



COOPERATIVE PURCHASING PROGRAM
 Houston-Galveston Area Council of Governments
 3555 Timmons, Suite 120, Houston, TX 77027
 Phone: 800-926-0234 Fax: 713-993-4548
www.hgacbuy.org

INVITATION TO SUBMIT COMPETITIVE:	<input checked="" type="checkbox"/> BIDS	<input type="checkbox"/> PROPOSALS
INVITATION NO.: SW04-20	ISSUE DATE: November 7, 2019	
CATEGORY: SWEEPING EQUIPMENT		

PURPOSE OF THIS INVITATION

The Cooperative Purchasing Program (HGACBuy) of the Houston-Galveston Area Council of Governments is soliciting offerings for the furnishing of products/services as described herein. These products/services may be purchased by any of more than 7000 local government members, districts, and agencies in 48 states.

Responses must be submitted in an original and one (1) copy, and shall be subject to the terms, conditions, requirements and specifications detailed in the documents comprising this Invitation. Responses are scheduled to be opened publicly at H-GAC offices on the date indicated. For Bid Invitations, responses will be available for public review until 4:00 p.m. CT that day, and on subsequent days by appointment only. Any Responses submitted later than 1:00 p.m. on the due date will be returned unopened to the bidder/proposer.

PROCUREMENT SCHEDULE & DETAILS

DRAFT SPECIFICATION / INVITATION:	September 5, 2019
PRE-BID/PROPOSAL CONFERENCE:	October 3, 2019 @ 9:00 a.m. CT; 2nd floor
FINAL SPECIFICATION / INVITATION:	November 7, 2019
BID/PROPOSAL RESPONSES DUE:	December 5, 2019 @ 1:00 p.m. CT; H-GAC Clock
PUBLIC RESPONSE OPENING:	December 5, 2019 @ 2:00 p.m. CT; H-GAC Clock
RECOMMENDATIONS TO BOARD:	January 21, 2020
CONTRACT START DATE & TERM:	April 1, 2020 – March 31, 2022 (2 years)
The documents comprising this Invitation are available via web download at: https://www.hgacbuy.org/bids/	
For assistance regarding this Invitation, please contact:	
Name: Neal Witty Phone: 713-499-6693 E-mail: neal.witty@h-gac.com	

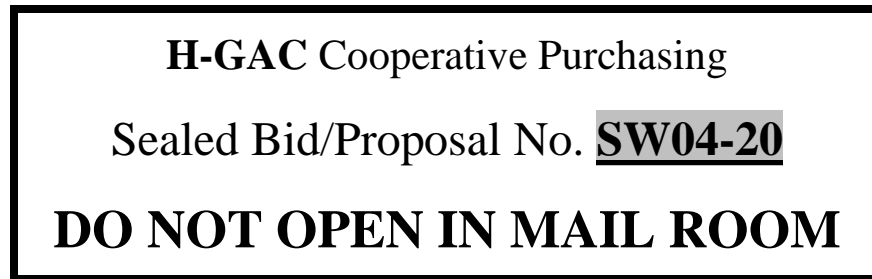
CONTENTS OF THIS INVITATION

- SECTION-A:** General Terms & Conditions
- SECTION-B:** Product/Service Specific Requirements & Specifications
- SECTION-C:** HGACBuy *Forms*
- SECTION-D:** Pro-Forma (Sample) Contract
- FORMS:** W-9, CIQ, 1295, HB89, CIF

LABELING OF SEALED RESPONSE PACKAGE

IMPORTANT:

You must affix an identifying label to the outside of your sealed response package to ensure proper identification and log-in at HGACBuy offices on receipt. HGACBuy is not responsible for any response that might be lost or misdirected due to improper or unclear labeling. Your label should look as follows and should be affixed conspicuously to the package.



Responses by E-mail or FAX will not be acceptable. Two hard copies (plus the electronic media described herein) are required.

NOTICE REGARDING NATIONWIDE SALES POTENTIAL

HGACBuy is conducting this procurement with the objective of establishing one or more blanket type contracts for use by our Members. Because our Members are located not only in Texas, but throughout the country, we strongly urge you to participate in the process at the corporate level. If you do not sell direct, your dealer network may still service customers while you handle the administrative functions of providing quotes, accepting purchase orders, and collecting payments. If this is not feasible, we will work with you to subsequently assign your contract to your dealers as necessary to service customers.

Whatever approach you choose to take, there is considerable potential sales value because HGACBuy is being used not only in the State of Texas, but NATIONWIDE. This means that HGACBuy contractors will have a special advantage available to them in promoting sales to government agencies throughout the country... the ability to sell products without the need for the buyer to duplicate the competitive bidding process and expend the associated staff time and taxpayer dollars. We believe an HGACBuy contract would enhance your competitive position in the government marketplace and are eager to work with you to promote the best interests of our participating local governments and qualifying non-profit organizations.

We look forward to your participation in our process. Please contact the HGACBuy staff member listed on the cover of this Invitation for additional information.



SECTION-A
GENERAL TERMS & CONDITIONS
FOR BIDS AND PROPOSALS

INVITATION NO. SW04-20
DESCRIPTION: Sweeping Equipment

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1. INTRODUCTION

The Houston-Galveston Area Council (**H-GAC**) is a "Government-to-Government" procurement service for States, State Agencies, Local Governments, Districts, Authorities, and qualifying Not-for-Profit Corporations (**End Users**). End Users become **Members** of the **H-GAC** Cooperative Purchasing Program (**HGACBuy**) by executing an Interlocal Contract, which is free of cost and evergreen unless cancelled. **HGACBuy**, acting on behalf of **Members**, is soliciting competitive offerings for the furnishing of products and/or services, as described elsewhere, which MAY be purchased by **Members** during the contract term. **Members** using the Program issue purchase orders directly to **HGACBuy** contractors.

2. DEFINITIONS, ABBREVIATIONS & ACRONYMS

The following definitions, abbreviations and acronyms may be found in these specifications, and shall be interpreted herein as specified below.

Definitions and Abbreviations:

Acceptance. Acceptance takes place when the **End User** agrees with the **Contractor** that the terms and conditions of the contract have been met and verified. Acceptance is not the same as Receipt, and can only occur after intact shipping, inspection by **End User**, and any onsite testing that has been stipulated as part of the order

Aggregate/Single Occurrence. The term "*aggregate*" in insurance terms is the sum of all claims against a specific policy for a specific loss incident. The term "*single occurrence*" differentiates between multiple claims and single claims against a specific policy. The inherent value of a policy's aggregate value is less important to an **End User** than is the value of a single claim as stated under "*single occurrence*."

Approved. Acceptable to the "authority having jurisdiction."

ARO. "After Receipt of Order". Used in conjunction with a defined time period (usually days or weeks) to establish the delivery or lead time pursuant to any individual purchase transaction. In the case of orders for bodies which will be mounted on a customer furnished cab/chassis, the term ARO shall be construed to mean "After Receipt of Cab/Chassis".

Authority Having Jurisdiction. The authority shall be either **H-GAC** or the relevant **End User** based on the requirements as stated in each specification item. Unless specifically stated, the authority shall be **H-GAC**.

Bidder. Any entity that submits a competitive bid to this Invitation. (See also "**Offeror**")

Change Order. Request by an **End User** for a change in the composition of an already submitted purchase order, for example to change quantity ordered, add or delete items, etc.

Contract. Specifically, a contract between **H-GAC** and a successful **Offeror** which is executed based on an award made pursuant this Invitation.

Contract Pricing Worksheet. The standard **H-GAC** form to be used by **Contractor** in preparing a quotation to an End User, upon which End User's purchase order will be based. **Contractor** may use another quotation form provided it contains required information, and only if approved by **H-GAC**.

Contractor. The contracted business entity responsible for fulfilling a contract executed pursuant to this Invitation.

Dealer/Distributor. A duly authorized and/or franchised business entity which sells and services a manufacturer's product in a specified marketing area.

Defect. A discontinuity in a part or a failure to function that interferes with the service or reliability for which the part was intended.

Electronic Media. As used herein, means computer based media such as 100mb Zip Disk, CDROM, e-mail, e-mail attachment, file downloaded from the web, etc.

End User. (See "**Participant**" and "**Member**")

Listed. Equipment or materials included in a list published by an organization, acceptable to the "Authority Having Jurisdiction" and concerned with product evaluation, that conducts periodic inspection of production of listed equipment or materials and whose listing states either that the equipment or materials meet appropriate standards or has been tested and found suitable for use in a specified manner. NOTE: The means for identifying listed equipment may vary for each organization concerned with product evaluation, some of which do not recognize equipment as listed unless it is also labeled. The "authority having jurisdiction" should utilize the system employed by the listing organization to identify a listed product.

Manufacturer. The person or persons, company firm, corporation, partnership, or other organization responsible for taking raw materials or components and making a finished product.

May. A term indicating a permissive use or an acceptable alternative to a specified requirement.

Member. An authorized Participant in the Program. (See "**Participant**" and "**End User**")

Motor Vehicle. The meaning of this term shall be based on the legal definition ascribed to it by the laws and/or regulations of the state in which any specific sale made pursuant to a Contract takes place.

Must. A term indicating a mandatory requirement.

Offer or Offering. Any product or service offered in reply to this Invitation.

Offeror. Any entity that submits a competitive bid or proposal in response to this Invitation. Bidder or Proposer.

Participant. Generally, any qualifying governmental or non-profit entity which has executed an Interlocal Contract for cooperative purchasing services with **H-GAC**.

Product Liability Insurance. Failure of Components and/or assembled equipment resulting in personal injury, disability or death and/or property damage is covered under the product liability insurance provisions.

Product or Product Item. Any of the specific goods, materials, equipment or service(s) specified in this Invitation. This term encompasses the base line item itself, and any and all accessories, options, modifications, ancillary services, assembly, testing, etc. that may be included in the delivered Product.

Proposer. Any entity that submits a competitive proposal in response to this Invitation. (See also "**Offeror**")

Purchaser. The **End User** having responsibility for the specification, requisition, ordering and acceptance of the Product or Service. (See also "**End User**")

Purchasing Authority. The agency that has sole responsibility and authority for negotiating, placing and, if necessary, modifying any solicitation, purchase order, or other award issued by a governing body [**H-GAC**].

Quotation. See "Contract Pricing Worksheet".

Receipt. Receipt takes place when a Product or Service is delivered to an **End User** and a document is executed that establishes that the Product is now in the possession of the **End User** or that the Service has been completed. Receipt DOES NOT connote or imply Acceptance.

Response. All or part of any offering submitted in response to this Invitation.

Shall. A term indicating a mandatory requirement or action.

Should. A term indicating a recommended or advised response to a specified requirement.

Vendor. A manufacturer's representative or dealer authorized to make sales and supply parts and service.

Acronyms:

ANSI = **A**merican **N**ational **S**tandards **I**nstitute

ASTM = **A**merican **S**ociety for **T**esting and **M**aterials

ASME = American Society of Mechanical Engineers
CFR = U.S. Code of Federal Regulations
DOJ = U.S. Deartment Of Justice
DOT = U.S. Deartment Of Transportation
EPA = U.S. Environmental Protection Agency
FAA = Federal Aviation Administration
FMVSS = U.S. Federal Motor Vehicle Safety Standards
H-GAC = Houston-Galveston Area Council of Governments
IEEE = Institute of Electrical and Electronics Engineers
MVD = Motor Vehicle Division of Texas Department of Transportation
NFPA = National Fire Protection Association
NHTSA = National Highway Traffic Safety Administration
NIOSH = National Institute For Occupational Safety And Health
NIST = National Institute of Standards and Technology
NTEA = National Truck Equipment Association
OSHA = U.S. Occupational Safety and Health Administration
RRC = Railroad Commission of Texas
SAE = Society of Automotive Engineers
TBPC = Texas Building and Procurement Commission (formerly GSC)
TxDOT = Texas Deartment Of Transportation
UL = Underwriter's Laboratories Inc.
VTCS = Vernon's Texas Civil Statutes

3. NON-BINDING ORAL COMMENTS

No oral comment, utterance or response made by any employee, member, or agent of **H-GAC** or any Member of the Cooperative Purchasing Program shall be considered factual or binding with regard to this Invitation, or any contract awarded as a result of this Invitation. Valid and binding terms, conditions, provisions, changes or clarifications, or requests thereof, shall **ONLY** be communicated written form.

4. STRUCTURE OF RESPONSE

Depending on the Product or Service, market structures and sales practices can differ substantially. For example, dealers may sell into any market or may be restricted to certain territories, manufacturers may sell direct or may be limited by law to selling thru independent dealerships, etc. **H-GAC's** objective is to ensure that **End Users**, no matter where located, can buy contracted products/services and receive quality and timely service and support, while at the same time allowing for the most appropriate and effective response to this Invitation. Therefore, responses to this Invitation will be accepted in conformance with the following scenarios and requirements:

A. Single Respondent Acting Alone Or As "Lead" For A Group:

Offeror shall complete and sign a **Form A** and, if contracted, shall be solely responsible for all contractual requirements including administration, processing of purchase orders and handling of payments for transactions which may involve other dealers who actually deliver the products or services.

B. Multiple Respondents Acting Jointly:

A single Response shall be submitted, and each party to the Response shall complete and sign a separate **Form A** to be included in the single Response. If the Response is successful each party shall sign a separate contract with **H-GAC** and shall be responsible for compliance with all terms and conditions. Only those which have executed a written contract with **H-GAC** may process purchase orders and payments.

In any event, Offeror may be a party to one, and only one, response.

5. BASIC REQUIREMENTS & CONDITIONS

- a. The final requirements and specifications contained herein may be different, perhaps materially, from those in the "Invitation To Attend Pre-Bid / Pre-Proposal Conference", if any. It is **Offeror's** sole responsibility to

thoroughly examine and review all documentation associated with this Invitation, including any Addendums, to ensure that any response submitted complies in every respect with all requirements.

- b. Any Addendum to this Invitation which may be required prior to the Response due date will be delivered to those prospective Offerors of record who have previously obtained a copy of this Invitation from **H-GAC**. Prospective Offerors shall be responsible for obtaining all documents relating to submission of a Response.
- c. **Offeror** shall thoroughly examine any drawings, specifications, schedules, instructions and any other documents, supplied as a part of this Invitation, and is solely responsible for understanding and compliance.
- d. **H-GAC** shall not be liable for **Offeror's** incomplete documentation, or for any costs associated with preparation and submission of any Response hereto. Additionally, all components of any Response become the property of **H-GAC**, **and shall be considered to be in the public domain**.
- e. **Offeror** shall make all investigations necessary to become thoroughly informed regarding any plan and/or infrastructure that may be required to support delivery of any Product or Service covered by this Invitation. No plea of ignorance by **Offeror** stemming from failure to investigate conditions that may now or hereafter exist, shall be accepted as a basis for varying **H-GAC's** requirements, or **Offeror's/Contractor's** obligations or entitlements.
- f. Requests for changes to the requirements or specifications herein must be in writing (e-mail, fax, letter) and must be received by **H-GAC** no later than fifteen (15) calendar days prior to the Response Due Date. **H-GAC** will review such requests, but may or may not make changes at its sole discretion. Changes, if any, will only be made by written Addendum sent to addressees of record. In any event, it is **Offeror's** sole responsibility to insure that any and all Addendums which may have been issued have been received and addressed.
- g. By submission of a response, **Offeror** expressly understands and agrees that all terms and conditions herein will be part of any subsequent contract that is executed pursuant to this Invitation.
- h. **Offeror** is advised that all **H-GAC** contracts are subject to the legal requirements established in any applicable Local, State or Federal statute.
- i. **Offeror/Contractor** must be in compliance with all licensing, permitting, registration and other applicable legal or regulatory requirements imposed by any governmental authority having jurisdiction. It is **Offeror/Contractor's** responsibility to insure that this requirement is met, and to supply to **H-GAC** upon request, copies of any license, permit or other documentation bearing on such compliance.
- j. Unless otherwise established elsewhere in this Invitation, NO minimum purchase quantities or spending levels are provided or guaranteed by **H-GAC** or any **End User**.
- k. This Invitation is not meant to restrict competition, but rather is intended to allow for a wide range of responses.
- l. Responses which are 'qualified' with conditional clauses or alterations of or exceptions to any of the terms and conditions in this Invitation may be deemed non-compliant at **H-GAC's** sole discretion.
- m. The term '**Offeror**', or derivative thereof, shall become synonymous with '**Contractor**' for any successful **Offeror** recommended for a contract pursuant to this Invitation.
- n. **H-GAC** reserves the right to:
 - Reject any and all offers received in response to this Invitation.
 - Reject any part of an offer received in response to this Invitation.
 - Determine the correct price and/or terminology in the event of any discrepancies in any response.
 - Accept a response from, and enter into agreement with, other than the lowest price **Offeror**.
 - Accept responses and award contracts to as many or as few **Offerors** as **H-GAC** may select.
 - Amend, waive, modify, or withdraw (in part or in whole) this Invitation, or any requirements herein.
 - Hold discussions with **Offerors**, although award may be made without discussion.
 - Request an **Offeror** to give a presentation of the Response at a time and place scheduled by **H-GAC**.
 - Exercise any of these rights at any time without liability to any **Offeror**.
- o. **H-GAC** reserves the right to determine that conditions exist which prevent the public opening of responses on the date and at the time advertised, and to reschedule the public opening for a future date and time. Responses received by **H-GAC** by the original deadline will be secured unopened until the rescheduled opening date and time, and those having timely submitted such responses will be notified.

6. OFFEROR'S AUTHORIZED SIGNATORY

The signatory shall be authorized to sign and contractually bind **Offeror**, and shall sign any and all Response documentation requiring a signature.

7. SURETY FOR INSURANCE

Contractor shall be responsible for using a surety company properly licensed by any and all states in which Contractor will do business with Participants. The surety company shall not expose itself to any loss on any one risk in an amount exceeding ten percent (10%) of its surplus to policy holders, provided any risk or portion of any risk shall have been reinsured, and such reinsurance shall be deducted in determining the limitation of risk applicable to **H-GAC's** insurance requirements.

8. CONFIDENTIAL / PROPRIETARY MATERIALS

All documentation submitted as part of **Offeror's** response to this Invitation will be considered to be in the public domain and may be made available to Members and others, after contract award, upon properly submitted request. If **Offeror** submits documents marked "confidential" or "proprietary", the Response may be deemed non-compliant.

9. REFERENCES

- a. **Offeror** shall list the names of at least five government agencies within the continental United States which have purchased from **Offeror** products or services similar to those covered by this Invitation, within the last two years. **H-GAC** reserves the right to determine if such products or services are appropriately similar.
- b. **Offeror** may provide reference information in whatever format desired, but each should include the following specific information:
 - Agency name
 - Contact person name
 - Address
 - Phone & Fax numbers
 - Description of product(s) or service(s) and date sold
- c. Other information, including criticism however learned, may be used by **H-GAC** in evaluation of responses.

10. INSURANCE

- a. Unless otherwise stipulated in Section B, **Offeror/Contractor** must have the following insurance and coverage minimums:
 - General liability** insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit.
 - Product liability** insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit for all Products except Automotive Fire Apparatus. For Automotive Fire Apparatus, see Section B – Product Specific of this Invitation.
 - Property Damage or Destruction** insurance is required for coverage of **End User** owned equipment while in **Contractor's** possession, custody or control. The minimum Single Occurrence limit is \$500,000.00 and the General Aggregate limit must be at least two times the Single Occurrence limit. This insurance may be carried in several ways, e.g. under an Inland Marine policy, as part of Automobile coverage, or under a Garage Keepers policy. In any event, this coverage must be specifically and clearly listed on insurance certificate(s) submitted to **H-GAC**.
- b. Insurance coverage shall be in effect for the length of any contract made pursuant to this Invitation, and for any extensions thereof, plus the number of days/months required to *deliver* any outstanding order after the close of the contract period.
- c. Original Insurance Certificates must be furnished to **H-GAC** on request, showing **Offeror/Contractor** as the insured and showing coverage and limits for the insurances listed above.
- d. If any Product(s) or Service(s) will be provided by parties other than **Offeror/Contractor**, all such parties are required to carry the minimum insurance coverages specified herein, and if requested by **H-GAC**, a separate insurance certificate must be submitted for each such party.

