



CITY OF HOUSTON INVITATION TO BID

Issued: May 15, 2009

BID OPENING

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until **10:30 AM Thursday, June 18, 2009** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of:

**GOLF CART LEASING SERVICES
FOR VARIOUS DEPARTMENTS
BID INVITATION NO.: S30-L23276
NIGP CODE: 975-38**

BUYER

Questions regarding this solicitation document should be addressed to Richard Morris, at 832-393-8736, or e-mail to richard.morris@cityofhouston.net.

ELECTRONIC BIDDING

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

PRE-BID CONFERENCE

A Pre-Bid Conference will be held for all Prospective Bidders at the City Hall, Strategic Purchasing Division, 901 Bagby, Conference Rm. 2 (Basement), Houston, Texas 77002 at **9:00 AM on Tuesday, June 2, 2009**.

All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed the solicitation documents prior to the Pre-Bid Conference. Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.

Bidding forms, specifications, and all necessary information should be downloaded from the Internet at <https://purchasing.houstontx.gov/>. By registering and downloading this solicitation document, all updates to this solicitation document will be automatically forwarded via e-mail to all registered bidders. This information may also be obtained from the Supplier Assistance Desk, Strategic Purchasing Division, 901 Bagby, Concourse Level, Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph (b), (5) of Section 15-3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph (b), (6) of said Section 15-3.

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

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

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

SECTION A



**GOLF CART LEASING SERVICES
FOR VARIOUS DEPARTMENTS
BID INVITATION NO.: S30-L23276
NIGP CODE: 975-38**

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

The undersigned Bidder hereby offers to contract with the City upon the terms and conditions stated in that certain "**Contract for Golf Cart Leasing Services for a three-year period with two (2) one-year option periods to extend for Various Departments**", which was distributed by the City together with the "Notice to Bidders" and is hereby incorporated herein by this reference (the "Contract"). This offer is made at the prices stated on the electronic Bid Form. When issued by the City of Houston, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that it has obtained all such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.

The City may accept this bid offer by issuance of a Contract covering award of said bid to this Bidder at any time on or before the 180th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing.

The City of Houston reserves the option, after bids are opened, to increase or decrease the quantities listed, subject to the availability of funds, and/or make award by line item.

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

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

If the City accepts the foregoing offer, this bidder shall furnish all labor, supervision, materials, supplies, equipment and tools necessary to provide Golf Cart Leasing Services for the City in accordance with attached Specifications.

Documents/forms must be downloaded from the City's Website at <https://purchasing.houstontx.gov/>

Additional Required Forms to be included with this Bid:

In addition to the Electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due.** When submitting bids via UPS/FedEx, etc. please label it with the name: Office of the City Secretary, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, along with the bid/proposal number:

TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Conflict of Interest Questionnaire.doc
Pay or Play Program Acknowledgement Form
Pay or Play Certification of Agreement to Comply w' the Program
Contractor's Questionnaire

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful bidder:

TABLE 2 - DOCUMENTS & FORMS
Drug Forms.doc
EEOC.doc
Formal Instructions for Bid Terms.doc
M/WBE.doc
Sample Insurance Over \$50,000.pdf
Pay or Play Affirmative Action & Contract Compliance Q & A
Pay or Play Affirmative Action & Contract Compliance Requirements
Pay or Play Contractor/Subcontractor Payment Reporting Form
Pay or Play Contractor/Subcontractor Waiver Request
Pay or Play List of Participating Subcontractors

Note: If requested in writing by the City, bidders shall be required to provide sample units of the equipment they propose to furnish under this contract within ten (10) calendar days of such written request. The sample units will assist in the determination of whether the proposed equipment meets the specifications. Failure to comply with this requirement shall be just cause for rejection of your equipment from further bid award consideration.

CONTRACTOR'S QUESTIONNAIRE

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

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

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

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

SITE INSPECTION

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

QUALITY AND WORKMANSHIP

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

SECTION B
SCOPE OF WORK/SPECIFICATIONS

1.0 Scope of Services:

- 1.1 The Contractor will provide long and short-term rental of golf carts, personnel carriers and utility vehicles, electric and gasoline powered, to be used at various department facilities. The services to be provided by the successful contractor include, but are not limited to, furnishing of rental golf cars, personnel carriers, and utility vehicles, electric and gasoline powered, on a long and short term basis, provide all repairs, warranty and/or non-warranty, to include all parts and labor to effect the repairs and transportation of the unit to and from the repair facility.
- 1.2 All long term rental units under this contract shall be new. Reconditioned and/or used units will not be accepted.
- 1.3 A new fleet of golf cars, personnel carriers and utility vehicles will be provided for the long-term rental areas every two (2) years of the contract term.
- 1.4 All units will be covered by the manufacturer's warranty for a minimum of three (3) years from the date the units are delivered to the department facilities.
- 1.5 The Parks and Recreation Department will endeavor to provide covered storage facilities for a minimum of seventy-five per cent (75%) of the car fleet at any one site and charging capability for a minimum of seventy-five per cent (75%) of the fleet at any one time.

2.0 GOLF CART SPECIFICATIONS:

- 2.1 The Golf carts furnished under this specification shall be E-Z-Go, a Textron Company, Model TXT , or an approved equal, and shall come equipped with all of the standard and additional equipment/accessories identified in the following specifications.

