



CITY OF BEAUMONT
BEAUMONT, TEXAS

FORMAL BID

BID FOR: Annual Contract for Irrigation System Maintenance and Repair
(Re-Bid)

BID NUMBER: BF1214-07

BID DUE: THURSDAY, JANUARY 16, 2014 AT 2:00 P.M. (CST)

PRE-BID: None.

SUBMIT BID TO: This is a FORMAL BID and must be submitted to:

City Clerk's Office / City Hall
City of Beaumont
801 Main St., Suite 125
Beaumont, TX 77701

You may submit your bid IN PERSON, by MAIL, or FedEx/UPS.
Bids will NOT be accepted via email or Fax.

*CITY OF BEAUMONT
PURCHASING DIVISION*

For bid results Monday-Friday, 8:00 a.m. to 5:00 p.m., call 409-880-3720
or visit our web site at

http://www.cityofbeaumont.com/Purchasing/purchasing_bids.htm

NOTICE TO BIDDERS

Sealed bids will be received by the City Clerk of the City of Beaumont, 801 Main Street, Room 125 until **2:00 p.m. (CST)**, **Thursday, January 16, 2014** and all bids will be opened and publicly read in the City Council Chambers on that date for:

Annual Contract for Irrigation System Maintenance and Repair (Re-Bid)

Bidding forms, specifications and all necessary information may be obtained from the Purchasing Division, City Hall, 801 Main, Room 315, Beaumont, Texas 77701. Vendors requesting bid packets should call the Purchasing Division at (409) 880-3720 or you may **download the specifications from our website at:** http://www.cityofbeaumont.com/Purchasing/purchasing_bids.htm

Bids shall be submitted to the City Clerk's Office, 801 Main, Room 125, prior to the above stated time.

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

Please make reference to Bid Number: **BF1214-07**

Bid Closing Date: **January 16, 2014**

Tina Broussard
City Clerk

First Publication: **December 19, 2013**

Second Publication: **December 26, 2014**

GENERAL BID INFORMATION

1. INTENT

It is the intention of the City of Beaumont to contract for the services of a qualified irrigation services contractor to provide on demand irrigation system repair and maintenance services as needed by the City.

2. CONTRACT TERM

- 2.1 This contract shall be in effect for a period of one (1) year beginning upon the date of award by the Beaumont City Council. At the end of one (1) year, the City may extend this contract for up to two (2) additional periods of one (1) year each. Any terms and conditions stated in original specifications will apply to any extended periods. Approval on behalf of the City to renew this contract shall be made by the City Manager or his designee.
- 2.2 This contract may be canceled by either party by providing written notice as least thirty (30) days in advance.
- 2.3 No minimum or maximum quantities of work are guaranteed.

3. BID DUE DATE

Bids are due no later than 2:00 P.M. CST, THURSDAY, JANUARY 16, 2014 to:

Physical Address:

City of Beaumont
City Clerk
801 Main St., Suite 125
Beaumont, TX 77701

Mailing Address:

City of Beaumont
City Clerk
P. O. Box 3827
Beaumont, TX 77704

Phone No.: 409-880-3720

Fax No.: 409-880-3747

4. PRE-BID MEETING

None.

5. REQUIRED DOCUMENTS FOR BID

- 5.1.1 Bidder Sheets, page 13-28 including:
 - 5.1.2 Bidder Information Sheet, page 17-19
 - 5.1.3 Original, unaltered bid table price list, page 20
 - 5.1.4 Bid Sheet Continued, page 21
 - 5.1.5 Conflict of Interest Questionnaire, page 22
 - 5.1.6 Statement of City Charter - Conflict of Interest, page 23

- 5.1.7 Affidavit of Insurance, page 32
- 5.1.8 Certificate of Insurance, pages 33 through 35 must be completed and provided to the City *upon award of the contract*.

5.2 Bids are to be submitted on the enclosed bid forms only. Bid sheets CANNOT be altered. If bidder needs to include additional information, it is to be provided on a separate sheet, with the number of the bid included, as well as the bidder's company name.

5.3 All documents listed above MUST be submitted for bid to be considered.

5.4 Failure to comply with information requested on any of these items will result in disqualification of the bid.

5.5 All portions of this bid requiring data or information must be filled in completely. Failure to do so may result in bid rejection due to non-response.

5.6 Certifications, where required, shall accompany the bid submission.

6. Signatures, where required, must be original; facsimile stamp or computer-generated signatures will not be accepted.

7. The bid will be awarded to the bidder having sufficient ability to perform this Contract as stated in conjunction with the lowest price or best value to the City. Factors used to determine the award are:

7.1 Capability and experience of the Bidder, and

7.2 Price.

8. **AWARD**

8.1 The contract may be awarded to one (1) bidder as deemed advantageous to the City.

8.2 The City reserves the right to waive bid informalities, to reject any or all bids, and to award to the most responsible bidder making the most satisfying offer to the City.

8.3 The Contractor may not assign (subcontract) all or part of this contract without prior consent in writing by the City.

9. The City reserves the right to accept or reject any response or combination of responses deemed advantageous to it.

10. **NO PERSON** has the authority to verbally alter these specifications. Any changes to specifications will be made in the form of an Addendum which will be made available online at http://www.cityofbeaumont.com/Purchasing/purchasing_bidlists.htm and will be faxed to the vendors on the bid announcement list.

11. **CONTACT INFORMATION:**

If any information is needed concerning specifications, please contact:

Robert J. Hollar, Buyer II
Purchasing Division / Finance Department
City of Beaumont

Physical Address:
801 Main St., Suite 315, Beaumont, TX 77701

Mailing Address:
P.O. Box 3827, Beaumont, TX 77704-3827

Phone # (409) 880-3758 ♦ Fax # (409) 880-3747

E-mail: rhollar@ci.beaumont.tx.us

BID SPECIFICATIONS

1.0 SCOPE OF WORK

- 1.1 Furnish all labor, materials, and equipment to install, correct, improve, replace, or repair all irrigation system components as required and upon proper authorization by a representative of the City of Beaumont.
- 1.2 Winterization of each irrigation system will be required as requested by the Owner's Representative and shall include necessary maintenance tasks to help prevent damage to the systems that may be caused from freezing temperatures. The requirements for irrigation systems winterization shall be as follows:
 - 1.2.1 During the months of September and October, the contractor shall visit designated sites to ensure that all exposed water pipes and/or backflow prevention devices are properly insulated and prepared to withstand freezing temperatures. All work must be approved and scheduled by the Owner's designated representative.
 - 1.2.2 If requested by the Owner's representative, the contractor shall visit the designated site or sites and turn off the water supply at the source to help prevent freeze damage.
 - 1.2.3 The contractor will be responsible for inspecting each system for winterization issues during each scheduled maintenance and/or repair. At this time, the contractor shall inform the Owner's representative of the deficiencies and obtain approval to proceed with the necessary repairs.
 - 1.2.4 The above list of items shall be invoiced as stated herein and in accordance with the contract rates.
- 1.3 The work will be unscheduled and intermittent and on an "as needed" basis.
- 1.4 Setting/re-setting timers according to weather conditions (excessive rainfall, drought, etc.) as needed.
- 1.5 Locations of the City's irrigation include, but is not limited to, the locations listed on Exhibit "A". The City reserves the right to add or delete locations throughout the term of the contract.

