



DRESSING ROOM WARDROBE GONDOLAS

INVITATION TO BID

- ISSUE DATE: October 3, 2019
- BIDS DUE: **2:00 p.m.** on **October 25, 2019** (the "Submission Deadline")
- INSTRUCTIONS: Submit the following documents in a sealed envelope marked "Gondolas": A Bid Form; the Certification Regarding Lobbying; and the Certification Regarding Suspension/Disbarment. All three documents must be completed, signed, and received by mail or personal delivery no later than the Submission Deadline. Bids received by email, fax, or after the Submission Deadline will be rejected.
- SUBMIT TO: Houston First Corporation, Attn: Mitch Miskowski, 701 Avenida de las Americas, Suite 200, Houston, TX 77010.
- CONTACT INFO: Any questions concerning this Invitation to Bid must be sent by e-mail to bids@houstonfirst.com no later than **10:00 a.m.** on **October 21, 2019**. Questions will be answered collectively in the form of a Letter of Clarification.
- BID OPENING: All Bids will be opened and publicly announced at 3:00 p.m. on the Submission Deadline at 701 Avenida de las Americas, Suite 200, Houston, TX 77010.

SCOPE OF WORK. Houston First Corporation ("HFC") requests bids from established millwork contractors for the custom fabrication and delivery of 85 portable wardrobe gondolas to be placed in the dressing rooms of both the Brown Theater and Cullen Theater in the Wortham Theater Center in Houston, Texas. Specifications are provided below as Exhibit "A".

The successful bidder will be required to deliver one completed prototype unit to Wortham Theater Center for inspection by HFC and Wortham Center Operating Company prior to initiating fabrication of the remaining units. All work is to be completed by March 1, 2020.

OVERVIEW AND BACKGROUND. This Invitation to Bid is issued in order to replace equipment at the Wortham Theater Center in Houston, Texas lost or damages due to flood damage caused by Hurricane Harvey on August 27, 2017.

Bidders participating in this solicitation are required to adhere to the procurement standards as referenced in 2 C.F.R. Part 200, Sections 200.317-200.326, and Appendix II, 2 C.F.R. Part 200. Sections 200.317-200.326 and Appendix II.

HFC is a local government corporation created by the City of Houston to enhance quality of life, advance economic prosperity, and promote Houston as a premier destination for leisure tourism and major events. HFC is responsible for management and operation of more than ten city-owned buildings and plazas, including the George R. Brown Convention Center, Jones Hall, Wortham Theater, Miller Outdoor Theatre, Talento Bilingue de Houston, and outdoor facilities such as Jones Plaza, Sesquicentennial Park, Ray C. Fish Plaza, Root Memorial Square, and several other landscaped properties and parking facilities.

Opened in 1987, the iconic Wortham Theater Center is a 437,500-square foot performing arts facility featuring two theaters, the 2,405-seat Alice and George Brown Theater and the 1,100-seat Lillie and Roy Cullen Theater. Wortham Theater Center is home to Houston Ballet and Houston Grand Opera and has welcomed arts groups and patrons from around the world.

NO SALES TAX. As HFC is exempt from states sales and use tax, bidders should assume that there will be no sales taxes due for the purchase of the Equipment.

PRE-BID CONFERENCE. A pre-bid conference has not been scheduled for the solicitation and HFC does not anticipate that such a meeting will be held.

LETTERS OF CLARIFICATION. Any revisions to this Invitation to Bid, and answers to any material questions timely received, will be confirmed in a letter posted online at www.houstonfirst.com/do-business prior to the Submission Deadline ("Letter of Clarification"). When issued by HFC, Letters of Clarification become part of this Invitation to Bid automatically and supersede any previous specifications or provisions in conflict therewith. By submitting a bid, bidders shall be deemed to have received all Letters of Clarification and to have incorporated them into their bid. It is the responsibility of bidders to monitor the foregoing link and ensure they receive any such Letters of Clarification.

ANTI-LOBBYING CERTIFICATION. Bidders are required to complete and submit The Anti-Lobbying Certification attached hereto as Exhibit "C" with their Bid.

