

**JOB ORDER CONTRACT
SERVICE AGREEMENT NO. 2524**

Flooring Services for Asset Management

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

WHEREAS, Contractor has bid to provide Flooring Services in response to Request for Bid/Proposal No. 2524 ("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 Flooring 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. Job Orders.** This Agreement is a competitively awarded agreement as described by Attachment A. The work is of an indefinite quantity and a recurring nature, delivered on an on-call or as-needed basis, through individually priced Job Orders. The Agreement may support a broad assortment of maintenance work. Work will not begin on any Job Order until Contractor is briefed on the project and the Job Order is issued in writing.
- 3. Term.** This Agreement is for two years, with performance commencing upon the date of issuance of a notice to proceed from the Contract Administrator or the Contracts and Procurement Department. The parties may mutually extend the term of this Agreement for up to three additional one-year periods ("Option Period(s)"), provided, the parties do so by written amendment 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.
- 4. Compensation and Payment.** This Agreement is for an amount not to exceed \$240,000.00, 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. Contractor shall invoice no more frequently than once per month. 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. Any amount not expended during the initial term or any option period may, at the City's discretion, be allocated for use in the next option period.

Invoices will be mailed to the following address with a copy provided to the Contract Administrator:

City of Corpus Christi
Attn: Accounts Payable
P.O. Box 9277
Corpus Christi, Texas 78469-9277

5. **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: Romy Greaves
Department: Asset Management
Phone: 361-826-3645
Email: RomyG@cctexas.com

6. **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) Contractor shall provide performance and payment bonds if required by law based on the amount of the Job Order or if otherwise required by the City. At a minimum, the Contractor will be required to provide a payment bond on all Job Orders that exceed \$50,000 and a performance bond on all Job Orders that exceed \$100,000.

7. **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.

8. Inspection and Acceptance. Contractor will notify the Contract Administrator when work has been completed on a specific job order. City may inspect all Services and products supplied before acceptance. Any Services or products 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.

9. 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.

(C) Contractor warrants that all Services will be performed in accordance with the standard of care used by similarly situated contractors performing similar services. Contractor must provide all labor, services, equipment, materials, tools, transportation, mobilization, insurance, subcontracts, bonds, supervision, management, reports, incidentals and quality control necessary to complete all services agreed to in a timely manner throughout the term of the Agreement.

(D) Contractor shall warrant that work performed conforms to the Job Order requirements and is free of any defect in equipment, material or design furnished or workmanship performed by the Contractor or any of its subcontractors or suppliers at any tier. All work provided by the Contractor shall be warranted for a minimum period of one year from the date of final acceptance of the Work. Equipment warranties shall be as required under the Job Order.

10. 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.

11. **Non-Appropriation.** The continuation of this Agreement after the close of any fiscal year of the City, which fiscal year ends on September 30th 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.
12. **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.
13. **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 unless the subcontractors were named in the bid, proposal or Job Order, 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. The City may, at the City's sole discretion, choose not to accept Services performed by a subcontractor that was not approved in accordance with this paragraph.
14. **Amendments.** This Agreement may be amended or modified only in writing executed by authorized representatives of both parties.
15. **Waiver.** No waiver by either party of any breach of any term or condition of this Agreement waives any subsequent breach of the same.
16. **Taxes.** The Contractor covenants to pay payroll taxes, Medicare taxes, FICA taxes, unemployment taxes and all other applicable taxes. Upon request, the City Manager shall be provided proof of payment of these taxes within 15 days of such request.
17. **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: Romy Greaves
Title: Architech
Address: 5352 Ayers Bldg 3A, Corpus Christi, TX 78415
Phone: 361-826-1983
Fax: 361-826-1989

IF TO CONTRACTOR:

Allison Flooring America
Attn: Terry Allison
Title: President/Owner
Address: 4400 South Padre Island Drive, Corpus Christi, TX 78411
Phone: 361-855-4781
Fax: 361-855-4786

- 18. 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.**

19. Termination.

(A) The City Manager may terminate this Agreement for Contractor's failure to comply with any of the terms 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.

20. Owner's Manual and Preventative Maintenance. Contractor agrees to provide a copy of the owner's manual and/or preventative maintenance guidelines or instructions if available for any equipment purchased by the City pursuant to this Agreement. Contractor must provide such documentation upon delivery of such equipment and prior to receipt of the final payment by the City.

