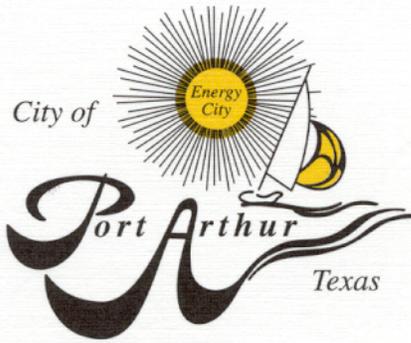


DERRICK FREEMAN” PRINCE, MAYOR  
RAYMOND SCOTT, JR, MAYOR PRO TEM

BRIAN MCDOUGAL  
CITY MANAGER

COUNCIL MEMBERS:

TIFFANY HAMILTON  
MORRIS ALBRIGHT, III  
KEITH RICHARD  
WILLIE “BAE” LEWIS, JR.  
OSMAN SWATI  
CHARLOTTE MOSES  
KAPRINA RICHARDSON FRANK



SHERRI BELLARD, TRMC  
CITY SECRETARY

VAL TIZENO  
CITY ATTORNEY

SEPTEMBER 16, 2016

**INVITATION TO BID**  
*Petroleum Oil & Lubricants*

**DEADLINE:** Sealed Bid submittals must be received and time stamped by **3:00 p.m., Central Standard Time, Wednesday, October 5, 2016.** (The clock located in the City Secretary’s office will be the official time.) All bids received will be read aloud **at 3:15 p.m. on Wednesday, October 5, 2016** in the City Council Chambers, City Hall, 5<sup>th</sup> Floor, Port Arthur, TX. You are invited to attend.

**MARK ENVELOPE:** *P16-064*

**DELIVERY ADDRESS:** Please submit one (1) original and one (1) copy of your bid to:

CITY OF PORT ARTHUR  
CITY SECRETARY  
P.O. BOX 1089  
PORT ARTHUR, TEXAS 77641

or

CITY OF PORT ARTHUR  
CITY SECRETARY  
444 4TH STREET, 4<sup>th</sup> Floor  
PORT ARTHUR, TEXAS 77640

**POINTS OF CONTACT:**

Questions concerning the **Invitation to Bid** should be directed **in writing** to:

City of Port Arthur, TX  
Clifton Williams, Senior Purchasing Assistant  
P.O. Box 1089  
Port Arthur, TX 77641  
[clifton.williams@portarthurtx.gov](mailto:clifton.williams@portarthurtx.gov)

The enclosed INVITATION TO BID (ITB) and accompanying GENERAL INSTRUCTIONS, CONDITIONS SPECIFICATIONS, are for your convenience in submitting bids for the enclosed referenced services for the City of Port Arthur.

Bids must be signed by a person having authority to bind the firm in a contract. Bids shall be placed in a sealed envelope, with the Vendor's name and address in the upper left-hand corner of the envelope.

ALL BIDS MUST BE RECEIVED IN THE CITY SECRETARY'S OFFICE BEFORE OPENING DATE AND TIME. It is the sole responsibility of the firm to ensure that the sealed ITB submittal arrives at the above location by specified deadline regardless of delivery method chosen by the firm. Faxed or electronically transmitted ITB submittals will not be accepted.

Clifton Williams, CPPB  
Acting Purchasing Manager

**INVITATION TO BID**  
**THE MOWING OF PRIVATELY-OWNED AND CITY-OWNED DEVELOPED**  
**AND VACANT LOTS IN THE CITY OF PORT ARTHUR**

**(To be Completed ONLY IF YOU DO NOT BID.)**

FAILURE TO RESPOND TO BID SOLICITATIONS FOR TWO (2) BID PERIODS MAY RESULT IN REMOVAL FROM THE VENDOR'S LIST. However, if you are removed you will be reinstated upon request.

