



# CITY OF HOUSTON INVITATION TO BID

Issued: November 12, 2021

## **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, December 16, 2021**. 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:

**LEASE OF ICE MACHINES AND COMBINATION ICE MACHINES/WATER DISPENSERS  
FOR VARIOUS DEPARTMENTS  
BID INVITATION NO.: S19-L30011  
NIGP CODE: 979-65 – M/WBE GOAL: 0%**

## **BUYER**

Questions regarding this solicitation document should be addressed to **Roy Korthals** at **832.393.8734**, or e-mail to **Roy.Korthals@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 TEAMS TELECONFERENCE MEETING**

A Pre-Bid Conference shall be conducted via teleconference on **Tuesday, November 23, 2021**. To participate in this conference call, participants are encouraged to dial direct at **936-755-1521**, followed by entering the conference I.D. number **903317993#** beginning at 1:15 p.m. CST for the **1:30 p.m.** kick-off.

**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 Conference. Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, and terms and conditions as stated herein.**

## **IMPORTANT NOTICE ABOUT THE CITY'S EARLY PAYMENT DISCOUNT PROGRAM**

The City'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 (Tx. Gov't Code, Ch. 2251). However, the City may pay in less than 30 days, at its option, in return for an early payment discount from vendor

**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.

**\*CONTENTS:**

SECTION A: OFFER  
SECTION B: SCOPE OF WORK/SPECIFICATIONS  
SECTION C: GENERAL TERMS & CONDITIONS

**\*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



**LEASE OF ICE MACHINES AND COMBINATION ICE MACHINES/WATER DISPENSERS  
FOR VARIOUS DEPARTMENTS  
BID INVITATION NO.: S19-L30011  
NIGP CODE: 979-65 – M/WBE GOAL: 0%**

The undersigned Bidder hereby offers to contract with the City upon the terms and conditions stated in that certain **"Lease of Ice Machines and Combination Ice Machines/Water Dispensers 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 180<sup>th</sup> 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 181<sup>st</sup> 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 Chief 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 (10<sup>th</sup>) 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 **Lease of Ice Machines and Combination Ice Machines/Water Dispensers** for the City in accordance with attached specifications.

**Award shall be made only to a bidder that is responsive and responsible, as defined below:**

**Responsible:** A business entity or individual who has the integrity and reliability as well as the financial and technical capacity to perform the requirements of the solicitation and subsequent award.

**Responsive:** a vendor that responds to all material requirements of any solicitation.

**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 at City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, along with the **Bid No. S19-L30011**:

<b>TABLE 1 - REQUIRED FORMS</b>
Hard Copy of Electronic Bid Form (E-bid Website Pricing Form)
Signed Official Signature Page Signed in Blue Ink
Ownership Information Form
Conflict of Interest Questionnaire
Pay or Play-1A, Program Acknowledgement Form
Pay or Play-2, Certification of Agreement Form
Resolution of Contractor
References

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:

<b>TABLE 2 - DOCUMENTS &amp; FORMS</b>
Drug Forms
EEOC
Formal Instructions for Bid Terms
Sample Insurance Over \$50,000.00
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 **Roy.Korthals@houstontx.gov** no later than **Monday, November 29, 2021 by 4:00 p.m. CST.**

**BID DISQUALIFICATION**

The City may disqualify a Bid if the Bidder: 1) improperly or illegibly completes information required by the Bid Documents; 2) fails to sign the Official Signature Page or improperly signs the Official Signature Page; 3) qualifies its Bid; or 4) improperly submits its Bid.

When requested, the apparent Low Bidder shall present satisfactory evidence that Bidder has regularly engaged in providing the commodities or performing the services as proposed, and has the capital, labor, equipment, and material to deliver the required commodities or perform the work.

## **CONTRACTOR'S QUESTIONNAIRE**

In order to receive bid award consideration, the bidder must be able to demonstrate that they are currently providing or have had at least one contract, as a prime contractor, for **Lease of Ice Machines and Combination Ice Machines/Water Dispensers** that is similar in size and scope to this contract. **Bidder must have references documenting that it has performed Lease of Ice Machines and Combination Ice Machines/Water Dispensers.** The reference(s) should be included in the space provided below. Please attach another piece of paper if necessary. If references are not included with the bid, the bidder shall be required to provide such references to the City of Houston within five working days from receipt of a written request from the City of Houston to do so. **Bidder's capability and experience shall be a factor in determining the contract award.**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Name & Phone Number of Contact: \_\_\_\_\_ Years Services: \_\_\_\_

E-Mail Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Name & Phone Number of Contact: \_\_\_\_\_ Years Services: \_\_\_\_

E-Mail Address: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Name & Phone Number of Contact: \_\_\_\_\_ Years Services: \_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Name & Phone Number of Contact: \_\_\_\_\_ Years Services: \_\_\_\_

E-Mail Address: \_\_\_\_\_

## **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](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 **0%** 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/goodfaiththefforts.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](mailto: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.

**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.

**COMPLIANCE WITH CERTAIN STATE LAW REQUIREMENTS**

*Anti-Boycott of Israel.* Vendor certifies that Vendor 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.

*Anti-Boycott of Energy Companies.* Vendor certifies that Vendor is not currently engaged in and agrees for the duration of this Agreement not to engage in, the boycott of energy companies as defined by Section 809.001 of the Texas Government Code.

*Anti-Boycott of Firearm Entities or Firearm Trade Associations.* Vendor certifies that Vendor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, or will not discriminate against a firearm entity or firearm trade association for the duration of this Agreement, as defined by Section 2274.001 of the Texas Government Code.

*Certification of No Business with Foreign Terrorist Organizations.* For purposes of Section 2252.152 of the Texas Government Code, Vendor certifies that, at the time of this Purchase Order neither Vendor nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Vendor, is a company listed by the Texas Comptroller of Public Accounts under Sections 2252.153 or 2270.0201 of the Texas Government Code as a company known to have contracts with or provide supplies to a foreign terrorist organization.

**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.

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## **SECTION 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" shall mean "mandatory" and not merely permissive.

As used in this Agreement, the following terms have the meanings set out below:

"Agreement" means this contract between the Parties, including all exhibits, change orders, and any written amendments authorized by City Council and Contractor.

"City" is defined in the preamble of this Agreement and includes its successors and assigns.

"City of Houston Normal Business Hours" shall mean 8:00 a.m. to 5:00 p.m., Monday to Friday, except on days which are considered City holidays.

"Chief Procurement Officer" (CPO) is defined as the person or duly authorized successor, authorized in writing to act for the City. The term includes, except as otherwise provided in this Contract, the authorized representative of the CPO acting within the limits of delegated authority.

"Countersignature Date" means the date this Agreement is countersigned by the City Controller.

"Contract Award Notice" means the official notification substantiated by the "Notice-to-Proceed" and issued by the Chief Procurement Officer to the Contractor.

"Contract Charges" means charges that accrue during a given month as defined in Article III.

"Contract Technical Representative" (CTR) shall mean the representative of the Director of the appropriate department assigned to verify services invoiced, maintaining records of available funds, complying with the terms of the contract, reviewing the contract at the time of renewal, and administering the day-to-day activities of the Contract.

"Contract Term" is defined in Article IV.

"Contractor" is defined in the preamble of this Agreement and includes its successors and assigns.

"Contractor's Standard Business Hours" shall mean the daily eight (8) hour period Monday through Friday, which the Contractor has established as their normal business day.

"Council Motion or Ordinance" shall mean the Official Document passed by the Governing Body designating award(s) and directing the Chief Procurement Officer to issue a "Notice-to-Proceed."

"Director" means the Director of Houston Public Works, or the person he or she designates.

"Effective Date" is defined as date contract is countersigned by the City Controller.

"Established Contractor/Supplier" is defined as any bidder who engages in any practice or trade, or method of dealing regularly in a place, vocation or trade as to justify an expectation that the bidder can be expected to perform in a satisfactory manner with respect to this contract.

"Governing Body" shall mean the Mayor and City Council of the City of Houston.

"Inspection" shall mean a visual examination of backflow-protection equipment, materials, workmanship or portion thereof to verify installation and operational performance.

"Notice to Proceed" means a written communication from the Chief Procurement Officer to Contractor instructing Contractor to begin performance.

“Parties” shall mean all the entities set out in the Preamble that are bound by this Agreement.

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**SECTION B**  
**SCOPE OF WORK/SPECIFICATIONS**

**1.0 SCOPE OF WORK**

- 1.1 The Contractor shall furnish all labor, supervision, personnel, management, parts, tools, materials, equipment, supplies, tools, permits, transportation, and insurance necessary for the lease of ice machines and/or combination ice machines / water dispensers for use at various City facilities. The services to be provided include, but are not limited to the furnishing of new ice machines and/or combination ice machines / water dispensers, warranty, preventive maintenance services, repairs, parts, delivery and pick-up, and the training of department personnel in the routine daily maintenance procedures.
- 1.2 The lease of ice machines and/or combination ice machines / water dispensers furnished shall be new, air cooled and meet all Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) regulations. An identification tag showing date of equipment manufacture of no more than three months prior to the current date of installation must be securely fastened to the equipment. If during the contract period an originally installed ice machine needs to be replaced, ice machine MUST be replaced with equipment manufactured no earlier than three months prior to the date of replacement. I.D. tags shall remain on the equipment for the duration of the contract.
- 1.3 All ice machines and/or combination ice machines / water dispensers furnished shall be under the City under terms of this contract. Equipment shall be approved by NSF (National Sanitation Foundation) and certification of said approval is to be attached to all machines supplied under this contract.
- 1.4 All ice machines shall be capable of producing cubed ice.
- 1.5 All ice machines and/or combination ice machines / water dispensers shall have an insulated stainless steel or plastic interior storage bin in accordance with Air-Conditioning & Refrigeration Institute (ARI) standards. The units shall operate on 110 to 125 volts, except where the size of the ice machine dictates 208 to 230 volts.
- 1.6 Ice machines provided shall be capable of producing at full capacity under the conditions of 90 degree ambient temperature and 70 degree water temperature.