MOTOR: Motor shall be a minimum 36-volt, DC high efficiency series, brazed armature, solid copper windings. Differential to be of work driven types, with fully recessed gearing and aluminum housing.

ELECTRICAL SYSTEM: The electrical system shall be a minimum of a 36 volt system with six (6) each 6-volt deep cycle storage batteries (107 minute, 220 amp-hour @ 20 hours discharge rate).

BATTERY CHARGER: The battery charger shall be portable fully automatic line compensating, 21 amp DC output at 36 volts: input 240 volts, 9.5 amps, 60 cycle AC, Underwriters Laboratories (U.L.) listed, C.S.A. Verified, anti drive away charger/vehicle interlock. Charger is to automatically shut off when battery is charged to the optimal level.

BODY & FINISH: The body is to be constructed of automotive quality injection molded TPE (thermoplastic elastomer). Molded in color with automotive color/clear coat finish, or approved equal.

CHASSIS: The chassis is to be constructed of welded high yield strength tubular steel or aluminum construction combining frame and body together.

SUSPENSION: The front and rear suspension shall have leaf springs with hydraulic shock absorbers.

TRANSAXLE: Double reduction helical rear transaxle with approximately 24.44:1

ratio.

- BRAKES:** The braking system is to be dual rear wheel mechanical drum brakes with self-adjusting non-asbestos linings with an automatic parking brake release with self-compensating system.
- DIMENSIONS:** Overall length to be minimum 90" but a maximum 96"; wheel base to be at least 63" and front wheel tread to be a least 33.5" and a rear wheel tread of 38".
- WEIGHT:** Approximately 1000 pounds with batteries installed.
- LOAD CAPACITY:** Vehicle load capacity to be rated @ a minimum of 800 pounds including operator and one (1) passengers, accessories and cargo.
- RANGE:** Range rating to be a minimum of 54 holes on one charge.
- SPEED:** Speed shall be 12-14 MPH. Manual or keyed forward/reverse/neutral switch. Infinite number of speeds via a solid-state controller.
- STEERING:** To be wheel type with a double reduction self adjusting rack and pinion steering gear; outside clearance circle to be a maximum of 40 feet.
- SEATING:** The seating area is to be bench type to accommodate operator and one (1) passenger with split or full backrest, vinyl handgrip/hip restraints. The seats and seat backs are to be upholstered in a tan or white vinyl.
- COLOR:** The color of the cars body shall be Champagne or Beige with Black floorboard and body protection.
- TIRES:** The tires shall be 18 x 8.50 x 8, 4-ply rated standard ribbed tires.
- ADDITIONAL EQUIPMENT:** All of the golf cars for the Golf Courses are to be furnished with the following:
- a.) Black rear quarter panel top scuff guards
 - b.) Sun canopy top
 - c.) One-piece permanent front or rear mounted tow bar
 - d.) Four (4) cup console with drink/tee/ball holders
 - e.) Steering wheel with pencil and scorecard holder
 - f.) Reverse warning indicator
 - g.) Vinyl and wrap around rear fender mud guards
 - h.) Windshield, Split, hinged
 - i.) Plastic information holder
 - j.) Single or twin sweater brackets
 - k.) Sand bottle brackets and bottles on both sides
 - l.) Thirty (30) extra sand bottles per Golf Course.
 - m.) Thirty (30) New Replacement Tires and Rims (mounted) are to be provided on an annual basis to all of the golf course facilities.
 - n.) Four (4) inch high identification numbers are to be installed on drivers and passengers side of the cars
 - o.) Golf Course Logo decal, up to four (4) colors, are to be

installed on the front panel of the golf car. Camera ready artwork will be provided to the contractor by the City.

3.0 UTILITY VEHICLE (Range Pickers), GASOLINE POWERED, SPECIFICATIONS:

3.1 The Utility Vehicles furnished under this specification shall be E-Z-Go, a Textron Company, Workhorse Model 1200G, or an approved equal, and shall come equipped with all of the standard and additional equipment/accessories identified in the following specifications.

- ENGINE:** The engine shall be Gasoline, 11.0 rated, 4 cycle, 21 CI (350 cc), twin cylinder, air-cooled.
- VALVE TRAIN:** The valve train shall be an overhead valve, overhead cam, and belt drive.
- LUBRICATION:** Pressurized oil system, washable permanent filter.
- BALANCER:** Internal counter rotating balance shaft.
- IGNITION:** The ignition shall be solid state with crank trigger, electronic timing advance, and RPM limiter.
- CARBURETOR:** The carburetor shall be a fixed jet float bowl type with remote pulse fuel pump.
- ELECTRICAL SYSTEM:** The electrical system shall consist of starter/generator, solid-state regulator, 24-volt maintenance free battery, 515 CCA, 82-minute reserve, instrument panel mounted 24-volt power outlet and hour meter.
- DRIVE TRAIN:** The drive train shall be automatic, continuously variable transmission (CVT) forward and reverse.
- TRANSAXLE:** The transaxle shall be high efficiency differential with helical gears, 13.32:1 ratio, ground speed governor.
- BRAKES:** The brakes shall be dual rear wheel mechanical drum brakes, self-adjusting with non-asbestos linings and an automatic parking brake release with self-compensating system.
- BODY:** The front shall be a flexible resistant front cowl with the rear having lightweight, replaceable steel panels.
- CHASSIS:** The chassis is to be constructed of high yield strength tubular steel or aluminum construction combining frame and body together. It shall be equipped with a mounted hitch receiver.
- SUSPENSION:** Front & rear suspension to have heavy duty multiple leaf springs w/ hydraulic shock absorbers.
- STEERING:** Steering to be self-compensating single reduction rack & pinion.
- FUEL SYSTEM:** 6.0-gallon tank with Instrument Panel mounted Analog Fuel Gauge and Low Oil light.

