



# CITY OF HOUSTON INVITATION TO BID

Issued: 09/11/2020

## **BID OPENING:**

Sealed bids, in duplicate, will be received during normal business hours by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Room P101, Houston, Texas 77002, until **10:30 a.m. Thursday, November 12, 2020**. Bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 a.m. on that date for the purchase of:

## **20-INCH AUTOMATIC STRAINERS WITH CONTROL PANELS FOR HOUSTON PUBLIC WORKS**

**BID INVITATION NO. S84-N29251**

**NIGP CODE(S):204-24, 220-30, 285-09, 285-14, 720-56, 890-45, 890-65, 890-78**

**MWBE: 0%**

## **BUYER**

**Edith Beal is the buyer** for this solicitation and any questions regarding this solicitation should be submitted via e-mail at [edith.beal@houstontx.gov](mailto:edith.beal@houstontx.gov).

## **ELECTRONIC BIDDING**

The technical specifications and any other information for this solicitation may be viewed and downloaded from <http://purchasing.houstontx.gov>. By registering and downloading this solicitation document, all updates to this solicitation document will be automatically forwarded via e-mail to any registered bidder. To submit an electronic bid for the items in this procurement, you must enter information in the required fields of the e-bid document through the "PLACE BID" icon, which allows the registered bidder to print, sign, and submit the original sealed bid to the address referenced above. Please reference the solicitation name and bid invitation number on all correspondence.

## **PRE-BID CONFERENCE:**

The City of Houston's Strategic Procurement Division has decided to suspend ALL onsite Pre-Bid Conferences until further notices. Therefore, there will be a teleconference for this Pre-Bid on **Friday, October 2, 2020, at 2:00 p.m.** The dial-in number is **+1 936-755-1521, Conference ID: 214 123 866#**. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed all aspects of the bidding documents prior to the Pre-Bid teleconference.

## **Additional Information and Specification Changes**

Requests for additional information and questions should be addressed no later than **Friday, October 9, 2020, at 4:00 p.m. C.S.T.** The City of Houston (the City) shall provide a written response to all questions received in writing before the solicitation due date. Questions received from all bidder (s) shall be answered and sent to all bidder (s) who are listed as having obtained the ITB.

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, terms, and conditions as stated herein.

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

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

**CITY EMPLOYEES ARE PROHIBITED FROM BIDDING ON THIS SOLICITATION IN ACCORDANCE WITH THE CODE OF ORDINANCES SECTION 15 - 1.**

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**SECTION A  
OFFICIAL BID FORM**



**20-INCH AUTOMATIC STRAINERS WITH CONTROL PANELS  
FOR  
HOUSTON PUBLIC WORKS  
BID INVITATION NO. S84-N29251**

**Honorable Mayor and City Council Members:**

The undersigned hereby proposes to furnish and deliver of 20-Inch Automatic Strainers with Control Panels, **F.O.B. destination point as listed on the electronic bid form and the individual Purchase Order**, in accordance with the Net Prices and other conditions shown herein, and in accordance with the City's Specifications and General Terms and Conditions. When issued, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that it has obtained such letters. By submitting a bid on this project, the bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid. THE MANUFACTURER'S NAME, PRODUCT NAME, AND PRODUCT NUMBER MUST BE DESIGNATED IN THE SPACE PROVIDED IF BIDDERS ARE BIDDING AN "OR EQUAL" ITEM.

**The City may accept this bid offer by the issuance of a Purchase Order on or before the 180th day following the day this Official Bid Form is opened by the City. This offer shall be firm for 180 days after the bid opening or until City Council awards the bid, whichever comes last, and this binding period may be extended by written agreement of the parties.**

**BIDDING AND AWARD**

It is the intent of the City to award, on the basis of overall low net bid meeting specifications for the entire award; however, the right is reserved to accept or reject in whole or in part any or all bids received and to make an award on the basis of an individual item, combination of items or overall best value, as it is deemed in the best interest of the City. Bid tabulations are posted after the award is approved by City Council and made available on the Strategic Procurement Division's website.

