



Request for Qualification (“RFQ”)
Design and Construction Services for Fire 2
RFQ No. 23-003

EVENT	DATE
Issuance of RFQ	Thursday, February 2, 2023
1 st Publication Date	Thursday, February 2, 2023
2 nd Publication Date	Thursday, February 9, 2023
RFQ Question Deadline (5:00 p.m.)	Thursday, February 16, 2023
Proposal Submission Deadline (2:00 p.m.)	Thursday, February 23, 2023
Possible City Council Consideration/Award	Thursday, March 16, 2023

INTENT

City of Brenham (hereinafter referred to as “City”) is requesting proposals of qualifications statements from highly qualified licensed, and experienced Architectural and Engineering firms or individuals to provide design and construction services for Fire Station 2.

INTRODUCTION AND BACKGROUND

Brenham Fire Department (“BFD”) a combination fire department provides fire and rescue responses to over 36,000 residents from one strategically located fire station. With our rapid growing community, we will be adding one fire station over the next few years. The station will be named Fire Station 2. The City of Brenham is seeking professional guidance and assistance that meet the department needs for design and construction services of this fire station.

New Station 2 will be located on a portion of an approximately 6-acre property owned by the City located at the intersection of Handley St. and James Nutt Blvd. in Brenham, Texas. This Station will house a Ladder company with 4 personnel, a rescue truck, and a booster truck. The addition of Station 2 would allow the fire department to expand and improve the services it provides to the community.

The selected proposer shall be required to perform at a minimum the functions indicated under the Scope of Work section of this document. Alternate services to those indicated under the Scope of Work may be proposed by the proposer based on expertise and experience of the proposer but must be noted in the proposal as an additional or alternately proposed service to those which are specified. Any additional services not specifically addressed in this RFQ, or the Proposer’s response shall be negotiated and agreed upon prior to entering into any contract.

RECEIPT AND OPENING OF PROPOSALS

Proposers shall submit **one (1) original and two (2) copies** of their Proposal on the form provided by the City. The original Proposal must be clearly marked “**Proposal for RFQ No. 23-003 Proposal – Design and Construction Services for Fire 2** and include an original signature, in ink, in order to be accepted. Proposals must be received in the City Secretary’s Office no later than **2:00 p.m. (CST) on Thursday, February 23, 2023**. It is the Proposer’s sole responsibility to assure that the Proposal is delivered in a timely fashion. Proposals received after this time will be rejected and returned unopened.

The proposals will be opened and read aloud at 2:00 p.m. on Thursday, February 23, 2023, in Conference Room 1C located at 200 W. Vulcan Street, First Floor, Brenham, Texas 77833. Any proposal received after 2:00 p.m. (CST) on Thursday, February 23, 2023, shall not be considered.

To the extent allowed by applicable law, and subject to the ruling of any administrative agency or court having jurisdiction, the City intends that trade secrets and confidential information contained in the proposals and clearly identified as “Confidential” in **bolded font** will not be open for public inspection at any time, even after a contract has been awarded and executed, whether or not the proposer wins the contract.

Proposals should be prepared simply, providing straightforward, concise description of the Proposer’s approach and capabilities necessary to satisfy the requirements of the RFQ. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposal should be on completeness, clarity of content and adherence to the presentation structure required by the RFQ. Proposers are encouraged to suggest creative and economical means to provide the services requested in the RFQ.

Proposals shall be delivered using one of the following methods:

Hand-deliver to:
200 W. Vulcan Street
Suite 203
Brenham, TX 77833

Mail to:
P.O. Box 1059
Brenham, TX 77834-1059
ATTN: City Secretary

Ship to (FedEx, UPS, DHL, etc.):
200 W. Vulcan Street
Brenham, TX 77833
ATTN: City Secretary

The city does accept electronic bids via download into a secure electronic depository. Bids submitted by e-mail will not be accepted. If a bidder would like to submit electronically, they must notify the city no later than 3:00 p.m. Wednesday, February 22, 2023. Copies of proposal are not needed when utilizing electronic submission.