CERTIFICATION REGARDING DEBARMENT/SUSPENSION. Bidders are required to complete and submit the Certification Regarding Disbarment/Suspension attached hereto as Exhibit "D" with their Bid.

FORM OF AGREEMENT. By submitting a response to this solicitation, bidders agree, upon notice of selection by HFC, to enter into the Equipment Purchase and Delivery Agreement attached hereto as Exhibit "B". If a bidder takes exception to any portion of the Agreement, then such bidder must submit a list of such exceptions as part of its response to this solicitation; bidders are advised, however, that HFC shall reject bidders who take any substantive objections without further review or consideration.

MANNER OF SELECTION. HFC expects to enter into a contract with the Bidder providing the lowest responsible bid received; provided, however, that HFC reserves the right to select or reject all or part of any bid, waive minor technicalities, and accept one or more bids in the manner and to the extent that they serve the best interests of HFC. This solicitation does not commit HFC to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a bid in response to this solicitation. HFC reserves the right to request clarifications or additional information prior to accepting any offer.

GOOD FAITH DIVERSITY EFFORTS. Pursuant to and in accordance with 2 C.F.R. § 200.321(b), Bidders who intend to subcontract any portion of the work covered by the resulting contract must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises and labor surplus area firms are solicited and used when possible. Affirmative steps must include:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation

by small and minority businesses, and women's business enterprises; and

- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

RESTRICTIONS ON COMMUNICATIONS. Bidders are directed not to communicate with any employee, officer, or director of HFC or the Wortham Center Operating Company regarding any matter relating to this solicitation, other than through bids@houstonfirst.com. HFC reserves the right to reject any bid due to violation of this provision.

VENDOR CODE OF CONDUCT. Bidders who do business or seek to do business with HFC are expected to interact with HFC with high ethics and integrity. To promote ethical conduct by its existing and potential contractors, HFC has adopted a Code of Conduct for Vendors, which is available online at www.houstonfirst.com/do-business. HFC requires that all Bidders be familiar with and abide by the Code of Conduct for Vendors.

COLLUSION. Bidders represent and warrant to HFC that the contents of their bids have not been communicated, directly or indirectly, to any potential Bidder and that their bids are made in compliance with federal and state antitrust laws without previous understanding, agreement or connection with any competitor or other potential Bidder.

CONFLICTS OF INTEREST. Bidders are advised that they have an affirmative obligation to disclose any affiliation or business relationship with an HFC employee, officer, or director creating a conflict of interest (or appearing to a reasonable person to potentially exist). Bidder who need the disclosure form may find it online at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. By submitting a bid, each Bidder represents and warrants that they are in full compliance with the requirements of Chapter 176 of the Texas Local Government Code.

PUBLIC INFORMATION. HFC is subject to the Texas Public Information Act ("TPIA"). Information submitted by Bidders is subject to release under the provisions of the TPIA set forth in Chapter 552 of the Texas Government Code. Each page where confidential or proprietary information appears must be labeled as such clearly and unambiguously. Bidders will be advised of any request for public information that implicates their materials and may, in accordance with applicable law, elect to assert objections to disclosure with the Texas Attorney General at their cost and expense.

WITHDRAWAL; ERROR. Bids may be withdrawn due to errors or for any other reason only by a written request received by bids@houstonfirst.com prior to the Submission Deadline.

BID PACKAGES. A complete copy of this Invitation to Bid, including and all necessary forms and information, is available on-line at www.houstonfirst.com/Do-Business.

DRESSING ROOM WARDROBE GONDOLAS

BID FORM

Bidders are asked to provide their pricing for the provision of the Equipment itemized below (including delivery to Wortham Theater Center), based on the terms of this Invitation to Bid, including but not limited to the Equipment Purchase and Delivery Agreement. Do not alter the Bid Form. Submission of company quotes, proposals, or any other document containing supplementary, alternative, or conflicting terms or conditions is not acceptable.

