

City of Alvin, Texas

Paul Horn, Mayor

Joel Castro, Mayor Pro-tem, At Large Pos. 2
Brad Richards, At Large Pos. 1
Martin Vela, District A
Adam Arendell, District B



Keith Thompson, District C
Glenn Starkey, District D
Gabe Adame, District E

ALVIN CITY COUNCIL AGENDA

THURSDAY, MAY 6, 2021

7:00 P.M.

(Council Chambers)

Alvin City Hall, 216 West Sealy, Alvin, Texas 77511

Persons with disabilities who plan to attend this meeting that will require special services please contact the City Secretary's Office at 281-388-4255 or droberts@cityofalvin.com 48 hours prior to the meeting time. City Hall is wheel chair accessible, and a sloped curb entry is available at the east, west, and south entrances to City Hall.

NOTICE is hereby given of a Regular Meeting and Executive Session of the City Council of the City of Alvin, Texas, to be held on **THURSDAY, MAY 6, 2021**, at 7:00 p.m. in the Council Chambers at: City Hall, 216 W. Sealy, Alvin, Texas.

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. PRESENTATIONS

- A. Texas Film Friendly City Presentation
- B. Police Week Proclamation – May 9-15, 2021
- C. Public Works Week Proclamation – May 16-27, 2021

4. PUBLIC COMMENT

5. CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION: An item(s) may be removed from the Consent Agenda for full discussion by the request of a member of Council. Item(s) removed will automatically become the first item up for discussion under Other Business.

- A. Consider approval of the April 13, 2021 City Council Workshop meeting minutes.
- B. Consider approval of the April 15, 2021 City Council Workshop meeting minutes.
- C. Consider approval of the April 15, 2021 City Council Regular meeting minutes.
- D. Consider a final plat of Britt Oaks Acres (located along Britt Oaks Drive north of Moore Road), a subdivision of 2.099 acres in the H. Stevens Survey, A-595, Brazoria County, Texas.
- E. Consider a final plat of Caldwell Ranch Section 6 (located along the east side of FM 521 and north of Juliff-Manvel Road), being a subdivision of 103.081 acres of land situated in the William Hall League, Abstract 31, Fort Bend County, Texas; also being a partial replat of lots 2, 3, 7 and 8 of the T.W. & J. W. B. House Subdivision, as recorded in Volume 7, Page 301 of the Fort Bend County Deed Records.

- F. Consider a final plat of Imperial Forest Detention Reserve (located at the southwest corner of Bypass 35 and Wheeler Lane), a subdivision of 10.65 acres located in the Hooper & Wade Survey, Section 21, Abstract 421, Brazoria County, Texas.
- G. Consider a final plat of National Oak Park (located at the northeast corner of the intersection of Sidnor Street and Depot Centre Boulevard), a plat of 9.16 acres, being part of Leclere's Addition to Alvin No. 1, and multiple tracts of land, situated in Section 15, H.T. & B.R.R. Company Survey, Abstract 227, Brazoria County, Texas.
- H. Consider a final plat of Sunny Creek (located along Wickwillow Lane), a plat of 10.10 acres, being part of lots 16 and 17 of Chatfield Subdivision according to the plat as recorded in volume 2, page 38, Plat Records, Brazoria County, Texas, situated in the Francis Moore Survey, Abstract 100, Brazoria County, Texas, located in the City of Alvin ETJ.
- I. Consider Resolution 21-R-09, finding that Texas-New Mexico Power Company's application for a distribution cost recovery factor to increase distribution rates within the city should be denied; authorizing participation with TNMP cities; authorizing the hiring of legal counsel and consulting services; finding that the city's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel.
- J. Consider approval of Resolution 21-R-10, authorizing the payment of seven (\$0.07) cents per capita to the Gulf Coast of Coalition of Cities to fund regulatory and related activities related to electric and gas utility service; and other matters related thereto.
- K. Acknowledge receipt of Capital Improvement Projects (CIP) Quarterly Report.
- L. Consider the adoption of the City of Alvin 2022-2026 Capital Improvement Program.

6. OTHER BUSINESS

- A. Consider Addendum No. 3 for a final one (1) year renewal Agreement with LTS Lawncare as the City's manicured mowing services provider of select parkland, City owned property and State Right of Way around Gordon Street Bridge in an amount not to exceed \$31,515.00; and authorize the City Manager to sign the Agreement upon legal review.
- B. Consider an award of Bid (B-21-11), to LTS Lawncare for manicured mowing services of select City owned and State Right of Way property including parkland, lift stations, water wells, and various building grounds in an amount not to exceed \$114,355.59; and authorize the City Manager to sign the Agreement upon legal review.
- C. Consider an amendment to the agreement with American Janitorial to provide janitorial services at the Fire/EMS Station located at 801 E. South Street, House Street Station (formerly Fire Station #1) Fire Station #2 & 3 and additional service day to the restrooms at National Oak Park in an amount not to exceed \$33,120.00 and authorize the City Manager to sign the Agreement upon legal review.
- D. Consider Addendum No. 3 for a final one (1) year renewal agreement with American Janitorial as the City's janitorial services provider of City owned buildings and park restrooms in an amount not to exceed \$139,464.00; and authorize the City Manager to sign the Agreement upon legal review.

- E. Consider an amendment to the agreement with CTA HVAC, LLC (Clear the Air) to include HVAC equipment at the Fire/EMS Station located at 801 E. South Street as part of the HVAC preventative maintenance and repair scope of services for an additional annual amount not to exceed \$5,850.00; and authorize the City Manager to sign the Agreement upon legal review.
- F. Consider Addendum No. 2 for a one (1) year renewal agreement with CTA HVAC, LLC (Clear the Air) as the City's HVAC preventative maintenance and repair services provider for City owned buildings in an amount not to exceed \$46,567.00; and authorize the City Manager to sign the renewal Agreement upon legal review.
- G. Consider the purchase of furniture for the new Fire/EMS Station #1 from National Business Furniture in an amount not to exceed \$204,411.19.

7. REPORTS FROM CITY MANAGER

- A. Items of Community Interest and review preliminary list of items for next Council meeting.

8. ITEMS OF COMMUNITY INTEREST

Pursuant to 551.0415 of the Texas Government Code reports or an announcement about items of community interest during a meeting of the governing body. No action will be taken or discussed.

- A. Hear announcements concerning items of community interest from the Mayor, Council members, and City staff, for which no action will be discussed or taken.

9. EXECUTIVE SESSION

City Council will meet in Executive Session pursuant to:

- A. **Section 551.074** of the Local Government Code: Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
 - 1. City Attorney Evaluation.

10. RECONVENE TO OPEN SESSION

- A. Consider and take appropriate action, if any, regarding the employment contract of the City Attorney.

11. ADJOURNMENT

I hereby certify that a copy of this notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website: www.alvin-tx.gov, in compliance with Chapter 551, Texas Government Code, on MONDAY, MAY 3, 2021 at 5:00 P.M.

(SEAL)



A handwritten signature in blue ink, appearing to read "Dixie Roberts", is written over a horizontal line.

Dixie Roberts, City Secretary

Removal Date: _____

**** All meetings of the City Council are open to the public, except when there is a necessity to meet in Executive Session (closed to the public) under the provisions of Chapter 551, Texas Government Code. The Council reserves the right to convene into executive session on any of the above posted agenda items that qualify for an executive session by publicly announcing the applicable section of the Open Meetings Act, including but not limited to sections 551.071 (litigation and certain consultation with the attorney), 551.072 (acquisition of interest in real property), 551.073 (contract for gift to city), 551.074 (certain personnel deliberations), or 551.087 (qualifying economic development negotiations).**



Office of the Mayor, City of Alvin, Texas

Proclamation

WHEREAS, the Congress and President of the United States have designated May 15th as Peace Officers Memorial Day and the week in which it falls as Police Week; and

WHEREAS, the members of the law enforcement agency of Alvin play an essential role in safeguarding the rights and freedoms of the citizens of Alvin; and

WHEREAS, the police department of Alvin has grown to be a modern and scientific law enforcement agency, providing a vital public service.

NOW, THEREFORE, I, Paul A. Horn, as Mayor of the City of Alvin, Texas, and on behalf of the City Council hereby declare the week of **May 9 - May 15, 2021** as:

Police Week

in the City of Alvin, and further recognize that Peace Officers Memorial Day is observed on Saturday, May 15, 2021, in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

WITNESS my hand and seal this 6th day
of May 2021.

Paul A. Horn, Mayor



Office of the Mayor, City of Alvin, Texas

Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities and services that provide our community with public health, high quality of life and well-being; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Alvin, Texas to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their community; and,

WHEREAS, this year theme “**Stronger Together**” speaks to the vital role that Public Works is a part of the everyday life of the citizens of Alvin.

NOW, THEREFORE I, Paul A. Horn, as Mayor of the City of Alvin, Texas, and on behalf of the Council do hereby proclaim May 16-22, 2021 as

Public Works Week

in the City of Alvin and urge each and every citizen to recognize the contributions that the City of Alvin Public Works professionals make to our health, safety, welfare, and quality of life.

WITNESS my hand and seal this 6th day
of May 2021.

Paul A. Horn, Mayor

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL WORKSHOP MEETING
THURSDAY, APRIL 13, 2021
7:00 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in a Special Workshop Session at 7:00 P.M. in the Council Chambers at Alvin City Hall, with the following members present: Mayor Paul A. Horn; Mayor Pro-Tem Joel Castro; Councilmembers: Gabe Adame, Adam Arendell, Brad Richards, Glenn Starkey, Keith Thompson, and Martin Vela. Staff member present: Junru Roland, City Manager, Suzanne Hanneman, City Attorney; and Dixie Roberts, City Secretary.

SPECIAL WORKSHOP ITEM:

Discuss the process of granting consent to the creation of Municipal Utility District (MUD) 70 and Management District (MD) 1.

Ms. Hanneman, City Attorney stated that MUD 70 and MD1 incorporates 3,000 acres along FM 1462 west of Savannah Plantation. She described that a MUD can be created by either (1) adoption of a district creation bill by the Texas Legislature or (2) by the TCEQ following a petition and City Council consent process described in the Texas Water Code. For property located in the City's jurisdiction, to be included in a MUD, the City Council's consent is required prior to the creation as part of the TCEQ process.

In 2017 the City received copies of proposed legislation from the firm that represents the owner and developer of said property. At that time, only a portion of the MUD property was located within Alvin's ETJ, and no portion of the MD was in the ETJ. Since that time, with the adoption of the City's population declaration in December 2017, the City's ETJ has expanded and now incorporates all of the referenced property. Ms. Hanneman stated that Mayor Horn signed a no-objection letter on February 14, 2017 and that the Districts were created by the 85th Legislature in 2017.

