

## SERVICE AGREEMENT NO. 1635

### Electrical Repair Services

THIS **Electrical Repair Services Agreement** ("Agreement") is entered into by and between the City of Corpus Christi, a Texas home-rule municipal corporation ("City") and Scott Electric Company ("Contractor"), effective upon execution by the City Manager or the City Manager's designee ("City Manager").

WHEREAS, Contractor has bid to provide Electrical Repair Services in response to Request for Bid/Proposal No. 1635 ("RFB/RFP"), which RFB/RFP includes the required scope of work and all specifications and which RFB/RFP and the Contractor's bid or proposal response, as applicable, are incorporated by reference in this Agreement as Exhibits 1 and 2, respectively, as if each were fully set out here in its entirety.

NOW, THEREFORE, City and Contractor agree as follows:

- 1. Scope.** Contractor will provide Electrical Repair Services ("Services") in accordance with the attached Scope of Work, as shown in Attachment A, the content of which is incorporated by reference into this Agreement as if fully set out here in its entirety, and in accordance with Exhibit 2.
- 2. Term.** This Agreement is for 36 months, with performance commencing upon the date of issuance of a notice to proceed from the Contract Administrator or Purchasing Division. The parties may mutually extend the term of this Agreement for up to zero additional zero-month periods ("Option Period(s)"), provided, the parties do so in writing and prior to the expiration of the original term or the then-current Option Period. The City's extension authorization must be executed by the City Manager or designee.
- 3. Compensation and Payment.** The total value of this Agreement is not to exceed \$152,380.00, subject to approved extensions and changes. Payment will be made for Services completed and accepted by the City within 30 days of acceptance, subject to receipt of an acceptable invoice. All pricing must be in accordance with the attached Bid/Pricing Schedule, as shown in Attachment B, the content of which is incorporated by reference into this Agreement as if fully set out here in its entirety.
- 4. Contract Administrator.** The Contract Administrator designated by the City is responsible for approval of all phases of performance and operations under this Agreement, including deductions for non-performance and authorizations for payment. The City's Contract Administrator for this Agreement is as follows:

Name: Jesse Hernandez  
Department: Asset Management  
Phone: (361)-826-1983  
Email: JesseH@cctexas.com

**5. Insurance; Bonds.**

(A) Before performance can begin under this Agreement, the Contractor must deliver a certificate of insurance ("COI"), as proof of the required insurance coverages, to the City's Risk Manager and the Contract Administrator. Additionally, the COI must state that the City will be given at least 30 days' advance written notice of cancellation, material change in coverage, or intent not to renew any of the policies. The City must be named as an additional insured. The City Attorney must be given copies of all insurance policies within 10 days of the City Manager's written request. Insurance requirements are as stated in Attachment C, the content of which is incorporated by reference into this Agreement as if fully set out here in its entirety.

(B) In the event a payment bond, a performance bond, or both, are required of the Contractor to be provided to the City under this Agreement before performance can commence, the terms, conditions, and amounts required in the bonds and appropriate surety information are as included in the RFB/RFP or as may be added to Attachment C, and such content is incorporated here in this Agreement by reference as if each bond's terms, conditions, and amounts were fully set out here in its entirety.

**6. Purchase Release Order.** For multiple-release purchases of Services to be provided by the Contractor over a period of time, the City will exercise its right to specify time, place and quantity of Services to be delivered in the following manner: any City department or division may send to Contractor a purchase release order signed by an authorized agent of the department or division. The purchase release order must refer to this Agreement, and Services will not be rendered until the Contractor receives the signed purchase release order.

**7. Inspection and Acceptance.** Any Services that are provided but not accepted by the City must be corrected or re-worked immediately at no charge to the City. If immediate correction or re-working at no charge cannot be made by the Contractor, a replacement service may be procured by the City on the open market and any costs incurred, including additional costs over the item's bid/proposal price, must be paid by the Contractor within 30 days of receipt of City's invoice.

**8. Warranty.**

(A) The Contractor warrants that all products supplied under this Agreement are new, quality items that are free from defects, fit for their intended purpose,

and of good material and workmanship. The Contractor warrants that it has clear title to the products and that the products are free of liens or encumbrances.