- e. **H-GAC** reserves the right to contact insurance underwriters to confirm policy and certificate issuance and document accuracy.

11. OFFEROR CERTIFICATIONS

Offeror, by submission of a Response hereto, makes the following certifications under penalty of perjury and possible contract termination if any of these certifications are found to be false.

Non-Collusive Response

- a. The prices in the Response have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other **Offeror** or potential competitor.
- b. The prices which have been quoted in the Response (unless otherwise required by law), have not been knowingly disclosed by **Offeror** and will not be knowingly disclosed by **Offeror** prior to the public response opening, either directly or indirectly, to any other **Offeror** or competitor.
- c. No attempt has been made or will be made by **Offeror** to induce any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition.

Non-Biased Specifications

This Invitation contains no requirements considered to be unduly biased in favor of **Offeror** or any other **Offerors** that may be competing for this procurement.

No Financial Interest or Other Conflict

- a. No **H-GAC** officer, employee, Board of Directors member or member of any **H-GAC** board or commission, nor family member of any such person, has a financial interest, direct or indirect, in **Offeror** or in any contract **Offeror** might enter into with **H-GAC**.
- b. No economic or employment opportunity, gift, loan, gratuity, special discount, trip, favor or service has been, or will be, offered or given to any officer, employee, Board of Directors member, or member of any **H-GAC** board or commission, nor to any family member of any such person.

Debarment and Suspension Status

- a. **Offeror** is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is **Offeror** an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.
- b. **Offeror** has not within a three year period preceding this Invitation been convicted of or had a civil suit judgement rendered against **Offeror** for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.
- c. **Offeror** is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above.
- d. Offeror has not, within a three-year period preceding this Invitation, had any government (federal, state, or local) transactions terminated for cause or default.

Insurance Coverages

Offeror has and will maintain insurance coverage in accordance with the requirements of this Invitation.

Licensing & Permits

Offeror(s) has (have) all licenses and/or permits, required by any and all governmental entities having jurisdiction, to legally sell the products/services offered.

12. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PARTICIPATION

- a. To satisfy Texas' statutory requirements [Government Code, Chapter 2161, Subchapter D], **H-GAC** requires all **Offerors** to supply information in any bid/proposal response listing (1) the total number of subcontracts and (2) the total number of HUB contracts applicable to the Products or Services offered in the response. Local

governments often require this information for their own reporting requirements prior to placing orders through the **H-GAC** Cooperative Purchasing Program.

- b. **Offeror** must complete **Form B** and include subcontracts with HUB's that provide any materials or services related to sales that may be made thru **H-GAC's** Cooperative Purchasing Program.

13. NON-RESIDENT RECIPROCAL SALES ACT

As required by Texas Civil Statutes in the award of contracts, an offeror which is not a Texas resident business must determine if its state of residence prohibits award of government contracts to Texas resident offerors without penalty. If **Offeror's** resident state DOES penalize Texas offerors, **Offeror** must provide this information along with a copy of its applicable resident state's statute in the Response.

14. TEXAS MOTOR VEHICLE COMMISSION CODE & LICENSING

Sales of motor vehicles in the State of Texas are subject to the Texas Motor Vehicle Commission Code. If this Invitation includes any motor vehicle to be sold in the State of Texas, **Offeror** certifies by submission of a response hereto that all required Texas Motor Vehicle Commission licenses are in place and current, and that copies of all such licenses **have been submitted with the Response**. Further, it shall be **Contractor's** responsibility to keep current all required Texas Motor Vehicle Commission licensing during the term of the contract, and to furnish license copies at any time on request by **H-GAC**. If **Contractor** does not maintain current licensing, **H-GAC** reserves the right to immediately terminate the contract.

<p>NOTE: In accordance with the Texas Motor Vehicle Commission Code, contracts for motor vehicles to be sold within the state of Texas may be made ONLY with properly licensed Texas Motor Vehicle Dealers. Therefore, to be considered for a contract covering Texas End Users, the Response must include a Form A from a licensed Texas Motor Vehicle Dealer</p>

15. INTENT AND SCOPE OF SPECIFICATIONS

- a. The intent of the specifications herein is to provide **Offeror** with sufficient information concerning the Products/Services to be contracted such that **Offeror** can prepare and submit an acceptable Response.
- b. The specifications may be detailed or general in nature with regard to any particular Product/Service. Where not otherwise specified, details of construction, materials, or the way in which services will be provided, are left to the discretion of the **Offeror**, provided only that any offering shall conform, as a minimum, to best Industry standards and practices and to what is currently being sold in the marketplace.
- c. Responses shall be considered only from **Offerors** that have established good reputations in their markets, and who furnish satisfactory evidence of ability to supply the Products/Services specified herein.
- d. **Offeror** shall show proof of ability to provide to **End Users** prompt and competent service, including parts if applicable, for all Products/Services covered by this Invitation, by proper completion of a Service Organization Document as described elsewhere herein.

16. REQUIREMENTS APPLICABLE TO PHYSICAL GOODS

In the case of physical goods (e.g. equipment, material, supplies, as opposed to services), all Products offered must, unless otherwise stipulated in Section B:

- a. Be new, unused, and not refurbished.
- b. Not be a prototype insofar as the general design, operation and performance. This requirement is NOT meant to preclude **Offeror** from offering new models or configurations which incorporate improvements in a current design or add functionality, but which in such new model or configuration may be new to the marketplace.
- c. Include any and all accessories which may or may not be specifically mentioned herein, but which are normally furnished or which are necessary to make a delivered Product ready for its intended use. Such accessories shall be assembled, installed and adjusted such that the Product is ready for continuous operation at time of delivery.
- d. Have assemblies, sub-assemblies and component parts that are standard and interchangeable throughout the entire quantity of a particular Product as may be purchased simultaneously by any individual **End User**.
- a. Be designed and constructed using current industry accepted engineering and safety practices, and materials.

- b. Be available for inspection at any time prior to or after procurement.

17. PRODUCT CODES

Unless otherwise addressed in Section B of this Invitation, the following requirements shall apply:

- a. Each Product/Service offered shall be uniquely identified using an **H-GAC** Product Code, which shall be determined as described in Section B of this Invitation. **Offeror** shall offer ONLY ONE Product for any particular Product Code. For example, **Offeror** may wish to submit a bid for Product Code ABC and may have another offering that also meets the requirements for ABC. **Offeror** MAY NOT submit two offerings for ABC. The alternate offering that also meets the requirements for ABC must be offered as an option "upgrade/downgrade" to ABC on **Form E**.
- b. Pricing for optional upgrades or downgrades to base bid items should be quoted as an "adder" or "deduct" amount as appropriate, to be applied to the offered price of the base Product Item listed on **Form D**.
- c. Base bid items and their associated HGACBuy Product Codes are included in the Section B and/or on **Form D**.
- d. Selection of Product Codes for which to submit an offer is at **Offeror**'s sole discretion.

18. SPECIFIC DESCRIPTIVE REFERENCES

Except for Base Product Items listed on **Form D**, any reference to a specific catalog, data sheet, form, brochure, model name or number, etc. used herein to describe an item such as an option or accessory is only descriptive and is not to be considered restrictive unless otherwise noted. Such references are normally used only to indicate a type, general description, level of quality and/or required performance standards.

19. MANUALS

Unless otherwise specified or superceded herein, each Product delivered under an **H-GAC** contract, and if applicable any options thereto, shall be supplied with at least one (1) copy of a safety and operating manual. The cost of any such manuals must be included in the base price for any Product Item offered hereunder. If more detailed and technically orientated parts and maintenance manuals are available for a Product or option, at a cost, they shall be offered as options on the *FORM* designated herein for such options, or elsewhere in the Response as may be directed herein.

20. STANDARD FEATURES & OPTIONS

The following requirements are applicable primarily to physical goods.

Standard Features

- a. The stated minimum requirements for all Products listed herein include what **H-GAC** considers to be "standard" features. Even though such features might normally be offered as options rather than as standard, they are nonetheless considered to be standard in this Invitation, and must be included in the base price for any Product offered. Such features **SHOULD NOT** be offered as options except as deducts for their omission from the base Product.
- b. If it is unclear in the Response that an **H-GAC** standard feature is included in the base price, it will be assumed that such is the case. If awarded a contract **Offeror** will be expected to sell the Product with all **H-GAC** specified standard features included in the base price.
- c. Any feature or accessory normally offered by manufacturer as "standard" shall be considered a standard feature and shall be included in the base price of any offering, even though not specifically listed as a requirement in **H-GAC**'s specifications. Such features **SHOULD NOT** be offered as options except as deducts for their omission from the base Product.

Options - General

- a. Options are considered to be any features or accessories, other than **H-GAC**'s and Manufacturer's "standard" features or accessories.
- b. Options should be offered on the *FORMS* designated for quoting options. Each option should be listed and described on a separate line, and should include any Manufacturer's/Dealer's code number. If no Manufacturer's/Dealer's code number exists, **Offeror** should create one.

- c. Prices for all offered options shall be assumed to include any installation or mounting required to make it a fully functional component of the Product, unless otherwise stated in **Offeror's** response.

Required Options

- a. Product specifications in this Invitation may include **H-GAC** "Required Options". If so, **Offeror** must quote a price for ALL such options, and, if there is an **H-GAC** Option Code provided in this Invitation for such options, it MUST be used as part of the description.
- b. For any specific "Required Option", **Offeror** may quote an equivalent so long as its design and performance are as good as, or better than, the specified option item. Responses which do not include pricing for Required Options may be considered non-compliant.

Other Options

- a. "Suggested" or "Other" options may be listed for any particular Product in this Invitation, and **Offeror** is encouraged to quote pricing for such options. The extent of offered options in any response may be taken into consideration as part of the award criteria, at **H-GAC's** sole discretion.
- b. **Offeror** is encouraged to include options for non-equipment items that may be applicable to a sale, such as: Extended Warranties, Maintenance Agreements, Buy-back or Trade-In Agreements, Out-of-state Delivery Charges, Quantity or Special Discounts, Extended Training Classes, etc.

Published & Unpublished Options

- a. H-GAC Cooperative Purchasing Program (Program) contracts are awarded through a public competitive bid or proposal (RFP) process. Further to that process, Program policy considers an 'option' listed and priced in a bid or RFP Response: (1) To be a "**Published Option**"; (2) To be part of any awarded contract; and (3) To be available for purchase by Program members separately and independently from associated base line items. However, since Published Options may have not been subjected to the same scrutiny as the associated base line items, it cannot be concluded they were directly competed. Therefore, pursuant to Local Government Code 252.021(a), purchase of a published option costing more than \$50,000 shall not be allowed. Furthermore, **H-GAC** reserves the right at its sole discretion to disallow purchase of any Published Option through the Program if deemed contrary to the intent of the law.
- b. Any option that has not been listed and priced in the Response is considered to be an "**Unpublished Option**". Unpublished Options may be sold, but only in connection with the sale of a base Product Item, and only insofar as the total cost of all Unpublished Options remains below twenty five percent (25%) of the total summed cost of the base Product(s) plus any Published Options.
- c. No Published or Unpublished Option may be sold which essentially converts a Product such that it competes with a Product Item awarded to another contractor.

21. WARRANTIES, SALES & SERVICE

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Offeror must be a properly franchised dealer authorized to sell and service, including warranty service, all products offered and sold in response to the bid invitation or under any **H-GAC** contract.
- b. **Offeror** shall provide detailed Parts and Labor Warranty information with the Response. If **Offeror** submits a warranty with the Response which does not meet the minimum requirements herein, **Offeror** agrees by submission of a Response that such warranty shall be considered to be amended to meet those minimums.
- c. Warranties shall be manufacturer's standard and shall be inclusive of any other warranty requirements which may be stipulated elsewhere herein.
- d. Any warranties offered by a dealer shall be in addition to the manufacturer's standard warranty and shall not be a substitute for such. **Offeror's** base price for any Product shall be inclusive of the standard warranty.
- e. Complete warranty information will be supplied to **End User** with each Product sold.
- a. Warranties need not apply to normal maintenance service or adjustments, or to any product reasonably shown to have been repaired or altered in any way so as to affect its stability, or to any product which has been subject to misuse, negligence, or accident.
- f. **Offeror/Contractor** is encouraged to offer extended warranties as an option.
- g. Neither **H-GAC** nor **End User** assume any warranty or liability on **Contractor's** behalf unless made or assumed in writing, initiated by **Contractor**, and agreed to in writing by **H-GAC** or the **End User** respectively.
- h. **Contractor** shall be responsible for the execution and effectiveness of all product warranty and shall be the sole source for solution to problems arising from warranty claims. **Contractor** agrees to respond directly to correct warranty claims and to ensure reconciliation of warranty claims that have been assigned to a third party.

22. H-GAC ORDER PROCESSING CHARGE

H-GAC will levy an Order Processing Charge on **Contractor** for each sale done thru the **H-GAC** contract, with the exception of orders for motor vehicles. Any bid pricing submitted will be considered to include the Charge. The amount of the applicable charge shall be per the most current **H-GAC** schedule. For motor vehicle orders, the Processing Charge shall be levied on and paid by the **End User**.

23. PRE-PAYMENTS AND DISCOUNTS

- a. Progress, pre-payment and special discounts of any kind may be offered and detailed in the Response. Such discounts shall be clearly explained but shall not be a determining factor in awarding contracts except in the case of tie offerings.
 - b. Quantity discounts applicable to similar Products sold to one or more **End User** Departments may be offered. Determination as to product similarity shall rest solely with **Contractor**.
 - c. For specific purchases, any proposed quantity, pre-payment or special discounts shall be clearly shown on the Contract Pricing Worksheet.
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24. INSPECTION / TESTING

All Products sold pursuant to this Invitation shall be subject to inspection/testing by or at the direction of **H-GAC** and/or the ordering **End User**, either at the delivery destination or the place of manufacture. In the event a Product fails to meet or exceed all requirements of this Invitation, and unless otherwise agreed in advance, the cost of any inspection and/or testing, shall be borne by the **Contractor**.

25. PRODUCT DELIVERY

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Title to goods, and responsibility and liability for loss and/or damage in shipping pass to **End User** at the delivery destination after receipt and acceptance have taken place. Cost of shipping/delivery shall be paid by **End User** unless otherwise agreed to by **Contractor**. If **Contractor** will be paying for shipping/delivery, shipping terms must be "F.O.B. Destination, Freight Prepaid". If **End User** will be paying for shipping/delivery, shipping terms must be "F.O.B. Destination – Freight Collect".
 - b. The details for the application and calculation of shipping and delivery charges must be stated in the Response on **Form E**. Any freight, shipping or delivery charged to **End User** will be prepaid and added to the invoice and will be clearly shown on any Contract Pricing Worksheet or other quote presented to the **End User**.
 - c. The estimated delivery time after receipt of order (ARO), inclusive of Saturdays, Sundays and holidays, for all Products offered must be stated in the Response. Actual delivery for any particular order must be confirmed with **End User** at time of order placement and must be stated clearly on the Contract Pricing Worksheet.
 - d. **Contractor** shall be responsible for delivery and Acceptance according to the requirements of the Contract and the Purchase Order.
 - e. **Contractor** shall advise **End User** prior to making any shipment/delivery and shall make such shipment/delivery in accordance with **End User's** requirements, providing only that such arrangements do not contravene any requirement of the **H-GAC** contract unless agreed to by **Contractor**.
 - f. The execution of all required tests, certifications and/or licensing, and costs thereof, shall be the responsibility of **Contractor**. Upon request by **End User** or **H-GAC**, **Contractor** shall provide any documentation or certification related to such tests, certifications or licensing.
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26. OFFERED PRODUCT ITEM VARIANCES

Any variance in the specifications or performance of Products offered pursuant to this Invitation shall be acceptable to **H-GAC** only insofar as it MEETS or EXCEEDS the specifications and requirements of this Invitation.

27. REQUIREMENTS FOR SUBMISSION OF A RESPONSE

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Responses shall be submitted in two complete printed sets including an Original and one (1) Copy in separate "hard side" three-ring binders. The outer spine of each binder shall be labeled showing this Invitation No., **Offeror** Name, and either "Original" or "Copy", as applicable. The Original printed response will be
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considered to be the binding Response in case of any conflicts between printed copies and electronic copies. Except for required forms, **H-GAC** Invitation documents should not be included in the Response.

- b. The Original and the Copy shall be submitted complete, except that the Electronic Media should be submitted only with the Copy.
- c. All required **H-GAC FORMS** and documents shall be properly completed, without exception or Offeror's Response may be deemed non-compliant. **Offeror** may not modify the format of any **H-GAC FORM** in any way. **Offeror** may photocopy or print blank **FORMS** as needed. Information submitted on the printed copies of the **FORMS** may not be handwritten except for signatures and initials. It is **Offeror's** responsibility to ensure that printed **FORMS** are clear and legible. Handwritten and illegible entries may be rejected. **Offeror's** printed, stamped or typed name shall appear on every **FORM** submitted in the Response.
- d. **The entire response submission** shall also be submitted on electronic media, including all required **H-GAC FORMS**. **Offeror** is strongly advised to make and work with copies of the original electronic **FORMS**. The originals can then be used to make additional electronic or printed copies of the blank **FORMS**. Signatures are not required on the electronic **FORMS**.
- e. The Response shall include ample written evidence, in the form of technical specifications, cut/tear sheets, brochures, pictures, drawings, etc., to demonstrate that all specifications herein have been met and/or exceeded.
- f. The Response shall include, in any format desired, an overview of the **Service Organization** which will support Products sold under any **H-GAC** contract. The overview must include facility locations, phone numbers and Service Manager names, as well as the following:
 - The procedure to be used by an **End User** requiring repairs.
 - Typical turn-around time on repairs.
 - Service Department days and hours of operation.
 - Number of qualified / factory trained service personnel normally on hand.
 - Description of the parts inventory on hand.
 - Training services, facilities and personnel available.
- g. Responses shall be enclosed in a sealed package(s) addressed to the Houston-Galveston Area Council, Cooperative Purchasing. The following information shall be stated on the exterior of the package(s):
 - Name and address of **Offeror**.
 - Date and hour of public response opening.
 - Bid/Proposal Invitation number.
 - The statement: "**SEALED BID/PROPOSAL, DO NOT OPEN IN MAIL ROOM**".**H-GAC** shall not be responsible for any Response not properly labeled.
- h. Submission of a COMPLETE Response by telegraphic or electronic transmission is not acceptable. However, Responses may be modified by telegraphic or electronic notice if such notice is received prior to the deadline for submission.
- i. Samples, when required, shall be submitted within the time specified and at no expense to **H-GAC**. If not destroyed or consumed during testing, samples will be returned upon request at **Offeror's** expense.
- j. **Offeror** shall provide firm contract pricing for all Products and Options being offered.
- k. If applicable, responses shall include copies of all current licensing which may be required by the Texas Motor Vehicle Division for execution of sales pursuant to any contract with **H-GAC**.
- l. Due to the complexity of responses and to aid in evaluation, the Response should contain **ALL** required information in tabbed sections as detailed below. Omission of any required FORM or information will be sufficient grounds for **H-GAC** to consider your response to be non-compliant.
- m. **First Section:**
 - **Form(s)-A – Offeror Identification & Signatory:** Identifies the offering party(ies), and should be completed by each party to the Response. If awarded, a contract will be executed with each.
 - **Form-B – Historically Underutilized Business Enterprises:** Used to collect information about disadvantaged and minority suppliers and subcontractors, and to commit **Offeror** to working with Participants toward their program goals.
 - **Form-C – Response Checklist:** Certification, and also an aid, to insure that all required information has been included in your Response.