2.0 REQUIREMENTS

- 2.1 Contractor shall be licensed as defined by the Texas Administrative Code Chapter 30, Subchapter D: Landscape Irrigators and Installers, Irrigation Technicians and Irrigation Inspectors. **Proof of current license shall be submitted with the contractor's bid.**

- 2.2 All tools and equipment necessary to perform specified work shall be provided by the Contractor.
- 2.3 The Contractor shall respond to a service call within twenty-four (24) hours, not including Saturday, Sundays or City Holidays, which include the following days:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day

- 2.3.1 Multiple instances of failure to respond within twenty-four (24) hours may result in cancellation of this contract.

- 2.4 The Contractor is expected to perform all work in a competent and professional manner. Any damage to a City facility, either direct or indirect, resulting from the Contractor, or his employees must be repaired fully and completely at the cost to the Contractor, including work, materials, and any litigation fees that may be incurred to recover the cost of such damages not repaired or not repaired in a workmanlike manner.

- 2.5 Bidder shall include the following information to describe the experience and capability of the company:

NOTE: These factors will be evaluated to determine your capability as a supplier.

- 2.5.1 Number of years in operation.
- 2.5.2 Form of business, i.e., corporation, partnership or sole proprietor. If corporation, please list names and addresses of the three (3) principal corporate officers. If partnership, please list names of partners.
- 2.5.3 List number of licensed irrigators, installers, and technicians employed by your firm.
- 2.5.4 Gross revenues for past two (2) years.
- 2.5.5 References from at least three (3) businesses with which your company has a current contract for similar type work.

- 2.6 The Contractor shall have a thorough knowledge of City ordinances and codes.

- 2.7 **INVOICES**

The City shall be invoiced for all replacement parts or materials used at Contractor's cost plus a percentage amount to be stated in your bid. Invoices reflecting material unit costs in excess of \$25.00 shall be accompanied by copy of vendor's invoice for said material.

- 2.7.1 All invoices must show the breakdown of hours worked for each technician and/or helper at the contract-allowed rate per hour.
- 2.7.2 Rental equipment billed on invoices must show the breakdown of equipment rental rate at the contract-allowed equipment rental mark-up percentage.
- 2.7.3 Material billed on invoices must show the breakdown of material costs at the contract-allowed material mark-up percentage. Include copies of material invoices with the billing invoice (reference item 2.7.4).
- 2.7.4 Each job shall be billed separately including required replacement materials invoices, with an authorized purchase order number. No invoice will be paid without an authorized purchase order number.
- 2.7.5 Invoices shall be forwarded by U.S. Mail to:
 - ATTN: Accounting Division
 - City of Beaumont
 - P. O. Box 3827
 - Beaumont, TX 77704-3827
- 2.7.5 a. Fax and E-mail invoices will not be permitted.
- 2.7.5 b. Separate invoices shall be submitted for each job.
- 2.7.5 c. Invoices shall be paid in accordance with the requirements of Texas Government Code §2251.021.
- 2.8 Each job shall be warranted for at least a thirty (30) day period. Manufacturer's warranty on parts used shall be extended to City.
- 2.9 Contractor shall provide crew supervisors capable of speaking and understanding the English language.
- 2.10 Following award of Contract, the City will require copies of licenses for each installer or technician that may work on City irrigation systems.

3.0 CRITERIA FOR AWARD

- 3.1 Qualifications of Contractor - Qualifications of the contractor must be such as to satisfy the City of Beaumont Parks and Recreation Director based on the capability factors included in Section 2.0 REQUIREMENTS, item 2.5 above.
- 3.2 Award shall be based on the best value to the City of all bid cost components as listed on the Bid Sheet when applied to the estimated usage levels as follows:

LABOR

Monday to Friday, 7:30 A.M. to 4:30 P.M., rate per hour (No Overtime)

Estimated usage for bidding purposes only is 1,000 hours per year.

Please note this is only an estimate and is in no way guaranteed. The actual usage may be less or more than the estimate.

Licensed Technician 1,000 hours
Laborer/Helper 1,000 hours

MARK-UP PERCENTAGES

The material mark-up percentage over supplier's invoice price and equipment rental percentage over invoice price charged by contractor.

4.0 CONDITIONS FOR TERMINATION

The City, besides all other rights or remedies it may have, shall have the right to terminate this agreement upon thirty (30) days written notice from the City Manager or his designee of its election to do so, if the successful bidder fails to perform the service or breaches this agreement, including the following:

- 4.1 By failing to pay insurance, liens, claims, or other charges.
- 4.2 By failing to pay any payments due the City, State or Federal Government from the successful bidder or its principals, including, but not limited to payments identified in this agreement or any taxes, fees, assessments, or liens.
- 4.3 Upon the institution of voluntary or involuntary bankruptcy proceedings against the successful bidder or upon dissolution of the firm or business.
- 4.4 By violation of any provision of the agreement.
- 4.5 By failing to provide services as defined in Section 1.0 above.

10.0 INSURANCE REQUIREMENTS

The successful bidder shall, within ten (10) days after award of contract, furnish the City with proof of insurance as stated in Attachment B.

- 10.1 A certificate of insurance, or a copy of the insurance policies, shall be furnished to the City within ten (10) days after the award of bid.
- 10.2 The City shall be named as additional insured on all policies. Should any insurance required by the contract lapse, the Contractor shall immediately cease all operations as of the time and date of such lapse and shall not resume any operations until authorized in writing by the City. If the lapse period extends fifteen (15) days, the contract shall automatically terminate and the Contractor shall be in breach of this contract.

11. LIABILITY

The Contractor agrees to indemnify and hold harmless the City of Beaumont and its officers, agents, and employees from any and all claims, causes or action, and damages of every kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this Contract, and including acts or omissions of the City of Beaumont or its officers, agents or employees in connection with said Contract.