DIMENSIONS: Overall length to be minimum 100" but a maximum 110"; wheelbase to be at least 66".

WEIGHT: Vehicle to weigh approximately 920 pounds dry.

LOAD CAPACITY: Vehicle load capacity to be rated @ a minimum of 1,200 pounds including operator, one (1) passenger, accessories and cargo.

LOAD BED: The size of the load bed shall be approximately 43" wide x 40 inches long x 24 inches deep with a bed volume of approximately 13.3 cubic feet. The bed shall be equipped with a heavy-duty bed liner with tailgate cover, quick release for easy service access and a hinged removable tailgate and bedsides.

SPEED: Speed shall be approximately 12-14 MPH. Manual or keyed forward/reverse/neutral switch. Infinite number of speeds via a solid-state controller.

COLOR: Green or Gray with black floorboards and body protection

TIRES: To be 18 x 5.50 x 8, 4-ply rated standard ribbed tires.

ADDITIONAL EQUIPMENT : All of the utility vehicles (range pickers) are to be furnished with the following:

- a.) Steel, aluminum, or polymer driving range enclosure capable of protecting operator and enclosure from damage from golf balls.
- b.) Range ball picker attachment.
- c.) Twenty (20) New Replacement Tires and Rims (mounted) are to be provided to the golf courses on an annual basis.
- d.) Headlights, with protective cover
- e.) Windshield

4.0 **UTILITY VEHICLE, GASOLINE POWERED, SPECIFICATIONS:**

4.1 The Utility Vehicles furnished under this specification shall be E-Z-Go, a Textron Company, Workhorse Model 1200G, or an approved equal, and shall come equipped with all of the standard and additional equipment/accessories identified in the following specifications.

ENGINE: The engine shall be Gasoline, 11.0 rated, 4 cycle, 21 CI (350 cc), twin cylinder, air-cooled.

VALVE TRAIN: The valve train shall be an overhead valve, overhead cam, and belt drive.

LUBRICATION: Pressurized oil system, washable permanent filter.

BALANCER: Internal counter rotating balance shaft.

IGNITION: The ignition shall be solid state with crank trigger, electronic timing advance, and RPM limiter.

CARBURETOR: The carburetor shall be a fixed jet float bowl type with remote pulse

fuel pump.

- ELECTRICAL SYSTEM:** The electrical system shall consist of starter/generator, solid-state regulator, 24-volt maintenance free battery, 515 CCA, 82-minute reserve, instrument panel mounted 24-volt power outlet and hour meter.
- DRIVE TRAIN:** The drive train shall be automatic, continuously variable transmission (CVT) forward and reverse.
- TRANSAXLE:** The transaxle shall be high efficiency differential with helical gears, 13.32:1 ratio, ground speed governor.
- BRAKES:** The brakes shall be dual rear wheel mechanical drum brakes, self-adjusting with non-asbestos linings and an automatic parking brake release with self-compensating system.
- BODY:** The front shall be a flexible resistant front cowl with the rear having lightweight, replaceable steel panels.
- CHASSIS:** The chassis is to be constructed of high yield strength tubular steel or aluminum construction combining frame and body together. It shall be equipped with a mounted hitch receiver.
- SUSPENSION:** Front & rear suspension to have heavy duty multiple leaf springs w/ hydraulic shock absorbers.
- STEERING:** Steering to be self-compensating single reduction rack & pinion.
- FUEL SYSTEM:** 6.0-gallon tank with Instrument Panel mounted Analog Fuel Gauge and Low Oil light.
- DIMENSIONS:** Overall length to be minimum 100" but a maximum 110"; wheelbase to be at least 66".
- WEIGHT:** Vehicle to weigh approximately 920 pounds dry.
- LOAD CAPACITY:** Vehicle load capacity to be rated @ a minimum of 1,200 pounds including operator, one (1) passenger, accessories and cargo.
- LOAD BED:** The size of the load bed shall be approximately 43" wide x 40 inches long x 24 inches deep with a bed volume of approximately 13.3 cubic feet. The bed shall be equipped with a heavy-duty bed liner with tailgate cover, quick release for easy service access and a hinged removable tailgate and bedsides.
- SPEED:** Speed shall be approximately 12-14 MPH. Manual or keyed forward/reverse/neutral switch. Infinite number of speeds via a solid-state controller.
- COLOR:** Green or Gray with black floorboards and body protection
- TIRES:** To be 18 x 8.50 x 8, 4-ply rated standard ribbed tires.

5.0

UTILITY VEHICLE, ELECTRIC, SPECIFICATIONS

5.1 The Utility Vehicles furnished under this specification shall be E-Z-Go, a Textron Company, Workhorse Model 1000E, or an approved equal, and shall come equipped with all of the standard and additional equipment/accessories identified in the following specifications.