In December 2020, staff met with the development team regarding the next steps for the MUD/MD1. The owners of the property then filed the Petitions for Consent for the official Creation of MUD70 and MD1 under the TCEQ and the Texas Water Code Standards.

Ms. Hanneman explained that it is in the best interest of the City to consent to the creation of MUD70 and MUD1.

Brief discussion was had.

ADJOURNMENT

Mayor Horn adjourned the meeting at 7:54 p.m.

PASSED and APPROVED the 6th day of May 2021.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL WORKSHOP MEETING
THURSDAY, APRIL 15, 2021
6:00 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in a Special Workshop Session at 6:00 P.M. in the Council Chambers at Alvin City Hall, with the following members present: Mayor Paul A. Horn; Mayor Pro-Tem Joel Castro; Councilmembers: Gabe Adame, Adam Arendell, Brad Richards, Glenn Starkey, Keith Thompson, and Martin Vela. Staff member present: Junru Roland, City Manager, Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; and Michael Higgins, Administrative Services Director.

SPECIAL WORKSHOP ITEM:

Texas Pride Disposal update of solid waste and recycling operations.

Kevin Atkinson owner of Texas Pride gave a brief update on the solid waste and recycling operations during the first six months of the new contract. Hugh Marsh the Alvin area service manager for Texas Pride was also in attendance.

Kevin stated that the rollout of their operations throughout the City of Alvin went as expected. Container sizes and pickup frequencies were noted as commercial dumpsters were delivered and adjustments to dumpster sizes and frequency of pickup were made, as necessary. The previous hauler had lingering carts remaining throughout the transition process. The new collection schedule took a few weeks for customers to adjust to. There have been some residential complaints of garbage not being collected. After each reported incident video footage was reviewed and almost all of the reported incidents were due to the garbage not being placed at the curb when the trucks came by for collection. Those that were missed on accident, were corrected immediately.

House pick-up counts: January: 6,234 homes serviced; February: 6,491 homes serviced; March: 6,583 homes. Total residential services provided: 161,767. Total missed services: 44 – of those 44 missed services, 42 were because the garbage was not at the curb at the time of collection.

Kevin reviewed the challenges they faced during the pandemic and winter freeze.

Members of City Council spoke on several concerns had by residents/customers:

- truck drivers speeding through town
- employees not picking up trash that has fallen on the ground during collection, leaving behind a mess.
- Laying dumpsters back down on top of trash.
- Placing residential containers in the street after service, and not placing back on residential property
- Heavy trash collection complaints
- Community education

Mr. Atkinson thanked City Council for the feedback and stated that he will address the concerns presented by City Council.

ADJOURNMENT

Mayor Horn adjourned the meeting at 6:35 p.m.

PASSED and APPROVED the 6th day of May 2021.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING
THURSDAY APRIL 15, 2021
7:00 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Regular Session at 7:00 P.M. in the Council Chambers at City Hall, with the following members present: Mayor Paul A. Horn; Mayor Pro-Tem Joel Castro; Council member's: Gabe Adame, Adam Arendell, Glenn Starkey, Brad Richards, Keith Thompson, and Martin Vela.

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Michael Higgins, Chief Financial Officer; Ron Schmitz, EMS Director/EM Coordinator; Michelle Segovia, City Engineer; and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Council member Vela gave the invocation. Council member Richards led the Pledge of Allegiance to the American Flag. Council member Thompson led the Pledge to the Texas Flag.

PRESENTATIONS

Mayor Horn presented Maribel Cooper, Crime Victims' Liaison, Chief Robert E. Lee, and members of the Alvin Police Department with a proclamation declaring the week of April 18-24, 2021, as Crime Victims' Rights Week in the City of Alvin.

Ron Schmitz, EMS Director/Emergency Management Coordinator gave an EMS and Emergency Management departmental update.

PUBLIC HEARING

Public Hearing regarding the adoption of Article IV "Standards of Care for Youth Recreation Programs" in Chapter 16 ½, Parks and Recreation, of the Alvin Code of Ordinances.

Mayor Horn opened the public hearing at 7:21 p.m. There were no comments given. Mayor Horn closed the public hearing at 7:21 p.m.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION

Consider approval of the March 18, 2021 City Council Workshop meeting minutes.

Consider approval of the March 18, 2021 City Council Regular meeting minutes.

Receive and acknowledge receipt of the Financial and Investment Reports ending March 31, 2021.
The City Charter requires the Chief Financial Officer to report on the financial condition of the City. Included in the March 31, 2021 report are the following:

General Fund Summaries

Sales Tax Revenues

Utility Fund Revenue & Expense Comparison

Sanitation Fund Revenue & Expense Comparison

EMS Fund Revenue & Expense Comparison

Operating Revenues & Expenditures – Budget vs. Actual (General, Utility, Sanitation, EMS)

Cash & Investment Summary

Major Funds Recap – General, Hotel, Utility, Sanitation, EMS, Sales Tax, Fleet)

In 2013, the City of Alvin adopted the Public Funds Investment Act pursuant to Chapter 2256 of the Texas Government Code. The Code contains certain requirements for investing public funds and how those funds are to be administered. These requirements include annual reviews of the policy, training, internal controls, prudence, ethics, and reporting.

The City's investment policy states that the investment officer shall generate quarterly (investment) reports to the City Manager, Mayor, and City Council. Attached is the quarterly report for the period ending March 31, 2021.

In summary, the City of Alvin has an investment portfolio at March 31, 2021, of \$100.6 million, which consists of \$92.6 million invested in the Investment Pools, \$763,000 in Certificates of Deposits, and \$7.3 million in the City's bank depository accounts (i.e. checking accounts). Interest earned during the quarter was \$20,552. The City's yield for the quarter was .08% and the 90-day T-Bill was .04%.

Consider a final plat of DeLeon Place (located at 300 Munson Road), being a subdivision of 0.9884 acres in the Hooper and Wade Survey, Section 21, Abstract 421, also being part of lot(s) 21 and 22 of the south half of section no. 21, as recorded in volume 5, page 442 Deed Records of Brazoria County, Texas.

On March 1, 2021, the Engineering Department received the final plat of DeLeon Place for review. The property is located at 300 Munson Road and is being platted for conveyance. The plat consists of 3 lots and 1 block and complies with all requirements of the City's Subdivision Ordinance. The City Planning Commission unanimously approved the plat at their meeting on March 16, 2021. Staff recommended approval.

Consider a three-year Cooperation Agreement with Brazoria County to continue as a participating jurisdiction in the Community Development Block Grant Program and authorize the Mayor to execute the necessary documents, subject to legal review.

Brazoria County is in the process of re-qualifying for the Community Development Block Grant Program (CDBG) funds from the U.S. Department of Housing and Urban Development for FY 2022-2024. The County must re-qualify for these funds every three years. The City of Alvin is one of twenty cities in Brazoria County currently participating in the program. In order for the City to continue to participate in the program through FY 2024, the attached cooperation agreement with included amendments must be approved and executed along with the Notice to Remain as a Participating Jurisdiction Form.

Every three years Brazoria County is awarded CDBG funds from the Federal Government that it passes along to cities within the County for projects that will benefit low- and moderate-income areas of the City. In order to receive these funds, the City is required to submit an application in the spring of the award year. The application must include projects that meet the County's criteria and are in the low-, and/or moderate-income areas of the City as determined by CDBG. The City of Alvin has received numerous CDBG grants for utility and park projects over the last sixteen plus years. The most recent CDBG grant was awarded to the City in October 2020 and is being used for waterline improvements along Second Street and Adoue Street and to complete the basketball court at Ruben Adame Park. Staff recommended approval of the cooperation agreement for the City to continue participating in the CDBG Program.

Consider Resolution 21-R-06, suspending the May 3, 2021 effective date of the proposal by CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas – Texas Coast Division to Implement interim GRIP rate adjustments for gas utility investment in 2020 and requiring delivery of this resolution to the Company and legal counsel.

*The City is a **gas utility** customer of CenterPoint and a regulatory authority with an interest in the rates and charges of CenterPoint. The City is authorized to protect the interests of the City and CenterPoint customers residing in the City. For cities in the Houston Division, the Company is seeking recovery of \$153,689,801 in invested capital. This will increase rates to residential customers by \$.99 per month. This will increase the current residential customer charge from \$17.39 to \$18.38 per month. Last year the increase was \$.89 per month.*

*For cities in the **Texas Coast Division– the Division the City of Alvin is in**, the Company is seeking recovery of \$45,065,113 in invested capital. This compares to \$37,937,732 last year, \$46,935,293 in 2019 and \$31,889,184 in 2018. The current filing will increase rates to residential customers by \$.88 per month. This will increase the current residential customer charge from \$17.77 to \$18.65 per month. Last year the increase was \$.67 per month. Increases in both divisions are currently scheduled to go into effect on May 3, 2021.*

Under the gas reliability infrastructure program (“GRIP”) statute, cities may not challenge the Company’s request. The only action a City may take is to suspend the effective date of the rate increase by 45 days.

The annual gas reliability infrastructure program (“GRIP”) is designed for the utility to recover its incremental costs related to the capital investments it made during the previous year. The courts have ruled all that cities can do in a GRIP case is administratively determine whether the filing complies with the statutory explanation of how a GRIP filing is to be prepared. A city cannot challenge the reasonableness of any investment or consider whether increasing revenues and declining expenses would offset the rate implication from increased capital investment. Cities also cannot recover any rate case expenses from the utility. The legislature and the courts have reasoned that GRIP rate increases are temporary rates and subject to refund when the Company files a traditional rate case after five years of rate increases.

Council member Arendell moved to approve the consent agenda as presented. Seconded by Council member Vela; motion carried on a vote of 7 Ayes.

OTHER BUSINESS

Presentation of the 2021 City of Alvin Strategic Planning Report and adoption of the Alvin Strategic Plan.

During the early part of January 2021, city staff discussed the need for a Strategic Plan to assist in the development of the City’s long-term goals and how to keep it in alignment with council’s direction as time goes forward. Many plans have been in place such as the Comprehensive Plan, Utility Plan, and Parks Plan to name a few, but the Strategic Plan was developed to be more specific about the overall vision and mission for the City. The Strategic Plan is not designed to replace any existing plan, but to enhance the overall governance model of the city.

Because of the nature and complexity in creating a Strategic Plan, staff felt it was necessary to hire a consultant who has worked with similar cities in the region with the expertise in guiding staff and council through the process. Ron Cox Consulting was selected to facilitate the process. Ron has worked with the cities of Lake Jackson, LaPorte, Richwood, Iowa Colony, Dayton, Mont Belvieu, and Manvel to name a few. The intent in the discussions was to be more specific about the overall vision and mission for the City. At the start of the process, there were no vision or mission statements. Staff and Council met at separate meetings to discuss their ideas, thoughts, expectations, and created a SWOT analysis. Over the next few months, a long range of initiatives, goals and action steps were developed to support the five (5) vision elements defined by Council.