**THIS IS A ONE-TIME FORMAL BID**

**SPECIAL BIDDERS NOTE**

**These bid documents are to be bid exactly as published or amended by any letter(s) of Clarification that may be issued pertaining thereto.**

**LINE ITEM BIDS**

Only one item may be bid for each referenced line item. To bid the referenced line item and an alternate, the bidder must submit a separate bid form for each alternate item(s) with its own original signature page. Multiple bids for the same line item on one bid form will be rejected, and the bid is removed from further consideration.

**PROTESTS**

A protest shall comply with and be resolved according to the City of Houston Protest Administrative Policy 5-12, and rules adopted thereunder. For more information, go to <http://www.houstontx.gov/adminpolicies/5-12.pdf>.

SECTION A. OFFICIAL BID FORM FOR 20-INCH AUTOMATIC STRAINERS WITH CONTROL PANELS FOR HOUSTON PUBLIC WORKS. CONTINUED:

**COMPETITION INTENDED**

It is the City's intent that this ITB permits competition. It shall be the bidder's responsibility to advise the buyer in writing if any language, requirement, specifications, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in the ITB to a single source. Such notification must be received by the buyer no later than seven (7) days prior to the date set for bids to open.

**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. Upon 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, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for Clarification during the period officially designated for such purpose by the City Representative, neither bidder(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 influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. 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.

**ANTI-BOYCOTT OF ISRAEL**

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

**ZERO TOLERANCE FOR HUMAN TRAFFICKING**

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 Purchase Order for all purposes. The vendor 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 issuance of a Purchase Order. Vendors shall notify the City's Chief Procurement Officer, City Attorney, and the Director of any information regarding the possible violation by the vendor or its subcontractors providing services or goods under this Purchase Order, if any, within 7 days of vendor becoming aware of or having a reasonable belief that such violations may have occurred, have occurred, or are reasonably likely to occur.

**LOBBYING AND OTHER FORMS OF INFLUENCE PROHIBITED**

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 of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Buyer identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the award, aside from bidder's formal response to the solicitation, communications publicly made during the official pre-bid conference, written requests for Clarification during the period officially designated for such purpose by the City Buyer, neither bidder (s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information.

SECTION A. OFFICIAL BID FORM FOR 20-INCH AUTOMATIC STRAINERS WITH CONTROL PANELS FOR HOUSTON PUBLIC WORKS CONTINUED:

**HIRE HOUSTON FIRST:**

THIS PROCUREMENT IS SUBJECT TO THE HIRE HOUSTON FIRST PROGRAM, WHICH GIVES A PREFERENCE TO CERTAIN LOCAL BIDDERS IN AWARD OF THE PROCUREMENT.

**Designation as a City Business or Local Business**

In an effort to promote economic opportunity for Houston businesses and to support job creation, the Hire Houston First Program grants the City 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 (C.B.) or Local Business (L.B.)** under the Hire Houston First Program **prior** to the submittal of the bid. Bidders must provide the *Declaration of Hire Houston First Designation* form at bid time.

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, by fax to 832-393-0646, or hand-delivered.

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

**Award of a Procurement of \$100,000 or More for Purchase of Goods:**

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 CITY 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 CITY BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

**Award of Procurement under \$100,000 for Purchase of Goods:**

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 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 CITY BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER

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 CITY 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 CITY 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 CITY BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

SECTION A. OFFICIAL BID FORM FOR 20-INCH AUTOMATIC STRAINERS WITH CONTROL PANELS FOR HOUSTON PUBLIC WORKS, CONTINUED:

**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."

**ADDITIONAL REQUIREMENTS**

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.

Additional forms will be required if your bid is recommended for an award. Please use the link above to access the forms required at the time of the request.