Notifications for electronic submissions must be sent to Kyle Branham, Purchasing and Public Works Project Manager, P. O. Box 1059 (200 W. Vulcan St.), Brenham, Texas 77834, or e-mailed to kbranham@cityofbrenham.org. All e-mails must indicate “RFQ No. 23-003–Electronic Submission Request” in the subject line. It is the sender’s responsibility to verify receipt of email; read receipt is acceptable.

CHANGES, QUESTIONS, AND INQUIRIES

Any and all questions regarding this RFQ must be submitted in writing and addressed to Kyle Branham, Purchasing and Public Works Project Manager, P. O. Box 1059 (200 W. Vulcan St., Suite 203), Brenham, Texas 77834, or e-mailed to kbranham@cityofbrenham.org. All e-mails must indicate "RFQ No. 23-003" in the subject line. It is the sender's responsibility to verify receipt of email; read receipt is acceptable. The deadline for submittal of questions regarding this RFQ is **5:00 p.m. (CST) on Thursday, February 16, 2023.**

No person has the authority to verbally alter these terms of this RFQ. Any changes to this RFQ will be made in the form of an Addendum which will be made available online at www.cityofbrenham.org/purchasing. It shall be the responsibility of interested bidders to check the website for addenda up to the proposal submission deadline. The complete RFQ and all addendums will be posted on the City's website.

GENERAL SPECIFICATIONS

Please read the requirements/specifications thoroughly and be sure that the Proposal offered complies with all requirements/specifications noted. Any variation from the RFQ requirements/specifications must be clearly indicated by letter, on a point-by-point basis, attached to and made a part of your Proposal. If no exceptions are noted, and you are the successful Proposer, The City of Brenham will require that the service(s) be provided as specified.

GENERAL TERMS

The City of Brenham reserves the right to make an award without further discussion of the proposals. Any agreements entered into in response to this RFQ will incorporate the City's standard contract terms and conditions, attached hereto as "EXHIBIT A" to this RFQ.

The initial term of said Agreement shall be for one (1) year. The City, at its own discretion, may extend any contract awarded pursuant to this RFQ for up to four (4) additional one (1) year terms. Any extension will be subject to terms and conditions mutually agreeable to both parties.

SCOPE OF WORK

This RFQ requests responses from highly qualified, licensed, and experienced Architectural & Engineering firms or individuals to provide fire station and facility design and construction services that fulfill the current and future needs of The City of Brenham. It is anticipated that these needs shall consist of evaluation, along with new construction of Station 2. The successful Proposer will provide The City of Brenham with a full range of professional planning, design and construction services including:

(1) Program Development

- a) Assess current programs/services provided and projected operations and facility needs.
- b) Work with fire department staff and commissioners and stakeholders to develop a program for each project.
- c) Provide information substantiating program requirements.
- d) Evaluate subject site for possible development of a new fire station. Factors to be considered should include, but not limited to:
 - 1) Traffic impacts for station response times and surrounding neighborhoods.
 - 2) Cost
 - 3) Zoning
 - 4) Environmental considerations
 - 5) Potential for site contamination
 - 6) Size and shape of the parcel(s)
 - 7) Necessary off-site improvements

(2) Concept Design

- a) Develop conceptual design options for the facilities with staff and stakeholder involvement.
- b) General description of the strengths and weaknesses of the developed concepts.
- c) Refine preferred concept scheme if necessary.
- d) Concept designs shall include the following:
 - 1) Site plan
 - 2) Floor plan
 - 3) Exterior character of building(s)

(3) Cost Estimating

- a) Prepare detailed construction cost estimate based on preferred concept design scheme.
- b) Provide detailed total cost projection, including estimated construction costs, consultant costs, jurisdictional fees, contingencies, and other owner costs.
- c) Provide information substantiating estimated costs.
- d) Present findings and development of the concept designs to staff, stakeholders, Mayor, and Council.

(4) Permitting, Reviews and Approvals

- a) Review and / or present design concepts to staff, stakeholders, and any other regulatory agencies whose approval is necessary for the development of the site.
- b) Submit plans and applications to regulatory agencies.
- c) Secure approvals from all other local and state agencies as required for the site development.
- d) Coordinate the construction of privately owned utilities if necessary.
- e) Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.