Ron Cox Consulting has provided a report on the Strategic Plan for Council to see the City’s first Strategic Plan. The process brought the staff leadership and Council closer together as a team and developed an implementation process to ensure the strategies are addressed and accomplished over time. Staff is requesting Council to formally adopt the Strategic Plan.

Michael Higgins, Director of Administrative Services introduced Ron Cox of Ron Cox Consulting, who facilitated the City of Alvin 2021 strategic planning sessions. Mr. Cox reviewed the process of the planning sessions and presented the summary of the Alvin Strategic Plan.

Council member Arendell moved to approve the Presentation of the 2021 City of Alvin Strategic Planning Report and adoption of the Alvin Strategic Plan. Seconded by Council member Vela; motion carried on a vote of 7 Ayes.

Consider Ordinance 21-I, establishing Standards of Care for Youth Recreation Programs conducted by the City of Alvin Parks and Recreation Department for elementary age children ages five (5) through thirteen (13); providing for compliance with state law; providing a savings clause; providing a severability clause; and providing an effective date.

This is an annual review and adoption of an ordinance for Standards of Care for Youth Recreation Programs conducted by the City of Alvin Parks and Recreation Department. Ordinance 20-K was the original ordinance adopted by City Council on April 16, 2020.

In response to community demand for after school and summer day camp programs, the Parks and Recreation Department plans to offer these style camps again in Summer 2021. A day camp is considered extending 11.5 hours per day for approximately 5 days per week. A participant (ages 5 to 13) can expect daily engagement from instructor lead

learning, crafts and physical activity, as well as lunch and snacks provided. Location will vary based on availability of space, until a more permanent location is available.

Chapter 42 of the Texas Human Resources Code exempts certain after-school and summer recreation programs from state licensing requirements as identified in Subsection 42.041 (14), provided that the governing body of the municipality annually adopts standards of care by ordinance after a public hearing, and that such standards are provided to the parents of each program participant. The ordinance shall include minimum staffing ratios, qualifications, facility, health and safety standards and mechanisms for monitoring and enforcing the adopted local standards as well as notify parents that the program is not licensed by the state and cannot be advertised as a child-care facility. Ordinance 21-I will formally replace Ordinance 20-K, meeting the state requirements.

The public hearing for this Ordinance was published in the Alvin Sun on March 28, 2021 and has been posted on the City's website. Staff recommended adoption of Ordinance 21-I.

Michelle Nesrsta, Recreation Manager presented this Ordinance before City Council for consideration.

Council member Starkey moved to approve Ordinance 21-I, establishing Standards of Care for Youth Recreation Programs conducted by the City of Alvin Parks and Recreation Department for elementary age children ages five (5) through thirteen (13); providing for compliance with state law; providing a savings clause; providing a severability clause; and providing an effective date. Seconded by Council member Thompson; motion carried on a vote of 7Ayes.

Consider Ordinance 21-E, granting consent to the creation of Brazoria County Municipal Utility District (MUD) No. 70; containing various provisions related to the foregoing subject; and making certain findings related thereto.

On February 2, 2017, the City received copies of proposed legislation from Schwartz, Page & Harding, LLP, the firm that represent Southeast Properties and Sam Yager, to create MUD 70 and Management District (MD) 1. At the time, only a portion of the MUD property was located within Alvin's ETJ, and no portion of the MD was in the ETJ. Since then, with the adoption of the City's population declaration in December 2017, our ETJ has expanded and incorporates all the referenced property. On February 14, 2017, the Mayor signed the no objection letter to the legislative creation of the districts. MUD 70 and MD 1 were created by the 85th Texas Legislature in 2017.

In early December 2020, Yager's team reached out to staff regarding the next steps for the MUD/MD, and staff met with Yager and his team. On December 23, 2020, the City received a Petition for Consent to the Creation of Brazoria County Municipal Utility District (MUD) No. 70 from Southeast Properties, Ltd., the landowner, who is proposing a new master planned development located on FM 1462 between Savannah Plantation and State Highway 288, which includes approximately 2,273.1 acres of land, entirely in the City of Alvin's ETJ. Section 54.016 of the Texas Water Code provides that land within a city's ETJ cannot be included in a MUD district without the written consent of the city.

The landowner proposes to develop this land for residential and commercial uses and claims that there is not now available within the area an adequate waterworks system, sanitary sewer system, or drainage and storm sewer system. Therefore, a public necessity exists for the creation of the District to provide for such systems to promote the purity and sanitary condition of the State's waters and the public health and welfare of the community. This Ordinance grants the City's consent to the creation of MUD 70. Staff recommended approval of Ordinance 21-E.

Mayor Horn moved this item to be discussed first under Other Business. It is kept in its original location in the minutes to maintain the integrity of the outlined agenda.

Council member Arendell moved to approve Ordinance 21-E, granting consent to the creation of Brazoria County Municipal Utility District (MUD) No. 70; containing various provisions related to the foregoing subject; and making certain findings related thereto. Seconded by Council member Thompson; motion carried on a vote of 7Ayes.

Consider Ordinance 21-F, granting consent to the creation of Brazoria County Management District (MD) No. 1; containing various provisions related to the foregoing subject and making certain findings related thereto.

On February 2, 2017, the City received copies of proposed legislation from Schwartz, Page & Harding, LLP, the firm that represent Southeast Properties and Sam Yager, to create MUD 70 and Management District (MD) 1. At the time, only a portion of the MUD property was located within Alvin's ETJ, and no portion of the MD was in the ETJ. Since then, with the adoption of the City's population declaration in December 2017, our ETJ has expanded and incorporates all the referenced property. On February 14, 2017, the Mayor signed the no objection letter to the legislative creation of the districts. MUD 70 and MD 1 were created by the 85th Texas Legislature in 2017.

Section 42.042 of the Texas Local Government Code provides that land within a city's ETJ cannot be included in a district that supplies fresh water for domestic or commercial use or furnishes sanitary sewer services, roadways or drainage without the written consent of the city. In early December 2020, Yager's team reached out to staff regarding the next steps for the MUD/MD, and staff met with Yager and his team. On or about December 23, 2020, the City received a Petition for Consent to the Creation of Brazoria County Management District (MD) No. 1 from Southeast Properties, Ltd., the landowner, who is seeking to create a Management District, to include approximately 745.8 acres of land located on FM 1462 between Savannah Plantation and State Highway 288, entirely in the City of Alvin's ETJ.

A management district is a special purpose district created by the Texas Legislature that is empowered to promote, develop, encourage, and maintain employment, commerce, transportation, housing, tourism, recreation, arts, entertainment, economic development safety and public welfare in a defined area. Generally, MDs may finance services and improvements through the levy of assessments on commercial property or ad valorem taxes.

Eligible improvements in a Management District in comparison to MUDs and TIRZs are as follows:

Management District	Municipal Utility District	Tax Improvement Reinvestment Zone
Landscaping & Fountains	Water	Paving
Distinctive Lighting	Sewer	Water, Sewer, Drainage
Signs	Drainage/detention	Property Acquisition
Sidewalks & Streets	Environmental	
Pedestrian Malls & Arts		Public Buildings
Off-Street Parking		Land Acquisition
Transit Facilities		Public Beautification
Water, Sewer, Drainage		Parks/Recreation
Parks/Recreation		Financing Costs
Promotion & Advertising		
Public Safety & Security		

The general nature of the work proposed to be done by the District shall be the purchase, construction, acquisition, repair, extension and improvement of land, easements, works, improvements, facilities, plants, equipment, and appliances necessary to:

- (1) provide a water supply for municipal uses, domestic uses and commercial purposes;
- (2) collect, transport, process, dispose of and control all domestic, industrial or communal wastes whether in fluid, solid or composite state;
- (3) gather, conduct, divert and control local storm water or other local harmful excesses of water in the District and the payment of organization expenses, operational expenses during construction and interest during construction;
- (4) establish, finance, provide, operate and maintain a fire department and/or fire- fighting services ("firefighting facilities") within the District subject to approval of the Texas Commission on Environmental Quality pursuant to its rules and Chapter 49 of the Texas Water Code, if required;
- (5) exercise road powers and authority pursuant to applicable law and the District's Enabling Act;
- (6) promote, develop, encourage and maintain employment, commerce, economic development, safety, and the public welfare in the area within the District;
- (7) secure expanded and improved public transportation and parking and pedestrian facilities and systems to benefit land and property within the District;
- (8) finance, develop and maintain recreational facilities for the people of the District, as allowed by applicable law and the District's Enabling Act; and
- (9) to provide such other facilities, systems, plants and enterprises as shall be consonant with the purposes for which the District is created and permitted under state law.

The District will be created to serve a public use and benefit. The creation of the District is essential to further the public purposes of development and diversification of the economy of the state, the elimination of unemployment and underemployment, and the development or expansion of transportation and commerce, and is in the public interest.

The landowner proposes to develop this land for residential and commercial uses and claims that there is not now available within the area an adequate waterworks system, sanitary sewer system, or drainage and storm sewer system. Therefore, a public necessity exists for the creation of the District to provide for such systems to promote the purity and

sanitary condition of the State's waters and the public health and welfare of the community. This Ordinance grants the City's consent to the creation of the Management District. Staff recommended approval.

Mayor Horn moved this item up on the agenda to be discussed second under Other Business. This item is kept in its original location in the minutes to maintain the integrity of the agenda.

Council member Castro moved to approve Ordinance 21-F, granting consent to the creation of Brazoria County Management District (MD) No. 1; containing various provisions related to the foregoing subject; and making certain findings related thereto. Seconded by Council member Thompson; motion carried on a vote of 7Ayes.

Consider an Engineering Services Agreement with Daniel Scott Engineering, LLC in an amount not to exceed \$98,000 for engineering design services for the 2021 Asphalt Pavement Project; and authorize the City Manager to sign the agreement upon legal review.

The 2021 Asphalt Pavement Project consists of the replacement of all asphalt with concrete curb and gutter streets, storm sewer inlets, and driveway approaches within the Crestview Subdivision. The Crestview Subdivision is located along Mustang Road and consists of Windsor Square, Hurstgreen Lane, Coventry Lane, and Oxford Road.

The Engineering Services Agreement being considered will provide preliminary and final engineering design, and complete plan set with bid package for this important roadway infrastructure CIP project. It is proposed that design services culminating in a final bid package will be complete in August 2021. More information on this project can be found in the Capital Improvements Program (CIP) Quarterly Report that was distributed to City Council on January 21, 2021 the project is identified as the 2020 Asphalt Pavement Project (project #17) in the report.