- **Form W-9 – Request for Taxpayer Identification Number and Certification:** Should be completed by each party to the response.
- **Form CIQ – Conflict Of Interest Questionnaire:** Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with **H-GAC** to file a Conflict of Interest Questionnaire (CIQ) if they have an employment or other business relationship with an **H-GAC** officer or an officer’s close family member. The required questionnaire is located at the Texas Ethics Commission website: http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm. It is Bidder's responsibility to download the form and furnish a completed copy with the Response.
- **Form 1295 – Certificate of Interested Parties** – Must be filled out electronically with the Texas Ethics Commission’s online filing application, printed out, signed and provided from each entity that has submitted a Form A for this submission.
- **House Bill HB 89 Verification Form** – completed and signed and provided from each entity that has submitted a Form A for this submission.
- **Contractor Information Form**
- **References**, formatted as described elsewhere herein.
- **Service Organization Document**, formatted as described elsewhere herein.

Second Section:

- **Form D – Offered Items Pricing:** For Bids, contains the list of the Product Items covered by this Invitation. Select the items offered and fill in the price for each. (For RFPs, follow the instructions in Section B as this **Form** may or may not be used.)
- **Form E – Published Options:** Used to list and price all offered options. List, each on a separate line, all upgrades, downgrades, optional equipment, features, accessories and services which you desire to sell thru the **H-GAC** contract, if awarded. Published catalogs/price sheets may be listed, along with the discount structure that will apply. (For RFPs, follow the instructions in Section B as this **Form** may or may not be used.)

Third Section:

- Technical Specifications, Product Brochures, Tear Sheets, Cut Sheets, Strippers, etc. which clearly list and show all the standard features and capabilities of each Product Item offered on **Form D**.
- Warranty Documentation, as described elsewhere herein, for all items offered.

Fourth Section:

- Copies of any applicable Texas MVD Licenses.
 - Electronic Media, containing the complete response including all required *FORMS*, stored in a pouch or an envelope such that it will not fall out of the binder. (Required in 'Copy' only, not in 'Original'.)
- n. By submittal of Response, **Offeror** certifies to the best of its knowledge that all information is true and correct.

28. CLARIFICATION TO SPECIFICATIONS & REQUIREMENTS

- If **Offeror** is in doubt as to the meaning of any item in this Invitation, a written request for clarification may be submitted to **H-GAC** up to fifteen (15) calendar days prior to the deadline for response submission. **H-GAC** shall not be responsible for late delivery. Requests may be transmitted by FAX or e-mail to the assigned Specification Specialist and should clearly reference this Invitation number and the specific page and paragraph in question. If there are multiple questions, they should be stated separately and numbered.
- Any interpretation of Invitation documents, if made, will be by written Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person officially on record as having been sent a copy of this Invitation. **H-GAC** will not be responsible for any other explanation or interpretation of the Invitation documents made or given prior to the award of the contract.
- Any objections to the Invitation documents must be filed in writing with **H-GAC** on or before fifteen (15) calendar days prior to the deadline for submission of responses.

- d. Prospective offerors are advised that, after a draft specification has been issued, the Pre-Bid/Proposal Conference is the primary forum through which comments and suggestions may be offered for consideration by **H-GAC** prior to issuance of the final invitation and specifications.
- e. All best efforts have been made to ensure that the product/service descriptions and associated specification information in Sections B & C are correct, and adequate time has been given to prospective Offerors to point out mistakes. However, if an error remains and is caught by Offeror before the scheduled bid/proposal opening, Offeror shall make note of the required correction in the Response and shall also notify **H-GAC** prior to the opening of responses.

29. INCONSISTENT INFORMATION

H-GAC review of responses supplied on **H-GAC FORMS** is a significant part of the evaluation process. **Offeror** shall state clearly all information required on the *FORMS*. **Offeror's** information supplied on the *FORMS* shall take precedence in the event any standard “boilerplate” type language included in **Offeror's** response is inconsistent with the information supplied by **Offeror** on the **H-GAC FORMS**. In all cases, information on **H-GAC's** printed *FORMS* supplied as part of **Offeror's** response shall take precedence over information supplied on electronic media.

30. REJECTION OF RESPONSES

- a. **H-GAC** may reject a response if:
 - **Offeror** misstates or conceals any material fact in the Response, or if,
 - **Offeror** does not strictly conform to law or the requirements of this Invitation.
- b. **H-GAC** may reject any and all responses and may reject any part of a response.
- c. **H-GAC, at its sole discretion**, may also waive any formalities or irregularities in any response, or ask for corrected information except for pricing.
- d. **The following occurrences require disqualification of the bid/proposals:**
 - Unsigned or unauthorized signatures on bids/proposals;
 - Bids received after the date and time for opening
 - Bids where prices are conditional on award of another bid or are subject to unlimited escalation
- e. **H-GAC** may refuse to award a contract to or enter into a transaction with an apparent low bidder if that bidder is indebted to **H-GAC**.

31. WITHDRAWAL OR MODIFICATION OF RESPONSES

Once received by **H-GAC**, responses may be modified or withdrawn prior to the submission deadline only if the request to do so is in writing submitted by **Offeror's** authorized representative. Responses and requests for modification received after the submission deadline will not be accepted. Requests for response withdrawal received after the submission deadline will be accepted if the request to do so is in writing submitted by **Offeror's** authorized representative.

32. RESPONSE EVALUATION

For Bid Responses:

- a. Section B will state whether the contract will be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for **H-GAC** and its participants.
- b. If the contract will be awarded based on best value, Section B will state any relevant criteria which **H-GAC** will consider.
- c. For each offered Product Item, **H-GAC** may use the offered price, prices for Required Options, and the prices of selected common Published Options to determine the lowest responsible offer.
- d. Failure of **Offeror** to submit pricing for frequently purchased options and any **H-GAC** required options may cause response to be considered non-compliant at **H-GAC's** sole discretion.

For Proposal Responses:

- e. **H-GAC** will evaluate proposals as detailed in Section B.

- f. By submission of a Response Offeror indicates acceptance of the evaluation technique and recognizes and accepts that **H-GAC** may at its sole discretion make subjective judgments during the evaluation process.

33. ORDER OF PRECEDENCE PRIOR TO CONTRACT AWARD

In the event of conflict between this document and any references or documents cited herein, this document shall take precedence prior to contract award.

34. AWARD OF CONTRACT

- a. **H-GAC** reserves the right to accept or reject any Product Item or option offered. Additionally, all options included in Offeror's response and accepted by **H-GAC** are understood to be included in any contract.
- b. **H-GAC** shall award contract(s) for line items or groups of line items, at its sole discretion.
- c. With authority granted by the **H-GAC** Board of Directors, a written contract shall be presented to the successful **Offeror(s)** and shall be subject to acceptance by the successful **Offeror(s)** within forty-five (45) calendar days after presentation by **H-GAC**. If a contract is not executed within forty-five (45) calendar days, **H-GAC** may rescind the contract offer and award a contract to the next **Offeror** in order of rank as determined by **H-GAC**.
- d. Delivery time and prompt payment discounts, including time allowed for payment, may be considered in tie-breaking of offers which are judged by **H-GAC** to be equal in all other criteria.
- e. The contract shall include the following documents in the stated order of precedence:
 - 1st** The contract document signed by **H-GAC** and **Offeror**.
 - 2nd** This Invitation and all specifications referenced herein.
 - 3rd** **Offeror's** response to this Invitation.

35. PRO-FORMA CONTRACT

This Invitation includes a Pro-Forma (sample) Contract which successful offerors will be expected to sign. The actual final contract will be the same or nearly the same as the Pro-Forma. NOTE: Successful Offerors MAY NOT process any purchase orders until the contract documents have been executed and returned to **H-GAC**.

36. CONTRACT TERM

The contract shall be in effect throughout the period stated elsewhere in the contract documents, and thereafter until such time as any outstanding orders against the contract have been fulfilled. The contract may be extended if deemed by **H-GAC** to be in the best interests of the Program, and subject to mutual agreement of the parties.

37. PERFORMANCE & PAYMENT BOND

H-GAC's contractual requirements DO NOT include a Performance & Payment Bond (PPB) and offered pricing should reflect this cost saving. However, **Contractor** must be prepared to offer a PPB to cover any specific order if so requested by **End User**. **Contractor** shall quote a price to **End User** for provision of any requested PPB and agrees to furnish the PPB within ten business (10) days of receipt of **End User's** purchase order.

38. CHANGE ORDERS

End Users shall have the right to make additions by addenda for the purpose of clarification or inclusion of additional specifications, qualifications, conditions, etc. Any such addenda shall be made in writing and agreed upon by **Contractor** and the **End User** agency prior to issuance of any Change Order. A copy of any such Change Order shall be furnished by **Contractor** to **H-GAC**.

39. DUPLICATION OF TERMS OR STATEMENTS

Where statements or terms are duplicated or are extremely similar, **H-GAC** and the **End User** reserve the right to use the statement or term most favorable to **H-GAC** and/or the **End User**.

40. PUBLICITY

H-GAC encourages contractors to "market" the Program and can provide some information and artwork to be used in published promotional materials. However, any publicity or published material released by **Contractor**

referencing the contract, whether in the form of a press release, brochure, photographic coverage, or verbal announcement, shall be issued only with prior review and approval by H-GAC.

41. TAXES

HGAC and **End User** participants are either units of government or qualified non-profit agencies, and are generally exempt from Federal and State sales, excise or use taxes. **Offeror shall not** include any such taxes in the Response. Further, it shall be the responsibility of **Contractor** to determine the applicability of any taxes to a particular order and act accordingly. Exemption certificates will be provided upon request.

42. DRUG FREE WORKPLACE

Contractor shall provide notice to its employees and sub-contractors, as required under the Drug-Free Workplace Act of 1988. A copy of **Contractor's** Drug-Free Workplace policy shall, on request, be furnished to any **End User**.

43. PRODUCT NOTICES & MAILINGS

H-GAC is NOT the owner of Products sold pursuant to this Invitation but acts only in the capacity of purchasing agent. In that regard, **Contractor** accepts sole responsibility for insuring that notices and mailings, such as Safety Alerts, Safety Recall Notices and Customer Surveys, are sent directly to the **End User** of record.

44. HANDLING OF ORDERS & PAYMENTS

In general, orders and payments will be handled as described below. More specific instructions and information regarding handling of purchase orders and the Order Processing Charge may be provided after contract award. Established procedures may be changed at any time by **H-GAC** as may be dictated by efficient business practice. The particulars of any sale, e.g. specific products, pricing, delivery, warranty, etc., will be in strict accordance with the terms and conditions of this Invitation and the specific contract awarded to **Contractor**. Beyond that:

- a. For any particular procurement to be made under the provisions of an **H-GAC** contract, **End User** and **Contractor** will discuss requirements and agree as to what will be provided.
- b. **Contractor** will prepare a Contract Pricing Worksheet and provide it to **End User**. The Worksheet will list everything being purchased including the base bid item(s), all published and unpublished options and the delivery date. All pricing shall be per the current contract.
- c. **End User** will send a purchase document to **Contractor**, which **Contractor** will send **H-GAC** together with the Contract Pricing Worksheet. **NOTE: Contractor** agrees not to offer, agree to or accept from **End User** any terms or conditions that conflict with or contravene those in **Contractor's** **H-GAC** contract, except for pricing discounts.
- d. **H-GAC** will prepare an "Order Confirmation" and send it to **End User** and to **Contractor**. The Order Confirmation verifies that **Contractor** has a valid **H-GAC** contract and that the order is in compliance with the requirements of the **H-GAC** Cooperative Purchasing Program. **Contractor** will not ship any goods before receipt of both **End User's** purchase document and **H-GAC's** Order Confirmation.
- e. On notification that **Contractor** has received an order, **H-GAC** will invoice **Contractor** for the applicable Order Processing Charge. **NOTE: The Order Processing Charge is charged to Contractor, EXCEPT in the case of motor vehicles.** For all sales of motor vehicles, the Order Processing Charge is levied on the **End User**, collected by **Contractor**, and remitted to **H-GAC** by **Contractor**.
- f. **Contractor** will deliver products/services ordered and will invoice **End User** for products/services accepted by **End User**. (See other Sub-Section herein dealing with Product Delivery.) **Contractor** will not invoice before shipment has been made.
- g. **End User** will pay **Contractor** for those products and/or services ordered which have been received and accepted. Under no circumstances shall any check be made payable to a representative or agent. Should a representative or agent submit an invoice to **End User** for any cost related to a purchase order issued to **Contractor** for products/services covered by an **H-GAC** contract, such invoice shall be forwarded to **Contractor** and **Contractor** will take action to correct the error.
- h. Upon delivery of any product/service by **Contractor** and acceptance by **End User**, **Contractor** shall remit to **H-GAC** the full amount of the applicable Order Processing Charge in accordance with the payment terms established in the **H-GAC** contract. Note, the Order Processing Charge is due whether or not **Contractor** has

ever received an invoice from **H-GAC**. Sales executed based on the particulars of **Contractor's H-GAC** contract, without payment of the Order Processing Charge, may constitute fraud.

45. PRICE CHANGES

- a. Any permanent increase or decrease in offered pricing for a base contract item or published option is considered to be a price change. Temporary increases in pricing by whatever name (e.g. 'surcharge', 'adjustment', 'equalization charge', 'compliance charge', 'recovery charge', etc.), are also considered to be price changes.
- b. Except in the case of contracted published catalogs and price sheets, prices for Base Bid Items and Published Options are expected to be held firm for a minimum of 90 days from the date an awarded Offeror signs the H-GAC contract. Thereafter, changes will be considered if accompanied by justifying documentation satisfactory to H-GAC. For published catalogs and price sheets which are on an H-GAC contract, requests to amend the contract to reflect any new published catalog or price sheet may be submitted whenever the manufacturer publishes the new document. Any such request must include the new catalog or price sheet.
- c. If **Contractor** routinely offers discounted contract pricing, **H-GAC** may request **Contractor** to accept amended contract pricing equivalent to the routinely discounted pricing.
- d. No price change will be allowed unless it has been reviewed and approved by **H-GAC** in writing. **Contractor** must have received **H-GAC's** written approval of any change prior to charging the new price or using it in any quotation prepared for an End User.
- e. Price change requests must be submitted to **H-GAC** in writing and must be received by **H-GAC** at least thirty (30) calendar days prior to the requested effective date of the change and must state the time period for which the requested pricing will remain firm.
- f. Price change requests shall include **H-GAC Forms D** and **E**, or whatever documentation was used to submit pricing in the original Response hereto, showing all affected items with current contract price, requested price, and percentage change shown clearly for each. This documentation should be submitted in MSEXcel format to facilitate analysis and updating of the website.
- g. Price change requests **MUST** be supported with substantive documentation (e.g. manufacturer's price increase notices, copies of invoices from suppliers, etc.) showing that **Contractor's actual costs** have increased. The Producer Price Index (PPI) may be used as partial justification, subject to approval by **H-GAC**, but no price increase based solely on an increase in the PPI will be allowed.
- h. All Products shall, at time of sale, be equipped as may be required under any then current applicable local, state, and federal government requirements. If, during the course of any contract, changes are made to such government requirements which cause a manufacturer's costs of production to increase, **Contractor** may increase Product pricing to the extent of **Contractor's** actual cost increase. The increase must be substantiated with support documentation acceptable to **H-GAC** prior to taking effect. Modifications to a Product required to comply with such requirements which become effective after the date of any sale shall be the responsibility of the **End-User**.
- i. In cases involving contract extensions exceeding sixty-one (61) days beyond the stated expiration date of the contract, **Contractor** may request a price change based on the same conditions as stated above. However the thirty (30) day prior notice is waived and **H-GAC** will consider the request immediately on receipt.
- j. H-GAC reserves the right to accept or reject any price change request. Acceptance, if granted, will be in writing and the approved changes will become part of the contract.

46. CONTRACT ITEM CHANGES

- a. If a manufacturer discontinues a contracted item, that item will automatically be considered to be deleted from the contract with no penalty to Contractor. However, **H-GAC** may at its sole discretion elect to make a contract award to the next low offeror for the item, or take any other action deemed by **H-GAC** to be in the best interests of **End Users**, at its sole discretion.
- b. If a manufacturer makes any change in a contracted item which does not affect the contract price, Contractor shall advise **H-GAC** of the details. If the 'new' item is equal to or better than the originally contracted item, the 'new' item shall be approved as a replacement. Otherwise **H-GAC** may allow or reject the change, or take any other action deemed by **H-GAC** to be in the best interests of **End Users**, at its sole discretion. If the change is rejected there will be no penalty to Contractor.

- c. If a manufacturer makes any kind of change in a contracted item which affects the contract price, Contractor shall advise **H-GAC** of the details. **H-GAC** may allow or reject the change at its sole discretion. If the change is rejected there will be no penalty to Contractor. However, **H-GAC** may elect to make a contract award to the next low offeror for the item, or take any other action deemed by **H-GAC** to be in the best interests of **End Users**, at its sole discretion.
- d. In the case of specifically identified catalogs or price sheets which have been contracted as base bid items or as published options, routine published changes to products and pricing shall be automatically incorporated into the contract. However, **Contractor** must still provide thirty (30) calendar days written notice and an explanation of the changes to products and pricing. **H-GAC** will respond with written approval.

47. FORCE MAJEURE

If either party shall be wholly or partially prevented from the performance of any contractual obligation or duty by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident., order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of Force Majeure shall rest solely with **H-GAC**.

48. PERFORMANCE UNDER CONTRACT

H-GAC is committed to insuring that **Contractor** provides effective and efficient service to all Participants in the Cooperative Purchasing Program and expects that certain Performance Conditions must be met. Failure to meet these conditions may result in contract termination. In that regard, **Contractor shall:**

- a. Appoint a dedicated representative to be the contact person and focal point for all matters relating to End User quotations and orders. The representative shall have: A toll free phone number with voice mail; A fax number; A working e-mail address; and A postal address.
- b. Insure that the representative timely monitors all communication modes listed above, and promptly responds to communications from **End Users** and **H-GAC** in any of these modes. Phone calls will be promptly returned, in any event not later than the next business day. Acceptable failure will be due only to Force Majeure.
- c. Maintain sufficient qualified staff to promptly process all communications from **H-GAC** or **End Users**, and to efficiently, effectively and accurately service all requirements of the contract.
- d. As may be requested by **H-GAC**, replace any staff members who are not providing the service and expertise deemed necessary by **H-GAC** for acceptable support of **End Users**.
- e. Properly prepare and provide to **End User** a Contract Pricing Worksheet, or a quotation in other format as approved by **H-GAC**, for each and every order that is to be executed.
- f. Furnish, on request of **H-GAC**, reasonable data, forms and graphic material to be used in brochures or other print media, or on **H-GAC**'s website.
- g. Allow access to **H-GAC** authorized personnel for inspection of operating facilities, and auditing of purchase orders during the contract period, and for a period extending thru the completion of any outstanding orders. Site inspection may be arranged not less than ten (10) calendar days prior, shall include the names of all participants, and shall be at no expense to **Contractor**.
- h. **Reporting Requirements:**
 - **Contractor** agrees to submit written quarterly reports to **H-GAC** detailing all transactions during the previous three-month period. Such reports shall include, but are not limited to the following:
 - **End User** name
 - Product/Service purchased, including Product Code if applicable
 - End User Purchase Order Number
 - Purchase Order Date
 - Product/Service dollar amount
 - **HGACBuy** Order Processing Charge amount
 - Reports must be provided to **H-GAC** in MSeXcel or other acceptable electronic format and are due by the 30th day of the month following the applicable quarter being reported.
- i. Should **Contractor** default in providing Products or Services as required by this Invitation and the contract, recourse may be exercised thru cancellation of the contract and other legal remedies as may be appropriate.