Equipment Description	Unit Price (including shipping)	Quantity*	Total Price (Unit Price x Quantity)
Custom fabrication of a portable wardrobe gondolas measuring 42" wide, 31-1/2" deep and 76" in height, as detailed in the Specifications attached as Exhibit "A"	\$	85	\$

*HFC reserves the right to increase or decrease the stated quantity by up to 25 units, and Bidder agrees to provide such adjusted quantity at the same Unit Price upon request from HFC.

BIDDER INFORMATION

Bidder Name: _____

Address: _____

Contact Name/Title: _____

Phone: _____

Email: _____

Is the Bidder a certified diversity entity under the [HFC Diversity Program](#)? _____

BID TERMS AND ACKNOWLEDGEMENT

Submission of a bid represents an offer to contract with Houston First Corporation based on the foregoing bid and the Custom Fabrication and Delivery Agreement that shall remain valid for a period of 60 calendar days from the Submission Deadline. By signing below, Bidder represents and warrants to HFC that all statements made herein by Bidder are true, correct and may be relied upon by Houston First Corporation.

By: _____ ("Bidder")

Signature: _____

Date: _____

Name/Title: _____

EXHIBIT "A" **SPECIFICATIONS**

I. SCOPE

The intent of these specifications is to provide for the fabrication of portable wardrobe gondolas to be placed in the dressing rooms of both the Brown Theater and Cullen Theater in the Wortham Theater Center. The fabrication and delivery of the portable wardrobe gondolas, including their placement in the dressing rooms, shall be the responsibility of the Contractor. All work to be performed in the theater must be scheduled and coordinated in advance with Houston First Corporation.

II. QUANTITY

Contractor shall supply a quantity of [TBD] portable wardrobe gondolas as part of this contract.

III. SPECIFICATIONS

1. General:

Wardrobe gondolas are designed to hold and protect theater production costumes, wardrobe cases, personal clothing and costume accessories. All gondolas shall have the exact same specifications and dimensions. Each individual gondola is to be constructed as a plywood cabinet closed on five sides with an opening in the front. Gondola shall be moveable with four swivel casters, two of which are locking. Gondola shall include an interior metal clothing rod and exterior spring-loaded cabinet chest handles.

2. Dimensions:

Wardrobe gondolas shall have an overall size (without casters) of 42" wide, 31-1/2" deep and 76" in height. Included within these dimensions is a 3/4" thick face frame in which both the rails and stiles are a consistent 3-1/2" wide. Exterior cabinet chest handles shall be mounted at 33" from the cabinet bottom and 8" from the cabinet back/front, both to the center of the handle frames. Interior clothing rod shall be mounted along the centerline of the gondola sides allowing 1-1/2" clearance beneath the cabinet top. Casters shall be mounted with 1-1/2" clearance from the caster top plate to any side of the gondola.

3. Materials:

a. Sheet goods

All sheet goods which include the sides, back, top and double-bottom of the wardrobe gondola shall be 18mm Russian Baltic birch plywood, grade B/BB.

b. Face Frame

The face frame can be fabricated with 18mm Russian Baltic birch OR a 3/4" thick Poplar or Birch hardwood.

c. Casters

All four (4) casters shall be roller bearing, swivel type with 4"x 2" x 500# capacity wheels. Two (2) of the casters, which are mounted at the front of the cabinet, shall have a type On/Off Total Lock mechanism which locks both the wheel and swivel. All four (4) casters shall have a load height of 5-5/8" and a swivel radius of 3-9/16"

Ref. Model: Non-Locking – Colson Part# E4.04169.929.7 or equivalent

Ref. Model: Locking – Colson Part# E4.04169.929.7 BRK4 or equivalent

d. Clothing Rod

Clothing rod shall be a 3/4" Sch40 smooth pipe 41-7/8" long and powder-coated in flat black. Clothing rod shall be contained by 20g x 2" square OR 20g x 2" dia round metal plates mounted on each side of the gondola.

e. Cabinet Chest Handles

All four (4) cabinet chest handles shall be zinc-plated and have an overall frame size of 6.3"w x 4.2"h x 0.375" thick. Handle shall be spring-loaded.