**In the event you desire not to submit a bid, we would appreciate your response regarding the reason(s). Your assistance in completing and returning this form in an envelope marked with the enclosed bid would be appreciated.**

**NO BID is submitted:**    \_\_\_\_ this time only            \_\_\_\_ not this commodity/service only

	Yes	No
<b>Does your company provide this product or services?</b>		
<b>Were the specifications clear?</b>		
<b>Were the specifications too restrictive?</b>		
<b>Does the City pay its bills on time?</b>		
<b>Do you desire to remain on the bid list for this product or service?</b>		
<b>Does your present work load permit additional work?</b>		
<b>Comments/Other Suggestions:</b>		

<b>Company Name:</b>	
<b>Person Completing Form:</b>	<b>Telephone:</b>
<b>Mailing Address:</b>	<b>Email:</b>
<b>City, State, Zip Code:</b>	<b>Date:</b>

**SUBMIT THE FOLLOWING**

- A. BID SHEET –PAGE 9.**
- B. NON-COLLUSION AFFIDAVIT – PAGE 10 (MUST BE NOTARIZED)**
- C. AFFIDAVIT – PAGE 11 (MUST BE NOTARIZED)**
- D. CONFLICT OF INTEREST PAGE 12-13. (SUBMIT IF THERE IS A CONFLICT. IF YOU DO NOT SUBMIT THE FORM, THE BIDDER IS STATING THERE IS NOT A CONFLICT).**

## **SPECIFICATIONS FOR PETROLEUM OILS AND LUBRICANTS**

### **General Specifications:**

This contract shall be in effect for a period of one (1) year. At the end of one (1) year the City may renew this contract for two (2) additional one (1) year periods at the original contract bid amount. There shall be no increase in price should an extension be granted. Any terms and conditions stated in the original specifications shall apply to any extended periods.

Lubricant supplies shall be manufactured from virgin base stock and shall not contain re-refined materials.

All supplies will be delivered in sealed drums or manufacturers sealed containers. All containers shall be properly marked in accordance with applicable local, state, and federal regulations and certified that the product meets specification.

### **Delivery time:**

Orders for manufacturers sealed containers of products placed before 9:00 AM must be delivered by 3:00 PM of the same day. Order for sealed drums of products placed after 9:00 AM must be delivered by 3:00 PM of the next business day. Sealed drums must be pumped into bulk storage tanks at the time of delivery. The successful vendor will be required to shelve delivered packaged products insuring that older stock is rotated for prompt distribution from the storeroom. Failure to meet this specification shall constitute default and the City will reserve the right to terminate any contract.

Price information must be submitted on the bid submission sheet. Failure to use the bid submission sheet may be cause for the rejection of your bid. All prices are F.O.B:103 H.O. Mills Boulevard, Port Arthur, Texas 77640 and 320 Dallas Avenue, Port Arthur, Texas 77640.

The successful bidder will be required to make product warranty adjustments by 9:00 AM of the next business day. Failure to meet this specification shall constitute default and the City will reserve the right to terminate said contract.

All invoices and delivery tickets must clearly show purchase order number, quantity, item description, unit and extended price.

**Anti-Freeze (Ethylene Glycol):**

Must be a premixed 50/50 single phase, ethylene glycol based product free of nitrites and amines. This product must be suitable for both automobile and heavy-duty diesel engines and must meet or exceed ASTM D 3306 and ASTM D 4985 specifications. This product is equivalent to Texaco Startex Antifreeze/Coolant Pre-Mixed 50/50. It will be purchased in one-gallon containers and 55-gallon drums.

**Anti-Freeze (Extended Life):**

Must be a premixed 50/50 single phase, propylene glycol based product free of nitrites and amines. This product must be suitable for both automobile and heavy-duty diesel engines with change intervals up to 5-years/100,000 miles. This product is equivalent to Texaco Antifreeze/Coolant ETX-6280BPK Pre-Mixed 50/50. It will be purchased in one-gallon containers and 55-gallon drums.