(5) Construction Administration

- a) Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
- b) Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.

QUALIFICATIONS

A **cover letter** should be included with the Proposal identifying one contact person by name, address, telephone number, fax number and email address, who will be designated as customer service representative, and briefly outline how the individual(s) or firm will meet the needs for conducting the comprehensive facility and construction review for the City of Brenham.

Proposals should include a **historical summary** of the individual(s)/firm's experience in conducting Fire Service Facility design, construction review, and **key business data** about the firms.

The Proposer will **identify the staff** (including any and all subcontractors) that will provide the services defined in this RFQ.

- Identify a Project Manager as a primary contact with The City of Brenham for the duration of the project, and a consistent point of contact for scheduling meetings and other work scope matters.
- For each member of the team, describe the role that she/he will serve. Indicate those members of the team who will work closely with The City of Brenham.8/7
- Please indicate the members of your project team who are sub-contractors (if any) to your organization. Include the ratio of staff to subcontractors in your proposed project team.
- Provide a short resume for each of the key architectural and engineering project staff members as appendices. Resumes should be no longer than one (1) page and should contain the following information about each project member:
 - Position with the Firm and work location
 - Years with the Firm
 - Education, Licenses, and Certifications
 - Work experience related to purpose of the RFQ

Proposals shall outline proven practices and procedures that will be used to perform the services. Proposers shall provide customary architectural, engineering, and interior design services based upon a mutually agreed-upon program and schedule. The selected Proposer will provide full design services including serving as architect/engineer of record and providing (at a point to be determined) a firm, fixed price for both design and construction services. Services will include:

- Architectural Services
- Interior Design Services
- Civil Engineering Services
- Structural Engineering Services
- Mechanical, Electrical, Plumbing and Fire Protection Engineering Services
- Landscape Architecture Services
- Data and Telecommunication Design Services
- Management of all design and design-related activities including self-performed work and work of sub-contractors
- Estimated construction cost projection for proposed designs
- Construction Administration of all projects

The Proposal should **identify three current, major clients**, particularly other fire departments and/or governmental entities, preferably for which it has provided not only professional architectural and/or engineering services, as applicable, but also in construction administration. Utilizing the Reference Form provided, include contact names and telephone numbers, indicate when your firm has provided architectural and engineering services to these clients, and the types of projects conducted for each client.

PROPOSAL ADMINISTRATIVE REQUIREMENTS

To be considered responsive, proposals must include the information requested. To facilitate evaluation, proposals should be organized in the order as shown below. (Double-sided copying and use of recycled paper is encouraged).

Proposal Information Order:

- Information as listed under Qualifications
- Reference Form
- Proposer Addendum Acknowledgement
- Conflict of Interest Questionnaire
- Proposal Submission authorization form
- Non-collusion certificate

* Cover, Section Tabs, Cover Letter, and above items not applicable to the proposal page count.

To the extent possible, proposals should be prepared on 8 1/2" x 11" paper and bound or stapled. Proposals should not exceed 15 pages double sided (each double-sided page counts as one page). Supplemental information may be attached to Proposals as appendices. Proposers are advised that the Evaluation Committee's ability to conduct a thorough evaluation of Proposals is dependent on the Proposers' ability and willingness to submit Proposals which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is the Proposers' responsibility.

PROPOSAL EVALUATION PROCESS/SCORING

A selection committee will evaluate and rank the written Proposals using the following criteria and associated points system, after which the committee will make a recommendation to The City of Brenham Mayor and Council. Proposal selection will be subject to Mayor and Council approval. If negotiations prove unsuccessful with selected Proposer, the next highest ranked firm will be contacted. The Evaluation Committee will contact References to help verify the Proposers' ability to perform the Scope of Services outlined herein. The City of Brenham reserves the right to reject any and all RFQ's.

