

THE STATE OF TEXAS

BID # LC-R-0769-039-13468

COUNTY OF HARRIS

54622  
02-1154

ORDINANCE # 2002-1154  
CONTRACT # \_\_\_\_\_

## I. PARTIES

### A. Address

THIS AGREEMENT FOR ROADSIDE TIRE REPAIR SERVICES ("Agreement") is made on the Countersignature Date between the CITY OF HOUSTON, TEXAS ("City"), a municipal corporation and DOLLAR TIRE CO., INC. DBA PRO TIRE SERVICE ("Contractor or Vendor"), a corporation doing business in Texas.

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

#### City

City Purchasing Agent for Director  
of Appropriate Department  
City of Houston  
P.O. Box 1562  
Houston, Texas 77251

#### Contractor

Dollar Tire Co., Inc. dba Pro Tire Service  
4319 Telephone Road  
Houston, Texas 77087  
Phone: 713-649-1900  
Fax: 713-649-1808

The Parties agree as follows:

### B. Table of Contents

This Agreement consists of the following sections:

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EXHIBITS

- A. DEFINITIONS
- B. SCOPE OF SERVICES
- C. EQUAL EMPLOYMENT OPPORTUNITY
- D. DRUG POLICY COMPLIANCE AGREEMENT
- E. CERTIFICATION OF NO SAFETY IMPACT POSITIONS
- F. DRUG POLICY COMPLIANCE DECLARATION
- G. FEES AND COSTS

**C. Parts Incorporated**

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

**D. Controlling Parts**

If a conflict among the sections or exhibits arises the Exhibits control over the Sections.

**E. Definitions**

Certain terms used in this Agreement are defined in Exhibit "A".

F. Signatures

The Parties have executed this Agreement in multiple copies, each of which is an original.

ATTEST/SEAL (if a corporation):

DOLLAR TIRE CO., INC. DBA PRO TIRE SERVICE

WITNESS (if not a corporation):

By: \_\_\_\_\_

Name:

Title:

By: Robert W. Piercy  
Tracy Denise Gamble

Name: ROBERT W. PIERCY - PRESIDENT  
TRACY DENISE GAMBLE - V. PRESIDENT

Title:

Federal Tax ID Number: 74-1688037

ATTEST/SEAL:

CITY OF HOUSTON, TEXAS

Signed by:

[Signature]

City Secretary

Lee P. Brown

Mayor

[Signature]

APPROVED:

COUNTERSIGNED BY:

[Signature]

City Purchasing Agent

[Signature]  
[Signature]

City Controller

DATE COUNTERSIGNED:

12/20/02

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

11/06/02  
Date

Albert J. Jirina  
Legal Assistant

## II. DUTIES OF CONTRACTOR

### A. Scope of Services

In consideration of the payments specified in this Agreement, Contractor shall provide all labor, material, and supervision necessary to perform the services described in Exhibit "B."

### B. RELEASE

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

### C. INDEMNIFICATION

CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY "THE CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEY'S 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 INCIDENTA TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:

- (1) CONTRACTOR'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED PARAGRAPHS 1-3, "CONTRACTOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;
- (2) THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED CONCURRENT

**NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND**

- (3) THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT.**

**CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THIS CONTRACT AND FOR FOUR YEARS AFTER THE CONTRACT TERMINATES. CONTRACTOR'S INDEMNIFICATION IS LIMITED TO \$500,000.00 PER OCCURRENCE. CONTRACTOR SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.**

**D. INDEMNIFICATION PROCEDURES**

- (1) Notice of Claims. If the City or Contractor receives notice of any claim or circumstances which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 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 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 Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

(2) Defense of Claims

- (a) Assumption of Defense. Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City. Contractor shall then control the defense and any negotiations to settle the claim. Within 10 days after receiving written notice of the indemnification request, Contractor must advise the City

as to whether or not it will defend the claim. If Contractor does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.

- (b) Continued Participation. If Contractor elects to defend the claim, the City may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Contractor 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 Contractor 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.

#### **E. Insurance**

Contractor shall maintain in effect certain insurance coverage and shall furnish certificates of insurance, in duplicate form, before beginning its performance under this Agreement. All policies except Professional Liability and Worker's Compensation must name the City as an additional insured. The issuer of any policy (1) shall have a Certificate of Authority to transact insurance business in Texas or (2) shall be an eligible non-admitted insurer in the State of Texas and have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition Best's Key Rating Guide. Contractor shall maintain the following insurance coverages in the following amounts:

- (1) Commercial General Liability insurance including Contractual Liability insurance:  
\$500,000 per occurrence; \$1,000,000 aggregate
- (2) Worker's Compensation including Broad Form All States endorsement:  
Statutory amount
- (3) Automobile Liability insurance  
\$1,000,000 combined single limit per occurrence

Defense costs are excluded from the face amount of the policy.

Aggregate Limits are per 12-month policy period unless otherwise indicated.

(4) Employer's Liability

Bodily injury by accident \$100,000 (each accident)

Bodily injury by disease \$100,000 (policy limit)

Bodily injury by disease \$100,000 (each employee)

All insurance policies must require on their face, or by endorsement, that the insurance carrier waives any rights of subrogation against the City, and that it shall give 30 days written notice to the City before they may be canceled, materially changed, or non-renewed. Within the 30 day period, Contractor shall provide other suitable policies in lieu of those about to be canceled, materially changed, or non-renewed so as to maintain in effect the required coverage. If Contractor does not comply with this requirement, the Director, at his or sole discretion, may:

- (1) immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or
- (2) purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to Contractor under this Agreement.

**F. Warranties**

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

With respect to any parts and goods furnished by it, Contractor warrants:

- (1) that all items are free of defects in title, material, and workmanship,
- (2) that each item meets or exceeds the manufacturer's specifications and requirements for the equipment, structure, or other improvement in which the item is installed,
- (3) that each replacement item is new in accordance with original equipment manufacturer's

specifications, and of a quality at least as good as the quality of the item which it replaces (when the replaced item was new), and

(4) that no item or its use infringes any patent, copyright, or proprietary right.

