with the authority to promulgate environmental rules and regulations (the "Environmental Laws"). Contractor shall promptly reimburse the City for any fines or penalties levied against the City because of Contractor's failure to comply with Environmental Laws.

2.24.2 Contractor shall not possess, use, generate, release, discharge, store, dispose of, or transport any Hazardous Materials on, under, in, above, to, or from the site except in strict compliance with the Environmental Laws. "Hazardous Materials" means any substances, materials, or wastes that are or become regulated as hazardous or toxic substances under any applicable federal, state, or local laws, regulations, ordinances, or orders. Contractor shall not deposit oil, gasoline, grease, lubricants, or any ignitable or hazardous liquids, materials, or substances in the City's storm sewer system or sanitary sewer system or elsewhere on City Property in violation of the Environmental Laws.

2.25 **ANTI-BOYCOTT OF ISRAEL**

2.25.1 Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of this Agreement not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Government Code.

2.26 **ZERO TOLERANCE POLICY FOR HUMAN TRAFFICKING AND RELATED ACTIVITIES**

2.26.1 The requirements and terms of the City of Houston's Zero Tolerance Policy for Human Trafficking and Related Activities, as set forth in Executive Order 1-56, as revised from time to time, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order 1-56, as revised, and shall comply with its terms and conditions as they are set out at the time of the Countersignature Date. Contractor shall notify the CPO, City Attorney, and the Director of any information regarding possible violation by Contractor or its subcontractors providing services or goods under this Agreement within 7 days of Contractor becoming aware of or having a reasonable belief that such violations may have occurred, have occurred, or are reasonably likely to occur.

2.27 **PRESERVATION OF CONTRACTING INFORMATION**

2.27.1 The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this Agreement and the Contractor agrees that this Agreement can be terminated if the Contractor knowingly or intentionally fails to comply with a requirement of that subchapter. If the requirements of Subchapter J, Chapter 552, Texas Government Code, apply to this Agreement, then for the duration of this Agreement (including the initial term, any renewal terms, and any extensions),

Contractor shall preserve all Contracting Information, as defined by Section 552.003 of the Texas Government Code, related to this Agreement as provided by the records retention requirements applicable to the City pursuant to federal or state law or regulation, city ordinance or city policy, which record retention requirements include but are not limited to those set forth in Chapters 201 and 205 of the Texas Local Government Code and Texas Administrative Code Title 13, Chapter 7. Within five business days after receiving a request from the Director, Contractor shall provide any Contracting Information related to this Agreement that is in the custody or possession of Contractor. Upon the expiration or termination of this Agreement, Contractor shall, at the Director's election, either (a) provide, at no cost to the City, all Contracting Information related to this Agreement that is in the custody or possession of Contractor, or (b) preserve the Contracting Information related to this Agreement as provided by the records retention requirements applicable to the City pursuant to federal or state law or regulation, city ordinance or City policy.

2.27.2 If Contractor fails to comply with any one or more of the requirements of this Section, Preservation of Contracting Information, or Subchapter J, Chapter 552, Texas Government Code, then, in accordance with and pursuant to the processes and procedures set forth in Sections 552.373 and 552.374 of the Texas Government Code, the Director shall provide notice to the Contractor and may terminate this Agreement. To effect final termination, the Director must notify Contractor in writing with a copy of the notice to the CPO. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement, and promptly cancel all orders or subcontracts chargeable to this Agreement.

ARTICLE 3. DUTIES OF CITY

3.01 PAYMENT TERMS

3.01.1 Subject to all terms and conditions of this Agreement, the City agrees to pay for the services described in Exhibit "B" that are rendered by Contractor based upon monthly invoices showing the number of individual tasks and related services performed at the rates set forth in Exhibit "F". The fees must only be paid from Allocated Funds as provided below.

3.01.2 Early Payment Discount. The City of Houston's standard payment term is to pay 30 days after receipt of invoice or receipt of goods or services, whichever is later, according to the requirements of the Texas Prompt Payment Act (Tex. Gov't Code, Ch. 2251). However, the City will pay in less than 30 days in return for an early payment discount from Contractor as follows:

Payment Time - 10 Days: 2% Discount
Payment Time - 20 Days: 1% Discount

3.01.3 If the City fails to make a payment according to the early payment schedule above, but does make the payment within the time specified by the Prompt Payment Act, the City shall not receive the discount, but shall pay no other penalty. When the payment date falls on a Saturday, Sunday, or official holiday when City offices are

closed and City business is not expected to be conducted, payment may be made on the following Business Day.