**NOTE: IF BIDDER IS RECOMMENDED FOR AN AWARD, THE BUYER OF RECORD WILL REQUEST FORMS AT A LATER DATE.**

**END OF SECTION A – OFFICIAL BID FORM**

**SECTION B.**  
**CITY OF HOUSTON**  
**TECHNICAL SPECIFICATONS**  
**FOR**  
**20-INCH AUTOMATIC STRAINERS WITH CONTROL PANELS**  
**FOR**  
**HOUSTON PUBLIC WORKS**

**PART I – GENERAL OVERVIEW**

**1.0 BACKGROUND**

The non-potable water automatic self-cleaning strainers are used to remove suspended particles from the reuse water system continuously. The strainers are used towards the end of the treatment process when disinfection has already taken place. Pumps then pull the water from the contact channel and feed it through the strainers to remove any large particles that may be suspended in the channel, after which it is fed into the reuse water system.

**2.0 SCOPE OF WORK**

- 2.1 This Invitation to Bid (ITB) is for the purchase of two (2) new 20-Inch Automatic Strainers and (2) NEMA-4X Control Panels. The City of Houston Wastewater Operations is seeking qualified vendors to furnish and deliver (2) new 20-Inch Automatic Strainers and (2) new NEMA-4X Control Panels for the 69th Street Wastewater Treatment Plant located at 2525 S. Sgt. Macario Garcia Drive., Houston, Texas 77020.
- 2.2 Vendor shall have the capability to supply equipment, parts and supplies upon request.
- 2.3 If bidding an alternate or equivalent equipment, indicate the manufacturer's name and model number for the equipment at the City's e-bid website. All related literature or other explanations of the equipment's quality or performance may be submitted with your original bid.
- 2.4 The equipment bid herein will be of industry standard, new, and the current production model.
- 2.5 Review of alternate or equivalent equipment will be determined by the City at its sole discretion. See Section C, Provision 7.0.

**3.0 QUALITY ASSURANCE**

Minimum qualifications for the qualified vendor/manufacturer shall have at least ten years of experience in the design and manufacture of the equipment. As part of the submittal package described, the manufacturer shall submit evidence that the equipment of similar capacity and service capability has been in successful operation for at least five years in at least ten separate installations.

**4.0 CRITERIA OF ACCEPTANCE**

- 4.1 City personnel will inspect all items received for possible damage or defects before acceptance. Inspection criteria shall include, but not be limited to, conformity to the specifications, mechanical integrity, quality, and materials. Ten (10) business days will be allowed for the inspection/acceptance process. The vendor will pay shipping costs associated with the repair or replacement of items that do not meet the inspection criteria.
- 4.2 Equipment or parts found to be defective after installation and during the warranty period, will be returned for exchange or full refund. The vendor shall pay shipping costs associated with the repair or replacement of the defective item. The equipment ordered via purchase order shall be delivered no more than 20-22 weeks from order placement.

**SECTION B. TECHNICAL SPECIFICATIONS FOR 20-INCH AUTOMATIC STRAINER AND CONTROL PANELS FOR HOUSTON PUBLIC WORKS, CONTINUED:**

4.3 Vendor shall provide only original equipment and parts and a manufacturer's warranty from damage or defects. The vendor shall complete the pre-inspection of the strainer and control panels before starting any work required under this purchase order. Any indications of damage or unable to install equipment the vendor shall notify the City on the same day of discovering issues. The vendor will provide explanations, recommendations, and digital photographs of problems found and report to the City's point of contact.

**5.0 CITY OF HOUSTON RESPONSIBILITIES**

5.1 The City of Houston shall be responsible for:

5.1.2 Provide access to the City of Houston facility during business days and hours.

5.1.3 Applying Lockout and Tagout procedures before work begins to prevent unexpected energizing, start-up and stored energy release.

5.1.4 Inform vendor of all precautionary measures that need to be taken to protect employees and any unforeseen emergencies.