Scoring Criteria and Points

<u>ITEM</u>	POINTS
♦ Proposer's Qualifications & Expertise in all aspects of the Scope of Work	33.4
♦ Proposer's ability to deliver the services as specified in the Scope of Work	33.3
♦ Proposer's Scope of Work Experience specifically with fire stations and fire training facilities	33.3

REFERENCE FORM

REFERENCE ONE	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
When were services provided services to this entity?	
What types of projects were conducted for this entity? <i>(attach a separate sheet if necessary)</i>	

REFERENCE TWO	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
When were services provided services to this entity?	
What types of projects were conducted for this entity? <i>(attach a separate sheet if necessary)</i>	

REFERENCE FORM CONTINUED

REFERENCE THREE	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
When were services provided services to this entity?	
What types of projects were conducted for this entity? <i>(attach a separate sheet if necessary)</i>	

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PROPOSER ADDENDUM ACKNOWLEDGEMENT

Proposer has read and fully understands this RFQ and has asked questions and received satisfactory answers from The City of Brenham regarding any provisions of this RFQ for which clarification was desired.

Proposer must initial next to each addendum posted to verify receipt:

Addendum #1: _____

Addendum #2: _____

Addendum #3: _____

Proposer ~ Please Fill in and Sign Below:

Name of Firm/Company: _____

Agents Name: _____

Agents Title: _____

Mailing Address: _____

City, State, Zip: _____

Phone & Fax Numbers: _____

Email Address: _____

Authorized Signature: _____

Date: _____

PROPOSAL SUBMISSION AUTHORIZATION

- An authorized representative must sign bids, with the Proposer's address, telephone and email information provided. Unsigned proposals may not be considered.
- If the proposal is made by an individual, the name, mailing address and signature of the individual must be shown.
- If the proposal is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.
- If the proposal is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown.
- The CITY reserves the right to request documentation showing the authority of the individual signing the proposal to execute contracts on behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the proposal to be rejected as non-responsive.

The undersigned certifies that the information provided above is a true representation of its company's qualifications and agrees to comply with these assurances following award of the RFQ and during the performance of the Lease Agreement, once executed.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

NON-COLLUSION CERTIFICATE

STATE OF _____

COUNTY OF _____

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the preparation and submission of a bid to the City of Brenham for consideration in the award of a contract on the improvement described as follows:

RFQ NO. 23-003 – Design and Construction for Fire 2

(Name of Firm)

By: _____
(Authorized Signature)

Title: _____

Sworn to before me this _____ day of _____, 2023.

Notary Public

NOTARY SEAL:

TERMS AND CONDITIONS FOR BIDS

Definitions:

In order to simplify the language throughout this request for bids, the following definitions shall apply:

CITY – OWNER - Same as City of Brenham.

CONTRACT - An agreement between the City and a Vendor to furnish goods or services over a designated period of time during which repeated purchases may be made of the goods or services specified.

VENDOR – The successful Bidder(s) of this bid request.

Instructions:

The following instructions apply to all bids and become a part of terms and conditions of any bid submitted to the City of Brenham Purchasing Department, unless otherwise specified elsewhere in this bid request.

Form:

Bids must be submitted on this form only. **Bidders are required to submit one (1) original and one (1) copy.** All bids submitted must be itemized with prices extended when practical. **BIDDER MUST RETURN THE ENTIRE ORIGINAL BID DOCUMENT WITH BID OR PROPOSAL.**

Bid Return:

Bid must be sealed, and to ensure proper recognition upon its arrival, list the Bid Number, Bid Description and the Bid Opening Date on the outside of your envelope.

Late Bids:

Bids must be received by the Purchasing Department prior to the time indicated on this form. Late bids will not be opened and will be returned to the bidder only upon written request.

Acceptance:

The City of Brenham reserves the right to accept or reject any or all bids, to waive any informalities and technicalities, to accept the offer considered most advantageous **in order to obtain the best value for the City.** Causes for rejection of a bid may include but are not limited to the bidder's current violation of any City ordinance, the bidder's current inability to satisfactorily perform the work or service, or the bidder's previous failure to timely perform its obligation under a contract with the City.

Bidders may be disqualified and rejection of proposals may be recommended for any of (but not limited to) the following causes:

1. Failure to use the proposal form furnished by the Owner;
2. Lack of signature by an authorized representative on the proposal form;
3. Failure to properly complete the proposal;
4. Evidence of collusion among proposers;
5. Omission of uncertified personal or company check as a proposal guarantee (**if Bid Bond required**); or
6. Unauthorized alteration of bid form.