3.02 **TAXES**

3.02.1 The City is exempt from payment of Federal Excise and Transportation Tax and Texas Limited Sales and Use Tax. Contractor's invoices to the City must not contain assessments of any of these taxes. The Director will furnish the City's exemption certificate and federal tax identification number to Contractor if requested.

3.03 **METHOD OF PAYMENT**

3.03.1 The City shall pay on the basis of monthly invoices submitted by Contractor and approved by the Director showing the services performed and the attendant fee. The City shall make payment to Contractor within 30 days of the receipt and approval by the City of such invoices. If the City disputes any item in an invoice Contractor submits for any reason, including lack of supporting documentation, the Director shall temporarily delete the disputed item and pay the remainder of the invoice. The Director shall promptly notify Contractor of the dispute and request remedial action. After any dispute is settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

3.04 **LIMIT OF APPROPRIATION**

3.04.1 The City's duty to pay money to Contractor under this Agreement is limited in its entirety by the provisions of this Section.

3.04.2 In order to comply with Article II, Sections 19 and 19a of the City's Charter and Article XI, Section 5 of the Texas Constitution, the City has appropriated and allocated the sum of \$_____ to pay money due under this Agreement during the City's current fiscal year (the "Original Allocation"). The executive and legislative officers of the City, in their discretion, may allocate supplemental funds (each a "Supplemental Allocation" and collectively, the "Supplemental Allocations") for this Agreement, but they are not obligated to do so. Therefore, the Parties have agreed to the following procedures and remedies:

3.04.2.1 The City has not allocated supplemental funds or made a Supplemental Allocation for this Agreement unless the City has issued to Contractor a Service Release Order, or similar form approved by the City Controller, containing the language set out below. When necessary, the Supplemental Allocation shall be approved by motion or ordinance of City Council.

NOTICE OF SUPPLEMENTAL ALLOCATION OF FUNDS

By the signature below, the City Controller certifies that, upon the request of the Director, the supplemental sum set out below has been allocated for the purposes of the Agreement out of funds appropriated for this purpose by

the City Council of the City of Houston. This Supplemental Allocation has been charged to such appropriation.
\$ _____

3.04.2.2 The Original Allocation plus all Supplemental Allocations are the "Allocated Funds." The City shall never be obligated to pay any money under this Agreement in excess of the Allocated Funds. Contractor must assure itself that sufficient allocations have been made to pay for services it provides. If Allocated Funds are exhausted, Contractor's only remedy is suspension or termination of its performance under this Agreement, and it has no other remedy in law or in equity against the City and no right to damages of any kind.

3.05 **ACCESS TO SITE**

3.05.1 Contractor may enter and leave the premises at all reasonable times without charge. Contractor and its employees may use the common areas and roadways of the premises where it is to perform the services together with all facilities, equipment, improvements, and services provided in connection with the premises for common use. This excludes parking for Contractor's personnel. Contractor shall repair any damage caused by it or its employees as a result of its use of the common areas.

3.06 **ACCESS TO DATA**

3.06.1 The City shall, to the extent permitted by law, allow Contractor to access and make copies of documents in the possession or control of the City or available to it that are reasonably necessary for Contractor to perform under this Agreement.

3.06.2 The City does not, however, represent that all existing conditions are fully documented, nor is the City obligated to develop new documentation for Contractor's use.

3.06.3 For any raw data created, assembled, used, maintained, collected, or stored by Contractor for or on behalf of the City, Contractor shall provide the City either the raw data itself or the ability to extract the raw data in a format mutually agreed upon by both Parties at no additional cost to the City.

ARTICLE 4. TERM AND TERMINATION

4.01. **AGREEMENT TERM**

4.01.1 This Agreement is effective on the Countersignature Date and shall remain in effect for ___ years, unless sooner terminated under this Agreement (the "Initial Term").

4.02 **NOTICE TO PROCEED**

4.02.1 Contractor shall begin performance under this Agreement on the date specified in a Notice to Proceed from the CPO or Director.

4.03. **RENEWALS**

4.03.1 Upon expiration of the Initial Term, and so long as the City makes sufficient supplemental allocations, this Agreement will be automatically renewed for _____ successive 1-year terms on the same terms and conditions. If the Director chooses not to renew this Agreement, he or she shall notify Contractor and the CPO of non-renewal at least 30 days before the expiration of the then-current term.

4.04. **TERMINATION FOR CONVENIENCE BY CITY**

4.04.1 The Director may terminate this Agreement at any time by giving 30 days' written notice to Contractor, with a copy of the notice to the CPO. The City's right to terminate this Agreement for convenience is cumulative of all rights and remedies, which exist now or in the future.