Daniel Scott Engineering, LLC is a local engineering firm that has done numerous residential and commercial development projects in the Alvin area since the business was established in 2007. Staff is very familiar with their work and most recently used their sister company, FMS Surveying, to complete the update of the City's Benchmark System in 2018. Funding will come from the Sales Tax Street Improvement Fund. Staff recommended approval of this Agreement.

Michelle Segovia, City Engineer presented this item before City Council with explanation.

Council member Starkey moved to approve Engineering Services Agreement with Daniel Scott Engineering, LLC in an amount not to exceed \$98,000 for engineering design services for the 2021 Asphalt Pavement Project; and authorize the City Manager to sign the agreement upon legal review. Seconded by Council member Thompson; motion carried on a vote of 7Ayes.

Consider an award of bid to TLC Construction Contract Services, for the Lift Station 30 Expansion and Highway 35 Bypass Gravity and Force Mains Project in an amount not to exceed \$8,833,432.65; and authorize the City Manager to sign the contract upon legal review.

On August 4, 2020, bids were opened for the Lift Station 30 Expansion and Highway 35 Bypass Gravity and Force Mains Project, and TLC Construction Contract Services was the qualified low bidder. LJA Engineering, the City's consultant that designed the project, reviewed all bids that were received and has recommended TLC Construction Contract Services for this project.

Contract Amount:	\$ 8,412,793.00	(Base Bid, Supplementary Bid Items, Allowance Items, and
5% Contingency:	\$ 420,639.65	Alternate Bid Items A, E, F, and G).
Total Amount:	\$ 8,833,432.65	

This project consists of the expansion of Lift Station #30 from a firm pumping capacity of 4.61 Million Gallons Daily (MGD) to a firm pumping capacity of 11.7 MGD. The project also includes the replacement of approximately 5,000 linear feet of 30-inch gravity sanitary sewer main along Bypass 35 with 36-inch gravity main and the replacement of approximately 1,900 linear feet of 20-inch sanitary sewer force (pressurized) main along Bypass 35 with 24-inch force main.

The alternate bid items will allow for the installation of Flygt brand pumps, the installation of a 2-ton capacity free-standing traveling bridge crane and hoist, the installation of a natural gas-powered emergency generator, and the

installation of corrosion resistant polymer concrete manholes. These improvements were based on recommendations in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by City Council on March 3, 2016.

\$10,064,900 of Water & Sewer Revenue bonds were previously issued by City Council to fund this project – \$5,777,300 of the Series 2019 Revenue bonds, issued and approved on May 16, 2019; and \$4,287,600 of the Series 2020 Revenue bonds, issued and approved on October 15, 2020. The project is scheduled to start in May 2021 and has a construction time of 330 calendar days.

Michelle Segovia, City Engineer presented this item before City Council with explanation.

Council member Arendell moved to approve award of bid to TLC Construction Contract Services, for the Lift Station 30 Expansion and Highway 35 Bypass Gravity and Force Mains Project in an amount not to exceed \$8,833,432.65; and authorize the City Manager to sign the contract upon legal review. Seconded by Council member Thompson; motion carried on a vote of 7Ayes.

Consider Ordinance 21-J, amending the City of Alvin 2020-21 Fiscal Year (FY21) Budget by increasing (decreasing)certain expenditures and increasing (decreasing) certain revenues to the individual budget accounts in all funds set forth in the attached “Exhibit A.”

At the end of fiscal year 2020 (FY20), the City exceeded fund balance requirements/expectations in various Funds. These savings resulted from personnel vacancies, group insurance savings, utility savings, lower than expected costs of materials and supplies, and revenues exceeding budget expectations (Sales Taxes, Franchise Tax Revenues, License/Permits) etc. Staff has identified personnel and capital items that could be funded in the current fiscal year (FY21) utilizing prior year budget savings. As this amendment, is solely based on prior year budget savings, it will not affect current year’s budget.

FY20 General Fund Budget Savings (\$785,639)

Staff requests that Council amend the FY21 General Operating Fund budget by \$186,504 for personnel services expenditures and to transfer \$599,135 to the General Capital Projects Fund, of which \$70,000 will be used to install a security wrought iron fence around the west end of the Police Station for security of staff and equipment in squad cars; and \$100,000 to paint and resurface the basketball and tennis courts at Briscoe, Pearson, Newman, and Sealy Parks

FY20 Utility (Public Works) Fund Budget Savings (\$700,850)

Staff requests that Council amend the FY21 Utility Operating Fund budget by \$30,850 for personnel services expenditures and to transfer \$670,000 to the Utility Capital Projects Fund of which \$170,000 will be used to purchase three additional mobile generators to provide backup power to lift stations during power outages. Currently we have 45 lift stations with only 5 having permanent backup power. By adding additional mobile generators to the City’s fleet, staff will have the ability to power lift stations during power outages, minimizing service interruption, and not having to locate rental generators.

FY20 Sales Tax (Street Improvement) Fund Budget Savings (\$202,334)

Staff requests that Council amend the FY21 budget by \$17,137 for personnel services expenditures.

FY20 HOT Fund Budget Savings (\$106,518)

Staff requests that Council amend the FY21 budget by \$1,326 for personnel services expenditures.

FY20 EMS Fund Budget Savings (\$61,416)

Staff requests that Council amend the FY21 budget by \$16,711 for personnel services expenditures.

FY20 Fleet Fund Budget Savings (\$124,558)

Staff requests that Council amend the FY21 budget by \$2,870 for personnel services expenditures.

FY20 I.T. Fund Budget Savings (\$187,768)

Staff requests that Council amend the FY21 budget by \$2,660 for personnel services expenditures.

Mr. Roland presented this Ordinance before City Council with explanation.

Council member Castro moved to approve Ordinance 21-J, amending the City of Alvin 2020-21 Fiscal Year (FY21) Budget by increasing (decreasing) certain expenditures and increasing

(decreasing) certain revenues to the individual budget accounts in all funds set forth in the attached "Exhibit A." Seconded by Council member Starkey; motion carried on a vote of 7Ayes.

REPORTS FROM CITY MANAGER

Items of Community Interest and review preliminary list of items for next Council meeting.

Mr. Junru Roland announced items of community interest.

ITEMS OF COMMUNITY INTEREST

Hear announcements concerning items of community interest from the Mayor, Council members, and City staff, for which no action will be discussed or taken.

There were no announcements given.

EXECUTIVE SESSION

City Council will meet in Executive Session pursuant to:

Section 551.074 of the Local Government Code: Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

1. City Manager Evaluation.
2. Employment of a Human Resource Director.

Mayor Horn adjourned to Executive Session at 8:00 p.m.

RECONVENE TO OPEN SESSION

Mayor Horn reconvened the meeting to Open Session at 9:00 p.m.

Consider the City Manager's recommendation to appoint Carmen Williams as the City of Alvin's Director of Human Resources.

Council member Thompson moved to approve the City Manager's recommendation to appoint Carmen Williams as the City of Alvin's Director of Human Resources. Seconded by Council member Castro; motion carried on a vote of 7Ayes.

Consider and take appropriate action, if any, regarding the employment contract of the City Manager.

Council member Starkey moved to approve the City Manager's employment contract. Seconded by Council member Thompson; motion carried on a vote of 7Ayes.

ADJOURNMENT

Mayor Horn adjourned the meeting at 9:02 p.m.

PASSED and APPROVED this the 6th day of May 2021.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Engineering

Contact: Michelle Segovia, City Engineer

Agenda Item: Consider a final plat of Britt Oaks Acres (located along Britt Oaks Drive north of Moore Road), a subdivision of 2.099 acres in the H. Stevens Survey, A-595, Brazoria County, Texas.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☒Plat ☐Discussion & Direction ☐Other

Summary: On April 1, 2021, the Engineering Department received the final plat of Britt Oaks Acres for review. The property is located along the Britt Oaks Drive, north of Moore Road, in the City's ETJ and is being platted for conveyance. The plat consists of 2 lots and 1 block and complies with all requirements of the City's Subdivision Ordinance.

The City Planning Commission unanimously approved the plat at their meeting on April 20, 2021. Staff recommends approval.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- [CLICK HERE](#) to view the Final Plat of Britt Oaks Acres

Recommendation: Move to approve the final plat of Britt Oaks Acres (located along Britt Oaks Drive north of Moore Road), a subdivision of 2.099 acres in the H. Stevens Survey, A-595, Brazoria County, Texas.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Engineering

Contact: Michelle H. Segovia, City Engineer

Agenda Item: Consider a final plat of Caldwell Ranch Section 6 (located along the east side of FM 521 and north of Juliff-Manvel Road), being a subdivision of 103.081 acres of land situated in the William Hall League, Abstract 31, Fort Bend County, Texas; also being a partial replat of lots 2, 3, 7 and 8 of the T.W. & J. W. B. House Subdivision, as recorded in Volume 7, Page 301 of the Fort Bend County Deed Records.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☒Plat ☐Discussion & Direction ☐Other

Summary: On April 1, 2021, the Engineering Department received the Final Plat of Caldwell Ranch Section 6 for review. This subdivision is in the portion of the City of Alvin's Extraterritorial Jurisdiction (ETJ) within Fort Bend County that was retained based on the Development Agreement with Brazoria-Fort Bend Counties Municipal Utility District (MUD) 3 approved on January 7, 2021. This final plat consists of 165 lots, 6 reserves, and 5 blocks. This plat complies with all requirements of the City of Alvin's Planned Unit Development section of the Subdivision Ordinance.

This section is contained in the Master Preliminary Plat of Caldwell Ranch, that was approved by Council May 7, 2020.

The City Planning Commission unanimously approved the plat at their meeting on April 20, 2021. Staff recommends approval.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- [Click HERE](#) to view the Final Plat of Caldwell Ranch Section 6

Recommendation: Move to approve the final plat of Caldwell Ranch Section 6 (located along the east side of FM 521 and north of Juliff-Manvel Road), being a subdivision of 103.081 acres of land situated in the William Hall League, Abstract 31, Fort Bend County, Texas; also being a partial replat of lots 2, 3, 7 and 8 of the T.W. & J. W. B. House Subdivision, as recorded in Volume 7, Page 301 of the Fort Bend County Deed Records.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Engineering

Contact: Michelle Segovia, City Engineer

Agenda Item: Consider a final plat of Imperial Forest Detention Reserve (located at the southwest corner of Bypass 35 and Wheeler Lane), a subdivision of 10.65 acres located in the Hooper & Wade Survey, Section 21, Abstract 421, Brazoria County, Texas.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☒Plat ☐Discussion & Direction ☐Other

Summary: On April 1, 2021, the Engineering Department received the final plat of Imperial Forest Detention Reserve for review. The property is located at the southwest corner of the intersection of Bypass 35 and Wheeler Lane. This plat contains two reserves and is being platted for the construction of a detention pond to serve the proposed Imperial Forest Subdivision. This plat complies with all requirements of the City's Subdivision Ordinance.