49. CONTRACTOR ORIENTATION/TRAINING

H-GAC believes that **Contractor's** familiarity with the operational policies and requirements of the Cooperative Purchasing Program is a key factor in achieving **End User** satisfaction. In that regard, the Contact Person listed on **Form A**, or an alternate, shall be required to participate in an **H-GAC** vendor orientation/training as soon as possible after contract award. In addition, any other of Contractor's staff who will be involved in any way with the HGACBuy Program should participate in orientation. The orientation may be presented as a teleconference or webinar or may be held in **H-GAC's** offices as may be determined by **H-GAC** and Contractor to be the most efficient and effective form of delivery.

50. LEGAL & CONTRACTUAL REMEDIES

RESOLUTION OF PROTESTED SOLICITATIONS AND AWARDS

Procedure

Any actual or prospective **Offeror** or **Contractor** who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement. In order for an above-mentioned party to enter the grievance process, a written complaint must be sent to the Chief Operations Officer (COO) of **H-GAC** by certified mail which identifies the following:

1. Name, mailing address and business phone number of the complainant.
2. Appropriate identification of the procurement being questioned.
3. A precise statement of reasons for the protest.
4. Supporting exhibits evidence or documents to substantiate any claims.

The grievance must be based on an alleged violation of **H-GAC's** Procurement Procedures, a violation of State or Federal law (if applicable), or a violation of applicable grant or contract agreements to which **H-GAC** is a party. Failure to receive a procurement award from **H-GAC** in and of itself does not constitute valid grievance. Upon receipt of grievance, the Chief Operations Officer will initiate the informal resolution process.

Expedited Resolution

The Procurement Officer or Departmental Director responsible for the solicitation shall contact the complainant and all interested parties and attempt to resolve the allegations informally within ten (10) working days from date of complaint. If the allegations are successfully resolved by mutual agreement, documentation will be forwarded to the Chief Operations Officer of the resolution with specifics on each point addressed in the original complaint.

If the Procurement Officer or Departmental Director is not successful in resolving the allegations, the complaint along with the comments will be forwarded to the Chief Operations Officer immediately. The Chief Operations Officer will review all documentation. All interested parties will be given written notice of the date, time, and place of the hearing and an opportunity to present evidence. A written decision will be issued within five (5) working days after the hearing along with notice of appeal rights.

Appeals

The complainant may appeal the Chief Operations Officer's decision by submitting a written appeal, within five (5) working days, to the Executive Director of **H-GAC**. The Executive Director, upon receipt of a written notice of appeal, shall contact the complainant and schedule a hearing within ten (10) working days. The Executive Director of **H-GAC** has the option of appointing a Hearing Officer to preside over the hearing. If appointed, the Hearing Officer shall conduct a hearing and forward a summary and recommended resolution to the Executive Director.

The decision reached by the Executive Director or his designee shall be final and conclusive. This decision will be forwarded to the complainant in writing within thirty (30) working days.

The **Contractor** may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a Court of competent jurisdiction.

RESOLUTION OF CONTRACT DISPUTES

Upon breach or default, **H-GAC** shall give the **Contractor** written notice of default. If the default is not remedied, within a reasonable specified time from date of notification, to the satisfaction and approval of **H-GAC**, default will be declared.

Upon breach of contract or default, **H-GAC** may exercise any and all of its rights afforded by law, including but not limited to those referenced in the General Contract Provisions.

SOLICITATIONS OR AWARDS IN VIOLATION OF THE LAW

Contracts awarded in violation of the competitive process or otherwise in violation of the law are voidable by **H-GAC**.

51. NATIONWIDE SALES OPPORTUNITIES

HGACBuy provides purchasing services to local governments qualifying non-profits throughout the nation, and desires to make established contracts available to them wherever and whenever practicable. Therefore, once a contract is awarded, **Contractor** is expected to expand the scope of its marketing effort to include sales to **End Users** in all areas of the United States, and/or to assign any **H-GAC** contract to another contractor(s) as deemed appropriate by **H-GAC** in the interest of its End Users.

- **Contractor** may sell through **HGACBuy** anywhere subject to compliance with applicable laws and regulations. If the market structure in which **Contractor** operates requires a contract assignment for any particular sale, **H-GAC** will expect **Contractor** to assign the contract to a Manufacturer or to another Dealer(s). Such assignment must be approved by **H-GAC**.
- **Contractor**'s differential costs (e.g. transportation & delivery charges) and allowances (e.g. manufacturer's sales incentives) related to any sale may be charged to buyer.

End of Section A General Terms & Conditions

SECTION-B
Product-Specific Requirements: Sweeping Equipment

1.0 INTRODUCTION AND SCOPE

The Houston-Galveston Area Council (H-GAC) is a government regional planning commission. Included within H-GAC is the *HGACBuy* program, which issues bid invitations and makes awards on behalf of our local government Members (municipalities, counties, K-12 schools, universities, hospital and special districts, and other local agencies), within and beyond Texas (7000 Members in 49 states). **H-GAC expects Offeror (as confirmed by a response to this Invitation) to have the capability and willingness to serve any H-GAC member, directly, or indirectly (through an arrangement with (or H-GAC contractual "assignment" to) another dealer or the manufacturer (i.e. in the case of a Contractor being a dealer)).** As noted in Section-A, a vendor under this contract may petition H-GAC for an assignment (e.g. to a third party such as another dealer in another sales territory), whereby, if they are agreeable to the terms & conditions and contract pricing, the third party may then be added onto the contract as an additional, independent vendor, capable of quotations, installation, receiving of end user payments, and the remittance of the purchase order processing charge.

H-GAC has established this bid specification to address the potential needs of our Cooperative Purchasing Program's Members. It focuses on items consistent with local governments' sweeper needs. Offerors who are awarded contracts pursuant to this Invitation will be able to sell the awarded equipment through the program to H-GAC Members during a twenty-four (24) month contract period, starting on or near April 1, 2020.

All equipment shall be bid and supplied as compliant with federal emission and safety standards in effect at the time of bid. Awarded supply contracts will cover a two (2) year period (commencing on or about April 1, 2020). If an H-GAC contractor realizes subsequent price increases during this contract (base unit models or options pricing) due to engine manufacturer model changes, EPA mandate-driven changes, et cetera, they may petition H-GAC, per this specification's Section-A (Terms & Conditions section) guidelines, for a contract price increase.

2.0 BASIC CATEGORIES

This bid invitation is divided into six basic equipment categories. When submitting a bid, the contractor may choose to submit pricing to any of the categories listed and any of the individual model line items under these categories, on Form-D. No changes or additions may be made to the listings on Form-D except for the insertion of bid prices. Basic equipment categories included in this bid Invitation are as follows:

- A: Street Sweepers, Custom Purpose-Built Chassis Designs
- B: Street Sweepers, Commercial Chassis-Mounted Designs
- C: Airport Runway Sweeper Designs
- D: Commercial / Industrial Sweepers and Scrubbers -- Walk-Behind Designs
- E: Commercial / Industrial Sweepers and Scrubbers -- Riding Designs
- F: Miscellaneous: Parking Lot, Walkway, Light Street, and Other Designs

3.0 DEFINITIONS AND ABBREVIATIONS

- Base Unit: equipment with the standard configurations listed on this Invitation's Form-D, conforming to the minimum configurations set forth in this Invitation's Section-B and Form-D, from which an HGAC End User may build, through published and unpublished options, the final desired configuration. Unless otherwise stipulated, this shall consist of the manufacturer standard equipment and performance.
- Cab-Chassis: exposed frame truck chassis, complete with basic cab, drive train, chassis, and safety components, ready for road use (without sweeper body).
- Contractor: H-GAC awardee under contract to sell through this program ("vendor")
- End User: Ref. 'Member'.
- H-GAC: Houston-Galveston Area Council; a regional planning commission, which includes a cooperative purchasing program, with local government Members, in and outside of Texas, who buy various types of equipment off pre-bid supply contracts.
- Hp: Horsepower (e.g. net brake crankshaft horsepower), as formally rated by a manufacturer.
- Invitation: Invitation to bid associated with the final version of this specification and its associated documents.
- Member: Local government agencies (cities, counties, police and fire departments, K-12 schools, universities, and similar agencies and non-profit organizations) who are participating "End Users" in H-GAC's Cooperative Purchasing Program, purchasing equipment and services through H-GAC from contracted manufacturers and/or distributors.
- Offer: Offeror's pricing response to this Invitation.
- Offeror: Manufacturer and/or dealer(s) who responds to this Invitation with a formal bid Response.
- Product Code: Alpha-numeric code designating the Base Unit configuration ("line item").
- Response: Offeror's priced bid package and other documents required in H-GAC bid Invitation.
- Unpublished Options: (Ref. Section-A) Options not priced in the originally submitted formal bid response. Unpublished options are restricted to 25% of the total of the Base Unit equipment and Published Options.

4.0 MANUALS

All equipment sold through this contract shall be furnished with an operator's manual, the price of which shall be included in each model's Base Unit price and supplied with the delivered equipment. It shall, at a minimum, cover operation, preventative maintenance, and safety for the equipment furnished.

5.0 BASE UNIT PRICING AND PRODUCT CODES

- 5.1 Where a Section-A requirement differs from a requirement in this section, Offeror shall consider the Section-B requirement as superseding the Section-A.
- 5.2 Unless shown on Form-D, each priced Form-D Base Unit model shall include all standard manufacturer components. Form-D pricing shall represent turn-key machines, operational upon delivery. Each priced Base Unit shall not require any additional, compulsory equipment to render it a functioning, legally-equipped machine (except for the chassis on commercial chassis designs). By submission of a response, Offeror certifies that offered pricing is as good as or better than pricing typically extended to local government customers by Offeror.
- 5.3 Offeror shall include in bid response, in both printed and electronic formats, detailed quote sheets / specifications for each Form-D Base Unit (not brochures), reflecting the components and performance associated with the Base Unit (Form-D) bid pricing.
- 5.4 Base Unit items are designated by a unique alphanumeric Product Code. Once Offeror determines which specific line items to bid, Offeror shall quote an H-GAC price on the appropriate line on Form-D. When pricing options to the Base Units, on Form-E, Offeror shall tie the options back to the corresponding Base Unit Product Code (as shown on Form-D).
- 5.5 H-GAC ORDER PROCESSING CHARGE: As described in Section-A (subsection 22), for each purchase order processed under an awarded contract, H-GAC will directly invoice Contractor a 1.5% order processing charge, applicable to the price of all equipment and services that are submitted in contractor's solicitation response. It is Offeror's responsibility to take this charge into account in the pricing offered in response to this Invitation (i.e. building this fee into the costs of the Base Unit models and options). During the life of this contract, this fee is calculated from the awarded bid pricing before any additional discounts (if any) have been applied.
- 5.6 Base Unit prices shall be exclusive of freight. Shipping cost to the final H-GAC member location (and from dealer inventory to body converter and from convertor to end user, et cetera) shall be recognized at the time of each individual H-GAC purchase order, unique to each End User's delivery location and should not be included in Form-D pricing. Unless otherwise specified, by Offeror on Form-E, freight will be assumed by H-GAC and H-GAC End Users to be calculated per carrier invoice.
- 5.7 Equipment sold through this contract shall possess the warranty terms normally associated with a sale to local governments. Proposer shall include a copy of the official detailed warranty with this H-GAC bid response. End Users are responsible for comparing the details of optionally extended warranties.
- 5.8 Any sweepers bid that contain diesel engines shall be priced as compliant with all applicable federal safety and emissions requirements, including the EPA Code of

Federal Regulations (CFR) Title 40 iterations and amendments. Additionally, Offeror shall note in Response where applicable voluntary standards are met (U.S. Consumer Product Safety Commission (USCPSC); National Fire Protection Association (NFPA); National Electrical Manufacturers Association (NEMA); etc.). Engines bid under this Invitation shall be priced to meet required EPA tiered thresholds requirements (e.g. Tier 4 Final/4F”, etc.) pertaining to the specific engines' power ranges at the time of bid submittal. Offeror shall price any alternative engines (to those found on Form-D Base Units) on Form-E as the price differential between the base unit and the alternative version).

- 5.9 Cab-chassis priced on Form-E shall include any available alternative fuel options (e.g. CNG)

6.0 OPTIONS

- 6.1 For each Base Unit line item priced, Offeror shall include all manufacture options on Form-E. Failure to do this may result in Offeror's response being deemed non-compliant. Each option priced shall reference the associated H-GAC Product Code and the unique manufacture option code and a brief, but detailed description.
- 6.2 As per Section-A, pricing for optional complete body upgrades or downgrades to base bid items should be quoted as an “adder” or “deduct” amount, to be applied against the offered price of the Form-D Base Unit. This includes pricing on complete model upgrades, which shall be priced as the differential over the Form-D price.
- 6.3 Components found on the Form-D Base Unit body shall not be listed on Form-E except when referring to a deduct option, in which case Offeror shall note that on the Form-E option description.
- 6.4 Unless otherwise noted on Form-E, options submitted with bid response will assumed to be inclusive of standard installation. Where not, Offeror shall note in Response and where possible, include a fee for installation.

7.0 COMMERCIAL CAB-CHASSIS

- 7.1 For all body line items designed for mounting on a commercial cab-chassis, the Form-D Base Units shall be priced as the body only, **inclusive of mounting costs**, on an HGAC member-supplied cab-chassis truck, ready to operate without additional fitting or preparation costs. **If Offeror wants to furnish cab-chassis as well, the chassis shall be priced separately with bid, on Form-E (without any mounting fees).** In any event, Contractor will be expected to work with H-GAC's contracted truck chassis dealers, who may be supplying the cab-chassis under a separate H-GAC purchase order (i.e. HGAC's *Car & Light Truck* or *Medium & Heavy Trucks* contracts). Any options pricing related to chassis mounting (such as

a price/hour or set price on custom mounting work, for unforeseen / custom mounting issues) should be priced on Form-E.

- 7.2 If it is Offeror's position that a Form-D sweeper body cannot be sold to H-GAC Members except as mounted on a specific / custom / body manufacturer-furnished cab-chassis, then the Offeror must provide justification with bid, explaining why the specific cab-chassis must be furnished by Contractor. **In this event, the Form-D line item pricing must still be for a sweeper body only, and inclusive of mounting costs**, with the price for the required cab-chassis listed separately, on Form-E. Additionally, in such instances, the description of the cab-chassis on Form-E shall include language that the chassis priced is required for purchase of the applicable sweeper body (referencing the corresponding Form-D sweeper model name).

8.0 MISCELLANEOUS

- 8.1 All required documents shall be submitted in both printed and digital formats.
- 8.2 H-GAC Forms (A, B, C, D, E, H), shall all be completed and included in their original Excel formats (**no PDF**).
- 8.3 On joint bids, **every participant in the joint submittal** must complete these forms and documents: Form-A, W-9, CIQ, 1295, HB89, Contractor Information Form, Service Organization Description (Ref Section-A), and references

9.0 AWARDS

For each specific Form-D line item, H-GAC will recommend awards to the contractor with the highest overall score providing the best value.

- **Scoring Component: Pricing**

For each line item, a review of Offerors' submitted bid prices will be conducted. Each Offeror will be ranked first, second, third, et cetera, based upon product pricing levels. The Form-D Base Unit bid price will be weighted to 90% of the total score. Each rank will then be adjusted against the weighed multiplier to arrive at this pricing subsection score. HGAC reserves the right to utilize this pricing score component to adjust for an Offeror's shortcomings (inadequate Form-E pricing, et cetera), whereby, the individual offeror's rank may be adjusted accordingly.

- **Scoring Component: Past Performance**

An evaluation will be conducted of the Offeror's previous sales performance as an HGACBuy Contractor. This is weighted at a maximum 10% of the total score. If an Offeror is a current vendor and has sales, they will receive the full 10%, and for no sales, 0%. First-time bids will receive the maximum 10% for this scoring component. Each Offeror's rank will be adjusted against the 10% / 0% index to arrive at this Past Performance subsection score

For each line item, an offeror will receive a final score, comprised of the score for their Pricing and Past Performance scores.

In the event of a tie, H-GAC reserves the right to utilize additional factors in compiling a tie breaker, which may include an Offeror's specific H-GAC member sales data, number and location of branches, depth and breadth of priced options, a vendor's reporting and fee remittance history with HGAC, vendor history with respect to HGAC members, et cetera.

NOTE: For joint bids (e.g. a single response from multiple dealers), each party will be scored per the above criteria and an overall average will be taken for all Form-A's submitted to determine the overall score for each joint bid submission.

10.0 MARKETING & SUPPORT PLAN (FORM-H)

H-GAC expects proposer to have the capability and willingness to serve any H-GAC Member across the nation, and to promote this contract to the best of its ability. Consistent with this, proposer should acknowledge this, with a description of the resources that will most likely be employed (1) in promoting this contract (e.g. sales calls, mail-out campaigns, et cetera, and (2) in serving H-GAC Members (e.g. staff appointed to manage the contract, possible revised processes for purchase orders, staff training relating to this contract). Reference the H-GAC Forms Packet for Form-H.

11.0 COMMITMENT

Offeror is required to make some basic commitments to insure the overall success of this program. By submission of a response, Offeror agrees to the following:

- Corporate/Sales Commitment

A commitment that HGACBuy has the support of senior management and that HGACBuy will be the primary government contracting vehicle when offering services/products awarded from this solicitation to eligible end users nationwide. A further commitment to aggressively market the program, both independently as well in partnership with HGACBuy.

- HUB Participation

It is H-GAC's goal to have Historically Underutilized Business Enterprise (HUB) participation in providing services under a contract. If Offeror(s) intends to employ subcontractors in providing services/products related to this solicitation, Offeror(s) shall make and demonstrate a good faith effort to include HUB participation under a contract. Offeror(s) good faith effort shall include, but is not limited to the following affirmative steps (Ref. 2CFR 200.321 as a guide):

- 1) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- 2) Dividing total requirements, when economically feasible, into smaller task or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 3) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

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

NOTE: The term HUB as used in this solicitation is understood to encompass all programs/business enterprises such as Small Disadvantaged Business (SDB), Disadvantage Business Enterprise (DBE), Minority Owned Business Enterprise (MBE), Women Owned Business Enterprise (WBE) and Disabled Veteran Business Enterprise (DVBE).

*** End of Section-B ***



SECTION-C: H-GAC FORMS

For Use In Responding To Competitive Bid And Proposal Invitations

Invitation No.:	SW04-20
Title:	Sweeping Equipment

This document contains the following (required) H-GAC forms:

FORM	DESCRIPTION
Form-A	Offeror Identification and Authorized Signatory
Form-B	Historically Underutilized Business Enterprises
Form-C	Response Checklist
Form-D	Base Unit Pricing
Form-E	Published Options
Form H	Marketing & Support Plan
Form W-9	Request for Taxpayer Identification Number and Certification
Form CIQ	Conflict of Interest Questionnaire
Form 1295	Certificate of Interested Parties
Form HB89	HB89 Verification Form
C.I.F.	Contractor Information Form

Offeror shall use the tabbed Excel version of these forms (no PDF)

These forms are hereby made available in electronic format. They should be copied to Offeror's computer for completion and/or printed out, as required. The forms **may not** be changed or altered in any way, except as may be specified on the form.