Ref. Model – Penn-Elcom Model H7154Z, Part# 260-700 or equivalent

IV. FABRICATION

1. General:

Fabrication details are listed in no particular order. All voids, defects, countersunk nails or brads, etc. shall be filled with appropriate wood filler. Proper methods should be used to prevent splintering or blowout while drilling or routing holes for clothing rod or cabinet chest handles. In all instances, plywood grain should run with the long dimension. All exterior cabinet edges to be sanded or machined to prevent a sharp edge. All plywood joints shall be smooth and flush. Any and all changes to materials, fabrication methods or finishes must be discussed in advance of fabrication.

2. Gondola Cabinet Base:

Gondola cabinet base shall be a single panel of plywood 42" x 31-1/2" x 18 mm on which the gondola cabinet will be mounted.

3. Gondola Cabinet:

Gondola cabinet side panels (75-1/4" x 30-1/2" x 18mm) to be assembled to cabinet top & bottom panels using appropriate wood glue and 2" x 18-gauge coated brads. When assembly of the entire cabinet is complete, the plywood end grain of the top and bottom panels should not be visible on any side. Entire perimeter of interior side of cabinet back panel shall be machined with a 1/4" deep x 18 mm wide rabbet then assembled to main cabinet using appropriate wood glue and 1-1/2" x 18-gauge coated brads. Face frame shall consist of 3-1/2" wide plywood or hardwood, rails and stiles and be pre-assembled using Domino joints, appropriate adhesives and fasteners. Face frame rails shall run the full height of the cabinet. Entire perimeter of interior side of face frame shall be machined with a 1/4" deep x 18 mm wide rabbet then assembled to main cabinet using appropriate wood glue and 1-1/2" x 18-gauge coated brads. Front and back edges of face frame opening shall be routed with a 1/8" radius round-over router bit. Entire cabinet shall be mounted to the gondola base using appropriate fasteners.

4. Clothing Rod:

A single containment hole of a 1-1/8" diameter shall be drilled in each gondola cabinet side. Containment hole shall be positioned along vertical centerline of the cabinet sides at 2-1/4" below cabinet top, allowing for a minimum 1-1/2" clearance between clothing rod and underside of cabinet top. The 3/4" Sch40 x 41-7/8" long clothing rod shall be held in place with plates mounted on the exterior of the cabinet and centered on the containment hole. Metal plates shall be 20g x 2" square OR 20g x 2" dia round. Plates shall be fastened with four (4) #6 x 1/2" wafer head Phillips sheet metal screws. Fastener holes shall be pre-drilled.

5. Cabinet Chest Handles:

Two (2) spring-loaded cabinet chest handles shall be mounted on each side of the gondola. Chest handle frames shall be “centered” at an elevation of 33” from the cabinet bottom and 8” from the front and back. A hole of appropriate size with rounded corners shall be routed into the cabinet sides to accept the recessed portion of each chest handle. The main body of the chest handle shall be further recessed into the cabinet side to allow the gondolas to stack side to side with minimal gap. Chest handle frames shall be securely fastened to cabinet sides using two (2) each 1/4" x 3/4" round head Philips machine screws backed with T-nuts and mounted in the two pre-manufactured holes along the horizontal centerline. A #6 x 1/2” wafer head Phillips sheet metal screw shall be used in all other pre-manufactured holes. All fastener holes shall be pre-drilled.

6. Casters:

All casters shall be mounted using four (4) each 5/16” x 2-1/4” carriage head bolts with 5/16” flat washers and 5/16” nylon insert lock nuts. A clearance of 1-1/2” shall be maintained between the caster top plate and all sides of the gondola. Top plates shall be orientated with long edge along long side of the gondola. The two (2) locking casters shall be mounted along the front of the cabinet.

V. FINISHES

1. Wardrobe Gondola Exterior:

The entire gondola exterior including the bottom shall be coated with an acrylic/alkyd primer and top coated with a pre-catalyzed epoxy paint in eggshell black.

2. Wardrobe Gondola Interior:

The entire gondola interior shall be coated with a UV cured acrylic, abrasion resistant clear coat. This clear coating can be applied prior to fabrication or assembly.