The Planning Commission unanimously approved the plat at their meeting on April 20, 2021.

Staff recommends approval.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 5/1/2021 SLH _____

Supporting documents attached:

- [CLICK HERE](#) to view the Final Plat of Imperial Forest Detention Reserve.
-

Recommendation: Move to approve the final plat of Imperial Forest Detention Reserve (located at the southwest corner of Bypass 35 and Wheeler Lane), a subdivision of 10.65 acres located in the Hooper & Wade Survey, Section 21, Abstract 421, Brazoria County, Texas.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Engineering

Contact: Michelle Segovia, City Engineer

Agenda Item: Consider a final plat of National Oak Park (located at the northeast corner of the intersection of Sidnor Street and Depot Centre Boulevard), a plat of 9.16 acres, being part of Leclere's Addition to Alvin No. 1, and multiple tracts of land, situated in Section 15, H.T. & B.R.R. Company Survey, Abstract 227, Brazoria County, Texas.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☒Plat ☐Discussion & Direction ☐Other

Summary: On April 1, 2021, the Engineering Department received the final plat of National Oak Park for review. The property is located at the northeast corner of the intersection of Sidnor Street and Depot Centre Boulevard and is being platted in order to consolidate parcels and to define the park boundary. Consolidating the park parcels into one lot with a defined boundary will aid in the design process when there is a need to add structures/amenities to the park. Having a defined boundary will also make describing the park property simpler from a legal perspective. The plat complies with all requirements of the City's Subdivision Ordinance.

The City Planning Commission unanimously approved the plat at their meeting on April 20, 2021.

Staff recommends approval.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☐

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- [CLICK HERE](#) to view the Final Plat of National Oak Park

Recommendation: Move to approve the final plat of National Oak Park (located at the northeast corner of the intersection of Sidnor Street and Depot Centre Boulevard), a plat of 9.16 acres, being part of Leclere's Addition to Alvin No. 1, and multiple tracts of land, situated in Section 15, H.T. & B.R.R. Company Survey, Abstract 227, Brazoria County, Texas.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Engineering

Contact: Michelle Segovia, City Engineer

Agenda Item: Consider a final plat of Sunny Creek (located along Wickwillow Lane), a plat of 10.10 acres, being part of lots 16 and 17 of Chatfield Subdivision according to the plat as recorded in volume 2, page 38, Plat Records, Brazoria County, Texas, situated in the Francis Moore Survey, Abstract 100, Brazoria County, Texas, located in the City of Alvin ETJ.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☒Plat ☐Discussion & Direction ☐Other

Summary: On April 1, 2021, the Engineering Department received the final plat of Sunny Creek for review. The property is located along the north side of Wickwillow Lane (CR 435) and is being platted for conveyance. The plat consists of 2 lots and 1 block and complies with all requirements of the City's Subdivision Ordinance.

The City Planning Commission unanimously approved the plat at their meeting on April 20, 2021. Staff recommends approval.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- [CLICK HERE](#) to view the Final Plat of Sunny Creek

Recommendation: Move to approve the final plat of Sunny Creek (located along Wickwillow Lane), a plat of 10.10 acres, being part of lots 16 and 17 of Chatfield Subdivision according to the plat as recorded in volume 2, page 38, Plat Records, Brazoria County, Texas, situated in the Francis Moore Survey, Abstract 100, Brazoria County, Texas, located in the City of Alvin ETJ.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: City Attorney

Contact: Suzanne L. Hanneman, City Attorney

Agenda Item: Consider Resolution 21-R-09, finding that Texas-New Mexico Power Company's application for a distribution cost recovery factor to increase distribution rates within the city should be denied; authorizing participation with TNMP cities; authorizing the hiring of legal counsel and consulting services; finding that the city's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel.

Type of Item: ☐ Ordinance ☒ Resolution ☐ Contract/Agreement ☐ Public Hearing ☐ Plat ☐ Discussion & Direction ☐ Other

Summary: The City is an electric utility customer and local regulator of Texas-New Mexico Power Company ("TNMP" or "Company"). The Cities served by TNMP ("TNMP Cities") is a coalition of similarly situated cities served by TNMP that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in TNMP's service area in matters before the Public Utility Commission ("PUC" or "Commission") and the courts.

On April 5, 2021, TNMP filed an application for a Distribution Cost Recovery Factor ("DCRF") with each of the cities retaining original jurisdiction and with the Commission in Docket No. 51959. In the filing, the Company sought to increase distribution rates by \$13,959,505 annually.

This resolution authorizes the City to join with the other TNMP Cities to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

Cities Served by TNMP (TNMP Cities) have engaged the services of a consultant, Mr. Karl Nalepa, to review the Company's filing. Mr. Nalepa will review the filing and identify adjustments that should be made to the Company's request. The coalition is recommending that cities retaining original jurisdiction deny the requested relief.

Staff recommends approval of Resolution 21-R-09.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☐ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- Resolution 21-R-09

Recommendation: Move to approve Resolution 21-R-09 denying Texas New-Mexico Power's application for a distribution cost recovery factor to increase distribution rates within the city; authorizing participation with TNMP cities; authorizing the hiring of legal counsel and consulting services; finding that the city's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☒

Reviewed by City Manager ☒

RESOLUTION NO. 21-R-09

A RESOLUTION OF THE CITY OF ALVIN, TEXAS, DENYING TEXAS-NEW MEXICO POWER COMPANY'S APPLICATION FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR TO INCREASE DISTRIBUTION RATES WITHIN THE CITY; AUTHORIZING PARTICIPATION WITH TNMP CITIES; AUTHORIZING THE HIRING OF LEGAL COUNSEL AND CONSULTING SERVICES; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Alvin, Texas ("City") is an electric utility customer of Texas-New Mexico Power Company ("TNMP" or "Company") with an interest in the rates and charges of TNMP; and

WHEREAS, the Cities served by Texas-New Mexico Power Company ("TNMP Cities") is a coalition of similarly situated cities served by TNMP that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in TNMP's service area in matters before the Public Utility Commission ("Commission") and the courts; and

WHEREAS, on or about April 5, 2021, TNMP filed with the Commission an Application for Approval to Amend its Distribution Cost Recovery Factor ("DCRF"), Commission Docket No. 51959, seeking to increase distribution rates by \$13,959,505 annually; and

WHEREAS, the City of Alvin, Texas will cooperate with TNMP Cities in coordinating their review of TNMP's DCRF filing with designated attorneys and consultants, prepare a common response, negotiate with the Company, and direct any necessary litigation, to resolve issues in the Company's filing; and

WHEREAS, all electric utility customers residing in the City will be impacted by this ratemaking proceeding if TNMP's Application is granted; and

WHEREAS, working with the TNMP Cities to review the rates charged by TNMP allows members to accomplish more collectively than each city could do acting alone; and

WHEREAS, TNMP Cities' members and attorneys recommend that members who have retained original jurisdiction over electric utility rates deny TNMP's DCRF.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:

Section 1. That the City is authorized to participate with TNMP Cities in Commission Docket No. 51959.

Section 2. That, subject to the right to terminate employment at any time, the City of Alvin, Texas hereby authorizes the hiring of the law firm of Lloyd Gosselink Rochelle & Townsend, P.C. and consultants to negotiate with the Company, make recommendations to the

City regarding reasonable rates, and to direct any necessary administrative proceedings or court litigation associated with an appeal TNMP's DCRF application.

Section 3. That the rates proposed by TNMP to be recovered through its DCRF charged to customers located within the City limits should be denied.

Section 4. That the Company should continue to charge its existing rates to customers within the City.

Section 5. That the City's reasonable rate case expenses shall be reimbursed in full by TNMP within thirty (30) days of the adoption of this Resolution, and within thirty (30) days of presenting monthly bills to TNMP thereafter.

Section 6. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 7. That a copy of this Resolution shall be sent to Scott Seamster, Associate General Counsel, Texas-New Mexico Power Company, 577 N. Garden Ridge Boulevard, Lewisville, Texas 75067, and to Thomas Brocato, General Counsel to TNMP Cities, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, Texas 78767-1725, or tbrocato@lglawfirm.com.

PASSED, APPROVED AND ADOPTED on this 5th day of May, 2021.

CITY OF ALVIN, TEXAS

ATTEST

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

Suzanne L. Hanneman
City Attorney



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: City Attorney

Contact: Suzanne L. Hanneman, City Attorney

Agenda Item: Consider approval of Resolution 21-R-10, authorizing the payment of seven (\$0.07) cents per capita to the Gulf Coast of Coalition of Cities to fund regulatory and related activities related to electric and gas utility service; and other matters related thereto.

Type of Item: ☐Ordinance ☒Resolution ☐Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: The City of Alvin has been a member of the Gulf Coast Coalition of Cities since 2012. GCCC has been the primary public interest advocate before the Public Utility Commission, ERCOT, the Courts, and the Legislature on electric utility regulation matters for nearly two decades. There are non-reimbursable proceedings, rulemakings, and legislative efforts impacting the rates charged within the City. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that GCCC be able to fund its participation on behalf of its member cities. When needed, a per capita assessment has historically been used, and is a fair method for the members to bear the burdens associated with the benefits received from that membership. With the current population of 26,827, the City of Alvin's shared cost will be \$1,877.89.

The most recent assessments include: fourteen cents (\$0.14) per capita in 2018, six cents (\$0.06) per capita in 2019, and three cents (\$0.03) per capita in 2020.

Staff recommends approval of Resolution 21-R-10.

Funding Expected: Revenue ☐ Expenditure ☒ N/A ☐ **Budgeted Item:** Yes ☒ No ☐ N/A ☐

Funding Account: _____ **Amount:** \$1,877.89 **1295 Form Required?** Yes ☒ No ☐

Legal Review Required: N/A ☐ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- Res. 21-R-10

Recommendation: Move to approve Resolution 21-R-10 authorizing the payment of seven (\$0.07) cents per capita to the Gulf Coast of Coalition of Cities to fund regulatory and related activities related to electric and gas utility service; and other matters related thereto.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☒

Reviewed by City Manager ☒

RESOLUTION NO. 21-R-10

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, AUTHORIZING CONTINUED PARTICIPATION WITH THE GULF COAST COALITION OF CITIES; AND AUTHORIZING THE PAYMENT OF SEVEN (\$0.07) CENTS PER CAPITA TO THE COALITION TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ELECTRIC AND GAS UTILITY SERVICE; AND OTHER MATTERS RELATED THERETO.