ALL completed forms must also be submitted on electronic media (**flash/thumb drive**), excepting of course for signatures. The printed "Original" of the response will be considered as the official copy in case of any discrepancy between the electronic version and the printed Original.

FORM-A: OFFEROR IDENTIFICATION & AUTHORIZED SIGNATORY
(DO NOT *handwrite* **this Form)**

INVITATION #SW04-20

Invitation Title: Sweeping Equipment

Offeror Company: _____

(Legal name of business which will appear on contract, if awarded)

Offeror Status: **Manufacturer** **Dealer/Distributor** **Other**

Response Type (1): **Single Offeror Acting Alone Or As Lead** **Multiple Offerors Acting Jointly**

Contract Signatory (2): _____

Title: _____

Mailing Address (3): _____

Street/PO Box

City

State & Zip

Physical Address: _____

Street

City

State & Zip

Phone: _____

Fax: _____

Email Address: _____

Federal Tax ID No.: _____

Web Page URL: _____

- (1) If Joint Offering, all parties must submit a signed Form-A. A contract will be offered to each.
- (2) Person who will sign final contract documents if an award is made.
- (3) Address to which final contract documents would be sent for signature.

Member Contact Information

Contact Person (4): _____

Title: _____

Mailing Address: _____

Street/PO Box

City

State & Zip

Physical Address: _____

Street

City

State & Zip

Toll Free Phone: _____

Fax: _____

Email Address: _____

- (4) Person who End Users will contact for product information and to get pricing quotes.

The Signatory below, on behalf of Offeror (2):

- Acknowledges having thoroughly reviewed the Invitation;
- Attests to having the authority to sign this response and commit Offeror to honor all requirements;
- Makes, under penalty of perjury, all required Offeror Certifications as detailed in General Terms;
- Certifies that all information provided in this Response is true and correct.

Signature: _____

Title: _____

Printed Name: _____

Date: _____

Title: Sweeping Equipment

Offeror: _____

Most, if not all, of the Members of HGACBuy are subject to various requirements relative to purchasing goods and services from Historically Underutilized Business Enterprises (HUBs)(See Note 1). These requirements are promulgated by federal and state governmental authorities, and include measurable criteria such as 'percentage of total dollars spent directed to HUBs', 'number of HUB contractors used', 'HUB subcontractors employed by primary contractors', etc. These requirements are generally formalized in goal oriented programs.

HGACBuy is comitted to promoting full and equal business opportunities for HUB contractors, and to assisting Cooperative Purchasing Program (COOP) Members in meeting mandated HUB goals. In that regard, Contractor shall make a good faith effort to use the services of Certified/Listed (See Note 2) HUBs whenever possible.

As part of a good faith effort, Contractor agrees to work with and assist HGACBuy Members in meeting HUB targets and goals, as may be required by any rules, processes or programs they might have in place. Such assistance may include such things as compliance with reporting requirements, provision of documentation, consideration of 'Certified/Listed' subcontractors, provision of documented evidence that an active participatory role for a HUB entity was considered in a procurement transaction, etc.

Note 1: There are many designations other than "HUB" used across the country within various jurisdictions. Examples include terms such as Disadvantaged Business Enterprise (DBE), Minority Owned Business Enterprise (MBE), Woman Owned Business Enterprise (WBE), Small Disadvantaged Business (SDB), Small, Woman or Minority-owned Business (SWAM), etc. Regardless of the formal designation, the overall objective of the relevant programs is basically the same, i.e. to insure that disadvantaged and underutilized members of the business community receive a fair share of public spending. The term HUB as used herein shall be understood to encompass all such programs/business enterprises, no matter what terminology is used by the Member.

Note 2: The terms "Certified" and "Listed" as used in conjunction with HUB programs relate to the process of HUB qualification review. Jurisdictions usually require that companies claiming HUB status be reviewed and confirmed as meeting certain minimum requirements to claim that status, and that the review and confirmation process be carried out by certain designated entities. They are then "Certified" or "Listed" by having their name included on an official listing published by the Certifying or Listing Authority.

Accepted and Agreed By:	
Title:	Date:

HUB Status Of Offeror	
<input type="checkbox"/> Offeror is a HUB, as detailed below.	<input type="checkbox"/> Offeror is not a HUB.
Designation(s): <input type="checkbox"/> HUB <input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other <input style="width: 150px;" type="text"/>	
Certifying/Listing Authority(s): <input style="width: 100%;" type="text"/>	
Subcontracts	
On a separate sheet, list any subcontractors that would be employed in providing products or services related to this procurement. Include subcontractor name, designation (HUB, DBE, etc.) and certifying/listing authority.	
<input type="checkbox"/> Subcontractor List attached.	<input type="checkbox"/> No Subcontractors will be used.

FORM-C: RESPONSE CHECKLIST

INVITATION #SW04--20

Title: Sweeping Equipment

Offeror: _____

This form is provided to help insure that all required response elements have been completed and included, or certified as being available upon request. Responses that do not comply with all requirements may be considered non-compliant.

This Response shall include:

1	An "Original" complete copy of all documents, plus one "Copy", each in a separate hard-sided 3-ring binder.
2	A copy of the complete submission, including all required H-GAC forms, in electronic format (flash drive) (Per Section-A, subsection 27.d). The HGAC forms document shall be unaltered except for the prompted data fields (name, pricing, etc.) and submitted in its original Excel format only (no PDF). Offeror shall not split the Forms document into its respective worksheets, but kept as a single document.
3	A comprehensive list of applicable priced options on Form-E
4	Detaild specifications / cut sheets for each model bid, reflecting the standard components as priced on Form-D
5	An originally signed Form-A from all entities who are party to this submission and who should be offered a contract if this submission is successful.
6	The required list of References.
7	Details of "Service Organization", including locations, hours, personnel and parts/service availability
8	Complete Warranty Documentation for all products offered.
9	Completed Form-H
10	W-9 Form, completed and signed for each party to the bid.
11	CIQ Form, completed and signed for each party to the bid. The form and instructions for its use can be found at: https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm .
12	1295 Form, completed, signed for each party to the bid. The form and instructions for its use can be found at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm .
13	HB 89 Form for each party to the bid, completed and signed.
14	Contractor Information Form for each party to the bid, completed and signed.

BASE UNIT PRICING - SWEEPING EQUIPMENT

OFFEROR:

HGAC Product Code	Manufacturer	Base Unit Model / System Description	Offered Base Unit Price, In Whole Dollars
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Offeror shall price the factory standard configurations on the following base unit models and include detailed specifications with bid submittal detailing the priced base unit equipment. All options beyond this shall be priced separately on Form-E.

A: Street Sweepers, Custom Purpose-Built Chassis Designs

SW04-20A01	Bucher Municipal (formerly Johnston)	City Cat 5006: 4 wheel compact vacuum sweeper; diesel, 160 hp; hopper, 6.5 cu yds; water tank: 240 gallons standardsweep path max. 120"	
SW04-20A02	Bucher Municipal (formerly Johnston)	City Cat V20 - 4 Wheel compact vacuum sweeper diesel, 84 hp; hopper: 3 cu yds; water tank: 80 gallons; standard sweep path, max 120"	
SW04-20A03	Bucher Municipal (formerly Johnston)	City Cat - V20E: 4-wheel compact vacuum sweeper; electric power: run time 10 hours; hopper: 3 cu yds; water tank: 80 gallons; standard sweep path, max: 120"	
SW04-20A04	Dulevo Sweepers	3000 Revolution: 4-wheel mechanical dustless sweeper, with waterless vacuum assist; Engine: Kohler Tier 4, 74 HP; PM Compliant low maintenance GORE filter; Hopper: Stainless Steel, 4 cu yds; Water Tank: 106 gallons; Standard Sweep Path, Max: 114"	
SW04-20A05	Dulevo Sweepers	D.Zero²: 4-wheel 100% Electric Vacuum Sweeper, Lithium-Ion fully rechargeable batteries; Hopper: Stainless Steel, 2 cu yd; Water Tank: 58 gallons; Overall height 78 in; Max Speed: 16 mph; Variable Sweep Path: 69"- 126"	
SW04-20A06	Dulevo Sweepers	6000 Revolution: 4-wheel mechanical dustless sweeper, with waterless vacuum assist; 4-wheel steering; Engine: FPT Diesel, Tier 4, 138 hp; PM Compliant low maintenance GORE filter; Hopper: Stainless Steel, 6.1 cu yds; Water Tank: 106 gallons; Standard Sweep Path, Max: 137"	
SW04-20A07	Dulevo Sweepers	6000 Revolution CNG: 4-wheel mechanical dustless sweeper, with waterless vacuum assist; 4-wheel steering; Engine: Cummins CNG, 200 hp; PM Compliant low maintenance GORE filter; Hopper: Stainless Steel, 4.2 cu yds; Water Tank: 106 gallons; Standard Sweep Path, Max: 137"	
SW04-20A08	Elgin Sweeper	NP: 3-wheel mechanical sweeper; engine: Deere 4045T diesel, 74 hp; hopper: 3.5 cu. yds; water tank: 220 gallons; standard sweep path, max: 120"	
SW04-20A09	Elgin Sweeper	Pelican CNG: 3-wheel mechanical sweeper; CNG engine; hopper: 3.5 cu. yds; water tank: 220 gallons; standard sweep path, max: 120"	
SW04-20A10	Elgin Sweeper	Waterless Pelican: 3-wheel mechanical waterless sweeper; engine: Deere 4045T diesel, 99 hp; hopper: 3.5 cu. yds variable height dump; standard sweep path, max: 120"; dust control skirts, dust extraction fan, filtered air exhaust.	

SW04-20A11	Global Environmental	R3 Air: 3-wheel regenerative air sweeper; engine: Isuzu diesel, 173 hp; hopper: 5.8 cu. yds; water tank: 230 gallons; standard sweep path, max: 125"	
SW04-20A12	Global Environmental	R4 Air: 4-wheel regenerative air sweeper; engine: 280 HP Cummins ISB; 5.8 cu. yd hopper; 250 gallon water tank; standard sweep path, max: 125"	
SW04-20A13	Global Environmental	M3: 3-wheel mechanical sweeper; center-steer cab; rear dump; engine: Tier 4 diesel, 115 hp; hopper: 5.6 cu. yds; water tank: 230 gallons; standard sweep path, max: 125"	
SW04-20A14	Global Environmental	M3 Supercharged Electric Sweeper: 3-wheel mechanical sweeper; no engine; electric motor drive system; 100% rechargeable; hopper: 5.6 cu. yds; water tank: 230 gallon; standard sweep path, max: 125"	
SW04-20A15	Global Environmental	M4: 4-wheel mechanical sweeper; Rear High dump; engine: Cummins diesel, 280 hp, hopper: 5.6 cu yds; water tank: 250 gallons; standard sweep path, max: 125"	
SW04-20A16	Global Environmental	M4 Supercharged Electric Sweeper: 4-wheel mechanical sweeper; no engine; electric motor drive system; 100% rechargeable; 5.6 cu/yd hopper; water tank: 250 gallons; standard sweep path, max: 125"	
SW04-20A17	Global Environmental	M4HSD: 4-wheel mechanical sweeper, RH high side dump; engine: Cummins, 280 hp; hopper: 5.2 cu yds; water tank: 280 gallons; standard sweep path, max: 125"	
SW04-20A18	Global Environmental	M4 Diesel Electric Hybrid: 4-wheel mechanical sweeper; engine: Cummins diesel with lithium ion battery system, 200 hp; hopper: 5.6 cu yds; water tank: 250 gallons; standard path, max: 125"	
SW04-20A19	Global Environmental	M4 ZE-Series (Fuel Cell): 4-wheel high-dump mechanical sweeper; fuel cell technology; electric motor drive; standard sweep path, max: 125"	
SW04-20A20	Tenax	Electra 2.0: 4-wheel vacuum sweeper; fully electric design; twin gutter brooms, with dust control; hopper: 1.5 cu. yds.; water tank: 105 gallons; sweeping path, max: 63"	
B: Street Sweepers, Commercial Chassis-Mounted Designs			
SW04-20B01	Bucher Municipal (formerly Johnston)	ES 351: mechanical sweeper; single diesel chassis-engine design; hopper: 4.5 cu yds variable height dump, water tank: 360 gallons; standard sweep path, max: 144"	
SW04-20B02	Bucher Municipal (formerly Johnston)	VT652: vacuum sweeper; dual engine design; auxiliary engine: Deere 4045TF diesel, 84 hp; hopper: 8.5 cu yds; water tank: 415 gallons; dual steering; standard sweep path, max: 144"	
SW04-20B03	Bucher Municipal (formerly Johnston)	VS652: vacuum sweeper; single engine design; gearbox auxiliary drive hydraulic drive system; hopper: 8.5 cu yds; water tank: 415 gallons; dual steering; standard sweep path, max: 144"	
SW04-20B04	Bucher Municipal (formerly Johnston)	VT802: vacuum sweeper; dual engine design; auxiliary engine: Deere 4045H diesel, 115 hp; hopper: 10.8 cu yds; water tank: 535 gallons; dual steering; standard sweep path, max: 144"	
SW04-20B05	Bucher Municipal (formerly Johnston)	RS655: regenerative air sweeper; single engine design; dual PTO powered, ; hopper: 8.5 cu yds; water tank: 250 gallons; dual steering; standard sweep path, max: 144"	
SW04-20B06	Curbtender Sweepers	VacPak: Leaf/Litter Collector; 18 yd body; single engine design; 13' fully automated boom; debris shredding (Offeror shall include the optional Vanguard front-mounted broom with priced options)	

SW04-20B07	Curbtender Sweepers	Warrior : mechanical sweeper; single engine (chassis) design; hopper: 6.1 cu yds, variable height dump; water tank: 300 gallons; standard sweep path, max: 144" (Offeror shall include the optional Vanguard from-mounted broom with priced options)	
SW04-20B08	Curbtender Sweepers	Warrior (CNG) : mechanical sweeper; single engine (chassis) design; hopper 6.1 cu yds, variable height dump; water tank: 300 gallons; standard sweep path, max: 144" (Offeror shall include the optional Vanguard from-mounted broom with priced options)	
SW04-20B09	Curbtender Sweepers	Sentry : Regenerative air sweeper; aux engine: Ford MSG425 gas engine, 84 hp; hopper: 4.6 cu yds ; water tank: 200 gal; standard sweeper path, max: 130" (Offeror shall include the following with its priced options: Hatz diesel options)	
SW04-20B10	Elgin	Eagle F : mechanical broom sweeper; auxiliary engine: Cummins diesel, 74 hp; hopper: 4.5 cu yds, variable height dump; water tank: 360 gallons; standard sweep path, max: 120"	
SW04-20B11	Elgin	Eagle FW : mechanical broom waterless sweeper; auxiliary engine: John Deere 4045TF150, 99 hp; hopper: 4.5 cu yds, variable height dump; standard sweep path, max: 120"; dust control skirts, dust extraction fan, filtered air exhaust	
SW04-20B12	Elgin	Broom Badger : mechanical sweeper; auxiliary engine Kubota 59 hp diesel; hopper: 4.0 cu yds; variable height dump; water tank: 220 gallons; standard sweep path, max 114"	
SW04-20B13	Elgin	Broom Bear : mechanical sweeper; single diesel chassis-engine design; hopper: 4.5 cu yds, variable height dump, water tank: 360 gallons; standard sweep path, max: 144"	
SW04-20B14	Elgin	Road Wizard : mechanical sweeper; auxiliary engine: Cummins, 74 hp; hopper: 5.4 cu. yds, variable height dump; water tank: 360 gallons tank; standard sweep path, max: 120"	
SW04-20B15	Elgin	Whirlwind1 : vacuum air sweeper; single engine drive, variable speed; hopper: 8.0 cu yds; water tank: 335 gallons; rear ground level dump; standard sweep path, max: 144"	
SW04-20B16	Elgin	Megawind : vacuum air sweeper, auxiliary engine: Deere JD4045T diesel, 115 hp; hopper: 10 cu yds, rear ground-level dump; water tank: 335 gallons; standard sweep path, max: 144"	
SW04-20B17	Elgin	Crosswind : regenerative air sweeper; auxiliary engine Deere 4045T diesel; hopper: 8 cu yds; water tank: 240 gallons; standard sweep path, max: 144"	
SW04-20B18	Elgin	Crosswind CNG : regenerative air sweeper; auxiliary engine: GM 5.7L, 124 hp; hopper: 8 cu yds; water tank: 240 gallons; standard sweep path, max: 144"	
SW04-20B19	Elgin	Crosswind1 : regenerative air sweeper; single engine operation; hopper: 8 cu yds; water tank: 240 gallons; standard sweep path, max: 144"	
SW04-20B20	Elgin	RegenX : regenerative air sweeper; auxiliary engine Deere 4045T diesel; hopper: mid-dump 8 cu yds; water tank: 250 gallons; bolt-on quick clean centrifugal dust separator; standard sweep path max: 144"	
SW04-20B21	Global Environmental	V4 : recirculating air sweeper; auxiliary engine: Kubota, 49 hp; hopper: 5.2 cu yds; water tank: 210 gallons; dual gutter broom configuration; low noise design; standard sweep path, max: 120"	
SW04-20B22	Global Environmental	V6 : recirculating air sweeper; auxiliary engine: John Deere, 74 hp; hopper: 8.5 cu yds; water tank: 502 gallons; dual gutter broom configuration; low noise design; standard sweep path, max: 120"	