**END OF PART I – GENERAL OVERVIEW**

SECTION B. TECHNICAL SPECIFICATIONS FOR 20-INCH AUTOMATIC STRAINER AND CONTROL PANELS FOR HOUSTON PUBLIC WORKS, CONTINUED:

**PART II – PRODUCT TECHNICAL SPECIFICATIONS**

- 1.0 The strainer shall be a 20-inch automatic strainer type WDA employing cylindrical straining screens of the peripheral inflow design. The straining screens shall have round perforations or wedge-wire slots and be of Type 316 Stainless Steel material. Adjustable rigid scraper bars or brushes shall be mounted adjacent to the screens to accommodate scraping of accumulated solids from the screens when the straining filters are in rotation with an electric motor and suitable gear reduction.
- 1.1 20-inch automatic self-cleaning strainer part no. 2003WDA15D21003. The strainer assembly shall come complete with fabricated steel carbon steel body, internally, externally epoxy coated, 20" ANSI Class B16.5 raised face flanges, dual rotating .032" wedge wire screen (316 stainless steel), screen scraper brush, screens drive and gearbox (1/2 HP, TEFC, 460v/3ph motors) and pressure switch and dual 2" automatic flush valves (flush valves & D.P. switch mounted to strainer body.)
- 1.2 Each motor shall be 1/2 horsepower (as required) 460' Volt, '3' Ph, ' 60'Hz, 1.15 SF Class "F" Insulation, TEFC, 56C-Face, Footless.
- 1.3 Removal of an inspection cover shall give access to the scraper bar or brush for inspection and adjustment and shall not require the disassembly of the strainer to accomplish those tasks.
- 1.4 The strainer shall also have a sump for the storage of strained solids. Two 3" ball valves on 20" strainers.
- 1.5 The strainer body shall be of cast or fabricated construction per ASTM and have integral, in-line inlet and outlet flanges. Flanges shall be ANSI class.
- 1.6 The assembled strainer shall be hydrostatically pressure tested to 1-1/2 times the maximum allowable working pressure for 10 minutes.
- 1.7 The assembled (cast construction) strainer shall be painted with a high-quality alkyd machinery enamel (gray color), Sherwin-Williams Kem Aqua 70P. The assembled strainer of fabricated construction shall be painted with a white Devcon 253 Epoxy.
- 1.8 The electric control panel shall control the strainer cleaning cycle. The panel shall include all motor starters, control relays, fuse and overload protection, control transformer, operation lights, etc. The control panel shall be mounted into a NEMA 4X wall mounted polycarbonate enclosure equipped with a door disconnect switch. The control panel shall conform to current NEMA, N.E.C., and OSHA codes and regulations.
- 1.9 The strainer control panel shall be equipped with a programmable solid-state timer to initiate cleaning cycles at predetermined intervals, a hand /off /automatic selector switch, and a push-button for manual starting. An adjustable cycle duration timer shall also be furnished to allow for control of the cleaning cycle duration. An adjustable pressure differential switch shall be mounted on the strainer and shall be used to initiate a cleaning cycle if the pressure drop reaches a predetermined set point. Control panel (Part #WDP-E2D-005XXX), NEMA-4X enclosure rated for 460v/3ph voltage. The panel comes complete with all necessary motor starters, fuses, re-set buttons, motor trip-out relay, power transformer (from 460v/3ph to 120v/1ph), panel door on/off switch, Siemens S7-1214C PLC microprocessor, 4" touch screen (mounted on external panel door) for timer adjustments and programming logic, terminal contact strip, panel door operational indicating lights (power on, cleaning cycle in progress & high-pressure alarm) panel door selector switch for manual or automatic operation.