12. EQUAL OPPORTUNITY EMPLOYER

The successful bidder shall warrant and agree that he/she is an Equal Opportunity Employer. Should complaints of any form of discrimination, either in dispensation of the service, or within company hiring policies be substantiated, this contract may be terminated immediately.

7.0 INVOICES

See page 7, item 2.7.5.

SCOPE OF WORK

1.0 SCOPE OF WORK

- 1.1 Furnish all labor, materials, and equipment to install, correct, improve, replace, or repair all irrigation system components as required and upon proper authorization by a representative of the City of Beaumont.
- 1.2 Winterization of each irrigation system will be required as requested by the Owner's Representative and shall include necessary maintenance tasks to help prevent damage to the systems that may be caused from freezing temperatures. The requirements for irrigation systems winterization shall be as follows:
 - 1.2.1 During the months of September and October, the contractor shall visit designated sites to ensure that all exposed water pipes and/or backflow prevention devices are properly insulated and prepared to withstand freezing temperatures. All work must be approved and scheduled by the Owner's designated representative.
 - 1.2.2 If requested by the Owner's representative, the contractor shall visit the designated site or sites and turn off the water supply at the source to help prevent freeze damage.
 - 1.2.3 The contractor will be responsible for inspecting each system for winterization issues during each scheduled maintenance and/or repair. At this time, the contractor shall inform the Owner's representative of the deficiencies and obtain approval to proceed with the necessary repairs.
 - 1.2.4 The above list of items shall be invoiced as stated herein and in accordance with the contract rates.
- 1.3 The work will be unscheduled and intermittent and on an "as needed" basis.
- 1.4 Setting/re-setting timers according to weather conditions (excessive rainfall, drought, etc.) as needed.
- 1.5 Locations of the City's irrigation include, but is not limited to, the locations listed on Exhibit "A". The City reserves the right to add or delete locations throughout the term of the contract.

2.0 REQUIREMENTS

- 2.1 Contractor shall be licensed as defined by the Texas Administrative Code Chapter 30, Subchapter D: Landscape Irrigators and Installers, Irrigation Technicians and Irrigation Inspectors. **Proof of current license shall be submitted with the contractor's bid.**

- 2.2 All tools and equipment necessary to perform specified work shall be provided by the Contractor.
- 2.3 The Contractor shall respond to a service call within twenty-four (24) hours, not including Saturday, Sundays or City Holidays, which include the following days:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day

- 2.3.1 Multiple instances of failure to respond within twenty-four (24) hours may result in cancellation of this contract.
- 2.4 The Contractor is expected to perform all work in a competent and professional manner. Any damage to a City facility, either direct or indirect, resulting from the Contractor, or his employees must be repaired fully and completely at the cost to the Contractor, including work, materials, and any litigation fees that may be incurred to recover the cost of such damages not repaired or not repaired in a workmanlike manner.
- 2.5 Bidder shall include the following information to describe the experience and capability of the company:

NOTE: These factors will be evaluated to determine your capability as a supplier.

- 2.5.1 Number of years in operation.
- 2.5.2 Form of business, i.e., corporation, partnership or sole proprietor. If corporation, please list names and addresses of the three (3) principal corporate officers. If partnership, please list names of partners.
- 2.5.3 List number of licensed irrigators, installers, and technicians employed by your firm.
- 2.5.4 Gross revenues for past two (2) years.
- 2.5.5 References from at least three (3) businesses with which your company has a current contract for similar type work.
- 2.6 The Contractor shall have a thorough knowledge of City ordinances and codes.
- 2.7 **INVOICES**

The City shall be invoiced for all replacement parts or materials used at Contractor's cost plus a percentage amount to be stated in your bid. Invoices reflecting material unit costs in excess of \$25.00 shall be accompanied by copy of vendor's invoice for said material.

- 2.7.1 All invoices must show the breakdown of hours worked for each technician and/or helper at the contract-allowed rate per hour.
- 2.7.2 Rental equipment billed on invoices must show the breakdown of equipment rental rate at the contract-allowed equipment rental mark-up percentage.
- 2.7.3 Material billed on invoices must show the breakdown of material costs at the contract-allowed material mark-up percentage. Include copies of material invoices with the billing invoice (reference item 2.7.4).
- 2.7.4 Each job shall be billed separately including required replacement materials invoices, with an authorized purchase order number. No invoice will be paid without an authorized purchase order number.
- 2.7.5 Invoices shall be forwarded by U.S. Mail to:
 - ATTN: Accounting Division
 - City of Beaumont
 - P. O. Box 3827
 - Beaumont, TX 77704-3827
- 2.7.5 a. Fax and E-mail invoices will not be permitted.
- 2.7.5 b. Separate invoices shall be submitted for each job.
- 2.7.5 c. Invoices shall be paid in accordance with the requirements of Texas Government Code §2251.021.
- 2.8 Each job shall be warranted for at least a thirty (30) day period. Manufacturer's warranty on parts used shall be extended to City.
- 2.9 Contractor shall provide crew supervisors capable of speaking and understanding the English language.
- 2.10 Following award of Contract, the City will require copies of licenses for each installer or technician that may work on City irrigation systems.

EXHIBIT "A"

**City of Beaumont
Annual Contract for Irrigation System Maintenance and Repair
Bid No. BF124-07**

FACILITY	LOCATION
City Hall	801 Main St.
Riverfront Park	805 Main St.
Police Station	255 College
Julie Rogers Theatre	765 Pearl
Civic Center	701 Main St.
Tyrrell Historical Library	695 Pearl
Beaumont Public Library	801 Pearl
Art Museum	500 Main St.
Fire Museum	400 Walnut
Convention & Visitor's Bureau (CVB)	505 Willow
Alice Keith Park Community Center	4075 Highland
Central Park Community Center	2925 Fannin
North End Community Center	3580 E. Lucas
Best Years Center	780 S. Fourth St.
Sterling Pruitt Center	2930 Gulf St.
Henry Homberg Golf Course	5940 Babe Zaharias Dr.
Tyrrell Park Tree Farm	5305 Tyrrell Park Road
Athletic Complex	950 Langham Rd.
Parks Operations Offices	1370 Langham Rd.
EMS Station No. 2	3020 Municipal Dr.
Martin Luther King, Jr. Park	1050 College
Rogers Park sign	1455 Dowlen Rd.
Collier's Ferry	5390 Pine St.

