



**CITY OF SAN ANTONIO**  
**FINANCE DEPARTMENT - PURCHASING DIVISION**

REQUEST FOR COMPETITIVE SEALED PROPOSAL (“RFCSP”) **20-060**  
RFx NO.: **6100012579**

ANNUAL CONTRACT FOR FIRE ALARM SYSTEMS INSPECTIONS,  
MAINTENANCE, AND REPAIR SERVICES – BESD, SAFD & PARKS

Date Issued: **JULY 13, 2020**

BIDS MUST BE RECEIVED **NO LATER THAN:**  
2:00 P.M., CENTRAL TIME, **OCTOBER 30, 2020**

**Proposals may ONLY be submitted Electronically through the SAePS Portal**

Proposal Bond: YES      Performance Bond: YES      Payment Bond: YES      Other: NO

See Supplemental Terms & Conditions for information on these requirements.

Affirmative Procurement Initiative: NO      DBE / ACDBE Requirements: NO

See Instructions for Respondents and Attachments sections for more information on these requirements.

Pre-Submittal Conference \* YES

\*Pre-Submittal Conference: July 20, 2020 at 9:00 a.m. Central Time via WebEx:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc7b43b57cde2e3303329fbdce442cdc>

Meeting Number (access code): 133 908 6064

Meeting Password: 4FWjqtMQv35

Join by phone: 1-415-655-0001

Site Visits: Yes, Site Visits will be held in accordance with Attachment J, Site Visit Schedule

Staff Contact Person: Kelley Handsor, Procurement Specialist III, Email: [Kelley.Handsor@SanAntonio.gov](mailto:Kelley.Handsor@SanAntonio.gov)

## **RESTRICTIONS ON COMMUNICATIONS**

In accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation.

Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as A session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council "A" session.

Restrictions extend to "thank you" letters, phone calls, emails and any contract that results in the direct or indirect discussion of the RFCSP and/or proposal submitted by Respondent.

**Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.**

For additional information, see the section of this RFCSP entitled "*Restrictions on Communication*".

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## 003 - INSTRUCTIONS FOR RESPONDENTS

### PART A

#### Submission of Proposals:

**Proposals sent to the City by facsimile or email will not be accepted.**

Submission of Electronic Proposals: Submit one (1) **COMPLETE** proposal electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission or affixing it electronically.

Proposal Format: Each proposal shall be typewritten, single spaced and submitted on 8 ½" x 11" white paper. Font size shall be no less than 12-point type. All pages shall be numbered and margins shall be no less than 1" around the perimeter of each page. Websites or URLs shall not be submitted in lieu of the electronic submission through City's portal. **ELECTRONIC** proposals must include **ALL** the sections and attachments in the sequence listed in the RFCSP Section 003, Instructions for Respondents, Part B – Submission Requirements, for electronic submissions, whether through the portal or on a CD or flash drive, each separate section should be attached as a separate file. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Modified Proposals: Proposals may be modified provided such modifications are received prior to the time and date set for submission of proposals, and submitted in the same manner as original proposals. Electronic proposals, a modified proposal will automatically replace a prior proposal submission. See below for information on submitting Alternate Proposals.

The City shall not be responsible for lost or misdirected proposals or modifications.

For electronic proposals, Respondent's electronic submission, with accompanying affirmations, constitutes a binding signature for all purposes. Respondents are cautioned that they are responsible for the security of their log on ID and password, since unauthorized use could result in Respondent's being held liable for the submission.

Certified Vendor Registration Form: If Respondent has not completed City's Certified Vendor Registration (CVR) Form, Respondent is required to do so prior to the due date for submission of proposals. The CVR form may be accessed at: <http://www.sanantonio.gov/purchasing/>. Respondents must identify the correct name of the entity that will be providing the goods and/or services under the contract. No nicknames, abbreviations (unless part of the legal title), shortened or short-hand names will be accepted in place of the full, true and correct legal name of the entity.

Correct Legal Name: Respondents who submit proposals to this RFCSP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFCSP as Attachment A, Part One.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of the Finance Department shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

Alternate Proposals: Alternate proposals may be allowed at the sole discretion of City.

Electronic Alternate Proposals: All alternate proposals submitted electronically are recorded with original proposals when submitted electronically.

Catalog Pricing: (This section applies to proposals using catalog pricing.)

The proposal will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price schedule.

Respondents shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which a proposal is submitted. Respondent shall provide said catalog at the time of submission of its proposal. Manufacturers' catalogs may be submitted in any of the following formats: CD ROM, Flash Drive, or PDF file for proposals submitted electronically.

Respondents may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City's Purchasing & General Services Department.

Specified items identified herein, if any, are for overall proposal evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered.

Restrictions on Communication:

In accordance with and as authorized by Section 2-61 the following restrictions on communications apply to this solicitation: Respondents are prohibited from contact 1) City officials as defined by section 2-62 of the City Code of the City of San Antonio, regarding this RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an "A" session; 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council 'A' session.

Restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFCSP and/or proposal submitted by Respondent.

Exceptions to the restrictions on communication with City employees include:

Respondents may ask verbal questions concerning this RFCSP at the Pre-Submittal Conference Monday, July 20, 2020. **Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 10:00 a.m. Central Time, on Friday, July 31, 2020.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Kelley Handsor, Procurement Specialist III  
City of San Antonio, Finance Department – Purchasing Division  
[Kelley.Handsor@SanAntonio.gov](mailto:Kelley.Handsor@SanAntonio.gov)

Questions submitted and the City's responses to questions will be posted with this solicitation.

Respondents may provide responses to questions asked of them by the Staff Contact Person after proposals are received and opened. The Staff Contact Person may request clarification to assist in evaluating Respondent's proposal. Such additional information must be provided within two business days from City's request. Respondents may also respond to requests by the Staff Contact Person for best and final offers, which do allow respondents to change their proposals. Requests for best and final offers will be clearly designated as such. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests.

Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact may be reached by e-mail at [SBEDAdocs@sanantonio.gov](mailto:SBEDAdocs@sanantonio.gov). *This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.*

Respondents may contact the Vendor Support staff at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) for assistance with vendor registration and submitting electronic bids.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council Agenda date, and a review of the solicitation process.

Pre-Submittal Conference:

If a Pre-Submittal Conference is scheduled, it will be held at the time and place noted on the Cover Page. Respondents are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Site Tours, if any, will be conducted per Attachment J – Site Visit Schedule.

Call the Staff Contact Person for information on the location of the wheelchair accessible entrance, or to request an interpreter for the deaf. Interpreters for the deaf must be requested at least 48 hours prior to the meeting. For other assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

### Changes to RFCSP:

Changes to this RFCSP made prior to the due date for proposals shall be made directly to the original RFCSP. Changes are captured by creating a replacement version each time the RFCSP is changed. It is Respondent's responsibility to check for new versions until the proposal due date. City will assume that all proposals received are based on the final version of the RFCSP as it exists on the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFCSP.

### Preparation of Proposals:

All information required by the RFCSP must be furnished or the proposal may be deemed non-responsive and rejected. Any ambiguity in the proposal as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of City.

Line Item Proposals: Any proposal that is considered for award by each unit or line item must include a price for each unit or line item for which Respondent wishes to be considered. All proposals are awarded on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" proposal in the Supplemental Terms & Conditions.

All or None Bid: Any proposal that is considered for award on an "all or none" basis must include a price for all units or line items. In an "All or None" bid, a unit price left blank shall result in the proposal being deemed nonresponsive and disqualified from consideration. An "All or None" bid is one in which City will award the entire contract to one respondent only.

Delivery Dates: Proposed delivery dates must be shown in the proposal where required and shall include weekends and holidays, unless specified otherwise in this RFCSP. Proposed delivery times must be specific. Phrases such as "as required", "as soon as possible" or "prompt" may result in disqualification of the proposal. Special delivery instructions, if any, may be found in the Specifications / Scope of Services section of this document, or in the Purchase Order.

Tax Exemption: The City of San Antonio is exempt from payment of federal taxes, and State of Texas limited sales excise and use taxes. Respondents must not include such taxes in proposal prices. An exemption certificate will be signed by City where applicable upon request by Respondent after contract award.

### Description of Supplies:

Any brand names, catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Proposals submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with proposal response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item's suitability and compliance with proposal specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City.

Samples, Demonstrations and Pre-award Testing: If requested by City, Respondent shall provide product samples, demonstrations, and/or testing of items proposed to ensure compliance with specifications prior to award of the contract. Samples, demonstrations and/or testing must be provided within 7 calendar days of City's request. Failure to comply with City's request may result in rejection of a proposal. All samples (including return thereof), demonstrations, and/or testing shall be at Respondent's expense. Samples will be returned upon written request. Requests for return of samples must be made in writing at the time the samples are provided. Otherwise, samples will become property of City at no cost to City. Samples that are consumed or destroyed during demonstrations or testing will not be returned.

### Estimated Quantities for Annual Contracts:

Designation as an "annual" contract is found in the contract's title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied.

Respondents shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.

Respondents shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material

and equipment, or conditions and sites/locations for providing goods and services as required by this RFCSP. No plea of ignorance by Respondent will be accepted as a basis for varying the requirements of City or the compensation to Respondent.

Confidential or Proprietary Information: All proposals become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Interlocal Participation:

City may engage in cooperative purchasing with other governmental entities or governmental cooperatives (“Entity” or “Entities”) to enhance City’s purchasing power. At City’s sole discretion and option, City may inform other Entities that they may acquire items listed in this RFCSP. If this contract will be subject to cooperative purchasing, such fact will be indicated in the Supplemental Terms and Conditions portion of this RFCSP. Such acquisition(s) shall be at the prices stated in the proposal, and shall be subject to Respondent’s acceptance. Entities desiring to acquire items listed in this RFCSP shall be listed on a rider attached hereto, if known at the time of issuance of the RFCSP. City may issue subsequent riders after contract award setting forth additional Entities desiring to utilize this proposal. Respondent must sign and submit the rider, if attached to this RFCSP, with its proposal, indicating whether Respondent wishes to allow other Entities to use its proposal. Respondent shall sign and return any subsequently issued riders within ten calendar days of receipt. Respondent’s decision on whether to allow other Entities to use the proposal shall not be a factor in awarding this RFCSP.

Costs of Proposing: Respondent shall bear any and all costs that are associated with the preparation of the Proposal, attendance at the Pre-Submittal conference, if any, or during any phase of the selection process.

Rejection of Proposals:

City may reject any and all proposals, in whole or in part, cancel the RFCSP and reissue the solicitation. City may reject a proposal if:

Respondent misstates or conceals any material fact in the proposal; or

The proposal does not strictly conform to law or the requirements of the solicitation;

The proposal is conditional; or

Any other reason that would lead City to believe that the proposal is non-responsive or Respondent is not responsible.

City, in its sole discretion, may also waive any minor informalities or irregularities in any proposal, such as failure to submit sufficient proposal copies, failure to submit literature or similar attachments, or business affiliation information.

Variances and Exceptions to Proposal Terms: In order to comply with State law, respondents must submit proposals on the same material terms and conditions. Proposals that contain material variances or exceptions to the terms and conditions, including additional terms and conditions, **will- may** be rejected.

Changes to Proposal Form: Proposals must be submitted on the forms furnished, where forms are provided. Proposals that change the format or content of City’s RFCSP will be rejected.

Withdrawal of Proposals: Proposals may be withdrawn prior to the due date for submission. Proposals submitted electronically may be withdrawn electronically.

Proposal Opening: Proposals will be opened publicly and the names of the respondents read aloud at 2:30 P.M. on the day the proposals are due. Proposal openings are held via teleconference:

Join by phone: 1-415-655-000                      Meeting number (access code): 289 671 748

However, in accordance with state law, the contents will not be revealed until after the contract is awarded.

Evaluation and Award of Contract:

Per Section §252.043 of the Texas Local Government Code, the contract will be awarded to the responsible offeror whose proposal is determined to be the most advantageous to City, considering the relative importance of price and the other evaluation factors included in this RFCSP.

City reserves the right to make an award on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an “all or none” proposal in the Supplemental Terms & Conditions.

A written award of acceptance (manifested by a City Ordinance) and Purchase Order furnished to Respondent results in a binding contract without further action by either party. Vendor must have the Purchase Order before making any delivery.

City reserves the right to utilize historical usage data as a basis for evaluation of proposals when future usages are unable to be determined.

City reserves the right to delete items prior to the awarding of the contract, and purchase said items by other means.

#### Inspection of Facilities/Equipment:

Depending on the nature of the RFCSP, Respondent's facilities and equipment may be a determining factor in making the proposal award. All respondents may be subject to inspection of their facilities and equipment.

Prospective respondents must prove beyond any doubt to the City Purchasing Administrator that they are qualified and capable of performing the contract's requirements.

#### Prompt Payment Discount:

Provided Respondent meets the requirements stated herein, City shall take Respondent's offered prompt payment discount into consideration. The evaluation will not be based on the discount percentage alone, but rather the net price as determined by applying the discount to the proposal price, either per line item or total proposal amount. However, City reserves the right to reject a discount if the percentage is too low to be of value to City, all things considered. City may also reject a discount if the percentage is so high as to create an overly large disparity between the price City would pay if it is able to take advantage of the discount and the price City would pay if it were unable to pay within the discount period. City may always reject the discount and pay within the 30 day period, at City's sole option.

City will not consider discounts that provide fewer than 10 days to pay in order to receive the discount.

For example, payment terms of 2% 5, Net 30 will NOT be considered in proposal evaluations or in the payment of invoices. However, payment terms of 2% 10, Net 30 will result in a two percent reduction in the proposal price during proposal evaluation, and City will take the 2% discount if the invoice is paid within the 10 day time period.

#### Prohibited Financial Interest:

The Charter of the City of San Antonio and the City of San Antonio Code of Ethics prohibit a City officer or employee, as those terms are defined in Section 2-52 of the Code of Ethics, from having a direct or indirect financial interest in any contract with the City. An officer or employee has a "prohibited financial interest" in a contract with the City or in the sale to the City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- a City officer or employee; his or her spouse, sibling, parent, child or other family member within the first degree of consanguinity or affinity;
- an entity in which the officer or employee, or his or her parent, child or spouse directly or indirectly owns (i) 10 percent or more of the voting stock or shares of the entity, or (ii) 10 percent or more of the fair market value of the entity; or
- an entity in which any individual or entity listed above is (i) a subcontractor on a City contract, (ii) a partner or (iii) a parent or subsidiary entity.

Pursuant to the subsection above, Consultant warrants and certifies, and this Agreement is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City. Consultant further warrants and certifies that it has tendered to the City a Contracts Disclosure Statement in compliance with the City's Ethics Code.

Unfair Advancement of Private Interests: Pricing and discounts contained in this contract are for use by City departments conducting City business. City employees may not use their positions to obtain special treatment or prices that are not available to the general public.

#### State of Texas Conflict of Interest:

Questionnaire (Form CIQ). Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed Form CIQ with the Office of the City Clerk if those persons meet the requirements under §176.006(a) of the statute.

By law this questionnaire must be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

<https://www.ethics.state.tx.us/forms/conflict/>



In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together, either by mail or hand delivery, to the Office of the City Clerk. If mailing, mail to:

Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966.

Do not include these forms with your sealed bid. The Purchasing Division will not deliver the forms to the Office of the City Clerk for you.

## **PART B**

### SUBMISSION REQUIREMENTS:

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

Submission of Proposals: Respondents shall:

submit electronically through City's portal, scan and upload these documents with your proposal. Each of the items listed below must be uploaded as a separate attachment, labeled with the heading indicated below.

#### TABLE OF CONTENTS:

EXECUTIVE SUMMARY: The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

GENERAL INFORMATION FORM: Use the Form found in this RFCSP as Attachment A, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS: Use the Form found in this RFCSP as Attachment A, Part Two.

PROPOSED PLAN: Use the Form found in this RFCSP as Attachment A, Part Three.

\*PRICE SCHEDULE: Use the Price Schedule that is found in this RFCSP as Attachment B.

CONTRACTS DISCLOSURE FORM: Use the Form in RFCSP as Attachment C which is posted separately or Respondent may download a copy at:

<https://www.sanantonio.gov/Portals/0/Files/eforms/Atty/ContractsDisclosureForm.pdf>

Instructions for completing the Contracts Disclosure form:

Download form and complete all fields. All fields must be completed prior to submitting the form.

Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM: Complete and submit the Litigation Disclosure Form, found in this RFCSP as Attachment D. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

\*VETERAN-OWNED SMALL BUSINESS (VOSB) PREFERENCE PROGRAM TRACKING FORM: Complete, sign, and submit VOSB Tracking Form found in this RFCSP as Attachment E.

CERTIFICATE OF INTERESTED PARTIES FORM: Respondent shall review information regarding Certificate of Interested Parties Form (Form 1295) provided in RFCSP Attachment F and submit Form 1295 as directed. Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234). The form is available from the Texas Ethics Commission by accessing the following web address:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 and submit it with your response to this solicitation.

**PROPOSAL BOND:** Submit proposal bond in the amount of \$1,000.00. Respondent **MUST** submit a copy of the bond electronically with their proposal **AND** send the original proposal bond to the address below prior to proposal due date.

**Mailing address:**

City of San Antonio

Finance Department – Purchasing Division

Attn: **Buildings and Equipment Department (RFCSP for Fire Alarm Inspection, Maintenance, and Repair Services – BESD, SAFD, & PARKS)**

P.O. Box 839966

San Antonio, Texas 78283-3966

**PROOF OF INSURABILITY:** Submit a letter from insurance provider stating provider’s commitment to insure the Respondent for the types of coverages and at the levels specified in this RFCSP if awarded a contract in response to this RFCSP. Respondent shall also submit a copy of their current insurance certificate.

**FINANCIAL INFORMATION:** Submit a recent copy of a Dun and Bradstreet financial report, or other credit report, on Respondent and its partners, affiliates and subcontractors, if any.

**SIGNATURE PAGE:** Respondent must complete, sign and submit the Signature Page found in this RFCSP Section 007. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

**ADDENDA:** Sign and submit addenda, if any.

**PROPOSAL CHECKLIST:** Complete and submit the Proposal Checklist found in this RFCSP as Attachment K.

Respondent is expected to examine this RFCSP carefully, understand the terms and conditions for providing the services listed herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT’S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

**EVALUATION CRITERIA:**

The City will conduct a comprehensive, fair and impartial evaluation of all submissions received in response to this RFCSP. City may appoint a selection committee to perform the evaluation. Each submission will be analyzed to determine overall responsiveness and qualifications under this RFCSP. Criteria to be evaluated will include the items listed below. The selection committee may select respondents who are judged to be reasonably qualified for interviews, depending on whether further information is needed. Interviews are not an opportunity to change a submission. If the City elects to conduct interviews, respondents may be interviewed and re-scored based upon the same criteria. City may also request information from respondents at any time prior to final approval of a selected respondent, or seek best and final offers from respondents deemed reasonably qualified for award. Final approval of a selected respondent is subject to the action of the San Antonio City Council.

**Evaluation Criteria Points:**

- A. Experience, Background, Qualifications (40 points)**
- B. Proposed Plan (40 points)**
- C. Price (20 points)**

## 004 - SPECIFICATIONS / SCOPE OF SERVICES

### 4.0 SCOPE:

The City of San Antonio is soliciting bids for a contractor to furnish and provide all supervision, labor, transportation, tools, equipment, service reports, and supplies necessary to provide services related to fire alarm systems (Equipment). Services shall include but are not limited to: scheduled maintenance, testing, inspections, and repair services (routine, urgent, and emergency call out); services shall be used by Building and Equipment Services Department (BESD), San Antonio Fire Department (SAFD), and the Parks & Recreation Department (PARKS).

These services are required to preserve the safety, reliability and functionality of the fire alarm system(s) at various locations throughout the City. The services related to this contract shall consist of, but not be limited to the following: performing inspections, providing service reports, making necessary adjustments, executing recommended testing procedures, and maintaining all devices and equipment associated with the fire alarm system at each facility. The replacement of parts and components as herein specified for the fire alarm systems shall be covered under this contract as well as supplementary equipment associated with the fire alarm systems in accordance with the specifications listed herein. The Contractor's prices submitted on **Attachment B, Price Schedule Revision I Dated October 15, 2020, for Estimated Total Annual Cost to Perform Annual Inspection, Maintenance, and Repair Services for Fire Alarm Systems and Associated Equipment**; shall include all parts, components, and labor necessary to provide scheduled maintenance and to replace any part and/or component that may be worn from normal wear and tear to prevent from having to service the Equipment at a later date (the Parts included in the Scheduled Maintenance service are listed in Section 4.10). Contractor shall perform work as per the manufacturer's requirements, codes (city, state, and federal), and the specifications located in this scope of work.

### 4.1 Definitions:

City Designated Departmental Representative (CDDR) – the facilities maintenance manager or coordinator for the respective City department.

Equipment – the Fire Alarm System and all associated components as required by this solicitation.

Helper – a person that is part of an apprenticeship program that is recognized by manufacturer or other industry recognized organizations. If a helper is used, the helper is under the direct supervision of the contractor's qualified technician. A helper cannot be on site without a qualified technician. The helper shall be in a registered apprenticeship program per the Department of Labor and the National Apprenticeship Act or other industry recognized organizations.

ID Badges – identification badges.

Materials – materials include, but are not limited to: parts, chemicals, instruments and other goods used to perform the requirements in this solicitation.

NETA – International Electrical Testing Association.

NFPA – National Fire Protection Agency.

NITC – National Inspection Testing and Certification Corporation

Part(s) – all materials and goods used to perform the requirements in this solicitation. Interchangeable with the word component(s).

Scheduled Maintenance – regular maintenance required by codes and the manufacturer's standards. Scheduled maintenance is work that is periodically performed on Equipment for the purpose of maintaining Equipment in satisfactory operating condition and to lessen the likelihood of it failing. Scheduled Maintenance is performed while the Equipment is functioning or by temporarily placing the Equipment out of service, so that it does not break down unexpectedly. Scheduled maintenance involves systematic inspection, detection, prevention, and correction of incipient failures, before they become failures. Scheduled maintenance tasks are performed specifically to prevent failure from occurring. These tasks shall consist of but not be limited to: inspections, tests, measurements, adjustments, lubrication, replacement of parts and components before they actually fail. In addition, it includes detailed record keeping and data analysis to avoid Equipment deterioration, so worn, fatigued or damaged parts and components shall be replaced or serviced before they cause system failures. Service necessitated by normal wear and tear shall be included in Scheduled Maintenance.