MOTOR: Motor shall be a minimum 36-volt, DC high efficiency series, brazed armature, solid copper windings. Non-vented 2.5 HP @ 2700 RPM (one hour)

ELECTRICAL SYSTEM: The electrical system shall be a minimum of a 36 volt system with six (6) each 6-volt deep cycle storage batteries (107 minute, 220 amp-hour @ 20 hours discharge rate).

ACCELERATOR SWITCH The accelerator switch shall be solid state HDI Controller, 400 amp rated.

BATTERY CHARGER: The battery charger shall be portable fully automatic line compensating, 21 amp DC output at 36 volts: input 240 volts, 9.5 amps, 60 cycle AC, Underwriters Laboratories (U.L.) listed, C.S.A. Verified, anti drive away charger/vehicle interlock. Charger is to automatically shut off when battery is charged to the optimal level.

BODY & FINISH: The body is to be constructed of automotive quality injection molded TPE (thermoplastic elastomer). Molded in color with automotive color color/clear coat finish, or approved equal.

CHASSIS: The chassis is to be constructed of welded high yield strength tubular steel or aluminum construction combining frame and body together.

DRIVE TRAIN: The drive train shall be direct motor shaft connected to transaxle pinion shaft.

SUSPENSION: The front and rear suspension shall have leaf springs with hydraulic shock absorbers.

TRANSAXLE: Double reduction helical rear transaxle with approximately 24.44:1 ratio.

BRAKES: The braking system is to be dual rear wheel mechanical drum brakes with self-adjusting non-asbestos linings. Automatic park brake release with self-compensating system.

DIMENSIONS: Overall length to be minimum 90" but a maximum 96"; wheel base to be at least 63" and front wheel tread to be a least 33.5" and a rear wheel tread of 38".

WEIGHT: Vehicle to weigh approximately 1000 pounds with batteries installed.

LOAD CAPACITY: Vehicle load capacity to be rated @ least 1600 pounds including

operator and one (1) passengers, accessories and cargo.

SPEED: Speed shall be approximately 12– 14 MPH. Manual or keyed forward/reverse/neutral switch. Infinite number of speeds via a solid state controller.

STEERING: To be wheel type with a double reduction self adjusting rack and pinion steering gear; outside clearance circle to be a maximum of 40 feet.

SEATING: The seating area is to be bench type to accommodate operator and one (1) passenger with split or full backrest, vinyl handgrip/hip restraints. The seats and seat backs are to be upholstered in a tan or white vinyl.

COLOR: The color of the cars body shall be Champagne or Beige with Black floorboard and body protection.

TIRES: The tires shall be 18 x 8.50 x 8, 4-ply rated standard ribbed tires.

6.0

PERSONNEL CARRIER SPECIFICATIONS:

6.1 The Personnel Carriers furnished under this specification shall be E-Z-Go, a Textron Company, Model No. Shuttle 2 + 2 TXT, or an approved equal, and shall come equipped with all of the standard and additional equipment/accessories identified in the following specifications.

MOTOR: Motor shall be a minimum 36-volt, DC high efficiency series, brazed armature, solid copper windings. Differential to be of work driven types, with fully recessed gearing and aluminum housing.

ELECTRICAL SYSTEM: The electrical system shall be a minimum of a 36 volt system with six (6) each 6-volt deep cycle storage batteries (107 minute, 220 amp-hour @ 20 hours discharge rate). Dash mounted electronic "state of charge" meter.

BATTERY CHARGER: The battery charger shall be portable fully automatic line compensating, 21 amp DC output at 36 volts: input 240 volts, 9.5 amps, 60 cycle AC, Underwriters Laboratories (U.L.) listed, C.S.A. Verified, anti drive away charger/vehicle interlock. Charger is to automatically shut off when battery is charged to the optimal level.

SPEED CONTROL: The speed control shall be solid-state continuously variable speed controller with 300 Amp capacity and non-contact inductive throttle.

BODY & FINISH: The body is to be constructed of automotive quality injection molded TPE (thermoplastic elastomer). Molded in color with automotive color color/clear coat finish, or approved equal.

CHASSIS: The chassis is to be constructed of welded high yield strength tubular steel or aluminum construction combining frame and body together.

SUSPENSION: The front and rear suspension shall have leaf springs with hydraulic shock absorbers.

TRANSAXLE: Double reduction helical rear transaxle with approximately 24.44:1

ratio.

BRAKES: The braking system is to be dual rear wheel mechanical drum brakes with self-adjusting non-asbestos linings. Automatic park brake release with self-compensating system.

DIMENSIONS: Overall length to be 105" and 46.5" in width. The wheel base to be at least 63" and front wheel tread to be a least 33.5" and a rear wheel tread of 38" with a clearance circle of approximately 18.9 feet.

WEIGHT: Vehicle to weigh approximately 1000 pounds with batteries installed.

LOAD CAPACITY: The vehicle load capacity shall be rated @ least 1000 pounds including operator, one (1) passenger and cargo.

SPEED: Speed shall be approximately 12 – 14 MPH in forward and approximately 1/2 of that speed in reverse. Manual or keyed forward/reverse/neutral switch. Infinite number of speeds via a solid-state controller.

STEERING: To be wheel type with a double reduction self adjusting rack and pinion steering gear; outside clearance circle to be a maximum of 40 feet.