Exhibit "A" Continued

**City of Beaumont
Annual Contract for Irrigation System Maintenance and Repair
Bid No. BF1214-07**

FACILITY	LOCATION
Wuthering Heights	3650 Delaware
Welcome to Beaumont	850 N. Pearl St.
Beckenstein Plaza	340 Willow
Weller Hines Plaza	400 Willow
Kyle Plaza	730 Willow
Commerce Plaza	909 Laurel
Coffee Plaza	8865 Laurel
Rotary Fountain	300 Laurel
Tevis Milam Plaza	Main and Pine Street
Italian Plaza	College and Neches
Madison Doucett Median	Irving and Madison
Crow Rd. and Dowlen	Lot at Crow Rd. & Dowlen
Calder Median	Downtown
Marie Calcote Median	Phelan Blvd. and Kennedy
Maury Myers Bridge	East and West side
Pointe Parkway	Off of Folsom Rd.
Event Center	700 Crockett
Communications Bldg.	610 Marina Drive



BID SHEET

BID OPENING DATE: Wednesday, January 16, 2014
BID OPENING TIME: 2:00 P.M. (CST)
CITY BID NUMBER: BF1214-07
FOR FURNISHING: Annual Contract for Irrigation System Maintenance and Repair (Re-Bid)
(AS PER SPECIFICATIONS)

SUBMIT BID TO: This is a **FORMAL BID** and must be submitted to:

City Clerk's Office / City Hall
City of Beaumont
801 Main St., Suite 125
Beaumont, TX 77701

You may submit your bid **IN PERSON**, by **MAIL**, or **FedEx/UPS**.
Bids will **NOT** be accepted via email or Fax.

OUTLINE OF BID DATA:

For bids to be considered valid, Bidders **MUST** complete and submit the following:

1. Bid sheets, page 17 through 23.
2. Affidavit of Insurance, page 32.
3. Certificate of Insurance, pages 33 through 35 must be completed and provided to the City *upon award of the contract*.
4. Provide a **valid signature** at the appropriate locations within these bid documents.

<p>BID SHEET Annual Contract for Irrigation System Maintenance and Repair (Re-Bid) Bid No. BF1214-07</p>

BIDDER INFORMATION:

Company Name (if applicable)	
Bidder's Name In Printed Form	
BIDDER'S SIGNATURE	_____ (Signature REQUIRED for bid to be accepted.)
Bidder's Title	
Company or Individual's PHYSICAL Address	_____ Street _____ City State Zip Code
Company or Individual's MAILING Address	_____ Street or P.O. Box _____ City State Zip Code
Company or Individual's Telephone Number	
Alternate Phone Number	
Company or Individual's Fax Number	
E-mail Address (Please print clearly.)	

BIDDER'S INFORMATION SHEET

Bid Number BF1214-07

[Completion of this form satisfies the requirements of General Specifications]

INSERT BIDDER'S COMPANY NAME:

1. **Kind of Company (check one):** **Corporation** **Partnership** **Sole Proprietor**

If corporation, please list names and addresses of three (3) top corporation officers.
If partnership, please list names and addresses of partners.

Include Federal Tax I.D. Number. _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

3. Number of years in operation: _____
4. Gross Revenues of past two (2) years \$ _____
5. Largest dollar amount of contract currently in effect with a business \$ _____
6. Current number of employees: _____
7. Number of employees to be assigned to this project: _____

8. **REFERENCES:**

List three (3) businesses for whom your company has provided similar services within the past eighteen (18) months. List a contact name, address and phone number for each project.

REFERENCE NO. 1

Company Name: _____

Address: _____

Contact Name: _____ Telephone: _____

REFERENCE NO. 2

Company Name: _____

Address: _____

Contact Name: _____ Telephone: _____

REFERENCE NO. 3

Company Name: _____

Address: _____

Contact Name: _____ Telephone: _____

BID TABLE
Annual Contract for Irrigation System Maintenance and Repair (Re-Bid)
Bid No. BF1214-07

ANNUAL CONTRACT FOR IRRIGATION SYSTEM MAINTENANCE AND REPAIR			
Approx. Qty.	Description	Price Per Hour	Total Price
1,000 Hrs.	Licensed Technician	\$	\$
1,000 Hrs.	Laborer/Helper	\$	\$
Total Labor:			\$
Material Mark-up: (Estimated materials annually: \$3,000/yr.)		%	\$
Equipment Rental Mark-up:			%
INSERT BIDDING VENDOR'S COMPANY NAME:			

BID SHEET CONTINUED

DATE OF DELIVERY AFTER RECEIPT OF ORDER: _____

WARRANTY: _____

Receipt is hereby acknowledged of the following addenda to the Specifications:

Addendum No. 1 dated _____	Received _____
Addendum No. 2 dated _____	Received _____
Addendum No. 3 dated _____	Received _____
Addendum No. 4 dated _____	Received _____

DOES YOUR BID MEET SPECIFICATIONS? YES _____ NO _____

IF NO IS INDICATED, ATTACH SHEET INDICATING EXCEPTIONS.

PLEASE CHECK THE FOLLOWING THAT WILL APPLY TO YOUR COMPANY:

Ownership of Firm (51% or more) _____ Non-Minority _____ Hispanic _____ Black _____ Other _____
 Minority (please specify) _____ Female Owned _____ Handicapped Owned _____
 Small Business (less than \$1,000,000 annual receipts or 100 employees) _____

CERTIFICATE OF CORPORATE BIDDER

BIDDERS

I, _____, CERTIFY
 THAT I AM _____,
 (title) OF THE CORPORATION NAMED AS
 BIDDER HEREIN; THAT _____
 _WHO SIGNED THIS BID ON BEHALF OF THE
 BIDDER, WAS THEN _____
 _____, (title) OF SAID CORPORATION;
 THAT SAID BID WAS DULY SIGNED FOR AND
 ON BEHALF OF SAID CORPORATION BY
 AUTHORITY OF ITS GOVERNING BODY AND IS
 WITHIN THE SCOPE OF ITS CORPORATE
 POWERS.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

SIGNATURE OF OFFICER

Vendor _____

TYPE OR PRINT NAME

Address _____

TITLE OF OFFICER

Bidder _____

(Signature)

Bidder _____
(Print Name)

Position With Company _____
(Title)

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

- 22 -

**STATEMENT OF CITY CHARTER
PROVISION ON CONFLICT OF INTEREST**

The following provisions were adopted in an effort to avoid potential conflict of interest with prospective bidders and City employees or officers in the awarding of City contracts:

1. No officer, elected or appointed, or other employee of the City shall have a financial interest, direct or indirect, or by reason of ownership of stock or share exceeding one percent (1%) in a business entity contracting with the City. Nor shall such officer or employee be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or services from such business entity, except on behalf of the City in his official capacity as an officer or employee.
2. Any willful violation of this provision shall constitute malfeasance in office and any officer or employee guilty thereof shall thereby forfeit their office or position.
3. Any violation of this section with the knowledge expressed or implied of the person or business entity contracting with the City shall render the contract involved **null and void**. (Beaumont City Charter, Article XVII, Section 9.)