Owner reserves the right to waive any informality or irregularity.

All bidders are hereby notified that the City of Brenham shall consider all factors it believes to be relevant in selecting the offer that provides the best value for the City including, but not limited to the purchase price, the proximity of the bidder as it relates to bidder's ability to perform the contract for the City, the delivery date, the reputation of the bidder and the bidder's goods or services, the quality of the bidder's goods or services, the extent to which the goods or services meet the City's needs, the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized business and non-profit organizations employing persons with disabilities, the total long-term cost of the City to acquire the bidder's goods or services, the bidder's past performance under contracts with the City, the bidder's compliance

with City ordinances, and any relevant criteria specifically listed in this request for bid.

The City is committed to obtaining its goods, products and services at the lowest price possible which benefits all citizens of Brenham. Therefore, in order to accomplish this objective/goal, it is not the intention of the City to exclude particular vendors or manufacturers nor to create restrictive situations in its request for bids and proposals. Any manufacturer's name, trade names, brand names, catalog numbers, technical data, etc. used in the specifications are there for the sole purpose of establishing and describing general performance, quality levels, type and dimensions and such references are not intended to be restrictive. Alternate bids on similar or comparable products and/or services of any manufacturer or vendor equal to the products and/or services described in the specifications are invited and will be given careful consideration provided the alternate will accomplish the same task. The City shall be the sole judge on whether the alternate product and/or service is similar to, equal to and in compliance with that specified. The decision of the City shall be final.

Award of Contract:

The contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City. The bid award may be based on, but not necessarily limited to, the following factors:

- a. the purchase price, including payment discount terms;
- b. the reputation of the bidder and of the bidder's goods or services;
- c. the quality of the bidder's goods or services;
- d. the extent to which the goods or services meet the City's needs;
- e. the bidder's past relationship with the City;
- f. the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- g. the total long-term cost of the City to acquire the bidder's goods or services; and

- h. any relevant criteria specifically listed in this request for bid.

The City prefers to award the entire contract to a single bidder; although, the City reserves the right to award a primary contract and a secondary contract in an effort to secure a back-up contractor to be used in emergency situations in the event the primary contractor is unable to respond as needed.

Term of Contract:

This Contract shall become effective from date of acceptance and approval by the City of Brenham. It shall remain in force and effect with firm fixed bid prices for a period of one (1) year, beginning on the date of award of contract.

Extension of Contract:

Upon completion of the term of the original contract and mutual agreement of both parties, the contract may be extended for up to two (2) additional one (1) year terms (three (3) years total). The renewal will be under the same terms and conditions as the original contract. In the event a new contract cannot be executed at the anniversary date of the original term or any renewal term, the contract may be renewed month-to-month until a new contract is executed.

Assignment of Contract:

This contract cannot be transferred or assigned to another party without written consent of the City and may be subject to cancellation by the City if such consent is requested.

Contract Termination:

The City may terminate this Contract at any time upon thirty (30) calendar day's written notice. Upon the Vendor's receipt of such notice, the Vendor shall cease work immediately. The Vendor shall be compensated for the services satisfactorily performed prior to the termination date.

If, through any cause, the Vendor fails to fulfill its obligations under this contract, or if the Vendor violates any of the agreements of this Contract, the City has the right to terminate this

Contract by giving the Vendor five (5) calendar days written notice. The Vendor will be compensated for the services satisfactorily performed before termination date. Termination of the contract for cause shall be deemed as sufficient evidence and cause to remove the Vendor's name from the bidder's list for receiving future bids.

No term or provision of this Contract shall be construed to relieve the Vendor of liability to the City for damages sustained by the City because of any breach of contract by the Vendor. The City may withhold payments to the Vendor for the purpose of setoff until the exact amount of damages due the City from the Vendor is determined and paid.

Reimbursements:

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing bids in response to this Request for Bids and the City will not reimburse responding firms for these expenses, nor will the City of Brenham pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Minority Owned Businesses:

Minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, or national origin in consideration for an award.