LIGHTING: The carrier will be equipped with headlights, taillights, brake lights and a horn.

SEATING: The seating area is to be bench type to accommodate operator and three (3) passengers with split or full backrest, vinyl handgrip/hip restraints. The seats and seat backs are to be upholstered in a tan or white vinyl. The units rear seat will be capable of flipping up for storage access.

COLOR: The color of the cars body shall be Champagne or Beige with black floorboard and body protection.

TIRES: The tires shall be 18 x 8.50 x 8, 4-ply rated standard ribbed tires.

ADDITIONAL EQUIPMENT: All of the personnel carriers are to be furnished with the following:
a.) Sun canopy top

7.0 Delivery

All long-term rental vehicles such as golf cars, personnel carriers or utility vehicles must be delivered within thirty (30) days after notice of award of the contract. The equipment delivered will be **new**; no used equipment will be accepted.

8.0 Local Stock, Warehouse and Service Facilities:

8.1 The Contractor shall maintain an adequate fleet of electric golf cars, personnel carriers and utility vehicles in its inventory along with a local repair facility with qualified and trained service technicians to diagnose and complete repairs to the vehicles when needed to fulfill the requirements of the City's Parks and Recreation Department as well as other City department's requirements.

8.2 The Contractor shall be staffed with qualified service technicians and shall have the ability to

provide repair and maintenance services seven (7) days per week.

9.0 Manufacturer's Warranty:

The Contractor will be responsible for any and all repairs and service, parts and labor, to the units under the original equipment manufacturer's warranty. The City of Houston will not incur any cost associated with any warranty service provided by the Contractor. All warranty repair and service work shall be performed at the sole expense of the Contractor.

10.0 Maintenance and Service:

10.1 It will be the responsibility of the contractor to include in the rental cost any and all cost associated with the repair and maintenance of the vehicles. The response time for all services requests will be within twenty-four (24) hours of notification from a representative of the Parks and Recreation Department. If upon inspection of the failed equipment it is determined by the Contractor's service technician that the repair will take in excess of twenty-four (24) hours to complete, then the Contractor will be required to provide a loaner golf car, personnel carrier or utility vehicle to the Parks and Recreation Department facility at no additional cost. The loaner equipment must be delivered to the Parks and Recreation facility within twenty-four (24) hours. The Parks and Recreation Department will be responsible to fix or replace flat and/or damaged tires as needed and maintain battery fluid levels.

10.2 When rental equipment is removed from a Parks and Recreation Department facility to be taken to the Contractor's repair facility, the Contractor shall provide, at no additional expense to the City, a two (2)-part form to be used when any rental equipment is removed and/or returned to the premises. This form shall contain, at a minimum, the following information:

Location	Date and time Unit is Removed or Delivered
Equipment Model No. and Serial No.	Estimate Time repair will take once removed
Signature and employee number of department person authorizing repair, delivery and/or removal of equipment.	

One copy of the form will be left with the department person authorizing this action for their records.

10.3 The Contractor shall provide services to the equipment using competent, trained service technicians. All of the Contractor's service technicians that will be dispatched to facilities to evaluate and/or repair failed equipment must be able to speak, understand, read and write the English language. All parts used in the repair of the equipment shall be new or rebuilt and be that of the original equipment manufacturer or those recommended by the O.E.M. Failure to comply with this provision shall be just cause for termination. Any parts rejected by the City shall be replaced with new parts at no additional expense to the City. All parts used whether they are new or rebuilt, shall carry the standard manufacturer's warranty.

10.4 The Contractor shall also designate one (1) of its employees to act as the contract coordinator. This coordinator will be the Contractor's person that the City would contact to resolve any disputes, discuss problems and/or obtain information.

10.5 The Contractor shall provide a keyed override to limit speed. All vehicles shall have a range of up to 120 minutes of continuous operation without charging or refueling.

10.6 The City will not be held responsible for maintenance that was not performed by the Contractor as required in the scope of services.

11.0 Equipment Theft or Vandalism

11.1 City departments, will make every effort to secure and properly store the rental equipment. Any repairs that must be done to rental equipment due to theft and/or vandalism will be at the sole cost of the contractor. The City will incur no cost associated with repairs that must be made to equipment that has been stolen or vandalized.

11.2 The City shall provide the Contractor a written Police report upon theft of vehicles. The Contractor shall provide a replacement cost within 10 working days after receipt of Police report. The Contractor shall not charge a monthly rental rate once notification with Police report is received and shall resume monthly rental once new unit(s) has been replaced. The replacement shall not exceed 10% above the manufacturer's invoice price.

12.0 Training

The Contractor shall provide on-site training for designated for City maintenance personnel on the proper preventative maintenance and operational requirements of the equipment if requested. The requests for training will be submitted to the Contractor in writing by the Director or authorized representative. The On-site training will include basic training on preventative maintenance and routine maintenance checks to ensure optimal continued operation of the equipment.

The City will be responsible for performing the following preventative maintenance checks:

- TIRES: Check tires on a daily basis for leaks or damage.
- BATTERIES: Check battery water levels on a monthly basis.
- OTHER: Check suspension, brakes, unusual noises on a monthly basis.