**Automatic Transmission Fluid:**

Must meet or exceed the requirements of General Motors Corporation for DEXRON II, Ford Motor Company for MERCON (M2C166), and Caterpillar TO-2 fluid. It will be purchased in quart containers.

**Chassis Grease:**

Shall be oxidation resistant lithium soap based grease suitable for general automotive use.  
Shall be designated as NLGI 2 and EP (extreme pressure).  
It will be purchased in 120-pound pails and 14-ounce cartridges.

**Engine oil SAE 15W40 Multi-grade:**

Must be suitable for use in both gasoline and diesel engines.  
Must meet or exceed the performance requirements of domestic gasoline and diesel manufacturers.  
Must meet API classification CE, CD-II-SG, and SF.  
Must meet or exceed Mil Spec MIL-L-2104E and MIL-I-46152D.  
It will be purchased in quart containers.

**Gear Oil SAE 80W90:**

Must meet or exceed the requirements for API service GL-5.  
Must meet or exceed Mil Spec MIL-L-2105C.  
It will be purchased in 5-gallon pails.

**Hydraulic Fluid (HYD 68 AW):**

Shall be ISO 68 AW oil with anti-wear, rust and oxidation additives and a foam suppressant.  
Shall have a CST viscosity of 62.0 at 40 degrees Celsius.  
Shall have a pour point of -20 degrees Fahrenheit.  
It will be purchased in 5-gallon pails.

**Power Steering Fluid:**

A multipurpose product that is approved for use in all GM, Chrysler, and Ford power steering systems. This product is equivalent to Texaco Power Steering Fluid 11872.  
It will be purchased in quart containers.

**Diesel Exhaust Fluid:**

Diesel Exhaust Fluid (DEF), as standardized in ISO 22241[1], is an Aqueous Urea Solution of with 32.5% high-purity urea (AUS 32) and 67.5% deionized water.

Must meet or exceed the requirements for ASTM D7821 Standard Test Method for Field Test Determination of Urea Concentration in Diesel Exhaust Fluid (DEF)

Must meet or exceed the requirements for ISO 22241-5:2012 Diesel engines - NOx reduction agent AUS32

It will be purchased in 2.5 gallon containers.

**Transmission-Differential-Hydraulic Fluid:**

A common fluid to lubricate the transmission, differential, and hydraulic systems of wheeled type tractors. This product must be equivalent to Texaco TDH Oil Code 1893.

It will be purchased in five-gallon pails.

**Transmission fluid for Transit:**

This product must be equivalent to Shell Donax TX Transmission Fluid

**NOTE: Bidders must submit Material Safety Data Sheets (MSDS) for all products with the bid package.**

## Estimated Annual Usage

Anti-Freeze (Ethylene Glycol)	one-gallon containers	600 gallons
Anti-Freeze (Extended Life)	one-gallon containers	200 gallons
Automatic Transmission Fluid	quart containers	1,600 quarts
Chassis Grease	120-pound pails	5 pails
Chassis Grease	14 ounce tubes	140 tubes
Engine oil SAE 15W40 Multi-grade	quart containers	3,300 quarts
Engine oil SAE 80W90	5-gallon pails	10 pails
Hydraulic oil ISO 68AW	5-gallon pails	530 pails
Power Steering Fluid	quart containers	36 quarts
Diesel Exhaust Fluid	2.5 gallon containers	1,440 containers
Transmission-Differential-Hydraulic (TDH) oil	5-gallon pails	20 pails
Transmission fluid for Transit	55-gallon drums	4 drums