#### 4.1.1 Scope Clarifications:

4.1.1.1 Scheduled Maintenance: Services necessitated by normal wear and tear shall be included in Scheduled Maintenance. All costs associated with Scheduled Maintenance, including, but not limited to: parts and components, lubricants and chemicals, shall be included in the **Attachment B Price Schedule Revision I Dated October 15, 2020 – Estimated Total Annual Cost to Perform Annual Inspection, Maintenance, and Repair Services for Fire Alarm Systems and Associated Equipment**. Contractor shall perform the maintenance work described herein for the prices quoted on the price schedule. Quoted prices shall reflect all associated costs including materials and labor hours. The intent is to maintain the Equipment to industry standards and “industry best” conditions.

4.1.1.1.1 **Contractor shall perform higher frequency services at the same time as services required for lower frequency. For example, at the time of performing the annual services (lower frequency); Contractor shall also perform the monthly, quarterly and or semi-annual services so only one trip is required.**

4.1.1.1.2 Insure the maintenance procedures are performed in a safe, sequential, consistent, and reliable method

4.1.1.1.3 Ensure maximum operations performance (efficiency)

4.1.1.1.4 Ensure maximum beneficial usage (effectiveness-energy conservation)

4.1.1.1.5 Ensure maximum life cycle (prolonging its usable “life”)

4.1.1.1.6 Protect the Equipment against degradation or failure

4.1.1.1.7 Scheduled Maintenance does not include the total replacement of a system, nor does it include work to install and test Equipment in new construction.

4.1.2 Other Services: Service calls (emergency, urgent, and routine service calls) for work outside the Scheduled Maintenance.

4.1.2.1 Other service calls are activities undertaken to detect, isolate, and rectify a fault so that the failed or abnormal operating Equipment and supporting components can be restored to its normal operating state. However, service calls necessitated by normal wear and tear shall NOT be considered Other Services and shall be part of the Scheduled Maintenance services. The City reserves the right to solicit estimates from other companies for repair work that is not specifically included in the scope of this contract.

4.1.2.2 Contractor shall submit an estimate prior to performing any service calls.

4.1.2.3 The estimate shall include a comparison between repairing and replacing the item(s).

4.1.2.4 Contractor will clearly annotate any item(s) where the cost of the service call is equal to or greater than seventy-five percent (75%) of the price of a new item(s).

4.1.2.5 Service work goes beyond the Scheduled Maintenance and is usually performed to return Equipment or systems to proper functionality, rather than to keep it operating. Other Service work for the City's Equipment can only be performed with prior City approval as indicated herein. If requested by the CDDR, Contractor shall provide a quote using the hourly rates established herein for Other Service work.

4.1.2.6 Parts and components supplied for Other Service work will be paid in accordance with the percentage markup indicated on the price schedule, bid prices for parts and other components shall be submitted on a percentage markup based on Contractor's cost. Evidence of said costs shall be submitted with the invoice for each service call.

4.1.2.7 Contractor shall only proceed with the additional work after receipt of a purchase order issued by the City. The City shall NOT pay for any unauthorized parts or labor charges.

4.1.2.8 Contractor shall submit invoices with a copy of the written purchase order supplied by the department for which the services are provided. Such invoices shall have the language OTHER SERVICES and be denoted as either emergency, urgent, or routine. Proof of costs shall be printed, properly identified, dated, and submitted with the invoice.

4.1.2.9 The City reserves the right to obtain quotes from other parties for Other Service calls with estimates that exceed \$3,000.00. This contract shall not be considered exclusive with regard to Major Service

calls; however, this non-exclusivity shall not relieve Contractor from its obligation to provide a quote and perform Major Service work hereunder, if requested by the City.

4.1.2.10 Minor Service call shall constitute Other Service calls that cost \$3,000.00 or less. CDDR's written or verbal approval is required prior to initiating work.

4.1.2.11 Major Service calls shall constitute Other Service calls exceeding \$3,000.00 in cost. A purchase order must be issued before performing any work on the Equipment.

4.1.3 Routine Service calls: Service calls outside the Scheduled Maintenance.

4.1.3.1 Routine Service calls are activities undertaken to detect, isolate, and rectify a fault so that the failed Equipment or abnormal Equipment operations can be restored to its normal operating state. However, if these types of service calls are necessitated by normal wear and tear, they shall NOT be considered Routine Service calls and no additional costs shall be billed to the City. Normal wear and tear items shall be included in the Scheduled Maintenance service as defined within this scope.

4.1.3.2 The CDDR or designee may request Routine Service calls for any location listed herein.

4.1.4 Urgent Service calls: Service calls outside the Scheduled Maintenance

4.1.4.1 Urgent Service calls are activities undertaken to detect, isolate, and rectify a fault so that the failed Equipment or abnormal Equipment operations can be restored to its normal operating state. However, if these types of service calls are necessitated by normal wear and tear, they shall NOT be considered Urgent Service calls and no additional cost shall be billed to the City. Normal wear and tear items shall be included in the Scheduled Maintenance service as defined within this scope.

4.1.4.2 Urgent Service calls are not an emergency but can become an emergency.

4.1.4.3 The CDDR or designee may request Urgent Service calls for any location listed herein.

4.1.5 Emergency Service calls: Service calls outside the Scheduled Maintenance

4.1.5.1 Emergency Service calls are activities undertaken to detect, isolate, and rectify a fault so that the failed Equipment or abnormal Equipment operations can be restored to its normal operating state. However, if these types of service calls are necessitated by normal wear and tear, they shall NOT be considered Emergency Service calls and no additional cost shall be billed to the City. Normal wear and tear items shall be included in the Scheduled Maintenance service as defined within this scope.

4.1.5.2 An Emergency Service call is any condition that can potentially impact the health, safety and welfare of City employees or the public as determined solely by the City. The City will identify Emergency Service calls at the time of notification.

4.1.5.3 The CDDR or designee may request Emergency Service calls for any location listed herein.

4.1.6 Call backs:

4.1.6.1 Call backs are returns for inspections or service for an incident that the City previously requested, and for which Contractor previously reported having completed the service(s). Call back service shall be included at NO additional cost to the City. Call back response time shall be in accordance with an Emergency Service call.

## **4.2 PROOF OF LICENSING AND CAPABILITY:**

4.2.1 Contractor Qualifications:

4.2.1.1 Contractor shall submit, upon request by the City, for evaluation purposes: a list of service contracts within the last twelve (12) months and current contracts, and list other names under which the organization has performed business within the last three (3) years.

4.2.1.2 It is preferred that Contractor is an approved or accredited servicing agent for any of the manufacturers of the fire alarm equipment and supporting components. If Contractor has such accreditation, Contractor shall provide documentation certifying such accreditation with its proposal. Alternatively, Contractor shall submit a letter, with its proposal, certifying that it is qualified to meet the requirements of the specifications/scope of work, including specific support for Contractor's assertions. The manufacturer's certification or Contractor's letter shall validate, to the City's satisfaction, the Contractor's capability to perform the services required by this specification and scope of work.

4.2.1.3 Contractor shall hold all proper and current licenses, insurances, and bonds as required by the City, County, and State.

- 4.2.1.4 Contractor shall be in good financial standing, not in any form of bankruptcy, current in payment of taxes and fees, such as state franchise fees.
- 4.2.1.5 Contractor shall provide certification that shows the Contractor meets the requirements of the Federal and the State of Texas laws and regulations, if chemicals are used.
- 4.2.1.6 Contractor shall provide a full time supervisor and properly certified, trained and skilled service technicians to perform the work required herein.
- 4.2.1.7 Contractor shall submit proof of license, insurance, and commercial experience of staff with bid response and whenever requested by the City. Licenses include, but are not limited to:
  - 4.2.1.7.1 Alarm Certificate of Registration (ACR) – Issued by the State Fire Marshal’s Office.
  - 4.2.1.7.2 Fire Alarm planning Superintendent – Issued by the State Fire Marshal’s Office.
  - 4.2.1.7.3 Fire Alarm Technician(s) or skilled service staff – Issued by the State Fire Marshal’s office.
  - 4.2.1.7.4 All Service personnel shall assigned to this contract have, at minimum, a level II certification from the National Institute for Certification in Engineering Technologies (NICET). If service technician does not have the aforementioned certification they will have six (6) months from date of contract award to obtain the certification and provide documentation (proof) to the City. If certification is not obtained within the required time-period, vendor shall remove the technician and no longer allow them to provide services under this contract.”
  - 4.1.1.7.4.1 A minimum of one Supervisor/Manager assigned to the contract shall have a level III certification from the National Institute for Certification in Engineering Technologies (NICET). If Vendor does not have a Supervisor/Manager with the required certification they will have six (6) months from date of contract award to obtain the certification and provide documentation (proof) to the City. Vendor’s failure to obtain certification within the required time-period, shall constitute a material breach of the contract by the contractor which entitles the City to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the City.
- 4.2.1.8 Contractor shall furnish, upon the request of the City a statement to the effect that he/she has available under his/her direct employment and supervision the necessary organization and facilities, located within the City of San Antonio, to properly fulfill all the services and conditions required under these specifications, and the personnel trained and certified in the maintenance of this type of equipment shall be employed under this agreement.
- 4.2.1.9 Contractor shall furnish, upon request of the City, evidence satisfactory to the City specifically stating that the management of the firm has satisfactorily inspected and maintained the fire alarm systems of the type/brand and manufacturer to the degree included in these specifications.

4.2.2 Technician Qualifications:

- 4.2.2.1 The Contractor shall submit evidence that the technicians who will be assigned to this contract are manufacturer trained and certified technicians for the work specified herein (defined as personnel who have had formal specific manufacturer’s training). Alternatively, Contractor shall provide a letter certifying that the Contractor’s technicians have been trained to perform the same type of work on the same type of equipment. The manufacturer’s certification or Contractor’s letter shall validate, to the City’s satisfaction, the technician’s capability to perform the services required by this specification/scope of work.
- 4.2.2.2 All of the Contractor’s technicians performing work on the Equipment shall have a minimum of five (5) years of experience performing maintenance on fire alarm systems and supporting equipment as required by the manufacturer. In addition to the minimum years of experience, the Contractor shall provide documentation that the supervisor and service technicians meet the certification and qualification requirements listed in NFPA standards to include but not be limited to: NFPA 25, NFPA 72, and NFPA 720 as applicable. Contractor shall also provide documentation to confirm the amount of actual experience.
- 4.2.2.3 Technicians shall be certified as per federal, state, and local codes and regulations for related work tasks.
- 4.2.2.4 Contractor shall provide certification or documentation that the technicians performing maintenance services meet the requirements of the State of Texas. At least one technician shall meet the journeyman license requirement for the State of Texas. In addition, the technician and/or helper shall be certified to

work with any chemicals that will be used to perform the work in this solicitation, if chemicals are used. The certification shall validate, to the City's satisfaction, the technician's capability to perform the services required by this specification/scope of work.

- 4.2.2.4.1 Contractor shall provide documentation that the Contractor's staff that will be performing the services have the required safety training for the work environment and chemical usage.
  - 4.2.2.4.1.1 Contractor shall submit evidence that the contractor personnel are certified for confined space operations.
  - 4.2.2.4.1.2 Contractor shall submit evidence that the contractor personnel are certified to use the maintenance and safety equipment to include personal protection equipment (PPE).
  - 4.2.2.4.1.3 Contractor shall submit evidence that the contractor personnel are certified to use chemicals that may be required to perform the services.
  - 4.2.2.4.1.4 Contractor shall submit evidence that the contractor personnel have received Arc Flash training and are certified to work on energized equipment.
- 4.2.2.4.2 Contractor shall provide certification or documentation that the technicians performing plumbing Scheduled Maintenance and Other Services meet the requirements of the State of Texas Journeyman License, the State of Texas Plumbing Training School, the United Association of Journeymen and the Apprentices of the Plumbing, Pipefitting and Sprinkler Fitting Industry of the United States; National Inspection, Testing and Certification Corporation Journey Level Plumber, and/or comparable requirements of other organizations. The certifications shall validate, to City's satisfaction, the technician's capability to perform the services required by this specification and scope of work.
- 4.2.2.4.3 Contractor shall provide certification or documentation that the technicians performing electrical Scheduled Maintenance and Other Services meets the requirements of the State of Texas Journeyman License, State of Texas Electrical Training School, National Institute for certification in Engineering Technologies Level II, International Electrical Testing Association Level II or III, and/or comparable requirements of other organizations. The certifications shall validate, to the City's satisfaction, the technician's capability to perform the services required by this specification and scope of work.
- 4.2.3 Helpers can be used to support the qualified technicians. One qualified technician or supervisor shall be at the worksite location at all times. Qualified technicians or a supervisor shall be responsible for the Scheduled Maintenance services and Other Services at each location.
- 4.2.4 Service personnel should be capable of performing the following:
  - 4.2.4.1 Demonstrate a thorough understanding of the requirements contained in NFPA 25, Water-Based Fire Protection Systems, and the electrical requirements contained in NFPA 70, National Electrical Code.
  - 4.2.4.2 Demonstrate a thorough understanding of basic job site safety laws and requirements.
  - 4.2.4.3 Apply accurate troubleshooting techniques, and consistently determine and resolve the root cause of the fire alarm system deficiencies.
  - 4.2.4.4 Demonstrate a thorough understanding of equipment specific requirements, such as programming, application, and interconnectivity of system components.
    - 4.2.4.4.1 Demonstrate a thorough understanding of the equipment selection, placement, and installation requirements of the Codes and manufacture's published documentation.
  - 4.2.4.5 Reading and interpreting fire alarm systems design documentation and manufacturer's inspection, testing, and maintenance recommendations.
  - 4.2.4.6 Properly using tools and test equipment required for testing and maintenance of fire alarm systems and their components.
  - 4.2.4.7 Properly applying the test methods required by NFPA 72, National Fire Alarm and Signaling Codes.
- 4.2.5 Contractor's testing and service personnel shall be qualified and experienced in the specific arrangement and operation of a suppression system(s) and releasing functions(s) and shall be cognizant of the hazards associated with inadvertent system discharge.
- 4.2.6 The Contractor shall provide information on continuing education for the service personnel.



- 4.2.7 To be qualified, contractor must be able to service all proprietary systems, through employees or subcontractors that are certified by the manufacturers of the proprietary systems to work on them.

**4.3 REFERENCES:**

The publications listed below are part of this scope of work to the extent referenced. The publications are referred to within the text by the basic designation only. Use the most recent publication. Compliance with the most recent publication in effect is required, unless otherwise indicated.

<b>National Fire Protection Association (NFPA)</b>	
NFPA 25	Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
NFPA 70	National Electrical Code
NFPA 70B	Recommended Practice for Electrical Equipment Maintenance
NFPA 70 E	Standard for Electrical Safety in Workplace
NFPA 72	National Fire Alarm Code®
NFPA 80	Standard for Fire Doors and Fire Windows
NFPA 101	Life Safety Code
NFPA 110	Standard for Emergency and Standby Power Systems
NFPA 551	Guide for the Evaluation of Fire Risk Assessments
NFPA 720	Standards for the Installation of Carbon Monoxide Detection and Warning Equipment
<b>American National Standards Institute (ANSI)</b>	
ANSI S1.4a	Specification for Sound Level Meters
ANSI S3.41	American National Standard Audible Evacuation Signal
<b>State of Texas</b>	
Chapter 6002	Texas Insurance Code, Fire Detection and Alarm Device Installation
<b>Manufacturer's Information</b>	
Manufacturer's documentation	Manufacturer's O&M documentation

**4.4 MATERIALS:**

- 4.4.1 Materials shall be in current production, as offered to commercial trades, and shall be of top quality. USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE, RECONDITIONED OR DISCONTINUED MATERIALS ARE NOT ACCEPTABLE.
- 4.4.2 Any Materials, components or Parts used in complying with the contract shall be equal to or better than original Equipment and meet the manufacturers' requirements.
- 4.4.3 Specified Materials, components or Parts and Equipment shall be standard products of a manufacturer regularly engaged in the manufacture of such products. Specified Equipment shall essentially duplicate Equipment that has performed satisfactorily for at least two (2) years prior to bid opening. Standard products shall have been in satisfactory commercial or industrial use for two (2) years prior to bid opening. The 2-year requirement shall include applications of Equipment and Materials under similar circumstances and used for projects of similar size. The product shall have been for sale on the commercial market through advertisements, manufacturers' catalogs, or brochures during the two-year (2) period.
- 4.4.4 Contractor is responsible for chemicals and Materials in accordance with the specifications listed herein and for all Equipment and tools required in the performance of this contract.
- 4.4.5 Contractor is responsible for all testing Equipment and tools that are used to perform the requirements of the specification and scope of work.

**4.5 MATERIAL AND PERFORMANCE REQUIREMENTS/WARRANTY:**

- 4.5.1 The burden of ascertaining product/performance equality of proposed substitutions from those items specified is to be borne by Contractor. Product substitutions will be accepted for review by the City. If data provided by Contractor is deemed inadequate to make a determination as to the equality of the proposed substitute, without additional research by the City, it will be rejected. Approval by the City shall not relieve Contractor from responsibility for any errors or omissions, or from responsibility for complying with the requirements of this solicitation, except with respect to variations described and approved by the City.
- 4.5.2 Chemicals or Materials used in the contract shall meet industry, environmental, and ASTM standards.
- 4.5.3 Instruments used to perform the requirements of the specification/scope of work shall meet industry standards, ASTM calibration standards and/or other accepted standards by CDDR.



- 4.5.4 Materials shall be warranted against material defects and defects in workmanship for a period of not less than twelve (12) months and shall cover 100 percent (100%) of parts, labor, and supplies. The warranty period shall commence upon the date of acceptance by the City. If the manufacturer's standard warranty period exceeds twelve (12) months, then the standard warranty period shall prevail. The Contractor shall be ultimately responsible for issuing the warranty. The Contractor shall provide the CDDR with all manufacturers' warranty documents upon completion of service prior to leaving the job site. THIS WARRANTY DOES NOT APPLY TO ANY PRODUCT OR SOFTWARE WHICH HAS BEEN SUBJECTED TO ABUSE, MISHANDLING, OR IMPROPER USE.
- 4.5.5 Work performed shall meet all applicable standards and codes. Contractor shall warranty all work against any defects in workmanship; and shall satisfactorily correct, at no cost to the City, any such defect that may become apparent within a period of one (1) year after completion of work. The warranty period shall commence upon date of acceptance by the City.

#### **4.6 SITE INSPECTIONS:**

- 4.6.1 Respondents shall perform all investigations as necessary to thoroughly inform themselves regarding facilities for delivery of Material and Equipment, and the conditions and sites/locations for providing goods and services as required by this solicitation. No plea of ignorance by Respondent will be accepted as a basis for varying the requirements of City or the compensation to Respondent. Refer to Attachment J – Site Visit Schedule.
- 4.6.2 Respondents are encouraged to visit each of the service locations to become familiar with the amount of labor, Materials, and Equipment that shall be required in the performance of the work under this contract PRIOR to placing a bid and will be held to the prices bid on the Price Schedule. Respondent shall carefully examine these specifications and, if necessary, secure from the City any additional information that may be a requisite to a clear and full understanding of the work. **Respondents shall submit all questions in writing to [Kelley.Handsor@SanAntonio.gov](mailto:Kelley.Handsor@SanAntonio.gov) by the deadline stated in Section 003 – Instructions for Respondents, Part A, Restrictions on Communications.** City's official response to questions will be addressed via an addendum.

#### **4.7 SERVICE LOCATIONS:**

The locations included on this service agreement, include the service locations as indicated in Attachment B – Price Schedule Revision I Dated October 15, 2020.

- 4.7.1 The City of San Antonio reserves the right to add or delete locations or equipment for Scheduled Maintenance and Other Services during this contract period. If a location is deleted from the Contract, Contractor shall reduce the contract fee by the full amount for the specific location or equipment. If equipment is added to an existing location, or a new location is added to the contract, City shall pay Contractor in accordance with the price stated in the Price Schedule for added Equipment. The City will issue a change order to the contract to implement the change.
  - 4.7.1.1 Should any equipment be taken out of service during the term of this contract, Contractor shall reduce the associated charges for inspections accordingly. Should the City replace equipment with comparable equipment the associated inspections fee(s) shall be the same as the equipment it replaced.

#### **4.8 CONTRACT COMPLETION DATE:**

Scheduled Inspections, Maintenance and Repairs shall be completed in accordance with the schedules and requirements of this RFCSP.

#### **4.9 CONTRACTOR GENERAL REQUIREMENTS – Contractor Shall:**

- 4.9.1 Adhere to the terms and conditions identified in this solicitation.
- 4.9.2 Provide a primary point-of-contact.
- 4.9.3 Provide documentation that Contractor is certified to perform the requirements of this solicitation (See Section 4.2 - PROOF OF LICENSING AND CAPABILITY).
- 4.9.4 Perform and complete all work required. Contractor shall diligently perform the work to completion within the time set forth in the solicitation. The period of performance shall include, but is not limited to, mobilization, City recognized holidays, weekends, normal inclement weather, and cleanup; therefore, claims for delay shall not be allowed.
- 4.9.5 Ensure Contractor personnel are in compliance with the service requirements of this specification. Failure to comply with City service requirements may result in the cancellation of the contract or purchase order.