13.0 Invoices

13.1 In order to expedite payment all invoices must be submitted in triplicate. The invoice must identify the department, name and address of the facility, the number and type of rental units, the monthly rental cost of each unit and the total invoice amount for all of the units at that facility and/or event.

13.2 The Contractor shall specify model number, vehicle location and serial number(s) for each vehicle on each invoice.

14.0 Short Term Rentals (Event)s:

14.1 The City shall provide a minimum of three (3) day written notification to the contractor for rental of golf carts, personnel carriers and utility vehicles for short term and special event rentals.

14.2 The rental equipment will be electric and no older than two years old. The color of the units can be the standard manufacturer's color(s).

14.3 The contractor will be responsible for transporting the rental equipment to and from the site the equipment will be used and also providing any maintenance or repairs as needed during the rental period.

15.0 Additions & Deletions

The City Purchasing Agent, or the Director of the Department, may by means of a written authorization to Contractor may add or delete golf carts, personnel carriers or utility vehicles to this Contract. Written notification shall take effect upon the Contractor's receipt of such notice or on such other day as specified therein. As of the effective date, each item added or deleted shall be subject to this Contract, as if it had originally been a part. The contractor is not to add or remove rental equipment without prior receipt of written authorization from the Director of the Department, or the City Purchasing Agent. In the event the additional equipment, locations and/or service is not identical to any item already under contract, the charges therefore will then be the Contractor's normal and customary charges or rates for the equipment, locations and/or services classified in the fee schedule.

16.0 Estimated Quantities Not Guaranteed

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

17.0 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.

**SECTION C
GENERAL TERMS & CONDITIONS**

THE STATE OF TEXAS

BID # _____

COUNTY OF HARRIS

ORDINANCE # _____

CONTRACT # _____

I. PARTIES

1.0 ADDRESS

THIS AGREEMENT for **GOLF CART LEASING SERVICES** ("Agreement") is made on the Countersignature Date between the **CITY OF HOUSTON, TEXAS** ("City"), a municipal corporation and _____ ("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 the Parks and Recreation Department
City of Houston
P.O. Box 1562
Houston, Texas 77251

Contractor

Phone: _____
Fax: _____

The Parties agree as follows:

2.0 TABLE OF CONTENTS

2.1 This Agreement consists of the following sections:

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- * H. FEES AND COSTS
- * I. CITY’S CONTRACTORS PAY OR PLAY PROGRAM

* Note: These Exhibits shall be inserted into the Contract agreement at the time of Contract execution.

3.0 PARTS INCORPORATED

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

4.0 CONTROLLING PARTS

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

5.0 DEFINITIONS

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

6.0 SIGNATURES

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

ATTEST/SEAL: (if a corporation)

WITNESS: (if not corporation)

By: _____

Name:

Title:

By: _____

Name:

Title:

Federal Tax ID Number: _____

ATTEST/SEAL:

CITY OF HOUSTON, TEXAS

Signed by:

City Secretary

Mayor

APPROVED:

COUNTERSIGNED BY:

City Purchasing Agent

City Controller

DATE COUNTERSIGNED:

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.

Date

Legal Assistant

II. DUTIES OF CONTRACTOR

1.0 SCOPE OF SERVICES

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

2.0 RELEASE

- 2.1 PRIME CONTRACTOR/SUPPLIER 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.

3.0 INDEMNIFICATION

- 3.1 PRIME CONTRACTOR/SUPPLIER 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 INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:
 - 3.1.1 PRIME CONTRACTOR/SUPPLIER AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED PARAGRAPHS 2.1-3.2, "CONTRACTOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;
 - 3.1.2 THE CITY'S AND PRIME CONTRACTOR/SUPPLIER ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND
 - 3.1.3 THE CITY'S AND PRIME CONTRACTOR/SUPPLIER ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT.
 - 3.1.4 PRIME CONTRACTOR/SUPPLIER 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.
- 3.2 CONTRACTOR SHALL REQUIRE ALL OF ITS SUBCONTRACTORS (AND THEIR SUBCONTRACTORS) TO RELEASE AND INDEMNIFY THE CITY TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS ITS RELEASE AND INDEMNITY TO THE CITY.

4.0 INDEMNIFICATION PROCEDURES

4.1 Notice of Claims. If the City or Prime Contractor/Supplier 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:

4.1.1 a description of the indemnification event in reasonable detail, and

4.1.2 the basis on which indemnification may be due and

4.1.3 the anticipated amount of the indemnified loss.

4.2 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 Contractor/Supplier is prejudiced, suffers loss, or incurs expense because of the delay.

4.3 Defense of Claims

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

4.3.2 Continued Participation. If Prime Contractor/Supplier 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 Contractor/Supplier 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 Prime Contractor/Supplier 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.

5.0 INSURANCE

5.1 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 Workers' 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 coverage in the following amounts:

5.1.1 Commercial General Liability insurance including Contractual Liability insurance:
\$500,000 per occurrence; \$1,000,000 aggregate

5.1.2 Workers' Compensation including Broad Form All States endorsement:
Statutory amount

5.1.3 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

5.1.4 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)

5.2 All insurance policies must require on their face, or by endorsement, that the insurance carrier waives any rights of subrogation against the City, Contractor shall give written notice to the Director if any of its insurance policies are cancelled, 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:

5.2.1 immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or

5.2.2 purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to Contractor under this Agreement.