1.6.1 Example (1)

A 500 lb. capacity ice machine must produce at least 500 lbs. of ice in a twenty-four (24) hour period under the conditions of 90-degree ambient temperature and 70 degree water temperature.

1.6.2 Example (2)

A 2,000 lb. capacity ice machine must produce at least 2,000 lbs. of ice in a twenty-four (24) hour period under the conditions of 90 degree ambient temperature and 70 degree water temperature.

## 2.0 INSTALLATION OF ICE MACHINES

- 2.1 Each ice machine and/or combination ice machines / water dispenser shall be delivered, installed, and must be fully operational within sixty (60) days after notice to proceed is issued by the Chief Procurement Officer. All machines added during the term of the contract shall be delivered, installed, and fully operational within 15 days from receipt of the request from the City. The Contractor shall provide all labor and materials necessary to complete the installation. The City shall provide water, electricity, and drain lines to the immediate area where the ice machine shall be installed.
- 2.2 For each machine installed, the Contractor shall provide two (2) suitable ice scoops. If requested by the user department or division head, the Contractor shall provide one (1) operation manual for each machine installed.
- 2.3 Relocation of an installed ice machine from the point of installation to a new location shall be done as a turnkey operation to include labor, parts, materials, transportation, etc.
- 2.4 All ice storage bins shall be made available with appropriate positive locking mechanisms at no additional cost to the City if requested.
- 2.5 The Contractor shall agree to perform installation only upon receipt of duly signed and approved work orders or Contract releases issued by the Chief Procurement Officer. Installations made without such work order or Contract release shall be at the Contractor's risk and shall leave the City the option of canceling any contract implied or expressed herein.
- 2.6 All ice machines and/or combination ice machines / water dispensers equipment must reflect a healthy and safe environment. The machines shall be made of stainless steel or NSF approved equivalent, therefore no rusty equipment or adverse conditions shall be tolerated at any time. This is the sole responsibility of the Contractor. All service panels, hinges, doors, etc., must be properly secured to the machine according to the manufacturer's specifications. All moving motor parts, etc., must be secured behind original equipment panels that are fastened securely to the ice machine.

## 3.0 ICE MACHINE SPECIFICATIONS

- 3.1 **Machines production must be in accordance with ARI standards. (+ or – 5%)**
  - 3.1.1 Machine produces minimum of 200 Pounds/24 hours Factory Bins
  - 3.1.2 Machine produces minimum of 250 Pounds/24 hours Factory Bins
  - 3.1.3 Machine produces minimum of 270 pounds/24 hours Factory Bins
  - 3.1.4 Machine produces minimum of 370 pounds/24 hours Factory Bins
  - 3.1.5 Machine produces minimum of 500 Pounds/24 hours Factory Bins
  - 3.1.6 Machine produces minimum of 750 Pounds/24 hours Factory Bins
  - 3.1.3 Machine produces minimum of 1,000 Pounds/24 hours Factory Bins
  - 3.1.5 Machine produces minimum of 2,000 Pounds/24 hours Factory Bins
  - 3.1.6 Counter-type model; ice maker/water dispenser, 270. lb Cubelet-Style, air-cooled, self-contained condenser, approximately 282 lbs. ice production w/8/8 lb. built in storage. The machine must provide push button operation with a stainless steel bin and exterior, protected with HoshiGuard antimicrobial agent, approx. 4" legs, 115v/60/1-ph, 8-5 amps.

- 3.1.6.1 The counter –type model must be installed on an equipment stand, for Ice maker/dispensers, cabinet base with locking door, stainless steel, corrosion resistant exterior, flat top with flanged legs; for use with model 270. (EXAMPLE: DCM-270BAH OR EQUAL)

#### 4.0 **SUBSTITUTIONS**

- 4.1 The Contract specifications refer to eight (8) different size of ice machines; 200 pounds, 250 pounds, 270 pounds, 370 pounds, 500 pounds, 750 pounds, 1,000 pounds, and 2,000 pounds. It is possible to select two (2) machines to accomplish the capacity of one (1) machine but not the use of three (3) or more.

- 4.1.1 **EXAMPLE:**

- To obtain a 2,000 pound capacity machine, it is possible to provide two (2) 1,000 pound machines. **HOWEVER:** Two (2) 250 pound machines and one (1) 500 pound machine to obtain 1,000 pound capacity is **NOT** acceptable.

#### 6.0 **TITLE AND RISK OF LOSS**

- 6.1 Title and risk of loss for ice machines on monthly rental basis shall remain with the Contractor at all times throughout the term of the contract.
- 6.2 Date of acceptance means the date the ice machine is delivered, installed, and fully operational.

#### 7.0 **PREVENTATIVE & REMEDIAL MAINTENANCE**

- 7.1 The Contractor shall be responsible for remedial and preventative maintenance on all ice machines and/or combination ice machines / water dispensers under the contract. The maintenance program shall include but not be limited to cleaning the machine on the outside, cleaning the internal operating mechanism, and checking the electrical operation. The Contractor shall provide the parts and labor to repair the ice machines during the contract period. Timely correction of defects by repair or replacement shall constitute fulfillment of all maintenance obligations on the part of the Contractor. Filters are required and must be replaced and maintained by the Contractor. The monthly rental price shall include: delivery, set-up, and preventative and remedial maintenance services. All technicians must have departmental signoff on the work orders for preventative maintenance by designated department representative.
- 7.2 Upon receipt of the “Notice to Proceed” and the installation of each machine, the contractor shall provide a schedule to the department detailing the day(s) and approximate time(s) of its monthly preventative maintenance visit(s). The schedule time(s) shall be in coordination with the time(s) available with the user department. Preventative maintenance calls should be scheduled 24 hours in advance by the user department.
- 7.3 The Contractor shall be required to make at least one (1) preventative maintenance inspection visit per month for machines in non-air conditioned locations. These are the ice machines that are located in a **non-temperature controlled** environment/ outside or in a warehouse.

- 7.4 The Contractor shall make at least one (1) preventative maintenance inspection visit on a quarterly basis for machines in air conditioned locations. These are the ice machines that are located in a **temperature controlled** environment/ inside.
- 7.5 **PREVENTIVE MAINTENANCE IS CONSIDERED A VERY IMPORTANT PART OF THIS CONTRACT. FAILURE TO MEET THE ABOVE REQUIREMENTS IS JUST CAUSE FOR TERMINATION OF THIS CONTRACT.**

## **8.0 REPAIR AND REPLACEMENT OF ICE MACHINES**

- 8.1 The Contractor shall repair all ice machines within 24 hours after arrival at the site. If the Contractor fails to return an ice machine to its fully operational capacity within 24 hours, the Contractor shall replace it with a new machine within 48 hours of the original service call.
- 8.2 If the City has to secure ice from a third party as a result of equipment failure, the Contractor shall be responsible for the costs incurred, including incidental and consequential damages. The Contractor shall make service calls during operational hours of City work sites that are operational twenty-four (24) hours a day, weekends, and holidays. The Contractor shall provide phone number(s) and contact person(s) for both routine and twenty-four (24) hour service.

## **9.0 PERSONNEL QUALIFICATIONS**

- 9.1 The Contractor shall provide only qualified personnel with experience in the assigned tasks. The Contractor is responsible for ensuring that certified trained personnel and necessary materials, tools, equipment and supplies shall be available to meet the service requirements of this Agreement. The Contractor may change personnel only with equally certified personnel and with Director's approval. Contractor shall furnish documentation that includes assigned personnel's qualifications and certifications. The Director shall have the authority to instruct the Contractor to remove unsatisfactory personnel from performing work on this contract for just cause. The Director's decision shall be final in all cases.

## **10.0 RESPONSE TO SERVICE CALLS**

- 10.1 It is the intent of this contract to minimize the need for emergency work through periodic scheduled maintenance. The Contractor shall maintain an ability to make a "proper response" to a service call at any time of the day or week. To make a "proper response" to a service call, the Contractor shall: (1) arrive at the site within a maximum of six hours from the time a call is received, (2) inspect equipment to identify the problem, (3) identify a repair plan, (4) actually begin repairs, and (5) complete repairs within a reasonable time to restore the ice machine to its operating capacity of ice cube production per twenty-four hour period. The mere presence of the Contractor on the site shall not constitute "proper response" to a service call.

## **11.0 ENGINEERING REPORT**

- 11.1 The Contractor is required to submit published manufacturer's specification sheets and production charts that certify the amount that each ice machine produces under the conditions of 90 degree ambient temperature and 70 degree water temperature and ARI manuals for each ice machine shall be provided.

- 11.2 Any additional specification shall in no way change, alter or delete the normal and required maintenance and warranty of the ice machines as stated in this Agreement under specifications "Maintenance and Warranty".
- 11.3 The City reserves the right to inspect and approve all ice machines proposed prior to delivery.
- 11.4 In order to effectuate a successful transition from one Contractor to another, at the end of this Contract term, the current Contractor agrees to leave its machines in place and service the machines in accordance with the Contract specifications for a maximum of ninety (90) days after "Notice to Proceed" is given on the new Contract.

## **12.0 TOOLS, MATERIALS, SUPPLIES, AND EQUIPMENT**

- 12.1 The Contractor shall furnish all tools, materials, parts, supplies, and equipment necessary to perform maintenance, repair, and testing of ice machine units services at no additional cost to the City. All supplies shall be of the quality necessary to fulfill the intended purpose of the product. The Contractor shall provide and maintain tools, machines, and equipment necessary to perform the work as specified. All equipment must be maintained in a first-class working condition satisfactory to the Director. The Contractor shall use all tools, materials, supplies and equipment in accordance with the manufacturer's instructions.
- 12.2 The City shall not be held liable for any loss, breakage, or damage which may result to tools, equipment, materials, or supplies which the Contractor may be using in the areas serviced.