**END OF PART II – PRODUCT TECHNICAL SPECIFICATIONS**

SECTION B. TECHNICAL SPECIFICATIONS FOR 20-INCH AUTOMATIC STRAINER AND CONTROL PANELS FOR HOUSTON PUBLIC WORKS, CONTINUED:

**PART III – EXECUTION**

**1.0 DELIVERY**

- 1.1 The entire assembled unit shall be delivered to C.O.H.'s 69th Street Wastewater Treatment Plant, 2525 S/Sgt Macario Garcia Dr., Houston, TX 77020, with sufficient capabilities of delivery vehicle to suitably off-load the assembled unit
- 1.2 The assembled unit shall be packaged to prevent any damage to the unit during travel and off-loading.
- 1.3 The delivery company must coordinate with the appropriate City of Houston Staff to ensure the units are off-loaded safely in the proper place and manner desired by the City of Houston
- 1.4 Final Delivery details should also be coordinated with Felicia Rhymer at(832) 395-5468 or via e-mail at [Felicia.Rhymer@houstontx.gov](mailto:Felicia.Rhymer@houstontx.gov).

**2.0 MANUFACTURERS / VENDOR ADDED SERVICES**

- 2.1 The manufacturer/vendor shall furnish the services of a competent factory representative to do the following:
  - 2.1.1 Inspect the system before delivery, supervise the City of Houston start-up and testing of the system, and certify the system has been appropriately furnished and is ready for operation.
  - 2.1.2 Instruct the owner's operating personnel in the proper operation and maintenance of the system for not less than one half day.
  - 2.1.3 Assist with questions or follow-up training for the first three months after the product acceptance.

**3.0 TOOLS AND SPARE PARTS**

- 3.1 Tools and spare parts for at least one year.
- 3.2 (4) Four Operations and Maintenance hardcopy or electronic manuals.

**4.0 WARRANTY**

- 4.1 Units shall be warranted against defects in materials and the workmanship for 18 months from shipment or 12 months from start-up, whichever is less and shall cover 100% of parts and labor for the unit. Should the manufacturer's warranty exceed these requirements, the manufacturer's warranty shall be in effect. Warranty work shall be completed without cost to the City. It shall begin within seven days after notification of the equipment failure or faulty material and shall be completed within a reasonable time frame, but not greater than 90 days. The seller shall bear all freight charges to and from the vendor's repair facility during the warranty period.

**5.0 PROPERTY DAMAGES CAUSED BY THE VENDOR**

Should the vendor or his employees damage public or private property, the vendor shall be required to make repairs immediately. The City may elect to make repairs or replacements of damaged property and deduct the cost of such from money due or to become due to the vendor under this contract with the City.

**END OF SECTION B – PART III – EXECUTION**

**SECTION C**  
**CITY OF HOUSTON**  
**GENERAL TERMS AND CONDITIONS**  
**FOR**  
**20-INCH AUTOMATIC STRAINERS WITH CONTROL PANELS**  
**FOR**  
**HOUSTON PUBLIC WORKS**

**1.0 MINORITY AND WOMEN BUSINESS ENTERPRISES:**

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

**2.0 PROMPT PAYMENT OF SUBVENDORS:**

The vendor shall make timely payments to all persons and entities supplying labor, materials, or equipment for the performance of this award. **VENDOR SHALL DEFEND AND INDEMNIFY THE CITY FROM ANY CLAIMS OR LIABILITY ARISING OUT OF VENDOR'S FAILURE TO MAKE THESE PAYMENTS.**

**3.0 TAXES:**

3.1 The City is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax. Unless the Bid Form or Specifications specifically indicate otherwise, the price bid must be net exclusive of the above-mentioned taxes and will be so construed. A Vendor desiring refunds of, or exemptions from, taxes paid on merchandise accepted by the City, must submit the proper forms, and the Chief Procurement Officer, if satisfied as to the facts, will approve or issue the necessary certificates.

3.2 The tax exemption numbers are 74-600-1164 (Federal) and 1-74-600-1164-0 and (State/City).

**4.0 VENDOR DEBT**

If the vendor, at any time during the term of this award, incurs a debt, as the word is defined in Section 15-122 of the Houston City Code of Ordinances, it shall immediately notify the City Controller in writing. If the City Controller becomes aware that the vendor has incurred a debt, the Controller shall immediately notify the vendor in writing. If the vendor does not pay the debt within 30 days of either such notification, the City Controller may deduct funds in an amount equal to the debt from any payments owed to the vendor under this award, and the vendor waives any recourse, therefore.