4.04.2 On receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement and cancel all existing orders and subcontracts that are chargeable to this Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice showing in detail the services performed under this Agreement up to the termination date. The City shall then pay the fees to Contractor for services actually performed, but not already paid for, in the same manner as prescribed in this Agreement unless the fees exceed the allocated funds remaining under this Agreement.

4.04.3 TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR'S ONLY REMEDIES FOR THE CITY'S TERMINATION FOR CONVENIENCE, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT AS SPECIFIED IN THIS SECTION), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE CITY'S TERMINATION FOR CONVENIENCE.

4.05. **TERMINATION FOR CAUSE BY CITY**

4.05.1 If Contractor defaults under this Agreement, the Director may terminate this Agreement after providing Contractor written notice and an opportunity to cure the default as provided below. The City's right to terminate this Agreement for Contractor's default is cumulative of all rights and remedies that exist now or in the future. Default by Contractor occurs if:

4.05.1.1 Contractor fails to perform any of its material duties under this Agreement;

4.05.1.2 Contractor becomes insolvent;

4.05.1.3 all or a substantial part of Contractor's assets are assigned for the

benefit of its creditors; or

4.05.1.4 a receiver or trustee is appointed for Contractor.

4.05.2 If a default occurs and the Director determines that the City wishes to terminate the Agreement, then the Director must deliver a written notice to Contractor describing the default and the proposed termination date, with a copy of the notice to the CPO. The date must be at least 30 days after Contractor receives notice. The Director, at his or her sole option, may extend the termination date to a later date. If Contractor cures the default before the proposed termination date, then the proposed termination is ineffective. If Contractor does not cure the default before the termination date, then the Director may terminate this Agreement on the termination date, at no further obligation of the City.

4.05.3 To effect final termination, the Director must notify Contractor in writing, with a copy of the notice to the CPO. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement and promptly cancel all orders or subcontracts chargeable to this Agreement.

4.06 **TERMINATION FOR CAUSE BY CONTRACTOR**

4.06.1 Contractor may terminate its performance under this Agreement only if the City defaults and fails to cure the default after receiving written notice of it. Default by the City occurs if the City fails to perform one or more of its material duties under this Agreement. If a default occurs and Contractor wishes to terminate the Agreement, then Contractor must deliver a written notice to the Director describing the default and the proposed termination date. The date must be at least 30 days after the Director receives the notice. Contractor, at its sole option, may extend the proposed termination date to a later date. If the City cures the default before the proposed termination date, then the proposed termination is ineffective. If the City does not cure the default before the proposed termination date, then Contractor may terminate its performance under this Agreement on the termination date

4.07. **REMOVAL OF CONTRACTOR OWNED EQUIPMENT AND MATERIALS**

4.07.1 Upon expiration or termination of this Agreement, Contractor is permitted 10 days within which to remove contractor-owned material and equipment from the City's premises. This City shall make such material and equipment readily available to Contractor. The time period may be extended upon approval by the Director. The City reserves the right to deny any extension of time.

ARTICLE 5. MISCELLANEOUS

5.01 **INDEPENDENT CONTRACTOR**

5.01 Contractor shall perform its obligations under this Agreement as an independent contractor and not as an employee of the City.

5.02 **FORCE MAJEURE**

5.02.1 Timely performance by both Parties is essential to this Agreement. However, neither Party is liable for reasonable delays in performing its obligations under this Agreement to the extent the delay is caused by Force Majeure that directly impacts the City or Contractor. The event of Force Majeure may permit a reasonable delay in performance but does not excuse a Party's obligations to complete performance under this Agreement. Force Majeure means: fires, interruption of utility services, epidemics in the City, floods, hurricanes, tornadoes, ice storms and other natural disasters, explosions, war, terrorist acts against the City or Contractor, riots, strikes, court orders, and the acts of superior governmental or military authority, and which the affected Party is unable to prevent by the exercise of reasonable diligence. The term does not include any changes in general economic conditions such as inflation, interest rates, economic downturn, or other factors of general application, or an event that merely makes performance more difficult, expensive, or impractical. Force Majeure does not entitle Contractor to extra reimbursable expenses or payment.

5.02.2 This relief is not applicable unless the affected Party does the following:

5.02.2.1 uses due diligence to remove the effects of the Force Majeure as quickly as possible and to continue performance notwithstanding the Force Majeure; and

5.02.2.2 provides the other Party with prompt written notice of the cause and its anticipated effect.