I, _____ (name) have read and hereby understand the aforementioned Beaumont City Charter provision prohibiting conflict of interest between City employees or officers and prospective bidders in the award of City contracts. I affirm, to the best of my knowledge and belief, that there is no conflict of interest between the herein stated person or business entity and any City officer or employee if a City contract is awarded. I further state that I have no outside interests that conflict or suggest a potential conflict of interest with the City. I understand that knowledge, express or implied, or concealment of such material fact could nullify and void any such City contract awarded.

If I am awarded this contract, I herein agree to report promptly any further situation that might involve or appear to involve me in any conflict of interest with the city.

SIGNED this the ____ day of _____, 20 ____.

Name

Title

GENERAL CONDITIONS OF BIDDING
(Revised 3/13/13)

FAILURE TO COMPLY WITH THESE GENERAL CONDITIONS OF BIDDING MAY RESULT IN THE BID BEING DISQUALIFIED.

1. BIDDING:

- A. All bids must be on blank forms furnished by the Purchasing Division, and must be written in ink or by typewriter. Pencil quotations will not be considered. The bid must be executed personally by the bidder, or if executed by an agent, a power of attorney or other evidence of his authority to act on behalf of the bidder must accompany the bid. If the bidder is a corporation, the certificate of corporate bidder must be executed under the corporate seal by some duly authorized officer of the corporation other than the officers signing the bid. By execution of the bid, the bidder accepts all general and special conditions of the contract and the specifications.
- B. **TIME & DATE:** Formal bids must be in the office of the City Clerk by 2:00 P.M., local time, on the day bids are due, unless otherwise specified; an early postmark will not suffice. Be sure you have allowed ample time for postal delivery. The City will not be responsible for the delivery of your bid to the office of the City Clerk. If you choose to send your bid by postal delivery then it is recommended that you call the City Clerk's office to verify receipt of your bid prior the bid opening. **Formal bids may NOT be faxed or e-mailed.**

Informal bids are due at the date and time stated in the bid document. **Informal bids may be faxed.**
- C. **WITHDRAWAL OF BID:** A bidder may withdraw his proposal before Council acceptance of his bid without prejudice to himself, by submitting a written request for its withdrawal to the City Clerk.
- D. Bids should show net prices, extensions and net total. In case of conflict between unit price and extensions, the unit price will govern.
- E. No change in price will be considered after bids have been opened.
- F. Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type, style or quality of material desired. If a bidder quotes on an article other than the one specified, which he considers comparable, the name and grade of said article must be

specified in the bid and sufficient specifications and descriptive data must accompany same to permit thorough evaluation. In the absence of these qualifications, he will be expected to furnish the article called for.

- G. If this bid is altered, any erasure or alteration of figures on the item on which the erasure or alteration is made must be initialed by signee of this bid.
- H. Bids will not be considered in cases in which bidder quotes an item price and also an alternate price on the proposed substitute item, except in cases in which alternate bids are called for.
- I. All bids are to be delivered not later than the time stated in the specifications, F.O.B. Beaumont, Texas unless otherwise stated in the specifications and/or bid form.
- J. Bidders are invited to be present at the opening of bids. After opening, bids may be inspected in the Purchasing Division offices.
- K. If there is an honest mistake in the bid, due to clerical errors, and the bidder calls attention thereto promptly, he will not be bound by the bid.
- L. Where the mistake was a result of bidder's negligence, and City has no knowledge of the mistake when bids were opened, and contract awarded, he will not be released and shall be bound by the bid.
- M. If a mistake is not discoverable and verifiable by the City, bidder's incorrect interpretation of Engineering specifications set forth in a construction contract will not release him from his obligations, once a contract has been awarded by City Council and bidder has received notice of such award.
- N. Sealed formal bids due in the City Clerk's office will not be accepted through facsimile equipment.

2. TAXES:

- A. The City is exempt from the Federal Excise and Transportation Tax, and the Limited Sales and Use Tax. Unless the bid form or specification specifically indicates otherwise, the price bid must be net exclusive of the above mentioned taxes, and will be so construed. A vendor desiring refunds of, or exemptions from taxes paid on merchandise accepted by the City must submit the proper forms. The Purchasing Manager, if satisfied as to the facts, will approve or issue the necessary certificates.

3. AWARD:

- A. The City reserves the right to consider and make awards of bids on articles of similar nature that in all respects will serve the purpose for which the purchase is being made. The City reserves the right to be the sole judge as to whether such articles will serve the purpose.
- B. Unless otherwise specified, the City reserves the right to accept or reject in whole or in part any bid submitted or to waive any informalities in the best interest of the City.
- C. Contractor is an independent contractor. Award of a contract does not create a joint venture between Contractor and the City.

4. BID DEPOSIT:

- A. No bid deposit will be expected of bidder unless specifications expressly provide otherwise.
- B. When specifications expressly call for a bid deposit, the deposit may be in the form of a cashier's check, cash, a certified check made payable to the City of Beaumont or a bond. The bond shall be executed by a surety authorized by the Texas State Insurance Commission and must be signed by both the surety and the bidder.
- C. When specifications call for a bid deposit, it should be placed in a separate bid envelope and enclosed with your bid. Should your bid deposit not be acceptable to the City, your bid will be returned.

5. DELIVERIES:

- A. Unless otherwise stated in the bid form or specification, deliveries must consist only of new and unused merchandise.
- B. Full fare must be allowed and no charge made for packages.
- C. In the event that deliveries of the supplies covered in the proposal are not made within the number of days specified, or in the event that the supplies delivered are rejected, and are not removed and replaced within the number of days specified in the official notice of rejection, the City reserves the right to purchase said supplied in the open market. Upon any such breach of contract, the City reserves the right to proceed against the successful bidder and/or the surety on this bond for any and all damages occasioned by the breach.