3. Clothing Rod:

Clothing rod shall be sanded or machined to insure smoothness and powder-coated in flat black.

4. Accessories:

All accessories including casters, chest handles and clothing rod retaining plates shall have a natural finish.

VI. PROTOTYPE

The successful contractor shall deliver to the Wortham a completed prototype unit for inspection by Houston First, Wortham Center Operating Company, Houston Grand Opera and Houston Ballet prior to initiating fabrication of the remaining units.

VII. SHIPPING

All gondolas shall be shipped to the Wortham Theater Center, 510 Preston Ave., Houston, TX, 77002. Shipping costs must be included in the bid.

VIII. WARRANTY

Gondolas shall be warrantied to be free from defects in material and workmanship under normal use for a period of two years. All accessories shall have standard manufacturer’s warranties.

EXHIBIT “B”
CUSTOM FABRICATION AND DELIVERY AGREEMENT

This Custom Fabrication and Delivery Agreement (“Agreement”) is made by and between Houston First Corporation (“HFC”), whose address is 701 Avenida de las Americas, Suite 200, Houston, TX 77010 and [TBD] (“Contractor”), whose address is [TBD]. In consideration of the mutual promises contained herein, the parties hereby agree as follows:

ARTICLE 1: EQUIPMENT & DELIVERY

1.1 Contractor agrees to and shall custom fabricate [TBD] portable wardrobe gondolas in accordance with the of this Agreement, including the specifications set forth in Exhibit “[TBD]” attached hereto and made a part hereof for all purposes (the “Equipment”). Contractor shall deliver the Equipment, no later than **March 1, 2020**, to the following address: 501 Texas Ave, Houston, TX 77002.

1.2 Without limiting the foregoing, Contractor shall coordinate the schedule of delivery of the Equipment with HFC, and ensure that delivery of the Equipment is made during normal business hours. Contractor shall provide any equipment, labor, packaging, crating or padding necessary to load, tie down and unload the Equipment to be delivered, so that the Equipment may be transported in a normal, safe manner without damage. Contractor acknowledges that time is of the essence.

1.3 HFC reserves the right to inspect the Equipment prior to acceptance and/or payment. Equipment which, in the opinion of HFC, does not conform to HFC’s specifications or are determined to be damaged or defective may be rejected at no cost to HFC. Amounts due Contractor under this Agreement for such rejected goods shall abate or, at the discretion of HFC, Contractor shall promptly replace rejected Equipment, at its risk and expense.

1.4 Title and risk of loss of the Equipment shall remain with Contractor until goods have been delivered to HFC at the location specified in this Agreement and accepted by HFC. Contractor is responsible for any freight charges incurred in so delivering the goods to HFC.

1.5 HFC is exempt from sales tax and certain federal excise taxes and agrees to furnish Contractor with an exemption certificate upon request. Contractor shall not charge HFC for such taxes. Contractor shall take all action required to cause the purchase of the Equipment hereunder to be treated as a tax-exempt transaction, and in no event shall HFC be responsible for any sales, use, property, gross receipts, or similar taxes levied against any party to this Agreement.

ARTICLE 2: PAYMENT

2.1 Subject to the terms of this Agreement, HFC agrees to pay Contractor [TBD], due and payable in accordance with the following schedule: 50% within 30 calendar days of the Effective Date and the balance of 50% within 30 calendar days of the delivery of the Equipment; provided, however, that such payments are conditioned on prior receipt by HFC of a written invoice and W-9 from Contractor

2.2 If any item in any invoice is disputed by HFC for any reason, then HFC shall temporarily delete the disputed item and pay Contractor the remaining amount of the invoice; provided, however, that HFC shall promptly notify Contractor of the dispute and request clarification and/or remedial action. After any dispute shall have been settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

ARTICLE 3: WARRANTIES

3.1 Contractor represents and warrants to HFC that the Equipment, including each component part thereof, shall be (i) fit for the intended purposes indicated by HFC expressly or by implication; (ii) free of defects in title, design, material, and workmanship, (iii) new, and of satisfactory quality; and (iv) in conformity with industry standards and the requirements of this Agreement.