**G. Licenses and Permits**

Contractor shall obtain and pay for all licenses, permits, and certificates required by any statute, ordinance, rule, or regulation.

**H. Compliance with Equal Opportunity Ordinance**

Contractor shall comply with the City's Equal Employment Opportunity Ordinance as set out in Exhibit "C."

**I. Drug Abuse Detection and Deterrence**

(1) It is the policy of the City to achieve a drug-free workforce and workplace. The manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or alcohol by contractors while on City Premises is prohibited. Contractor shall comply with all the requirements and procedures set forth in the Mayor's Drug Abuse Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 ("Executive Order"), which is incorporated into this Agreement and is on file in the City Secretary's Office.

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

- (a) a copy of its drug-free workplace policy,
- (b) the Drug Policy Compliance Agreement substantially in the form set forth in Exhibit "D," together with a written designation of all safety impact positions and,
- (c) if applicable (e.g. no safety impact positions), the Certification of No Safety Impact Positions, substantially in the form set forth in Exhibit "E."

If Contractor files a written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every 6 months during the performance of this Agreement or on completion of this Agreement if performance is less than 6 months, a Drug Policy Compliance Declaration in a form substantially similar to Exhibit "F." Contractor shall submit the Drug Policy Compliance Declaration to the CCODT within 30 days of the expiration of each 6-month period of performance and within 30 days of completion of this Agreement. The

first 6-month period begins to run on the date the City issues its Notice to Proceed or if no Notice to Proceed is issued, on the first day Contractor begins work under this Agreement.

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

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

**J. Environmental Laws**

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

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

**K. Contractor's Performance**

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

**L. Payment of Employees and Subcontractors**

Contractor shall make timely payments in accordance with applicable state and federal law to all persons and entities supplying labor, materials or equipment for the performance of this Agreement including Contractor's employees.

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

Contractor shall defend and indemnify the City from any claims or liability arising out of Contractor's failure to pay its subcontractors as required by law. Contractor shall submit disputes relating to payment of M/WBE subcontractors to arbitration in the same manner as any other disputes under the M/WBE subcontracted.

### III. DUTIES OF CITY

#### A. Payment Terms

The City shall pay and Contractor shall accept fees at the unit prices provided in Exhibit H for all services rendered and the Deliverables furnished by Contractor. The fees must only be paid from Allocated Funds, as provided below.

Any quantities of services or Deliverable shown in any part of this contract or its exhibits are estimated only and are not any guarantee that the City will not purchase more or less of those services or Deliverables. The City will pay only for the services or Deliverables actually ordered and only at the unit prices set out.

#### B. Taxes

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

#### C. Method of Payment

The City shall pay Contractor on the basis of invoices submitted by Contractor and approved by the Director, showing the specific tasks completed in the preceding month and the corresponding prices. The City shall make payments to Contractor at its address for notices within 30 days of receipt of an approved invoice.

#### D. Method of Payment - Disputed Payments

If the City disputes any items in an invoice Contractor submits for any reason, including lack of supporting documentation, the Director shall temporarily delete the disputed item and pay the remainder of the invoice. The Director shall promptly notify Contractor of the dispute and request remedial action. After the dispute is settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

#### E. Limit of Appropriation

- (1) The City's duty to pay money to Contractor under this Agreement is limited in its entirety by the provisions of this Section.
- (2) In order to comply with Article II, Sections 19 and 19a of the City's Charter and Article XI, Section 5 of the Texas Constitution, the City has appropriated and allocated the sum of

\$61,095.00 to pay money due under this Agreement (the "Original Allocation"). The executive and legislative officers of the City, in their discretion, may allocate supplemental funds for this Agreement, but they are not obligated to do so. Therefore, the parties have agreed to the following procedures and remedies:

- (3) The City makes a supplemental allocation by sending a notice signed by the Director and the City Controller to Contractor and where appropriated, approved by motion, or ordinance of City Council in substantially the following form:

"NOTICE OF SUPPLEMENTAL ALLOCATION OF FUNDS"

TO: [Name of Contractor]

FROM: City of Houston, Texas (the "City")

DATE: [Date of notice]

SUBJECT: Supplemental allocation of funds for the purpose of the "[title of this Agreement]" between the City and (name of Contractor) countersigned by the City Controller on (Date of Countersignature) (the "Agreement").

I, (name of City Controller), City Controller of the City of Houston, certify that the supplemental sum of \$\_\_\_\_\_, upon the request of the below-signed Director, has been allocated for the purposes of the Agreement out of funds appropriated for this purpose by the City Council of the City of Houston. This supplemental allocation has been charged to such appropriation.

The aggregate of all sums allocated for the purpose of such Agreement, including the Original Allocation, and all supplemental allocations (including this one), as of the date of this notice, is \$\_\_\_\_\_.

SIGNED:

(Signature of the City Controller)

City Controller of the City

REQUESTED:

(Signature of the Director)

Director

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

**F. Changes**

- (1) At any time during the Agreement Term, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may issue a Change Order to increase or decrease the scope of services or change plans and specifications, as he or she may find necessary to accomplish the general purposes of this Agreement. Contractor shall furnish the services or deliverables in the Change Order in accordance with the requirements of this Agreement plus any special provisions, specifications, or special instructions issued to execute the extra work.
- (2) The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent will issue the Change Order in substantially the following form:

**CHANGE ORDER**

TO: [Name of Contractor]

FROM: City of Houston, Texas (the "City")

DATE: [Date of Notice]

SUBJECT: Change Order under the Agreement between the City and [Name of Contractor] countersigned by the City Controller on [Date of countersignature of the Agreement]

Subject to all terms and conditions of the Agreement, the City requests that Contractor provide the following:

[Here describe the additions to or changes to the equipment or services and the Change Order Charges applicable to each.]