21. Engineering Work. If the scope of work under any Job Order requires the services of an engineer or architect in accordance with Texas law, the City will provide the specifications prepared by the engineer or architect prior to approval of the Job Order.

22. 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.

23. 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.

24. 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).

- 25. **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 if required by said statute.
- 26. **Governing Law.** Contractor agrees to comply with all federal, Texas, and City laws in the performance of this Agreement. 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.
- 27. **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.

CONTRACTOR

Signature: (X) 

Printed Name: TERRY ALLISON

Title: Pres

Date: 11/15/19

CITY OF CORPUS CHRISTI

Kim Baker

Director of Contracts and Procurement

Date: _____

Attached and Incorporated by Reference:

Attachment A: Scope of Work

Attachment B: Bid/Pricing Schedule

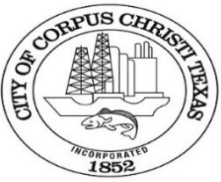
Attachment C: Insurance and Bond Requirements

Attachment D: Warranty Requirements

Incorporated by Reference Only:

Exhibit 1: RFB/RFP No. 2524

Exhibit 2: Contractor's Bid/Proposal Response



ATTACHMENT A: SCOPE OF WORK

1.1 General Requirements/Background Information

- A. The Contractor shall provide Flooring services to City owned locations listed in this Scope of work. The Contractor shall provide services on an as- needed basis.
- B. The Contractor shall provide labor, supervision, parts, supplies, materials, tools, equipment, and transportation necessary to perform services.
- C. The Contractor shall perform the following services including but not limited to the following: 1) Installation of vinyl commercial tile, vinyl plank, commercial carpet 2) all associated floor trims and transitions 3) removal of existing flooring 4) pre-install sub-floor preparation 5) vinyl cove base installation 6) threshold installs 7) Furniture moving 8) Estimating

1.2 Installation Requirements

- A. The Contractor shall comply with the manufacturer's instruction and recommendation for all flooring products and installation materials.
- B. Install flooring under open-bottom obstructions and under removable flanges and furnishings into alcoves and closets of each space.
- C. Run flooring under open-bottom items such as heating convectors and install tight against wall, columns and cabinets so the entire floor area is covered with flooring material. Install edging guard at all openings and doors wherever flooring terminates, unless indicated otherwise. Prior to installation, the Contractor shall notify the Contract Administrator about all other obstructions which may occur.
- D. Cutting shall be done in accordance with the manufacturer's recommendations, using the tools designed for the flooring being installed.
- E. Edges shall be butted together with the proper pressure to produce the tightest joint possible without distortion.
- F. Use leveling compound where necessary.
- G. Metal-nosing strips shall be used as required. Substitutions must be approved by the Contract Administrator. Installation of metal-nosing strips on concrete or stone surfaces shall be by drilling, inserting plastic plugs and using non-corrosive drive screws. All screws shall have shallow head profile.
- H. Carpet and Vinyl composition tile (VCT) shall be adhered direct to existing floor surfaces in accordance with manufacturer's printed instructions.
- I. Vinyl base shall be adhered direct to designated surfaces after flooring is installed in accordance with manufacturer's instructions.
- J. Surface Preparation: Carpet and VCT

The Contractor shall prepare existing floors to receive carpet or VCT. Prior to filling, the floor must be swept clean of all loose debris. After filling, allow filler to dry. Damp mop floor and allow drying. Vacuum after mopping to ensure all debris is

removed for a proper substrate to install flooring. All cracks, holes, unevenness and rough areas will be leveled and smoothed with material that complies with carpet or VCT manufacturer's recommendations to ensure warranty terms.

K. Surface Preparation: Vinyl Base

1. Designated surfaces to receive vinyl base shall be structurally sound, smooth, dry and clean, free of dirt, dust, oil, wax or other foreign matter which would interfere with a good bond.
2. Painted surfaces to receive vinyl base shall be thoroughly dry and cured.
3. The Contractor shall roughen shiny surfaces such as glossy paint that may cause adverse bonding.
4. Back of vinyl base shall be free of mold release agents or other contaminants that could interfere with proper adhesion.