**CITY OF PORT ARTHUR, TEXAS**  
**BID SHEET**

**BID FOR:** Petroleum Oil & Lubricants

**BID DUE DATE:** October 5, 2016

Bidders must bid in the Unit of Measure stated on Bid Sheet

<b><u>DESCRIPTION</u></b>	<b><u>UNIT OF MEASURE</u></b>	<b><u>UNIT COST</u></b>
Anti-Freeze (Ethylene Glycol)	one-gallon containers	\$ _____
Anti-Freeze (Extended Life)	one-gallon containers	\$ _____
Automatic Transmission Fluid	quart containers	\$ _____
Chassis Grease	120-pound pails	\$ _____
Chassis Grease	14 ounce tubes	\$ _____
Engine oil SAE 15W40 Multi-grade	quart containers	\$ _____
Engine oil SAE 80W90	5-gallon pails	\$ _____
Hydraulic oil ISO 68AW	5-gallon pails	\$ _____
Power Steering Fluid	quart containers	\$ _____
Diesel Exhaust Fluid	2.5 Gallon Containers	\$ _____
Transmission-Differential-Hydraulic (TDH) oil	5-gallon pails	\$ _____
Transmission fluid for Transit	55-gallon drums	\$ _____

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
SIGNATURE OF BIDDER

\_\_\_\_\_  
P.O. BOX

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
CITY            STATE            ZIP

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
AREA CODE            TELEPHONE NO.

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
FAX NO.

**NON-COLLUSION AFFIDAVIT**

CITY OF PORT ARTHUR                   §  
   §  
STATE OF TEXAS                         §

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Section 15.01, *et seq.*, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

Signature:

Printed Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

Date: \_\_\_\_\_

SUBSCRIBED and sworn to before me by the above named \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the  
State of Texas

My commission expires: \_\_\_\_\_

**AFFIDAVIT**

All pages in Offeror's Responses containing statements, letters, etc., shall be signed by a duly authorized officer of the company whose signature is binding.

The undersigned offers and agrees to one of the following:

\_\_\_\_\_ I hereby certify that **I do not have** outstanding debts with the City of Port Arthur. I further agree to pay succeeding debts as they become due.

\_\_\_\_\_ I hereby certify that **I do have** outstanding debts with the City of Port Arthur and agree to pay said debts prior to execution of this agreement. I further agree to pay succeeding debts as they become due.

\_\_\_\_\_ I hereby certify that **I do have** outstanding debts with the City of Port Arthur and agree to enter into an agreement for the payment of said debts. I further agree to pay succeeding debts as they become due.

---

**Firm Name** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**Authorized Signature** \_\_\_\_\_ **Title** \_\_\_\_\_

---

**Name (please print)** \_\_\_\_\_ **Telephone** \_\_\_\_\_

---

**Email** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me by the above named \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

**RETURN THIS AFFIDAVIT AS PART OF THE BID PROPOSAL**

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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

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

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

### OFFICE USE ONLY

Date Received

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

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

GENERAL INFORMATION:

**NOTE: It is extremely important that the Vendor, Bidder, and/or Contractor furnish the City of Port Arthur the required information specified in Bid or Proposal Specifications listed in this Bid Package.**

All bids meeting the intent of this request for bid will be considered for award. BIDDERS TAKING EXCEPTION TO THE SPECIFICATIONS, OR OFFERING SUBSTITUTIONS, SHALL STATE THESE EXCEPTIONS BY ATTACHMENT AS PART OF THE BID. The absence of such a list shall indicate that the bidder has not taken exceptions and the City shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. The City reserves the right to accept any and all or none of the exception(s)/substitutions(s) deemed to be in the best interest of the City of Port Arthur.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any interlineations, alteration, or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**BID AWARD:** The City of Port Arthur will review all bids for responsiveness and compliance with these specifications. The award shall be made to the responsive, responsible bidder who submits the best value bid.

The City reserves the right to:

1. Reject any and all bids and to make no award if it deems such action to be in its best interest.
2. Award bids on the lump sum or unit price basis, whichever is in the best interest of the City.
3. Reject any or all bids and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of the City.
4. Award bids to bidders whose principal place of business is in the City of Port Arthur and whose bid is within 5% of the lowest bid price, as provided by Section 271.905 of the Texas Government Code.

**TERMINOLOGY:** "Bid" vs. "Proposal"--For the purpose of this ITB, the terms "Bid" and "Proposal" shall be equivalent.

Bidders are cautioned to read the information contained in this ITB carefully and to submit a complete response to all requirements and questions as directed.