**5.0 REJECTIONS:**

5.1 Articles not in accordance with samples and specifications must be removed by the vendor and at his expense. All disputes concerning the quality of supplies delivered under this invitation to bid will be determined by the Chief Procurement Officer or designated representative.

5.2 All articles enumerated in the invitation to bid shall be subject to inspection on delivery by an officer designated for the purpose and if found inferior to the quality called for, or not equal in value to the Department's samples, or deficient in weight, measurements, workmanship or otherwise, this fact shall be certified to the Chief Procurement Officer who shall have the right to reject the whole or any part of the same.

GENERAL TERMS AND CONDITIONS FOR 20-INCH AUTOMATIC STRAINERS AND CONTROL PANELS FOR HOUSTON PUBLIC WORKS, CONTINUED:

**6.0 BRAND NAME**

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design, and performance desired. Such references are not intended to limit or restrict bidding by other Vendors but are intended to approximate the quality design or performance, which is desired. Any bid, which proposes like quality, design, or performance, will be considered. Equivalent products will be considered, provided a complete description, and product literature is provided. Unless a specific exception is made, the assumption will be that the item is bid exactly as specified on the Invitation to Bid.

**7.0 SPECIFIED EQUIPMENT OR EQUIVALENT:**

7.1 Wherever in the specifications any materials or processes are indicated or specified by patent of proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the performance, materials and/or processes desired and shall be deemed to be followed by the words, "or equivalent," if not so stated in the specifications herein.

7.2 The burden of proof shall rest with the bidder, in the course of a technical evaluation, to prove that the proposed item(s) are equivalent to the performance, materials, processes, or articles specified. **DETERMINATION AS TO WHETHER THE ITEM(S) BID IS /ARE EQUIVALENT TO THOSE SPECIFIED SHALL REST SOLELY WITH THE CHIEF PROCUREMENT OFFICER AND THE RECEIVING DEPARTMENT.**

**8.0 MEASUREMENTS:**

The measurement stated for these items are approximates. The City reserves the right to accept items that are similar in size if, in the City's judgment, the item bid fulfills the intended purpose.

**9.0 SILENCE OF SPECIFICATIONS:**

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

**10.0 WARRANTY:**

A minimum warranty of twelve (12) months from a vendor and the manufacturer's warranty will be furnished on materials and workmanship shall be provided. The warranty period shall begin the day the City officially accepts the item. Any warranty work is to be completed within five (5) working days after receipt of the item.

**11.0 SUCCESSORS AND ASSIGNMENTS:**

Vendor may not assign this award or dispose of substantially all of its assets without the written consent of the Chief Procurement Officer. The vendor's failure to obtain such consent shall be an event of default, authorizing the Chief Procurement Officer to terminate this award according to its terms.

**12.0 SHIPPING TERMS:**

Prices shall be **F.O.B. Destination** to the delivery location designated herein or on a purchase order. The vendor shall retain the title and control of all goods until they are delivered, and the award of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the vendor. The vendor shall file all claims for visible or concealed damage. The City will notify the vendor promptly of any damaged goods and shall assist the vendor in arranging for inspection.

GENERAL TERMS AND CONDITIONS FOR 20-INCH AUTOMATIC STRAINERS AND CONTROL PANELS FOR HOUSTON PUBLIC WORKS, CONTINUED:

**13.0 DELIVERY:**

- 13.1 The Vendor agrees to make delivery only upon receipt of a duly signed and approved Purchase Order issued by the City's Chief Procurement Officer or designee. Delivery made without such Purchase Order shall be at vendor's risk and shall leave the City the option of canceling any award implied or expressed herein.
- 13.2 Unless otherwise stated in the Bid Form or Specifications, delivery must be new and unused.
- 13.3 In the event that the deliveries of the supplies covered in the solicitation are not made within the number of days specified, or in the event that the supplies delivered are rejected and are not removed and replaced within the number of days specified in the official notice of rejection; the City reserves the right to terminate. The defaulting vendor will be deemed non-responsible and will be disqualified from bidding on the solicitation if it is re-let by the City within ninety (90) days of such termination.