Signed:

[Signature of City Purchasing Agent or Director upon written notice to the City Purchasing Agent]

- (3) The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may issue more than one Change Order, subject to the following limitations:
  - (a) Council expressly authorizes the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent, to approve a Change Order of up to \$25,000. A Change Order of more than \$25,000 must be approved by the City Council.
  - (b) If a Change Order describes items that Contractor is otherwise required to provide under this Agreement, the City is not obligated to pay any additional money to Contractor.
  - (c) The Total of all Change Orders issued under this section may not increase the Original Agreement amount by more than 25%.
- (4) Whenever Contractor receives a Change Order, Contractor shall furnish all material, equipment, and personnel necessary to perform the work described in the Change Order. Contractor shall complete the work within the time prescribed. If no time for completion is prescribed, Contractor shall complete the work within a reasonable time. If the work described in any Change Order causes an unavoidable delay in any other work Contractor is required to perform under this Agreement, Contractor may request a time extension for the completion of the work. The City Purchasing Agent's or Director's decision regarding a time extension is final.
- (5) A product or service provided under a Change Order is subject to inspection, acceptance, or rejection in the same manner as the work described in the Original Agreement, and is subject to the terms and conditions of the Original Agreement as if it had originally been a part of the Agreement.
- (6) Change Orders are subject to the Allocated Funds provisions of this Agreement.

## IV. TERM AND TERMINATION

### A. Contract Term

This Agreement is effective on the Countersignature Date and expires five (5) years after the date specified in the Notice to Proceed unless sooner terminated according to the terms of this Agreement.

### B. Notice to Proceed

Contractor shall begin performance under this Agreement on the date specified in a Notice to Proceed from the City Purchasing Agent.

### C. Time Extensions

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

### D. Termination for Convenience by the City

The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may terminate this Agreement at any time by giving 30 days written notice to Contractor. The City's right to terminate this Agreement for convenience is cumulative of all rights and remedies which exist now or in the future.

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

TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR'S ONLY REMEDIES FOR THE CITY'S TERMINATION FOR CONVENIENCE, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT AS SPECIFIED IN THIS SECTION),

IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE CITY'S TERMINATION FOR CONVENIENCE.

**E. Termination for Cause by City**

If Contractor defaults under this Agreement, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may either terminate this Agreement or allow Contractor to cure the default as provided below. The City's right to terminate this Agreement for Contractor's default is cumulative of all rights and remedies which exist now or in the future. Default by Contractor occurs if:

- (1) Contractor fails to perform any of its duties under this Agreement;
- (2) Contractor becomes insolvent;
- (3) all or a substantial part of Contractor's assets are assigned for the benefit of its creditors; or
- (4) a receiver or trustee is appointed for Contractor.

If a default occurs, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may, but is not obligated to, deliver a written notice to Contractor describing the default and the termination date. The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent, at his or her sole option, may extend the termination date to a later date. If the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent allows Contractor to cure the default and Contractor does so to the City Purchasing Agent's or Director's satisfaction before the termination date, then the termination is ineffective. If Contractor does not cure the default before the termination date, then the City Purchasing Agent or Director upon written notice to the City Purchasing Agent may terminate this Agreement on the termination date, at no further obligation of the City.

To effect final termination, the City Purchasing Agent or Director upon written notice to the City Purchasing Agent must notify Contractor in writing. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement, and promptly cancel all orders or subcontracts chargeable to this Agreement.

**F. Termination for Cause by Contractor**

Contractor may terminate its performance under this Agreement only if the City defaults and fails to cure the

default after receiving written notice of it. Default by the City occurs if the City fails to perform one or more of its material duties under this Agreement. If a default occurs and Contractor wishes to terminate the Agreement, then Contractor must deliver a written notice to the Director describing the default and the proposed termination date.

The date must be at least 30 days after the Director receives notice. Contractor, at its sole option, may extend the proposed termination date to a later date. If the City cures the default before the proposed termination date, then the proposed termination is ineffective. If the City does not cure the default before the proposed termination date, then Contractor may terminate its performance under this Agreement on the termination date.

**G. Termination for Cause - Termination by City for Health and Safety**

If City Council determines that the public health, safety, and welfare of the City require termination of this Agreement, then the Agreement is terminated immediately upon that determination by City Council.

**H. Removal of Contractor Owned Equipment and Materials**

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

## V. MISCELLANEOUS

### A. Independent Contractor

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

### B. Force Majeure

1. Timely performance by both parties is essential to this Agreement. However, neither party is liable for delays or other failures to perform its obligations under this Agreement 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.
2. This relief is not applicable unless the affected party does the following:
  - (a) uses due diligence to remove the Force Majeure as quickly as possible; and
  - (b) provides the other party with prompt written notice of the cause and its anticipated effect.
3. The City may perform contract functions itself or contract them out during periods of Force Majeure. Such performance does not constitute a default or breach of this Agreement by the City.
4. If the Force Majeure continues for more than 30 days, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may terminate this Agreement by giving 30 days' written notice to Contractor. This termination is not a default or breach of this Agreement. CONTRACTOR WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE UNDER THE AGREEMENT AT THE TIME OF THE TERMINATION.

### C. Severability

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

**D. Entire Agreement**

This Agreement merges the prior negotiations and understandings of the Parties and embodies the entire agreement of the Parties. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kind exist between the Parties regarding this Agreement.

**E. Written Amendment**

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

**F. Applicable Laws**

This Agreement is subject to the laws of the State of Texas, the City Charter and Ordinances, the laws of the federal government of the United States, and all rules and regulations of any regulatory body or officer having jurisdiction.

Venue for any litigation relating to this Agreement is Harris County, Texas.

**G. Notices**

All notices required or permitted by this Agreement must be in writing and are deemed delivered on the earlier of the date actually received or the third day following: (1) deposit in a United States Postal Service post office or receptacle; (2) with proper postage (certified mail, return receipt requested); and (3) addressed to the other party at the address set out in the preamble of this Agreement or at such other address as the receiving party designates by proper notice to the sending party.

**H. Non-Waiver**

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

An approval by the Director, or by any other employee or agent of the City, of any part of Contractor's performance does not waive compliance with this Agreement or establish a standard of performance other than

that required by this Agreement and by law. The Director is not authorized to vary the terms of this Agreement.