SW04-20B23	Nescon	XBroom X26: mechanical broom sweeper; single diesel chassis-engine design; hopper: 6.0 cu yds, variable height dump; water tank: 300 gallons; standard sweep path, max: 144"; Offeror shall price the body on this form, inclusive of mounting, and the mandatory Freightliner factory-installed chassis (26k GVWR) separately, on Form-E, noting accordingly; any other chasis options shall be priced with options as well)	
SW04-20B24	Nite-Hawk	Raptor II: regenerative air sweeper; single engine / hydraulic-PTO design; water tank: 100 gallons; hopper: 5.0 cu yds; standard sweep path max: 104" (As per Section-B, Offeror shall price the <u>body</u> on this form, inclusive of mounting, and the mandatory Isuzu chassis separately, on Form-E, noting accordingly)	
SW04-20B25	Nite-Hawk	Raptor II 4H: regenerative air sweeper; single engine / hydraulic-PTO design; water tank: 100 gallons; hopper: 5.0 cu yds; standard sweep path, max: 104" (As per Section-B, Offeror shall price the <u>body</u> on this form, inclusive of mounting, and the mandatory Isuzu chassis separately, on Form-E, noting accordingly)	
SW04-20B26	Nite-Hawk	Raptor II CNG: regenerative air sweeper; single engine / hydraulic-PTO design; water tank: 100 gallons; hopper: 5.0 cu yds; standard sweep path max: 104" (As per Section-B, Offeror shall price the <u>body</u> on this form, inclusive of mounting, and the mandatory Isuzu factory-installed chassis on Form-E, noting accordingly)	
SW04-20B27	Schwarze	A4 Storm: regenerative air sweeper; auxiliary engine: Cummins QSF2.8 diesel, 74 hp; hopper: 4.5 cu yds; water tank: 130 gallons; standard sweep path, max: 120"	
SW04-20B28	Schwarze	A7 Tornado: regenerative air sweeper; auxiliary engine: Deere 4045T diesel, 134 hp; hopper: 8.4 cu yds; water tank: 250 gallons; standard sweep path, max: 144"	
SW04-20B29	Schwarze	A8 Twister: regenerative air sweeper; auxiliary engine: Deere 4045T diesel, 134 hp; hopper (stainless): 6.0 cu yds, high dump; water tank: 250 gallons; standard sweep path, max: 144"	
SW04-20B30	Schwarze	A9 Monsoon: regenerative air sweeper; auxiliary engine: Deere 4045HF275 diesel, 134 hp; hopper: 9.6 cu yds; water tank: 250 gallons; standard sweep path, max: 144"	
SW04-20B31	Schwarze	M6 Avalanche SE: mechanical broom sweeper; single chassis-engine design; hopper: 5.0 cu yds; water tank: 350 gallons; standard sweep path, max: 134"	
SW04-20B32	Schwarze	M6 Avalanche TE: mechanical broom sweeper; dual engine design; auxiliary engine: Cummins QSF 2.8L 74HP Tier IV Final; hopper: 5 cu yds; water tank: 200 gallons; standard sweep path, max: 134"	
SW04-20B33	Schwarze	Hypervac: vacuum air sweeper; auxiliary engine: Deere 4045T Tier IV Final diesel, 134 hp; hopper (stainless): 6.5 cu yds; water tank: 250 gallons, standard sweep path, max: 134"	
SW04-20B34	Schwarze	Updraft: regenerative air sweeper (conventional, small truck chassis-mounting); auxiliary engine: Kohler, 31 Hp; hopper: 2.0 cu yds; water tank: 12 gallons; standard sweep path, max: 97"	
SW04-20B35	Schwarze	Super Updraft: regenerative air sweeper (conventional, small truck chassis-mounting); auxiliary engine: Vanguard, 25 Hp; hopper: 3.0 cu yds; water tank: 25 gallons; standard sweep path, max: 97"	
SW04-20B36	Schwarze	Vortex: regenerative air sweeper; twin-engine design; cab-over application; hopper: 4.5 cu yds; water tank: 93 gallons; standard sweep path, max: 95"	
SW04-20B37	Schwarze	Gale Force: regenerative air sweeper; dual engine design; cab-over application; auxiliary engine: Cummins QSF2.8 diesel, 74 hp; hopper: 4.5 cu yds; water tank: 130 gallons; standard sweep path, max: 103"	

SW04-20B38	Stewart-Amos	Starfire S-4c: mechanical broom sweeper; dual engine design; auxiliary engine: Kubota, 65 hp diesel; hopper: 4.0 cu yds; water tank: 200 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera. Class 5 chassis applications	
SW04-20B39	Stewart-Amos	Starfire S-4XL: mechanical broom sweeper; dual engine design; auxiliary engine: Kubota, 65 hp diesel; hopper: 4.5 cu yds; water tank: 330 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera; Class 6 chassis applications.	
SW04-20B40	Stewart-Amos	Starfire S-4XXL: mechanical broom sweeper; dual engine design; auxiliary engine: Kubota, 65 hp diesel; hopper: 4.5 cu yds; water tank: 330 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera; Class 7 chassis applications.	
SW04-20B41	Stewart-Amos	Starfire S-5s: mechanical broom sweeper; single chassis-engine design; hopper: 5.0 cu yds; water tank: 350 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera.	
SW04-20B42	Stewart-Amos	Starfire S-5t: mechanical broom sweeper; dual engine design; auxiliary engine: Kubota, 65 hp diesel; hopper: 5.0 cu yds; water tank: 350 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera.	
SW04-20B43	Stewart-Amos	Starfire S-6s: mechanical broom sweeper; single chassis-engine design; hopper: 6.0 cu yds; water tank: 350 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera.	
SW04-20B44	Stewart-Amos	Starfire S-6t: mechanical broom sweeper; dual engine design; auxiliary engine: Kubota, 65 hp diesel; hopper: 6.0 cu yds; water tank: 350 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear/right-camera.	
SW04-20B45	Stewart-Amos	Galaxy R-4: mid-sized regenerative air sweeper; auxiliary engine: Kubota, 74 hp diesel; hopper: 4.6 cu yds; water tank: 130 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear/right-camera.	
SW04-20B46	Stewart-Amos	Galaxy R-6: mid-sized regenerative air sweeper; auxiliary engine: Kubota, 74 hp diesel; hopper: 6.1 cu. yds.; water tank: 200 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear/right-camera.	
SW04-20B47	Stewart-Amos	Galaxy R-6XL: regenerative air sweeper; auxiliary engine: Kubota, 74 hp diesel; hopper: 6.1 cu yds; water tank: 330 gallons; standard sweep path, max: 120"; left hand steer/sweep; rear-right camera.	
SW04-20B48	Tymco	210-D: regenerative air sweeper; auxiliary engine: Kubota V2403 diesel (Final Tier IV), 56 hp; hopper: 2.4 cu yds; standard sweep path, max: 98"	
SW04-20B49	Tymco	210h: regenerative air sweeper; <i>Hdrive</i> hydraulic power system; single engine-PTO design; <i>BlueLogic</i> control system; hopper: 2.4 cu yds; standard sweep path, max: 98"	
SW04-20B50	Tymco	435: mid-sized regenerative air sweeper; auxiliary engine: Kubota V2403 diesel (Final Tier IV), 56 hp; hopper: 4.0 cu yds; water tank: 150 gallons; standard sweep path, max: 130"	
SW04-20B51	Tymco	DST-4: mid-sized regenerative air dustless sweeping technology sweeper; auxiliary engine: Kubota V2403T diesel (Final Tier IV), 56 hp; hopper: 4.0 cu yds; water tank: 76 gallons; standard sweep path, max: 130"	
SW04-20B52	Tymco	DST-6: full size regenerative air dustless sweeping technology sweeper; auxiliary engine: Deere 4045T diesel (Final Tier IV), 99 hp; hopper: 6.0 cu yds; water tank: 220 gallons; standard sweep path, max: 142"	
SW04-20B53	Tymco	Model 600: regenerative air sweeper; auxiliary engine: Deere 4045T diesel (Final Tier IV), 99 hp; hopper: 7.3 cu yds; water tank: 220 gallons; standard sweep path, max: 142"	

SW04-20B54	Tymco	Model 500-X: high side dump regenerative air sweeper; auxiliary engine: Deere 4045T diesel (Final Tier IV), 115 hp; hopper: 5.7 cu yds, stainless steel; water tank: 250 gallons; dump height: 2-11'; standard sweep path, max: 142"	
C: Airport Runway Sweeper Designs			
SW04-20C01	Bucher Municipal (formerly Johnston)	RS655R: regenerative air sweeper; single engine: dual PTO powered; hopper: 8.5 cu yds; water tank: 250 gallons; dual broom; standard sweep path, max: 144"	
SW04-20C02	Bucher Municipal (formerly Johnston)	VS802: vacuum sweeper; single engine design; gearbox auxiliary drive hydraulic drive system; hopper: 10.8 cu yds; water tank: 535 gallons; dual steering; standard sweep path, max: 144"	
SW04-20C03	Elgin	Crosswind FSX: recirculating air sweeper; auxiliary engine: Deere 4045TF diesel, 74 hp; hopper: 8 cu yds; water tank: 240 gallons; standard sweep path, max: 144" (As per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-installed chassis on Form-E, noting accordingly)	
SW04-20C04	Schwarze	A7 Zephyr: regenerative air sweeper; auxiliary engine: Deere 4045T diesel, 134 hp; hopper: 8.4 cu yds; water tank: 250 gallons; standard sweep path, max: 144"	
SW04-20C05	Tymco	HSP: regenerative air high speed performance runway sweeper; auxiliary engine: Deere 4045T diesel (Final Tier 4), 99 hp; hopper: 7.3 cu yds; water tank: 220 gallons; standard sweep path, max: 120"	
D: Commercial / Industrial Sweepers and Scrubbers - Walk-Behind Designs			
SW04-20D01	Advance (Nilfisk, Inc.)	Adfinity (Industrial Series): scrubber; battery powered; solution tank: 14 gallons; recovery tank: 14 gallons; standard scrub path: 20", disc pad	
SW04-20D02	Advance (Nilfisk, Inc.)	SC250 (Commercial Series): scrubber, battery powered; solution and recovery tanks: 1.6 gallons; 13.5" cylindrical scrub brush; 36VDC, 7.8Ah lithium battery	
SW04-20D03	Advance (Nilfisk, Inc.)	SC351 (Commercial Series): scrubber, battery powered; removable solution and recovery tanks: 2.5 gallons; 14" disc scrub brush; 84 Ah battery; onboard charger; prolene brush	
SW04-20D04	Advance (Nilfisk, Inc.)	SC401 (Commercial Series): scrubber, battery powered; solution and recovery tanks: 8 gallons; 17" offset disc scrub brush; onboard charger; prolene brush	
SW04-20D05	Advance (Nilfisk, Inc.)	SC450 (Commercial Series): scrubber, battery powered; solution tank: 10.5 gallons; recovery tank: 11.9 gallons; 20" brush; onboard charger; prolene brush	
SW04-20D06	Advance (Nilfisk, Inc.)	SC500 (Commercial Series): scrubber, battery powered; solution and recovery tanks: 12 gallons; <i>SmartFlow</i> solution saving technology; traction drive, debris cage and onboard charger; scrub pressures up to 66 pounds	
SW04-20D07	Advance (Nilfisk, Inc.)	SC750 (Industrial Series): scrubber; battery powered; regular-to-heavy scrub applications; solution tank: 21 gallons; recovery tank: 21 gallons; standard scrub path: 26", disc pad	
SW04-20D08	Advance (Nilfisk, Inc.)	SC800 (Industrial Series): scrubber; battery powered; regular-to-heavy scrub applications; solution tank: 25 gallons; recovery tank: 25 gallons; standard scrub path: 26", disc pad	
SW04-20D09	Advance (Nilfisk, Inc.)	SC901 (Industrial Series): scrubber, battery powered; regular-heavy scrub applications; solution tank: 30, recovery tank: 30 gallons, standard scrub path: 28" disc pad	
SW04-20D10	Advance (Nilfisk, Inc.)	Terra 28-B (Commercial Series): sweeper; battery powered; removable rider design; hopper: 2.1 cu. ft.; standard sweep path: 28"	
SW04-20D11	Advance (Nilfisk, Inc.)	SW900 (Commercial Series): sweeper; battery powered; hopper: 1.8 cu. ft; standard sweep path: 32"	

SW04-20D12	Advance (Nilfisk, Inc.)	CFP polisher (Commercial Series): cleaner-polisher; power cord design; pad/brush: standard scrub path: 20", disc pad	
SW04-20D13	Clarke (Nilfisk, Inc.)	Vantage 14: scrubber; battery powered; solution-recovery tank: 3 gallons; 14" scrub path; 14" disc pad	
SW04-20D14	Clarke (Nilfisk, Inc.)	Focus II MidSize: scrubber; battery powered; solution-recovery tank: 23 gallons; standard scrub path: 26", disc pad	
SW04-20D15	Clarke (Nilfisk, Inc.)	Focus II MidSize BOOST: orbital technology for chemical free removal of floor finishes and scrubber; battery powered; solution-recovery tank: 23 gallons; standard scrub path: 28"	
SW04-20D16	Clarke (Nilfisk, Inc.)	MA10 12E (Commercial Series): upright scrubber, cord-electric; solution tank: 0.8 gallon (3L); recovery tank: 1 gallon (4L); cylindrical; scrub brush 12"	
SW04-20D17	Clarke (Nilfisk, Inc.)	MA30 13B (Commercial Series): scrubber; battery powered; onboard charger; solution and recovery tanks: 1.6 (6L) gallon	
SW04-20D18	Clarke (Nilfisk, Inc.)	MA50 15B: scrubber; battery powered; solution and recovery tanks: 3.5 gallons; 15" scrub path; 15" brush	
SW04-20D19	Clarke (Nilfisk, Inc.)	CA30 17E: scrubber; cord electric; solution and recovery tanks: 13.2 gallons; 17" scrub path; pad assist; 65 ft cord	
SW04-20D20	Clarke (Nilfisk, Inc.)	CA30 20B: scrubber; battery powered; solution and recovery tanks: 10.5 gallons; 20" scrub path; pad holder	
SW04-20D21	Clarke (Nilfisk, Inc.)	CA60 Compact AutoScrubber: scrubber; battery powered; 20" disc; pad holder; solution and recovery tanks: 16 gallons; onboard charger	
SW04-20D22	Clarke (Nilfisk, Inc.)	CA60 Compact AutoScrubber BOOST: scrubber; battery powered; 20" disc; pad holder; Maximum pressure 60 lbs. disc, 100 lbs. BOOST; solution and recovery tanks: 16 gallons; onboard charger	
SW04-20D23	Clarke (Nilfisk, Inc.)	FM 40 (Commercial Series): orbital floor cleaner-polisher; power cord design; pad / brush: 14" x 20" pad; solution tank: 2.5 gallons	
SW04-20D24	Clarke (Nilfisk, Inc.)	UltraSpeed Burnisher (Commercial Series): burnisher; power cord design; pad: 20"	
SW04-20D25	Clarke (Nilfisk, Inc.)	Ultraspeed 20 (Commercial Series): burnisher; battery powered; pad: standard path 20"	
SW04-20D26	Tennant	S9: Walk-Behind Sweeper: battery; hopper: 2.2 cu. ft.; standard sweep path: 35"	
SW04-20D27	Tennant	S10: Walk-Behind Sweeper: battery; hopper: 2.8 cu. ft.; standard sweep path: 34"	
SW04-20D28	Tennant	3640: Walk-Behind Sweeper: battery; hopper: 3 cu. ft.; standard sweep path: 32"	
SW04-20D29	Tennant	T500: Walk-Behind Floor Scrubbers: battery; solution tank: 22 gallons; recovery tank: 27 gallons; max sweep path-scrub path: 32"	
SW04-20D30	Tennant	T500e: Walk-Behind Floor Scrubbers: battery; solution tank: 22 gallons; recovery tank: 27 gallons; max sweep path-scrub path: 32"	
SW04-20D31	Tennant	T600: Walk-Behind Floor Scrubbers: battery; solution tank: 32 gallons; recovery tank: 37 gallons; max scrub path: 36"	
SW04-20D32	Tennant	T600e: Walk-Behind Floor Scrubbers: battery; solution tank: 32 gallons; recovery tank: 37 gallons; max scrub path: 36"	
SW04-20D33	Tennant	T600EE: Walk-Behind Floor Scrubbers: battery; solution tank: 32 gallons; recovery tank: 37 gallons; max scrub path: 32"	
E: Commercial / Industrial Sweepers and Scrubbers - Riding Designs			
SW04-20E01	Advance (Nilfisk, Inc.)	SC1500 (Commercial Series): stand-on scrubber, battery powered; solution tank: 12 gallons; recovery tank: 12.5 gallons; pad holders included; <i>EcoFlex</i> onboard detergent dispensing system; onboard charger; standard scrub path: 20"	
SW04-20E02	Advance (Nilfisk, Inc.)	SC2000 (Commercial Series): scrubber, battery powered; solution and recovery tanks: 18.5 gallons; onboard chargers, pad holders; standard scrub path: 20"	

SW04-20E03	Advance (Nilfisk, Inc.)	SC3000 (Commercial Series) : scrubber, battery powered; 21 gallon solution and recovery tanks: 21 gallons; <i>EcoFlex</i> onboard detergent dispensing system; onboard charger; pad holders; standard scrub path: 26"	
SW04-20E04	Advance (Nilfisk, Inc.)	SC6000 (Industrial Series) : scrubber, battery powered, solution tank: 50 gallons; recovery tank: 50 gallons; standard scrub path: 34"	
SW04-20E05	Advance (Nilfisk, Inc.)	SC6500 (Industrial Series) : scrubber; battery powered; solution tank: 70 gallons; recovery tank: 70 gallons; standard scrub path: 40"	
SW04-20E06	Advance (Nilfisk, Inc.)	SC8000 (Industrial Series) - Propane : scrubber; engine: 55 hp Kubota 1.6L propane; solution tank: 100 gallons; recovery tank: 100 gallons; standard scrub path: 48"	
SW04-20E07	Advance (Nilfisk, Inc.)	SW4000 (Commercial Series) : sweeper; battery powered; hopper: 1.7 cu ft.; standard sweep path: 37"	
SW04-20E08	Advance (Nilfisk, Inc.)	Adgressor 3220 (Commercial Series) : scrubber; battery powered; solution tank: 42 gallons; recovery tank: 42 gallons; standard scrub path: 32"	
SW04-20E09	Advance (Nilfisk, Inc.)	Advenger 2805D (Commercial Series) : scrubber; battery powered; solution tank: 28 gallons; recovery tank: 28 gallons; standard scrub path: 28"	
SW04-20E10	Advance (Nilfisk, Inc.)	Terra 4300B (Industrial Series) : sweeper; battery powered; onboard charger; dual side brooms; standard sweep path: 46"	
SW04-20E11	Advance (Nilfisk, Inc.)	7765 Propane (Industrial Series) : sweeper-scrubber; engine: GM, 86 hp; hopper: 16 cu ft; solution tank: 100 gallons; recovery tank: 100 gallons; standard scrub / sweep path: 54" / 60"	
SW04-20E12	Advance (Nilfisk, Inc.)	Proterra, Propane (Industrial Series) : sweeper; engine: Kubota, 31 hp; hopper: 11 cu. ft; standard sweep path: 51"	
SW04-20E13	Advance (Nilfisk, Inc.)	SW5500 (Industrial Series) : sweeper, engine: LPG, Honda, 8.4 hp; hopper: 5.3 cu. ft.; standard sweep path: 46"	
SW04-20E14	Advance (Nilfisk, Inc.)	SW8000: Propane (Industrial Series) : sweeper; engine: Kubota 4-cylinder gas, 57 hp; hopper: 14 cu. ft; standard sweep path: 65"	
SW04-20E15	Advance (Nilfisk, Inc.)	CS7010 (Industrial Series) : sweeper-scrubber, hybrid propane / battery; hopper: 7 cu ft., high dump; solution tank: 75 gallons; recovery tank: 75 gallons, standard scrub / sweep path: 48" / 61"	
SW04-20E16	Advance (Nilfisk, Inc.)	SA40 (Commercial Series) : scrubber, battery powered, solution tank: 12 gallon; recovery tank: 12.5 gallon; scrub path 20"	
SW04-20E17	Advance (Nilfisk, Inc.)	RA40 (Commercial Series) : scrubber, battery powered; Solution and Recovery tanks 18.5 gallon; scrub path 20"	
SW04-20E18	Clarke (Nilfisk, Inc.)	Focus II Rider : scrubber; battery powered; 30 gallon solution / recovery tank; scrub path: 28"	
SW04-20E19	Clarke (Nilfisk, Inc.)	Focus II Rider BOOST : orbital technology for chemical free removal of floor finishes and scrubber; battery powered; 30 gallon solution / recovery tank; scrub path: 32"	
SW04-20E20	Clarke (Nilfisk, Inc.)	MicroRider BOOST : orbital technology for chemical free removal of floor finishes and scrubber; battery powered; 21 gallon solution / recovery tank; standard scrub path: 28"	
SW04-20E21	Tennant	T7AMR : Autonomous Micro-Rider Floor Scrubber; pedestrian safe design; battery powered; solution tank: 29 gallons; recovery tank: 29 gallons; standard scrub path: 26"	
SW04-20E22	Tennant	T350 : Stand-on Floor Scrubbers: battery; solution tank: 14 gallons; recovery tank: 18 gallons; max scrub path: 24"	
SW04-20E23	Tennant	T7 : Micro-Rider Floor Scrubber; battery; solution tank: 29 gallons; recovery tank: 29 gallons; max scrub path: 32"	
SW04-20E24	Tennant	T12 : Compact Rider Floor Scrubber; solution tank: 35 gallons; recovery tank: 44 gallons; max scrub path: 41"	
SW04-20E25	Tennant	T12 XP : Compact Rider Floor Scrubber; solution tank: 35 gallons; recovery tank: 44 gallons; max scrub path: 41"	