6. **REJECTIONS:**
- A. Articles not in accordance with samples and specifications must be removed by the bidder at his expense. All disputes concerning quality of supplies delivered under this proposal will be determined by the City Purchasing Manager or his/her designated representative.
 - B. All articles enumerated in the proposal shall be subject to inspection or delivery by an officer designated for the purpose and if found inferior to the quality called for, or not equal in value to the department's samples, or deficient in weight, measurements, workmanship or otherwise, this fact shall be certified to the Purchasing Manager who shall have the right to reject the whole or any part of the same.
7. **BILLING:**
- A. All bills are subject to approval by the Purchasing Manager.
8. **PATENTS:**
- A. The contractor agrees to indemnify and save harmless the City, the Purchasing Manager, and his/her assistants from all suits and actions of every nature and description brought against it or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted, upon request of the Purchasing Manager, as a necessary requirement in connection with the final estimate for payment in which such patented appliances, products or processes and used.
9. **CONDITIONS PART OF BID:**
- A. The general conditions of bidding defined herein shall be a part of the attached bid.
10. **CONTRACT:**
- A. No formal contract will be executed. The following will comprise the contract between the City and the successful bidder:
 - i. Notice to Bidders,
 - ii. General Specifications,
 - iii. General conditions of bidding,
 - iv. The Bid Sheet(s),
 - v. Resolution awarding the bid.
- B. In case of conflict, the specifications shall be controlling.
11. **OSHA REQUIREMENTS:**
- A. The vendor or contractor hereby guarantees to the City of Beaumont, Texas, that all material, supplies and equipment as listed on the proposal, contract or purchase order meets the requirements, specifications and standards as provided for under the Federal Occupational Safety and Health Act of 1970, as amended and in force at the date hereof.
12. **BIDS:**
- A. Bids must remain firm for thirty (30) days from the bid opening date to allow for award by Council, unless otherwise specified.
13. **DISCOUNTS:**
- A. Prompt payment discounts will be considered in making the award provided the period of the discount offered is sufficient to permit payment within such period in the regular course of business (minimum 10 days). Prompt payment discounts will not be considered for contract purchases.
 - B. In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.
14. **DISCLOSURE FORMS:**
- A. **All forms must be signed and returned with your bid sheet.**
15. **EXCEPTIONS:**
- A. If exceptions are being taken to any part of specifications, have them listed separately on your letterhead and manually sign it.
16. **LOCAL BIDDER CONSIDERATION:**
- A. Should bids for goods and/or commodities be received from a local vendor and an out of town vendor, a sales tax impact analysis formula shall be applied to the local vendor's bid. If it is determined by its formula that the local vendor's bid generates more sales tax revenue to the City than the difference between the two bids, award may be made to the local vendor.
17. **PROTEST PROCEDURES** – Any actual or prospective bidder or proposer who believes they are aggrieved in

connection with or pertaining to a bid or proposal may file a protest. The protest must be delivered in writing to the Purchasing Manager, in person or by certified mail, return receipt requested, prior to award. The written protest must include:

- A. Name, mailing address, and business phone number the protesting party;
- B. Appropriate identification of the bid or proposal being protested;
- C. A precise statement of the reasons for the protest; and
- D. Any documentation or other evidence supporting the protest and any alleged claims.

The Purchasing Division will attempt to resolve the protest, including at the Purchasing Manager's option, meeting with the protesting party. If the protest is successfully resolved by mutual agreement, written verification of the resolution, with specifics on each point addressed in the protest, will be forwarded to the Chief Financial Officer (CFO).

If the Purchasing Division is not successful in resolving the protest, the protesting party may request, in writing, that the protest be considered by the CFO. Applicable documentation and other information applying to the protest will be forwarded to the CFO, who will promptly review such documentation and information. If additional information is desired, the CFO may notify the necessary party or parties to the protest to provide such information.

If the CFO is not successful in resolving the protest, the CFO may forward to the City Manager a request for review. The decision of the City Manager will be final.

18. **PUBLIC INFORMATION ACT:**

- A. Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

- B. To request information from this governmental body, please contact:

Tina Broussard, City Clerk
City Hall

Physical Address:

801 Main Street, Suite 125
Beaumont, TX 77701

Mailing Address:

P.O. Box 3827
Beaumont, TX 77704-3827

409-880-3740 Fax
409-880-3745 Phone

openrecords@ci.beaumont.tx.us

- 19. **WEBSITE** – Vendors are responsible for verifying all addendum to specifications downloaded from the City website.
- 20. **INTERLOCAL AGREEMENT** – Successful bidder agrees to extend prices to all entities who have entered into or will enter into joint purchasing interlocal cooperation agreements with the City of Beaumont. The City of Beaumont is a participating member of several interlocal cooperative purchasing agreements, as permitted under Chapter 791 of the Texas Government Code, with certain other political subdivision, authorizing participation in a cooperative purchasing program. The successful vendor may be asked to provide products/services based upon the bid price, to any other participant.
- 21. **FORCE MAJEURE** – Neither the City nor the Contractor shall be required to perform any term, condition or covenant of this contract so long as performance is delayed or prevented by force majeure.
- 22. **FUNDING OUT** – The State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Should, during the term of this contract, funds be withdrawn by the funding authority, a Force Majeure shall be deemed to exist, and this contract may be terminated without penalty or recourse by either party.
- 23. **TERMINATION** – This contract may be terminated by either party upon thirty (30) days' written notice.

Insurance Information

ATTACHMENT B
(Revised 4/1/2013)

INSURANCE

SECTION A. Prior to the approval of this contract by the City, CONTRACTOR shall furnish a completed Insurance Certificate to the Purchasing office. The certificate shall be completed by an agent authorized to bind the named underwriter(s) to the coverages, limits, and termination provisions shown thereon, and shall furnish and contain all required information referenced or indicated thereon. CITY SHALL HAVE NO DUTY TO PAY OR PERFORM UNDER THIS CONTRACT UNTIL SUCH CERTIFICATE IS RECEIVED BY THE CITY OF BEAUMONT'S PURCHASING DIVISION, and no officer or employee of the City shall have authority to waive this requirement.

INSURANCE COVERAGE REQUIRED

SECTION B. CITY reserves the right to review the insurance requirements of this section during the effective period of the contract and to adjust insurance coverages and their limits when deemed necessary and prudent by CITY, based upon changes in statutory law, court decisions, or the claims history of the industry as well as the CONTRACTOR.