Error-Quantity:

Bids must be submitted on units of quantity specified. In the event of errors in extended process, the unit price shall govern. Any suggested quantity to secure better prices is welcomed. When discrepancies occur between words and figures, the words shall govern.

Quantities:

Quantities indicated in the Bid are estimated based upon the best available information. The City reserves the right to increase or decrease the quantities by any amount deemed necessary to

meet its needs without any adjustments in the unit bid prices.

Variations:

Any variation (deviation) from these specifications must be indicated on a separate form and be made part of the bid.

F.O.B. – Damage

Bids will not be considered unless bid F.O.B. delivered to Brenham, Texas. If shipping costs are not included in the unit bid price, bidder must give exact delivery cost, which is to be prepaid or added to the invoice. The City assumes no liability of goods delivered in a damaged or unacceptable condition.

Firm Prices:

Bidders must hold bid prices firm for 90 days after the bid opening date to allow the City sufficient time to award a contract. Once a Contract is awarded, the successful bidder must hold bid prices firm for the duration of the Contract. Sealed competitive bids may not be negotiated, amended or changed after the bid opening date.

Cooperative Agreements:

Successful bidder agrees to extend prices and terms to all governmental entities that have entered into, or will enter into, joint purchasing interlocal cooperation agreements with the City.

Authorized Signature:

Bids must show full firm name and mailing address of bidder and be manually signed by an authorized representative of the bidder. Firm name and authorized signature should appear on each page of bid where spaces are provided. Submission of a signed bid will be interpreted to mean that bidder has hereby agreed to all terms and conditions set forth in all of the sheets which make up this invitation.

Withdrawal-Alteration Of Bids:

Bids cannot be altered after receiving time or opening time. No bid may be withdrawn after

opening time without acceptable reason in writing and with the approval of the City Council.

Lump Sum Bids:

Lump sum bids will be considered only if unit prices are quoted also. However, the totals of such quoted unit prices and the lump sum bids will not be considered if the price quoted also involves prices of commodities requested on an entirely separate bid request.

All-Or-None Bids:

All-or-none bids will be considered only if bidder quoted prices on all items requested. If a bidder desires the City to consider an all-or-none bid, it must be stated in the bid document. All-or-none bids will not be considered if prices quoted involved prices of items and services requested on an entirely separate bid request.

Payment Of Invoices:

Invoices must be submitted by the successful bidder to the City of Brenham, Finance Department, P.O. Box 1059, Brenham, Texas 77835-1059. All invoices to be paid in full within thirty (30) days after satisfactory delivery and billing, whichever is the latter. The City will not be liable for payment of invoices received more than sixty (60) days after delivery of order, or completion of service.

Cash Discounts:

Bidders may quote additional cash discount terms. If no discount is shown, prices are to be assumed net. Discount period to be started from the date of completion of entire order or date of receipt of invoice, whichever occurs last regardless of date of invoice.

Taxes:

The City of Brenham is exempt from Federal Excise, State Sales and Transportation Taxes. TAX MUST NOT BE INCLUDED IN BID. The City upon request will execute Tax Exemption Certificates. The City of Brenham is statutorily exempt from State and Local Sales tax and a permit number is not required.

Delivery:

Bids must show the number of consecutive calendar days required to deliver the materials, services or equipment under normal conditions. Failure to specify delivery time will be considered reason enough to cause the bid to be disregarded. Delivery time quoted will be given consideration in awarding bids. If delivery is not made within ten (10) days after number of days specified on bid, entire order may be canceled and bidder's name removed from mailing list.

All deliveries are to be made to the Central Warehouse located at 315 West Second Street, unless otherwise specified in the Bid Request or Purchase Order. Deliveries will be accepted only during normal working hours on normal working days. Unless otherwise indicated, items received must be new and in first-class condition. Types of materials normally packaged for protection and convenience in storage shall be in the proper containers.