**I. Inspections and Audits**

City representatives may perform, or have performed, (1) audits of Contractor's books and records, and (2) inspections of all places where work is undertaken in connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least 3 years after this Agreement terminates. This provision does not affect the applicable statute of limitations.

**J. Enforcement**

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

**K. Ambiguities**

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

**L. Survival**

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

**M. Parties In Interest**

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

**N. Successors and Assigns**

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

**O. Business Structure and Assignments**

Contractor shall not assign this Agreement at law or otherwise or dispose of all or substantially all of its assets without the City Purchasing Agent's prior written consent. Nothing in this clause, however, prevents the assignment of accounts receivable or the creation of a security interest under Section 9.406 (c) of the Texas Business & Commerce Code. In the case of such an assignment, Contractor shall immediately furnish the City with proof of the assignment and the name, telephone number, and address of the Assignee and a clear identification of the fees to be paid to the Assignee.

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

**P. Remedies Cumulative**

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

## **EXHIBIT "A"**

### **DEFINITIONS**

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.

"Agricultural Equipment" means those construction machines, tractors, mobile cranes, front-end loaders and similar vehicles with pneumatic tires, both tube and tubeless tires that are operated at low speeds, off the road and with intermittent highway use.

"Appurtenance" means repair material which is necessary to provide tire service. Examples include, but not limited to, patches, plugs, valve stems and cement.

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

"City Purchasing Agent" 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 City Purchasing Agent acting within the limits of delegated authority.

"Contractor Administrator" means the representative of the Appropriate Department who is responsible for the administration for the Contract.

"Contract Award Notice" means the official notification substantiated by the Notice to Proceed issued by the City Purchasing Agent to the Contractor.

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

"Contract Term" is defined in Article IV.

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

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

"Director" means the Directors of each of the Departments or the City Purchasing Agent for the City, or the person he or she designates.

"Dismount and Mount" means the removal a tire and wheel from a particular piece of equipment, replacing either the tire, tube, or both, inflating and reinstalling on the same piece of equipment.

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

"Flat Repair" means removing a tire and wheel from a particular piece of equipment, repairing either the tire or tube or both to proper usable condition, inflating the tire and/or tube to the manufacturer's recommended tire pressure, and remounting the tire, tube and wheel on the same piece of equipment, i.e. fixing a flat tire. City tires that are patched shall be cleaned from the inside and outside if necessary and a patch applied. Cleaning shall include, but not limited to, cleaning rust on rims, rusted lug nuts, mud on tires, etc.

"Governing Body" means the Mayor and City Council of the City of Houston.

"Heavy Duty Vehicles - Minimum GVWR 25,000" means those trucks, buses and similar vehicles which have pneumatic tires with retreadable casings, both tube and tubeless that are operated on public roads and highways

"Hourly Labor Charge" means the rate paid for service which is not covered in Exhibit "G" (Fee Schedule). The rate shall be paid in fifteen minute increments. The hourly labor charge should also be used to pay for wait time.

“Industrial Equipment” means those industrial forklifts trucks, tow tractors, warehouse trailers and similar material handling equipment and special low speed vehicles with pneumatic tires, both tube and tubeless that are operated at low speeds

“Notice to Proceed” means a written communication from the City Purchasing Agent to Contractor instructing Contractor to begin performance.

“Performance Start” means the date specified in the Notice to Proceed from the Purchasing Agent.

“Off-the Road Heavy Duty Use” means those loaders, road graders, excavators and similar vehicles with pneumatic tires, both tube and tubeless that are operated at low speeds, off the road and with intermittent highway use.

“Off-the Road Light Duty Use” means those vehicles like golf carts, bicycles, lawn carts, lawn mowers, andushman scooters that are operated off the road at low speeds with intermittent highway use.

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

“Passenger Cars, Light Trucks and Trailers” means those passenger vehicles, light trucks (15,000 GVWR), trailers & similar vehicles which have pneumatic tires with retreadable casings, both tube and tubeless that are operated on public streets & highways.

“Service Call” means responding to a request for tire service at specific location (designated by the City). Only one Service Call shall be charged regardless of the number of flat repairs, switches, dismounts, & mounts or other services requested at the same specific location (includes 1 or more vehicles).

If the tire, tube or accessory cannot be repaired vendor shall pick-up required item from City Department. Then one Service Call will be chargeable for responding to the call and one additional Service Call will be chargeable for securing the needed item for a total of two billable Service Calls (subject to approval by the City's Dispatcher).

Service Calls will be divided into three (3) areas:

- 1) Inside Loop 610
- 2) Inside Loop 610 – Beltway 8
- 3) Outside Beltway 8

Fees paid for Service Calls shall depend on the location of the required service. Calls inside Loop 610 will be charged the Inside Loop 610 Service Call Rate (Exhibit "G"). Calls between Loop 610 and Beltway 8 shall be charged the Outside Loop 610 Service Call Rate (Exhibit "G"). Calls outside Beltway 8 shall be charged the Outside Beltway 8 service call rate (Exhibit "G") plus mileage.

“Switch/Rotate” means removing tire(s) and wheel(s) from a particular piece of equipment and re-installing a different tire(s) and wheel(s). Example - installing a spare tire. Another example is removing a tire from the left side and installing it on the right side.

“Wait Time” means time that service person is at tire repair location specified by the City, but is unable to perform service due to delays caused by the City. It does not include time spent returning tires after leaving the repair location.