## **13.0 WORKING HOURS**

- 13.1 Working hours shall be defined as Monday through Friday, business hours of 8:00 a.m. to 5:00 p.m.
- 13.2 All rates shall be per the contract Fee Schedule (Exhibit "F").

## **14.0 WORK VERIFICATION**

- 14.1 When scheduled for work, the Contractor's personnel shall check in at the offices of the Facility Managers. The Contractor shall present daily work orders or schedule. At that time, additional instructions, if any, will be provided by the Facility Managers. When the work is completed, or upon cessation of work, the Contractor shall return to the Facility Manager and complete the City Service Log describing services and procedures utilized for the schedule work with appropriate follow-up actions if needed. The Facility Manager shall verify and approve the City Service Log (CSL) and the Contractor's work order. A copy of the signed log and work order, with approval signature and employee ID number, shall be submitted with the Contractor's invoice for payment. Invoices submitted without the appropriate City log and work order approval shall not be processed for payment until proper documentation is received. Contractor shall send separate invoices to the individual Facility Managers as requested by Department staff.

## **15.0 CONTRACTOR PROJECT MANAGER**

- 15.1 The Contractor shall designate in writing to the user department Director or designee, a Project Manager to be approved by the Department prior to start of Work under the Contract. The Contractor's Project Manager shall have full authority to represent the Contractor in making decisions and in the execution of the services to be performed under the Agreement. The Contractor shall provide the Director with the business and after hour's phone number of the



Project Manager. The Contractor shall provide a toll free telephone number if the Project Manager resides outside of the 713, 281, 832, or 346 area codes. The Contractor shall provide a dedicated and qualified Project Manager who is skilled and experienced in the maintenance, repair, and testing of emergency power units identified in the Agreement, who will serve as the main point of contact for the Contractor. The Project Manager shall be available to be on-site at all times during the performance of maintenance, repair, and testing of emergency power units services and to provide the level of supervision necessary to ensure full compliance with the Contract specifications.

## **16.0 CONTRACTOR UNIFORMS**

16.1 The Contractor's personnel shall present a clean and neat appearance. The Contractor's personnel shall wear a Contractor furnished photo badge, uniform with Contractor's company name and the employee's name clearly displayed. The Contractor's vehicles shall be clearly marked with their company logo. The Contractor's personnel shall sign in and out at all manned facilities and comply with all security requirements at each facility department.

## **17.0 CALL-OUT AND MILEAGE CHARGES**

17.1 Contractor shall not charge the City for any Call-Out and/or Mileage Charges, which shall include routine preventative maintenance and repair services. Contractor shall only charge the City at the rates defined within the contract Fee Schedule (Exhibit F).

## **18.0 COMPUTER MAINTENANCE MANAGEMENT SYSTEM (CMMS) COMPLIANCE**

18.1 The City of Houston General Service Department (GSD) utilizes a Computer Maintenance Management System (CMMS) to monitor and track all work progress, to better manage finances and to create reporting documents for senior leadership. The City captures this important information through the use of work orders. The current CMMS which is known as the Sprocket Work Order System (SWOS).

18.2 GSD may choose at any time to implement a program requiring the selected contractor to utilize the Sprocket Work Order System (SWOS) to execute all work performed for the City of Houston General Services Department (GSD).

18.3 All work will be transmitted from the GSD to the Contractor through the CMMS system and the Contractor shall monitor, execute and field close work orders with all pertinent information including initial response date (not applicable to PM work orders), field completion date, total job cost billed to the City (includes labor and materials used to complete a specific work order that is above and beyond the scope included in fixed contract with City), invoice number, and a brief description of the work performed.

18.4 GSD may provide additional parameters for report formatting at any time.

18.5 The Contractor shall bill all work for payment using standard billing practices described in Section 32.0 (Invoicing).

18.6 GSD internal expenditure control policy are as follows:

18.6.1 Work orders with a cost estimate less than \$3,000.00, and approved by a GSD Representative can be executed against Service Release Order (SRO number) upon approval.

18.6.2 Jobs exceeding \$3,000.00 shall require a written estimate and the issuing of a Purchase

Order (PO) number before the work order can be executed by the contractor.

18.6.3 Emergency Purchase Orders (EPO) can be executed upon verbal approval by a GSD Representative regardless of cost.

18.6.4 Work orders shall not serve as invoicing documents for the contractor. Payments shall only be made as described in Section 32.0 (Invoicing).

18.6.5 Work orders are to be field closed electronically upon completion to maximize accuracy to enable GSD managers to provide real-time reporting to upper management.

18.6.6 GSD will provide Contractor with the following:

18.6.6.1 One (1) Sprocket user license.

18.6.6.2 Initial Sprocket configuration setup.

18.6.6.3 Three (3) hours of basic SWOS training by GSD employees at no cost to the Contractor.

18.6.6.4 Additional user licenses are optional, but cost for these must be purchased by the Contractor.

18.6.6.5 The cost for additional user licenses is \$420.00 for one-year.

## **19.0 TEXAS DRIVER'S LICENSE**

19.1 The Contractor's employees performing the work for the City must possess a valid Texas driver's license for the type of vehicle or equipment operated. Contractor shall ensure employees meet this requirement.

## **20.0 CONTRACTOR'S FINANCIAL OBLIGATION**

20.1 The Contractor shall make timely payments to all persons supplying labor and materials or furnishing it with any equipment in the execution of the Contract.

## **21.0 SECURITY REQUIREMENTS FOR THE HOUSTON AIRPORT SYSTEM FACILITIES**

21.1 All Contractor personnel performing Work under the Agreement will be required to have a 10-year security background check. Contractor shall provide, at its expense, Airport security-approved clearance for each individual assigned to provide service under the Contract.

21.2 Special clearances that may be required by the FAA or other federal agencies must be provided by Contractor at its expense.

21.3 Certain locations require the Contractor to provide services of ice machines in U.S. Government "sterile areas" controlled by both Immigration and Naturalization Services and Federal Inspection Services. Authorization to enter these areas is issued by U.S. Customs in the form of a special sticker affixed to a Department of Aviation badge. The Contractor shall provide to U.S. Customs all required clearances and checks to obtain these authorizations at the Contractor's expense.

21.4 The Contractor shall arrange access to each building or area serviced with the Houston Airport System (HAS) Facilities Administration Section at each Airport.

- 21.5 The Contractor shall conform to HAS security requirements even though the requirements and costs may change from time to time.

## **22.0 AIRPORT OPERATIONS AREA (AOA) POLICY**

- 22.1 The Contractor's personnel and vehicles shall not be allowed within the Airport Operations Area (AOA), which includes the ramp area and aprons, unless authorized by the Director and escorted by authorized City personnel. The Contractor shall not move any Contractor owned vehicles on and off aprons or within the AOA without a HAS escort.
- 22.2 Airport Security: The Contractor's services shall be performed in accordance with the Transportation Security Administration (TSA), Federal Aviation Administration (FAA), and any other governmental agency security directives, rules, and regulations. The FAA and/or the TSA may assess fines and/or penalties for the Contractor's non-compliance with the provisions of Title 49 Code of Federal Regulations (CFR), Parts 1540 and 1542, as amended from time to time, or by other agencies for non-compliance with laws or regulations applicable to the Contractor's operations. Within 10 days of notification in writing, the Contractor shall reimburse the City for any fine or penalty assessed against the City because of Contractor's non-compliance with 49 CFR 1540 and 1542 or other applicable laws or regulations.
- 22.3 Badging: George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU) , and Ellington Airport (EFD): Contractor shall comply with all applicable Federal rules governing security at the Airports, as may be amended from time to time.
- 22.4 All on-site personnel of the Contractor, including subcontractors, who perform services under the Agreement, shall be required to undergo a fingerprint-based criminal history records check. Fingerprints are collected at the Airport Badging Office and submitted electronically for investigation.
- 22.5 The Contractor shall obtain HAS security badges for its personnel performing services on-site, including its sub-contractor's personnel. On-site personnel shall wear identification badges at all times while on Airport property. The cost of the badges, which is subject to change, is currently \$55.00 each at (IAH) and (HOU). Costs for the fingerprint-based criminal history checks are reflected in the cost of the badges. The Contractor is responsible for the cost of badges, including replacements thereof. Contractor's personnel will be charged for replacement badges at the current rate. Yearly badge renewal cost is \$16.00 each.
- 22.6 The Contractor acknowledges that fines or penalties associated with non-compliance with security regulations must be reimbursed to HAS.
- 22.7 Airport Customs Security Area Bond: The Contractor shall obtain an Airport Customs Security Bond in order to have access to the Federal Inspection Station (FIS) at the George Bush Intercontinental Airport (IAH). The bond amount is determined by calculating \$1,000.00 by the number of employees needed to provide the service.

(Example: 10 Employees = Bond Amount of \$10,000.00)

## **23.0 SECURITY REQUIREMENTS FOR THE GENERAL SERVICES DEPARTMENT**

- 23.1 The General Services Department requires that all contractor personnel pass the background check for badging. Upon the completion of the background check, all contractors' employees and sub-contractors shall be required to obtain a City of Houston Contractors Badge from the General Services Department's Security Office located at 611 Walker Street, Houston, TX. Time and scheduled hours will be provided.