- 4.9.6 Contractor shall adhere to all applicable Federal, State, County, and City laws, codes, and ordinances applicable to the performance of any work resulting from this solicitation. Ignorance on the part of Contractor shall not relieve Contractor from responsibility.
- 4.9.7 Contractor shall perform all work safely and follow required safety standards including, but not limited to, OSHA, Federal, State, and City codes.
- 4.9.7.1 All local, state, and federal safety requirements, standards, and regulations shall be followed per the Contractor-provided Health and Safety Management Plan.
- 4.9.8 Contractor shall provide all necessary safety barriers at the job site(s) during the execution of work to alert building occupants and other people of potential hazards.
- 4.9.9 Contractor shall be responsible for providing all necessary traffic control, such as street blockages, traffic cones, flagmen, and police support, as required for each job. Proposed traffic control methods shall be submitted in advance to the CDDR for approval prior to the commencement of work. CDDR's approval shall not, however, relieve Contractor from responsibility with regard thereto.
- 4.9.10 Contractor shall deliver, store, and handle all Materials in a manner that shall prevent damage to the Equipment and related components.
- 4.9.11 It shall be Contractor's responsibility for storage of any Materials and the City will not be responsible for loss or damage to Materials, tools, Equipment, or work arising from acts of theft, vandalism, malicious mischief or other causes.
- 4.9.12 Contractor shall thoroughly examine and become familiar with the City facility where services are to be performed, prior to commencing work, to ensure the service can be completed in an orderly and safe manner.
- 4.9.13 Contractor shall be responsible for obtaining all required permits applicable to performance of this solicitation. Contractor shall include all such costs within its solicitation **Attachment B – Price Schedule Revision I Dated October 15, 2020**, as an all-inclusive price. Contractor shall ensure any work that requires a separate license is performed under the applicable license as required under local or state law.
- 4.9.14 Ensure all Equipment and tools are well maintained, calibrated and in proper working order before use in the performance of this service.
- 4.9.15 Protect furnishings and other items with tarps, plastic sheeting or other methods as required and prior to commencing work.
- 4.9.16 Contractor shall at all times keep the site, including storage areas, free from accumulations of waste Materials. Before completing the work, Contractor shall remove from the premises all rubbish, tools, scaffolding, equipment, and Materials that is not the property of City. Upon completing the work, Contractor shall leave the site in a clean and orderly condition satisfactory to City. Final cleanup is part of the work and Contractor is responsible for all construction refuse disposal containers and their removal from the site.
- 4.9.17 No debris shall be dumped and left in the building, on the roof and/or surrounding areas.
- 4.9.18 Contractor shall not use City waste disposal containers.
- 4.9.19 Contractor shall properly dispose of all debris, old Materials, and trash resulting from the specified work in an approved landfill. Contractor shall be responsible for the disposal of all waste to include universal and hazardous Materials resulting from the work. Handling and transporting of all waste Materials shall be performed in accordance with safety and environmental regulations. Contractor shall meet all Federal, State, and Local regulations for the disposal of the waste.
- 4.9.19.1 All local, state, and federal safety and environmental requirements, standards, and regulations shall be followed per the Contractor-provided Health and Safety Management Plan or other Contractor-provided plan.
- 4.9.20 Contractor shall confine its operations (including storage of Materials) to areas authorized or approved by the City.
- 4.9.21 Contractor shall take all necessary precautions to ensure that no damage shall result from operations to private or public property. All damages shall be reported, and repaired or replaced by Contractor at no cost to City.
- 4.9.22 Contractor shall notify the City representative once the work is complete and ready for its intended use.
- 4.9.23 Contractor shall not affect building plumbing/electrical systems or other buildings systems during the performance of the services required by the solicitation. Impact to the building systems shall be corrected by Contractor at no cost to City.

#### **4.10 SERVICE REQUIREMENTS:**

##### 4.10.1 Services not required by Contractor:

4.10.1.1 Contractor shall not be required, as part of the Scheduled Maintenance services, to conduct a safety test, unless recommended as part of Scheduled Maintenance by the Equipment's manufacturer, or to install new components or additional controls as recommended or directed by any insurance company or laboratory, or governmental authority, or to make replacements mentioned herein with Parts or devices of a different design for any reason whatsoever.

4.10.1.2 Testing of Equipment in new construction.

##### 4.10.2 Services required by Contractor. Contractor shall:

4.10.2.1 Provide Scheduled Maintenance services for all Equipment. All work shall meet manufacturers' and industry standards.

4.10.2.1.1 Materials to be provided by Contractor that is part of the Equipment system shall include, but not be limited to:

4.10.2.1.1.1 Screws, bolts, washers, other securing parts.

4.10.2.1.1.2 Lubricants, grease, and oils.

4.10.2.1.1.3 Chemicals and Materials required for the Scheduled Maintenance.

4.10.2.1.1.4 Any other consumables required for the Scheduled Maintenance.

4.10.2.2 Ensure that Scheduled Maintenance, Other Services, or replacements of damaged, broken, or worn Parts are done in such a way that safe operation of Equipment is not affected.

**4.10.2.3 Furnish qualified maintenance technicians on the job site for performance of services. Contractor shall maintain an adequate number of trained personnel at all times specifically assigned to perform services.**

4.10.2.4 Manage technicians to ensure they are available to perform service on the Equipment, and not interfere with the regular maintenance personnel that are working on Scheduled Maintenance tasks in order to prevent interruptions.

4.10.2.5 Develop and provide a service plan for the City's Equipment. The service plan shall provide the items that Contractor shall check during the Scheduled Maintenance service. In addition, the plan shall include, but is not limited to: codes requirements, manufacturers' requirements, industry standards, regulatory requirements, etc.

4.10.2.5.1 Contractor shall establish and adhere to the service plan, which shall meet the manufacturers' recommendations and normal practices of the trade, and the minimum specifications contained herein. A copy of the proposed service plan and schedule shall be submitted for each type of Equipment. This schedule shall include maintenance checklists, which shall become the property of the City of San Antonio when completed. The maintenance checklist along with the service plan shall be permanently maintained in each mechanical room or an outside weather proof box for the locations covered by this contract. An electronic copy of the plan shall be provided to CDDR (See SUBMITTALS).

4.10.2.5.2 The service plan is a written document that addresses the recommended plan or method to evaluate the effectiveness and efficiency of the Equipment, and industry and manufacturers' recommendations.

4.10.2.6 Contractor shall develop and provide a Life Cycle Management Program (LCMP).

4.10.2.7 Contractor shall develop and provide service reports.

4.10.2.8 Contractor is responsible for cleaning any spill and protecting other areas of the facility.

4.10.2.9 Contractor shall replace any hardware to complete the work as defined in the solicitation.

4.10.2.10 Contractor shall be responsible for the Scheduled Maintenance and Other Service calls of all electrical circuits and plumbing components pertaining to the operation of the Equipment covered under these specifications.

4.10.2.11 Contractor shall participate in annual meetings and other meetings as requested by City.

4.10.2.12 Take samples as part of the Scheduled Maintenance and/or to evaluate problems as required by the Other Services.

4.10.2.13 Develop and provide a Scheduled Maintenance schedule for each year of the contract.

- 4.10.2.14 Perform Other Services.
- 4.10.2.15 Provide other documents as required by this solicitation.
- 4.10.3 The service plan shall consist of, but shall not be limited to:
  - 4.10.3.1 Equipment Manufacturers, Model numbers, and serial numbers
  - 4.10.3.2 Equipment Location within the facility
  - 4.10.3.3 Maintenance schedules for:
    - 4.10.3.3.1 Equipment
    - 4.10.3.3.2 Estimated time to complete the task
    - 4.10.3.3.3 Description of the task
    - 4.10.3.3.4 Materials, chemicals and tools needed
    - 4.10.3.3.5 Measurements to be taken
    - 4.10.3.3.6 Manufacturers' requirements, etc.
  - 4.10.3.4 Operating Information
  - 4.10.3.5 Tests required as part of the Maintenance Schedules.
  - 4.10.3.6 Quality Control Program
  - 4.10.3.7 Equipment age, condition, accumulated wear
  - 4.10.3.8 Environmental conditions
  - 4.10.3.9 Safety precautions and personal protective equipment (PPE) needed to perform the task.
  - 4.10.3.10 Each task performed needs to be signed and dated by Contractor's technician upon completion.
  - 4.10.3.11 The Report shall be in accordance with 4.12.
- 4.10.4 Life Cycle Management Program and reports shall consist of, but shall not be limited to:
  - 4.10.4.1 Contractor shall provide an asset life cycle management program and reports that provides a full analysis of the current Equipment. The report includes a modernization plan to improve the existing Equipment to current and incoming safety, accessibility, performance, and aesthetics standards. The plan shall evaluate investment schedules and constraints to assist the CDDR with budgeting for the Equipment recommended. The report shall consist of, but is not limited to:
    - 4.10.4.1.1 General Information
    - 4.10.4.1.2 Equipment manufacturer, model and serial number
    - 4.10.4.1.3 Type of Equipment
    - 4.10.4.1.4 Report Date
  - 4.10.4.2 Compare results versus the manufacturer's specifications.
  - 4.10.4.3 Review test data and maintenance reports.
  - 4.10.4.4 Identify condition of the systems.
  - 4.10.4.5 Provide trends based on tests, reports, manufacturer information, and other data sources.
  - 4.10.4.6 Evaluate performance.
  - 4.10.4.7 Evaluate service life.
  - 4.10.4.8 Provide recommendations.
  - 4.10.4.9 Expected O&M and Other Services to include estimated costs.
  - 4.10.4.10 Technology and Operations Improvements.
  - 4.10.4.11 The Report shall be in accordance with 4.12.
- 4.10.5 Contractor shall provide service reports. Contractor shall provide a comprehensive written and/or computerized service report based on each system after services are completed at each location. The reports shall consist of, but shall not be limited to:

- 4.10.5.1 A written and/or computerized report for the services and other tasks performed within this solicitation.
- 4.10.5.2 Start time and completion time.
- 4.10.5.3 Date service was performed.
- 4.10.5.4 Type of Equipment (make, model #, serial number)
- 4.10.5.5 Maintenance tasks performed.
- 4.10.5.6 Adjustments and other recommendations.
- 4.10.5.7 Tests performed and Equipment condition.
- 4.10.5.8 Equipment age, condition, accumulated wear.
- 4.10.5.9 Design and inherent quality of the Equipment.
- 4.10.5.10 Usage
- 4.10.5.11 Environmental conditions
- 4.10.5.12 Improved technology
- 4.10.5.13 Manufacturers' requirements
- 4.10.5.14 Industry standards
- 4.10.5.15 Itemized Parts list
- 4.10.5.16 Operating conditions
- 4.10.5.17 Detailed list of other services performed as part of the Scheduled Maintenance or Other Services.
- 4.10.5.18 Photos showing condition of Equipment and Equipment information.
- 4.10.5.19 If any non-contract Equipment is found to be in need of other services for the proper operation of the Equipment, Contractor shall include it in this report.
- 4.10.5.20 Compare results versus the manufacturer's specifications.
- 4.10.5.21 Provide deficiencies found and recommendations for Other Services, repairs and/or replacements. The report shall advise of all inspection problems or potential problems, and include the maintenance history of all components within each system. The report shall include suggested services for items that are in danger of imminent failure and an itemized cost estimate. This cost estimate shall not be construed as an authorization for additional work. Submit extra work proposals to the CDDR before the next service.
- 4.10.5.22 The maintenance report shall include a checklist and scheduled items completed.
- 4.10.5.23 If the system does not perform as designed; Contractor shall provide an itemized estimate cost for services to make the system functional to the CDDR.
- 4.10.5.24 Contractor shall maintain proper electronic records of Equipment serviced under this contract that includes, but is not limited to, facility site name, site location, zip code, Equipment nomenclature - make/brand, model number, size, serial number, approximate date of installation or manufacture date, maintenance tasks performed (inspected, lubricated, and/or adjusted), service completed with dates, description of major problems, type of units, number of units, date and name of the technician(s) who serviced the Equipment, and certification by Contractor that cleaning and/or maintenance has been performed.
  - 4.10.5.24.1 The reports shall address the Equipment condition, demonstrated by visual inspection, supplemented with video or photographs for the following:
    - 4.10.5.24.1.1 Surrounding area
    - 4.10.5.24.1.2 Main controls and cabinets
    - 4.10.5.24.1.3 Additional related equipment as it pertains to the fire alarm system
- 4.10.5.25 Contractor shall furnish a legible report at each service call to the CDDR for signature verifying the service was performed and checked by the CDDR. The report shall have attached a checklist of items addressed and completed for the Equipment.
- 4.10.5.26 The report shall be signed and dated by Contractor's technician upon completion.

4.10.5.27 The report shall be in accordance with 4.12.

4.10.5.28 Chemicals and materials – required for the scheduled maintenance.

4.10.5.29 Other parts, etc.

4.10.5.30 Other material requirements:

4.10.5.30.1 When Equipment, Parts and/or components are replaced as a unit, and an updated design of the replacement is available, the newer design item shall be used as a replacement.

4.10.5.30.2 If a part and/or component are found to be defective it shall be replaced at no cost to the City, unless the replacement is included in a larger service.

4.10.5.30.3 If the total Material cost of a Scheduled Maintenance Service(s) is over \$50.00, the Contractor shall provide documentation supporting the cost over \$50.00. Only the additional cost, the amount over \$50.00, shall be billable as material not included in the Scheduled Maintenance. Material under \$50.00 shall be considered part of the Scheduled Maintenance expense and included in Vendor's quoted service fees referenced on Attachment B – Price Schedule Revision I Dated October 15, 2020.

4.10.6 Equipment failure - If these units fail under normal operating conditions and it is determined by the CDDR that the failure of a component was due to Contractor's negligence to perform the required services per manufacturer's and industry standards, Contractor shall service or replace the Parts or components, as required, at Contractor's expense.

4.10.7 Equipment changes - In the event a control system is altered, modified, changed, or if any Equipment is in need of replacement, Contractor shall provide a written explanation and an estimated cost to the CDDR for approval prior to performing the recommended work. The work will be authorized when Contractor receives a purchase order.

4.10.8 Status of Equipment Notification Requirement:

4.10.8.1 Contractor shall notify the CDDR of any condition that impairs the continued safe use of the Equipment covered under the scope of this contract, including, but not limited to: conditions which may cause injury; conditions which may cause damage to Equipment; conditions which may be hazardous; and other abnormal conditions per manufacturer's and/or industry standards. Contractor shall notify the CDDR within thirty (30) minutes from taking out of service any Equipment.

4.10.8.2 Removal of unit from service: Removal of Equipment from service during peak hours shall be coordinated with and approved by City prior to removal. Removal of Equipment for service during off-peak hours is expected, but notification to and coordination with the City shall be provided within thirty (30) minutes from removing any Equipment from service.

4.10.9 Contract Service Logs: Contractor shall provide service logs.

4.10.9.1 The service and callback logs shall consist of, but are not limited to:

4.10.9.1.1 Service Provider number

4.10.9.1.2 Date and time call was placed

4.10.9.1.3 Date and time technician arrived

4.10.9.1.4 Description of maintenance

4.10.9.1.5 Serial Number

4.10.9.1.6 Model Number

4.10.9.1.7 Location

4.10.9.1.8 If applicable, estimated cost for additional services

4.10.9.1.9 Description of any testing and inspection, etc.

4.10.10 Annual Meeting (held in May every year) - Contractor shall meet with the CDDR. The scope of this meeting shall include, but not be limited to:

4.10.10.1 A review of the previous services and call backs.

4.10.10.2 A review of maintenance, including work performed, progress on any deficiency lists or other programs, and scheduled work requiring removal of Equipment from service;

4.10.10.3 A review of any reported complaints; and

4.10.10.4 A review of reports.

4.10.11 Removal of Parts (excluding used filters and replaced Parts): No Parts or components required for the performance of services on the Equipment or required for its operation may be removed from the site without written approval from City. This does not include renewal Parts stocked on the job by Contractor, but does include Parts and components that were installed with and are a part of the Equipment, and Parts delivered to the property and paid for by City, which shall remain City's sole property.

4.10.12 Spills and other failures: Contractor shall:

4.10.12.1 Be responsible for all clean-up costs and repairs due to any failure of Contractor's products, equipment, or services.

4.10.12.2 Collect and dispose of spill Material at no cost to City.

#### **4.11 FIRE ALARM SYSTEMS, INSPECTIONS, TESTING, AND MINOR MAINTENANCE SERVICES:**

4.11.1 Maintenance Services shall include but are not limited to preventive and remedial maintenance, inspections, testing, and minor repairs.

4.11.1.1 Contractor shall contact Building Security, Fire Department, CDDR, and Monitoring station to report day, time, account number, and location of testing before proceeding with the test.

4.11.2 Contractor shall perform fire alarm system inspections, testing, and minor maintenance in accordance with NFPA 25, 70, and 72 as specified herein.

4.11.3 Fire alarm systems testing, inspection, maintenance and minor repairs shall include but not be limited to:

4.11.3.1 The following requirements are illustrative only and are not to be construed as comprising the entire requirements. The most current, published National Fire Protection Association (NFPA) 72: *National Fire Alarm and Signaling Code* and NFPA 101: *Life Safety Code* shall be the prevailing directives and shall be complied with as a minimum for fire alarm systems:

4.11.3.2 Test 100% of all fire alarm system devices to ensure proper operation. Test visual and audible indicating devices for proper operation, voice clarity, and decibel level. Complete functional testing must be performed on all of the devices and circuits under all conditions (alarm, supervisory, open, test, ground, secondary power, etc.) and documented all mechanically connected systems that provide a trouble signal (a fault in a monitored circuit or component), supervisory signal, fire alarm or trouble input to the fire systems, shall be tested electronically via the fire alarm control panel.

4.11.3.3 Sensitivity Testing: Sensitivity of smoke detectors and single and multiple-station smoke alarms shall be tested in accordance with the most current, published NFPA 72 and NFPA 101 guidelines. All facilities shall receive sensitivity testing during the first test/inspection of this contract and every alternate year thereafter.

4.11.3.4 Door interlocking devices: Any system intended to activate the locking or unlocking of exit doors shall be connected to the fire alarm system serving the protected premises. All exit doors that are interconnected shall unlock upon receipt of any fire alarm signal by means of the fire alarm system serving the protected premises. All exit doors connected to the fire alarm system shall unlock upon loss of the primary power to the fire alarm system serving the protected premises. The secondary power supply shall not be utilized to maintain these doors in the locked condition.

4.11.3.5 HVAC Systems: The fire alarm system serving the protected premises includes all detection devices used to initiate the operation of HVAC systems smoke dampers, fire dampers, fan control, smoke doors, fire doors and duct detectors shall be monitored for integrity. All connections between fire alarm systems and the HVAC system shall operate and be monitored in accordance with applicable NFPA standards. Contractor shall test and ensure that all HVAC systems simultaneously shut down in the event of an alarm condition.

4.11.3.6 Elevator shutdown: Contractor shall test and ensure that fire fighters' service recall is connected to the building fire alarm system and is operating properly. Contractor shall test and ensure that all initiating devices and control circuits to shut down elevator power are working properly.

##### **4.11.3.6.1 Fire Curtain:**

- City Hall, City Tower, and Public Safety Headquarters – Contractor shall test and ensure that all curtain(s) are engaged and building fire alarm system is operating properly. Contractor shall test and ensure that all initiating devices and control circuits that release



the curtains are properly functioning. Contractor shall reset curtains when testing is complete.

4.11.3.7 VESDA System Testing Requirements: Required by NFPA 72 National fire Alarm Code, 2019 Edition Table 14.4.3.2 Device 17(7), (d).

4.11.3.7.1 This test will be performed BIANNUALLY on each ionization or photoelectric detector.

4.11.3.7.1.1 Locations:

- Southeast Service Center
- Northwest Service Center
- Public Safety Answering Point (PSAP) 911 Emergency Dispatch Center

4.11.3.7.2 Conduct the Test:

4.11.3.7.2.1 Visually inspect the entire piping network, including hangers or supports. Check for mechanical damage or abnormalities.

4.11.3.4.2.1.1 Vendor is responsible for any lift equipment which may be required to complete inspection.

4.11.3.7.2.2 Check the condition of the control panel batteries and charging circuit.

4.11.3.7.2.3 Verify alarm conditions are indicated at the following locations:

- Associated agent release panel
- Building Fire Alarm Control Panel (FACP)

4.11.3.7.2.4 Perform the Gross Smoke Test or Applicable Gas Test based on equipment gas detection type: (Gas, Carbon Monoxide, Propane, and Nitrogen)

- Introduce aerosol smoke into the last sampling port of each branch.
- Measure the Elapsed time required for the respective display bar graph to illuminate 10 bar-graph segments.
- Record the time on the report.

4.11.3.7.2.5 Perform the Sampling Hole Air-Flow Verification Test:

- Measure the suction pressure of the first and last sampling hole.
- Record the suction pressure data on the report.

4.11.3.7.2.6 Perform the Sampling Network Backflush:

- Use the “Stinger” or an equivalent product reversible vacuum with tubing adapter to backflush in accordance with the “Manufacturer’s Maintenance Requirements.

4.11.3.7.2.7 Conduct a System Performance Test.

- Lamp Test: Verify all control-system lamps illuminate steadily.
- Detector Test: Verify that 8 to 8.5 bar-graph segments illuminate.
- Alarm Setting: Verify the Alert, Action and fire levels display on the bar graph.
- Air Flow through the Detector: Verify the illumination of 5 bar-graph segments.

4.11.3.7.2.8 Check/Normalize Airflow Calibration.

- Scroll until the F-10 flow set/delay LED is illuminated.
- Verify the illumination of 5 bar-graph segments. If above or below 5, reset the airflow signal by pressing the “Enter” button.
- If an Airflow restriction of over 2 segments exists, clean the sample piping network.

4.11.3.7.2.9 Replace the filter Cartridges (Annually), according to the detector’s guidelines, making sure that you write the date of replacement on the label and take measures to order stock for the next replacement date.

- Filters for Southeast Service Center and Northwest Service Center last replaced in February of 2019.



➤ Filters for Public Safety Answering Point (PSAP) 911 Emergency Dispatch Center last replaced January of 2019, these filters are set for a five (5) year replacement cycle.

- 4.11.3.8 Contractor shall simulate inputs and test the indicators.
- 4.11.3.9 Contractor shall disassemble all open area smoke and duct detectors and clean them via the manufacturer's published instructions.
- 4.11.3.10 After cleaning, detectors shall again have their sensitivity measured and recorded for the service records. Test and record in place. Calibrated sensitivity testing must be within 0.25% of listed range.
- 4.11.3.11 If any smoke detectors are replaced, they shall have their sensitivity measured and recorded for future service records.
- 4.11.3.12 If an item is not repairable, the CDDR shall be immediately notified regarding replacement options.
- 4.11.3.13 If once the repair or replacement is performed, re-test and verify operation of the device.
- 4.11.3.14 All fire alarm cabinets and remote battery cabinets shall be cleaned (free of dust and debris) on the interior and exterior surfaces during every inspection. All debris shall be removed in accordance with the Underwriters Laboratories (UL) requirements, and nothing shall be stored in these cabinets.
- 4.11.3.15 Provide trained and authorized service personnel for testing and repair services. A minimum of two (2) contractor representatives (service technicians\_ shall be present during all scheduled testing periods.
- 4.11.3.16 All fire alarm panels shall have a battery current reading performed to determine if the existing batteries are adequately charged to support the system as per the requirements of NFPA 72. Contractor shall check the battery(ies) for signs of corrosion and check the expiration date. The Contractor shall replace the battery(ies) if the expiration date exceeds one year. The Contractor shall have extra batteries available during the inspection, testing, and servicing of the system(s).
- 4.11.3.17 Ground faults: Verify that all conductors and components test free of ground faults.
- 4.11.3.18 Short circuits: Verify that all power conductors and components test free of ground faults.
- 4.11.3.19 Supervisory devices: Ensure alarm signal is distinct from trouble signal.
- 4.11.3.20 Remote indicators; Verify all fire alarm control panel status changes transfer to remote panels.
- 4.11.3.21 indicating Appliances:
  - 4.11.3.21.1 Initiate audible alarm
  - 4.11.3.21.2 Record DBS levels reading at five (5) feet above floor level in occupied and unoccupied areas.
  - 4.11.3.21.3 Initiate general audible alarm. Induce "open" at initiating circuit interface for trouble condition. Induce ground fault at initiating circuit interface for ground fault condition.
- 4.11.3.22 Fire Alarm Control Panel:
  - 4.11.3.22.1 Ensure that lamps and light emitting diodes illuminate.
  - 4.11.3.22.2 Verify fuse rating. Remove fuse to induce "trouble" condition.
  - 4.11.3.22.3 Primary power: Interrupt primary power supplies (batteries, etc.) to induce "trouble" condition.
  - 4.11.3.22.4 Secondary power: Interrupt primary power supplies (circuit breakers, etc.) to induce "trouble" condition.
  - 4.11.3.22.5 trouble silencing switch: Induce "trouble" condition and verify audible trouble signals.
  - 4.11.3.22.6 Zone-disconnect switch; Activate each separately and verify that a "trouble" signal is activated.
  - 4.11.3.22.7 Alarm silencing switch: Verify that the audible signal transfers to a visual indicator.
  - 4.11.3.22.8 Supervisory signal silencing switch: Verify an audible signal is initiated which is visually and/or audibly distinct from a trouble signal.
- 4.11.3.23 Testing, inspection and maintenance shall be performed on an annual basis.