SECTION C. Subject to CONTRACTOR'S right to maintain reasonable deductibles in such amounts as are approved by CITY, CONTRACTOR shall obtain and maintain in full force and effect for the duration of this contract, and any extension hereof, at CONTRACTOR'S sole expense, insurance coverage written by companies approved by the State of Texas and acceptable to CITY, in the following type(s) and amount(s):

	<u>Type of Coverage</u>	<u>Limits of Liability</u>	
1.	Workers' Compensation	Statutory	
2.	Employer's Liability	\$100,000	\$300,000
3.	Commercial General (public) Liability		
	a. Bodily Injury (ea.oc.)	\$1,000,000	\$3,000,000
	b. Property Damage (Incl. Contractual Coverage of the Contractor's Indemnity under Section D hereof)	\$100,000 (ea. oc.)	\$300,000 (aggreg.)
4.	Comprehensive Automobile Liability		
	a. Bodily Injury	\$300,000 (ea. pers.)	\$1,000,000 (ea. oc.)
	b. Property Damage	\$300,000(ea. oc.)	
5.	Owner's Commercial General Liability Insurance Policy:		
	The Contract shall obtain at his expense an Owner's Protective Liability Insurance Policy naming the <u>City of Beaumont and its employees</u> as insured with the following limits.		
	a. Bodily Injury	\$1,000,000 (ea. pers.)	\$1,000,000 (ea. oc.)
6.	Builder's Risk Insurance:		
	The Contractor shall obtain at his expense Builder's Risk Insurance against the perils of fire, lightning, windstorm, hurricane, hail, explosion, riot, civil commotion, smoke, aircraft, land vehicles, vandalism and malicious mischief in the amount of insurance equal at all times to the insurable value of materials delivered and labor performed. The policy issued in the name of the Contractor shall also name his Subcontractors and the Owner as additional insured, as their respective interests may appear. The policy shall have endorsements as follows:		

"This insurance shall be specific as to coverage and not considered as contributing insurance with any permanent insurance maintained on the present premises."

All costs for the above specified insurance shall be borne by the Contractor. Insurance Requirement Affidavit shall be submitted with bid.

The Contractor shall require all subcontractors engaged to do work in connection with this contract to carry Public Liability and Property Damage Insurance in amounts not less than specified above.

ADDITIONAL POLICY ENDORSEMENTS

CITY shall be entitled, upon request, and without expense, to receive copies of the policies and all endorsements thereto and may make any reasonable request for deletion, revision, or modification of particular policy terms, conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any of such policies). Upon such request by CITY, CONTRACTOR shall exercise reasonable efforts to accomplish such changes in policy coverages, and shall pay the cost thereof.

REQUIRED PROVISIONS

CONTRACTOR agrees with respect to the above required insurance, all insurance contracts and certificate(s) of insurance will contain and state, in writing, on the certificate or its attachment, the following required provisions.

- a. Name, the CITY OF BEAUMONT and its officers, employees, and elected representatives as additional insured(s), (as the interest of each insured may appear) to all applicable coverage.
- b. Provide for 30 days' notice to City for cancellation, non-renewal, or material change.
- c. Provide for notice to City at the address shown below by registered mail.
- d. CONTRACTOR agrees to waive subrogation against the City of Beaumont, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent same may be covered by the proceeds of insurance.
- e. Provide that all provisions of this agreement concerning liability, duty, and standard of care together shall be underwritten by contractual liability coverage sufficient to include such obligations within applicable policies.
- f. For coverages that are **only** available with claims made policies, the required period of coverage will be determined by the following formula: Continuous coverage for the life of the contract, plus one year (to provide coverage for the warranty period) and an extended discovery period for a minimum of five years which shall begin at the end of the warranty period.

NOTICES

CONTRACTOR shall notify CITY in the event of any change in coverage and shall give such notices not less than fifteen (15) days prior to the change, which notice must be accompanied by a replacement CERTIFICATE OF INSURANCE. All notices shall be given to CITY at the following address:

Purchasing Division
City of Beaumont
P.O. Box 3827
Beaumont, TX 77704-3827

SECTION D. INDEMNIFICATION. The CONTRACTOR agrees to indemnify and save harmless the CITY OF BEAUMONT from any and all claims, causes of action, and damages of every kind, for injury to or death of any person and damages to property arising out of the construction of said improvements or the operations embraced by this contract, and including acts or omissions of the CITY OF BEAUMONT in connection with said construction.

SECTION E. Approval, disapproval, or failure to act by CITY regarding any insurance supplied by CONTRACTOR shall not relieve CONTRACTOR of full responsibility or liability for damages and accidents as set forth in the contract documents. Neither shall the bankruptcy, insolvency, or denial of liability by the insurance company exonerate CONTRACTOR from liability.

WORKERS COMPENSATION INSURANCE
for
Building or Construction Projects and Services Provided at City-Owned Facilities

TEXAS WORKERS' COMPENSATION COMMISSION RULE 28, §110.110

As required by the Texas Workers' Compensation Rule 28, §110.110, the Contractor shall accept the following definitions and comply with the following provisions:

Workers' Compensation Insurance Coverage

A. Definitions:

1. Certificate of coverage ("certificate")-A copy of a certificate of insurance, a certificate of authority to self-insure issued by the 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.
2. 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 of Beaumont.
3. 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 limitation, independent Contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service 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.

B. The Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which 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.

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

D. 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 of Beaumont showing that coverage has been extended.

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

1. A certificate of coverage, prior to that person beginning work on the project, so the City of Beaumont will have on file certificates of coverage showing coverage for all persons providing services on the project; and
2. No later than seven (7) 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.

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

G. The Contractor shall notify the City of Beaumont in writing by certified mail or personal delivery, within ten (10) 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.

H. 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.

- I. The Contractor shall contractually require each person with whom it contracts to provide services on a project, to:
1. Provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which 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;
 2. 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 the project, for the duration of the project.
 3. 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;
 4. Obtain from each other person with whom it contracts, and provide to the Contractor:
 - a. A certificate of coverage, prior to the other person beginning work on the project; and
 - b. A new certificate of coverage showing 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;
 5. Retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter;
 6. Notify the City of Beaumont in writing by certified mail or personal delivery, within ten (10) 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
 7. Contractually require each person with whom it contracts, to perform as required by paragraphs (1) - (7), with the certificates of coverage to be provided to the person for whom they are providing services.
- J. By signing this contract or providing or causing to be provided a certificate of coverage, the Contractor is representing to the City of Beaumont 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.
- K. The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor which entitles the City of Beaumont to declare the contract void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the City of Beaumont.

As defined by the Texas Labor Code, Chapter 269, Section 406.096(e), building or construction is defined as:

1. Erecting or preparing to erect a structure, including a building, bridge, roadway, public utility facility, or related appurtenance;
2. Remodeling, extending, repairing, or demolishing a structure; or
3. Otherwise improving real property or an appurtenance to real property through similar activities.