## **24.0 SECURITY REQUIREMENTS FOR HOUSTON PUBLIC WORKS**

- 24.1 The Contractor agrees to strictly abide by all security and safety regulations issued by the City as stated below.
- 24.2 All Contractor personnel and subcontractors must be a U.S. Citizen or have a legal work permit. Each employee of the Contractor shall be required to present a valid unexpired U.S. state driver's license or photo identification card. A U.S. issued resident alien card, with photo, passport, or other U.S. state or U.S. federal photo documentation is acceptable to present for identification purposes. It is the responsibility of the Contractor to immediately inform the City of any personnel changes.
- 24.3 The COH/HPW Houston Water Security Group shall also conduct a criminal background check (at no cost to the Contractor) on all Contractor and subcontractor personnel assigned to work at any Houston Water site. The Contractor shall contact the security manager at the HPW Houston Water Security Group during normal business hours (8:00 am to 5:00 pm, M-F) to coordinate completion of criminal background checks.
- 24.4 The Contractor shall agree to completion of the City's Disclosure and Consent for Release of Information and any other documentation necessary to complete criminal background checks.
- 24.5 All Contractor personnel without current identification cards shall be stopped by COH personnel and/or security personnel and shall not be given access to any COH/HPW Houston Water facility. All construction personnel must show a valid identification card at the entrance gate and upon request while working on site.

## **25.0 SECURITY REQUIREMENTS FOR HOUSTON POLICE DEPARTMENT LOCATIONS**

- 25.1 All personnel assigned to Houston Police Department (HPD) locations must comply with background check requirement in accordance to Section 26.0.
- 25.2 A security background check shall be required for each Contractor employee assigned to work at these facilities. The results of background checks shall be submitted to the General Services Department's designated representative for approval prior to employee reporting to a Police Department location. Any and all costs associated with the background check shall be the responsibility of the Contractor. HPD also has the option to perform its own background check.

## **26.0 SECURITY REQUIREMENTS FOR HOUSTON POLICE DEPARTMENT FACILITIES**

- 26.1 The Houston Police Department requires contractors to comply with the Criminal Justice Information System (CJIS) Contractor Certification. For a full description of Criminal Justice Information System (CIJS) requirements, please go to [www.houstontx.gov/police/cjis/hpdvendorcertification.htm](http://www.houstontx.gov/police/cjis/hpdvendorcertification.htm). For questions please contact the Houston Police Department CJIS Compliance Unit at (713) 308-9080 or by email: [CCU@Houstonpolice.org](mailto:CCU@Houstonpolice.org).

**27.0 SECURITY REQUIREMENTS FOR NON-HOUSTON POLICE DEPARTMENT FACILITIES**

- 27.1 All personnel shall be subject to a security background check and a condition of assignment to any City of Houston facility. The results of the background check shall be submitted to the facility Supervisor in charge.
- 27.2 All cost associated with the background check shall be the responsibility of the Contractor.
- 27.3 The Facility Supervisor in charge shall have the authority to instruct the Contractor to remove undesirable personnel for just cause.
- 27.4 The decision by the Director and or the designee shall be the final in all cases involving removal of contract personnel from performing work herein specified.
- 27.5 The Contractor shall comply with all building security measures as they pertain to each facility.
- 27.6 The Contractor shall be responsible for training of staff and sub-contractors in the security measures pertaining to these facilities.

**28.0 SUBCONTRACTORS**

- 28.1 The Contractor shall manage, control and be responsible for all the Work performed by its Subcontractors/Agents. A complete list of all subcontractors shall be submitted to the Director for approval prior to Subcontractor/Agent commencing work. The Contractor shall replace any of its personnel or subcontractors whose work product is deemed unsatisfactory by the Director and/or designee.

**29.0 CONTRACTOR BASE OFFICE**

- 29.1 The Contractor shall provide a phone number or phone numbers at which Contractor or a designated agent of the Contractor with supervisory authority may be reached on a 24-hour, 7-day week basis.

**30.0 OTHER CONTRACTS**

- 30.1 The City reserves the right to enter into other contracts in connection with ice machine rental services as may be deemed necessary. The Contractor will be informed of contracts that may interfere with its work. The Contractor, in carrying out the performance of the Contract, shall avoid all unreasonable interference with the work under these contracts, and shall where required, make adjustments or changes in operations to facilitate or permit the other Contractors to accomplish their work.

**31.0 TRANSPORTATION AND PARKING**

- 31.1 The Contractor shall furnish all necessary transportation required to perform the Work. The Contractor is granted the right to use designated vendor parking areas while performing the Work, where available. The Contractor's vehicle(s) shall be clearly marked with the Contractor's name on each side of the vehicle. Magnetic signs are acceptable for this purpose. Vehicles used must also be identified in accordance with State and local regulations. All vehicles used by the Contractor's personnel in their routine duties shall be registered with the Director.

## 32.0 INVOICING

32.1 The Contractor shall invoice the City and the City shall make payment in accordance with Section 14.0, Work Verification, of this Agreement. Contractor invoices for those costs specified in the Contract Fee Schedule must include itemization justifying the amounts as invoiced. Separate invoices for each facility must be provided. The itemization shall be in accordance with the Contract Fee Schedule and shall include, but is not be limited to the following:

32.1.1 Each invoice (in duplicate) shall be delivered, mailed or emailed to the individual facility managers of each department. The Contractor is responsible to verify the departments correct mailing address.

32.1.2 Invoices must be submitted in duplicate with copies of the Contractor's daily work orders attached which have been approved by the Facility Manager or designee.

32.1.3 Invoices submitted for services performed as the result of Change Order shall require that copies of the applicable Change Order also be attached to the original and one (1) invoice copy.

32.1.4 Invoices submitted for services that are performed as the result of Other Work/Services must also include copies of Director's written request for the services and any additional supporting documentation required for the services provided.

32.1.5 Other information or details as may be requested or specified by the Director.

32.1.6 Each invoice must contain, in addition to the above, the five digit Systems Applications and Products (SAP) Contract Number and Service Release Order (SRO) number assigned by the City Controller's Office to the specified contract services; a complete description of the services provided (and complete contract name); and the Contractor's contact person for invoice irregularities.

32.1.7 Invoice addresses for the various departments are as follows:

32.1.7.1 **Houston Public Works (HPW) Invoicing Address:** The Finance Department will accept invoices submitted electronically along with required supporting information (Purchase Order, Outline Agreement number, line item, quantity, pricing, etc.). Multiple invoices can be submitted in a single e-mail.

City of Houston  
Houston Public Works  
Finance Business Office – Accounts Payable Service Contracts  
P.O. Box 3685  
Houston, TX 77251-3685

Requirements are as follows:

**Submit to:** [finaccountspayable@houstontx.gov](mailto:finaccountspayable@houstontx.gov)

**Submit invoices in "PDF" format**

- 32.1.7.2 **General Services Department (GSD):** The Contractor shall submit along with their monthly invoice for each GSD managed facility documenting the number of ice machine rental services provided. The contractor shall mail all approved invoices to:
- City of Houston  
 General Services Department  
 Accounts Payable  
 PO Box 61189  
 Houston, TX 77208-1189  
[gsdpayables@houstontx.gov](mailto:gsdpayables@houstontx.gov)
- 32.1.7.3 **Houston Airport System (HAS):** The Houston Airport System will accept invoices submitted electronically along with required support information; such as Contract Number(s), Service Release Order Number(s) and etc. Each invoice shall be in "PDF" format. Multiple invoices can be submitted in a single email.
- 32.1.7.3.1 Requirements are as follows:
- 32.1.7.3.1.1 Submit invoices in "PDF" format.  
 32.1.7.3.1.2 Submit to [has.accountspayable@houstontx.gov](mailto:has.accountspayable@houstontx.gov)
- 32.1.7.4 **Houston Parks and Recreation Department:** Parks and Recreation Department, 2999 S. Wayside, Gragg Building, Accounts Payable Division - Attn: Gina Singleton, Houston, TX 77023
- 32.1.7.5 **Fleet Management Department:** Fleet Management Department, Finance Business Office, Accounts Payable, PO Box 3685, Houston, TX 77251-3685
- 32.1.7.6 **Solid Waste Management Department:** Solid Waste Management Department, Attn: Randy Tims, PO Box 1562, Houston, TX 77251-1562  
 e-mail: [SWDAccountspayable@houstontx.gov](mailto:SWDAccountspayable@houstontx.gov)
- 32.1.7.7 **Houston Information Technology Services:** Houston Information Technology Services, Finance Business Office, Accounts Payable, PO Box 3685, Houston, TX 77251-3685
- 32.1.7.8 **Houston Police Department:** Houston Police Department, Budget & Finance/Accounts Payable, Attn: Ellen Lopez, 1200 Travis, 17<sup>th</sup> Floor, Houston, TX 77002
- 32.1.7.9 **Department of Neighborhoods:** Department of Neighborhoods, 901 Bagby, 4<sup>th</sup> Floor, Houston, TX 77002
- 32.1.7.10 **Legal Department:** Legal Department, Accounts Payable, PO Box 368, Houston, TX 77001  
 e-mail: [lglaccountspayable@houstontx.gov](mailto:lglaccountspayable@houstontx.gov)
- 32.7.1.11 **Mayors Office:** Mayors Office, Finance Business Office, Accounts Payable, PO Box 1562, Houston, TX 77251

### **33.0 CHARGES**

- 33.1 Charges for services provided under the Contract shall be in accordance with the prices/rates shown in the Contract Fee Schedule and in such form as may be requested or specified by the Director.
- 33.2 Contractor shall accept the following types of payments.
  - 33.2.1 Purchase Order
  - 33.2.2 Service Release Order (SRO).
  - 33.2.3 Emergency Purchase Orders (EPO)
  - 33.2.4 P-Card

### **34.0 INSPECTIONS**

- 34.1 The Director shall have the right to conduct inspections on all equipment, materials, supplies and tools furnished, all records and logs, and all work performed under the Agreement without prior notice to the Contractor. Equipment, tools, materials, supplies, and services that do not conform to the specifications of this Contract may be rejected. It is the contractor's responsibility to maintain the equipment, materials and tools provided for all aspects of the services being provided hereunder, consistent with applicable State, Federal, environmental, safety and health codes, guidelines and regulations.
- 34.2 All work performed by the Contractor, which upon inspection by the Director, is found to be faulty, incomplete, or does not meet the specifications of this Agreement, shall be corrected by the Contractor. The whole expense of these corrections shall be at the expense of the Contractor. The Director reserves the right to stop the work covered under this Agreement at any time it has deemed the Contractor is unable or incapable of performing the services satisfactorily. In the event of such stoppage, the Director shall have the right to arrange for the completion of the services in such manner as it deems advisable, and if costs of doing so exceeds the bid amount, the successful Contractor shall be liable to the City of Houston for any such costs on account thereof.
- 34.3 A written report of the results of the inspection and recommendations will be forwarded to the Contractor and shall require the Contractor to take immediate action. Contractor shall correct the deficiency and respond in writing stipulating the corrective action(s) taken within 10 days unless otherwise authorized by the Director. The Director will determine responsibility for any deficiencies identified through an inspection.