4.11.3.24 All labor and materials for repairs will be billed according to rates and parts mark ups shown on the Price Schedule.

**4.12 INSPECTION, TESTING AND SERVICE REPORTS:**

- 4.12.1 All testing shall be in accordance with current NFPA, State, Federal and local codes. Reports of every test shall be submitted to the CDDR as require by the Submittal Section.
- 4.12.2 A certificate of compliance must be completed and provided to CDDR each time a fire alarm system is installed, serviced, tested, repaired, altered or inspected.
- 4.12.3 Each time a system is inspected, tested, serviced, repaired, altered or installed, a service tag must be affixed to the fire extinguishing systems and an entry must be made in the system log. The tag and service report shall indicate if the Red or Yellow label (dated) was corrected and the type of service that was performed.
- 4.12.4 The Contractor shall provide a report for each service. The Contractor shall provide a clear and legible copy of their work order showing all work performed, indicating the date and time of arrival and departure at each facility, name of person contacted at each facility, name of technician performing the work, and copies of material costs. Contractor shall be responsible for all sub-contracting with pricing for repair included in the quote. The report shall indicate the status of the system before and after completing the services. Work orders shall have a statement signed by the Contractor's technician and CDDR, a Facilities representative or designee acknowledging work was performed. Copies of the same work order shall be attached to invoices that are submitted for payment. Contractor shall contact CDDR, a Facilities representative or designee upon arrival and completion of work.
- 4.12.5 The Contractor shall provide a comprehensive written report based on each fire alarm system after inspection and testing occurs. The report(s) shall include but not be limited to the following information: work order number, customer name and address, equipment location in the facility, type of inspection or testing performed, equipment manufacturer (brand and type), serial number, model, the performed task, equipment information, date and time for start and completion of tasks, the total labor hours, condition of the system at arrival, notes, comments, recommendations, work order status, frequency schedule, readings, trouble alarms, malfunctions, batteries (condition and dates of expiration), battery charge condition, test and inspection results (pass or fail) for equipment. In addition, the Contractor shall furnish recommended changes to correct defective equipment or improve operating procedures. The report shall also include a list of existing equipment, valves, and so forth. At a minimum, the report shall include the information presented in NFPA 72. A floor plan shall be included with the report with the location of the devices.
- 4.12.6 Contractor shall provide test plans for inspection and testing of the system for each location. Plans shall comply with NFPA and the City's requirements for the semi-annual and annual inspection and testing of the system for each location.

**4.13 GENERAL WORK REQUIREMENTS:** Contractor shall:

- 4.13.1 The Contractor shall furnish all labor, equipment, materials, and supplies required to provide preventive and remedial maintenance, inspections, and repairs of fire alarm systems to include but not be limited to control panels, primary power, secondary power (batteries), circuits and pathways, initiating devices (manual pull stations, smoke detectors, duct smoke detectors, heat detectors, gas detectors, CO detectors, tamper switches, etc.) lamps, LEDs, LCDs, switches, trouble signals, fuses, transfer panels, automatic transfer equipment, alarm valves, water flow alarms and switches, alarms, alarm devices, fire department connection, electrical systems, notification appliances (audible, visible, or combination, etc.), charging systems, sensors, components, relays, P.C. boards, timers, control systems (door releasing devices, HVAC shutdown, fire/smoke dampers, door unlocking, elevator recall, elevator hunt trip), communication systems, annunciating devices, trouble signals, fuses, control units, panels, ground-faults, dialers, software, speakers, accessory panels, and any other equipment that supports the fire alarm systems at various locations throughout City of San Antonio as specified hereinafter:
- 4.13.2 Contractor shall perform all work in strict compliance with the requirements of the National Fire Protection Association (NFPA), manufacturer's requirements and recommendations, and all applicable federal, state, and local laws and regulations.
- 4.13.3 Contractor shall lay out the work using acceptable practices before starting any activities.
- 4.13.4 With regard to Other Services, time shall be based on actual time spent on the job site. Travel charges to the job site shall NOT be allowed. Mileage and travel time to and from the job site shall not be reimbursable under this contract. City shall not be responsible for trip charges or service charges. Contractor shall only invoice the City for the time spent on City's property and in accordance with **Attachment B, Price Schedule Revision I Dated October 15, 2020.**

- 4.13.5 Perform the required inspections, repairs, maintenance, system testing, and other services at the designated intervals as per the recommendations of the system's manufacturer.
- 4.13.5.1 In addition, any requirement not listed, but deemed necessary per the manufacturer's specifications shall be included.
- 4.13.6 Additional work on this contract can only be performed with prior City approval, subject to Texas Local Government Code Ch. 252 after Contractor has received a City issued purchase order. The City, however reserves the right to solicit bids from other companies for Major Service calls.
- 4.13.7 Before ordering any Materials or performing any work, Contractor shall verify all requirements and shall be responsible for correctness of the same.
- 4.13.8 Parts, components and workmanship shall be those as recommended by the manufacturer of the Equipment, professional trade standards, and applicable codes and standards.
- 4.13.9 Contractor shall furnish to the CDDR, the manufacturer's recommended Materials, data, manuals, etc., for the Scheduled Maintenance of the Equipment. See 4.14 Submittals.
- 4.13.10 Contractor staff, including but not limited to, supervisor, service representatives and service technicians shall meet and follow all City security and other standards.
- 4.13.11 Contractor shall be responsible for the conduct and performance of Contractor's employees including any subcontractors. Contractor's personnel must be properly uniformed and shall display a valid ID identifying their company at all times.
- 4.13.12 City will provide necessary and reasonable means of access to the Equipment being serviced. Contractor shall be free to stop and start all primary Equipment incidental to the maintenance of the Equipment as necessary provided that arrangements are mutually agreed upon in advance by Contractor and the CDDR. Contractor shall furnish a detailed estimate of downtime for all services. Extended periods of Equipment shutdown at any facility shall be coordinated through CDDR.
- 4.13.13 Contractor's forfeiture of any required license or certification during the term of this contract shall be cause for immediate cancellation of this contract, in whole or in part, at City's discretion.
- 4.13.14 The work in this solicitation shall be performed while the facilities are occupied or unoccupied; therefore, Contractor shall provide the services in a manner which does not impact or interfere with the building occupants' daily responsibilities.
- 4.13.15 The fire alarm systems shall be serviced whether the facilities are occupied or unoccupied, therefore, the Contractor shall provide the services in a manner which does not impact or interfere with occupants daily responsibilities.
- 4.13.16 Contractor shall deliver, store, and handle all materials in a manner that will prevent damage to the system or related components.
- 4.13.17 Contractor shall be aware that work performed and materials and parts supplied under this contract will be monitored by City staff. Parts, maintenance procedures and workmanship will be those as recommended by the manufacturer of the equipment, and professional trade standards.
- 4.13.18 Contractor shall confine operations and work force to space allowed by law and as allotted by the City. The contractor at his/her expense shall protect and be responsible for any damage to adjacent buildings, property, etc.
- 4.13.18.1 It shall be Contractor's responsibility for storage of any materials and City will not be responsible for losses or damage to materials, tools, equipment, or work arising from acts of theft, vandalism, malicious mischief or other causes.
- 4.13.19 Contractor must furnish inspection and service reports to the City's CDDR or designee for a signature verifying that the service or repair was performed and checked. However, signature shall not relieve the Contractor from any repairs that were performed incorrectly. A copy of the report shall be provided to the CDDR.
- 4.13.20 Contractor shall park only in designated parking spaces whenever performing services at any location. Contractor shall park vehicles legally and pay any associated costs for parking if applicable. City will not be responsible for any parking fees, violations, fines, or citations incurred by Contractor.
- 4.13.21 Contractor shall perform all work safely and follow required safety standards to include but not be limited to OSHA, NFPA, Federal, State, County, and City codes as applicable.
- 4.13.22 Contractor shall provide all necessary safety barriers at the job sites(s) during the execution of work to alert building occupants of potential hazards.

- 4.13.23 Contractor shall remove all trash and debris generated by Contractor's work. The service area shall be kept clean and maintained. No debris shall be dumped or left about the building or surrounding areas. Upon completion of work, the serviced area shall be left clean and free of any and all trash, scraps, cartons, etc.
- 4.13.24 Contractor and its supervisor(s) and service representatives shall follow all required security standards to gain access to the facilities, and must obtain an identification badge from the Security Office prior to performing any work.
- 4.13.25 Contractor shall incur all associated costs and fees for the City's required COSA training, background checks, and ID badges.
- 4.13.26 Contractor shall provide a company contact and the following minimum information:
  - 4.13.26.1 Name
  - 4.13.26.2 Title
  - 4.13.26.3 Office Phone
  - 4.13.26.4 Cell Phone
  - 4.13.26.5 Email

**4.14 SUBMITTALS:**

- 4.14.1 Contractor shall provide documentation required by Section 4.2 – Proof of Licensing and Capability, pertaining to manufacturers' certifications and other documents that validates Contractor's and its technicians' qualifications. The documentation shall be submitted with the proposal response in accordance with Section 4.2.
- 4.14.2 Contractor shall submit a manufacturer's letter certifying that the contractor is authorized to provide the services required herein on the brand and type of fire alarm system with bid response.
- 4.14.3 Contractor shall submit a sample of preventive and remedial maintenance, inspection, test plans and repair maintenance reports with bid response.
- 4.14.4 Contractor shall provide samples for verification, if required, within ten (10) calendar days after notice to proceed or issuance of City Purchase Order.
- 4.14.5 Within fifteen (15) calendar days after contract award, Contractor shall provide an annual contract/project schedule for the period from the contract start date through September 30th to the CDDR for approval and coordination with CDDR. Contractor shall provide a new schedule by October 1<sup>st</sup> for the next fiscal year, which period begins October 1<sup>st</sup> and ends September 30th. Contractor shall continue to provide schedules annually for the same period thereafter throughout the term of this contract and all renewal periods.
- 4.14.6 In addition to the Invoicing and Payment terms in Section 006 - General Terms and Conditions and Attachment G – Working with COSA – Keys to faster payments, all invoices shall be submitted in duplicate- one copy to CDDR and original invoices to Accounts Payable.
  - 4.14.6.1 Invoice shall include Purchase Order number.
  - 4.14.6.2 Invoices shall be legible.
  - 4.14.6.3 Items billed on invoices shall be specific as to applicable stock, manufacturer, catalog or part number (if any).
  - 4.14.6.4 All invoices shall show unit prices for each item being billed, the quantity of items being billed and the total for each item, as well as the total for all items on the invoice.
  - 4.14.6.5 Payment by the City is deemed to be made on the date of mailing the check.
  - 4.14.6.6 The following documentation shall be attached to each invoice to validate charges:
    - 4.14.6.6.1 Proof of City Permit Fees Paid (if applicable)
    - 4.14.6.6.2 Proof of final inspection
- 4.14.7 If corrections to the invoice are required to meet City's requirements, Contractor shall make the corrections within two (2) calendar days after e-mail notification from CDDR.
- 4.14.8 Contractor shall provide warranty documents to the CDDR within five (5) calendar days after completion of the work.

- 4.14.9 Contractor shall provide manufacturer maintenance procedures (O&M Manuals as applicable) to CDDR within five (5) calendar days after completion of the work.
- 4.14.10 Contractor shall provide installation procedures to CDDR within five (5) calendar days after notice to proceed or issuance of City Purchase Order.
- 4.14.11 Contractor shall provide a comprehensive written and/or computerized service report based on each system after Scheduled Maintenance and Other Services are completed in each location. The report shall advise of all inspection problems or potential problems, and include the maintenance history of all components within each system. The maintenance report, including checklists and schedules, shall be submitted to the CDDR within seven (7) calendar days after completion of the work. The report shall include photos showing condition and Equipment information. Payment may be withheld on any unit if Scheduled Maintenance is not performed and/or report is not submitted as specified.
- 4.14.11.1 If the system does not pass a scheduled performance test, based on Equipment failure not associated with Contractor negligence, Contractor shall supply an itemized estimate cost for the corrective services to make the system functional at full load rating to the CDDR.
- 4.14.11.2 Contractor shall provide written test plans prior to conducting any system testing.
- 4.14.11.3 Contractor shall provide a written list of yellow tagged systems within three (3) calendar days after the completion of each inspection/service.
- 4.14.11.4 Contractor shall provide a written list of red tagged systems within 24 hours of the completion of each inspection/service.
- 4.14.12 Contractor shall provide written safety and spill plans within fifteen (15) calendar days after award for the fiscal year. Contractor shall provide updated safety and spill plans by September 1<sup>st</sup> for the next fiscal year to CDDR, which period begins October 1 and ends September 30. Contractor shall continue to provide a safety and spill plan annually for the same period thereafter throughout the term of this contract and all renewal periods.
- 4.14.13 Contractor shall provide a written Quality Control Program within fifteen (15) calendar days after award for the fiscal year. Contractor shall provide an updated Quality Control Plan by September 1<sup>st</sup> for the next fiscal year to CDDR, which period begins October 1 and ends September 30. Contractor shall continue to provide updated Quality Control Programs annually for the same period thereafter throughout the term of this contract and all renewal periods.
- 4.14.14 Life Cycle Report: On an annual basis, Contractor shall provide an asset life cycle management program that conducts a full analysis of the current Equipment installation and prepares a modernization plan to improve the Equipment to modern safety, accessibility, performance, and aesthetics standards. The plan shall evaluate investment schedules and constraints to assist the CDDR with budgeting for the Equipment recommended. Contractor shall provide the first plan within sixty (60) days of contract award and by April 1<sup>st</sup> of each year to CDDR. Contractor shall continue to provide Life Cycle Reports annually for the same period thereafter throughout the term of this contract and all renewal periods.
- 4.14.15 Contractor shall provide digital photos of failed Parts within twenty four (24) hours of the service to the CDDR or as required by the specification/scope of work.
- 4.14.16 Contractor shall provide notification of deficiency and/or impairment of Equipment in writing within twenty four (24) hours of the service to the CDDR.
- 4.14.17 Contractor shall provide a list of key staff and point of contact information within fifteen (15) calendar days after award to include the required certifications and licenses for key staff to the CDDR. Contractor shall provide a list of key staff by October 1<sup>st</sup> for the next fiscal year, which period begins October 1 and ends September 30. Contractor shall continue to provide a list of key staff annually for the same period thereafter throughout the term of this contract and all renewal periods.
- 4.14.17.1 Contractor shall update the CDDR within five (5) calendar days of any revisions to the key staff and provide the required certifications and licenses for any new key staff.
- 4.14.18 Contractor shall provide test reports within ten (10) calendar days after completing the services to the CDDR.
- 4.14.19 Contractor shall provide inspection reports within ten (10) calendar days after completing the services to the CDDR.
- 4.14.20 Contractor shall provide a service log that includes each location for the previous year by Oct 1 of each Fiscal year to the CDDR. Contractor shall continue to provide a service log annually for the same period thereafter throughout the term of this contract and all renewal periods.

4.14.21 Service Plan: Contractor shall provide a written service plan within fifteen (15) calendar days after contract award. The plan shall include a checklist of maintenance items, the source requiring the maintenance item, description of the item, frequency, time requirement, etc. Contractor shall provide a Scheduled Maintenance service plan by October 1<sup>st</sup> for the next fiscal year, which period begins October 1 and ends September 30. Contractor shall continue to provide Scheduled Maintenance service plans annually for the same period thereafter throughout the term of this contract and all renewal periods.

#### **4.15 WORK HOURS:**

- 4.15.1 Normal Working Hours: Normal Working Hours are defined as Monday – Friday, 7:00 AM to 5:00 PM, exclusive of City recognized Holidays.
- 4.15.2 Overtime Work Hours: Overtime Work Hours are defined as Monday through Friday 5:01 p.m. to 6:59 a.m., all day on weekends and on City recognized holidays.
- 4.15.3 All work shall be coordinated with the respective CDDR or designee to ensure building access and the least amount of disruption to the building occupants at all locations.
- 4.15.4 City Hall, Cliff Morton Development Business Center (One Stop), International Center, Plaza De Armas and Municipal Plaza Buildings: Unless otherwise approved by CDDR, no work will be performed at these Buildings on Wednesdays or Thursdays. Scheduled Maintenance and any work that will cause a disruption in service shall be performed on Mondays, Tuesdays and Fridays from 4:00 PM to 6:00 AM or on weekends.
  - 4.15.4.1 Municipal Plaza buildings: any work that will cause a disruption during City Council and other public meetings will have to be rescheduled.
  - 4.15.4.2 International Center and One stop: all work shall be performed after normal business hours or on weekends.

#### **4.16 BUILDING RESTRICTIONS:**

- 4.16.1 ACCESS: Contractor shall make prior arrangements with the CDDR for access to the building(s) to perform the services and obtain temporary COSA access ID badges, if necessary.
- 4.16.2 IDENTIFICATION. Contractor's and subcontractors' personnel shall present a professional appearance and be readily identifiable to City staff when called out, to perform work under this contract. Contractor shall have the following:
  - 4.16.2.1 Vehicle(s) with Contractor's Logo
  - 4.16.2.2 Contractor Uniforms or Company Logo Apparel. Contractor's personnel shall present a neat appearance and be easily recognizable as a Contractor employee. This shall be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate ID badges which contain the company's name and employee's name. Contractor's uniforms shall be clean, unstained, well-fitting, and in good order. Shoes shall be sturdy construction and shall cover the foot to meet any required sanitation and safety requirements. Open-toed shoes, sneakers, sandals, and heels higher than two inches shall not be worn.
  - 4.16.2.3 ID Badges. Contractor's employees and subcontractors performing work under this contract shall wear ID Badges at all times while performing work under this contract. Badge content must be approved by City. At a minimum, badges shall contain name of Contractor, the name technician and name of subcontractor performing the work (if different).
- 4.16.3 PARKING: Contractor shall make arrangements with the CDDR prior to off-loading any tools and/or equipment at the job site. Contractor shall park only in spaces assigned by the CDDR.
- 4.16.4 Contractor shall park only in designated parking spaces when performing services at any location. Contractor shall park vehicle and equipment legally and pay all associated costs for parking, if applicable. The City will not be responsible for any violations, fines, or tickets incurred by Contractor.
- 4.16.5 RESTROOMS: Restrooms shall not be used for washing of tools and equipment.
- 4.16.6 SECURITY: Contractor shall provide a list of all Contractor personnel or subcontractors that shall be performing work at each job site and Contractor or subcontractors personnel shall comply with all security measures and protocols required by the City. Contractor personnel and subcontractor shall follow all required security standards and procedures to gain access into the facilities.

#### **4.17 WARRANTY:**

- 4.17.1 Contractor shall warrant that work performed conforms to the solicitation requirements and is free of any defects in Equipment, Material, or workmanship performed by Contractor or any of its subcontractors or suppliers at any tier. All work provided by Contractor shall be warranted for a minimum period of one (1) year from the date of final acceptance of the work by the City.
- 4.17.2 PERFORMANCE WARRANTY: Work performed under the solicitation shall meet all applicable standards and codes. Contractor shall guarantee all work against any defects in workmanship, and shall satisfactorily correct, at no cost to the City, any such defect that may become apparent within a period of one (1) year after completion of work. The warranty period shall commence upon date of acceptance by the City.
- 4.17.3 MATERIAL WARRANTY: Materials provided shall be in current production, as offered to commercial trade, and shall be of quality Material. USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE, RECONDITIONED OR DISCONTINUED MATERIALS ARE NOT ACCEPTABLE. Materials shall be warranted against Material defects and defects in workmanship for a period of not less than one (1) year and shall cover 100 percent Parts, labor and shipping. The warranty period shall commence upon date of acceptance by the City. If the manufacturer's standard warranty period exceeds one (1) year, then the warranty period hereunder shall be the length of the manufacturer's warranty. Contractor shall be ultimately responsible for the warranty. Contractor shall provide the CDDR or designee with all manufacturers' warranty documents upon completion of service prior to leaving the job site.
- 4.17.4 All work performed by Contractor under the terms of this contract shall be performed to the satisfaction of Director. The determination made by Director shall be final, binding and conclusive on all Parties hereto. City shall be under no obligation to pay for any work performed by Contractor, which is not satisfactory to Director. City shall have the right to terminate this Contract, in accordance with Section 006 – Termination. However, City shall have no obligation to terminate and may withhold payment for any unsatisfactory work, as stated herein, even should City elect not to terminate.

#### **4.18 UNSATISFACTORY PERFORMANCE:**

- 4.18.1 Unsatisfactory performance may result in a negative Contractor performance report. City may consider the following performance by the Contractor as unsatisfactory performance. An unsatisfactory performance determination includes, but is not limited to:
- 4.18.2 "Call Backs" to correct the previous services.
- 4.18.3 Contractor personnel assigned to perform services on this contract do not have the skills or knowledge to troubleshoot and diagnose the problem or perform the required services.
- 4.18.4 Contractor does not provide submittals as required by the solicitation.
- 4.18.5 Contractor does not complete the work as required by the solicitation.
- 4.18.6 Contractor does not provide invoices as required by the solicitation.
- 4.18.7 Contractor does not meet the project schedules as required by the solicitation.
- 4.18.8 Contractor does not meet performance requirements as required by the solicitation.
- 4.18.9 Contractor does not meet contract and City Department meeting requirements as required by the solicitation.
- 4.18.10 Contractor does not meet documentation requirements as required by the solicitation.
- 4.18.11 Parts, maintenance procedures, and workmanship provided by Contractor shall be those as recommended by the manufacturer of the Equipment, and professional trade standards. Failure of Contractor to produce quality services under the terms established in this specification and scope of work may result in the termination of the contract by City.
- 4.18.12 Contractor does not have and/or demonstrate an effective and efficient Quality Control Program as required by the solicitation.