**14.0 FORCE MAJEURE:**

- 14.1 Timely performance by both parties is essential to the award. However, neither party is liable for delays or other failures to perform its obligations to the extent the delay or failure is caused by Force Majeure. Force Majeure means fires, floods, explosions, and other acts of God, war, terrorist acts, riots, court orders, and the acts of superior governmental or military authority.
- 14.2 This relief is not applicable unless the affected party does the following:
  - 13.2.1 Uses due diligence to remove the Force Majeure as quickly as possible; and
  - 13.2.2 Provides the other party with prompt written notice of the cause and its anticipated effect.
- 14.3 The City may perform or solicit functions itself during periods of Force Majeure. Such performance does not constitute a default or breach of this award by the City.
- 14.4 If the Force Majeure continues for more than 30 days, the Chief Procurement Officer or Director upon written authorization by the Chief Procurement Officer may terminate this award by giving 30 days' written notice to the vendor. This termination is not a default or breach. **VENDOR WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE AT THE TIME OF THE TERMINATION.**

**15.0 INVOICING:**

- 15.1 Mail invoices to the Accounts Payable Section of the Department and to the address, as noted on the individual purchase order.
- 15.2 Delivery tickets and packing slips shall contain the same information as the invoice.
- 15.3 Invoices shall reflect the purchase order numbers, quantities, unit cost, and extended cost for prompt payment.

GENERAL TERMS AND CONDITIONS FOR 20-INCH AUTOMATIC STRAINERS AND CONTROL PANELS FOR HOUSTON PUBLIC WORKS, CONTINUED:

**16.0 PAYMENT:**

16.1 The City's standard payment term is to pay 30 days after receipt of the 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 will pay in less than 30 days in return for an early payment discount from the vendor as follows:

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

16.2 A vendor may elect not to offer a discount for early payment, and the City will make payment net 30 days. Discounts will not be considered in the award evaluation.

16.3 If the City fails to make a payment according to the early payment schedule above but does make the payment within the time specified by the Prompt Payment Act, the City shall not receive the discount, but shall pay no other penalty. When the payment date falls on a Saturday, Sunday, or official holiday when City offices are closed, and City business is not expected to be conducted, payment may be made on the following business day.

**17.0 RELEASE:**

PRIME VENDOR AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.

**18.0 INDEMNIFICATION:**

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

- (1) PRIME VENDOR'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', VENDORS', OR SUBVENDORS' (COLLECTIVELY IN NUMBERED PARAGRAPHS 1-3, "PRIME VENDOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;
- (2) THE CITY'S AND PRIME VENDOR'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER PRIME VENDOR, IS IMMUNE FROM LIABILITY OR NOT; AND
- (3) THE CITY'S AND PRIME VENDOR'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER PRIME VENDOR IS IMMUNE FROM LIABILITY OR NOT.

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

GENERAL TERMS AND CONDITIONS FOR 20-INCH AUTOMATIC STRAINERS AND CONTROL PANELS FOR HOUSTON PUBLIC WORKS, CONTINUED:

**18.0 INDEMNIFICATION (continued):**

**18.3 INDEMNIFICATION PROCEDURES:**

(1) Notice of Claims. If the City or Prime Vendor receives notice of any claim or circumstances which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 10 days. The notice must include the following:

- (a) a description of the indemnification event in reasonable detail,
- (b) the basis on which indemnification may be due, and
- (c) the anticipated amount of the indemnified loss.