**CONFLICT OF INTEREST:** No public official shall have interest in this contract, in accordance with Vernon's Texas Code Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

**ETHICS:** The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the City of Port Arthur.

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Be able to comply with the required or proposed delivery schedule.
2. Have a satisfactory record of performance.

3. Have a satisfactory record of integrity and ethics.
4. Be otherwise qualified and eligible to receive an award.
5. Be engaged in a full time business and can assume liabilities for any performance or warranty service required.
6. The City Council shall not award a contract to a company that is in arrears in its obligations to the City.
7. No payments shall be made to any person of public monies under any contract by the City with such person until such person has paid all obligations and debts owed to the City, or has made satisfactory arrangements to pay the same.

**ADDENDA:** Any interpretations, corrections or changes to the ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Port Arthur Purchasing Manager. The City assumes no responsibility for the bidder's failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addendum may be cause for the bid to be rejected. It is the vendor's responsibility to check for any addendums that might have been issued before bid closing date and time.

**PORT ARTHUR PRINCIPAL PLACE OF BUSINESS:** Any bona fide business that claims the City of Port Arthur as its principal place of business must have an official business address (office location and office personnel) in Port Arthur, the principal storage place or facility for the equipment shall be in Port Arthur and/or the place of domicile for the principal business owner(s) shall be in Port Arthur or such other definition or interpretation as is provided by state law. Contractors outside the City of Port Arthur are allowed to bid.

**PRICES:** The bidder should show in the proposal both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

**PURCHASE ORDER:** A purchase order(s) shall be generated by the City of Port Arthur to the successful bidder. The purchase order number must appear on all itemized invoices.

**INVOICES:** All invoices shall be mailed directly to the City of Port Arthur, Attn.: **Equipment Services or Transit**, P.O. Box 1089, Port Arthur, Texas 77641.

**PAYMENT:** Payment will be made upon receipt of the original invoice and the acceptance of the goods or services by the City of Port Arthur, in accordance with the State of Texas Prompt Payment Act, Article 601f V.T.C.S. The City's standard payment terms are net 30, i.e. payment is due 30 days from the date of the invoice.

**SALES TAX:** The City of Port Arthur is exempt by law from payment of Texas Sales Tax and Federal Excise Tax; therefore the proposal shall not include Sales Tax.

**VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Port Arthur, Texas, Jefferson County.

**COMPLIANCE WITH LAWS:** The Contractor shall comply with all applicable laws, ordinances, rules, orders, regulations and codes of the federal, state and local governments relating to performance of work herein.

**INTEREST OF MEMBERS OF CITY:** No member of the governing body of the City, and no other officer, employee or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and, the Contractor shall take appropriate steps to assure compliance.

**DELINQUENT PAYMENTS DUE CITY:** The City of Port Arthur Code of Ordinances prohibits the City from granting any license, privilege or paying money to any-one owing delinquent taxes, paving assessments or any money to the City until such debts are paid or until satisfactory arrangements for payment has been made. Bidders must complete and sign the AFFIDAVIT included as part of this ITB.

**QUANTITIES:** Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the contractor shall not have any claim against the City of Port Arthur for quantities less than the estimated amount.

**SHIPPING INFORMATION:** All bids are to be F.O.B., City of Port Arthur, Port Arthur, TX 77640

**INCORPORATION OF PROVISIONS REQUIRED BY LAW:** Each provision and clause required by law to be inserted into the Contract shall be deemed to be enacted herein and the Contract shall be read and enforced as though each were included herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted the Contract shall be amended to make such insertion on application by either party.

**CONTRACTOR'S OBLIGATIONS:** The Contractor shall and will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this Contract, in accordance with the provisions of this Contract and said specifications.

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

While the purpose of the specifications is to indicate minimum requirements in the way of capability, performance, construction, and other details, its use is not intended to deprive the City of Port Arthur the option of selecting goods which may be considered more suitable for the purpose involved.