(B) In addition, the products purchased under this Agreement shall be warranted by the Contractor or, if indicated in Attachment D by the manufacturer, for the period stated in Attachment D. Attachment D is attached to this Agreement and is incorporated by reference into this Agreement as if fully set out here in its entirety.

9. **Quality/Quantity Adjustments.** Any Service quantities indicated on the Bid/Pricing Schedule are estimates only and do not obligate the City to order or accept more than the City's actual requirements nor do the estimates restrict the City from ordering less than its actual needs during the term of the Agreement and including any Option Period. Substitutions and deviations from the City's product requirements or specifications are prohibited without the prior written approval of the Contract Administrator.
10. **Non-Appropriation.** The continuation of this Agreement after the close of any fiscal year of the City, which fiscal year ends on September 30<sup>th</sup> annually, is subject to appropriations and budget approval specifically covering this Agreement as an expenditure in said budget, and it is within the sole discretion of the City's City Council to determine whether or not to fund this Agreement. The City does not represent that this budget item will be adopted, as said determination is within the City Council's sole discretion when adopting each budget.
11. **Independent Contractor.** Contractor will perform the work required by this Agreement as an independent contractor and will furnish such Services in its own manner and method, and under no circumstances or conditions will any agent, servant or employee of the Contractor be considered an employee of the City.
12. **Subcontractors.** Contractor may use subcontractors in connection with the work performed under this Agreement. When using subcontractors, however, the Contractor must obtain prior written approval from the Contract Administrator if the subcontractors were not named at the time of bid or proposal, as applicable. In using subcontractors, the Contractor is responsible for all their acts and omissions to the same extent as if the subcontractor and its employees were employees of the Contractor. All requirements set forth as part of this Agreement, including the necessity of providing a COI in advance to the City, are applicable to all subcontractors and their employees to the same extent as if the Contractor and its employees had performed the work.
13. **Amendments.** This Agreement may be amended or modified only by written change order signed by both parties. Change orders may be used to modify quantities as deemed necessary by the City.

14. **Waiver.** No waiver by either party of any breach of any term or condition of this Agreement waives any subsequent breach of the same.
15. **Taxes.** The Contractor covenants to pay payroll taxes, Medicare taxes, FICA taxes, unemployment taxes and all other related taxes. Upon request, the City Manager shall be provided proof of payment of these taxes within 15 days of such request.
16. **Notice.** Any notice required under this Agreement must be given by fax, hand delivery, or certified mail, postage prepaid, and is deemed received on the day faxed or hand-delivered or on the third day after postmark if sent by certified mail. Notice must be sent as follows:

**IF TO CITY:**

City of Corpus Christi  
Attn: Jesse Hernandez  
Title: Superintendent of Operations  
Address: 5352 Ayers Rd Building 3A, Corpus Christi, TX 78415  
Phone: (361)-826-1983  
Fax: (361)-826-3795

**IF TO CONTRACTOR:**

Scott Electric Company  
Attn: Tino Vasquez  
Title: Vice President  
Address: 2001 N. Port Ave, Corpus Christi, TX 78403  
Phone: (361)-884-6326  
Fax: (361)-884-9612

17. **CONTRACTOR SHALL FULLY INDEMNIFY, HOLD HARMLESS AND DEFEND THE CITY OF CORPUS CHRISTI AND ITS OFFICERS, EMPLOYEES AND AGENTS ("INDEMNITEES") FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, CLAIMS, DEMANDS, SUITS, AND CAUSES OF ACTION OF WHATEVER NATURE, CHARACTER, OR DESCRIPTION ON ACCOUNT OF PERSONAL INJURIES, PROPERTY LOSS, OR DAMAGE, OR ANY OTHER KIND OF INJURY, LOSS, OR DAMAGE, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, ATTORNEYS' FEES AND EXPERT WITNESS FEES, WHICH ARISE OR ARE CLAIMED TO ARISE OUT OF OR IN CONNECTION WITH A BREACH OF THIS AGREEMENT OR THE PERFORMANCE OF THIS AGREEMENT BY THE CONTRACTOR OR RESULTS FROM THE NEGLIGENT ACT, OMISSION, MISCONDUCT, OR FAULT OF THE CONTRACTOR OR ITS EMPLOYEES OR AGENTS. CONTRACTOR MUST, AT ITS OWN EXPENSE, INVESTIGATE ALL CLAIMS AND DEMANDS, ATTEND TO THEIR SETTLEMENT**