#### **4.19 DELIVERY, STORAGE AND HANDLING REQUIREMENTS:**

- 4.19.1 Material shall be delivered to the job site by Contractor and the quantity shall be sufficient to provide services.
- 4.19.2 Material shall be protected from the environment and secured to prevent theft and/or vandalism.
- 4.19.3 Contractor shall not store Material, Parts or components in the mechanical rooms without written authorization from the CDDR.

#### **4.20 QUALITY ASSURANCE AND CONTROLS:**

- 4.20.1 Only trained and certified Contractor or Subcontractor technicians shall be used to provide services.
- 4.20.2 Only products shipped directly from manufacturer or an approved distributor shall be used for this contract.
- 4.20.3 Contractor shall ensure that quality standards are met during and after all services.
- 4.20.4 All services shall meet codes and manufacturer's standards.
- 4.20.5 Contractor is responsible for quality services and quality control procedures.
- 4.20.6 Contractor shall provide a report that shows requirements were met.
- 4.20.7 The program shall meet ISO 9001 or similar standards.

#### **4.21 SERVICES AND RESPONSE TIME:**

- 4.21.1 Contractor shall maintain the services of a professionally staffed telephone answering system so that immediate and continuous contact on a 24 hours per day, 7 (seven) days per week and 365 days per year basis can be made. Answering service personnel shall be employed by Contractor. Answering machines are not acceptable.
- 4.21.2 Contractor shall provide a point of contact (name and phone number) to be available 24/7 including weekdays, weekends, and holidays.
- 4.21.3 Contractor shall provide names and phone numbers of the technicians providing the services and ticket number or service number.
- 4.21.4 Parts and components for Other Services shall be at Contractor's cost plus markup per price schedule. Contractor shall provide copies of receipts for all Parts and supplies to the CDDR with the service invoice.
- 4.21.5 SCHEDULED MAINTENANCE SERVICE: Contractor shall perform the Scheduled Maintenance Services on the scheduled date. If unforeseen conditions arise, (example bad weather during the scheduled date) on the initial proposed scheduled date, Contractor shall notify CDDR via email or phone call. The rescheduled service shall be performed within fourteen (14) calendar days of the original Scheduled Maintenance date.
  - 4.21.5.1 Inspection, maintenance and non-emergency repairs of fire alarm systems shall be conducted during normal business hours Monday through Friday 8:00 a.m. to 5:00 p.m.
  - 4.21.5.2 Testing of annunciating devices must be performed before or after normal business hours or on weekends. Service and testing shall be coordinated with the CDDR or designee to ensure building access and the least amount of disruption to the building occupants at all locations.
    - 4.21.5.2.1 International Center, City Hall, Frank Wing, Public Safety Headquarters, and the Cliff Morton Development Center (One Stop): All work shall be performed after normal business hours and on weekends due to the lack of equipment redundancy. Arrangements shall be made with the CDDR prior to scheduling any work at these locations.
  - 4.21.5.3 Contractor shall perform all necessary labor on the existing equipment to replace parts and components that fail during the testing and inspection of the systems. Once a part has failed and must be replaced the Contractor must notify and seek approval from the CDDR or designee prior to performing the replacement work.
  - 4.21.5.4 Contractor shall identify and document fire alarm systems malfunctions. All system malfunctions shall be reported to the CDDR in writing within 24 hours.
  - 4.21.5.5 Contractor shall test and calibrate repaired items.
  - 4.21.5.6 Contractor shall review performance data and maintenance records to determine adequacy of maintenance.
  - 4.21.5.7 Contractor shall inspect and replace malfunctioning components, gauges and meters. The CDDR or designated representative must provide authorization and acceptance of the estimate before proceeding.
  - 4.21.5.8 Contractor shall remove, repair, and replace defective fire alarm systems components that have been installed by the Contractor as required by the warranty section. This shall be at the Contractor's sole expense.
  - 4.21.5.9 Contractor shall use precision test equipment to troubleshoot malfunctions, and inspect parts for excessive wear and other conditions.



- 4.21.5.10 If a deficiency is not corrected at the conclusion of the system inspection, testing, and maintenance procedure, the CDDR or designated representative shall be informed of the impairment in writing within 24 hours. The service report that identifies the deficiency shall note the required repairs, placement of the inspection tag, and define the system's current condition. Contractor shall provide a service report when the deficiency is corrected, which shall note repairs, removal of the tag and define the system's current condition.
- 4.21.5.11 The CDDR is responsible for providing advance notification of testing, inspections, and maintenance for the fire alarm system to the building occupants. Contractor shall coordinate all inspections, testing, and maintenance of the fire alarm systems with the CDDR PRIOR to performing any work.
- 4.21.5.12 At the conclusion of testing, those previously notified shall be notified that the testing has been concluded. CDDR is responsible for providing the notification. The Contractor shall immediately notify the CDDR upon the completion of system testing.
- 4.21.5.12.1 Contractor shall secure the fire alarm systems. Fire alarm systems shall be secured from inadvertent actuation, including disconnection of releasing solenoids or electric actuators, closing of valves, other actions, or combinations thereof, for the specific system, for the duration of the fire alarm system testing.
- 4.21.5.12.2 Testing shall include verification that the releasing circuits and components energized or actuated by the fire alarm systems are electrically monitored for integrity and operates as intended.
- 4.21.5.12.3 Contractor shall return the fire alarm system to normal operation after testing. Fire alarm systems and releasing components shall be returned to their functional operating condition upon completion of system testing.
- 4.21.5.12.4 Contractor shall perform reacceptance testing to verify the proper operation of added or replaced devices, appliances, and emergency control function devices, control equipment, and so forth.
- 4.21.5.12.5 Contractor shall notify the CDDR of any condition that impairs the continued safe use of the equipment covered under the scope of this contract, including, but not limited to: conditions which may cause injury; conditions which may cause damage to the equipment; conditions which may be hazardous; and conditions that require the system to be replaced (i.e. manufacturer's notices for re-call etc.)
- 4.21.5.12.6 Contractor shall coordinate the monitoring/observation of the fire alarm panel control system with the awarded fire sprinkler system Vendor during testing and insure that a certified technician is onsite.
- 4.21.5.12.7 Contractor shall perform higher frequency services at the same time as services required for lower frequency. For example, at the time of performing the annual services (lower frequency); Contractor shall also perform the monthly, quarterly and or semi-annual services so only one trip is required.

#### 4.21.6 EMERGENCY & URGENT SERVICES:

- 4.21.6.1 Contractor shall verbally respond to all requests for emergency and urgent services regarding a malfunctioning fire alarm system and the supporting equipment within thirty (30) minutes and be onsite to perform repairs within two (2) hours after being contacted during both Normal Working Hours and Overtime Hours.
- 4.21.6.2 Emergency and urgent work shall be performed during normal working hour whenever possible; however, services shall be performed 24 hours, seven (7) days a week if deemed necessary by the City's CDDR.
- 4.21.6.3 Contractor shall have a minimum of one (1) qualified technician respond on site after receipt of the initial notification request from CDDR.
- 4.21.6.4 Contractor shall contact the CDDR upon arrival at the job site.
- 4.21.6.5 **If an inspection reveals a problem exists in the Equipment, which is attributable to Contractor's lack of adherence to Scheduled Maintenance and quality controls, the total cost of the Emergency Service visit, including Parts and labor, shall be borne by Contractor, and no charges shall be authorized by the City. If the problem is not attributable to Contractor's lack of adherence to Scheduled Maintenance and quality controls, then Contractor shall invoice**

**the City based on labor rates and Parts upcharge per Attachment B, Price Schedule Revision I Dated October 15, 2020.**

- 4.21.6.6 An emergency or urgent call is any condition that can potentially impact the health, safety and welfare of City employees and the public as determined solely by the City. The City will identify emergency and urgent calls at time of notification.
  - 4.21.6.7 Contractor shall not begin any work unless specifically requested by the CDDR in writing by issuance of a purchase order or by an email from CDDR. After a request by email, a purchase order will be provided by CDDR within seven (7) business days after receipt of proposal. Contractor shall provide a quotation of the work to be performed with an estimated cost for service calls within one (1) business day for Emergency and Urgent service calls. This work shall be billed in accordance with labor and Parts charges listed on the Price Schedule. The City shall not pay for any unauthorized Parts or labor charges. Contractor shall submit invoices for Emergency and Urgent service work with the City's purchase order number reflected on the invoice.
  - 4.21.6.8 Some emergencies and urgent circumstances are of such a nature that it is impossible to wait for issuance of a purchase order or creation of an estimate. The CDDR will determine which situations fall under these circumstances and Contractor shall provide the services needed as directed.
  - 4.21.6.9 Equipment parts and components shall be charged at cost plus markup per the price schedule. Contractor shall provide copies of receipts for all parts and supplies to the CDDR with the service invoice.
  - 4.21.6.10 The work shall be completed on the same day of the notification, but not to exceed twenty four (24) hours from the time of arrival to the site. If work cannot be completed during the same day of the notification due to unavailability of Material, Contractor shall get the system operational using temporary methods if possible. The Contractor shall order Material within four (4) hours and shall receive Material within twenty four (24) hours of the initial notification. The Equipment shall be back to normal operations within forty eight (48) hours of the initial notification. If these requirements cannot be met, Contractor shall provide documentation to the CDDR for evaluation and a final completion date. The information shall be provided within two (2) hours from the time of arrival to the site.
- 4.21.7 ROUTINE SERVICES (NON-EMERGENCY):
- 4.21.7.1 Contractor shall call back the CDDR within one (1) hour of receipt of phone call or email from CDDR, stating that there is an issue requiring service for any of the fire alarm systems and supporting equipment referenced within this contract.
  - 4.21.7.2 Contractor technician(s) shall respond on site to perform repairs within four (4) hours of Contractor's receiving the notification during Normal Working Hours.
  - 4.21.7.3 Non-emergency work shall be performed during normal working hours, 8:00 a.m. till 5:00 p.m. M-F.
  - 4.21.7.4 Contractor shall have a minimum of one (1) qualified technician respond on site after receipt of the initial notification request from CDDR.
  - 4.21.7.5 Contractor shall contact the CDDR upon arrival at the job site.
  - 4.21.7.6 **If an inspection reveals a problem exists in the Equipment which is attributable to Contractor's lack of adherence to Scheduled Maintenance and quality controls, the total cost of the Routine Service visit, including parts or components and labor, shall be borne by Contractor, and no charges will be authorized by the City. If the problem is not attributable to Contractor's lack of adherence to Scheduled Maintenance and quality controls, then Contractor shall invoice the City based on labor rates and Parts upcharge per Attachment B, Price Schedule Revision I Dated October 15, 2020.**
  - 4.21.7.7 Equipment parts and components shall be charged at cost plus markup per the price schedule. Contractor shall provide copies of receipts for all Parts and supplies to the CDDR with the service invoice.
  - 4.21.7.8 The work shall be completed on the same day of the notification. If work cannot be completed during the same day of the notification due to unavailability of Material, the work shall be accomplished within fourteen (14) calendar days after identifying the Material and other requirements and with City's approval. All requirements shall be identified within twenty four (24) hours of the notification. Material requirements shall be processed and ordered within twenty four (24) hours of receipt of notification. Contractor shall receive Material within seven (7) days of the notification. If these requirements cannot

be met, Contractor shall provide documentation to the CDDR for evaluation and a final completion date.

4.21.7.9 Contractor shall not begin any work other than Scheduled Maintenance, unless specifically requested by the CDDR in writing by issuance of a purchase order or by a request in writing by email from CDDR. Contractor shall provide a quotation of the work to be performed with an estimated cost for service within twenty four (24) hours of the request.

#### 4.21.8 MAJOR REPAIR SERVICES:

4.21.8.1 Contractor shall inform the CDDR if repairs are needed. Major repairs require CDDR written approval before initiating work.

4.21.8.2 Major repairs shall be bid separately from this contract.

4.21.8.3 Major repairs shall constitute any repairs exceeding \$3,000.00 in cost. Refer to section 004 – Specifications/Scope of Services, subsection 4.1.2.9.

4.21.8.3.1 Any repair that exceeds \$50,000.00 shall require a change order and approval by San Antonio City Council via passage of an ordinance. Contractor may be subject to additional payment and performance bond requirements see section 005 – Supplemental Terms & Conditions, Payment Bond and Performance Bond for contractual requirements.

4.21.8.4 Contractor shall start major repairs within two (2) calendar days after receiving the purchase order from the City.

#### 4.21.9 CALL BACKS AND RESPONSE TIME:

4.21.9.1 Call backs are returns for inspections or service for an incident that City previously requested, and for which Contractor previously reported as having completed the services. Call back service is included at no additional cost to City. Call back response time shall be in accordance with an Emergency Service call.

### **4.22 OUT OF SERVICE CREDITS:**

4.22.1 Whenever any Equipment or related components are inoperable or malfunctioning for extended periods, substantial and intangible harm may accrue to the City, its citizens and patrons. Therefore, it is imperative that Contractor responds to City's requests for service in a timely manner and completes all Scheduled Maintenance and Other Services repairs within the time periods provided.

4.22.2 The City may invoke Service Credits if Contractor fails to return a call for service within the thirty (30) minute response period, or fails to respond on site to a request for service within four (4) hours for routine calls or two (2) hours for Emergency Calls. The applicable respective four-hour (4) or two-hour (2) period starts when Contractor receives notification from the CDDR via a service call. Contractor shall be deemed to have received the service call or email at the time it is sent by City.

4.22.3 City may also invoke Service Credits if Contractor fails to: (a) complete Scheduled Maintenance Service within fourteen (14) calendar days of the originally scheduled maintenance date; (b) provide a quotation of the work to be performed with an estimated cost for repair within twenty four (24) hours of the request, or, in the case of Emergency Requests, within the same business day; (c) complete Routine Service requests within fourteen (14) calendar days after receipt of City's purchase order, if work cannot be completed during the same day of notification due to unavailability of Materials; (d) complete Urgent Service requests within seven (7) calendar days after receipt of City's purchase order or notice to proceed by email if work cannot be completed during the same day of notification due to unavailability of Materials; and (e) complete Emergency Service requests within twenty-four (24) hours after receipt of City's purchase order or notice to proceed by email if work cannot be completed during the same day of notification due to unavailability of Materials.

4.22.3.1 Scheduled service work that is not completed and results in an inoperable system shall not be cause for a waiver of the Service Credit.

4.22.4 The City may, at its discretion, instruct Contractor to perform this work at another specified time, in which case the service credit will not be invoked. The service credit does not apply to Force Majeure conditions, or when units are taken out of service to accomplish pre-planned, City approved activities.

4.22.5 The Service Credit is \$50.00 per hour or fraction of an hour, for each failure to meet a required response time, failure to provide a quotation of the work to be performed within the required period, and for each failure to complete repairs within the required period, and continues to accrue until such time as Contractor responds, provides the quotation, or completes the repair, as applicable. Acceptable operation of Equipment must be verified by the CDDR for repairs to be considered completed.

- 4.22.6 The Service Credit is not invoked in those instances where inoperable systems are a result of an accident caused by others and not due to Contractor's error, lack of Scheduled Maintenance, negligence, or failure to meet the response times indicated herein. Contractor is responsible for ensuring that the CDDR is made aware of these situations within thirty (30) minutes of arrival.
- 4.22.7 The Service Credits apply to Equipment and related components separately; therefore, simultaneous breakdowns of several units may invoke multiple Service Credits. However, Service Credits shall not be applied in such a manner that would result in Contractor paying double or multiple credits for one item of Equipment that is inoperable.
- 4.22.8 The CDDR shall be the final authority on whether or not a service credit is invoked. When a service credit has been invoked, Contractor shall calculate such service credit and Contractor shall include the deduction on the next invoice. If the amount of the Service Credit exceeds the amount of the invoice, Contractor must continue to apply the service credit to subsequent invoices until the full amount has been applied. If the contract is at the end of its term, Contractor shall pay City any balance due in Service Credits within thirty (30) calendar days of the contract's expiration or termination. City's failure to invoke Service Credits at any point in time shall not be deemed a waiver. Continual failures by Contractor to expedite work to correct malfunctions is cause for termination of the contract and use of performance bond monies, among other things, may be utilized to perform required services.
- 4.22.9 The Parties agree that these Service Credits are liquidated damages, and not a penalty.

#### **4.23 SPECIAL CONDITIONS:**

- 4.23.1 Contractor will not be responsible to install additional Equipment that may be required or recommended by insurance companies, governmental agencies, or others.
- 4.23.2 There shall be no escalation of price for Inspection(s), Maintenance, or Repairs (service hourly rates) during the term of this contract.
- 4.23.3 If at any time, after the date of the proposal, Contractor reduces the comparable price of any article or service covered by this contract to customers other than City, the price to City for articles or services shall be reduced proportionately. Such reductions shall be effective at the same time and in the same manner as the reduction in price to customers other than the City. In addition to invoicing at the reduced prices, Contractor shall furnish promptly to City complete information as to such reductions.
- 4.23.4 City reserves the right to make, or cause to be made, inspections and tests whenever it deems advisable or necessary to ascertain that the requirements of this specification and scope of work are being fulfilled. Contractor agrees to furnish personnel to accompany the City or its representatives during such inspections at no cost to the City. Deficiencies noted shall be submitted in writing to Contractor. Contractor shall, promptly (within ten (10) calendar days, unless otherwise agreed), correct deficiencies covered under the terms of this specification/scope of work at Contractor's expense.
- 4.23.5 Should Contractor require remote monitoring of the Equipment to facilitate its maintenance program, Contractor shall first receive approval in writing from CDDR; all related installation and maintenance costs shall be at Contractor's expense.
- 4.23.6 Contractor shall pay for all state and local inspection fees with regard to operation of Equipment covered by this specification and scope of work.
- 4.23.7 The City may provide information to enable Contractor to render Services hereunder, or Contractor may learn information about Property or develop such information from the City. Contractor agrees:
  - 4.23.7.1 To treat, and to obligate Contractor's employees, subcontractors and suppliers to treat as confidential all such information whether or not identified by the City as confidential.
  - 4.23.7.2 Not to disclose any such information or make available any reports, recommendations or conclusions which Contractor may make on behalf of the City to any person, firm or corporation or use the same in any manner, whatsoever, without first obtaining the City's written approval, except to the extent necessary in connection with performing Services or when required by law.
- 4.23.8 Contractor shall not, in the course of performance of this specification and scope of work, or thereafter, use or permit the use of the City name or the name of any affiliate of the City, or the name, address or any picture or likeness of or reference to the Property in any advertising, promotional or other Materials prepared by or on behalf of Contractor without the prior written approval of the City, as applicable.
- 4.23.9 Contractor shall complete any required Scheduled Maintenance, service calls, repair and/or replacement of all defective parts prior to the end of the contract period. In the event this is not accomplished prior to completion of contract, the City reserves the right to procure the service elsewhere and charge Contractor for the difference

in cost of such services. Contractor shall pay the said sum within twenty (20) calendar days of receipt of the City's notice. This provision shall survive termination of this agreement.

4.23.10 Electrical Components, Devices, and Accessories: All components, devices, and accessories shall be listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to the Authority Having Jurisdiction (AHJ) and marked for intended use. All electrical work shall be performed by an electrical Contractor licensed in the State of Texas. If repairs are needed that require the work of a licensed electrical Contractor, Contractor will provide City with an estimate of the cost, including the cost of the licensed electrician. Subject to Texas Local Government Code Ch. 252, City shall have the option to allow Contractor to proceed with the work by issuing a change order or may procure the electrical services separately.

4.23.11 Plumbing Components, Devices, and Accessories: All components, devices, and accessories shall be listed and labeled as defined in the International Plumbing Code, by a testing agency acceptable to the AHJ and marked for intended use. All plumbing work shall be performed by plumbing Contractor licensed in the State of Texas. If repairs are needed that require the work of a licensed plumbing Contractor, Contractor will provide City with an estimate of the cost, including the cost of the licensed plumber. Subject to Texas Local Government Code Ch. 252, City shall have the option to allow Contractor to proceed with the work by issuing a change order or may procure the plumbing services separately.

4.23.12 Contractor shall solve problems:

To solve any specific problem, and at the request of the CDDR, Contractor shall provide analysis reports. Analysis reports shall be submitted, within ten (10) days from the date of collection, to the CDDR.

#### **4.24 CRIMINAL BACKGROUND CHECKS:**

4.24.1 Contractor is responsible for ensuring that each person performing services under this contract has successfully undergone a statewide background check for criminal conviction(s), evaluated in accordance with EEOC guidelines. Persons assigned to work under this contract must not have had any criminal convictions within the past 3 years for either a felony or a crime of moral turpitude.

4.24.2 Contractor shall remove an employee from service under this contract should Contractor become aware that the employee has been convicted of a crime as described above.

4.24.3 Contractor is responsible for any costs incurred in conducting criminal background checks, which shall be performed prior to the individual performing services hereunder.

4.24.4 In order to conduct periodic contract compliance reviews, and to the extent permitted by law, City may request or review background check results at any time. Contractor shall provide copies of the requested information, or access thereto in San Antonio, Texas, and shall obtain authorization for the disclosure from the employee at time of hire, or prior to performing work hereunder, as applicable, to the extent required. Contractor shall retain all criminal background checks for the retention period stated in section 006-General Terms and Conditions, and make them available in accordance therewith.

4.24.5 Contractor will be providing services under this contract for facilities with access to Criminal Justice Information Services (CJIS). Persons with any of the criminal histories shown below are not allowed unescorted access to CJIS Facilities. Since City staff have their own responsibilities, Contractor's employees providing services to CJIS facilities must pass this criminal background check to provide services in these locations.