The employment of a maintenance employee who is not engaging in building or construction as the employer's primary business does not constitute engaging in building or construction.

**CITY OF BEAUMONT
INSURANCE REQUIREMENT AFFIDAVIT**

**To be Completed By Appropriate Insurance Agent
and submitted with bid proposal.**

I, the undersigned Agent/Broker, certify that the insurance requirements contained in this bid document have been reviewed by me with the below identified Contractor. If the below identified Contractor is awarded this contract by the City of Beaumont, I will be able to, within ten (10) days after being notified of such award, furnish a valid insurance certificate to the City meeting all of the requirements defined in this bid.

Agent (Signature)

Agent (Print)

Name of Agency/Broker: _____

Address of Agent/Broker: _____

-

City/State/Zip: _____

-

Agent/Broker Telephone #: () _____

-

CONTRACTOR'S NAME: _____

-

(Print or Type)

NOTE TO AGENT/BROKER

If this time requirement is not met, the City has the right to invalidate the bid award and award the contract to the next lowest bidder meeting specifications. Should an awarded bid be invalidated the Contractor may be liable for breach of contract. If you have any questions concerning these requirements, please contact the Purchasing Manager for the City of Beaumont at (409) 880-3720.



CERTIFICATE OF INSURANCE

Form No. COB1
Edition Date: 12/12/2012
Page 1 of 3

This form is for informational purposes only and certifies that policies of insurance listed below have been issued to insured named below and are in force at this time. Notwithstanding any requirements, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, insurance afforded by policies described herein is subject to all terms, exclusions and conditions of such policies.

Prior to the beginning of work, the vendor shall obtain the minimum insurance and endorsements specified. Agents must complete the form providing all requested information and submit by fax, U.S. mail or e-mail as requested by the City of Beaumont ("COB"). The endorsements listed below are required as attachments to this certificate; copies of the endorsements are also acceptable. PLEASE ATTACH ALL ENDORSEMENTS TO THIS FORM AND INCLUDE THE MATCHING POLICY NUMBER ON THE ENDORSEMENT. Only City of Beaumont certificates of insurance are acceptable; commercial carriers' certificates are not.

This certificate shall be completed by a licensed insurance agent:

Name and Address of Agency:

Phone: _____ / _____

Name and Address of Insured:

Phone: _____ / _____

Prime or Sub-Contractor?: _____

Name of Prime Contractor, if different from Insured:

City of Beaumont Reference:

Project Name: _____

Project Location: _____

Managing Dept.: _____

Project Mgr.: _____

Insurers Affording Coverages:

Insurer A: _____

Insurer B: _____

Insurer C: _____

Insurer D: _____

INSR LTR	TYPE OF INSURANCE	POLICY NO.	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS OF LIABILITY		
	Commercial General Liability Policy As defined in the Policy, does the Policy provide:				Each Occurrence	\$	
					General Aggregate	\$	
					<input type="checkbox"/> Yes <input type="checkbox"/> No – Completed Operations/Products	Completed Operations/ Products Aggregate	\$
					<input type="checkbox"/> Yes <input type="checkbox"/> No – Contractual Liability	Personal & Advertising Injury	\$
					<input type="checkbox"/> Yes <input type="checkbox"/> No – Explosion	Deductible or Self Insured Retention	\$



CERTIFICATE OF INSURANCE

Form No. COB1
Edition Date: 12/12/2012
Page 2 of 3

INSR LTR	TYPE OF INSURANCE	POLICY NO.	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS OF LIABILITY	
	<input type="checkbox"/> Yes <input type="checkbox"/> No – Collapse <input type="checkbox"/> Yes <input type="checkbox"/> No – Underground <input type="checkbox"/> Yes <input type="checkbox"/> No – Contractors / Subcontractors Work <input type="checkbox"/> Yes <input type="checkbox"/> No – Aggregate Limits per Project Form CG 2503 <input type="checkbox"/> Yes <input type="checkbox"/> No – Additional Insured Form – CG 2010 <input type="checkbox"/> Yes <input type="checkbox"/> No – 30 Day Notice of Cancellation Form - CG 0205 <input type="checkbox"/> Yes <input type="checkbox"/> No – Waiver of Subrogation Form - CG 2404					
	Pollution / Environmental Impairment Policy				Occurrence	\$
					Aggregate	\$
	Auto Liability Policy As defined in the Policy, does the Policy provide:				CSL	\$
					Bodily Injury (Per Incident)	\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No – Any Auto				Bodily Injury (Per Person)	\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No – All Owned Autos				Property Damage (Per Accident)	\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No – Non-Owned Autos					
	<input type="checkbox"/> Yes <input type="checkbox"/> No – Hired Autos					
	<input type="checkbox"/> Yes <input type="checkbox"/> No – Waiver of Subrogation - CA0444					
	<input type="checkbox"/> Yes <input type="checkbox"/> No – 30 Day Notice of Cancellation - CA0244					
	<input type="checkbox"/> Yes <input type="checkbox"/> No – Additional Insured - CA2048					
	<input type="checkbox"/> Yes <input type="checkbox"/> No – MCS 90					
	Excess Liability <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Excess Liability Follow Form				Occurrence	\$
					Aggregate	\$
	Workers Compensation & Employers Liability As defined in the Policy, does the Policy provide				<input type="checkbox"/> Statutory	
					Each Accident	\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No – Waiver of Subrogation - WC420304				Disease - Policy Limit	\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No – 30 Day Notice of Cancellation - WC420601				Disease - Each Employee	\$
	Is a Builders Risk or Installation Insurance Policy provided? <input type="checkbox"/> Yes <input type="checkbox"/> No					\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No – Is the City shown as loss payee/mortgagee?					
	Professional Liability As defined in the Policy, does the Policy provide:				Each Claim	\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No – 30 Day Notice of Cancellation Retroactive Date: _____				Deductible or Self Insured Retention	\$



CERTIFICATE OF INSURANCE

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AGENT CERTIFICATION:

THIS IS TO CERTIFY TO THE CITY OF BEAUMONT that the insurance policies above are in full force and effect.

Name of Insurance Company:	Name of Authorized Agent:
Company Address:	Agent's Address:
City: State: Zip:	City: State: Zip:
Authorized Agent's Phone Number (including Area Code):	Original signature of Authorized Agent: X
	Date:

CERTIFICATE HOLDER:

DATE ISSUED: _____

City of Beaumont

P. O. Box 3827
Beaumont, Texas 77704-3827

AUTHORIZED REPRESENTATIVE SIGNATURE
Licensed Insurance Agent

Printed Name: _____

END OF BID PACKET