### **35.0 DISPUTES**

- 35.1 In all cases of misunderstanding and disputes, verbal arrangement will not be considered binding and Contractor shall produce written documentation in support of its contentions. The decision of the Director shall be final.

### **36.0 SUBCONTRACTORS**

- 36.1 The Contractor may use only subcontractors approved by the Director in connection with the performance of work under the Agreement, and the Contractor shall be completely responsible to the City for such subcontractors and their acts and omissions to the same extent as if there were no subcontractors.



### **37.0 DAMAGE TO CITY PROPERTY**

37.1 The Contractor shall be responsible for the repair and cost thereof, of all damages to City property caused by carelessness or neglect on the part of the Contractor, its agents, or employees.

### **38.0 SAFETY**

38.1 The Contractor shall not require any person employed in the performance of the Agreement to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to their health or safety, or contrary to any provision of the Occupational Health and Safety Administration Standards for the products being used (OSHA).

38.2 The Contractor shall be completely familiar with, and shall enforce all City, State of Texas and Federal OSHA regulations and requirements as applicable for services performed under the Agreement, including but not limited to the following:

38.2.1 The Contractor's personnel shall wear applicable personal protection equipment at all times.

38.2.2 The Contractor's personnel operating equipment and/or handling materials shall be fully trained in the safe operation of the equipment or materials.

38.2.3 The Contractor's personnel shall follow and apply safety practices prevailing in their industry.

38.3 The Contractor shall develop, implement and maintain an on-going safety program concerned with equipment, maintenance work, and related procedures. Safety warnings shall be posted on equipment as necessary to ensure safe operations. Equipment shall never be installed, tested or operated in an unsafe condition.

38.4 The Contractor shall be responsible for the proper operation and maintenance of all safety equipment associated with the maintenance, repair, and testing of emergency power units.

### **39.0 INCREASE OR DECREASE OF WORK**

39.1 The City has the right to increase or decrease the number and/or frequency of Basic Services; the costs from the Contract Fee and Costs Schedule shall be used to determine the increase or decrease in cost. If costs are not provided, costs will be as mutually agreed upon between City and Contractor.

### **40.0 NOTICE TO PROCEED REQUIREMENTS**

40.1 Within thirty (30) days after the NTP, the Contractor shall certify to the Director and/or designee in writing that 100% of the Contractor's employees (fully trained and experienced) necessary for the effective and timely accomplishment of the Contractor's obligations under this specification are in place, and all Sub-Contractors, if any, necessary for the effective and timely performance of the Contractor's obligations under this specification have been engaged by the Contractor and have commenced work under their respective subcontracts.

## **41.0 PRE-PERFORMANCE CONFERENCE**

41.1 Subsequent to contract approval/execution, the Contractor(s) shall be required to attend a performance conformance. The Strategic Procurement Division or the primary user department will host the pre-performance conference. The purpose of the pre-performance conference is for the contractor to introduce his or her project manager to the City staff and for City staff to introduce the contract end-users, contract compliance and accounts payable representatives. Items to be addressed shall include, but are not limited to, the following:

41.1.1 Start-up and phase-in and performance schedule

41.1.2 Contract administration

41.1.3 Facilities utilization

41.1.4 Channels of communication

41.1.5 Procedures to be used to ensure Contract requirements are met to meet all the requirements of the Contract.

## **42.0 TRANSITION PHASES**

### **PHASE-IN SERVICES (All Unit/Sites listed for Services):**

Contractor shall provide phase-in and phase-out services as follows:

#### Contractor (Successor) Phase-In

- In order to accomplish a smooth and successful transition of services and at no extra charge to the City, the Contractor shall provide Phase-in services for up to sixty (60) work days prior to Agreement expiration.
- Contractor Phase-In period begins upon receipt of a "Start Phase-in Notice" from the City and continues until receipt of "Official Notice to Proceed" (Start Date of the Contract). The "Start Phase-in Notice" is different than the official Notice to Proceed. Contractor shall have no responsibilities in providing services during the Phase-in period.
- During the phase-in period, the Contractor shall have access to the facilities and areas covered by the Agreement.
- The Contractor shall perform the duties and services listed in its contract during the Contractor Phase-In period and will be accessible during the phase in period to answer questions and resolve issues or any misunderstandings.
- The Contractor shall provide during Phase-in period the following deliverables, including but not limited to:
  - Review of services, locations, etc.
  - Arrange for security approval, access, badging, etc.
  - Establish management procedures, set up records
  - Prepare for providing services without disruption of operations
  - Coordinate Contractor's activities with all departments
  - Provide City departments with contact names, phone numbers, emergency phone numbers, etc.
  - Listing of Contractor equipment, personnel, and training
  - Reporting and approach plans
  - Obtain any required permits, licenses, and certifications

The Phase-in period will end at issuance of the official Notice to Proceed, at which time Contractor shall assume full responsibility for providing specified services. The Contractor

shall be prepared to perform fully all Work services upon receipt of notification to precede document from the City.

### **Contractor Phase-Out Services**

- Two (2) months prior to expiration of the Agreement, the Contractor shall submit a comprehensive close-out plan which will include a complete list of current containers/compactors, projected activities scheduled, and a summary of the last 12 months of monthly reports.
- The services provided by the Agreement are vital to the City's overall efforts to provide efficient operations. Contractor shall maintain continuity of services at a consistently high level without interruption. Within 30 days of the expiration of the Agreement contractor shall work with a successor regarding phase-in training. Contractor shall cooperate fully with the successor in order to effect an orderly and efficient transition.
- Accordingly, Contractor shall provide phase-out services to its successor for up to thirty (30) days prior to Agreement expiration, at no extra charge to City. Orientation must include service procedures, record keeping, reports, etc.
- Contractor shall be responsible for providing the services under the Agreement during the phase-out period.

### **43.0 CONTRACT COMPLIANCE**

43.1 The City reserves the right to monitor this contract for compliance to ensure legal obligations are fulfilled and acceptable levels of service are provided. Monitoring may be take the form, but not necessarily limited to inspection, testing, and/or sampling of goods delivered or to be delivered; review of deliveries received for accuracy and timeliness; Review of suppliers invoices for accuracy; review of certification and/or licenses; and site visits.

43.2 The primary responsibility for monitoring compliance rests with the Contract Compliance Section, Management Support Branch of the Office of the Director, Houston Public Works.

### **44.0 SITE VISIT**

44.1 When deemed necessary, an inspection may be made by Houston Public Works to determine whether a bidder actually has a facility at the location listed in the solicitation document.

### **45.0 SPECIFICATIONS**

45.1 The specifications set forth herein cover the minimum requirements for ice machines rental services for equipment specified in Exhibit BB. The descriptions in these specifications shall be considered as informative to the Contractor as to what type of maintenance and inspections that is required. The omission of any specification or description concerning any equipment or service shall be regarded as meaning that only the best commercial practice shall prevail. All interpretation of these specifications shall be made upon the basis of this statement.

### **46.0 PUBLIC RELATIONS**

46.1 The Contractor agrees that neither it nor its agents, subcontractors or employees shall issue or make any statements on behalf of the City with respect to any incident occurring at the Airport, or at any City facility, except when requested to do so by the Director of the department user.

**47.0 LOCAL PRESENCE/SOURCE**

47.1 With respect to aerial devices and bucket trucks maintenance, inspection, testing and repair services, Contractor shall have a local authorized facility located within the Houston Area Region (Harris County).

**48.0 ESTIMATED QUANTITIES NOT GUARANTEED**

48.1 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.

**49.0 INTERLOCAL AGREEMENT**

49.1 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.