WHEREAS, the City of Alvin is a regulatory authority under the Public Utility Regulatory Act ("PURA") and has exclusive original jurisdiction over the rates and services of electric and natural gas utility service within the municipal boundaries of the City; and

WHEREAS, the Gulf Coast Coalition of Cities ("GCCC") has historically intervened in electric and gas utility rate proceedings and related rulemakings to protect the interests of municipalities and customers residing within municipal boundaries; and

WHEREAS, GCCC is participating in Public Utility Commission and Railroad Commission dockets and projects, as well as court proceedings, affecting transmission and distribution utility rates; and

WHEREAS, the City is a member of GCCC; and

WHEREAS, in order for GCCC to continue its participation in these activities that affect the provision of electric and gas utility service and the rates to be charged, it must assess its members for such costs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:

Section 1. That the City is authorized to continue its membership with GCCC to protect the interests of the City of Alvin and protect the interests of utility customers residing and conducting business within the City limits.

Section 2. The City is further authorized to pay its assessment to GCCC of seven cents (\$0.07) per capita that being \$1,877.89, based on the population figures for the City shown in the latest TML Directory of City Officials, currently 26,827.

Section 3. A copy of this Resolution shall be sent to Thomas Brocato, General Counsel for the Gulf Coast Coalition of Cities, at Lloyd Gosselink Rochelle and Townsend, 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

Section 4. The assessment payment check made payable to “Gulf Coast Coalition of Cities” shall be sent to the treasurer for the coalition, Bobby Gervais, Manvel City Hall, Legal Department, P.O. Box 187, Manvel, Texas 77578.

Section 5. Open Meeting Act. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meeting Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED on this 6th day of May 2021.

CITY OF ALVIN, TEXAS

ATTEST

By: _____
Paul A. Horn, Mayor

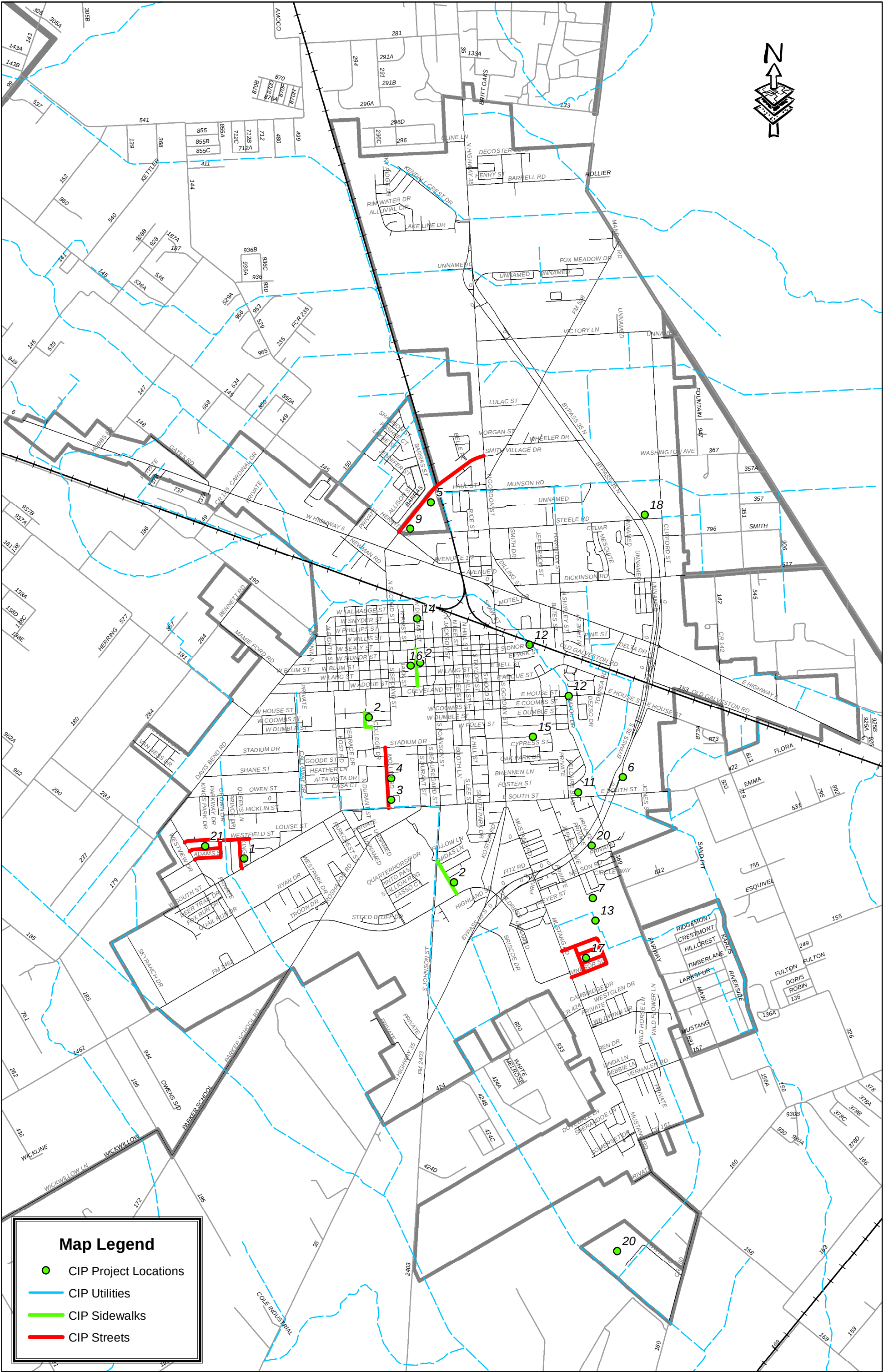
By: _____
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

Suzanne L. Hanneman
City Attorney

**Capital Improvement Program
Quarterly Report
May 2021**





FY 2021 CIP Project Location Map

Rev. Date 1/12/2021
Engineering Dept.
X:/Projects/City Engineer/CIP Projects/Maps



FY 2021 Capital Improvement Program Project Schedule - May 2021

PROJECTS:	10/15/20	10/31/20	11/15/20	11/30/20	12/15/20	12/31/20	1/15/21	1/31/21	2/15/21	2/29/2021	3/15/21	3/31/21	4/15/21	4/30/21	5/15/21	5/31/21	6/15/21	6/30/21	7/15/21	7/31/21	8/15/21	8/31/21	9/15/21	9/30/21
1. 2020 Concrete Pavement and Drainage Project	Bid		Construction																					
2. 2020 Sidewalk Project	Bid		Construction																					
3. Moller Road Storm Sewer and Pavement Phase 1	Bid						Construction																	
4. Moller Road Storm Sewer and Pavement Phase 2									Design															
5. FM 528 Extension (Design)	Design																							
6. Lift Station 30 Expansion & Hwy. 35 Gravity Mains	Bid													Construction										
7. 54" Eastside Interceptor	Bid										Construction													
8. Northwest/Northeast Basin Sewer Rehab. Project	Bid				Construction																			
9. Water Plant #6 Tank Replacement	Construction																							
10. Wayfinding Signs Project	Design														Bid				Construction					
11. Fire/EMS Station	Construction																							
12. Mustang Bayou Bank Repair	Bid																							
13. Hike and Bike Trail Phase III	Design																							
14. Water Line Improvements Phase 2	Construction																							
15. Water Line Improvements Phase 3					Design																	Bid		
16. Water Plant #4 Tank Replacement												Design												
17. 2021 Asphalt Pavement Project	Design																					Bid		
18. Lift Station 23 Expansion	Design																							
19. 2021 Wastewater Master Plan Update / Rate Study							Design																	
20. WWTP Facility Plan							Design																	
21. 2021 Concrete Pavement and Drainage Project																Design							Bid	



2020 Concrete Pavement and Drainage Project

Project Number:	1
Project Type:	Streets
Strategic Plan:	Maintain Infrastructure
Funding:	Sales Tax Fund
Assigned:	City Engineer
Project Location:	Tracy Lynn Lane (Westfield Drive to South Street), Westfield Drive (Adams Street to the asphalt transition 125 feet east of Kings Lane), and Adams Street (first 571 feet from Westfield Drive). Project location identified as a number 1 on the CIP Project Location Map.
Project Description:	This project includes the removal and replacement of concrete pavement / curbs, the installation of storm pipe, manholes, inlets, and sidewalks.
Project Justification:	This project will replace the broken and uneven pavement and upgrade the storm system to allow for proper drainage.
Current Status:	Bids were opened on August 4, 2020 and Tandem Services, LLC. was the qualified low bidder. Council awarded the bid in the amount of \$1,106,632.50 to Tandem at their meeting on October 1, 2020. This is a 120 calendar day project.
Impact on Operating Budget:	No
Estimated Useful Life of Capital Investment:	25-30 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>					
<u>CONSTRUCTION</u>	\$1,000,000	\$1,106,633	\$1,000,000	2020	
<u>OTHER</u>					
<u>TOTAL:</u>	\$1,000,000	\$1,106,633	\$1,000,000		



2020 Sidewalk Project

Project Number:	2
Project Type:	Sidewalks
Strategic Plan:	Maintain Infrastructure
Funding:	Sales Tax Fund
Assigned:	City Engineer
Project Location:	Project locations identified as number 2 on the CIP project location map. <u>Pearson Rd.</u> (east side between Johnson St. and FM 1462), <u>Durant St.</u> (west side between Adoue St. and Sealy St.), <u>Dumble Street</u> (south side between College Street and Clark Street), and <u>Clark Street</u> (west side between Dumble St. and Fairview Dr.).
Project Description:	This project is intended to provide adequate pedestrian access throughout areas of Alvin where pedestrians are frequently observed. Concrete sidewalks will be installed in compliance with Americans with Disabilities Act (ADA) requirements.
Project Justification:	To provide adequate pedestrian access, and add sidewalks as proposed in the Comprehensive Plan.
Current Status:	Bids for this project were opened on August 4, 2020 and Tandem Services, LLC. was the qualified low bidder. Council awarded the bid to Tandem in the amount of \$176,827.20 at their meeting on October 1, 2020. This is a 90 calendar day project.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	20-25 years

PROJECT COST

	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>					
<u>CONSTRUCTION</u>	\$250,000	\$176,827	\$250,000	2020	
<u>OTHER</u>					
<u>TOTAL:</u>	\$250,000	\$176,827	\$250,000		