**EXHIBIT "B"**  
**SCOPE OF SERVICES**

- 2.01 The Contractor will perform tire services on City owned/leased agricultural equipment, industrial equipment, light and heavy duty trucks, trailers, passenger cars, ambulances and fire trucks as required. This includes furnishing all labor, tools, repair materials, and transportation (as required). Tire Service will be required to repair tires and or tubes that have gone flat, as a result of damage due to a puncture or leak. This service will be available twenty-four (24) hours a day, seven (7) days a week, fifty-two (52) weeks a year including all holidays.
- 2.02 In order to receive requests for service, the Contractor will maintain a twenty-four (24) hour telephone number, as the Contractor may prescribe in a notice to the City. The telephone will answered by one or more persons so that information and requests for service may be transmitted between the City and the Contractor. A mechanical or electronic answering device is not acceptable.
- 2.03 The City will use its dispatchers to contact the Contractor to request service. The service request will include the following information:
- a. Time of Call
  - b. Dispatch Number
  - c. Location (street address) of the vehicle or equipment to include Key Map Reference (when available).
  - d. Type of vehicle and estimate of the repair required.
- 2.04 Upon receipt of a request to provide tire service, the Contractor will respond by arriving at the specified location within one hour maximum, response time. These locations may be specific job sites, City facilities, street, roadways or any place where a particular vehicle or piece of equipment has been disabled.
- 2.05 All repair work shall be performed in accordance with the Rubber Manufacturer's Association standards (Reference: TPRP-11/90 Truck Tire Punctures Repair Procedures and ALTPRP-11/90 Automobile, Light Truck Punctures Repair Procedures).
- 2.06 The Contractor will perform all services with due diligence and without unnecessary interruptions or delay. All work will be performed in manner meeting the standards of quality consistent with the procedures recommended by the Rubber Manufacturer's Association, National Tire Dealers and Retreaders Association.
- 2.07 Boots will not be allowed on City vehicles, except in rare cases. Example: Stalled City vehicle is blocking traffic, after vehicle is in a safe location, vehicle will be repaired.
- 2.08 The Contractor shall not perform the requested work unless the operator of the vehicle or piece of equipment or a designated representative of the City is present at all times during the service call.
- 2.09 The Contractor will not perform any service which has not been requested by the City. When it is unclear on how to proceed the Contractor will contact the appropriate City dispatcher.
- 2.10 The Contractor will maintain a sufficient fleet of repair vehicles and service personnel to provide the requested services in the time frames allowed. These vehicles will be equipped with radio dispatching receiving equipment for two-way communications between the Contractor and his personnel. the vehicles will have sufficient tools and equipment to service up to 67,000 G.V.W. and a 30" rim size. All necessary equipment to repair tubes will be carried, so that repairs can be affected at the specified locations in the request for service.

- 2.11 The Contractor is required to acquire and maintain any stock necessary to complete dispatched repairs from the service vehicle dispatched to the specified location. The Contractor is required to provide repair materials required to complete repairs.
- 2.12 The Contractor's service personnel will be trained and skilled persons having substantial experience in tire service. Such experience will exceed one (1) year.
- 2.13 Contractor shall obtain tires necessary to complete repairs from the City's Inventory at the location specified by the City.
- 2.14 The Director or designated representative reserve the right to examine the Contractor's parts/material cost invoices upon request.
- 2.15 No labor rate increase shall be allowed during the life of the contract. Therefore, the labor rate offered for each contract year shall be firm for the life of the contract.
- 2.16 Any and all equipment removed from City property shall be accompanied by a City of Houston Return Authorization Form 7530-0559951-00 or any successor form used for that purpose. The Return Authorization Form shall be provided by the Department.
- 2.17 The City will designate locations for obtaining and/or returning tires at the Pre-Performance Conference.
  - 2.17.1 Additional locations for obtaining and/or returning tires and tubes will be authorized only upon the written consent from the Director.
  - 2.17.2 All tires removed from City owned vehicles will returned to the designated location.
  - 2.17.3 Returns will be made once weekly, at no additional expense to the City. (Days and Hours to be designated by the respective Department at Pre-Performance Conference).
  - 2.17.4 Each returned tire will be marked or tagged with the City's vehicle number/shop number from the vehicle they were removed from.
  - 2.17.5 All returns will be accompanied by a delivery ticket referencing the tire being returned.
- 2.18 The Contractor will not use boot and tire patches for the Houston Fire Department. Tube patches will not be used on the steering axle tires for the Fire Department.

2.19 Payment and Compensation

- 2.19.1 The fees to be paid the Contractor are contained in Exhibit "G" Fee Schedule.
- 2.19.2 Contractor will submit weekly invoices by the close of business on the Monday following the week (Friday through Thursday) in which services were performed. All invoices will contain the following information:
  - a. Date of Service
  - b. Department/Division Receiving Service
  - c. Ordinance Number and Contract Number
  - d. City of Houston Shop Number
  - e. Type of Vehicle/Equipment
  - f. Street Address of Service Location
  - g. Person Authorizing the Call
  - h. Time of arrival at specified location

- i. Tire Service Call complete and Contractor departed location
- j. Type of Service provided - Flat Repair, Switch/Rotate, Filled Tires, Additional Service, etc.
- k. Quantity of each service provided
- l. Brand and Size of Tire receiving service
- m. Unit Prices and Total Charges (Must correspond to Fees in Exhibit "G" - Fee Schedule)
- n. Signature and Employee Number of City of Houston Representative approving the completed service

20.0 Additions & Deletions:

The City, by written notice from the City Purchasing Agent to the Contractor, at anytime during the term of this contract, may add or delete like services to be performed. Any such written notice shall take effect on the date stated in the notice from the City. Equipment, locations and/or services added will be subject to the contract services and charges or rates as an item already specified in the fee schedule. In the event the additional service is not identical to any item already under contract, the charges therefore will then be the Contractor's normal and customary charges or rates for the equipment, locations and/or services classified in the fee schedule.

21.0 Estimated Quantities Not Guaranteed:

The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of tire repair services during the term of this contract. The quantities may vary depending upon the actual needs of the user Department. The quantities specified herein are good faith estimates of usage during the term of this contract. Therefore, the City shall not be liable for any contractual agreements/obligations the Contractor enters into based on the City purchasing requiring all the quantities specified herein.

22.0 Warranty Of Services

- a) *Definitions:* "Acceptance" as used in this clause, means the act of an authorized representative of the City by which the City assumes for itself, approval of specific services, as partial or complete performance of the contract.