**OR OTHER DISPOSITION, DEFEND ALL ACTIONS BASED THEREON WITH COUNSEL SATISFACTORY TO THE CITY ATTORNEY, AND PAY ALL CHARGES OF ATTORNEYS AND ALL OTHER COSTS AND EXPENSES OF ANY KIND ARISING OR RESULTING FROM ANY SAID LIABILITY, DAMAGE, LOSS, CLAIMS, DEMANDS, SUITS, OR ACTIONS. THE INDEMNIFICATION OBLIGATIONS OF CONTRACTOR UNDER THIS SECTION SHALL SURVIVE THE EXPIRATION OR EARLIER TERMINATION OF THIS AGREEMENT.**

**18. Termination.**

(A) The City Manager may terminate this Agreement for Contractor's failure to perform the work specified in this Agreement or to keep any required insurance policies in force during the entire term of this Agreement. The Contract Administrator must give the Contractor written notice of the breach and set out a reasonable opportunity to cure. If the Contractor has not cured within the cure period, the City Manager may terminate this Agreement immediately thereafter.

(B) Alternatively, the City Manager may terminate this Agreement for convenience upon 30 days advance written notice to the Contractor. The City Manager may also terminate this Agreement upon 24 hours written notice to the Contractor for failure to pay or provide proof of payment of taxes as set out in this Agreement.

**19. Assignment.** No assignment of this Agreement by the Contractor, or of any right or interest contained herein, is effective unless the City Manager first gives written consent to such assignment. The performance of this Agreement by the Contractor is of the essence of this Agreement, and the City Manager's right to withhold consent to such assignment is within the sole discretion of the City Manager on any ground whatsoever.

**20. Severability.** Each provision of this Agreement is considered to be severable and, if, for any reason, any provision or part of this Agreement is determined to be invalid and contrary to applicable law, such invalidity shall not impair the operation of nor affect those portions of this Agreement that are valid, but this Agreement shall be construed and enforced in all respects as if the invalid or unenforceable provision or part had been omitted.

**21. Order of Precedence.** In the event of any conflicts or inconsistencies between this Agreement, its attachments, and exhibits, such conflicts and inconsistencies will be resolved by reference to the documents in the following order of priority:

- A. this Agreement (excluding attachments and exhibits);
- B. its attachments;
- C. the bid solicitation document including any addenda (Exhibit 1); then,

D. the Contractor's bid response (Exhibit 2).

22. **Certificate of Interested Parties.** Contractor agrees to comply with Texas Government Code Section 2252.908, as it may be amended, and to complete Form 1295 "Certificate of Interested Parties" as part of this Agreement.
23. **Verification Regarding Israel.** In accordance with Chapter 2270, Texas Government Code, the City 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. The signatory executing this Agreement on behalf of the Contractor verifies that the company does not boycott Israel and will not boycott Israel during the term of this Agreement.
24. **Governing Law.** This Agreement is subject to all federal, State, and local laws, rules, and regulations. The applicable law for any legal disputes arising out of this Agreement is the law of the State of Texas, and such form and venue for such disputes is the appropriate district, county, or justice court in and for Nueces County, Texas.
25. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties concerning the subject matter of this Agreement and supersedes all prior negotiations, arrangements, agreements and understandings, either oral or written, between the parties.

**(SIGNATURE PAGE FOLLOWS)**

**CONTRACTOR**

Signature: Tino Vasquez

Printed Name: Tino Vasquez

Title: Vice President

Date: 8-13-18

**CITY OF CORPUS CHRISTI**

Signature: \_\_\_\_\_

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

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

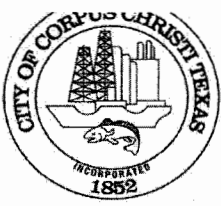
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**Attached and Incorporated by Reference:**

- Attachment A: Scope of Work
- Attachment B: Bid/Pricing Schedule
- Attachment C: Insurance and Bond Requirements
- Attachment D: Warranty Requirements

**Incorporated by Reference Only:**

- Exhibit 1: RFB/RFP No. 1635
- Exhibit 2: Contractor's Bid/Proposal Response



## ATTACHMENT A: SCOPE OF WORK

### 1.1 General Requirements/Background Information

- A. The Contractor shall provide Electrical repair services to our City owned locations outlined in this Scope of work. The Contractor shall provide Electrical repair services on as needed basis.
- B. The Contractor shall have enough responsible, trained, and licensed personnel to provide the required repair services.