5.02.3 The Director will review claims that a Force Majeure that directly impacts the City or Contractor has occurred and render a written decision within 14 days.

5.02.4 The City may perform contract functions itself or contract them out during periods of Force Majeure. Such performance is not a default or breach of this Agreement by the City.

5.02.5 If the Force Majeure continues for more than 7 days from the date performance is affected, the Director may terminate this Agreement by giving 7 days' written notice to Contractor. This termination is not a default or breach of this Agreement. **CONTRACTOR WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE UNDER THE AGREEMENT UP TO THE TIME THE WORK IS HALTED DUE TO FORCE MAJEURE.**

5.03 **SEVERABILITY**

5.03.1 If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either Party.

5.04 **ENTIRE AGREEMENT**

5.04.1 This Agreement merges the prior negotiations and understandings of the Parties and embodies the entire agreement of the Parties with respect to this subject

matter hereof. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kind exist between the Parties regarding this Agreement.

5.05 **WRITTEN AMENDMENT**

5.05.1 Unless otherwise specified elsewhere in this Agreement, this Agreement may be amended only by written instrument executed on behalf of the City (by authority of an ordinance adopted by the City Council) and Contractor. The Director is only authorized to perform the functions specifically delegated to him or her in this Agreement.

5.06 **GOVERNING LAW AND VENUE**

5.06.1 This Agreement shall be construed and interpreted in accordance with the applicable laws of the State of Texas and City of Houston. Venue for any disputes relating in any way to this Agreement shall lie exclusively in Harris County, Texas.

5.07 **NOTICES**

5.07.1 All notices to either Party to the Agreement must be in writing and must be delivered by hand, facsimile, United States registered or certified mail, return receipt requested, United States Express Mail, Federal Express, UPS, or any other national overnight express delivery service. The notice must be addressed to the Party to whom the notice is given at its address set out in Article 1 of this Agreement or other address the receiving Party has designated previously by proper notice to the sending Party. Postage or delivery charges must be paid by the Party giving the notice.

5.08 **CAPTIONS**

5.08.1 Captions contained in this Agreement are for reference only and therefore have no effect in construing this Agreement. The captions are not restrictive of the subject matter of any section in this Agreement.

5.09 **NON-WAIVER**

5.09.1 If either Party fails to require the other to perform a term of this Agreement, that failure does not prevent the Party from later enforcing that term and all other terms. If either Party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement.

5.09.2 An approval by the Director, or by any other employee or agent of the City, of any part of Contractor's performance does not waive compliance with this Agreement or establish a standard of performance other than that required by this Agreement and by law. The Director is not authorized to vary the terms of this Agreement.

5.10 **INSPECTIONS AND AUDITS**

5.10.1 City representatives may perform, or have performed: (i) audits of Contractor's books and records; and (ii) inspections of all places where work is undertaken in

connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least three years after this Agreement terminates. If the books and records are located outside of Harris County, Texas, Contractor agrees to make them available in Harris County, Texas. This provision does not affect the applicable statute of limitations.

5.11 **ENFORCEMENT**

5.11.1 The City Attorney or his or her designee may enforce all legal rights and obligations under this Agreement without further authorization. Contractor shall provide to the City Attorney all documents and records that the City Attorney requests to assist in determining Contractor's compliance with this Agreement, with the exception of those documents made confidential by federal or State law or regulation.

5.12 **AMBIGUITIES**

5.12.1 If any term of this Agreement is ambiguous, it shall not be construed for or against any Party on the basis that the Party did or did not write it.

5.13 **SURVIVAL**

5.13.1 Contractor shall remain obligated to the City under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including, but not limited to, the indemnity provisions.

5.14 **PUBLICITY**

5.14.1 Contractor shall make no announcement or release of information concerning this Agreement unless the release has been submitted to and approved, in writing, by the Director.

5.15 **PARTIES IN INTEREST**

5.15.1 This Agreement does not bestow any rights upon any third party, but binds and benefits the City and Contractor only.

5.16 **SUCCESSORS AND ASSIGNS**

5.16.1 This Agreement binds and benefits the Parties and their legal successors and permitted assigns; however, this provision does not alter the restrictions on assignment and disposal of assets set out in the following paragraph. This Agreement does not create any personal liability on the part of any officer or agent of the City.

5.17 **BUSINESS STRUCTURE AND ASSIGNMENTS**

5.17.1 Contractor shall not assign this Agreement at law or otherwise or dispose of all or substantially all of its assets without the Director's prior written consent. Nothing in this clause, however, prevents the assignment of accounts receivable or the creation of a security interest under Section 9.406 of the Texas Business & Commerce Code. In the case of such an assignment, Contractor shall immediately

furnish the Director and CPO with proof of the assignment and the name, telephone number, and address of the Assignee and a clear identification of the fees to be paid to the Assignee.