6.0 WARRANTIES

6.1 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.

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

6.2.1 that all items are free of defects in title, material, and workmanship,

6.2.2 that each item meets or exceeds the manufacturer's specifications and requirements for the equipment, structure, or other improvement in which the item is installed,

6.2.3 that each replacement item is new in accordance with original equipment manufacturer's specifications, and of a quality at least as good as the quality of the item which it replaces (when the replaced item was new), and

6.2.4 that no item or its use infringes any patent, copyright, or proprietary right.

7.0 LICENSES AND PERMITS

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

8.0 COMPLIANCE WITH EQUAL OPPORTUNITY ORDINANCE

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

9.0 MWBE COMPLIANCE

9.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("MWBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances.

Contractor shall make good faith efforts to award subcontracts or supply agreements in at least 4% of the value of this Agreement to MWBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Affirmative Action Division and will comply with them.

- 9.2 Contractor shall require written subcontracts with all MWBE subcontractors and shall submit all disputes with MWBEs to binding arbitration in Houston, Texas if directed to do so by the Affirmative Action Division Director. MWBE subcontracts must contain the terms set out in Exhibit "D". If Contractor is an individual person (as distinguished from a corporation, partnership, or other legal entity), and the amount of the subcontract is \$50,000 or less, the subcontract must also be signed by the attorneys of the respective parties.

10.0 DRUG ABUSE DETECTION AND DETERRENCE

- 10.1 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.
- 10.2 Before the City signs this Agreement, Contractor shall file with the Contract Compliance Officer for Drug Testing ("CCODT"):
- 10.2.1 a copy of its drug-free workplace policy,
 - 10.2.2 the Drug Policy Compliance Agreement substantially in the form set forth in Exhibit "E", together with a written designation of all safety impact positions, and
 - 10.2.3 if applicable (e.g. no safety impact positions), the Certification of No Safety Impact Positions, substantially in the form set forth in Exhibit "F".
- 10.3 If Contractor files a written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every 6 months during the performance of this Agreement or on completion of this Agreement if performance is less than 6 months, a Drug Policy Compliance Declaration in a form substantially similar to Exhibit "G". 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.
- 10.4 Contractor also shall file updated designations of safety impact positions with the CCODT if additional safety impact positions are added to Contractor's employee work force.
- 10.5 Contractor shall require that its subcontractors comply with the Executive Order, and Contractor shall secure and maintain the required documents for City inspection.

11.0 ENVIRONMENTAL LAWS

- 11.1 Contractor shall comply with all rules, regulations, statutes, or orders of the Environmental Protection Agency ("EPA"), the Texas Commission on Environmental Quality ("TCEQ"), 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.

- 11.2 Contractor shall not possess, use, generate, release, discharge, store, dispose of, or transport any Hazardous Materials on, under, in, above, to, or from the site except in strict compliance with the Environmental 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.

12.0 CITY'S CONTRACTOR PAY OR PLAY PROGRAM

- 12.1 The requirement and terms of the City of Houston Pay or Play Policy, as set out in Executive Order 1-7, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order 1-7 and shall comply with its terms and conditions as they are set out at the time of City Council approval of this Agreement.
- 12.2 The Pay or Play Program for various departments will be administered by the City of Houston Affirmative Action Division's designee and for a Department specific contract; the Department's designated contract administrator will administer the Pay or Play Program.

13.0 CONTRACTOR'S PERFORMANCE

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

14.0 PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

- 14.1 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.
- 14.2 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.
- 14.3 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 subcontract.

III. DUTIES OF CITY

1.0 PAYMENT TERMS

- 1.1 The City shall pay and Contractor shall accept fees 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.

2.0 TAXES

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

3.0 METHOD OF PAYMENT

- 3.1 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.

4.0 METHOD OF PAYMENT - DISPUTED PAYMENTS

- 4.1 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.

5.0 LIMIT OF APPROPRIATION:

- 5.1 The City's duty to pay money to Contractor under this Agreement is limited in its entirety by the provisions of this Section.
- 5.2 In order to comply with Article II, Sections 19 and 19a of the City's Charter and Article XI, Section 5 of the Texas Constitution, the City has appropriated and allocated the sum of \$_____ to pay money due under this Agreement (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:
- 5.3 The City makes a Supplemental Allocation by issuing to Contractor a Service Release Order, or similar form approved by the City Controller, containing the language set out below. When necessary, the Supplemental Allocation shall be approved by motion or ordinance of City Council.

"NOTICE OF SUPPLEMENTAL ALLOCATION OF FUNDS"

"By the signature below, the City Controller certifies that, upon the request of the responsible director, the supplemental sum set out below has been allocated for the purposes of the Agreement out of funds appropriated for this purpose by the City Council of the City of Houston. This supplemental allocation has been charged to such appropriation."

- 5.4 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.

6.0 **CHANGES**

6.1 At any time during the Agreement Term, the City Purchasing Agent or Director 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.

6.2 The City Purchasing Agent or Director 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]

6.3 The City Purchasing Agent or Director may issue more than one Change Order, subject to the following limitations:

6.3.1 Council expressly authorizes the City Purchasing Agent or Director to approve a Change Order of up to \$50,000. A Change Order of more than \$50,000 over the approved contract amount must be approved by the City Council.