Moller Road Storm Sewer and Pavement Improvements Phase 1

Project Number:	3
Project Type:	Streets
Strategic Plan:	Maintain Infrastructure
Funding:	Sales Tax Fund / Bond Funds
Assigned:	City Engineer
Project Location:	Moller Road near South Street. Project location identified as number 3 on the CIP project location map.
Project Description:	This project includes the design of the first of a three phase project to add a storm sewer system, concrete curb and gutter pavement, and sidewalk along Moller Road. This is the third of several drainage improvement projects that were recommended in the M-1 Ditch Watershed Study that was completed in January 2011 by Dannenbaum Engineering.
Project Justification:	To improve drainage in the M-1 Ditch Watershed by adding a storm sewer system along Moller Road.
Current Status:	Bids were opened on November 17, 2020 and Triple B Services, LLP was the qualified low bidder. Council awarded the bid in the amount of \$1,292,298.60 to Triple B at their meeting on December 17, 2020. This is a 410 calendar day project. The Pre-Construction Meeting was held on March 2, 2021 and construction is anticipated to start in April 2021.
Impact on Operating Budget:	No
Estimated Useful Life of Capital Investment:	30+ years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$250,000	\$249,932	\$250,000	2018	
<u>CONSTRUCTION</u>	\$1,803,659	\$1,292,299	\$1,800,000	2019	Bond
<u>GEO. STUDY</u>					
<u>TOTAL:</u>	\$2,053,659	\$1,542,231	\$2,050,000		



Moller Road Storm Sewer and Pavement Improvements Phase 2 (Design)

Project Number:	4
Project Type:	Streets
Strategic Plan:	Maintain Infrastructure
Funding:	Sales Tax Fund
Assigned:	City Engineer
Project Location:	Moller Road near South Street. Project location identified as number 4 on the CIP project location map.
Project Description:	This project includes the design of the second of a three phase project to add a storm sewer system, concrete curb and gutter pavement, and sidewalk along Moller Road. This is the fourth of several drainage improvement projects that were recommended in the M-1 Ditch Watershed Study that was completed in January 2011 by Dannenbaum Engineering.
Project Justification:	To improve drainage in the M-1 Ditch Watershed by adding a storm sewer system along Moller Road.
Current Status:	Council approved an Engineering Services Agreement with Dannenbaum Engineering on January 21, 2021 for the final design of the project in the amount of \$381,980. The design kickoff meeting was held on March 2, 2021. The final plans for the project are anticipated to be ready for bid in December 2021.
Impact on Operating Budget:	No
Estimated Useful Life of Capital Investment:	30+ years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$250,000	\$381,980	\$250,000	2020	Bond
<u>CONSTRUCTION</u>	\$3,550,000		\$3,550,000	2020	Bond
<u>GEO. STUDY</u>					
<u>TOTAL:</u>	\$3,800,000	\$381,980	\$3,800,000		



FM 528 Extension (Design)

Project Number:	5
Project Type:	Streets
Strategic Plan:	Maintain Infrastructure
Funding:	Sales Tax Fund
Assigned:	City Engineer
Project Location:	Extension of FM 528 from Gordon Street to Highway 6. Project location identified as number 5 on the CIP project location map.
Project Description:	This project involves the construction of the extension of FM 528 from Gordon Street to Highway 6 along right-of-way that has been acquired in the last ten plus years.
Project Justification:	Completion of this project will help to relieve traffic congestion at the Gordon Street and Highway 6 intersection, as well as, provide a secondary evacuation route over the railroad tracks in the event that the railroad underpass along Highway 6 floods.
Current Status:	The Texas Department of Transportation submitted this project in HGAC's "Call for Projects" on October 31, 2018 in an attempt to obtain federal funding for construction through the TIP. This project was not selected for federal funding through the TIP. HDR was notified by TXDOT in June 2019 that they would not be able to advance funding for this project at this time. TXDOT has the project budgeted to start construction in 2024. Council approved an Advance Funding Agreement with TXDOT for their review of the plans for the project on 7/16/2020. HDR submitted the plans to TXDOT for review on 9/30/2020.
Impact on Operating Budget:	No
Estimated Useful Life of Capital Investment:	30-35 years

PROJECT COST

	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$1,000,000	\$1,186,353.11	\$1,000,000	2018	
<u>CONSTRUCTION</u>	\$15,100,000				
<u>OTHER</u>					
<u>TOTAL:</u>	\$16,100,000	\$1,186,353.11	\$1,000,000		



Lift Station 30 Expansion & HWY 35 Bypass Gravity Mains

Project Number:	6
Project Type:	Sewer
Strategic Plan:	2015 Utility Master Plan - Wastewater CIP Projects - 2020
Funding:	2018 Water and Sewer Bond Funds
Assigned:	City Engineer
Project Location:	Lift Station 30 Expansion and HWY 35 Bypass gravity mains. Project location identified as number 6 on the CIP project location map.
Project Description:	This project includes the expansion of lift station 30 from a firm capacity of 4.61 MGD to a firm pumping capacity of 11.5 MGD. This project includes a new 24 inch force main, and the upsizing of the gravity lines to 36 inches immediately upstream and downstream of lift station 30.
Project Justification:	Identified in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by the City Council on March 3, 2016.
Current Status:	On April 15, 2021 Council awarded a bid to TLC Construction Contract Services for the construction of this 330 calendar day project. Construction scheduled to start in May 2021.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	20-25 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$1,495,900	\$760,515	\$679,865	2018	Bonds
<u>CONSTRUCTION</u>	\$10,064,900	\$8,833,433	\$10,064,900	2019/2020	Bonds
<u>OTHER</u>					
<u>TOTAL:</u>	\$11,560,800	\$9,593,948	\$10,744,765		



54" Eastside Interceptor

Project Number:	7
Project Type:	Sewer
Strategic Plan:	2015 Utility Master Plan - Wastewater CIP Projects - 2020
Funding:	2018/2019/2020 Water and Sewer Bond Funds
Assigned:	City Engineer
Project Location:	Replacement 54" Eastside Interceptor. Project location identified as number 7 on the CIP project location map.
Project Description:	This project includes the construction of a 54 inch wastewater line from the 35 Bypass to the WWTP. The model showed the existing 27 inch and 33 inch wastewater lines do not have enough capacity to convey existing peak flows to the plant.
Project Justification:	Identified in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by the City Council on March 3, 2016.
Current Status:	Bids were opened on November 17, 2020 and Harper Brothers Construction, LLC was the qualified low bidder. Council awarded the bid in the amount of \$16,044,022 to Harper Brothers at their meeting on December 17, 2020. This is a 540 calendar day project. The Pre-Construction Meeting was held on March 24, 2021 and construction started April 26, 2021.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	20-25 years

PROJECT COST

	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$2,165,300	\$2,076,000	\$2,076,000	2018	Bond
<u>CONSTRUCTION</u>	\$16,399,450	\$16,044,022	\$16,047,130	2019/2020	Bond
<u>OTHER</u>	\$89,865	\$89,865		2019	Bond
<u>TOTAL:</u>	\$18,654,615	\$18,209,887	\$18,123,130		



Northwest and Northeast Sanitary Sewer Basin Rehabilitation Project

Project Number:	8
Project Type:	Sewer
Strategic Plan:	2015 Utility Master Plan - Wastewater CIP Projects - 2020
Funding:	2018 Water and Sewer Bond Funds
Assigned:	City Engineer / Public Services Director
Project Location:	Northwest and Northeast Sanitary Sewer Basins in the northern portion of the City.
Project Description:	Utilities Master Plan recommended that a Sanitary Sewer Evaluation Survey be conducted throughout the Northeast and Northwest Basins to identify sources of Inflow and Infiltration. Once sources of I/I are found, the City should address them as required to reduce excess water from entering the wastewater system.
Project Justification:	Identified in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by the City Council on March 3, 2016.
Current Status:	City Council awarded a bid to Mitchell Contracting, Inc. on September 17, 2020 in the amount of \$540,265. This is a 122 calendar day project. The Notice to Proceed was issued on November 30, 2020.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	20-25 years

PROJECT COST

	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$95,300	\$95,200	\$95,300	2018	
<u>CONSTRUCTION</u>	\$855,700	\$540,265	\$850,000	2020	
<u>OTHER</u>					
<u>TOTAL:</u>	\$951,000	\$635,465	\$945,300		



Water Plant #6 Tank Replacement

Project Number:	9
Project Type:	Water
Strategic Plan:	2015 Utility Master Plan - Water CIP Projects - 2020
Funding:	2018 Water and Sewer Bond Funds
Assigned:	City Engineer
Project Location:	Water Plant No. 6 Ground Storage Tank Replacement identified as project number 9 on the CIP project location map.
Project Description:	Decommission three existing 0.43 MG ground storage tanks and add new 1.5 MG ground storage tank at Water Plant No. 6
Project Justification:	Identified in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by the City Council on March 3, 2016.
Current Status:	The contract with T & C Construction, Ltd. was terminated on November 9, 2020 due to their inability to complete the project. The tank was placed online in December 2020 and the remaining site work will be bid in June 2021.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	20-25 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$526,500	\$319,400	\$319,400	2018	Bond
<u>CONSTRUCTION</u>	\$2,632,500	\$2,446,526	\$2,446,526	2018	Bond
<u>OTHER</u>					
<u>TOTAL:</u>	\$3,159,000	\$2,765,926	\$2,765,926		



Wayfinding Signs Project

Project Number:	10
Project Type:	Wayfinding
Strategic Plan:	Planning for directional movement in the City to key locations.
Funding:	General Fund
Assigned:	Economic Development Coordinator
Project Location:	Corporate City Limits
Project Description:	To develop a wayfinding signage system that will create a uniqueness about Alvin while also improving the economic vitality of lesser known parts of the City that tourists and visitors may not be aware of.
Project Justification:	By implementing wayfinding signage, visitors will be easily directed to key locations creating a more positive experience and it will encourage others to see what the City of Alvin has to offer beyond the visible elements on the main roadways.
Current Status:	Ongoing (04/12/21): Reviewed the wayfinding master plan with Brett Cole from the City's Engineering Department and determined that some signs would have to be moved due to conflicts with existing signage and right-of-way. Sent the proposed alignment changes to National Sign Plazas (NSP) and awaiting the updated manual. Submitted request for a cost proposal from NSP to develop engineered plans that would be used to solicit bids for manufacturing and installation of signage. Once the cost proposal and updated wayfinding master plan have been received, they will be reviewed with the Engineering Department and if approved, will then solicit bid proposals for manufacturing and installation.
Impact on Operating Budget:	No
Estimated Useful Life of Capital Investment:	N/A

PROJECT COST

	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$50,000	\$49,500	\$49,500	2019	
<u>CONSTRUCTION</u>	\$180,500	\$180,500	\$105,500	2020	
<u>OTHER</u>					
<u>TOTAL:</u>	\$230,500	\$230,000	\$155,000		