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

- b) Notwithstanding inspection and acceptance by the City or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The City shall give written notice of any defect or nonconformance to the Contractor within a one-year period from the date of acceptance by the City. This notice shall state either (1) that the Contractor shall correct or re-perform any defective or non-conforming services at no additional cost to the City, or (2) that the City does not require correction or re-performance.
- c) If the Contractor is required to correct or re-perform, it shall be at no cost to the City, and any services corrected or re-performed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or re-perform, the City may, by contract or otherwise correct or replace with similar services and charge to the Contractor the cost occasioned to the City thereby, or make an equitable adjustment in the contract price.
- d) If the City does not require correction or re-performance, the City shall make an equitable adjustment in the contract price.

**EXHIBIT "C"**  
**EQUAL EMPLOYMENT OPPORTUNITY**

1. The contractor, subcontractor, vendor, supplier, or lessee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or age. The contractor, subcontractor, vendor, supplier, or lessee will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, national origin, or age. Such action will include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The contractor, subcontractor, vendor, supplier or lessee agrees to post in conspicuous places available to employees, and applicants for employment, notices to be provided by the City setting forth the provisions of this Equal Employment Opportunity Clause.
2. The contractor, subcontractor, vendor, supplier, or lessee states that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or age.
3. The contractor, subcontractor, vendor, supplier, or lessee will send to each labor union or representatives of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the said labor union or worker's representative of the contractor's and subcontractor's commitments under Section 202 of Executive Order No. 11246, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor, subcontractor, vendor, supplier, or lessee will comply with all provisions of Executive Order No. 11246 and the rules, regulations, and relevant orders of the Secretary of Labor or other Federal Agency responsible for enforcement of the equal employment opportunity and affirmative action provisions applicable and will likewise furnish all information and reports required by the Mayor and/or Contractor Compliance Officer(s) for purposes of investigation to ascertain and effect compliance with this program.
5. The contractor, subcontractor, vendor, supplier, or lessee will furnish all information and reports required by Executive Order No. 11246, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to all books, records, and accounts by the appropriate City and Federal Officials for purposes of investigations to ascertain compliance with such rules, regulations, and orders. Compliance reports filed at such times as directed shall contain information as to the employment practice policies, program, and work force statistics of the contractor, subcontractor, vendor, supplier, or lessee.
6. In the event of the contractor's, subcontractor's, vendor's, supplier's, or lessee's non-compliance with the non-discrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor, subcontractor, vendor, supplier, or lessee may be declared ineligible for further City contracts in accordance with procedures provided in Executive Order No. 11246, and such other sanctions may be imposed and remedies invoked as provided in the said Executive Order, or by rule, regulation, or order of the Secretary of Labor, or as may otherwise be provided by law.
7. The contractor shall include the provisions of paragraphs 1-8 of this Equal Employment Opportunity Clause in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
8. The contractor shall file and shall cause his or her subcontractors, if any, to file compliance reports with the City in the form and to the extent as may be prescribed by the Mayor. Compliance reports filed at such times as directed shall contain information as to the practices, policies, programs, and employment policies and employment statistics of the contractor and each subcontractor.

**EXHIBIT "D"**  
**DRUG POLICY COMPLIANCE AGREEMENT**

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

\_\_\_\_\_ (Contractor)  
(Name of Company)

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

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

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

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

Date \_\_\_\_\_

Contractor Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

**EXHIBIT "E"**

**Contractor's Certification Of No Safety Impact Positions  
In Performance Of A City Contract**

I, \_\_\_\_\_  
**(Name)(Print/Type)** **(Title)**

as an owner or officer of \_\_\_\_\_ (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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**CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF  
CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES  
FOR CONTRACTORS**

I, \_\_\_\_\_ as an owner or officer of  
**(NAME)** **(PRINT/TYPE)**

\_\_\_\_\_ (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in 5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

**EXHIBIT "F"**  
**DRUG POLICY COMPLIANCE DECLARATION**

I, \_\_\_\_\_ as an owner or officer of  
 \_\_\_\_\_  
 (Name) (Print/Type) (Title) (Contractor or Vendor)  
 \_\_\_\_\_  
 (Name of Company)

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

This reporting period covers the preceding 6 months from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
 (Date) (Typed or Printed Name)  
 \_\_\_\_\_  
 (Signature)  
 \_\_\_\_\_  
 (Title)

# EXHIBIT "G"

## FEES AND COSTS

**FIRST CONTRACT YEAR:**

**DURING NORMAL BUSINESS HOURS (7:00 A.M. – 6:59 P.M.)  
CONTRACT IS 24 HOURS PER DAY WEEKENDS AND CITY HOLIDAYS.**

Service Call inside Loop 610	\$12.50/ea.
Service Call Outside Loop 610 to Beltway 8	\$15.50/ea.
Service Call Outside Beltway 8 + Mileage (3a +mileage)	\$20.50/ea. \$ 1.25/mi.
Flat Repair for Passenger Cars, Light Trucks & Trailers, Ambulances sizes less than 8.25 x 20	\$11.00/ea.
Flat repair for medium duty truck tires, sizes above 8.25 x 20 (example: 10.00X20, 10R22.5, 11R22.5, 12R22.5)	\$17.00/ea.
Flat Repair on Heavy Duty Trucks including Fire Trucks	
Flat repair for Heavy Duty Truck tires (ex. 24R21)	\$75.00/ea.
Flat repair for Heavy Duty Truck tires (ex. 315/80R22.5)	\$31.50/ea.
Flat repair for Heavy Duty Truck tires (ex. 385/65R22.5 & 425/65R22.5)	\$34.50/ea.
Flat Repair for Agricultural Equipment, front tire, all sizes	\$15.50/ea.
Flat Repair for Agricultural Equipment, rear tires, all sizes	\$45.00/ea.
Flat Repair (Off-The-Road All Sizes)	\$45.00/ea.
Flat Repair (Industrial Equip., All Sizes)	\$18.50/ea.
Switch/Rotate Passenger Cars & Light Trucks	\$ 8.50/ea.
Switch/Rotate Heavy Duty Vehicles	\$10.00/ea.
Switch/Rotate Agricultural Equip (Front)	\$11.50/ea.
Switch/Rotate Agricultural Equip (Rear)	\$30.00/ea.
Switch/Rotate Industrial Equipment	\$12.00/ea.
Tires Filled with Water	\$25.00/ea.
Tires Filled with Fluid	\$25.00/ea.
Parts and Materials	Cost + 20%

(Total Parts/Materials for year one (% defined as cost of parts/material markup)  
(Valve stems, patches, plugs and cement are included in the repair price for line item 4. However, valve stems, patches, plugs, cement, etc. for line items 5-10 will be an extra charge).