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

6.3.3 The total of all Change Orders issued under this section may not increase the Original Agreement amount by more than 25%.

6.4 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.

6.5 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.

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

IV. TERM AND TERMINATION

1.0 CONTRACT TERM

1.1 This Agreement is effective on the Countersignature Date and expires three (3) years after the starting date specified in the Notice to Proceed unless sooner terminated according to the terms of this Agreement.

2.0 NOTICE TO PROCEED

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

3.0 RENEWALS

3.1 Upon expiration of the Initial Term, and so long as the City makes sufficient supplemental allocations, this Agreement will be automatically renewed for two successive one-year terms on the same terms and conditions. If the Director/Chief of the City Department elects not to renew this Agreement, the City Purchasing Agent shall notify Contractor in writing of non-renewal at least 30 days before the expiration of the then current term.

4.0 TIME EXTENSIONS

4.1 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).

5.0 TERMINATION FOR CONVENIENCE BY THE CITY

5.1 The City Purchasing Agent or Director 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.

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

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

6.0 TERMINATION FOR CAUSE BY CITY

- 6.1 If Contractor defaults under this Agreement, the City Purchasing Agent or Director 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:
- 6.1.1 Contractor fails to perform any of its duties under this Agreement;
 - 6.1.2 Contractor becomes insolvent;
 - 6.1.3 all or a substantial part of Contractor's assets are assigned for the benefit of its creditors; or
 - 6.1.4 a receiver or trustee is appointed for Contractor.
- 6.2 If a default occurs, the City Purchasing Agent or Director 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, at his or her sole option, may extend the termination date to a later date. If the City Purchasing Agent or Director 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 may terminate this Agreement on the termination date, at no further obligation of the City.
- 6.3 To effect final termination, the City Purchasing Agent or Director 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.

7.0 TERMINATION FOR CAUSE BY CONTRACTOR

- 7.1 Contractor may terminate its performance under this Agreement only if the City defaults and fails to cure the default after receiving written notice of it. Default by the City occurs if the City fails to perform one or more of its material duties under this Agreement. If a default occurs and Contractor wishes to terminate the Agreement, then Contractor must deliver a written notice to the Director describing the default and the proposed termination date.
- 7.2 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.

8.0 REMOVAL OF CONTRACTOR OWNED EQUIPMENT AND MATERIALS

- 8.1 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

1.0 INDEPENDENT CONTRACTOR

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

2.0 FORCE MAJEURE

- 2.1 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.
- 2.2 This relief is not applicable unless the affected party does the following:
 - 2.2.1 uses due diligence to remove the Force Majeure as quickly as possible, and
 - 2.2.2 provides the other party with prompt written notice of the cause and its anticipated effect.
- 2.3 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.
- 2.4 If the Force Majeure continues for more than 30 days, the City Purchasing Agent or Director 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.

3.0 SEVERABILITY

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

4.0 ENTIRE AGREEMENT

- 4.1 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.

5.0 WRITTEN AMENDMENT

- 5.1 Unless otherwise specified elsewhere in this Agreement, this Agreement may be amended only by written instrument executed on behalf of the City (by authority of an ordinance 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.

6.0 APPLICABLE LAWS

- 6.1 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.
- 6.2 Venue for any litigation relating to this Agreement is Harris County, Texas.

7.0 NOTICES

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

8.0 NON-WAIVER

- 8.1 If either party fails to require the other to perform a term of this Agreement, that failure does not prevent the party from later enforcing that term and all other terms. If either party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement.
- 8.2 An approval by the Director, or by any other employee or agent of the City, of any part of Contractor's performance does not waive compliance with this Agreement or establish a standard of performance other than that required by this Agreement and by law. The Director is not authorized to vary the terms of this Agreement.

9.0 INSPECTIONS AND AUDITS

- 9.1 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.

10.0 ENFORCEMENT

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

11.0 AMBIGUITIES

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

12.0 SURVIVAL

- 12.1 Contractor shall remain obligated to the City under all clauses of this Agreement that

expressly or by their nature extend beyond the expiration or termination of this Agreement, including but not limited to, the indemnity provisions.

13.0 PARTIES IN INTEREST

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

14.0 SUCCESSORS AND ASSIGNS

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

15.0 BUSINESS STRUCTURE AND ASSIGNMENTS

15.1 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 or Director's prior written consent. Nothing in this clause, however, prevents the assignment of accounts receivable or the creation of a security interest under Section 9.406(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.

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

16.0 REMEDIES CUMULATIVE

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

17.0 CONTRACTOR DEBT

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

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.

"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.

"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" mean the Directors/Chiefs of each of the Departments or the City Purchasing Agent for the City, or the person he or she designates.

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

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

"Hazardous Materials" is defined in Article II (Environmental Laws).

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

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

**EXHIBIT B
SCOPE OF SERVICES**

(To be inserted by the City at the time of Contract execution)

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
MWBE SUBCONTRACT TERMS**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT E
DRUG POLICY COMPLIANCE AGREEMENT**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT F
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

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

I, _____
(Name - Print/Type)

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 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 G
DRUG POLICY COMPLIANCE DECLARATION**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT H
FEES AND COSTS**

(To be inserted by the City at the time of Contract execution)

**EXHIBIT I
PAY OR PLAY**

(To be inserted by the City at the time of Contract execution)