L. Installation: Carpet and VCT

1. Layout and plan the area to be carpeted or tiled by preparing a seaming plan to be approved by the Contract Administrator prior to work commencing. Seaming plan shall reflect minimum number of seams possible under guidelines of these specifications.
2. Check the plan against the available roll lengths and dye-lot numbers to ensure all rolls are of the same dye-lot. Using more than one dye-lot in the same room or open area is not permitted.
3. Plan seam locations so that no perpendicular seams occur at door openings.
4. Seams shall run with flow of traffic as best as possible.

M. Installation: Carpet tiles

1. Install carpet according to manufacturer's printer instructions.
2. Apply adhesives as per manufacturer's printed instructions.
3. In open perimeter designs, use a fixed reducer strip to secure the area.

N. Installation: Vinyl Base

1. All vinyl base shall be cove cut on inside corners.
2. Plan seam locations so that no seams end on outside corners.
3. Check each carton of base for dye lot numbers to assure there is no mixing of due lots during installation.

O. Adhesive Application

1. Adhesives shall be compatible with product being installed.
2. The Contractor shall follow manufacturer's recommendation to apply as directed for proper adhesion and to ensure compliance with warranty terms and conditions.

P. Cleanup

1. Remove visible adhesive, seam sealer and other surfaces blemishes using cleaner recommended by manufacturer.

2. Remove protruding yarns from carpet surface.
3. Remove all debris and carpet remnants less than one yard from job site and dispose properly. Carpet remnants in excess of one yard shall be returned to the Contract Administrator.

1.3 Job Order

- A. Information for the services shall be provided to the Contractor through job orders by phone and/or email in an emergency. The Contractor shall request the job order copy from the Contract Administrator, if City fails to provide.
- B. The Contractor shall submit a written estimate for approval to the Contract Administrator utilizing pricing as outlined in the Contract. Estimate shall include labor and parts/materials based on the information provided in the job order or site visit.
- C. The Contractor shall provide a payment bond if the estimate of the job order exceeds \$50,000 and a performance bond if the estimate of the job order exceeds \$100,000.
- D. If any work requested by job order is of the nature to require the supervision and/or drawings of an engineer, the City will provide Contractor with the stamped drawings and/or separately procure the supervising engineer.
- E. If the estimate is accepted and work performed, the Contractor's invoice shall not exceed the authorized amount of the work order unless preauthorized by the Contract Administrator via a work order amendment prior to the work being performed.
- F. Upon completion of job order, the Contractor shall provide a job ticket. The job ticket shall include, but not limited to – Company Name, Date of service, Project address, Detail Description of work performed, parts/material used, and Maximo work order reference number.
- G. If any item or equipment covered under this service agreement is deemed non-repairable, the Contractor shall immediately notify the Contract Administrator and provide assessments and recommendations.

1.4 Service Personnel

- A. The Contractor shall assure 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. The Contractor's employees working on site shall wear clothing with an identifiable 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.
- B. If the service personnel do not perform as required, the City has the right to reject the personnel and the Contractor is liable to deploy new personnel.
- C. The Contractor shall conduct background checks for all personnel before they are assigned to work under this agreement. The Contract Administrator may ask for the background check report from the Contractor. The City reserves the right to approve or refuse employees because of an unsatisfactory background check. Background checks will be done at the sole expense of the Contractor.

1.5 Site Control

- A. The Contractor shall safeguard the area while services are being performed. The Contractor shall try to minimize an interference to the building occupants with the day to day operations. The Contractor shall be responsible for assuring the safety of its employees, City employees, and the public during performance of all services under this agreement.
- B. The Contractor shall repair or responsible for the cost to repair damage incurred in the process of performing the required services.
- C. The Contractor is responsible for protecting the work from damage from any source prior to final acceptance.

1.6 Completion

- A. Upon completion, the Contractor shall conduct a careful inspection with the department personnel and shall correct all defective work to the satisfaction of the Contract Administrator.
- B. Remove all scrap, litter and debris resulting from operations specified herein, and leave work and the premises in clean and satisfactory conditions.

1.7 Contract Pricing

The labor rate shall include all labor costs including but not limited to labor, overhead, transportation, administrative and profit. Materials will be compensated at cost with receipts and allowable markup (%) shown in contract.