3.2 Equipment not conforming to the requirements of this Section shall be deemed defective and shall be repaired or replaced by Contractor (at HFC's sole option) at no cost to HFC. If required by HFC, Contractor shall furnish satisfactory evidence as to the kind and quality of replacement materials and equipment.

3.3 If, within the period of any manufacturer's warranty, any of the Equipment is found to be not in accordance with the requirements of the Agreement, then Contractor shall correct same within 30 calendar days after receipt of written notice from HFC to do so and at no cost to HFC.

3.4 Contractor hereby transfers and assigns to HFC all manufacturer's warranties for materials used in connection with the Equipment and shall complete and execute all forms required to further evidence such transfer and assignment. The parties agree that no warranty made by Contractor is intended to limit, nor shall it be construed as limiting in any manner or to any extent, any manufacturer's or supplier's warranty. Upon request from HFC, Contractor agrees to provide reasonable assistance in enforcing such warranties against the manufacturer or supplier at no additional cost to HFC.

3.5 Warranty periods shall commence upon the date of delivery of the Equipment.

ARTICLE 4: DEFAULT AND TERMINATION

4.1 Either party may terminate this Agreement for cause if the other party defaults and fails to cure the default after receiving notice thereof. Default occurs if a party fails to perform one or more of its material duties under this Agreement. If a default occurs, then the injured party shall deliver a written notice to the defaulting party describing the default and the proposed termination date. The date must be at least five calendar days after receipt of the notice. The injured party, at its sole option, may extend the proposed termination date to a later date. If the defaulting party cures the default before the proposed termination date, then the proposed termination is ineffective. If the defaulting party does not cure the default before the proposed termination date, then the injured party may terminate this Agreement on the termination date.

4.2 HFC may terminate this Agreement at any time by giving written notice to Contractor. HFC's right to terminate for convenience is cumulative of all rights and remedies, which exist now or in the future. On receiving such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all deliveries under the Agreement and cancel all existing orders and subcontracts that are chargeable to the Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice showing in detail the Equipment delivered up to the termination date.

4.3 TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR EQUIPMENT RECEIVED ARE CONTRACTOR'S EXCLUSIVE REMEDIES FOR TERMINATION FOR CONVENIENCE BY HFC, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT FOR EQUIPMENT DELIVERED), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM HFC'S TERMINATION FOR CONVENIENCE.

ARTICLE 5: REQUIRED CONTRACT CLAUSES

5.1. Equal Employment Opportunity. During the performance of this Agreement, Contractor agrees as follows:

- (1) Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

- (3) Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

5.2. Contract Work Hours and Safety Standards Act. Contractor shall comply with the Contract Work Hours and Safety Standards Act, 40 U.S.C. sections 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5), including all of the following requirements:

- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in this section, Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in this section, in the sum of \$25 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. HFC shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in this section.
- (4) Subcontracts. Contractor and its subcontractors shall insert in any subcontracts the clauses set forth in this

section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor, as prime contractor, shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

5.3. Clean Air Act. Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. Contractor agrees to report each violation to HFC and understands and agrees that HFC will, in turn, report each violation as required to assure notification to the Texas Division of Emergency Management, FEMA, and the appropriate regional office of the Environmental Protection Agency. Contractor agrees to include these requirements in each subcontract exceeding \$150,000.

5.4. Federal Water Pollution Control Act. Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. Contractor shall report all violations to HFC, and understands and agrees that HFC will, in turn, report each violation as required to assure notification to the Texas Division of Emergency Management, FEMA, and the appropriate regional office of the Environmental Protection Agency. Contractor agrees to include these requirements in each subcontract exceeding \$150,000.

5.5 Suspension and Debarment. Contractor acknowledges that this Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, Contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into so as to verify that none of any such contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). Such certifications are a material representation of fact relied upon by HFC. If it is later determined that Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, then in addition to remedies available to HFC, the City of Houston, and the State of Texas, and the Federal Government (including any department, agency or division thereof) may pursue available remedies, including but not limited to suspension and/or debarment. Contractor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C throughout the period of the Agreement. Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions, including but not limited to offers from bidders or proposers, to require their agreement to comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while their offer is valid and throughout the period of any contract that may arise from their offer or proposal.