**EXHIBIT B-1**  
**LIST OF ICE MACHINES AND COMBINATION ICE MACHINES / WATER DISPENSERS**

**DEPARTMENTS REQUIREMENTS (Estimates)**

<u>Department Name</u>	<u>200-lb.</u>	<u>250 lb.</u>	<u>270-lb.</u>	<u>370-lb.</u>	<u>500 lb.</u>	<u>750 lb.</u>	<u>1,000 lb.</u>	<u>2,000 lb.</u>
Houston Airport System		9	2		8			
General Services Department		109	2		11		5	
Controllers		1						
Legal					2			
Mayor		1						
Parks & Recreation		15	1		11		7	
Planning and Development Department			1					
Houston Police Department		27			9			
Houston Public Works	4	50	5	1	16	1	23	2
Solid Waste Management		9					8	
Fleet Management Department		18			4			
Houston Information Technology Services		2						
Department Neighborhoods			3					
<b>Totals</b>	<b>4</b>	<b>242</b>	<b>14</b>	<b>1</b>	<b>61</b>	<b>1</b>	<b>43</b>	<b>2</b>

**EXHIBIT B-2  
EQUIPMENT LIST**

**GENERAL SERVICES DEPARTMENT**

DEPARTMENT	FACILITY	ADDRESS	MANUFACTURER	MODEL NUMBER	SIZE	QTY.	ICE MACHINE	COMBINATION ICE MACHINE / WATER DISPENSER
General Services Department	HEALTH - John Peavy Senior Center	3814 Market Street	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Department	GG - Emergency Management Center	5320 N Shepherd	Hoshizaki	DCM-270BAH	270 lb.	1	X	
General Services Department	GG - Emergency Management Center	5320 N Shepherd	Hoshizaki	DCM-270BAH	270 lb.	1	X	
General Services Department	HPW - Business Service HW/OP	718 E Burress St,	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	GG - City Hall Annex 1st Floor	900 Bagby, 1st floor	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HEALTH - Denver Harbor MSC	6402 Market Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HEALTH - Environmental Pollution	7411 Park Place Blvd.	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Department	GG - Facilities Department	3206 Berry Rd.	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Department	GG - PM Crafts & Trades	2707 Dalton St	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Department	ARA - Parking Management	2020 Mckinney St.	Hoshizaki	KM-340MAH	250 lb.	1	X	
General Services Department	GG - Animal Reg & Care	2700 Evella Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HEALTH - Health Facilities	1818 Crockett Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HEALTH - Holcombe Lab	2250 Holcome	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	Houston Transtar	6922 Katy Rd	Hoshizaki	KM-660MAJ	500 lb.	1	X	

General Services Department	HEALTH - Kashmere MSC	4802 Lockwood Drive	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HEALTH - Fifth Ward MSC	4014 Market Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HEALTH - Third Ward MSC	3611 Ennis Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	GG - Traffic Operations Division	2707 Dalton St	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Department	HEALTH - Acres Homes MSC	6719 W. Montgomery	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HEALTH - Dept. H&H Services	8000 N. Stadium Dr	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	GG - City Hall Annex 2nd Floor	900 Bagby	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HPW - Vehicle Maintenance	2700 Dalton St	Hoshizaki	KM-1100MAH	1000 lb.	1	X	
General Services Department	HPW - Vehicle Maintenance	2700 Dalton St	Hoshizaki	KM-1100MAH	1000 lb.	1	X	
General Services Department	HEALTH - Sunnyside MSC	9314 Cullen Blvd	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #77	10155 Kempwood	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #52	10343 Hartstock	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #58	10413 Fulton	Hoshizaki	C-80BAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #21	10515 S. Main Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #69	1102 West Belt South	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Department	HFD - Fire Station #38	1120 Silber	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #55	11212 Cullen Blvd	Hoshizaki	KM-340MAH	250 lb.	1	X	
General Services Department	HFD - Fire Station #82	11250 Braesridge Drive	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #70	11410 Beamer Road	Hoshizaki	KM-340MAJ	250 lb.	1	X	

General Services Department	HFD - Fire Station #65	11531 FM 1960 East	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #48	11655 Chimney Rock	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Logistical Center	1205 Dart Street, Bldg. A & B	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Logistical Center	1205 Dart Street, Bldg. A & B	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Logistical Center	1205 Dart Street, Bldg. A & B	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #49	1212 Gessner Road	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #53	13349 Vicksburg	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Department	HFD - Fire Station #59	13925 S. Post Oak Blvd.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #105	14014 W Lake Houston Pkwy.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #7	1402 Elgin Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #86	14300 Briar Forest	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #12	1502 Alber	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #78	15100 Memorial Drive	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #71	15200 Space Center Blvd.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #62	1602 Seamist	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #80	16111 Chimney Rock Road	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #67	1616 W Little York	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #90	16553 Park Row Drive	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #16	1700 Richmond Ave.	Hoshizaki	KM-340MAJ	250 lb.	1	X	



General Services Fire Facility	HFD - Fire Station #72	17401 Saturn Lane	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #8	1919 Louisiana Street	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #75	1995 S. Dairy Ashford	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #5	2020 Hollister	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #31	222 W. Crosstimbers Rd.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #95	235 El Dorado Blvd.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #47	2615 Tidewater	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #17	2805 Navigation Blvd.	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #17	2805 Navigation Blvd.	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Fire Facility	HFD - Fire Logistics Center Bldg. D	1205 Dart St	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #103	2907 High Valley Dr.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #60	2925 Jeanetta Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #28	3000 Chimney Rock	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #64	3000 Greens Road	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #34	3100 Laura Koppe	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #84	320 Gears Road	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #83	3350 Breezewood	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #6	3402 Washington Avenue	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #3	3735 W. Alabama Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	

General Services Fire Facility	HFD - Fire Station #46	3902 Corder Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #102	4102 W. Lake Houston Pkwy.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #50	4420 Bingle Road	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #57	13602 Memorial	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #19	1811 Gregg St	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #101	1863 Kingwood Drive	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #11	460 T.C. Jester Blvd.	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #45	4910 MCcarty	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #15	5306 Main Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #63	5626 Will Clayton Pkwy.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #39	5810 Pickfair Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #56	5820 E. Little York	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #40	5830 Old Spanish Trail	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #2	5880 WOODWAY DR	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Administration	600 Jefferson Street, Suite 626	Hoshizaki	AM-50BAJ-AD	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Administration	600 Jefferson Street, Suite 626	Hoshizaki	AM-50BAJ-AD	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Administration	600 Jefferson Street, Suite 626	Hoshizaki	AM-50BAJ-AD	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #18	619 Telephone Road	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #27	6515 Lyons Ave.	Hoshizaki	KM-340MAJ	250 lb.	1	X	

General Services Fire Facility	HFD - Fire Station #10	6600 Corporate	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #30	6702 Irvington Blvd.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #44	675 Maxey Road	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #51	6902 Bellaire Blvd.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #20	6902 Navigation Blvd.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #13	2215 W 43Rd St	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #24	2625 Reed Rd	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #25	3902 Scott	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #74	460 Aldine Bender	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #29	4831 Galveston Rd	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #35	5535 Van Fleet	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #66	5800 Teague	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #4	6530 West Little York Rd	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #37	7026 Stella Link	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #33	7117 Fannin	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #96	7409 Willow Chase	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #23	8005 Lawndale	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #42	8675 Clinton Dr	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	HFD - Fire Station #61	9726 Monroe Rd	Hoshizaki	KM-340MAJ	250 lb.	1	X	

General Services Fire Facility	GSD - HFD - Fire Station #9	702 Hogan	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #26	7111 Dixie Drive	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #76	7200 Cook Road	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #43	7330 N. Wayside Dr.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #36	7720 Airport Blvd.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #22	7825 Harrisburg Blvd.	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD – HFD Training Facility	8030 Braniff Street	Hoshizaki	KM-1100MAH	1000 lb.	1	X	
General Services Fire Facility	GSD – HFD Training Facility	8030 Braniff Street	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD – HFD Training Facility	8030 Braniff Street	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #41	805 Pearl	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #68	8602 Bissonnet	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #32	8614 Tidwell	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #104	910 Forest Cove Drive	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #93	911 FM 1959	Hoshizaki	KM-600MAH	500 lb.	1	X	
General Services Fire Facility	GSD - HFD - Fire Station #73	9640 Wilcrest	Hoshizaki	KM-340MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Arson Lab F206	3102 Center Street	Hoshizaki	KM-350MAJ	250 lb.	1	X	
General Services Fire Facility	GSD - HFD - Old Fire Station #15	402 Tabor Street	Hoshizaki	KM-600MAH	500 lb.	1	X	

**HOUSTON PUBLIC WORKS**

<u>DEPARTMENT</u>	<u>FACILITY</u>	<u>ADDRESS</u>	<u>SIZE</u>	<u>QTY</u>	<u>ICE MACHINE</u>	<u>COMBINATION ICE MACHINE / WATER DISPENSER</u>
Houston Public Works	Drinking Water Ops.	7027 Ardmore	250 lb.	2	X	
Houston Public Works	Drinking Water Ops.	4017 Campbell Road	500 lb.	1	X	
Houston Public Works	Drinking Water Ops.	2300 Federal Road – Electric Shop	500 lb.	1	X	
Houston Public Works	Drinking Water Ops.	2300 Federal Road – Sludge Plant	500 lb.	1	X	
Houston Public Works	Drinking Water Ops.	12555 Clinton Drive – Maintenance Shop	500 lb.	1	X	
Houston Public Works	Drinking Water Ops.	4410 Westpark Drive	250 lb.	1	X	
Houston Public Works	Drinking Water Ops.	10923 Stancliff Road	250 lb.	1	X	
Houston Public Works	Drinking Water Ops.	12550 Water Works Way	370 lb.	1	X	
Houston Public Works	Drinking Water Ops.	3100 Genoa Red Bluff	250 lb.	1	X	
Houston Public Works	Drinking Water Ops.	22627 W. Shorewood Loop	250 lb.	1	X	
Houston Public Works	Drinking Water Ops.	611 Walker	250 lb.	1		X
Houston Public Works	PFW-McKinney	2805 McKinney, 2 <sup>ND</sup> FLR	750 LB	1		X
Houston Public Works	PFW-McKinney	2805 McKinney, WHSE #3101	500 lb.	1	X	
Houston Public Works	CAS(McKinney)	2805 McKinney, 3 <sup>rd</sup> Floor	250 LB.	1	X	
Houston Public Works	PFW-Whse (W.Hou.)	13211 West Houston Center #104	250 lb.	1	X	
Houston Public Works	FMS-Bob Lanier Bldg	611 Walker	250 lb.	26		X