1.8 Recordkeeping

The Contractor shall establish and maintain a log delineating complete and accurate records of all services, 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.

1.9 Invoicing

- A. Each month, the Contractor shall submit the invoice for flooring services to the City. The invoice shall include Work description, Job Order Number, Purchase Order Number (PO#), Service Agreement Number, Location, date of service and list of Materials that were replaced.
- B. Invoices shall be sent as follows: Original copy to the Asset Management-Business Management Division at facilitymaintenanceinvoicing@cctexas.com and one to the Contract Administrator. The Contractor shall include copies of monthly Job order as back-up for each invoice. Approval for payment shall be authorized by the Contract Administrator or Operation Superintendent.

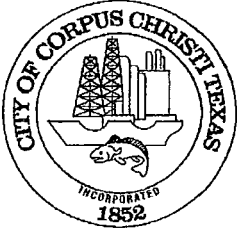
1.10 Contractor Quality Control and Superintendence

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.

1.11 Work Location

The Contractor may perform Floor replacement and repair services to the following location including, but not limited to:

	BUILDING	Address	Zip Code
1	Health Department	1702 Horne Rd	78416
2	City Hall	1201 Leopard St	78401
3	Gas Department	4225 S Port Ave	78415
4	Police Department	321 John Sartain St,	78401
5	Municipal Courts	321 John Sartain St,	78401
6	Frost Bank	2402 Leopard St,	78408
7	Water Department	2726 Holly Rd,	78415
8	Broadmoor Senior Center	1651 Tarlton St,	78415
9	Ethel Eyerly Senior Center	654 Graham Rd.	78418
10	Garden Senior Center	5325 Greely Dr,	78412
11	Greenwood Senior Center	4040 Greenwood Dr,	78416
12	Lindale Senior Center	3135 Swantner St,	78404
13	Northwest Senior Center	9725 Upriver Rd,	78410
14	Oveal Williams Senior Center	1414 Martin Luther King Dr,	78401
15	Zavala Senior Center	510 Osage St,	78405
16	La Retama Central Library	805 Comanche St,	78401
17	Garcia Public Library	5930 Brockhampton St,	78414
18	Janeth Harte Public Library	2629 Waldron Rd,	78418
19	Hopkins Public Library	3202 McKinzie Rd,	78410
20	McDonalds Library	4044 greenwood Dr,	78416
21	Neyland Public Library	1230 Carmel Pkwy,	78411
22	Joe Garza Recreation Center	3204 Highland Ave,	78405
23	Lindale Recreation Center	3133 Swantner St,	78404
24	Oak Park Recreation Center	842 Erwin Ave,	78408
25	Oso Recreation Center	1111 Bernice Dr	78413
26	Soloman Coles Rec Center	924 Winnebago St,	78401
27	Science and History Museum	1900 N Chaparral St,	78401
28	Al Kruse Tennis Center	502 King St,	78401
29	HEB Pool Complex	1520 Shelly St,	78404
30	HEB Tennis Court	1520 Shelly St,	78404
31	Central Kitchen	4141 Old Brownsville Rd,	78405
32	O N Stevens Plant	13101 Leopard St,	78410
33	Solid Waste Building	2525 Hygeia,	78415
34	Oso Wastewater Treatment Plant	501 Nile,	78412
35	Greenwood WWTP	6541 Greenwood Dr,	78417
36	Broadway WWTP	1402 W Broadway,	78401
37	Laguna Madre WWTP	201 Jester St,	78418
38	White Cap Waste WWTP	13409 White Cap St,	78418
39	Allison Wastewater Treatment Plant	4101 Allison St,	78410
40	CEFE Landfill	2397 Co.Rd.20, Robstown, TX	78380
41	J C Elliot Transfer Station	6594 Greenwood St,	78415
42	Other City Owned locations	City Wide	



**CITY OF CORPUS CHRISTI
CONTRACTS AND PROCUREMENT
DEPARTMENT
BID FORM**

RFB No. 2524

Flooring Services (JOC) for Asset Management

Date: 10/10/19

PAGE 1 OF 2

Bidder: ALLISON FLOORING AMERICA Authorized Signature: TERRY ALLISON

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 Contracts and Procurement 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.
 - e. Bidder shall provide labor price only from line 1 to 11.