### 1.2 Repairs

- A. The Contractor shall furnish labor, supervision, parts, supplies, materials, tools, and equipment necessary to perform repair services at all locations. Repair parts and components must conform to original equipment manufacturer specifications.
- B. Scope of repair services including but are not limited to
  - 1. Electrical conduit wiring
  - 2. Lighting systems and control systems
  - 3. Receptacles, switches, data and telephone wall jacks
  - 4. Emergency Lighting equipment
  - 5. Power and conduit to other systems such as HVAC, Generator or other equipment
  - 6. Data and Telephone Cabling
  - 7. Conduit systems for communications and other electronic systems
  - 8. Pump, motors and electrical breakers
  - 9. Low voltage wiring
  - 10. Air controls
  - 11. Generators Systems
  - 12. Irrigation – Electrical Valves and Controllers
  - 13. Electrical Furnaces
- C. The Contractor is responsible for making repairs of any materials or equipment damaged during the completion of work or as the results of action or inaction by Contractor's staff. After completion of repairs, Contractor shall report back to the Operations Superintendent or designee. If any item or equipment covered under this agreement is deemed non-repairable, the Contractor shall immediately notify the Operation Superintendent.
- D. All services performed under this contract must be accomplished in a manner that meets all applicable federal, state and local laws, rules, regulations, ordinances, codes, manufacturer's instructions, warranty requirements and original equipment specifications.



### **1.3 Routine and Emergency Service Call**

- A. The Contractor shall be available to perform services 24 hours a day, seven days a week on an as needed basis.
- B. The City will provide the work order before commencement of services. Contractor shall request the work order from the Operation Superintendent or designee, if City fails to provide.
- C. In order to minimize overstaffing and equipment downtime, the City staff shall provide work description in the Work order or explain by email/ phone. Based on description, Contractor will have a general idea of the work prior to commencement. The Contractor shall not overstaff for job repairs, and use upon customary trade practices, the City's reserves the right to only pay the fees for customary trade practices.
- D. After inspection of work, Contractor shall call or check in with the Operation Superintendent or designee who assigned the work and provide an estimated time to be on property. If the anticipated cost of Labor and Materials exceeds \$1000, the Contractor must obtain approval from the Operations Superintendent or designee prior to commencement of work.
- E. The Contractor shall perform routine service calls during normal working hours 8:00 AM to 5:00 PM, excluding City holidays. The Contractor shall be on site within two hours or within an agreeable time frame determined by the Operations Superintendent or designee.
- F. Emergency service calls are defined as an event which requires immediate action to prevent a hazard to life, health, safety, property or to avoid failure of an equipment. When an emergency arises, Operation superintendent or designee shall notify the Contractor of the emergency repair at the facility. Contractor shall be on site within an agreeable time frame determined by the Operations Superintendent or designee.
- G. Contractor shall check in with the Operation Superintendent or designee at the location upon arrival and check out after completion of work.
- H. If the Contractor is required to leave the premises to obtain parts or other materials, the Operation Superintendent or designee must be notified.
- I. Contractor shall only invoice the City for the time spent on the property. The City will not pay for time spend in route or travelling to acquire parts/supplies.
- J. Upon completion of the routine or emergency service call, the Contractor's representative shall provide a job ticket. The job ticket shall include, but not limited to – Company Name, Name of technician and/or helper, Date of Service, Detailed Description of the work performed, root causes of failure, parts used, Work Order number and total time spent on job.

### **1.4 Service Personnel**

- A. Contractor/ Technician shall have registered with the State of Texas in accordance with TDLR and to be free of TDLR violations within the last three years. Any personnel assigned to the service agreement shall meet all applicable certification requirements of any regulatory agency having

jurisdiction. The Contractor shall ensure that all personnel are continuously trained to meet the latest electrical technology and industry standards.