SW04-20E26	Tennant	T16: Rider Floor Scrubber; battery; solution tank: 50 gallons; recovery tank: 60 gallons; max scrub path: 45"	
SW04-20E27	Tennant	T17: Rider Floor Scrubber; battery; solution tank: 75 gallons; recovery tank: 91 gallons; max scrubbing path: 52"	
SW04-20E28	Tennant	T20: Rider Floor Scrubber; battery; solution tank: 80 gallons; recovery tank: 95 gallons; max scrubbing brush path: 56"	
SW04-20E29	Tennant	6100: Subcompact Ride-on Sweeper; battery; hopper: 3 cu. ft; max sweep path:38"	
SW04-20E30	Tennant	6200: Compact Rider Sweeper; battery; hopper: 4 cu. ft ; max sweep path: 55"	
SW04-20E31	Tennant	S20: Compact Ride-on Sweeper; battery; hopper: 11 cu. ft; max sweeping path: 62"	
SW04-20E32	Tennant	S20: Compact Ride-on Sweeper; LPG; hopper: 11 cu. ft; max sweeping path: 62"	
SW04-20E33	Tennant	S20: Compact Ride-on Sweeper; Gas; hopper: 11 cu. ft; max sweeping path: 62"	
SW04-20E34	Tennant	S20: Compact Ride-on Sweeper; Diesel; hopper: 11 cu. ft; max sweeping path: 62"	
SW04-20E35	Tennant	S30: Ride-on Sweeper; engine: Diesel, 37.5 hp; hopper: 14 cu. ft; max sweep path: 80"	
SW04-20E36	Tennant	S30: Ride-on Sweeper; engine: LPG, 37.5 hp; hopper: 14 cu. ft; max sweep path: 80"	
SW04-20E37	Tennant	S30: Ride-on Sweeper; engine: Gas, 37.5 hp; hopper: 14 cu. ft; max sweep path: 80"	
SW04-20E38	Tennant	800: Industrial Ride-on Sweeper, engine: Gas, 66.8 hp; hopper: 30 cu. ft; standard sweep path: 66"	
SW04-20E39	Tennant	800: Industrial Ride-on Sweeper, engine: Diesel, 66.8 hp; hopper: 30 cu. ft; standard sweep path: 66"	
SW04-20E40	Tennant	800: Industrial Ride-on Sweeper, engine: LPG, 66.8 hp; hopper: 30 cu. ft; standard sweep path: 66"	
SW04-20E41	Tennant	M17: Battery Sweeper-Scrubber battery; solution tank: 75 gallons; recovery tank: 91 gallons; max sweeping/scrubbing brush: 67"	
SW04-20E42	Tennant	M20: Battery Sweeper-Scrubber GAS; solution tank: 56 gallons; recovery tank: 73 gallons; max sweeping/scrubbing brush: 56"	
SW04-20E43	Tennant	M20: Battery Sweeper-Scrubber Diesel; solution tank: 56 gallons; recovery tank: 73 gallons; max sweeping/scrubbing brush: 56"	
SW04-20E44	Tennant	M20: Battery Sweeper-Scrubber LPG; solution tank: 56 gallons; recovery tank: 73 gallons; max sweeping/scrubbing brush: 56"	
SW04-20E45	Tennant	M30: Battery Sweeper-Scrubber GAS; solution tank: 75 gallons; recovery tank: 95 gallons; max sweeping/scrubbing brush: 64"	
SW04-20E46	Tennant	M30: Battery Sweeper-Scrubber Diesel; solution tank: 75 gallons; recovery tank: 95 gallons; max sweeping/scrubbing brush: 64"	
SW04-20E47	Tennant	M30: Battery Sweeper-Scrubber LPG; solution tank: 75 gallons; recovery tank: 95 gallons; max sweeping/scrubbing brush: 64"	
F: Miscellaneous: Parking Lot/Garages, Walkway, Light Street, and Other Sweeper Designs			
SW04-20F01	Cyclone Technology	Cyclone CY5000: high pressure surface cleaner (specific, purpose-built chassis design); built-in recovery; cab: enclosed with heat and AC; engine: Cummins diesel, 74 hp Tier 4 final; water tank: 360 gallons; cleaning path: 33"	
SW04-20F02	Cyclone Technology	Cyclone CY5500SK II: high pressure surface cleaning system (commercial (Ford F550) chassis design); built-in recovery; full water recycle system, water tank: 550 gallons; dual water pump configuration, cleaning path: 18" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-installed chassis separately on Form-E, noting accordingly)	

SW04-20F03	Cyclone Technology	Cyclone TR5000: high pressure surface cleaner (trailer-mounted design); engine: Kohler Command Pro gas, 25 hp; water tank: 330 gallons; cleaning path: 18"	
SW04-20F04	Cyclone Technology	Cyclone 4006AC: ultra high pressure rubber and marking removal system (purpose built chassis design); Built-in recovery; Cab: enclosed, wide cab design, heat and AC; Engine: QSB 6.7L, 300 hp turbo diesel Tier 4 Final; water tank: 1600 gallons; cleaning path: 33"	
SW04-20F05	Cyclone Technology	Cyclone 4006ST: ultra high pressure rubber and marking removal system (commercial (Ford F550) chassis design); built-in recovery; water tank: 530 gallons; cleaning path: 33" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-installed chassis separately on Form-E, noting accordingly)	
SW04-20F06	Cyclone Technology	Cyclone 4006HT: ultra high pressure rubber and marking removal system (commercial chassis design); built in recovery; water tank: 1200-2000 gallons; cleaning path: 33" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-installed chassis separately on Form-E, noting accordingly)	
SW04-20F07	Dulevo Sweepers	850: 4-wheel Vacuum Sidewalk/Bike Lane Sweeper; Engine: Yanmar Diesel Tier 4, 43 hp; Hopper: Stainless Steel, 1 cu yd; Water Tank: 46 gallons; Overall Height 77 in; Max Speed: 16 mph; Variable Sweep Path: 59"-72"	
SW04-20F08	Hog Technologies (Waterblasting Technologies)	5.2 Stripe Hog: skid configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 5.2 gpm; water tank: 900 gallons; maximum cleaning path (with included HT1000SR walk-behind blasting head tool): 14" (as per Section-B, Offeror shall price the skid body on this form, and may price optional chassis on Form-E)	
SW04-20F09	Hog Technologies (Waterblasting Technologies)	SH7500 Stripe Hog: commercial chassis configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 9 gpm; water tank: 1220 gallons; maximum cleaning path: 36" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-	
SW04-20F10	Hog Technologies (Waterblasting Technologies)	SH8000 Stripe Hog: commercial chassis configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 12 gpm; water tank: 3150 gallons; maximum cleaning path: 72" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-	
SW04-20F11	Hog Technologies (Waterblasting Technologies)	SK2000 Stripe Hog: commercial chassis configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 5.6 gpm; water tank: 600 gallons; maximum cleaning path: 22" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the mandatory factory-	
SW04-20F12	Hog Technologies (Waterblasting Technologies)	SK2000 Stripe Hog, Trailer: trailer configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 5.6 gpm; water tank: 600 gallons; maximum cleaning path (inclusive of HT1000 walk-behind blasting head tool): 22"; Offeror shall price the body <u>and</u> trailer on this form	
SW04-20F13	Hog Technologies (Waterblasting Technologies)	SK3000 Stripe Hog: skid configuration; high pressure rubber and marking removal system with vacuum recovery; 40K psi @ 6 gpm; water tank: 1050 gallons; maximum cleaning path: 22" (as per Section-B, Offeror shall price the skid body on this form, and may price optional chassis on Form-E)	
SW04-20F14	Hog Technologies (Waterblasting Technologies)	Surface Hog Surface Cleaner: commercial chassis configuration; heated high pressure surface cleaner, with vacuum recovery and water recycling; 7.25 psi; water tank: 610 gallons; maximum cleaning path: 38" (as per Section-B, Offeror shall price the body on this form, inclusive of mounting, and the	

SW04-20F15	Madvac	LS175: compact, high dump vacuum sweeper; purpose built chassis; enclosed cab; engine: Hatz diesel (Tier-4 Final), 56 hp; hopper: 1.75 cu yds; fuel tank: 21 gallons; water tank: 58 gallons; vacuum: 2900 cfm; dump height: 67"; twin 25" brushes; standard sweep path, min. 44" to max: 100"; dimensions: 48" width x 86" height x 132" length	
SW04-20F16	Madvac	LS175e: compact, high dump vacuum sweeper; purpose built chassis; enclosed cab; electric power (lithium-ion battery pack); ~ 6-hr run time; standard 120/240 volt charging; hopper: 1.75 cu yds; fuel tank: 21 gallons; water tank: 58 gallons; vacuum: 2900 cfm; dump height: 67"; twin 25" brushes; standard sweep path, min/max: 44" / 100"; dimensions: 48" width x 86" height x 132" length	
SW04-20F17	Madvac	LP61G: portable vacuum litter collector: skid steer-pickup truck configuration; reusable bag design (80 gallon compact 2 to 1 engine: Honda gas, 20.8 hp; 8" x 25' vacuum hose (2900 cfm) for manual vacuuming; dimensions: 72" x 47"	
SW04-20F18	Madvac	LP61G: portable vacuum litter collector: trailer configuration; reusable bag design (80 gallon capacity); engine: Honda gas, 20.8 hp; 8" x 25' vacuum hose (2900 cfm) for manual vacuuming; dimensions: 75" x 47"	
SW04-20F19	Madvac	LN50: 4-wheel compact litter vacuum; reusable bag design (120 gallon capacity); on and off road capability; engine: Kubota diesel, 24 hp; fuel tank: 10 gallons; 8" overhead vacuum hose (2900 cfm) with hopper connection; hydraulic arm; ROPS structure	
SW04-20F20	Madvac	LN50e: 4-wheel compact litter vacuum; reusable bag design (120 gallon capacity); on and off road capability; electric power (lithium-ion 48 volt battery pack); ~ 6-hr run time; 120/240 volt charging; 8" overhead vacuum hose (2900 cfm), connected to hopper, vertical arm articulation; ROPS structure	
SW04-20F21	Madvac	LR50: 4-wheel compact litter vacuum; reusable bag design (120 gallon capacity); on and off road capability; engine: Kubota diesel, 24 hp; fuel tank: 10 gallons; 8" overhead vacuum hose (2900 cfm) connecting to hopper, with joystick controlled 6-position robotic arm; ROPS structure	
SW04-20F22	Madvac	LR50e: 4-wheel compact litter vacuum; reusable bag design (120 gallon capacity); on and off road capability; electric power (lithium-ion 48 volt battery pack); ~ 6-hr run time; standard 120/240 volt charging; 8" overhead vacuum hose (2900 cfm), connecting to hopper, with joystick controlled 6-position robotic arm; ROPS structure	
SW04-20F23	Nite-Hawk	Osprey II: regenerative air sweeper; light truck chassis applications; single engine / hydraulic-PTO; hopper: 3.0 cu yds; water tank: 40-gallons; standard sweep path, max: 102" (As per Section-B, Offeror shall price the <u>body</u> on this form, inclusive of mounting, and the mandatory GMC / Ford factory-installed chassis separately on Form-E, noting accordingly)	
SW04-20F24	Schwarze	Aero: parking lot sweeper; small pickup slip-in-mounting application; auxiliary engine: Honda, gasoline, 22.1 hp; hopper: 2.0 cu yds, rear manual unloading; water tank: 25 gallons; standard sweep path, max: 78"	
SW04-20F25	Schwarze	Aero - Trailer-Mount: parking lot sweeper; auxiliary engine: Honda, gasoline, 22 hp; hopper: 2.0 cu yds; rear manual unloading; water tank: 25-gallons; standard sweep path, max: 78"	
SW04-20F26	Tenax	Electra 1.0: 4-wheel vacuum sweeper; fully electric design; twin gutter brooms, with dust control; hopper: 95 gallons; water tank: 26 gallons; sweeping path, max: 63"	

PUBLISHED OPTIONS

OFFEROR:

Notes: (Important)

- (1) Use a single Form-E for ALL Option/Accessory items and quote each on a single, separate line. Add or insert additional lines as necessary.
- (2) Completely describe each item. Include the manufacturer's code or part number. Each item listed MUST have a unique code or part number so that it can be identified in any subsequent contract.
- (3) Options which replace standard equipment on a Form-D Item should be priced net of any credit due for the replaced item.
- (4) Options which are upgrades/downgrades of a Form-D Item should be priced at the differential amount between the cost of the Form D Item and the upgrade/downgrade option.

Code or Part No.	Option Description	Offered Price

Offeror:

Instructions: Reference Section-B

W-9

Respondent should reference the W-9 form included in this solicitation package. It is a writeable form and should be completed and submitted with response in both printed and electronic formats.

On joint bids, a W-9 form is required for each party to the bid.

CIQ

Respondent should reference the CIQ/Conflict of Interest Questionnaire form included in this solicitation package. **It is required and should be completed (even in the absence of a conflict of interest), with name of your company, name of signatory, and signature submitted with response in both printed and electronic formats.**

On joint bids, a CIQ form is required for each party to the bid.

1295

Respondent should reference the Texas Ethics Commission document highlighted in this solicitation package ("Certificate of Interested Parties - Form 1295"). This State of Texas document is found online and must be completed in associated with this solicitation, submitted in both printed and electronic formats.

TEC site:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

On joint bids, a 1295 form is required for each party to the bid.

HB 89

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

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

Respondent should reference the *HB 89* form included in this solicitation package. It should be completed and submitted with response in both printed and electronic formats.

On joint bids, an HB89 form is required for each party to the bid.

Contractor Information Form

Respondent shall complete the enclosed H-GAC document, "Contractor Information Form", and include in response in both printed and electronic formats, and included with the other required forms.

On joint bids, a CIF form is required for each party to the bid.

H-GAC

Houston-Galveston Area Council
P.O. Box 22777 · 3555 Timmons · Houston, Texas 77227-2777

Cooperative Agreement -

SPECIAL PROVISIONS

Incorporated by attachment, as part of the whole agreement, H-GAC and the Contractor do, hereby agree to the Special Provisions as follows:

ARTICLE 1: BIDS/PROPOSALS INCORPORATED

In addition to the whole Agreement, the following documents listed in order of priority are incorporated into the Agreement by reference: Bid/Proposal Specifications and Contractor's Response to the Bid/Proposal.

ARTICLE 2: END USER AGREEMENTS ("EUA")

H-GAC acknowledges that the **END USER** may choose to enter into an End User Agreement ("EUA") with the **Contractor** through this Agreement, and that the term of the EUA may exceed the term of the current **H-GAC** Agreement. **H-GAC's** acknowledgement is not an endorsement or approval of the End User Agreement's terms and conditions. **Contractor** agrees not to offer, agree to or accept from the **END USER**, any terms or conditions that conflict with those in **Contractor's** Agreement with **H-GAC**. **Contractor** affirms that termination of its Agreement with **H-GAC** for any reason shall not result in the termination of any underlying EUA, which shall in each instance, continue pursuant to the EUA's stated terms and duration. Pursuant to the terms of this Agreement, termination of this Agreement will disallow the **Contractor** from entering into any new EUA with **END USERS**. Applicable **H-GAC** order processing charges will be due and payable to **H-GAC** on any EUAs, surviving termination of this Agreement between **H-GAC** and **Contractor**.

ARTICLE 3: MOST FAVORED CUSTOMER CLAUSE

Contractor shall provide its most favorable pricing and terms to **H-GAC**. If at any time during this Agreement, **Contractor** develops a regularly followed standard procedure of entering into agreements with other governmental customers within the State of Texas, and offers the same or substantially the same products/services offered to **H-GAC** on a basis that provides prices, warranties, benefits, and or terms more favorable than those provided to **H-GAC**, **Contractor** shall notify **H-GAC** within ten (10) business days thereafter, and this Agreement shall be deemed to be automatically retroactively amended, to the effective date of **Contractor's** most favorable past agreement with another entity. **Contractor** shall provide the same prices, warranties, benefits, or terms to **H-GAC** and its **END USER** as provided in its most favorable past agreement. **H-GAC** shall have the right and option at any time to decline to accept any such change, in which case the amendment shall be deemed null and void. If **Contractor** claims that a more favorable price, warranty, benefit, or term that was charged or offered to another entity during the term of this Agreement, does not constitute more favorable treatment, than **Contractor** shall, within ten (10) business days, notify **H-GAC** in writing, setting forth the detailed reasons **Contractor** believes the aforesaid offer is not in fact most favored treatment. **H-GAC**, after due consideration of **Contractor's** written explanation, may decline to accept such explanation and thereupon this Agreement between **H-GAC** and **Contractor** shall be automatically amended, effective retroactively, to the effective date of the most favored agreement, to provide the same prices, warranties,

benefits, or terms to H-GAC and the END USER.

***EXCEPTION:** This clause shall not be applicable to prices and price adjustments offered by a bidder, Proposer or contractor, which are not within bidder's/proposer's control [example; a manufacturer's bid concession], or to any prices offered to the Federal Government and its agencies.*

ARTICLE 4: PARTY LIABILITY

Contractor's total liability under this Agreement, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to the price of the particular products/services sold hereunder. Contractor agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. Contractor accepts liability to repay, and shall repay upon demand to END USER, any amounts determined by H-GAC, its independent auditors, or any state or federal agency, to have been paid in violation of the terms of this Agreement.

ARTICLE 5: GOVERNING LAW & VENUE

Contractor and H-GAC agree that Contractor will make every reasonable effort to resolve disputes the **END USER** in accord with the law and venue rules of the state of purchase. **Contractor** shall immediately notify **H-GAC** of such disputes.

ARTICLE 6: SALES AND ORDER PROCESSING CHARGE

Contractor shall sell its products to **END USERS** based on the pricing and terms of this Agreement. **H-GAC** will invoice **Contractor** for the applicable order processing charge when H-GAC receives notification of an END USER order. **Contractor shall remit to H-GAC** the full amount of the applicable order processing charge, after delivery of any product or service and subsequent END USER acceptance. Payment of the Order Processing Charge shall be remitted from Contractor to H-GAC, within thirty (30) calendar days or ten (10) business days after receipt of an END USER's payment, whichever comes first, notwithstanding Contractor's receipt of invoice. For sales made by **Contractor** based on this Agreement, including sales to entities without Interlocal Agreements, **Contractor** shall pay the applicable order processing charges to **H-GAC**. Further, **Contractor** agrees to encourage entities who are not members of H-GAC's Cooperative Purchasing Program to execute an **H-GAC** Interlocal Agreement. **H-GAC** reserves the right to take appropriate actions including, but not limited to, Agreement termination if **Contractor** fails to promptly remit the appropriate order processing charge to H-GAC. In no event shall **H-GAC** have any liability to **Contractor** for any goods or services an **END USER** procures from **Contractor**. At all times, **Contractor** shall remain liable to pay to **H-GAC** any order processing charges on any portion of the Agreement actually performed, and for which compensation was received by **Contractor**.

ARTICLE 7: LIQUIDATED DAMAGES

Contractor and H-GAC agree that Contractor shall cooperate with the END USER at the time an END USER purchase order is placed, to determine terms for any liquidated damages.

ARTICLE 8: INSURANCE

Unless otherwise stipulated in Section B of the Bid/Proposal Specifications, **Contractor** must have the following insurance and coverage minimums:

- a. **General liability** insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General

Aggregate limit of at least two times the Single Occurrence limit.