Item	Description	Qty	UOM	Unit Price	Total Price
Labor Price					
1	Flooring Removal	15,000	Square Foot	\$1.80/SF	\$27,000. ⁰⁰
2	Install Vinyl Commercial tile (VCT)	6,000	Square Foot	\$1.50/SF	\$9,000. ⁰⁰
3	Install Commercial Carpet Squares	7,000	Square Foot	\$4.65/SF	\$32,550. ⁰⁰
4	Install glue down hardwood flooring	3,000	Square Foot	\$4.50/SF	\$13,500. ⁰⁰

5	Install Vinyl plank tile	10,000	Square foot	\$1.60/SF	\$16,000. ⁰⁰
6	Install floating laminate flooring	5,000	Square foot	\$2.15/SF	\$10,750. ⁰⁰
7	Install ceramic/porcelain tile less than 16" x 16"	10,000	Square foot	\$4.50/SF	\$45,000. ⁰⁰
8	Remove and replace Vinyl cove base	3,000	Linear foot	\$2.75/LF	\$8,250. ⁰⁰
9	Install transition pieces Rubber, Metal, Wood etc.	500	Linear foot	\$2.95/LF	\$1,475. ⁰⁰
10	Floor Leveling	15,000	Square foot	\$1.40/SF	\$21,000. ⁰⁰
11	Furniture moving	200	Hours	\$110.00/HR	\$22,000. ⁰⁰
		Estimated Spend	Mark Up (%)	25%	51,621.25
12	Materials	\$100,000		25%	125,000. ⁰⁰
Total					283,156.25
					\$331,525.00

ATTACHMENT C: INSURANCE REQUIREMENTS

I. CONTRACTOR'S LIABILITY INSURANCE

- A. Contractor must not commence work under this agreement until all insurance required has been obtained and such insurance has been approved by the City. Contractor must not allow any subcontractor Agency to commence work until all similar insurance required of any subcontractor Agency has been obtained.
- B. Contractor must furnish to the City's Risk Manager and Contract Administer one (1) copy of Certificates of Insurance (COI) 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 is required on all applicable policies. **Endorsements** must be provided with COI. Project name and or number must be listed in Description Box of COI.

TYPE OF INSURANCE	MINIMUM INSURANCE COVERAGE
30-written day notice of cancellation, required on all certificates or by applicable policy endorsements	Bodily Injury and Property Damage 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
AUTO LIABILITY (including) 1. Owned 2. Hired and Non-Owned 3. Rented/Leased	\$1,000,000 Combined Single Limit
WORKERS' COMPENSATION EMPLOYER'S LIABILITY	Statutory \$500,000 /\$500,000 /\$500,000

- C. In the event of accidents of any kind related to this agreement, 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 an amount sufficient to assure that all workers' compensation obligations incurred by the Contractor will be promptly met.
- 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 a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Contractor shall pay any costs incurred resulting from said changes. All notices under this Article 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, volunteers, and elected representatives as additional insured by endorsement, as respects operations, completed operation 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 suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance written notice for nonpayment of premium.
- E. Within five (5) calendar days of a suspension, cancellation, or non-renewal of coverage, Contractor shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this contract.
- F. 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 remove the exhibit hereunder, and/or withhold any payment(s) if any, which become due

to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.

- G. 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 agreement.
- H. 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 agreement.
- I. It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this agreement.

2019 Insurance Requirements

Ins. Req. Exhibit **4-B**

Contracts for General Services – Services Performed Onsite

04/26/2019 Risk Management – Legal Dept.

BONDS

Bonds will be required as outlined in the Scope of work.

ATTACHMENT D: WARRANTY REQUIREMENTS

- A. The Contractor shall warrant materials and workmanship against defects arising from faulty material, faulty workmanship for a period of one year following the final acceptance of the work and shall replace such defective materials or workmanship without cost to the City.
- B. Where any material carries a manufacturer's warranty for any period in excess of one year, then the manufacturer's warranty shall apply for that piece of material. The Contractor shall replace such defective materials, without cost to the City, within the manufacturer's warranty period.
- C. Any additional service call to repair deficiencies previously addressed will not be considered for payment.