This notice does not stop or prevent the City from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If the City does not provide this notice within the 10-day period, it does not waive any right to indemnification except to the extent that Prime Vendor is prejudiced, suffers a loss, or incurs expense because of the delay.

(2) Defense of Claims

(a) Assumption of Defense. Prime Vendor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City. Prime Vendor shall then control the defense and any negotiations to settle the claim. Within 10 days after receiving written notice of the indemnification request, Prime Vendor must advise the City as to whether or not it will defend the claim. If Prime Vendor does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.

(2) Defense of Claims:

(b) Continued Participation. If Prime Vendor elects to defend the claim, the City may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Prime Vendor may settle the claim without the consent or agreement of the City unless it (i) would result in injunctive relief or other equitable remedies or otherwise require the City to comply with restrictions or limitations that adversely affect the City, (ii) would require the City to pay amounts that vendor does not fund in full, (iii) would not result in the City's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

**19.0 WORKER'S COMPENSATION INSURANCE:**

On any City award with a labor component or any award where Vendor delivery people make deliveries for City sites, Worker's Compensation Insurance, as shown in the Insurance Section is required.

**20.0 INSURANCE:**

20.1 If the performance of this award requires the vendor to provide labor in addition to supplies, labor, and materials, the vendor shall have and maintain in effect insurance coverage and furnish certificates of insurance showing the City as an additional insured, in duplicate form, prior to the beginning of the award. The City shall be named as an additional insured on all such policies except Worker's Compensation. **The issuer of any policy shall have a Certificate of Authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide, Property-Casualty United States.** Comprehensive General Liability including Contractual Liability and Automobile Liability insurance shall be in at least the following amounts: Automobile Liability Insurance for autos furnished or used in the course of performance of this award including Owned, Non-owned, and Hired Auto coverage (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If no autos are owned by the vendor, coverage may be limited to Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by Vendor, Scheduled Auto coverage may be substituted for Owned Auto coverage. **EACH AUTO USED IN PERFORMANCE OF THIS AWARD MUST BE COVERED IN THE LIMITS SPECIFIED - \$1,000,000.00 Combined Single Limit.**

GENERAL TERMS AND CONDITIONS FOR 20-INCH AUTOMATIC STRAINERS AND CONTROL PANELS FOR HOUSTON PUBLIC WORKS, CONTINUED:

**20.0 INSURANCE(continued):**

- 20.2 Worker's Compensation, including Broad Form All States endorsement, shall be in the statutory amount.
- 20.3 All insurance policies required by this award shall require by endorsement that the insurance carrier waive any rights of subrogation against the City, Vendor shall give 30 days written notice to the Director if any of its insurance policies are canceled, materially changed or non-renewed. Within such thirty (30) day period Vendor, covenants that it will provide other suitable policies in lieu of those about to be canceled so as to maintain in effect the coverage required under the provisions hereof. Failure or refusal of the vendor to obtain and keep in force the above-required insurance coverage shall authorize the City, at its option, to terminate this award at once.
- 20.4 ONLY UNALTERED ORIGINAL INSURANCE CERTIFICATES, EXCLUDING ANY ALTERATION AND INITIALS REGARDING CANCELLATION WHICH IS MADE TO MEET CITY REQUIREMENTS, AS ENDORSED BY THE UNDERWRITER ARE ACCEPTABLE. PHOTOCOPIES ARE UNACCEPTABLE.
- 20.5 All certificates of insurance submitted by the vendor shall be accompanied by endorsements for additional insured coverage in favor of the City for Commercial General Liability and Automobile Liability policies; and waivers of subrogation in favor of the City for Commercial General Liability, Automobile Liability, and Worker's Compensation/Employers' Liability policies. For a list of pre-approved endorsement, forms see [http://purchasing.houstontx.gov/forms/Sample\\_Insurance\\_Endorsements.pdf](http://purchasing.houstontx.gov/forms/Sample_Insurance_Endorsements.pdf). The Director will consider all other forms on a case-by-case basis.