Product liability insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit for all Products except Automotive Fire Apparatus. For Automotive Fire Apparatus, see Section B of the Bid/Proposal Specifications.

Property Damage or Destruction insurance is required for coverage of **End User** owned equipment while in **Contractor's** possession, custody or control. The minimum Single Occurrence limit is \$500,000.00 and the General Aggregate limit must be at least two times the Single Occurrence limit. This insurance may be carried in several ways, e.g. under an Inland Marine policy, as art of Automobile coverage, or under a Garage Keepers policy. In any event, this coverage must be specifically and clearly listed on insurance certificate(s) submitted to **H-GAC**.

- b. Insurance coverage shall be in effect for the length of any contract made pursuant to the Bid/Proposal, and for any extensions thereof, plus the number of days/months required to *deliver* any outstanding order after the close of the contract period.
- c. Original Insurance Certificates must be furnished to **H-GAC** on request, showing **Contractor** as the insured and showing coverage and limits for the insurances listed above.
- d. If any Product(s) or Service(s) will be provided by parties other than **Contractor**, all such parties are required to carry the minimum insurance coverages specified herein, and if requested by **H-GAC**, a separate insurance certificate must be submitted for each such party.
- e. **H-GAC** reserves the right to contact insurance underwriters to confirm policy and certificate issuance and document accuracy.

ARTICLE 9: PERFORMANCE AND PAYMENT BONDS FOR INDIVIDUAL ORDERS

H-GAC's contractual requirements DO NOT include a Performance & Payment Bond (PPB); therefore, Contractor shall offer pricing that reflects this cost savings. **Contractor** shall remain prepared to offer a PPB to cover any order if so requested by the **END USER**. **Contractor** shall quote a price to **END USER** for provision of any requested PPB, and agrees to furnish the PPB within ten business (10) days of receipt of **END USER's** purchase order.

ARTICLE 10: CHANGE OF STATUS

Contractor shall immediately notify **H-GAC**, in writing, of **ANY** change in ownership, control, dealership/franchisee status, Motor Vehicle license status, or name. Contractor shall offer written guidance to advise H-GAC if this Agreement shall be affected in any way by such change. **H-GAC** shall have the right to determine whether or not such change is acceptable, and to determine what action shall be warranted, up to and including cancellation of Agreement.

ARTICLE 11: TEXAS MOTOR VEHICLE BOARD LICENSING

All that deal in motor vehicles shall maintain current licenses that are required by the Texas Motor Vehicle Commission Code. If at any time during this Agreement term, any required **Contractor** license is denied, revoked, or not renewed, **Contractor** shall be in default of this Agreement, unless the Texas Motor Vehicle

Board issues a stay or waiver. Contractor shall promptly provide copies of all current applicable Texas Motor Vehicle Board documentation to **H-GAC** upon request.

SAMPLE

H-GAC

Houston-Galveston Area Council
P.O. Box 22777 · 3555 Timmons · Houston, Texas 77227-2777

Cooperative Agreement -

GENERAL PROVISIONS

This Agreement is made and entered into, by and between the Houston-Galveston Area Council hereinafter referred to as H-GAC having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027 and _____, hereinafter referred to as the Contractor, having its principal place of business at _____.

WITNESSETH:

WHEREAS, H-GAC hereby engages the Contractor to perform certain services in accordance with the specifications of the Agreement; and

WHEREAS, the Contractor has agreed to perform such services in accordance with the specifications of the Agreement;

NOW, THEREFORE, H-GAC and the Contractor do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The Contractor warrants and assures H-GAC that it possesses adequate legal authority to enter into this Agreement. The Contractor's governing body, where applicable, has authorized the signatory official(s) to enter into this Agreement and bind the Contractor to the terms of this Agreement and any subsequent amendments hereto.

ARTICLE 2: APPLICABLE LAWS

The Contractor agrees to conduct all activities under this Agreement in accordance with all applicable rules, regulations, directives, standards, ordinances, and laws, in effect or promulgated during the term of this Agreement, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Contractor shall furnish H-GAC with satisfactory proof of its compliance therewith.

ARTICLE 3: INDEPENDENT CONTRACTOR

The execution of this Agreement and the rendering of services prescribed by this Agreement do not change the independent status of H-GAC or the Contractor. No provision of this Agreement or act of H-GAC in performance of the Agreement shall be construed as making the Contractor the agent, servant or employee of H-GAC, the State of Texas or the United States Government. Employees of the Contractor are subject to the exclusive control and supervision of the Contractor. The Contractor is solely responsible for employee related disputes and discrepancies, including employee payrolls and any claims arising therefrom.

ARTICLE 4: WHOLE AGREEMENT

The General Provisions, Special Provisions, and Attachments, as provided herein, constitute the complete Agreement ("Agreement") between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein. Except as otherwise provided herein, this Agreement cannot be modified without written consent of the parties.

ARTICLE 5: SCOPE OF SERVICES

The services to be performed by the Contractor are outlined in an Attachment to this Agreement.

ARTICLE 6: PERFORMANCE PERIOD

This Agreement shall be performed during the period which begins _____ and ends _____. All services under this Agreement must be rendered within this performance period, unless directly specified under a written change or extension provisioned under Article 15, which shall be fully executed by both parties to this Agreement.

ARTICLE 7: PAYMENT OR FUNDING

Payment provisions under this Agreement are outlined in the Special Provisions.

ARTICLE 8: REPORTING REQUIREMENTS

If the Contractor fails to submit to H-GAC in a timely and satisfactory manner any report required by this Agreement, or otherwise fails to satisfactorily render performances hereunder, H-GAC may terminate this agreement with notice as identified in Article 16 of these General Provisions. H-GAC has final determination of the adequacy of performance and reporting by Contractor. Termination of this agreement for failure to perform may affect Contractor's ability to participate in future opportunities with H-GAC. The Contractor's failure to timely submit any report may also be considered cause for termination of this Agreement.

Any additional reporting requirements shall be set forth in the Special Provisions of this Agreement.

ARTICLE 9: INSURANCE

Contractor shall maintain insurance coverage for work performed or services rendered under this Agreement as outlined and defined in the attached Special Provisions.

ARTICLE 10: SUBCONTRACTS and ASSIGNMENTS

Except as may be set forth in the Special Provisions, the Contractor agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Agreement or any right, title, obligation or interest it may have therein to any third party without prior written approval of H-GAC. The Contractor acknowledges that H-GAC is not liable to any subcontractor or assignee of the Contractor. The Contractor shall ensure that the performance rendered under all subcontracts shall result in compliance with all the terms and provisions of this Agreement as if the performance rendered was rendered by the Contractor. Contractor shall give all required notices, and comply with all laws and regulations applicable to furnishing and performance of the work. Except where otherwise expressly required by applicable law or regulation, H-GAC shall not be responsible for monitoring Contractor's compliance, or that of Contractor's subcontractors, with any laws or regulations.

ARTICLE 11: AUDIT

Notwithstanding any other audit requirement, H-GAC reserves the right to conduct or cause to be conducted an independent audit of any transaction under this Agreement, such audit may be performed by the H-GAC local government audit staff, a certified public accountant firm, or other auditors designated by H-GAC and will be conducted in accordance with applicable professional standards and practices. The Contractor understands and agrees that the Contractor shall be liable to the H-GAC for any findings that result in monetary obligations to H-GAC.

ARTICLE 12: EXAMINATION OF RECORDS

The Contractor shall maintain during the course of the work complete and accurate records of all of the Contractor's costs and documentation of items which are chargeable to H-GAC under this Agreement. H-GAC, through its staff or designated public accounting firm, the State of Texas, and United States Government, shall have the right at any reasonable time to inspect, copy and audit those records on or

off the premises by authorized representatives of its own or any public accounting firm selected by H-GAC. The right of access to records is not limited to the required retention period, but shall last as long as the records are retained. Failure to provide access to records may be cause for termination of the Agreement. The records to be thus maintained and retained by the Contractor shall include (without limitation): (1) personnel and payroll records, including social security numbers and labor classifications, accounting for total time distribution of the Contractor's employees working full or part time on the work, as well as cancelled payroll checks, signed receipts for payroll payments in cash, or other evidence of disbursement of payroll payments; (2) invoices for purchases, receiving and issuing documents, and all other unit inventory records for the Contractor's stocks or capital items; and (3) paid invoices and cancelled checks for materials purchased and for subcontractors' and any other third parties' charges.

The Contractor further agrees that the examination of records outlined in this article shall be included in all subcontractor or third-party agreements.

ARTICLE 13: RETENTION OF RECORDS

The Contractor and its subcontractors shall maintain all records pertinent to this Agreement, and all other financial, statistical, property, participant records, and supporting documentation for a period of no less than seven (7) years from the later of the date of acceptance of the final payment or until all audit findings have been resolved. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the retention period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the seven (7) years, whichever is later, and until any outstanding litigation, audit, or claim has been fully resolved.

ARTICLE 14: CHANGES AND AMENDMENTS

- A. Any alterations, additions, or deletions to the terms of this Agreement, which are required by changes in federal or state law or by regulations, are automatically incorporated without written amendment hereto, and shall become effective on the date designated by such law or by regulation.
- B. To ensure the legal and effective performance of this Agreement, both parties agree that any amendment that affects the performance under this Agreement must be mutually agreed upon and that all such amendments must be in writing. After a period of no less than 30 days subsequent to written notice, unless sooner implementation is required by law, such amendments shall have the effect of qualifying the terms of this Agreement and shall be binding upon the parties as if written herein.

ARTICLE 15: TERMINATION PROCEDURES

The Contractor acknowledges that this Agreement may be terminated for Convenience or Default.

- A. *Convenience*
H-GAC may terminate this Agreement at any time, in whole or in part, with or without cause, whenever H-GAC determines that for any reason such termination is in the best interest of H-GAC, by providing written notice by certified mail to the Contractor. Upon receipt of notice of termination, all services hereunder of the Contractor and its employees and subcontractors shall cease to the extent specified in the notice of termination.

The Contractor may cancel or terminate this Agreement upon submission of thirty (30) days written notice, presented to H-GAC via certified mail. The Contractor may not give notice of cancellation after it has received notice of default from H-GAC.

- B. *Default*

H-GAC may, by written notice of default to the Contractor, terminate the whole or any part of the Agreement, in any one of the following circumstances:

- (1) If the Contractor fails to perform the services herein specified within the time specified herein or any extension thereof; or
- (2) If the Contractor fails to perform any of the other provisions of this Agreement for any reason whatsoever, or so fails to make progress or otherwise violates the Agreements that completion of services herein specified within the Agreement term is significantly endangered, and in either of these two instances does not cure such failure within a period often (10) days (or such longer period of time as may be authorized by H-GAC in writing) after receiving written notice by certified mail of default from H-GAC.

ARTICLE 16: SEVERABILITY

H-GAC and Contractor agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.

ARTICLE 17: FORCE MAJEURE

To the extent that either party to this Agreement shall be wholly or partially prevented from the performance of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 18: CONFLICT OF INTEREST

No officer, member or employee of the Contractor or subcontractor, no member of the governing body of the Contractor, and no other public officials of the Contractor who exercise any functions or responsibilities in the review or Contractor approval of this Agreement, shall participate in any decision relating to this Agreement which affects his or her personal interest, or shall have any personal or pecuniary interest, direct or indirect, in this Agreement.

ARTICLE 19: FEDERAL COMPLIANCE

Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment, Contractor shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) the Fair Labor Standards Act of 1938 (29 USC 676 et. seq.), (d) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990; (e) the Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.) and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (f) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (h) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in any specific statute(s)

applicable to any Federal funding for this Agreement; (k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement; (l) applicable provisions of the Clean Air Act (42 U.S.C. §7401 et seq.), the Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the Environmental Protection Agency regulations at 40 CFR Part 15; (m) applicable provisions of the Davis- Bacon Act (40 U.S.C. 276a - 276a-7), the Copeland Act (40 U.S.C. 276c), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332), as set forth in Department of Labor Regulations at 20 CFR 5.5a; (n) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

ARTICLE 20: CRIMINAL PROVISIONS AND SANCTIONS

The Contractor agrees to perform the Agreement in conformance with safeguards against fraud and abuse as set forth by the H-GAC, the State of Texas, and the acts and regulations of any related state or federal agency. The Contractor agrees to promptly notify H-GAC of any actual or suspected fraud, abuse, or other criminal activity through the filing of a written report within twenty-four (24) hours of knowledge thereof. Contractor shall notify H-GAC of any accident or incident requiring medical attention arising from its activities under this Agreement within twenty-four (24) hours of such occurrence. Theft or willful damage to property on loan to the Contractor from H-GAC, if any, shall be reported to local law enforcement agencies and H-GAC within two (2) hours of discovery of any such act.

The Contractor further agrees to cooperate fully with H-GAC, local law enforcement agencies, the State of Texas, the Federal Bureau of Investigation and any other duly authorized investigative unit, in carrying out a full investigation of all such incidents.

The Contractor shall notify H-GAC of the threat of lawsuit or of any actual suit filed against the Contractor pertaining to this Agreement or which would adversely affect the Contractor's ability to perform services under this Agreement.

ARTICLE 21: INDEMNIFICATION AND RECOVERY

H-GAC's liability under this Agreement, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to its order processing charge. In no event will H-GAC be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor agrees, to the extent permitted by law, to defend and hold harmless H-GAC, its board members, officers, agents, officials, employees and indemnities from any and all claims, costs, expenses (including reasonable attorney fees), actions, causes of action, judgements, and liens arising as a result of Contractor's negligent act or omission under this Agreement. Contractor shall notify H-GAC of the threat of lawsuit or of any actual suit filed against Contractor relating to this Agreement.

ARTICLE 22: LIMITATION OF CONTRACTOR'S LIABILITY

Except as specified in any separate writing between the Contractor and an END USER, Contractor's total liability under this Agreement, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, but excluding its obligation to indemnify H-GAC, is limited to the price of the particular products/services sold hereunder, and Contractor agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. In no event will Contractor be liable for any loss of use, loss of time, inconvenience, commercial loss, loss of profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor understands and agrees that it shall be liable to repay and shall repay upon demand to

END USER any amounts determined by H-GAC, its independent auditors, or any agency of State or Federal government to have been paid in violation of the terms of this Agreement.

ARTICLE 23: TITLES NOT RESTRICTIVE

The titles assigned to the various Articles of this Agreement are for convenience only. Titles shall not be considered restrictive of the subject matter of any Article, or part of this Agreement.

ARTICLE 24: JOINT WORK PRODUCT

This Agreement is the joint work product of H-GAC and the Contractor. This Agreement has been negotiated by H-GAC and the Contractor and their respective counsel and shall be fairly interpreted in accordance with its terms and, in the event of any ambiguities, no inferences shall be drawn against any party.

ARTICLE 25: DISPUTES

All disputes concerning questions of fact or of law arising under this Agreement, which are not addressed within the Whole Agreement as defined pursuant to Article 4 hereof, shall be decided by the Executive Director of H-GAC or his designee, who shall reduce his decision to writing and provide notice thereof to the Contractor. The decision of the Executive Director or his designee shall be final and conclusive unless, within thirty (30) days from the date of receipt of such notice, the Contractor requests a rehearing from the Executive Director of H-GAC. In connection with any rehearing under this Article, the Contractor shall be afforded an opportunity to be heard and offer evidence in support of its position. The decision of the Executive Director after any such rehearing shall be final and conclusive. The Contractor may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Agreement and in accordance with H-GAC's final decision.

ARTICLE 26: CHOICE OF LAW: VENUE

This Agreement shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under or in connection with the Agreement shall lie exclusively in Harris County, Texas. Disputes between END USER and Contractor are to be resolved in accordance with the law and venue rules of the state of purchase. Contractor shall immediately notify H-GAC of such disputes.

ARTICLE 27: ORDER OF PRIORITY

In the case of any conflict between or within this Agreement, the following order of priority shall be utilized: 1) General Provisions, 2) Special Provisions, 3) Scope of Work, and, 4) Other Attachments.

SIGNATURES:

H-GAC and the Contractor have read, agreed, and executed the whole Agreement as of the date first written above, as accepted by:

Signature

Name

Title

Date

H-GAC

Signature

Name Chuck Wemple

Title Executive Director

Date

SAMPLE

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number																						
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Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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.

CERTIFICATE OF INTERESTED PARTIES – FORM 1295

Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission’s online filing application, printed out, signed, notarized, and attached to proposal in the response - Section TAB A)

H-GAC is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits H-GAC from entering into a contract resulting from this RFP with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to H-GAC at the time business entity submits the signed contract. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission. The following definitions apply:

- (1) **“Business Entity”** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation. TEX. GOV’T CODE § 2252.908(1).
- (2) **“Interested Party”** means a person:
 - a) who has a controlling interest in a business entity with whom H-GAC contracts; or
 - b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity. TEX. GOV’T CODE § 2252.908(3).
- (3) **“Controlling interest”** means:
 - a) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
 - b) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
 - c) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. *Subsection (c) does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.* TEX. ETHICS COMM. RULE 46.3(c).
- (4) **“Intermediary”** means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:
 - a) receives compensation from the business entity for the person’s participation;
 - b) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
 - c) is not an employee of the business entity. TEX. ETHICS COMM. RULE 46.3(e).

As a “business entity,” all vendors must:

- (1) **complete Form 1295 electronically** with the Texas Ethics Commission using the online filing application, which can be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
 - **All vendors must complete Form 1295, even if no interested parties exist**
 - In Section 2, insert “Houston-Galveston Area Council”
 - In Section 3, insert the H-GAC RFP # for this proposal
- (2) **print a copy of the completed form** (make sure that it has a computer-generated certification number in the “Office Use Only” box)
- (3) have an authorized agent of the business entity **sign the form**
- (4) **notarize the form**
- (5) **submit** the completed, signed, notarized Form 1295, with the certification of filing, by **attaching the form to your proposal in Section TAB A**

H-GAC must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30th day after receipt by H-GAC. After H-GAC acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website with seven business days after receiving notice from H-GAC.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
 of _____, 20 _____, to certify which, witness my hand and seal of office.

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

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

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) _____, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company Name

Signature of Authorized Official

Title of Authorized Official

Date

CONTRACTOR CONTACT INFORMATION

ATTENTION Houston-Galveston Area Council (H-GAC) Contractor: The following information is needed to communicate with your company concerning contract matters which may arise. To expedite the process, we ask that you provide the information requested below. During the term of this contract, notify H-GAC in writing of any changes to this information by emailing updates to: cpcontractfax@h-gac.com

Section I

CONTRACTOR: _____	CONTRACT #: JC02-20
Purchase Order Address: _____	Invoice Address: _____
Contact Name 1: _____	Contact Name 2: _____
Address: _____	Address: _____
City State Zip Code	City State Zip Code
Telephone No.: _____	Telephone No.# _____
Fax No.# _____	Fax No.# _____
Email Address: _____	Email Address: _____

Section II

CONTRACT INFORMATION:

Indicate the person (s) authorized to sign contracts, requests for contract price increases, or other contract-related documents. A copy of your corporate resolution may be acceptable for Section II.

Printed Name of Signatory: _____	Printed Name of Signatory: _____
Corporate Title: _____	Corporate Title: _____
Tel. No.: _____	Tel. No.: _____
Fax No.: _____	Fax No.: _____
Email Address: _____	Email Address: _____

Section III

SALES CONTACT (Person who end users will contact for product information and pricing quotes)

Contact Name: _____	Title: _____		
Address: _____			
Street	City	State	Zip
Telephone No.: _____	Fax No.: _____		
Mobile No.: (optional) _____			
Email Address: _____			