Houston Public Works	E. B. Cape	4501 Leeland	200 lb.	1	X	
Houston Public Works	Director's Office	611 Walker	250 lb.	1		X
Houston Public Works	Houston Permitting Center	1002 Washington, 1 <sup>st</sup> Fl.	270 lb.	1		X
Houston Public Works	Houston Permitting Center	1002 Washington, 2 <sup>nd</sup> Fl.	270 lb.	1		X
Houston Public Works	Houston Permitting Center	1002 Washington, 3 <sup>rd</sup> Fl.	270 lb.	1		X
Houston Public Works	Houston Permitting Center	1002 Washington, 4 <sup>th</sup> Fl.	270 lb.	1		X
Houston Public Works	Houston Permitting Center	1002 Washington, Basement	270 lb.	1		X
Houston Public Works	CAS	2700 Dalton	500 lb.	1	X	
Houston Public Works	CAS	4200 Leeland	250 lb.	3	X	
Houston Public Works	WVO	12319½ Almeda Rd.	500 lb.	1	X	
Houston Public Works	WVO	12319½ Almeda Rd.	1000 lb.	1	X	
Houston Public Works	WVO	4211 Beechnut St.	1000 lb.	1	X	
Houston Public Works	WVO	10500 Bellaire Blvd.	1000 lb.	1	X	
Houston Public Works	WVO	10518 Bellaire Blvd.	1000 lb.	1	X	
Houston Public Works	WVO	7440 Cullen Blvd.	1000 lb.	3	X	
Houston Public Works	WVO	3100 Old Galveston Rd	250 lb.	1	X	
Houston Public Works	WVO	3100 Old Galveston Rd	500 lb.	1	X	
Houston Public Works	WVO	3100 Old Galveston Rd	200 lb.	1	X	
Houston Public Works	WVO	4545 Groveway	200 lb.	1	X	
Houston Public	WVO	4550 Groveway	200 lb.	1	X	

Works						
Houston Public Works	WVO	255 Isolde Drive	1000 lb.	1	X	
Houston Public Works	WVO	9601 Kingspoint	500 lb.	1	X	
Houston Public Works	WVO	9500 Lawndale	1000 lb.	1	X	
Houston Public Works	WVO	4452 Mangum Rd	1000 lb.	1	X	
Houston Public Works	WVO	9600 MLK Jr Blvd	250 lb.	1	X	
Houston Public Works	WVO	2450 Rankin Rd	1000 lb.	1	X	
Houston Public Works	WVO	2525 S/Sgt Macario Garcia	250 lb.	1	X	
Houston Public Works	WVO	2525 S/Sgt Macario Garcia	250 lb.	2	X	
Houston Public Works	WVO	2525 S/Sgt Macario Garcia	500 lb.	1	X	
Houston Public Works	WVO	2525 S/Sgt Macario Garcia	1000 lb.	4	X	
Houston Public Works	WVO	14506 Smith Rd	1000 lb.	1	X	
Houston Public Works	WVO	13525 W Houston Center Blvd	500 lb.	1	X	
Houston Public Works	WVO	9400 White Chapel	1000 lb.	1	X	
Houston Public Works	WVO	6201 West Fuqua	250 lb.	1	X	
Houston Public Works	WVO	100 Japhet Bldg. D	1000 lb.	1	X	
Houston Public Works	WVO	655 Maxey Rd	500 lb.	1	X	
Houston Public Works	WVO	7101 W. Greens Rd	250 lb.	1	X	
Houston Public Works	Cap. Proj.Construction	1702 Seamist Drive	250 lb.	1	X	
Houston Public Works	Cap. Proj.Construction	4300 Wayside, Ste. #109	250 lb.	1	X	

Houston Public Works	Traffic-Drainage Ops.	5500 McCarty	500 lb.	1	X	
Houston Public Works	Traffic-Drainage Ops	5500 McCarty	2000 lb.	1	X	
Houston Public Works	Traffic-Drainage Ops	1700 E. Crosstimbers	2000 lb.	1	X	
Houston Public Works	Traffic-Drainage Ops	747 Evergreen	1000 lb.	1	X	
Houston Public Works	Traffic-Drainage Ops	2701 Dalton	1000 lb.	1	X	
Houston Public Works	Traffic-Drainage Ops	8002 Airline	500 lb.	2	X	
Houston Public Works	Traffic-Drainage Ops	8002 Airline (Lake Houston)	1000 lb.	1	X	
Houston Public Works	Traffic-Drainage Ops	2200 Patterson	1000 lb.	2	X	
Houston Public Works	Traffic-Drainage Ops	2200 Patterson	250	1	X	
Houston Public Works	Traffic-Drainage Ops	2701 Dalton	500 lb.	1		X

**HOUSTON AIRPORT SYSTEM**

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>SIZE</u>	<u>QTY.</u>	<u>ICE MACHINE</u>	<u>COMBINATION ICE MACHINE / WATER DISPENSER</u>
Aviation IAH	Administration Bldg. Break Room 16930 JFK Blvd.	250 LB.	1		X
Aviation IAH	Administration Bldg. Break Room 16930 JFK Blvd.	500 LB	1	X	
Aviation IAH	Supply Chain Management Break Room 18600 Lee Rd.	500 LB.	1	X	
Aviation IAH	Supply Chain Management 18600 Lee Rd	270 LB	2		X
Aviation IAH	Airfield & Grounds Break Room 4500 Will Clayton Pkwy	500 LB.	1	X	



Aviation IAH	Airfield & Grounds Bay # 5 4500 Will Clayton Pkwy	500 LB.	1	X	
Aviation IAH	PPM Break Room 4500 Will Clayton Pkwy	500 LB.	1	X	
Aviation IAH	Terminal A, Badging Break Room 2800 North Terminal Rd.	250 LB.	1	X	
Aviation IAH	Terminal A, Landside Operations 2800 North Terminal Rd.	250 LB.	1	X	
Aviation IAH	ARFF Station # 54 19006 Aldine Westfield	250 LB	1	X	
Aviation IAH	ARFF Station #92 4301 Will Clayton Pkwy	250 LB	1	X	
Aviation IAH	ARFF Station #99 18580 Chanute Rd.	250 LB	1	X	
Aviation IAH	IDO Bldg. Break Room 1100 Standifer Rd.	500 LB	1		X
Aviation HOU	Airfield & Grounds Break Room 9014 Randolph St.	500 LB	1	X	
Aviation HOU	Electrical 9014C Randolph St.	250 LB	1	X	
Aviation HOU	Landside Operations 7800 Airport Blvd.	250 LB	1	X	
Aviation HOU	ARFF Station #81 7900 Paul Koonce Rd.	250 LB	1	X	
Aviation EFD	Airfield & Grounds Complex 6011 Farley Rd.	500 LB	1	X	

**HOUSTON POLICE DEPARTMENT**

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>SIZE</u>	<u>QTY</u>	<u>ICE MACHINE</u>	<u>COMBINATION ICE MACHINE / WATER DISPENSER</u>
Police	1500 West Dallas	250 LB.	1	X	
Police	7525 Sherman Street	500 LB.	1	X	
Police	1200 Travis, 16th Floor	250 LB.	1	X	

Police	150 N. Chenevert St, Suite 200	250 LB	1	X	
Police	9455 West Montgomery - HPD North Command Police Station	250 LB.	1	X	
Police	9455 West Montgomery Road – HPD North Command Police Station	500 LB.	1	X	
Police	17000 Aldine Westfield - Houston Police Academy	250 LB.	1	X	
Police	17000 Aldine Westfield - HPD North - Fire Arms Range	250 LB.	1	X	
Police	7727 Regency Square	250 LB	1	X	
Police	8402 Larson	250 LB.	1	X	
Police	8301 Ley Road	250 LB	1	X	
Police	54 Reisner	500 LB	1	X	
Police	1300 Dart St	250 LB	1	X	
Police	3915 Rustic Woods Dr	250 LB	1	X	
Police	8300 Mykawa Road - 2nd Floor Breakroom	500 LB.	1	X	
Police	8300 Mykawa Road	250 LB	1	X	
Police	8300 Mykawa Road	250 LB	1	X	
Police	5005 Little York	250 LB	1	X	
Police	5005 Little York	250 LB	1	X	
Police	17000 Aldine Westfield, Training Academy	250 LB.	1	X	
Police	17000 Aldine Westfield, Training Academy	250 LB	1	X	
Police	1900 Rusk Street	500 LB	1	X	
Police	2202 St. Emanuel St.	250 LB	1	X	
Police	811 Dallas Street	250 LB.	1	X	
Police	8605 Westplace Drive	250 LB	1	X	
Police	2525 Sherman Street	500 LB	1	X	
Police	6000 Teague Road - NW Division	250 LB.	1	X	

Police	2855 Bay Area Blvd	250 LB	1	X	
Police	1200 Travis, 2nd Floor, General Services Dept.	250 LB.	1	X	
Police	8605 Westplace Drive	250 LB.	1	X	
Police	7077 Perimeter Park Drive – HPD SWAT Administration Building	250 LB.	1	X	
Police	7077 Perimeter Park Drive – HPD SWAT Administration Building	250 LB	1	X	
Police	7077 Perimeter Park Drive – HPD SWAT Administration Building	500 LB	1	X	
Police	1300 Dart Street – HPD Vehicle Compound	250 LB	1	X	
Police	150 N. Chenevert St., Suite 200 – Homeless Outreach Team	500 LB	1	X	
Police	7727 Regency Square – HPD Midwest Police Station	500 LB	1	X	

**SOLID WASTE MANAGEMENT**

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>SIZE</u>	<u>QTY</u>	<u>ICE MACHINE</u>	<u>COMBINATION ICE MACHINE / WATER DISPENSER</u>
Solid Waste Management	1506 Central (Collections)	1000 lb.	2	X	
Solid Waste Management	5614 Neches (Collections)	1000 lb.	2	X	
Solid Waste Management	11500 South Post Oak (Collections)	1000 lb.	2	X	
Solid Waste Management	11500 South Post Oak (Environmental Service Ctr)	250 lb.	1	X	
Solid Waste Management	1245 Judiway (Collections)	1000 lb.	2	X	
Solid Waste Management	9003 N. Main (ReUse Warehouse)	250 lb.	1	X	