5.17.2 Contractor shall not delegate any portion of its performance under this Agreement without the Director's prior written consent.

5.18 **REMEDIES CUMULATIVE**

5.18.1 Unless otherwise specified elsewhere in this Agreement, the rights and remedies contained in this Agreement are not exclusive, but are cumulative of all rights and remedies that exist now or in the future. Neither Party may terminate its duties under this Agreement except in accordance with its provisions.

5.19 **CONTRACTOR DEBT**

5.19.1 IF CONTRACTOR, AT ANY TIME DURING THE TERM OF THIS AGREEMENT, 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 CONTRACTOR HAS INCURRED A DEBT, HE OR SHE SHALL IMMEDIATELY NOTIFY CONTRACTOR IN WRITING. IF CONTRACTOR 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 CONTRACTOR UNDER THIS AGREEMENT, AND CONTRACTOR WAIVES ANY RECOURSE THEREFOR. CONTRACTOR SHALL FILE A NEW AFFIDAVIT OF OWNERSHIP, USING THE FORM DESIGNATED BY CITY, BETWEEN FEBRUARY 1 AND MARCH 1 OF EVERY YEAR DURING THE TERM OF THIS AGREEMENT.

EXHIBIT "A"

DEFINITIONS

In addition to the words and terms defined elsewhere in this Agreement, the following terms have the meanings set out below. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words in the singular include the plural. The word "shall" is always mandatory and not merely permissive.

1. "Agreement" means this contract between the Parties, including all exhibits and any written amendments authorized by City Council and Contractor.
2. "Business Day" means any calendar day except Saturdays, Sundays and full-day holidays for employees of the City (as designated by City Council).
3. "Chief Procurement Officer" ("CPO") means the Chief Procurement Officer of the City of Houston, as set forth in Chapter 15 of the Houston Code of Ordinances.
4. "City" is defined in the preamble of this Agreement and includes its successors and permitted assigns.
5. "Contractor" is defined in the preamble of this Agreement and includes its successors and assigns.
6. "Countersignature Date" means the date shown as the date countersigned on the signature page of this Agreement.
7. "Director" means the Director of the City of Houston _____ Department or such other person as he or she designates.
8. "Documents" mean notes, manuals, notebooks, plans, computations, computer databases and diskettes, software, tabulations, exhibits, reports, underlying data, charts, analyses, maps, letters, models, forms, photographs, the original tracings of all drawings and plans, and other work products (and any modifications or improvements to them) that Contractor prepares or provides under this Agreement.
9. "Effective Date" means the date this Agreement is countersigned by the City Controller.
10. "Notice to Proceed" means a written communication from the Director or the CPO to Contractor instructing Contractor to begin performance.
11. "Party" or "Parties" means one or all of the entities set out in the Preamble who are bound by this Agreement.

EXHIBIT "B"

SCOPE OF SERVICES

EXHIBIT "C"

DRUG POLICY COMPLIANCE AGREEMENT

I, _____, _____,
(Name) (Title)

as an owner or officer of _____ (Contractor)
(Name of Company)

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 "D"

**CONTRACTOR'S CERTIFICATION OF NO SAFETY IMPACT POSITIONS
IN PERFORMANCE OF A CITY CONTRACT**

I, _____, _____,
(Name) (Title)

as an owner or officer of _____ (Contractor)
(Name of Company)

have authority to bind the Contractor with respect to its bid, and hereby certify that Contractor has no employee safety impact positions, as defined in §5.18 of Executive Order No. 1-31, that will be involved in performing _____.
(Project)

Contractor agrees and covenants that it shall immediately notify the City of Houston Director of Human Resources if any safety impact positions are established to provide services in performing this City Contract.

(Date)

(Typed or Printed Name)

(Signature)

(Title)

EXHIBIT "E"

DRUG POLICY COMPLIANCE DECLARATION

I, _____ as an owner or
(Name) (Print/Type) (Title)
officer of _____ (Contractor) (Name of Company), have personal knowledge and full
authority to make the following declarations:

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

_____ A written Drug Free Workplace Policy has been implemented and employees notified. The
Initials 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 _____ [Start date] to _____ [End date] the following test has occurred:
Initials

	<u>Random</u>	<u>Reasonable Suspicion</u>	<u>Post Accident</u>	<u>Total</u>
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)

EXHIBIT "F"

FEES AND COSTS