**FIRST CONTRACT YEAR**

**AFTER NORMAL BUSINESS HOURS (7:00 P.M – 6:59 A.M..)**

**CONTRACT IS 24 HOURS PER DAY WEEKENDS AND CITY HOLIDAYS.**

Service Call inside Loop 610	\$14.50/ea.
Service Call Outside Loop 610 to Beltway 8	\$17.50/ea.
Service Call Outside Beltway 8 + Mileage (3a +mileage)	\$22.50/ea. \$ 1.35/mi.
Flat Repair for Passenger Cars, Light Trucks & Trailers, Ambulances sizes less than 8.25 x 20	\$13.00/ea.
Flat repair for medium duty truck tires, sizes above 8.25 x 20 (example: 10.00X20, 10R22.5, 11R22.5, 12R22.5)	\$19.00/ea.
Flat Repair on Heavy Duty Trucks including Fire Trucks	
Flat repair for Heavy Duty Truck tires (ex. 24R21)	\$77.00/ea.
Flat repair for Heavy Duty Truck tires (ex. 315/80R22.5)	\$33.50/ea.
Flat repair for Heavy Duty Truck tires (ex. 385/65R22.5 & 425/65R22.5)	\$36.50/ea.
Flat Repair for Agricultural Equipment, front tire, all sizes	\$17.50/ea.
Flat Repair for Agricultural Equipment, rear tires, all sizes	\$47.50/ea.
Flat Repair (Off-The-Road All Sizes)	\$47.50/ea.
Flat Repair (Industrial Equip., All Sizes)	\$20.50/ea.
Switch/Rotate Passenger Cars & Light Trucks	\$10.50/ea.
Switch/Rotate Heavy Duty Vehicles	\$12.00/ea.
Switch/Rotate Agricultural Equip (Front)	\$12.50/ea.
Switch/Rotate Agricultural Equip (Rear)	\$32.50/ea.
Switch/Rotate Industrial Equipment	\$14.00/ea.
Tires Filled with Water	\$27.00/ea.
Tires Filled with Fluid	\$27.00/ea.
Parts and Materials	Cost + 20%

(Total Parts/Materials for year one (% defined as cost of parts/material markup)  
(Valve stems, patches, plugs and cement are included in the repair price for line item 4. However, valve stems, patches, plugs, cement, etc. for line items 5-10 will be an extra charge).

**SECOND CONTRACT YEAR:**

**DURING NORMAL BUSINESS HOURS (7:00 A.M. – 6:59 P.M.)  
CONTRACT IS 24 HOURS PER DAY WEEKENDS AND CITY HOLIDAYS.**

Service Call inside Loop 610	\$12.50/ea.
Service Call Outside Loop 610 to Beltway 8	\$15.50/ea.
Service Call Outside Beltway 8 + Mileage (3a +mileage)	\$20.50/ea. \$ 1.25/mi.
Flat Repair for Passenger Cars, Light Trucks & Trailers, Ambulances sizes less than 8.25 x 20	\$11.00/ea.
Flat repair for medium duty truck tires, sizes above 8.25 x 20 (example: 10.00X20, 10R22.5, 11R22.5, 12R22.5)	\$17.00/ea.
Flat Repair on Heavy Duty Trucks including Fire Trucks	
Flat repair for Heavy Duty Truck tires (ex. 24R21)	\$78.00/ea.
Flat repair for Heavy Duty Truck tires (ex. 315/80R22.5)	\$34.50/ea.
Flat repair for Heavy Duty Truck tires (ex. 385/65R22.5 & 425/65R22.5)	\$37.50/ea.
Flat Repair for Agricultural Equipment, front tire, all sizes	\$15.50/ea.
Flat Repair for Agricultural Equipment, rear tires, all sizes	\$45.00/ea.
Flat Repair (Off-The-Road All Sizes)	\$45.00/ea.
Flat Repair (Industrial Equip., All Sizes)	\$18.50/ea.
Switch/Rotate Passenger Cars & Light Trucks	\$ 8.50/ea.
Switch/Rotate Heavy Duty Vehicles	\$10.00/ea.
Switch/Rotate Agricultural Equip (Front)	\$11.50/ea.
Switch/Rotate Agricultural Equip (Rear)	\$30.00/ea.
Switch/Rotate Industrial Equipment	\$12.00/ea.
Tires Filled with Water	\$25.00/ea.
Tires Filled with Fluid	\$25.00/ea.
Parts and Materials	Cost + 20%

(Total Parts/Materials for year one (% defined as cost of parts/material markup)  
(Valve stems, patches, plugs and cement are included in the repair price for line item 4. However, valve stems, patches, plugs, cement, etc. for line items 5-10 will be an extra charge).