- B. The Contractor shall ensure that all crews are fully and properly equipped to perform services promptly and safely without delay. All personnel assigned to the service agreement shall wear a uniform, including safety equipment and any company issued photo identification. Contractor's employees working on site shall wear clothing with an identification logo bearing the name of the company visible from 15 feet. All personnel shall be neatly dressed in shirts, safety shoes and long pants. Shorts or torn clothing are unacceptable. Clothing worn shall be suitable for electrical work in accordance with NFPA 70E requirements.
- C. If the service personnel do not perform as required, the City has the right to reject the personnel and the Contractor shall deploy new personnel.
- D. The Contractor shall conduct background checks for all personnel before assigned to work under this agreement. The Contract Administrator may ask for a background check report from the Contractor. The City reserves the right to approve or refuse employees based on back ground checks report. Background checks will be included in the Contract price.

### **1.5 Recordkeeping**

- A. The Contractor shall establish and maintain a log delineating complete and accurate records of all repairs, parts, supplies and materials for each location for the term of the Contract. The Contractor shall update the logs after each service defined in the Contract.

### **1.6 Invoicing**

- A. Each month, the Contractor shall submit the invoice for repair services to the City. Invoice must contain following:
  - I. Purchase order number
  - II. Description of work
  - III. Total hours billed, itemized by position and hourly rate
  - IV. Work Order no/ Job ticket
  - V. Copies of all invoice for parts/materials (to verify markup %)
- B. Invoices shall be sent as follows: Original copy to the City's Account payable department and one (1) to the Contract Administrator. Approval for payment shall be authorized by the Contract Administrator or Operation Superintendent.

### **1.7 Safety**

- A. The Contractor shall barricade or place cones around the work area before commencing services. The Contractor shall safeguard the area while services are being performed. Contractor shall try to minimize an interference to the building occupants with the day to day operations. The Contractor shall ensure the safety of its employees, City employees, and the public during performance of all services under this agreement.

- B. The Contractor shall not store worn or defective parts on City premises at the end of the work day, unless otherwise approved by the Operation Superintendent or designee.
- C. The Contractor must clean work site from debris or hazards after completion of work.
- D. The Contractor shall dispose all worn/defective parts, oils, solvents, in accordance with all applicable laws, rules and regulations as to ensure the highest level of safety to the environment and public health.

**1.8 Contractor Quality Control and Superintendence**

- A. The Contractor shall establish and maintain a complete Quality Control Program that is acceptable to the Contract Administrator to assure that the requirements of the Contract are provided as specified. The Contractor will also provide supervision of the work to insure it complies with the contract requirements.

**1.9 Warranty**

- A. The Contractor shall provide one-year warranty on workmanship. The Contractor shall provide one-year warranty or manufacturer warranty on all new parts.
- B. Any additional service call to repair deficiencies, previously addressed, will not be considered for payment.

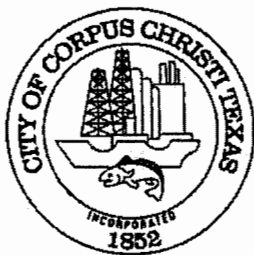
**1.10 Work Site and Conditions**

The Contractor shall perform electrical services on as needed basis to the following locations including but are not limited to:

	<b>BUILDING</b>	<b>Address</b>	<b>Zip Code</b>
1	Health Department	1702 Horne Rd, Corpus Christi, TX	78416
2	City Hall	1201 Leopard St, Corpus Christi, TX	78401
3	Gas Department	4225 S Port Ave, Corpus Christi, TX	78415
4	Police Department	321 John Sartain St, Corpus Christi, TX	78401
5	Municipal Courts	321 John Sartain St, Corpus Christi, TX	78401
6	Frost Bank	2402 Leopard St, Corpus Christi, TX	78408
7	Water Department	2726 Holly Rd, Corpus Christi, TX	78415
8	Broadmoor Senior Center	1651 Tarlton St, Corpus Christi, TX	78415
9	Ethel Eyerly Senior Center	654 Graham Rd. Corpus Christi, TX	78418
10	Garden Senior Center	5325 Greely Dr, Corpus Christi, TX	78412
11	Greenwood Senior Center	4040 Greenwood Dr, Corpus Christi, TX	78416
12	Lindale Senior Center	3135 Swantner St, Corpus Christi, TX	78404