4.24.5.1 Felony conviction – permanent disqualifier

4.24.5.2 Felony deferred adjudication – permanent disqualifier

4.24.5.3 Class A misdemeanor conviction – permanent disqualifier

4.24.5.4 Class A misdemeanor deferred adjudication – permanent disqualifier

4.24.5.5 Class B misdemeanor conviction – disqualifier for ten (10) years

4.24.5.6 Class B misdemeanor deferred adjudication – disqualifier for ten (10) years

4.24.5.7 Open arrest for any criminal offense (felony or misdemeanor) – disqualifier until disposition

4.24.5.8 Family violence conviction – permanent disqualifier

4.24.5.9 CJIS Facilities within this contract are: Emergency Dispatch Center (PSAP), Emergency Operations Center (EOC), Frank Wing Building (Municipal Courts), Municipal Plaza Building, Municipal Record Storage Facility, Plaza De Armas Building, Public Safety Tech. Center (ITSD/Central Patrol), Police Training Academy, Public Safety Headquarters (PSHQ), and SAPD Property & Evidence Facility.

4.24.5.10 Security Addendum for Criminal Justice Information Services (CJIS). Contractor will be required to provide services to City departments that perform criminal justice services. Criminal Justice Agencies, such as the San Antonio Police Department, are required to comply with the security requirements managed by the Federal Bureau of Investigations (FBI) and state agencies, such as the Texas Department of Public Safety. The Federal Criminal Justice Information Services Security Policy applies to every individual, Contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity with access to, or who operate in support of, criminal justice services and information. Agency shall comply with the Policy and shall execute the CJIS Security Addendum attached to this agreement. Contractor's employees or agents who are subject to the Policy will be required to sign a Contractor Employee Certification and be finger printed. All costs associated with compliance of the CJIS Policy shall be borne by the Contractor. Contractor shall comply with any changes made to the security requirements by law. Refer to Attachment H – CJIS Addendum.

## 005 - SUPPLEMENTAL TERMS & CONDITIONS

### Original Contract Term:

This contract shall begin upon the effective date of the ordinance awarding the contract and terminate on December 31, 2023.

### Renewals:

At City's option, this Contract may be renewed under the same terms and conditions for two (2) additional (1) year period(s). Renewals shall be in writing and signed by Director, without further action by the San Antonio City Council, subject to and contingent upon appropriation of funding therefore.

### Temporary Short Term Extensions:

City shall have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month to month basis, not to exceed three months. Said month to month extensions shall be in writing, signed by Director, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefore.

### Temporary Contract Pending Award of Contract by City Council:

Occasionally, the City has a need for goods or services prior to the date set for the San Antonio City Council to consider a contract for award. If such a situation arises with regard to this solicitation, and if City intends to recommend Vendor's bid to the City Council for award of a contract, City may require Vendor to provide goods or services prior to the date set for City Council to consider the bid for award of a contract. City shall provide Vendor advance written notice if such occasion arises.

In such event, City's written notice shall constitute acceptance of Vendor's bid and shall result in a temporary contract to provide goods and/or services until City Council considers and awards the contract contemplated in this solicitation. The total expenditure under the temporary contract shall not exceed \$50,000. The temporary contract shall begin on the date set forth in City's written notice and shall terminate when the total expenditure reaches \$50,000, or upon subsequent written notice from City, whichever shall occur sooner. Should City Council authorize award of a contract to Vendor pursuant to this solicitation, said award shall automatically terminate the temporary contract upon the effective date of the newly awarded contract.

During the term of the temporary contract, all goods or services shall be provided in accordance with the terms and conditions contained in this solicitation, with the exception of the Original Contract Term, which is modified as indicated above for the temporary contract.

Acceptance of Vendor's bid for the purposes of award of a temporary contract does not constitute award of the full contract with the Original Contract Term. Such a contract may only be awarded by the San Antonio City Council by passage of an ordinance. Neither does award of a temporary contract obligate City to recommend Vendor's bid for award to the City Council, or guarantee that the City Council will award the contract to Vendor.

### Change Orders:

Notwithstanding anything stated to the contrary in Section 006 – General Terms & Conditions, in order to comply with Texas law governing purchases made by municipalities, the following rules shall govern all change orders made under this contract.

Any change orders that become necessary during the term of this contract as a result of changes in plans, specifications, and quantity of work to be performed, materials, equipment or supplies to be furnished must be in writing and conform to the requirements of City Ordinance 2011-12-08-1014, as hereafter amended.

Any other change will require approval of the City Council, City of San Antonio.

Changes that do not involve an increase in contract price may be made by the Director.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated herein.

### Insurance:

A) Prior to the commencement of any work under this Agreement, Contractor shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the Finance Department, which shall be clearly labeled "Annual Contract for Fire Alarm Systems Inspections, Maintenance, and Repair Services – BESD, SAFD, and PARKS" in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person

authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must be signed by the Authorized Representative of the carrier, and list the agent's signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the Finance Department. No officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement.

B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City's Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

C) A Contractor's financial integrity is of interest to the City; therefore, subject to Contractor's right to maintain reasonable deductibles in such amounts as are approved by the City, Contractor shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Contractor's sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<u>TYPE</u>	<u>AMOUNTS</u>
1. Workers' Compensation	Statutory
2. Employers' Liability	\$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury d. Contractual Liability e. Independent Contractors f. Damage to property rented to you	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage must be on a per project aggregate.
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence
5. Umbrella or Excess Liability Coverage	\$2,000,000 per occurrence combined Bodily Injury (including death) and Property Damage.

D) Contractor agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Contractor herein, and provide a certificate of insurance and endorsement that names the Contractor and the CITY as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Contractor. Contractor shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

E) As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all required endorsements. Contractor shall be required to comply with any such requests and shall submit requested documents to City at the address provided below within 10 days. Contractor shall pay any costs incurred resulting from provision of said documents.

City of San Antonio  
Attn: Finance Department  
P.O. Box 839966  
San Antonio, Texas 78283-3966

F) Contractor agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured



performed under contract with the City, with the exception of the workers' compensation and professional liability policies;

- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City.
- Provide advance written notice directly to City of any suspension or non-renewal in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

G) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Contractor shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

H) In addition to any other remedies the City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.

I) Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractors' performance of the work covered under this Agreement.

J) It is agreed that Contractor's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

K) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided.

L) Contractor and any Subcontractors are responsible for all damage to their own equipment and/or property.

#### Bid Bonds:

Contractor must submit a bid bond, in a form acceptable to City, made payable to the City of San Antonio, executed by a corporate surety acceptable to City who is licensed pursuant to the Texas Insurance Code and listed on the United States Department of the Treasury's Listing of Approved Sureties (Dept. Circular 570) in the amount of \$1,000.00. The Bid Bond shall be valid for 120 days following the deadline for submission of bids. The Bid Bond must be accompanied by an original signed and notarized Power-of-Attorney bearing the seal of the issuing surety company and reflecting that the signatory to the bond is a designated Attorney-in-Fact. If Respondent is not selected, City will not collect on the bond, but will keep the original document pursuant to the Local Government Records Act and applicable retention schedule. Any bids received without a Bid Bond will be disqualified.

For electronic submissions, Respondent must provide the original bid bond to the City Clerk prior to bid opening a copy must be submitted electronically with Bid submission.

#### Payment Bond:

Contractor shall provide a payment bond as security for all persons supplying labor and material in the performance of this contract. Said bond shall be executed by a corporate surety acceptable to City, licensed pursuant to the Texas Insurance Code and listed on the United States Department of Treasury's Listing of Approved Sureties (Dept. Circular 570) in the full amount of the contract price. If this is an annual contract with estimated quantities, the bond shall be in the amount of the estimated contract price for a one year period. Said bond must be in a form acceptable to City. Said bond must have attached thereto a Power of Attorney as evidence of the authority of the person executing the bond to bind the surety. This bond must be furnished in compliance with the statutory requirements of the Texas Government Code, chapter 2253 and the Texas Property Code, chapter 53. This bond must be executed and delivered to City prior to commencement of work under this contract. Contractor is required to maintain the bond's value for the life of the contract, by supplementing the bond or providing a new one, as may be required, in the event of a draw. In addition, for any repairs exceeding the bond's value, Contractor must supply a supplemental Payment Bond, meeting the same requirements herein, to cover the incremental increase between this bond's value and the cost of the repair.

#### Performance Bond:

Contractor shall provide a performance bond made payable to the City of San Antonio, executed by a corporate surety acceptable to City who is licensed pursuant to the Texas Insurance Code and listed on the United State Department of Treasury's Listing of Approved Sureties (Dept. Circular 570) in the full amount of the contract price. If this is an annual

contract with estimated quantities, the bond shall be in the amount of the estimated contract price for a one year period. Said bond must be in a form acceptable to City. Said bond shall further provide that the surety shall indemnify the obligee for all damages or losses resulting from the principal's default. Said bond shall further guarantee the principal's performance of all terms and obligations under this contract. Said bond must have attached thereto a Power of Attorney as evidence of the authority of the person executing the bond to bind the surety. This bond must be furnished in compliance with the statutory requirements of the Texas Government Code, chapter 2253. This bond must be executed and delivered to City prior to commencement of work under this contract.

Prevailing Wage Rates: The Provisions of Chapter 2258 of the Texas Government Code are expressly made a part of this Contract. Contractor shall forfeit, as a penalty to Owner, sixty dollars (\$60.00) for each laborer, worker or mechanic employed for each calendar day, or portion thereof, in which such laborer, worker or mechanic is paid less than the stipulated prevailing wage rates for any work done under this Contract by the Contractor or any subcontractor employed on the project. The establishment of prevailing wage rates, pursuant to Chapter 2258 of the Texas Government Code, shall not be construed to relieve Contractor from its obligation under any federal or state law, regarding the wages to be paid to or hours worked by laborers, workers or mechanics, insofar as applicable to the work to be performed hereunder. Contractor, in the execution of this Project, agrees it shall not discriminate in its employment practices against any person because of race, color, creed, sex, or origin. Contractor agrees it shall not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, creed, national origin, sex, age, handicap or political belief or affiliation. This Contract provision shall be included in its entirety in any subcontract agreement entered into by the Contractor or any Subcontractor employed on the project.

Contractor shall comply with the Wage and Labor Standard Provisions stated above and prevailing wage rates attached hereto and incorporated herein for all purposes as Attachment I.

Contractor shall keep records as provided for by section 2258.024 of the Texas Government Code for the duration of the contract and for the records retention period indicated in Section 006-General Terms & Conditions.

Workers' Compensation:

Definitions:

Certificate of coverage ("certificate")- A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Department of Insurance, Workers' Compensation Division, or a coverage agreement (DWC-81, DWC-82, DWC-83, or DWC-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 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.

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.

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 certificate of coverage, prior to that person beginning work on the project, so the City will have on file certificates of coverage showing coverage for all persons providing services on the project; and

- no later than seven 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 year thereafter.

The contractor shall notify the City in writing by certified mail or personal delivery, within 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.

The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Division, 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:

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;

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;

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;

obtain from each other person with whom it contracts, and provide to the contractor:

a certificate of coverage, prior to the other person beginning work on the project; and

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;

retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

notify the City in writing by certified mail or personal delivery, within 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

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.

By signing this 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 Division's section 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 which entitles the City to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the City.

#### Incorporation of Attachments:

Each of the attachments listed below is an essential part of this contract, which governs the rights and duties of the parties, incorporated herein by reference, and shall be interpreted in the order of priority as appears below, with this document taking priority over all attachments:

Attachment A – Part One – General Information

Attachment A – Part Two – Experience, Background, Qualifications

Attachment A – Part Three – Proposed Plan

**Attachment B – Price Schedule Revision I Dated October 15, 2020 – Estimated Total Annual Cost to Perform Annual Inspection, Maintenance, and Repair Services for Fire Alarm Systems and Associated Equipment**

Attachment C – Contracts Disclosure Form

Attachment D – Litigation Disclosure Form

Attachment E – Veteran-Owned Small Business (VOSB) Preference Program Tracking Form

Attachment F – Certificate of Interested Parties (Form 1295)

Attachment G – Working with COSA – Keys to Faster Payments

Attachment H – Criminal Justice Information Services Addendum

Attachment I – Prevailing Wages

Attachment J – Site Visit Schedule

Attachment K – Proposal Checklist

~~Attachment L – Department/Location Listing -REMOVED FROM RFCSP~~

Attachment M – Equipment List Revision III Dated October 15, 2020

Attachment N – Vendor Communication

## 006 - GENERAL TERMS & CONDITIONS

Electronic Proposal Equals Original: If Vendor is submitting an electronic proposal, City and Vendor each agree that this transaction may be conducted by electronic means, as authorized by Chapter 322, Texas Business & Commerce Code, known as the Electronic Transactions Act.

### Delivery of Goods/Services:

Destination Contract: Vendor shall deliver all goods and materials F.O.B., City of San Antonio's designated facility, inside delivery, freight prepaid, to the address provided in this RFCSP or, if different, in the Purchase Order. Vendor shall bear the risk of loss until delivery. Freight charges will be paid only when expedited delivery is requested and approved in writing by the City. Vendor shall be responsible for furnishing necessary personnel or equipment and/or making necessary arrangements to off load at City of San Antonio facility, unless otherwise noted herein.

Failure to Deliver: When delivery is not met as provided for in the contract, the City may make the purchase on the open market, with any cost in excess of the contract price paid by Vendor, in addition to any other direct, indirect, consequential or incidental damages incurred by the City as a result thereof. In addition, Vendor may be removed from the City's list of eligible bidders.

Purchase Order: Each time a City department wishes to place an order against this contract, it will issue Vendor a purchase order. Vendor must have the purchase order before making any delivery.

Acceptance by City: City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by Vendor. City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If the City elects to accept nonconforming goods and services, the City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate the City for the nonconformity. Any acceptance by the City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

Testing: After award of contract, City may, at its sole option, test the product delivered to ensure it meets specifications. Initial testing shall be at City's expense. However, if the product does not to meet specifications, Vendor shall reimburse City for the costs of testing. City may withhold the cost of testing from any amounts owed to Vendor under this or any other contract, or invoice Vendor for same. If invoiced, Vendor shall pay City within 30 calendar days' of the invoice.

Warranty: A minimum of 90-days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products and/or services purchased under this RFCSP, unless otherwise specified in the Specifications/Scope of Services section of this RFCSP. This warranty shall provide for replacement of defective merchandise, parts, and labor, and shall include pick-up of the defective merchandise from City and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise, or completion of the service, as applicable.

**REJECTION OF DISCLAIMERS OF WARRANTIES & LIMITATIONS OF LIABILITY. ANY TERM OR CONDITION IN ANY DOCUMENT FURNISHED BY VENDOR, DISCLAIMING THE IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR ATTEMPTING TO LIMIT VENDOR'S LIABILITY SHALL BE OF NO FORCE OR EFFECT, AND SHALL BE STRICKEN FROM THE CONTRACT DOCUMENTS AS IF NEVER CONTAINED THEREIN.**

### Invoicing and Payment:

Address for Invoices. All original invoices must be sent to: City of San Antonio, Attn: Accounts Payable, P.O. Box 839976, San Antonio, Texas 78283-3976.

#### Information Required On Invoice:

All invoices must be in a form and content approved by the City. City may require modification of invoices if necessary in order to satisfy City that all billing is proper and pursuant to the terms of the contract. Invoices are required to show each City Purchase Order Number. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any). All invoices must show unit prices for each item being billed, the quantity of items being billed and the total for each item, as well as the total for all items on the invoice. If prices are based on list prices basis, then the list prices, the percentage discount or percentage surcharge, net unit prices, extensions and net total prices must be shown. Prompt payment discounts offered shall be shown separately on the invoice.

#### Payment by City:

In accordance with the Texas Prompt Payment Act, City shall have not less than 30 days to pay for goods or services. Time for payment, including payment under discount terms, will be computed from the later of: (1) the date the City

receives conforming goods under the contract; (2) the date performance of the service under the contract is completed; or (3) the date the City receives a correct and valid invoice for the goods or services. Payment is deemed to be made on the date of mailing of the check. Payment is made in US dollars only.

This provision shall not apply where there is a bona fide dispute between the City and Vendor about the goods delivered or the service performed that causes the payment to be late, or where the invoice is not mailed to the address provided herein.

The payment amount due on invoices may not be manually altered by City personnel. Once disputed items are reconciled, Vendor must submit a corrected invoice or a credit memorandum for the disputed amount. City will not make partial payments on an invoice where there is a dispute.

**NECESSITY OF TIMELY INVOICE / WAIVER OF PAYMENT.** NOTWITHSTANDING THE FORGOING, THE CITY CANNOT PAY FOR ANY GOODS OR SERVICES WITHOUT AN INVOICE. VENDOR MUST INVOICE CITY NO LATER THAN 90 CALENDAR DAYS FROM THE DATE GOODS ARE DELIVERED OR SERVICES RENDERED. FAILURE TO SUBMIT AN INVOICE WITHIN SAID 90 DAY SHALL NEGATE ANY LIABILITY ON THE PART OF CITY AND CONSTITUTE A **WAIVER** BY VENDOR OF ANY AND ALL RIGHT OR CLAIMS TO COLLECT MONEYS THAT VENDOR MAY RIGHTFULLY BE OTHERWISE ENTITLED TO FOR GOODS OR SERVICES PERFORMED.

The total price for all goods and/or services is shown on the Price Schedule. No additional fees or expenses of Vendor shall be charged by Vendor nor be payable by City. The parties hereby agree that all compensable expenses of Vendor are shown on the Price Schedule. If there is a discrepancy on the Price Schedule between the unit price for an item, and the extended price, the unit price shall govern.

**Change Orders:** In order to comply with Texas law governing purchases made by municipalities, the following rules shall govern all change orders made under this contract.

Any change orders that become necessary during the term of this contract as a result of changes in plans, specifications, quantity of work to be performed, materials, equipment or supplies to be furnished may be approved by the Director, provided that such change orders:

- are made in writing, signed by the Director;
- do not involve an increase or decrease in contract price of more than \$25,000; and
- sufficient funds have already been allocated by City or are available to the Director to cover any increase in contract price.

Any other change will require approval of the City Council, City of San Antonio.

Changes that do not involve an increase in contract price may, however, be made by the Director.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated herein.

**Termination:**

**Termination-Breach:** Should Vendor fail to fulfill in a timely and proper manner, as determined solely by the Director, its material obligations under this contract, or violate any of the material terms of this contract, the City shall have the right to immediately terminate the contract in whole or in part. Notice of termination shall be provided in writing to Vendor, effective upon the date set forth in the notice. City may, in City's sole discretion, provide an opportunity for Vendor to cure the default. If City elects to offer an opportunity to cure, City shall provide notice to Vendor specifying the matters in default and the cure period. If Vendor fails to cure the default within the cure period, City shall have the right, without further notice, to terminate the contract in whole or in part. Such termination shall not relieve Vendor of any liability to the City for damages sustained by virtue of any breach by Vendor.

**Termination-Notice:** City may terminate this contract, in whole or in part, without cause. City shall be required to give Vendor notice ten days prior to the date of termination of the contract without cause.

**Termination-Funding:** City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

Termination by City may be effected by Director, without further action by the San Antonio City Council.

**Independent Contractor:** Vendor covenants and agrees that it is an independent contractor and not an officer, agent, servant or employee of City. City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by Vendor under this contract and that Vendor has no authority to bind City. The doctrine of respondeat superior shall not apply as between City and Vendor.

## **INDEMNIFICATION:**

**VENDOR covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, CITY and the elected officials, employees, officers, directors, volunteers and representatives of CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to VENDOR'S activities under this Agreement, including any acts or omissions of VENDOR, any agent, officer, director, representative, employee, consultant or subcontractor of VENDOR, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT VENDOR AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. In addition, Vendor agrees to indemnify, defend, and hold the City harmless from any claim involving patent infringement, trademarks, trade secrets, and copyrights on goods supplied.**

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. VENDOR shall advise CITY in writing within 24 hours of any claim or demand against CITY or VENDOR known to VENDOR related to or arising out of VENDOR's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at VENDOR's cost. CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving VENDOR of any of its obligations under this paragraph.

**Assignment:** Except as otherwise stated herein, Vendor may not sell, assign, pledge, transfer or convey any interest in this contract, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of Director. As a condition of such consent, if such consent is granted, Vendor shall remain liable for completion of the services and provision of goods outlined in this contract in the event of default by the successor vendor, assignee, transferee or subcontractor. Any attempt to transfer, pledge or otherwise assign this Contract without said written approval, shall be void ab initio and shall confer no rights upon any third person.

**Ownership of Documents:** Pursuant to Texas Local Government Code Chapter 201, any and all Records produced by Vendor pursuant to the provisions of this contract are the exclusive property of City; and no such Record shall be the subject of any copyright or proprietary claim by Vendor. The term "Record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic.

Vendor understands and acknowledges that as the exclusive owner of any and all such Records, City has the right to use all such Records as City desires, without restriction.

### **Records Retention:**

Vendor and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder ("Documents"), and shall make such Documents available to the City at their respective offices, at all reasonable times and as often as City may deem necessary during the contract period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

Vendor shall retain any and all Documents produced as a result of services provided hereunder for a period of four years ("Retention Period") from the date of termination of the contract. If, at the end of the Retention Period, there is litigation or other questions arising from, involving or concerning these Documents or the services provided hereunder, Vendor shall retain the records until the resolution of such litigation or other such questions. Vendor acknowledges and agrees that City shall have access to any and all such Documents at any and all times, as deemed necessary by City, during said Retention Period. City may, at its election, require Vendor to return the documents to City at Vendor's expense prior to or at the conclusion of the Retention Period. In such event, Vendor may retain a copy of the documents.

Vendor shall notify City, immediately, in the event Vendor receives any requests for information from a third party, which pertain to the Documents referenced herein. Vendor understands and agrees that City will process and handle all such requests.

S.B. 943 – Disclosure Requirements for Certain Government Contracts: For contracts (1) with a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City, or (2) that result in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a given fiscal year, Vendor acknowledges that the requirements of the Texas Public Information Act, Government Code, Chapter 552, Subchapter J, pertaining to the preservation and disclosure of Contracting Information maintained by the City or sent between the City and a vendor, contractor, potential vendor, or potential contractor, may apply to this bid and any resulting contract. Vendor agrees that the contract can be terminated if Vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

By submitting a bid, Bidder warrants and certifies, and a contract awarded pursuant to this RFCSP is made in reliance thereon, that it, has not knowingly or intentionally failed to comply with this subchapter in a previous bid or contract. City hereby relies on Vendor's certification, and if found to be false, City may reject the bid or terminate the Contract for material breach

Severability: If any clause or provision of this contract is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this contract shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein. It is also the intention of the parties hereto that in lieu of each clause or provision of this contract that is invalid, illegal, or unenforceable, there be added as a part of the contract a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

Compliance with Law: Vendor shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

Certifications: Vendor warrants and certifies that Vendor and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

Non-waiver of Performance: Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

**Venue: Venue of any court action brought directly or indirectly by reason of this contract shall be in Bexar County, Texas. This contract is made and is to be performed in Bexar County, Texas, and is governed by the laws of the State of Texas.**

Non-discrimination: As a condition of entering into this agreement, Vendor represents and warrants that it will comply with the City's Commercial Nondiscrimination Policy, as described under Section III.C.1 of the SBEDA Ordinance. As part of such compliance, Vendor shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Vendor retaliate against any person for reporting instances of such discrimination. Vendor shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. Vendor understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of Vendor from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Vendor shall include this nondiscrimination clause in all subcontracts for the performance of this contract.