Liability:

Vendor shall be liable for all damages incurred while in performance of the work to be performed hereunder. Vendor assumes full responsibility for the work to be performed hereunder, and hereby releases, relinquishes, and discharges the City, its officers, agents, and employees, from all claims, demands, and causes of action of every kind and character including the cost of defense thereof, for any injury to, including death of, any person whether that person be a third person, vendor, or an employee of either parties hereto, and any loss of or damage to property, whether the same be that of either of the parties hereto or of third parties, caused by or alleged to be caused by, arising out of or in connection with the issuance of this order to Vendor, whether or not said claims, demands and causes of action in whole or in part are covered by insurance. Certificate of Insurance may be required for but not limited to Commercial General Liability, Commercial Auto Liability, Workers Compensation, and Professional Liability Insurance.

Material Safety Data Sheets (MSDS):

MSDS's must be provided prior to or with receipt of order, and when revised. Containers must be properly labeled and identified in accordance with the OSHA Hazard Communications Standard. Improperly labeled containers will result in refusal of the shipment and possible change in vendors.

Patents, Franchises, etc.:

The successful bidder agrees to protect the City from any claim involving patent right infringements, copyrights or sales franchises.

No Bids:

If bidder is unable to quote, the bid form should be returned to the purchasing agent before opening time, and reason given for not bidding if bidder desires to bid on future purchases.

Addenda:

In the event of a needed change in the published documents, it is understood that all the foregoing terms and conditions and all performance requirements will apply to any published addendum.

All published addenda shall be signed and included with your response package as acknowledgement of the addendum. Bidders are responsible for obtaining all published addenda from the City of Brenham Purchasing office. The City assumes no responsibility for the Bidders failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addendum may be cause for the bid to be rejected. The City's decision to accept or reject any particular bid due to a failure to acknowledge and submit addenda shall be final.

Fiscal Funding:

The City operates and is funded on a fiscal year basis; accordingly, the City reserves the right to terminate, without liability, any contract for which funding is not available. Renewal of a contract will be in accordance with Local Government Code 271.903 concerning non-appropriation of funds for multi-year contracts.

The City reserves the right to rescind the contract at the end of each fiscal year if it is determined that there are insufficient funds to extend the contract. The fiscal year for the City extends from October 1st of each calendar year to September 30th of the following calendar year.

H.B. 1295 Compliance:

The Vendor for the Contract shall comply with the requirements of Section 2252.908 of the Texas Government Code as adopted in 2015 as House Bill 1295. The law requires that a governmental entity may not enter in certain contracts with a business entity unless the business entity submits a Disclosure of Interested Parties to the governmental entity. The law applies only to a contract that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million.

Compliance with the law requires that the Vendor utilize the Texas Ethics Commission website to enter the required information on Form 1295 and print a copy of the complete form. The form must be signed, notarized and submitted to the contracting government entity

The City, in the case of contracts formalized by Purchase Order or by other written contract, will notify the Vendor of Award by Council and request the completed Form 1295 within five (5) working days thereafter.

No Boycott of Israel:

By acceptance of this Contract, Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contacts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any, the "Vendor Companies"), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to

penalize, inflict economic hoard on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

Engaged in Business with Iran, Sudan, or Foreign Terrorist Organization:

Pursuant to Texas Government Code Chapter 2252, Subchapter F, Vendor affirms that it is not identified on a list created by the Texas Comptroller of Public Accounts as a company known to have contracts with or provide supplies or services to a foreign terrorist organization.

Conflict of Interest:

By doing business or seeking to do business with the City, Vendor acknowledges that they have been notified of the requirements of Chapter 176 of the Texas Local Government Code and that they are solely responsible for compliance.

Applicable Law and Venue

This Contract shall be governed by the laws of the State of Texas. The parties agree that performance and all matters related thereto shall be in Washington County, Texas and venue for any lawsuit, claim or dispute arising out of the contract shall be in Washington County, Texas. Further, neither party will seek to remove such litigation to the federal court system by application of conflicts of laws or any other removal process.