13	Northwest Senior Center	9725 Up River Rd, Corpus Christi, TX	78410
14	Oveal Williams Senior Center	1414 Martin Luther King Dr, Corpus Christi, TX	78401
15	Zavala Senior Center	510 Osage St, Corpus Christi, TX	78405
16	La Retama Central Library	805 Comanche St, Corpus Christi, TX	78401
17	Garcia Public Library	5930 Brockhampton St, Corpus Christi, TX	78414
18	Janeth Harte Public Library	2629 Waldron Rd, Corpus Christi, TX	78418
19	Hopkins Public Library	3202 McKenzie Rd, Corpus Christi, TX	78410
20	McDonalds Library	4044 Greenwood Dr, Corpus Christi, TX	78416
21	Neyland Public Library	1230 Carmel Pkwy, Corpus Christi, TX	78411
22	Joe Garza Recreation Center	3204 Highland Ave, Corpus Christi, TX	78405
23	Lindale Recreation Center	3133 Swantner St, Corpus Christi, TX	78404
24	Oak Park Recreation Center	842 Erwin Ave, Corpus Christi, TX	78408
25	Oso Recreation Center	1111 Bernice Dr, Corpus Christi, TX	78413
26	Soloman Coles Rec Center	924 Winnebago St, Corpus Christi, TX	78401
27	Science and History Museum	1900 N Chaparral St, Corpus Christi, TX	78401
28	Al Kruse Tennis Center	502 King St, Corpus Christi, TX	78401
29	HEB Pool Complex	1520 Shely St, Corpus Christi, TX	78404
30	HEB Tennis Court	1520 Shely St, Corpus Christi, TX	78404
31	Central Kitchen	4141 Old Brownsville Rd, Corpus Christi, TX	78405
32	O N Stevens Plant	13101 Leopard St, Corpus Christi, TX	78410
33	Solid Waste Building	2525 Hygeia, Corpus Christi, TX	78415
34	Oso Waste Water Treatment Plant (WWTP)	501 Nile, Corpus Christi, TX	78412
35	Greenwood Waste water treatment Plant	6541 Greenwood Dr, Corpus Christi, TX	78417
36	Broadway Waste Water Treatment plant	1402 W Broadway, Corpus Christi, TX	78401

37	Laguna Madre Waste Water Treatment Plant	201 Jester St, Corpus Christi, TX	78418
38	White Cap Waste Water Treatment plant	13409 White Cap St, Corpus Christi, TX	78418
39	Allison WWTP	4101 Allison St, Corpus Chishti, TX	78410
40	CEFE Landfill	2397 Co.Rd.20, Robstown, TX	78380
41	J C Elliot Transfer Station	6594 Greenwood St, Corpus Christi, TX	78415



**CITY OF CORPUS CHRISTI  
BID FORM  
PURCHASING DIVISION  
RFB No. 1635**

**Electrical Repairs Services for Asset Management Department**

PAGE 1 OF 1

Date: 8-3-18Bidder: Scott Electric CompanyAuthorized  
Signature:

1. Refer to "Instructions to Bidders" and Contract Terms and Conditions before completing bid.
2. Quote your best price for each item.
3. In submitting this bid, Bidder certifies that:
  - a. the prices in this bid have been arrived at independently, without consultation, communication, or agreement with any other Bidder or competitor, for the purpose of restricting competition with regard to prices.
  - b. Bidder is an Equal Opportunity Employer, and the Disclosure of Interest information on file with City's Purchasing office, pursuant to the Code of Ordinances, is current and true.
  - c. Bidder is current with all taxes due and company is in good standing with all applicable governmental agencies.
  - d. Bidder acknowledges receipt and review of all addenda for this RFB.