As a party to this contract, Vendor understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.



Delinquent Taxes: In the event that Vendor is or subsequently becomes delinquent in the payment of taxes owed to the City of San Antonio, the City reserves the right to deduct any delinquent taxes from payments that the City may owe to the delinquent Vendor as a result of this contract.

Prohibition on Contracts with Companies Boycotting Israel:

Texas Government Code §2271.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$1000, 000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Contracts with Companies Engaged in Business with Iran, Sudan, or Foreign Terrorist Organization Prohibited: Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §§2270.0201 or 2252.153. Vendor hereby certifies that it is not identified on such a list and that it will notify City should it be placed on such a list while under contract with City. City hereby relies on Vendor's certification. If found to be false, or if Vendor is identified on such list during the course of its contract with City, City may terminate the Contract for material breach.

Attorney's Fees: The Parties hereto expressly agree that, in the event of litigation, each party hereby waives its right to payment of attorneys' fees

Binding Contract: This contract shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

Entire Agreement: This contract, including City's final electronically posted online version together with its authorizing ordinance and its price schedule(s), attachments, addendums, purchase orders, and exhibits, if any, and Respondent's proposal, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. City's solicitation documents shall control over Respondent's proposal in the event of a conflict. No other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereof, and be duly executed by the parties, in accordance with the Change Order provision herein. **Parties agree that City's final electronically posted online version of this solicitation contains the agreed upon specifications, scope of services, and terms and conditions of this contract, and shall control in the event of a conflict with any printed version signed and submitted by Vendor.**

**007 - SIGNATURE PAGE**

By submitting a proposal, Respondent represents that:

(s) he is authorized to bind Respondent to fully comply with the terms and conditions of City's Request for Competitive Sealed Proposals for the prices stated therein;

(s) he has read the entire document, including the final version issued by City, and agreed to the terms therein;

Respondent is in good standing with the Texas State Comptroller's Office; and

to the best of his/her knowledge, all information is true and correct.

Complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

Respondent Information:

(Please Print or Type)

Vendor ID No.

\_\_\_\_\_

Signer's Name

\_\_\_\_\_

Name of Business

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Zip Code

\_\_\_\_\_

Email Address

\_\_\_\_\_

Telephone No.

\_\_\_\_\_

Fax No.

\_\_\_\_\_

City's Solicitation No.

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign Proposal

\_\_\_\_\_  
Title of Person Authorized to Sign Proposal

\_\_\_\_\_  
Date

## 008 - STANDARD DEFINITIONS

**Whenever a term defined by the Uniform Commercial Code (“UCC”), as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.**

All-or-None Bid – a request for competitive sealed proposal in which the City will award the entire contract to one respondent only.

Alternate Proposal - two or more proposals with substantive variations in the item or service offered from the same respondent in response to a solicitation.

Assignment - a transfer of claims, rights or interests in goods, services or property.

BESD – City’s Building and Equipment Services Department.

Bid – a complete, signed response to a solicitation. The term “bid” is synonymous with the term “offer”.

Bid Opening – a public meeting during which bid responses are disclosed.

Bidder – a person, firm or entity that submits a bid in response to a solicitation.

Bid Bond or Bid Guarantee – security to ensure that Bidder (a) will not withdraw the bid within the period specified for acceptance, and (b) will furnish any required bonds or performance guarantees, and any necessary insurance within the time specified in the solicitation.

Change Order - a change to the plans or specifications of the contract, or an increase or decrease in the quantity of work to be performed or of materials, equipment, or supplies to be furnished, issued by the Director after the proposal has been accepted by the City.

City - the City of San Antonio, a Texas home-rule municipal corporation.

City Designated Departmental Representative (CDDR) – the facilities maintenance manager or coordinator for the respective City department.

Contract - the binding legal agreement between the City and Vendor.

Contractor - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

COSA – City of San Antonio.

Director – the Director of City’s Purchasing & General Services Department or Director’s designee.

Equal or Equivalent - terms to indicate that similar products or other brands may be acceptable for purchase if specifications and functional requirements are met.

Equipment – the Fire Alarm System and all associated components as required by this solicitation.

Helper – a person that is part of an apprenticeship program that is recognized by manufacturer or other industry recognized organizations. If a helper is used, the helper is under the direct supervision of the contractor’s qualified technician. A helper cannot be on site without a qualified technician. The helper shall be in a registered apprenticeship program per the Department of Labor and the National Apprenticeship Act or other industry recognized organizations.

Holidays – holidays are defined as City recognized holidays as published on the City’s web site at <http://www.sanantonio.gov/gpa/holidaysandclosures>.

ID Badges – identification badges.

Line Item - a listing of items in a proposal for which a respondent is expected to provide separate pricing.

Materials – materials include, but are not limited to: parts, chemicals, instruments and other goods used to perform the requirements in this solicitation.

NETA – International Electrical Testing Association.

NFA – National Fire Protection Agency.

NITC – National Inspection Testing and Certification Corporation

Non-Responsive Proposal - a proposal or offer that does not comply with the terms and conditions, or specifications and/or requirements of the RFCSP.

Offer - a complete, signed response to an RFCSP that, if accepted, would bind Respondent to perform the resultant contract. The term “offer” is synonymous with the terms “bid” and “proposal”.

Part(s) – all materials and goods used to perform the requirements in this solicitation. Interchangeable with the word component(s).

Payment Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor’s failure to pay suppliers and subcontractors.

Performance Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Performance Deposit - security provided by the contractor to protect City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Pre-Submittal Conference - a meeting conducted by the City, held in order to allow respondents to ask questions about the proposed contract and particularly, the contract specifications.

Proposal - a complete, signed response to a solicitation. The term "proposal" is synonymous with the terms "offer" and "bid".

Proposal Bond or Proposal Guarantee - security to ensure that Respondent (a) will not withdraw the proposal within the period specified for acceptance, and (b) will furnish any required bonds or performance guarantees, and any necessary insurance within the time specified in the solicitation.

Proposal Opening - a public meeting during which proposal responses are opened and the names of respondents are read aloud.

Purchase Order - a validly issued order placed by an authorized City department for the purchase of goods or services, written on the City's standard purchase order form, and which is Vendor's authority to deliver to and invoice the City for the goods or services specified in a RFCSP for the price stated in Vendor's proposal.

Request for Competitive sealed Proposal (RFCSP) – a solicitation for a specified good or a service, evaluated on the basis of price and other factors.

Respondent - a person, firm or entity that submits a proposal in response to a solicitation. The respondent whose proposal is accepted by City may also be referred to herein as Contractor, Vendor or Supplier. The term "respondent" is synonymous with the term "bidder".

Responsible Offeror - a respondent who is known to have the necessary competence and qualifications to perform and provide all requirements of an intended contract.

Responsive Offeror - a respondent who tenders a proposal which meets all requirements of the RFCSP and is a responsible offeror.

Scheduled Maintenance – regular maintenance required by codes and the manufacturer's standards. Scheduled maintenance is work that is periodically performed on Equipment for the purpose of maintaining Equipment in satisfactory operating condition and to lessen the likelihood of it failing. Scheduled Maintenance is performed while the Equipment is functioning or by temporarily placing the Equipment out of service, so that it does not break down unexpectedly. Scheduled maintenance involves systematic inspection, detection, prevention, and correction of incipient failures, before they become failures. Scheduled maintenance tasks are performed specifically to prevent failure from occurring. These tasks shall consist of but not be limited to: inspections, tests, measurements, adjustments, lubrication, replacement of parts and components before they actually fail. In addition, it includes detailed record keeping and data analysis to avoid Equipment deterioration, so worn, fatigued or damaged parts and components shall be replaced or serviced before they cause system failures. Service necessitated by normal wear and tear shall be included in Scheduled Maintenance.

Sealed Proposal - a proposal submitted as a sealed document, whether hard copy or electronic, by a prescribed time to the location indicated in the RFCSP. The contents of the proposal will not be made public prior to the award of the contract.

Specifications - a description of what the City requires and what the respondent must offer; a description of the physical or functional characteristics of a product or material, or the nature of a service or construction item.

Subcontractor - a person, firm or entity providing goods or services to a vendor to be used in the performance of the Vendor's obligations under the contract with City.

Supplier - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Vendor - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Waiver of Irregularity - noting, but disregarding an immaterial variance within a proposal.

009 - ATTACHMENTS

ATTACHMENT A, PART ONE

GENERAL INFORMATION

1. **Respondent Information:** Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: \_\_\_\_\_  
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Website address: \_\_\_\_\_

Email address: \_\_\_\_\_

Year established: \_\_\_\_\_

Provide the number of years in business under present name: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_\_\_\_\_

Texas Comptroller's Taxpayer Number, if applicable: \_\_\_\_\_  
(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: \_\_\_\_\_

Business Structure: Check the box that indicates the business structure of the Respondent.

- Individual or Sole Proprietorship If checked, list Assumed Name, if any: \_\_\_\_\_
- Partnership
- Corporation If checked, check one:  For-Profit  Nonprofit
- Also, check one:  Domestic  Foreign
- Other If checked, list business structure: \_\_\_\_\_

Printed Name of Contract Signatory: \_\_\_\_\_

Job Title: \_\_\_\_\_

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide address of office from which this project would be managed:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Annual Revenue: \$ \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Total Number of Current Clients/Customers: \_\_\_\_\_

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Related Companies:

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2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes \_\_\_ No \_\_\_

4. Is Respondent registered with the Texas Secretary of State?

Yes \_\_\_ No \_\_\_ If "Yes", provide your registered filing number associated with your registration. The filing number is the unique 10-digit number assigned by the Secretary of State (SOS) to each business organization, name, registration, or name reservation filed with the SOS.

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5. Where is the Respondent's corporate headquarters located (City, State, and Physical Address)?

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6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes \_\_\_ No \_\_\_ If "Yes", respond to a and b below:

- a. How long has the Respondent conducted business from its San Antonio office?

Years \_\_\_\_\_ Months \_\_\_\_\_

- b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes \_\_\_ No \_\_\_ If "Yes", respond to c and d below:

- c. How long has the Respondent conducted business from its Bexar County office?

Years \_\_\_\_\_ Months \_\_\_\_\_

- d. State the number of full-time employees at the Bexar County office. \_\_\_\_\_

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes \_\_\_ No \_\_\_ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

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8. **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

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**9. Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes \_\_\_ No \_\_\_ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

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**10. Disciplinary Action:** Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

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**11. Previous Contracts:**

a. Has the Respondent ever failed to complete any contract awarded?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

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b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

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c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

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## REFERENCES

Provide three (3) reference letters from three (3) separate organizations/companies/firms, that the Respondent has provided services to, similar to those contained within the Scope of this RFCSP, within the past three (3) years. The contact person named on the reference letter should be familiar with the day-to-day management of the contract and would be able to provide type, level, and quality of services performed. In addition, please provide the contact information below for the references you have submitted.

<b>Reference No. 1</b>		
Firm/Company Name		
Contact Name:	Title:	
Address:		
City:	State:	Zip Code:
Telephone No:	Fax No:	
Date and Description of Service(s) Provided:		
Email Address:		
<b>Reference No. 2</b>		
Firm/Company Name		
Contact Name:	Title:	
Address:		
City:	State:	Zip Code:
Telephone No:	Fax No:	
Date and Description of Service(s) Provided:		
Email Address:		
<b>Reference No. 3</b>		
Firm/Company Name		
Contact Name:	Title:	
Address:		
City:	State:	Zip Code:
Telephone No:	Fax No:	
Date and Description of Service(s) Provided:		
Email Address:		



## ATTACHMENT A, PART TWO

### EXPERIENCE, BACKGROUND, QUALIFICATIONS

1. Describe Respondent's experience relevant to the Scope of Services requested by this RFCSP. List and describe relevant projects of similar size and scope performed over the past four years. Identify associated results or impacts of the project/work performed and provide summary of equipment that were maintained by the vendor.
2. For evaluation purposes, Contractor shall submit a list of service contracts within the last ten (10) years, and list any names under which the organization has performed business within the last five (5) years.
  - a. **The Contractor shall provide with bid response a list of at least three (3) references** for which equipment services of the same type and to the same degree was provided within the last three (3) years. References should include the company name, point of contact, phone number, description of services provided, date of service, and size of facility. Respondents shall submit, upon request of the City of San Antonio, for evaluation purposes, a resume of experience of the assigned foreman and service personnel. Contractor shall provide a list of other name(s) under which organization has done business within the last five (5) years.
3. Describe Respondent's specific experience with public entities, and large municipalities with contracts of similar scope. If Respondent has provided services for the City in the past, identify the name of the project and the department for which Respondent provided those services.
4. List other resources, including total number of employees, number and location of offices, number and types of equipment available to support this project.
5. If Respondent is proposing as a team or joint venture or has included sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint ventures and/or sub-contractors have worked together in the past. Provide detailed information of joint venture's and/or sub-contractors responsibility within the contract.
6. Provide Respondent's technician's factory trained certifications for Scheduled Maintenance service and Other Services as required by the specification/scope of work; or "alternative letter" in accordance with section 4.2.2.1.
7. Contractor's technicians shall have at least five (5) years of experience in maintenance and repairs of the Equipment. Contractor shall supply documentation to confirm this amount of actual experience in accordance with section 4.2.2.2.
8. Provide documentation that at least one technician meets the journeyman license requirement for the State of Texas.
9. Provide documentation certifying technicians are OSHA work environment certifications, and chemical usage safety training.
10. Fully describe Respondent's company and experience as it relates to the following:
  - a. History of company (to include number of years/months in business);
  - b. History of company operations and types of services performed over the past ten (10) years;
  - c. List any names under which the organization has performed business with the last five (5) years.
  - d. History of Equipment cleaning, inspections, Scheduled Maintenance and Other Services contracts, businesses/organizations, address, phone numbers, points of contact, length of contracts, and which contracts, if any, were terminated for cause or convenience.
11. Provide Respondent's technicians' certification from United Association of Journeymen and the Apprentices of the Plumbing, Pipefitting and Sprinkler Fitting Industry of the United States; National Inspection, Testing and Certification Corporation Journey Level Plumber, and/or comparable requirements of other organizations. Also provide technicians' State of Texas certification.
12. Provide Respondent's technicians certification to work with chemicals used in this solicitation.
13. Provide Respondent's manufacturers equipment certification as an authorized service provider.
14. State the primary work assignment and the percentage of time key personnel will devote to the project if awarded the contract.
15. Provide documentation and/or licenses that demonstrate plumbing and electrical staff are certified as journeyman by the State of Texas.
16. Provide Respondent's quality program standards.
17. Provide Respondent's continuing education program.

18. Additional Information: Identify any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.

## ATTACHMENT A, PART THREE

### PROPOSED PLAN

Prepare and submit the following items.

**FIRE ALARM SYSTEM(S) MAINTENANCE AND OTHER PLANS** – Prepare and submit narrative responses to address the following items.

1. **Ramp Up Plan (Mobilization Plan)** – Describe how Respondent will ramp up to meet Equipment Scheduled Maintenance, inspection and Other Services requirements and implement contract upon award. Provide information such as staffing, availability of equipment, chemicals, parts, and Other Services, and customer service. Provide an implementation timeline beginning upon notice of award for Respondent to be able to mobilize.

- a. Describe the steps or actions the vendor will take to become familiar with the equipment, at the different locations.
- b. Explain how Respondent is planning to develop the required plans.

2. **Staffing and Organization Plan (Who is going to be part of the Contract)** – Describe Respondent's Staffing Plan to provide the required services by the specification/scope of work for the Equipment listed in the solicitation.

For each person to be assigned to work under the contract, provide certifications, licenses, experience and education, proof of manufacturer training and areas of responsibility. Include the person(s) who will be assigned primary responsibility for administration of the resulting contract and for supervision of performance of work under the contract, if different. Provide 24/7 telephone numbers and e-mail addresses for this person(s).

Provide a reporting/workflow hierarchy reflecting Respondent's proposed team to perform under the contract. For each position reflected on the organizational chart, provide the following information for individual(s) assigned to each position.

The Staffing and Organization Plan shall address these items:

Provide the number of personnel that is proposed for this contract.

- a. Explain Respondent's staff roles and responsibilities that will be assigned as part of this contract.

Describe Respondent's current capacity to serve the contractual duties of this contract and other contracts as well as the additional capacity that may be required as a result of this annual contract. If additional resources and staff are needed, describe in detail your plan for acquiring these resources.

- a. Describe Respondent's current equipment/materials and resources to perform scope of services.
- b. Quantify and/or list the available equipment/materials and resources to perform scope of services.
- c. Explain how the Respondent is planning to meet the Other Services work as required by the specification/scope of work.
  - i. Describe Respondent's response plan for Emergency and Routine service calls. Indicate how Respondent will meet the required minimum response time for each service call. Include information on how Respondent meets (or will meet) the requirement to (establish) maintain an office that allows the required response.
  - ii. Explain how Respondent is planning to meet multiple service calls and continue with the Scheduled Maintenance requirements.
  - iii. Explain how the Respondent is planning to have sufficient tools and/or materials so these items are not a limiting factor in meeting multiple service calls.
- d. If additional resources are needed, describe in detail your plan for acquiring these resources.
  - i. Explain how additional equipment/material and resources that are readily available to perform required services may be obtained.

Explain how the Respondent is planning to meet technician certification requirements for all services.

Describe process for performing Background Checks on all employees and retention procedure for maintaining background checks.

Describe Respondent's plan for providing service during regular business-hours and after-hours, weekends, and holidays as requested. Provide point of contact information.

Respondent's Contact Information: Regular Business-Hours and After-Hours, including weekends, and holidays:

	Point of Contact:	Phone Number:
Regular Hours: Telephone		
Regular Hours: Cell Phone		
Regular Hours: Pager Phone		
Regular Hours: General		
After Hours: Telephone		
After Hours: Cell Phone		
After Hours: Pager Phone		
After Hours: General Manager		

Provide an example of your organization plan and the staff that will provide the different services under this contract.

- a. Organizational charts
  - b. Technical level and certification for the staff in the organization charts.
  - c. Services to be provided by the staff in the organization chart.
  - d. Proposed team members and associated roles/responsibilities that will be assigned to the contract.
3. **Scheduled Maintenance Plan** – Describe Respondent’s proposed plan to conduct operations, including service categories, specific tasks, staff assigned, and schedule of events.
- a. Describe Respondent’s plan to meet Scheduled Maintenance and Other Services of the Equipment throughout the term of the contract as required by the specification/scope of work. Identify tasks and schedule. Provide written procedures of all maintenance tasks to be performed.
  - b. Respondent shall include a copy of the proposed Scheduled Maintenance and proposed schedule for the Equipment.
  - c. Respondent shall include a copy of the service report for the Equipment.
  - d. Respondent shall include a copy of the service log for the Equipment.
  - e. Indicate how Respondent distinguishes minor services from major services.
  - f. Explain Respondent’s plan to develop Scheduled Maintenance Plan.
    - 1) Identified the standards that shall be used for Plan.
    - 2) Explain how the Respondent is planning to develop the Equipment Scheduled Maintenance plan, the documents that will be used to develop plan and the required checklists or maintenance action sheets.
  - g. Explain how the Respondent is planning to provide documentation of all services required by the specification/scope of work.
    - 1) Provide example of service plan, service reports, service log, life cycle report and other documentation.
  - h. Explain how the Respondent is planning to develop Life Cycle Report. Explain how the Respondent is planning to use service call information and the results from the Scheduled Maintenance to support the information in the Life Cycle Report.
  - i. Explain how the Respondent is planning to meet warranty requirements.
  - j. Explain how the Respondent is planning to meet Maintenance documentation requirements.
  - k. Explain how the Respondent is planning to get technical support for services that would require support from manufacturer or other organization.
4. **Quality Control (QC) Program** – Describe Respondent’s current QC Program to include procedures and personnel utilized for quality control, contract performance deficiencies and problem resolution, self-assessment, interaction with City Staff, and control of subcontractors’ performance, if any. Explain how your current procedures meet the needs of your current customers.
- a. Explain how the Respondent is planning to address City Staff performance issues when City Staff has concerns on Contractor employees’ performance.
  - b. Explain how the Respondent is planning plan to use industry standards to meet quality requirements.

- c. Explain how the Respondent is planning to provide quality documentation that meets the specification/scope of work requirements.
  - d. Explain how the Respondent is planning to provide accurate and timely invoices.
  - e. Explain how the Respondent is planning to use service calls, equipment information and call backs to improve Equipment usable life, energy and water conservations, efficiency, operation effectiveness, reliability; staffing; schedule maintenance plan, etc..
  - f. Explain how the Respondent is planning to perform quality and safety inspections.
  - g. Explain how Respondent is planning to address erroneous troubleshooting and service recommendation.
5. **Customer Service Plan** – Describe Respondent customer service plan and discuss lines of communication and interaction with City Staff and others.

Provide primary point of contact information for Awarded Contractor(s) Account Representative. Respondent shall submit, with its proposal submittal, the name, address, and phone number of the person(s) to be contacted for the coordination of service. Respondent shall submit preferred method(s) to receive service requests from City departments.

- a. Explain how the Respondent is planning to work with the City Staff to meet the scope of work requirements.
- b. Explain how the Respondent's different organization levels are going to work with the City Staff to meet the scope of work requirements.
- c. Explain how the Respondent is planning to provide submittals, invoices, and other documents.

**Awarded Contractor(s) Account Representative:**

<b>Name:</b>		
<b>Title:</b>		
<b>Office Location:</b>		
<b>Mailing Address:</b>		
<b>Fax #</b>		
<b>Email:</b>		
<b>Office Phone:</b>		<b>Cell Phone:</b>

**Service Request Information:**

Service request shall be placed via: (check all that apply) \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email

<b>Contact Person:</b>	
<b>Phone:</b>	
<b>Fax #:</b>	
<b>Email:</b>	

- 6. **Safety and Spill Plan** – Describe how Respondent will implement a Safety and Spill Plan for the contract, including plan to address work hazard assessment and employee injuries and accidents.
- 7. **Training Plan** – Describe Respondent's training and instruction programs that Respondent will provide to its employees assigned to perform this contract to keep employees' skills current. Describe how continuing education/training will be provided especially as relevant to the various makers and models of Equipment in the facilities inventory. What does training program consist of? List names of classes and frequency of training.