## SECOND CONTRACT YEAR

**AFTER NORMAL BUSINESS HOURS (7:00 P.M – 6:59 A.M..)**

**CONTRACT IS 24 HOURS PER DAY WEEKENDS AND CITY HOLIDAYS.**

Service Call inside Loop 610	\$14.50/ea.
Service Call Outside Loop 610 to Beltway 8	\$17.50/ea.
Service Call Outside Beltway 8 + Mileage (3a +mileage)	\$22.50/ea. \$ 1.35/mi.
Flat Repair for Passenger Cars, Light Trucks & Trailers, Ambulances sizes less than 8.25 x 20	\$13.00/ea.
Flat repair for medium duty truck tires, sizes above 8.25 x 20 (example: 10.00X20, 10R22.5, 11R22.5, 12R22.5)	\$19.00/ea.
Flat Repair on Heavy Duty Trucks including Fire Trucks	
Flat repair for Heavy Duty Truck tires (ex. 24R21)	\$80.00/ea.
Flat repair for Heavy Duty Truck tires (ex. 315/80R22.5)	\$36.50/ea.
Flat repair for Heavy Duty Truck tires (ex. 385/65R22.5 & 425/65R22.5)	\$39.50/ea.
Flat Repair for Agricultural Equipment, front tire, all sizes	\$17.50/ea.
Flat Repair for Agricultural Equipment, rear tires, all sizes	\$47.50/ea.
Flat Repair (Off-The-Road All Sizes)	\$47.50/ea.
Flat Repair (Industrial Equip., All Sizes)	\$20.50/ea.
Switch/Rotate Passenger Cars & Light Trucks	\$10.50/ea.
Switch/Rotate Heavy Duty Vehicles	\$12.00/ea.
Switch/Rotate Agricultural Equip (Front)	\$12.50/ea.
Switch/Rotate Agricultural Equip (Rear)	\$32.50/ea.
Switch/Rotate Industrial Equipment	\$14.00/ea.
Tires Filled with Water	\$27.00/ea.
Tires Filled with Fluid	\$27.00/ea.
Parts and Materials	Cost + 20%

(Total Parts/Materials for year one (% defined as cost of parts/material markup)  
(Valve stems, patches, plugs and cement are included in the repair price for line item 4. However, valve stems, patches, plugs, cement, etc. for line items 5-10 will be an extra charge).

**THIRD, FOURTH & FIFTH CONTRACT YEARS:**

**DURING NORMAL BUSINESS HOURS (7:00 A.M. – 6:59 P.M.)  
CONTRACT IS 24 HOURS PER DAY WEEKENDS AND CITY HOLIDAYS.**

Service Call inside Loop 610	\$15.50/ea.
Service Call Outside Loop 610 to Beltway 8	\$18.50/ea.
Service Call Outside Beltway 8 + Mileage (3a +mileage)	\$23.50/ea. \$ 1.35/mi.
Flat Repair for Passènger Cars, Light Trucks & Trailers, Ambulances sizes less than 8.25 x 20	\$14.00/ea.
Flat repair for medium duty truck tires, sizes above 8.25 x 20 (example: 10.00X20, 10R22.5, 11R22.5, 12R22.5)	\$20.00/ea.
Flat Repair on Heavy Duty Trucks including Fire Trucks	
Flat repair for Heavy Duty Truck tires (ex. 24R21)	\$81.00/ea.
Flat repair for Heavy Duty Truck tires (ex. 315/80R22.5)	\$37.50/ea.
Flat repair for Heavy Duty Truck tires (ex. 385/65R22.5 & 425/65R22.5)	\$40.50/ea.
Flat Repair for Agricultural Equipment, front tire, all sizes	\$18.50/ea.
Flat Repair for Agricultural Equipment, rear tires, all sizes	\$48.00/ea.
Flat Repair (Off-The-Road All Sizes)	\$48.00/ea.
Flat Repair (Industrial Equip., All Sizes)	\$21.50/ea.
Switch/Rotate Passenger Cars & Light Trucks	\$11.50/ea.
Switch/Rotate Heavy Duty Vehicles	\$13.00/ea.
Switch/Rotate Agricultural Equip (Front)	\$14.50/ea.
Switch/Rotate Agricultural Equip (Rear)	\$33.00/ea.
Switch/Rotate Industrial Equipment	\$15.00/ea.
Tires Filled with Water	\$28.00/ea.
Tires Filled with Fluid	\$28.00/ea.
Parts and Materials	Cost + 20%

(Total Parts/Materials for year one (% defined as cost of parts/material markup)  
(Valve stems, patches, plugs and cement are included in the repair price for line item 4. However, valve stems, patches, plugs, cement, etc. for line items 5-10 will be an extra charge).

### THIRD, FOURTH & FIFTH CONTRACT YEARS

**AFTER NORMAL BUSINESS HOURS (7:00 P.M – 6:59 A.M..)**

**CONTRACT IS 24 HOURS PER DAY WEEKENDS AND CITY HOLIDAYS.**

Service Call inside Loop 610	\$17.50/ea.
Service Call Outside Loop 610 to Beltway 8	\$22.50/ea.
Service Call Outside Beltway 8 + Mileage (3a +mileage)	\$27.50/ea. \$ 1.45/mi.
Flat Repair for Passenger Cars, Light Trucks & Trailers, Ambulances sizes less than 8.25 x 20	\$16.00/ea.
Flat repair for medium duty truck tires, sizes above 8.25 x 20 (example: 10.00X20, 10R22.5, 11R22.5, 12R22.5)	\$22.00/ea.
Flat Repair on Heavy Duty Trucks including Fire Trucks	
Flat repair for Heavy Duty Truck tires (ex. 24R21)	\$83.00/ea.
Flat repair for Heavy Duty Truck tires (ex. 315/80R22.5)	\$39.50/ea.
Flat repair for Heavy Duty Truck tires (ex. 385/65R22.5 & 425/65R22.5)	\$42.50/ea.
Flat Repair for Agricultural Equipment, front tire, all sizes	\$20.50/ea.
Flat Repair for Agricultural Equipment, rear tires, all sizes	\$50.00/ea.
Flat Repair (Off-The-Road All Sizes)	\$50.00/ea.
Flat Repair (Industrial Equip., All Sizes)	\$22.50/ea.
Switch/Rotate Passenger Cars & Light Trucks	\$12.50/ea.
Switch/Rotate Heavy Duty Vehicles	\$15.00/ea.
Switch/Rotate Agricultural Equip (Front)	\$16.50/ea.
Switch/Rotate Agricultural Equip (Rear)	\$35.00/ea.
Switch/Rotate Industrial Equipment	\$15.00/ea.
Tires Filled with Water	\$30.00/ea.
Tires Filled with Fluid	\$30.00/ea.
Parts and Materials	Cost + 20%

(Total Parts/Materials for year one (% defined as cost of parts/material markup)  
(Valve stems, patches, plugs and cement are included in the repair price for line item 4. However, valve stems, patches, plugs, cement, etc. for line items 5-10 will be an extra charge).