5.6 Byrd Anti-Lobbying Amendment. Contractor and its contractors of any tier who apply or bid for an award of \$100,000 or more shall file the required certification in accordance with 31 U.S.C. §1352 (as amended). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Contractor shall promptly forward each such disclosure from tier to tier up to HFC.

5.7 Certification Regarding Lobbying. Contractor shall cause each of its contractors of any tier to complete and submit the following certification regarding lobbying (See Appendix A, 44 C.F.R. Part 18) with each bid or offer exceeding \$100,000:

[Name of contractor], the undersigned, certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of this agreement or any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an

officer or employee of Congress, or an employee of a Member of Congress in connection with this agreement or any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Name of contractor] certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Signature of Authorized Official

Date

Name/Title of Authorized Official

5.8. Procurement of Recovered Materials. In the performance of this Agreement, Contractor shall make maximum use of products containing recovered materials that are Environmental Protection Agency ("EPA")-designated items, unless the product cannot be acquired competitively within a timeframe providing for compliance with the contract performance schedule; meeting contract performance requirements; or at a reasonable price. Information about this requirement, along with the list of EPA-designate items, is available online at the EPA's Comprehensive Procurement Guidelines site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

5.9 Changes. This Agreement may not be changed or altered except in the form of a written amendment signed by authorized representatives of Contractor and HFC. Any such amendment requiring payment of additional fees shall include a defined scope of services and a detailed description of the specific methodology used to determine the additional fees, which Contractor agrees shall be reasonable and calculated in good faith in a manner substantially similar to the method used to determine the fee under this Agreement.

5.10 Access to Records. Contractor grants HFC, FEMA, the Texas Department of Emergency Management, and the Comptroller General of the United States, including any of their authorized representatives, access and the right to examine and review Contractor's books, documents, papers, and records that are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. Contractor shall maintain such books, records, and billing documents for 3 years after the cessation of Contractor's services under this Agreement. Nothing in this Section shall affect the time for bringing a cause of action or the applicable statute of limitations. Contractor agrees to provide HFC, FEMA, the Texas Department of Emergency Management, and the Comptroller General of the United States, including any of their authorized representatives, access to construction or other work sites pertaining to the work being completed under this Agreement.

5.11 DHS Seal, Logo, and Flags. Contractor shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.

5.12 Compliance with Federal Law, Regulations, and Executive Orders. This is an acknowledgement that FEMA financial assistance will be used to fund the Agreement only. Contractor will comply will Applicable Law, including but not limited to, federal law, regulations, executive orders, FEMA policies, procedures, and directives.

5.13 No Obligation by Federal Government. The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to HFC, Contractor, or any other party pertaining to any matter resulting from the Agreement.

5.14 Program Fraud and False or Fraudulent Statements or Related Acts. Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to Contractor's actions pertaining to this Agreement.

5.15 Affirmative Steps. Prior to subcontracting any portion of the work covered by this Agreement, Contractor agrees to and shall take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises and labor surplus area firms are solicited and used when possible. Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

ARTICLE 6: MISCELLANEOUS PROVISIONS

6.1 Force Majeure. Timely performance by both parties is essential to this Agreement. However, neither party will be liable for delays or other failures to perform its obligations under this Agreement to the extent the delay or failure is caused by Force Majeure. For purposes of this Agreement, Force Majeure means fires, floods, explosions, and other acts of God, war, terrorist acts, riots, court orders and the acts of superior governmental or military authority. This relief is not applicable unless the affected party does the following: uses due diligence to remove the Force Majeure as quickly as possible; provides the other party with prompt written notice of the cause and its anticipated effect; and provides the other party with written notice describing the actual delay or non-performance incurred within 7 calendar days' after the Force Majeure ceases. If the Force Majeure continues for more than 30 calendar days, then either party may terminate this Agreement by giving 15 calendar days' written notice to the other party; such termination is not a default or breach of this Agreement.