8. **Environmental Standards/Practices** – Describe how Respondent will utilize environmentally friendly (green) chemicals, products and practices. Provide a listing of environmentally friendly (green) chemicals and service products/options that will be suggested to City Staff for Scheduled Maintenance, Other Services and repair services.
9. **Tools and Parts** – Describe Respondent’s ability to obtain and maintain any necessary proprietary tools and chemicals necessary to perform the cleaning and inspection requirements of the scope of services. Provide an inventory of short-term and long-term delivery items.
10. **Warranty** – Describe Respondent and manufacturer warranty programs for parts and services required for Respondent to perform the scope of services for this contract.
11. **Life Cycle Management Program and Report** – Describe Respondent’s ability to provide a life cycle management program and reports that conducts a full analysis of the current Equipment installation and prepares a modernization plan to raise the Equipment to modern safety, accessibility, performance, and aesthetics standards.
12. **Invoicing Plan** – Provide an example of an invoice, displaying the invoices information requirements per Section 004 – Specifications / Scope of Service – 4.14 – Submittals.
13. **Additional Information** – Provide any additional plans and/or relevant information about Respondent’s approach to providing the required services.

**ATTACHMENT B - PRICE SCHEDULE REVISION I DATED OCTOBER 15, 2020**

**Estimated Total Annual Cost to Perform Annual Inspection, Maintenance, and Repair Services for Fire Alarm Systems and Associated Equipment**

**RFCS 20-060, RFX: 6100012579**

**Posted as a separate document**

**ATTACHMENT C  
CONTRACTS DISCLOSURE FORM**

Complete and submit a Contracts Disclosure Form with the proposal. The Contracts Disclosure Form may be downloaded at: <https://www.sanantonio.gov/Portals/0/Files/efrms/Atty/ContractsDisclosureForm.pdf>

Instructions for completing the Contracts Disclosure form are listed below: (Complete all fields. Note: All fields must be completed prior to submitting the form. Place filled form in bid package per check list.)

1. Download form and complete all fields. All fields must be completed electronically prior to submitting the form.
2. All respondents must include the following information in the required Contracts Disclosure Form at the time the original proposal is submitted:
  - a. Names of the agency board members and executive committee members,
  - b. List of positions they hold as an individual or entity seeking action on any matter listed:
    - i. The identity of any individual who would be a party to the transaction;
    - ii. The identity of any entity that would be a party to the transaction and the name of;
      1. Any individual or entity that would be a subcontractor to the transaction;
      2. Any individual or entity that is known to be a partner or a parent entity that is anticipated to be involved in the execution of the transaction; and
      3. The board members, executive committee members, and officers of entities listed above; and
    - iii. The identity of any lobbyist, attorney or consultant employed for purposes relating to the transaction being sought by any individual or entity who would be a party to the transaction.
  - c. Names and titles of officers of the organization.
3. Click on the "Print" button and place the copy in your proposal response as indicated in the Proposal Checklist.

**NOTE: it is recommended not to use Chrome browser to access this form. If you have difficulty accessing please contact the Staff Contact Person identified on the Title page of this RFCS**

**ATTACHMENT D**  
**LITIGATION DISCLOSURE FORM**

**Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.**

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes \_\_\_      No \_\_\_

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes \_\_\_      No \_\_\_

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes \_\_\_      No \_\_\_

**If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.**



**ATTACHMENT E**

**VETERAN-OWNED SMALL BUSINESS (VOSB) PREFERENCE PROGRAM**

Pursuant to Ordinance No. 2013-12-05-0864, effective for solicitations issued after January 15, 2014, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Program Tracking Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Program Tracking Form  
(See following pages)

**City of San Antonio**  
**Veteran-Owned Small Business Program Tracking Form**

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**Authority.** San Antonio City Code Chapter 2, Article XI describes the City's veteran-owned small business preference program.

**Tracking.** This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.

**Certification.** The City relies on inclusion in the database of veteran-owned small businesses (VOSB) maintained by the U.S. Small Business Administration to verify VOSB status; however, veteran status may also be confirmed by certification by another public or private entity that uses similar certification procedures.

**Definitions.**

The program uses the federal definitions of veteran and veteran-owned small business found in 38 CFR Part 74.

- The term "veteran" means a person who served on active duty with the U.S. Army, Air Force, Navy, Marine Corps, Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in line of duty or while in training status.
- A veteran-owned small business is a business that is not less than 51 percent owned by one or more veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; the management and daily business operations of which are controlled by one or more veterans and qualifies as "small" for Federal business size stand purposes.

The program uses the below definition of joint venture.

- Joint Venture means a collaboration of for-profit business entities, in response to a solicitation, which is manifested by a written agreement, between two or more independently owned and controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture.

The program does not distinguish between a veteran and a service-disabled veteran-owned business and is not limited geographically.

COMPLETE THE FOLLOWING FORM AND SUBMIT WITH YOUR BID/PROPOSAL.

**INSTRUCTIONS**

- IF SUBMITTING AS A PRIME CONTRACTOR ONLY, COMPLETE **SECTION 1** OF THIS FORM.
- IF SUBMITTING AS A PRIME CONTRACTOR UTILIZING A SUBCONTRACTOR, COMPLETE **SECTIONS 1 AND 2** OF THIS FORM.

**City of San Antonio**  
**Veteran-Owned Small Business Program Tracking Form**

SOLICITATION NAME/NUMBER: \_\_\_\_\_

Name of Respondent:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is Respondent certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is Respondent certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified Respondent as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount:		

Is Respondent subcontracting with a business that is certified as a VOSB? (circle one)	Yes	No
Name of <b>SUBCONTRACTOR</b> Veteran-Owned Small Business:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is <b>SUBCONTRACTOR</b> certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is <b>SUBCONTRACTOR</b> certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified <b>SUBCONTRACTOR</b> as a VOSB. Include any identifying certification numbers.		
Participation Percentage:		
Participation Dollar Amount		

**City of San Antonio**  
**Veteran-Owned Small Business Program Tracking Form**

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ACKNOWLEDGEMENT

THE STATE OF TEXAS

I certify that my responses and the information provided on this Veteran-Owned Small Business Preference Program Identification Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Veteran-Owned Small Business Preference Program Identification Form may be investigated and I hereby give my full permission for any such investigation, including the inspection of business records and site visits by City or its authorized representative. I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected or contract to be terminated. I further acknowledge that providing false information is grounds for debarment.

BIDDER/RESPONDENT'S FULL NAME:

\_\_\_\_\_  
(Print Name) Authorized Representative of Bidder/Respondent

\_\_\_\_\_  
(Signature) Authorized Representative of Bidder/Respondent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**This Veteran-Owned Small Business Program Tracking Form must be submitted with the Bidder/Respondent's bid/proposal.**

## ATTACHMENT F

### Certificate of Interested Parties (Form 1295)

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm).

**Print and sign your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert "City of San Antonio". Where requested to provide the contract number, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234).**

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

"Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the "Business entity".)

"Controlling interest" means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

"Interested party" means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

"Intermediary," for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person's participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

ATTACHMENT G

WORKING WITH COSA – KEYS TO FASTER PAYMENT



## CITY OF SAN ANTONIO

### *Working with COSA ---- Keys to faster payments*

Welcome to doing business with the City of San Antonio (COSA)! We appreciate our suppliers and vendors and offer the following guidelines to ensure we are in the best position to process your payments quickly and timely:

- ❖ COSA works on a Purchase Order (PO) system. It is the vendor's responsibility to obtain a valid Purchase Order from the ordering department each time an order is placed.
  - The PO number is required to be included on all invoices and should be included on shipping documents where possible.
  - City PO numbers begin with "45" or "80" and are 10 digits in length.
  - Invoices received without a valid PO number are subject to return for correct billing.
  - Payment date is determined from the later of: date of receipt of goods/service or the date of receipt of a valid invoice by the City plus the number of days/ payment terms agreed to in the contract.
  - PO's are issued for a specific quantity and/or dollar value. Vendors should fill orders up to that amount and have a method of tracking when the PO value has been met. When the PO is complete, the vendor should contact the ordering City Department for a new PO number before further goods or services are provided.
  - Please ensure your invoice billing is in the same quantity and net price values as the bid. The PO will be set up per the contract and the invoicing must match the detail on the PO.
- ❖ It is our policy to not make manual corrections to invoices. Most City contracts do not allow miscellaneous charges, delivery charges and other surcharges.
  - Credit memos will be accepted to offset pricing issues.
  - Other erroneous items included may result in rejection of the invoice and will require a new, correct invoice.
- ❖ Original invoices and monthly statements should be submitted directly to Accounts Payable: Please ensure you have rules in place in your system that will prevent unauthorized requests to change the billing address.

***By Mail:***

City of San Antonio  
Finance Department / Accounts Payable  
P.O. Box 839976  
San Antonio, TX 78283-3976

***By Delivery service:***

City of San Antonio  
Finance Department / Accounts Payable  
111 Soledad, 4<sup>th</sup> Floor  
San Antonio, TX 78205

**By Electronic submission:** .pdf format is required. Please ensure each invoice is submitted as a separate file and each file name is a unique identifier (no file should have the same name as another file being submitted). Multiple files may be sent on one e-mail.

[Accounts.Payable@sanantonio.gov](mailto:Accounts.Payable@sanantonio.gov)

Original, first time submission invoices only

[apteam@sanantonio.gov](mailto:apteam@sanantonio.gov)

Statements & status inquiries

**Please note:** Invoices submitted by electronic submission are only considered “original” when the submission comes directly from the vendor to Accounts Payable using this e-mail address. You may courtesy copy departmental personnel on the e-mail if requested.

- ❖ At a minimum, all invoices should include the following fields and information:
  - Vendor name, address and phone number
  - dba name (if applicable)
  - Remit address for payments (if applicable)
  - Ship to name and address
  - Invoice number – ensure it is a unique number for each invoice
  - Invoice date
  - Purchase Order number
  - Payment terms including discounts or retainage terms
  - Line item detail for each item ordered including quantity, unit price, total
  - Total invoice amount.
  
- ❖ Please ensure COSA receives a legible invoice, the original white or top copy, no colored paper please.
  
- ❖ The City is sales tax exempt. Please ensure your system is properly maintained to ensure sales tax is not included on your invoices. If you need a State of Texas Sales Tax exemption form, contact the ordering Department.
  
- ❖ Change of address or change of remittance address notifications should be submitted in writing to [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) or fax to (210) 207-7270 along with appropriate documentation. An updated W-9 showing the new address is required.
  
- ❖ Each COSA vendor is assigned to a specific AP Specialist, ready to answer your inquiries. For the contact name, please call the Accounts Payable section’s main phone number and ask to be directed.  
**Main phone: 210-207-2064**

We thank you for taking the time to review this information and look forward to working with you.

**Finance Department  
City of San Antonio**

## ATTACHMENT H

### Criminal Justice Information Services (CJIS) Addendum

#### FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION SERVICES SECURITY ADDENDUM

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A- 130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

#### 1.1 Definitions

1.2 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.3 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

#### 2.1 Responsibilities of the Contracting Government Agency.

2.2 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes.

#### 3.1 Responsibilities of the Contractor.

3.2 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

#### 4.1 Security Violations.

4.2 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

4.3 Security violations can justify termination of the appended agreement.

4.4 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;



- b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CGA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.1 Audit

5.2 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

6.1 Scope and Authority

6.2 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.3 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

6.4 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

6.5 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

6.6 All notices and correspondence shall be forwarded by First Class mail to:

Assistant Director  
Criminal Justice Information Services Division, FBI 1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

**FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION SERVICES SECURITY ADDENDUM  
CERTIFICATION**

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

\_\_\_\_\_  
Signature of Contractor Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Contractor Employee Name

Sex:  
\_\_\_\_\_

Race:  
\_\_\_\_\_

DOB:  
\_\_\_\_\_

State/ID or DL:  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Contractor Representative

\_\_\_\_\_  
Organization Name and Representative's Title

**Texas Signatory Page**

The undersigned parties agree that the *Security Addendum* is now a part of the contract between the entities. The parties agree to abide by all requirements of the *Security Addendum* and the *CJIS Security Policy*, and it shall remain in force for the term of the contract. Any violation of this addendum constitutes a breach of the contract.

To the extent there is a conflict between a confidentiality clause in the underlying contract and the *Security Addendum* and/or the *CJIS Security Policy*, the *Security Addendum* and the *CJIS Security Policy* shall govern any information covered by the *Security Addendum* and/or the *CJIS Security Policy*.

(To be signed and dated by the vendor and law enforcement agency representative(s) who signed the original contract, or at least who have authority to bind each entity.)

\_\_\_\_\_  
Printed Name of Agency Representative

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Name and ORI

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Vendor (Contractor) Representative

\_\_\_\_\_  
Signature of Vendor (Contractor) Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vendor Organization Name

\_\_\_\_\_  
Date

**ATTACHMENT I**  
**Prevailing Wage Rates**

General Decision Number: TX190231 01/18/2019 TX231  
Superseded General Decision Number: TX20180280  
State: Texas  
Construction Type: Building  
County: Bexar County in Texas.

**BUILDING CONSTRUCTION PROJECTS** (does not include single family homes or apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.60 for calendar year 2019 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.60 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2019. If this contract is covered by the EO and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must pay workers in that classification at least the wage rate determined through the conformance process set forth in 29 CFR 5.5(a) (1) (ii) (or the EO minimum wage rate, if it is higher than the conformed wage rate). The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number    Publication Date

0            01/04/2019  
1            01/18/2019

	Rates	Fringes
ASBE0087-014 01/01/2018		
ASBESTOS WORKER/HEAT & FROST INSULATOR (Duct, Pipe and Mechanical System Insulation).....	\$ 22.72	10.02
BOIL0074-003 01/01/2017	Rates	Fringes
BOILERMAKER.....	\$ 28.00	22.35
ELEC0060-003 06/01/2016	Rates	Fringes
ELECTRICIAN (Communication Technician Only).....	\$ 21.57	9%+4.65
ELEC0060-004 06/01/2018	Rates	Fringes
ELECTRICIAN (Excludes Low Voltage Wiring).....	\$ 28.30	13%+5.05
-----		
* ELEV0081-001 01/01/2019	Rates	Fringes
ELEVATOR MECHANIC.....	\$ 40.57	33.705

**FOOTNOTES:**

- A. 6% under 5 years based on regular hourly rate for all hours worked. 8% over 5 years based on regular hourly rate for all hours worked.
- B. Holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving Day; Christmas Day; and Veterans Day.

	Rates	Fringes
ENGI0450-002 04/01/2014		
POWER EQUIPMENT OPERATOR    Cranes.....	\$ 34.85	9.85

	Rates	Fringes
IRON0066-013 09/01/2018		
IRONWORKER, STRUCTURAL.....	\$ 22.05	6.73

	Rates	Fringes
IRON0084-011 06/01/2018		
IRONWORKER, ORNAMENTAL.....	\$ 23.77	7.12

	Rates	Fringes
PLUM0142-009 07/01/2017		
HVAC MECHANIC (HVAC Electrical Temperature Control Installation Only).....	\$ 30.25	11.80
HVAC MECHANIC (HVAC Unit Installation Only).....	\$ 30.25	11.80
PIPEFITTER (Including HVAC Pipe Installation).....	\$ 30.25	11.80
PLUMBER (Excludes HVAC Pipe Installation).....	\$ 30.25	11.80

	Rates	Fringes
SFTX0669-002 04/01/2017		
SPRINKLER FITTER (Fire Sprinklers).....	\$ 29.03	15.84
SHEE0067-004 04/01/2018	Rates	Fringes
Sheet metal worker Excludes HVAC Duct Installation.....	\$ 26.35	15.29

HVAC Duct Installation Only.....\$ 26.10 15.25

	Rates	Fringes	
SUTX2014-006 07/21/2014			
BRICKLAYER.....	\$ 22.15	0.00	
CARPENTER (Acoustical Ceiling Installation Only).....	\$ 17.83	0.00	
CARPENTER (Form Work Only).....	\$ 13.63	0.00	
CARPENTER, Excludes Acoustical Ceiling Installation, Drywall Hanging, Form Work, and Metal Stud Installation.....	\$ 16.86	4.17	
CAULKER.....	\$ 15.00	0.00	
CEMENT MASON/CONCRETE FINISHER.....	\$ 22.27		5.30
DRYWALL FINISHER/TAPER.....	\$ 13.81	0.00	
DRYWALL HANGER AND METAL STUD INSTALLER.....	\$ 15.18	0.00	
ELECTRICIAN (Low Voltage Wiring Only).....	\$ 20.39	3.04	
IRONWORKER, REINFORCING.....	\$ 12.27	0.00	
LABORER: Common or General.....	\$ 10.75	0.00	
LABORER: Mason Tender - Brick.....	\$ 11.88		0.00
LABORER: Mason Tender - Cement/Concrete.....	\$ 12.00	0.00	
LABORER: Pipelayer.....	\$ 11.00	0.00	
LABORER: Roof Tearoff.....	\$ 11.28	0.00	
LABORER: Landscape and Irrigation.....	\$ 8.00	0.00	
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 15.98	0.00	
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 14.00	0.00	
OPERATOR: Bulldozer.....	\$ 14.00	0.00	
OPERATOR: Drill.....	\$ 14.50	0.00	
OPERATOR: Forklift.....	\$ 12.50	0.00	
OPERATOR: Grader/Blade.....	\$ 23.00	5.07	
OPERATOR: Loader.....	\$ 12.79	0.00	
OPERATOR: Mechanic.....	\$ 18.75	5.12	
OPERATOR: Paver (Asphalt, Aggregate, and Concrete).....	\$ 16.03	0.00	
OPERATOR: Roller.....	\$ 12.00	0.00	
PAINTER (Brush, Roller and Spray), Excludes Drywall Finishing/Taping.....	\$ 13.07	0.00	
ROOFER.....	\$ 12.00	0.00	
TILE FINISHER.....	\$ 11.32	0.00	
TILE SETTER.....	\$ 14.94	0.00	
TRUCK DRIVER: Dump Truck.....	\$ 12.39	1.18	
TRUCK DRIVER: Flatbed Truck.....	\$ 19.65	8.57	
TRUCK DRIVER: Semi-Trailer Truck.....	\$ 12.50	0.00	
TRUCK DRIVER: Water Truck.....	\$ 12.00	4.11	

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year.

Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number

where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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**WAGE DETERMINATION APPEALS PROCESS**

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on
- \* a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in and should be followed. With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations: Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

**ATTACHMENT J**

**Site Visit Schedule**

Site Inspections will occur on Monday, August 17, 2020 for any vendors wishing to examine the facilities listed below. Due to the COVID-19 pandemic and its associated social distancing requirements vendors shall contact the Contact Person on the cover page, via email or phone, to make an appointment for this date. Appointments must be made prior to the day of scheduled inspection date.

To protect the health of City employees and San Antonio residents, all employees, contractors, visitors, and members of the public who want to enter a City building will be screened for COVID-19 symptoms prior to entry. Vendors shall observe all social distancing requirements while on City property and **MUST** wear a face mask at all times.

**Screening:**

- Once screening has begun, screeners will verbally ask the person to answer only **yes or no** to whether they are experiencing any COVID symptoms before entering the facility. The symptoms will be listed on a “COVID-19 Symptom Screening Sheet” in both English and Spanish. Screeners will also (1) look for visible signs of symptoms; and (2) take the temperature of the person. Anyone who answers yes to any of the questions, shows visible signs of symptoms, or has a temperature greater than or equal to 99.6 degrees, **will not be allowed into building**.

<b>Site Visits are being held on August 17, 2020</b> <b>Site visits are not mandatory but attendance is highly encouraged.</b>		
<b>Service Locations &amp; Addresses</b>	<b>Date</b>	<b>Time</b> (All Times are Central Time)
<b>Public Safety Headquarters</b> 315 S. Santa Rosa San Antonio, TX	08/17/20	3:00 PM
<b>Frank Wing Building (Municipal Courts)</b> 401 S Frio St. San Antonio, TX	08/17/20	2:00 PM
<b>Emergency Dispatch Center (Public Safety Answering Point) (PSAP)</b> 8039 Challenger Dr. San Antonio, TX	08/17/20	10:00 AM
<b>Southeast Service Center (Bldg. 1,6 &amp; 7)</b> 1318 SE Loop 410 San Antonio, TX	08/17/20	9:00 AM
<b>SAPD Property &amp; Evidence Facility</b> 555 Academic Ct. San Antonio, TX	08/17/20	1:00 PM
<b>Northwest Service Center (Bldg. 1,2,3 &amp; 6)</b> 6939 W. Loop 1604 N. San Antonio, TX	08/17/20	11:15 AM

**ATTACHMENT K**

**PROPOSAL CHECKLIST**

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

<b>Document</b>	<b>Initial to Indicate Document is Attached to Proposal</b>
Table of Contents	
Executive Summary	
General Information and References RFCSP Attachment A, Part One	
Experience, Background & Qualifications RFCSP Attachment A, Part Two	
Proposed Plan RFCSP Attachment A, Part Three	
<b>Price Schedule Revision I Dated October 15, 2020, Attachment B</b>	
* Contracts Disclosure form, Attachment C	
Litigation Disclosure, Attachment D	
* Veteran Owned Small Business Preference Program (VOSBPP) Tracking Form, Attachment E	
* Certificate of Interested Parties, Attachment H (HB 1295), Attachment F	
* Proposal Bond and Associated Power-of-Attorney	
Financial Information : Financial Statement, Dun and Bradstreet report, or Credit report	
Proof of Insurability Insurance Provider's Letter, Copy of Current Certificate of Insurance	
* Criminal Justice Information Services Addendum Attachment H	
* Signature Page (only required for a hard copy submission) RFCSP Section 007.	
* Addenda, if any	
*Copy of forms CIQ & CIQ-A as filed with the Office of the City Clerk	
<b>All documents required per section 4.14 - Submittals</b>	
Proposal Checklist, Attachment K	

**\*Documents marked with an asterisk on this checklist require a signature.  
Be sure they are signed prior to proposal submission.**



**ATTACHMENT L**

**Department/Location Listing**

(Posted as document)

**ATTACHMENT M**

**Equipment Listing Revision III Dated October 15, 2020**

(Posted as separate document)

**ATTACHMENT N**

**Vendor Communication**

(Posted as separate document)