Insurance

1. The Vendor shall procure and maintain at its sole cost and expense for the duration of the Contract insurance coverage for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, volunteers, employees or subcontractors. The Contractor's insurance coverage shall be primary insurance with respect to the City, its officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its

officials, employees or volunteers shall be considered in excess of the Contractor's insurance and shall not contribute to it. Further, the Contractor shall include the City as an additional insured under its policy. All coverage for subcontractors shall be subject to all of the requirements stated herein. Certificates of Insurance and endorsements shall be furnished to the City and approved by the City before work commences.

2. Standard Insurance Policies Required:
 - a) Commercial General Liability Policy
 - b) Automobile Liability Policy
 - c) Workers' Compensation Policy
3. General Requirements Applicable to All Policies:
 - a) General Liability and Automobile Liability insurance shall be written by a carrier with an A: VIII or better rating in accordance with the current Best Key Rating Guide.
 - b) Only Insurance Carriers licensed and admitted to do business in the State of Texas will be accepted.
 - c) Deductibles shall be listed on the Certificate of Insurance and are acceptable only on a per occurrence basis for property damage only.
 - d) "Claims Made" policies will not be accepted.
 - e) The City of Brenham, its officials, employees and volunteers, are to be added as "Additional Insured" to the General Liability policy. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees or volunteers.
 - f) A Waiver of Subrogation in favor of the City with respect to Workers' Compensation Insurance must be included.
 - g) Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior

written notice has been given to the City.

- h) Upon request, certified copies of all insurance policies shall be furnished to the City.

4. Commercial General Liability

- a) Minimum Combined Single Limit of \$1,000,000.00 per occurrence for bodily injury and property damage.
- b) No coverage shall be deleted from the standard policy without notification of individual exclusions being attached for review and acceptance.

5. Automobile Liability

- a) Minimum Combined Single limit of \$500,000.00 per occurrence for bodily injury and property damage.

6. Worker's Compensation

- a) Statutory

7. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent. And shall contain the following provisions and warranties:

- a) The company is licensed and admitted to do business in the State of Texas.
- b) The insurance policies provided by the insurance company are underwritten on forms that have been provided by the Texas Board of Insurance.
- c) All endorsements and insurance coverage according to requirements and instructions contained herein.
- d) The form of the notice of cancellation, termination, or change in coverage provisions to the City of Brenham.
- e) Original endorsements affecting coverage required by this section shall be furnished with the certificates of insurance.

Workers' Compensation Provisions
(State law requires the following language in contracts on public works projects).

DEFINITIONS:

Certificate of Coverage (certificate) – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Workers' Compensation Commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the Project – includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the City.

Persons providing services on the project ("subcontractor" in 406.096) – includes all persons or entities performing all or part of the services the Contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the Contractor and regardless of whether that person has employees. This includes, without limitations, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnished persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other services related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

The Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the Contractor providing services on the project, for the duration of the project.

The Contractor must provide a certificate of coverage to the City prior to being awarded the contract.

If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the City showing that coverage has been extended.

The Contractor shall obtain from each person providing services on a project, and provide to the City:

- a. a certificate of coverage, prior to that person beginning work on the project, so the City will have on file certificates showing coverage for all persons providing services on the project; and
- b. no later than seven calendar days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.

The Contractor shall notify the City in writing by certified mail or personal delivery, within ten (10) calendar days after the Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation commission, informing all persons providing services on the project that they are required to be covered and stating how a person may verify coverage and report lack of coverage.

The Contractor shall contractually require each person with whom it contracts to provide services on a project, to:

- (a) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;
- (b) provide to the Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on a project, for the duration of the project;
- (c) provide the Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
- (d) obtain from each person with whom it contracts, and provide to the Contractor:
 1. a certificate of coverage, prior to the person beginning work on the project; and
 2. a new certificate of coverage showing the extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
- (e) retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter;
- (f) notify the City in writing by certified mail or personal delivery, within ten (10) calendar days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
- (g) contractually require each person with whom it contracts, to perform as required by paragraphs (a) – (g), with the certificates of coverage to be provided to the person for whom they are providing services.

By signing the contract, or providing, or causing to be provided a certificate of coverage, the Contractor is representing to the City that all employees of the Contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor that entitles the City to declare the contract void if the contractor does not remedy the breach within ten (10) calendar days after receipt of notice of breach from the City.