Solid Waste Management	5565 Kirkpatrick (Neighborhood Depository)	250 lb.	1	X	
Solid Waste Management	5100 Sunbeam (Neighborhood Depository)	250 lb.	1	X	
Solid Waste Management	6023 Winfern (Sommermeyer - Neighborhood Depository)	250 lb.	1	X	
Solid Waste Management	2240 Central (Neighborhood Depository)	250 lb.	1	X	
Solid Waste Management	10785 Southwest Freeway (Neighborhood Depository)	250 lb.	1	X	
Solid Waste Management	5900 Westpark	250 lb.	1	X	
Solid Waste Management	5711 Eastex Freeway (Facility Maintenance)	250 lb.	1	X	

**HOUSTON PARKS AND RECREATION**

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>SIZE</u>	<u>QTY</u>	<u>ICE MACHINE</u>	<u>COMBINATION ICE MACHINE / WATER DISPENSER</u>
Parks & Recreation	6501 Memorial Dr., Memorial Maintenance	1000 lb.	1	X	
Parks & Recreation	6501 Memorial Dr., Memorial Golf Course	1000 lb.	1	X	
Parks & Recreation	6501 Memorial Dr., Memorial Golf Course	1000 lb.	1	X	
Parks & Recreation	Memorial Park Tennis Center - 6000 Memorial Loop Drive	500 lb.	1	X	
Parks & Recreation	115 Sabine Street, Skate Park	250 lb.	1	X	
Parks & Recreation	2121 Central Avenue, Milby Maintenance	250 lb.	1	X	
Parks & Recreation	2020 Hermann Dr., Robinson Jr., Comm. Center	500 lb.	1	X	

Parks & Recreation	8910 Bissonnet, Bissonnet Maintenance	500 lb.	1	X	
Parks & Recreation	18203 Groeschke, Cullen Park Maintenance	500 lb.	1	X	
Parks & Recreation	5306 Eastex Fwy. - Kelly Maintenance	500 lb.	1	X	
Parks & Recreation	100 Waterwell Road - Kingwood Maint. Barn	500 lb.	1	X	
Parks & Recreation	5225 Calhoun Road - Homer Ford Tennis Center	250 lb.	1	X	
Parks & Recreation	Sims Bayou Maint. 9500 Martin Luther King Blvd.	250 lb.	1	X	
Parks & Recreation	6200 Wheeler, Wheeler Garage	500 lb.	1	X	
Parks & Recreation	6200 Wheeler, Wheeler Construction	1000 lb.	1	X	
Parks & Recreation	1500 Hermann Drive,. Hermann Garden Center	250 lb.	1	X	
Parks & Recreation	9506 South Gessner, Lee LeClear Tennis Center	250 lb.	1	X	
Parks & Recreation	8400 Mykawa Road, Law Park Jr. Golf Facility (Under Privatization - do not install until requested)	250 lb.	1	X	
Parks & Recreation	9720 Spaulding - Tidwell Community Center	250 lb.	1	X	
Parks & Recreation	1100 South Gessner, Marian Community Center	250 lb.	1	X	
Parks & Recreation	3502 Bellfort - Sunnyside Community CTR	250 lb.	1	X	
Parks & Recreation	6600 Bellaire, Sharpstown Golf Course	1000 lb.	1	X	
Parks & Recreation	6520 Alameda Road - Hermann Maintenance	500 lb.	1	X	

Parks & Recreation	11600 Wallisville, Hermann Brown Maintenance	500 lb.	1	X	
Parks & Recreation	2001 Central Street - Milby Park	250 lb.	1	X	
Parks & Recreation	Lake Houston Park - 22031 Baptist Encampment - New Caney	250 lb.	1	X	
Parks & Recreation	Forestry Maintenance - 12025 Sowden Road	1000 lb.	1	X	
Parks & Recreation	502 Rusk, Downtown Maintenance Facility	250 lb.	1	X	
Parks & Recreation	6501 Memorial Dr., Memorial Golf Course #15 (New)	1000 lb.	1	X	
Parks & Recreation	8400 Mykawa Road, Law Park Jr. Golf Facility (under Renovation)	250 lb.	1	X	
Parks & Recreation	311 South Wayside - Gus Wortham Golf Course (Under Privatization – do not install until requested)	500 lb.	1	X	
Parks & Recreation	8205 N. Bayou Dr. - Glenbrook Golf Course (Privatized)	500 lb.	1	X	
Parks & Recreation	9551 N. Wayside - North Wayside Sports and Recreation Center (New)	250 lb.	1	X	
Parks & Recreation	1475 W. Gray – Metropolitan Multi-Service Center (New)	270 lb. Countertop Unit	1		X

**FLEET MANAGEMENT DEPARTMENT**

<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>MANUFACTURER</b>	<b>MODEL NUMBER</b>	<b>SIZE</b>	<b>QTY</b>	<b>ICE MACHINE</b>
Fleet Management Department	50 Riesner - Garage	Hoshizaki	KM-600MAH	500 lbs.	1	X
Fleet Management Department	3203 S Dairy Ashford	Hoshizaki	KM-340 MAJ	250 lbs.	1	X
Fleet Management Department	8300 Mykawa Road	Hoshizaki	KM-340 MAJ	250 lbs.	1	X
Fleet Management Department	8301 Ley Road	Hoshizaki	B-300 SF	250 lbs.	1	X
Fleet Management Department	9455 West Montgomery	Hoshizaki	B-300 SF	250 lbs.	1	X
Fleet Management Department	11500 South Post Oak	Hoshizaki	KM-340 MAJ X2	250 lbs.	1	X
Fleet Management Department	5617 Neches Street	Hoshizaki	KM-340 MAJ	250 lbs.	1	X
Fleet Management Department	1502 Central Street	Hoshizaki	KM-340 MAJ	250 lbs.	1	X
Fleet Management Department	1245 Judiway	Hoshizaki	KM-340 MAJ	250 lbs.	1	X
Fleet Management Department	1205 Dart (Body Shop Lunchroom Facility)	Hoshizaki	KM-340 MAJ	250 lbs.	1	X
Fleet Management Department	4250 Will Clayton Road, Houston 77032	Hoshizaki	KM-340 MAJ	250 lbs.	1	X
Fleet Management Department	6011 Farley Rd.	Hoshizaki	KM-600 MAH	250 lbs.	1	X
Fleet Management Department	9014 Randolph Street	Hoshizaki	KM-340 MAJ X2	250 lbs.	1	X

Fleet Management Department	1700 Cross timbers	Hoshizaki	KM-350 MAJ	250 lbs.	1	X
Fleet Management Department	5410 N. McCarty	Hoshizaki	KM-320 MAH	250 lbs.	1	X
Fleet Management Department	5900 Teague	Hoshizaki	KM-1100 MAH X2	250 lbs.	1	X
Fleet Management Department	802 Burress	Hoshizaki	KM-1100 MAH X2	250 lbs.	1	X
Fleet Management Department	7101 Renwick	Hoshizaki	KM- 340 MAJ	250 lbs.	1	X
Fleet Management Department	2700 Dalton	Hoshizaki	KM-1100 MAH	250 lbs.	1	X
Fleet Management Department	100 Japhet	Hoshizaki	KM-1100 MAH	500 lbs.	1	X
Fleet Management Department	900 Bagby (1 <sup>st</sup> Floor – City Hall Annex)	Hoshizaki	KM-350 MAJ	500 lbs.	1	X
Fleet Management Department	6200 Wheeler Street	Hoshizaki	KM-600 MAH	500 lbs.	1	X

**DEPARTMENT OF NEIGHBORHOODS**

<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>SIZE</b>	<b>QTY.</b>	<b>ICE MACHINE</b>	<b>COMBINATION ICE MACHINE / WATER DISPENSER</b>
Department of Neighborhoods	601 Sawyer Street, 4 <sup>th</sup> Floor	270 lb. Counter Top Style, Icemaker/Water Dispenser, Cubelet Style	3		X



**HOUSTON INFORMATION TECHNOLOGY SERVICES**

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>SIZE</u>	<u>QTY</u>	<u>ICE MACHINE</u>	<u>COMBINATION ICE MACHINE / WATER DISPENSER</u>
Houston Information Technology Services	611 Walker – 8 <sup>th</sup> Floor	250 lb.	1		X
Houston Information Technology Services	611 Walker – 9 <sup>th</sup> Floor	250 lb.	1		X

**LEGAL DEPARTMENT**

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>SIZE</u>	<u>QTY</u>	<u>ICE MACHINE</u>	<u>COMBINATION ICE MACHINE / WATER DISPENSER</u>
Legal Department	900 Bagby, City Hall Annex, 3rd Floor	500 lb.	1		X
Legal Department	900 Bagby, City Hall Annex, 4th Floor	500 lb.	1		X

**MAYORS OFFICE**

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>SIZE</u>	<u>QTY</u>	<u>ICE MACHINE</u>	<u>COMBINATION ICE MACHINE / WATER DISPENSER</u>
Mayor's Office	901 Bagby, City Hall, 3rd Floor	250 lb.	1	1	

**PLANNING AND DEVELOPMENT DEPARTMENT**

<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>MANUFACTURER</b>	<b>MODEL NUMBER</b>	<b>SIZE</b>	<b>QTY</b>	<b>ICE MACHINE</b>	<b>COMBINATION ICE MACHINE / WATER DISPENSER</b>
Planning & Development Svcs.	611 Walker, 6 <sup>th</sup> Floor	Hoshizaki	DCM-270BAH	270-lb.	1		X

**CONTROLLERS OFFICE**

<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>SIZE</b>	<b>QTY.</b>	<b>ICE MACHINE</b>	<b>COMBINATION ICE MACHINE / WATER DISPENSER</b>
Controller's Office	901 Bagby Str. 7 <sup>th</sup> Floor Houston, Texas 77002	250 lb.	1	X	