Item	Description	UNIT	Approx. QTY- 3 years	Unit Price	Total Price
1	Journeyman Electrician - Normal Hours	HRS	500	\$66.00	\$33,000.00
2	Helper - Normal Hours	HRS	350	\$36.00	\$12,600.00
3	Journeyman Electrician Afterhours, Saturdays, Sundays, and Holidays	HRS	200	\$99.00	\$19,800.00
4	Helper - Afterhours, Saturdays, Sundays and Holidays	HRS	120	\$54.00	\$6,480.00
		Estimated Spend	Mark up (%)		
5	Parts/Materials	\$70,000	15%		\$80,500.00
	<b>Total</b>				\$152,380.00

## ATTACHMENT C: INSURANCE REQUIREMENTS

### I. CONTRACTOR'S LIABILITY INSURANCE

- A. Contractor must not commence work under this contract until all insurance required has been obtained and such insurance has been approved by the City. Contractor must not allow any subcontractor, to commence work until all similar insurance required of any subcontractor has been obtained.
- B. Contractor must furnish to the City's Risk Manager and Contract Administrator one (1) copy of Certificates of Insurance with applicable policy endorsements showing the following minimum coverage by an insurance company(s) acceptable to the City's Risk Manager. The City must be listed as an additional insured on the General liability and Auto Liability policies **by endorsement**, and a waiver of subrogation **endorsement** is required on GL, AL and WC if applicable. **Endorsements** must be provided with Certificate of Insurance. Project name and/or number must be listed in Description Box of Certificate of Insurance.

TYPE OF INSURANCE	MINIMUM INSURANCE COVERAGE
<b>30-day advance written notice of cancellation, non-renewal, material change or termination required on all certificates and policies.</b>	<b>Bodily Injury and Property Damage</b> Per occurrence - aggregate
COMMERCIAL GENERAL LIABILITY including: 1. Commercial Broad Form 2. Premises – Operations 3. Products/Completed Operations 4. Contractual Liability 5. Independent Contractors 6. Personal Injury- Advertising Injury	\$1,000,000 Per Occurrence \$1,000,000 Aggregate
AUTO LIABILITY (including) 1. Owned 2. Hired and Non-Owned 3. Rented/Leased	\$1,000,000 Combined Single Limit
WORKERS'S COMPENSATION (All States Endorsement if Company is not domiciled in Texas) Employers Liability	Statutory and complies with Part II of this Exhibit.  \$500,000/\$500,000/\$500,000

- C. In the event of accidents of any kind related to this contract, Contractor must furnish the Risk Manager with copies of all reports of any accidents within 10 days of the accident.

## II. ADDITIONAL REQUIREMENTS

- A. Applicable for paid employees, Contractor must obtain workers' compensation coverage through a licensed insurance company. The coverage must be written on a policy and endorsements approved by the Texas Department of Insurance. The workers' compensation coverage provided must be in statutory amounts according to the Texas Department of Insurance, Division of Workers' Compensation. An All States Endorsement shall be required if Contractor is not domiciled in the State of Texas.
- B. Contractor shall obtain and maintain in full force and effect for the duration of this Contract, and any extension hereof, at Contractor's sole expense, insurance coverage written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and with an A.M. Best's rating of no less than A- VII.
- C. Contractor shall be required to submit renewal certificates of insurance throughout the term of this contract and any extensions within 10 days of the policy expiration dates. All notices under this Exhibit shall be given to City at the following address:

City of Corpus Christi

Attn: Risk Manager

P.O. Box 9277

Corpus Christi, TX 78469-9277

- D. **Contractor agrees that, with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following required provisions:**

- List the City and its officers, officials, employees, and volunteers, as additional insureds by endorsement with regard to operations, completed operations, and activities of or on behalf of the named insured performed under contract with the City, with the exception of the workers' compensation policy;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of Corpus Christi where the City is an additional insured shown on the policy;
- Workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of the City; and
- Provide thirty (30) calendar days advance written notice directly to City of any, cancellation, non-renewal, material change or termination in



coverage and not less than ten (10) calendar days advance written notice for nonpayment of premium.

- D. Within five (5) calendar days of a cancellation, non-renewal, material change or termination 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 contract.
- E. 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.
- F. 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 subcontractor's performance of the work covered under this contract.
- G. 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 Corpus Christi for liability arising out of operations under this contract.
- H. It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this contract.

2018 Insurance Requirements

Purchasing

Electrical Services and Repairs

06/12/2018 sw Risk Management

Valid Through 12/31/2018

## ATTACHMENT D: WARRANTY REQUIREMENTS

- A. The Contractor shall provide one-year warranty on workmanship. The Contractor shall provide one-year warranty or manufacturer warranty on all new parts.
- B. Any additional service call to repair deficiencies, previously addressed, will not be considered for payment.