In the event of conflicts between the written bid proposal and information obtained verbally, the vendor is specifically advised that the written bid proposal will prevail in the determination of the successful bidder.

Under the Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to

terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Contractor, and the City may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the City from the Contractor is determined.

**TERMINATION FOR CONVENIENCE:** The City may terminate this contract at any time giving at least thirty (30) days notice in writing to the Contractor. If the Contract is terminated by the City as provided herein, the Contractor will be paid for the service that it has performed up to the termination date. If this contract is terminated due to fault of the Contractor, the previous paragraph hereof relative to termination shall apply.

**RELEASES AND RECEIPTS:** The City of Port Arthur before making payments may require the Contractor to furnish releases or receipts for any or all persons performing work and supplying material or service to the Contractor, or any sub-contractors for work under this contract, if this is deemed necessary to protect its interests.

**CARE OF WORK:** The Contractor shall be responsible for all damages to person or property that occurs as a result of his fault or negligence in connection with the work performed until completion and final acceptance by the City.

**SUB-CONTRACTS:** The Contractor shall not execute an agreement with any sub-contractor or permit any sub-contractor to perform any work included in this Contract until he has received from the City of Port Arthur written approval of such agreement.

**INSURANCE:** All insurance must be written by an insurer licensed to conduct business in the State of Texas, unless otherwise permitted by Owner. The Contract shall, at his own expense, purchase, maintain and keep in force insurance that will protect against injury and/or damages which may arise out of or result from operations under this contract, whether the operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, of the following types and limits

1. Standard Worker's Compensation Insurance:
2. Commercial General Liability occurrence type insurance City of Port Arthur, its officers, agents, and employees must be named as an additional insured):
  - a. Bodily injury \$500,000 single limit per occurrence or \$500,000 each person/\$500,000 per occurrence for contracts of \$100,000 or less; or Bodily injury \$1,000,000 single limit per occurrence or \$500,000 each person /\$1,000,000 per occurrence for contracts in excess of \$100,000; and,
  - b. Property Damage \$100,000 per occurrence regardless of contract amount; and,
  - c. Minimum aggregate policy year limit of \$1,000,000 for contracts of \$100,000 or less; or, Minimum aggregate policy year limit of \$2,000,000 for contracts in excess of \$100,000.

3. Commercial Automobile Liability Insurance (Including owned, non-owned and hired vehicles coverage's).
  - a. Minimum combined single limit of \$500,000 per occurrence, for bodily injury and property damage.
  - b. If individual limits are provided, minimum limits are \$300,000 per person, \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage.

Contractor shall cause Contractor's insurance company or insurance agent to fill in all information required (including names of insurance agency, contractor and insurance companies, and policy numbers, effective dates and expiration dates) and to date and sign and do all other things necessary to complete and make into valid certificates of insurance and pertaining to the above listed items, and before commencing any of the work and within the time otherwise specified, Contractor shall file completed certificates of insurance with the Owner.

None of the provisions in said certificate of insurance should be altered or modified in any respect except as herein expressly authorized. Said CERTIFICATE OF INSURANCE Form should contain a provision that coverage afforded under the policies will not be altered, modified or canceled unless at least fifteen (15) days prior written notice has been given to the City of Port Arthur. Contractor shall also file with the City of Port Arthur valid CERTIFICATE OF INSURANCE on like form from or for all Subcontractors and showing the Subcontractor (s) as the Insured. Said completed CERTIFICATE OF INSURANCE Form (s) shall in any event be filed with the City of Port Arthur not more than ten (10) days after execution of this Contract.

**NOTICE TO PROCEED:** Notice to Proceed shall be issued within ten (10) days of the execution of the Contract by OWNER. Should there be any reasons why Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between OWNER and CONTRACTOR.

**CELL PHONE OR PAGER:** The Contractor must have a working cell phone or pager available Monday through Friday from 8:00 a.m. to 5:00 p.m. so that the City will be able to contact the contractor.