6.2 Assignment. Contractor shall not assign this Agreement in whole or in part without the prior written consent of HFC. For purposes hereof, any transfer of ownership interests in Contractor, direct or indirect, occurring after the Effective Date shall be deemed an assignment by Contractor requiring prior written consent of HFC. HFC may assign this Agreement in whole or in part, including any enforcement rights granted hereunder, at any time upon written notice to Contractor.

6.3 Non-Waiver. Failure of either party hereto to insist on the strict performance of any of the agreements herein or to exercise any rights or remedies accruing hereunder upon default or failure of performance shall not be considered a waiver of the right to insist on and to enforce by any appropriate remedy, strict compliance with any other obligation hereunder or to exercise any right or remedy occurring as a result of any future default or failure of performance.

6.4 Notices. All notices required or permitted hereunder shall be in writing and shall be deemed received when actually received or if earlier, on the third day following deposit in a United States Postal Service post office or receptacle with proper postage affixed (certified mail, return receipt requested) addressed to the other party at the address prescribed in the preamble hereof or at such other address as the receiving party may have theretofore prescribed by notice to the sending party.

6.5 Independent Contractor. The relationship of Contractor to HFC shall be that of an independent contractor. No principal/agent, partnership, joint venture, joint employer, or other relationship, other than an independent contractor relationship, is created or intended by this Agreement.

6.6 Governing Law/Venue. To the extent not preempted by federal law or regulation, this Agreement shall be construed and enforced in accordance with the laws of the State of Texas, notwithstanding any choice-of-law or conflicts-of-law rules to the contrary. Any action to enforce this Agreement or any litigation or claims otherwise regarding this Agreement must be brought in a court of competent jurisdiction in Harris County, Texas.

6.7 Severability. Each and every agreement contained in this Agreement is, and shall be construed as, a separate and independent agreement. If any provision of this Agreement should be held to be invalid or unenforceable, then the validity and enforceability of the remaining provisions of this Agreement to another person or circumstance shall not be affected thereby.

6.8 Survival. Contractor shall remain obligated to HFC under all clauses of this Agreement that expressly or by their nature extend beyond the delivery of the Equipment or termination of this Agreement.

6.9 Extent of Agreement. This Agreement, including the exhibits made a part hereof, represents the entire and integrated agreement between HFC and Contractor and supersedes all prior negotiations, representations or agreements either written or oral.

[Remainder of page left blank intentionally; signature block and exhibit to be inserted in final agreement]

EXHIBIT "C"
ANTI-LOBBYING CERTIFICATION

The undersigned bidder certifies, to the best of his or her knowledge, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned bidder, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any City agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned bidder shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned bidder shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 31 USC § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned bidder certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the undersigned bidder understands and agrees that the provisions of 31 USC § 3801 *et seq.*, apply to this certification and disclosure, if any.

Legal Name of Bidder: _____

By:

Signature: _____

Date: _____

Name/Title of Authorized Representative: _____

EXHIBIT “D”
CERTIFICATION REGARDING DEBARMENT/SUSPENSION

The undersigned bidder acknowledges that this Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, bidder is required to verify that none of the bidder, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

Bidder must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into in connection with this Agreement.

This certification is a material representation of fact that may be relied upon by Houston First Corporation, the City of Houston, the State of Texas, and the Federal Government (including any department, agency or division thereof). If it is later determined that bidder did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, then, in addition to remedies available to such parties, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

Bidder agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C throughout the period of the Agreement and further agrees to include a provision requiring such compliance in its lower tier covered transactions, including but not limited to offers from bidders or proposers, to require their agreement to comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while their offer is valid and throughout the period of any contract that may arise from their offer or proposal.

Certification

Bidder certifies, by submission of its bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the bidder is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation with its bid. The bidder shall provide immediate written notice to the person to which this bid is submitted if at any time the bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The bidder agrees by submitting this bid that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person or entity who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

Legal Name of Bidder: _____

By:

Signature: _____

Date: _____

Name/Title of Authorized Representative: _____