Fire/EMS Station

Project Number:	11
Project Type:	Facilities
Strategic Plan:	Planning for the replacement of aged facilities.
Funding:	General Projects Fund and Certificates of Obligations.
Assigned:	Rex W. Klesel
Project Location:	City owned 4.38 Acres at the corner of Bellaire Boulevard and South Street. Identified as project number 11 on the CIP project location map.
Project Description:	This project is to design and construct a new Fire and Emergency Medical Services (EMS) Station on the 4.36 acre property at the corner of Bellaire Boulevard and South Street that was purchased in December 2017.
Project Justification:	Compelling reasons to construct a new station include, but are not limited to expanding service coverage to the south and east quarters of the Fire Department response territory. Also, the two existing stations lack sufficient windstorm ratings and have inadequate sleeping quarters for staff.
Current Status:	Installation of remaining ceiling grid, tile, landscaping, and MEP work is ongoing. Lighting and MEP have been turned on and testing and installation is ongoing. Carpet installation change to 2X2 carpet tiles in training room is happening, awaiting a delivery date for carpet tiles. Awaiting delivery of door hardware and ceiling grid/tile for apparatus bays, all items should be complete by end of the month.
Impact on Operating Budget:	Once the construction of the facility is complete, there will be utility operational and maintenance costs associated with the new facility.
Estimated Useful Life of Capital Investment:	50+ Years

PROJECT COST

	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$1,754,743	\$1,754,743	\$1,210,743	2018	
<u>CONSTRUCTION</u>	\$14,300,000	\$11,673,900	\$14,170,600	2019	Bond
<u>OTHER</u>	\$310,000	\$310,000		2018	
<u>TOTAL:</u>	\$16,364,743	\$13,738,643	\$15,381,343		



Mustang Bayou Bank Repair

Project Number:	12
Project Type:	Park / Drainage
Strategic Plan:	Maintain Infrastructure
Funding:	General Fund
Assigned:	City Engineer / Parks Director / City Attorney
Project Location:	Two areas along the bank of Mustang Bayou that washed out during Hurricane Harvey. Project location identified as number 12 on the CIP project location map.
Project Description:	This project includes the design and repair of two locations along Mustang Bayou where the bayou side slope failed due to flood waters from Hurricane Harvey.
Project Justification:	This project is needed to restore the portion of the Hike and Bike Trail that was destroyed due to the side slope failure and to restore the bayou.
Current Status:	Bids were opened on November 10, 2020 and due to only receiving two bids that were extremely high Staff is consulting with FEMA to see if the estimates that they gave for the project costs can be adjusted based on the bids that were received.
Impact on Operating Budget:	No
Estimated Useful Life of Capital Investment:	20 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$156,408	\$156,408	\$156,408	2018	
<u>CONSTRUCTION</u>	\$302,126				
<u>OTHER</u>					
<u>TOTAL:</u>	\$458,534	\$156,408	\$156,408		



Hike and Bike Trail Phase III Design

Project Number:	13
Project Type:	Parks
Strategic Plan:	Extending the existing hike and bike trail as a key addition to the Alvin trail system for non-motorized transportation
Funding:	General Fund
Assigned:	Parks and Recreation Director
Project Location:	Identified on the CIP project location map as project number 13 . South Street to Mustang Road within the Corporate City Limits.
Project Description:	Design third phase of the existing Hike and Bike Trail adding approximately 1.6 miles of trail to the existing 1.7 miles.
Project Justification:	Provide non-motorized transportation from downtown Alvin to Alvin Community College.
Current Status:	Awaiting final design proposal from Kimley/Horn.
Impact on Operating Budget:	Yes
Estimated Useful Life of Capital Investment:	20+ years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$100,000	\$150,000	\$150,000	2020/2021	
<u>CONSTRUCTION</u>	\$2,756,000				
<u>OTHER</u>					
<u>TOTAL:</u>	\$2,856,000	\$150,000	\$150,000		



Water Line Improvements Phase 2

Project Number:	14
Project Type:	Water
Strategic Plan:	2015 Utility Master Plan - Water CIP Projects - 2020
Funding:	2019 Water and Sewer Bond Funds
Assigned:	City Engineer
Project Location:	General project location identified as project 14 on the CIP project location map.
Project Description:	New 10-inch, 8-inch, and 6-inch water lines to connect and replace existing small water lines in the area bounded by State Highway 6, State Highway 35 Bypass, Sealy Street, and Second Street.
Project Justification:	Identified in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by the City Council on March 3, 2016.
Current Status:	Bids for this project were opened on June 30, 2020 and there were ten bidders. City Council approved a bid award for this project to DL Elliot Enterprises, Inc. on July 16, 2020. Construction of this 210 day project started on October 5, 2020 and is nearing completion.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	20-25 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$422,000	\$396,250	\$422,000	2019	Bond
<u>CONSTRUCTION</u>	\$2,109,900	\$1,367,343	\$2,109,900	2019	Bond
<u>OTHER</u>					
<u>TOTAL:</u>	\$2,531,900	\$1,763,593	\$2,531,900		



Water Line Improvements Phase 3

Project Number:	15
Project Type:	Water
Strategic Plan:	2015 Utility Master Plan - Water CIP Projects - 2020
Funding:	2020 Water and Sewer Bond Funds
Assigned:	City Engineer
Project Location:	General project location identified as project 15 on the CIP project location map.
Project Description:	New 8-inch and 6-inch water lines to connect and replace existing small diameter water lines in the area bounded by House Street, Bayou Drive, South Street, and Gordon Street. In addition replacement of waterline along Foley Street and within an easement from Legion Street to Adoue Street.
Project Justification:	Identified in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by the City Council on March 3, 2016.
Current Status:	Council approved a contract with LJA Engineering for final engineering design services at their meeting on December 3, 2020. Design started in December 2020 and it is anticipated that the design will be complete and the project will be ready to bid in August 2021.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	20-25 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$549,900	\$549,900	\$549,900	2020	Bond
<u>CONSTRUCTION</u>	\$2,728,092		\$2,728,092	2020	Bond
<u>OTHER</u>					
<u>TOTAL:</u>	\$3,277,992	\$549,900	\$3,277,992		



Water Plant #4 Tank Replacement

Project Number:	16
Project Type:	Water
Strategic Plan:	2015 Utility Master Plan - Water CIP Projects - 2020
Funding:	2021 Water and Sewer Bonds / Impact Fees
Assigned:	City Engineer
Project Location:	Water Plant No. 4 Ground Storage Tank Replacement identified as project number 16 on the CIP project location map.
Project Description:	Decommission the existing 0.21 and 0.43 Million Gallon (MG) steel ground storage tanks and add a new 1.0 MG concrete ground storage tank at Water Plant #4.
Project Justification:	Identified in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by the City Council on March 3, 2016.
Current Status:	On March 18, 2021 the City Council approved an agreement with LJA Engineering to provide the final engineering design services for the project. Design work began March 22, 2021 and it is anticipated that the final plans will be available and ready to bid in November 2021.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	20-25 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$351,000	\$378,500	\$351,000	2021	Impact Fees
<u>CONSTRUCTION</u>	\$2,100,500		\$2,100,500	2021	Bond
<u>OTHER</u>					
<u>TOTAL:</u>	\$2,451,500	\$378,500	\$2,451,500		



2021 Asphalt Pavement Project (Contractor)

Project Number:	17
Project Type:	Streets
Strategic Plan:	Maintain Infrastructure
Funding:	Sales Tax Fund
Assigned:	City Engineer
Project Location:	Windsor Square, Oxford Road, Hurstgreen Lane, and Coventry Lane. Identified as number 17 on the CIP Project Location Map.
Project Description:	This project involves the rehabilitation of various asphalt streets within the City of Alvin. The project includes the reclamation, stabilization, and overlay of asphalt streets. The project locations will be determined based on recommendations from the 2014 Asphalt Pavement Assessment by JET Consulting.
Project Justification:	To improve existing infrastructure.
Current Status:	In December 2020 Staff received the final geotechnical report and the topographic survey for the project. On April 15, 2021 City Council approved a contract with Daniel Scott Engineering, LLC to do the final design for the project. The design kickoff meeting was held on April 20, 2021 and a final bid package will be complete in August 2021.
Impact on Operating Budget:	No
Estimated Useful Life of Capital Investment:	10-15 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>		\$98,000		2021	
<u>CONSTRUCTION</u>	\$1,300,000		\$1,000,000	2021/2022	
<u>OTHER</u>		\$35,000		2020	Geo./Topo.
<u>TOTAL:</u>	\$1,300,000	\$133,000	\$1,000,000		



Lift Station 23 Expansion Project (design)

Project Number:	18
Project Type:	Sewer
Strategic Plan:	2015 Utility Master Plan
Funding:	2015 Certificates of Obligation Bond Funds
Assigned:	City Engineer
Project Location:	Lift Station 23 Expansion. Project location identified as number 18 on the CIP project location map.
Project Description:	This project includes the expansion of lift station 23 from a firm capacity of 2.02 MGD to a firm pumping capacity of 9.0 MGD and elimination of lift stations 15 and 16. This project includes 7,000 feet of new 24 inch force main along Bypass 35, and the upsizing 14,720 feet of the gravity mains along Steele Rd., N. Gordon, Rice St., and Ave. E 1/2 ranging in size from 15-inch to 30-inch.
Project Justification:	Identified in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by the City Council on March 3, 2016.
Current Status:	Staff is currently working with LJA to identify easements that will be required for the project.
Impact to Operating Budget:	Yes
Estimated Useful Life of Capital Investment:	20-25 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$1,389,800	\$1,389,800	\$1,700,000	2015	Bonds
<u>CONSTRUCTION</u>	\$12,600,000			2021/2022	Bonds
<u>OTHER</u>	\$150,000				Easements
<u>TOTAL:</u>	\$14,139,800	\$1,389,800	\$1,700,000		



2021 Wastewater Master Plan Update / Utility Rate Study

Project Number:	19
Project Type:	Utility
Strategic Plan:	Maintain Infrastructure / Planning for the Future
Funding:	Utility Project Fund
Assigned:	City Engineer / Public Services Director
Project Location:	All areas of the City and ETJ that the Wastewater System serves.
Project Description:	This project will provide an update to the wastewater portion of the City's Utility Master Plan that was done in 2015, provide an evaluation of the City's West-Central/Central Sanitary Sewer Basins, and provide a Water and Wastewater Rate Study (the last one was done in 2016).
Project Justification:	This project is needed in order to evaluate the City's Wastewater System now that projects that were recommended in the 2015 Utility Master Plan are in process or complete.
Current Status:	Council approved a contract with Freese and Nichols for engineering design services at their meeting on January 7, 2021. It is anticipated that design will be complete in 18 months. The kickoff meeting for the project was held on February 3, 2021.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	5-10 years

PROJECT COST

	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$380,000	\$380,000	\$380,000	2021	
<u>CONSTRUCTION</u>					
<u>OTHER</u>					
<u>TOTAL:</u>	\$380,000	\$380,000	\$380,000		



2021 Wastewater Treatment Plant Facility Plan

Project Number:	20
Project Type:	Sewer
Strategic Plan:	Maintain Infrastructure / Planning for the Future
Funding:	Utility Project Fund
Assigned:	City Engineer / Public Services Director
Project Location:	City's Wastewater Treatment Plant. Identified as number 20 on the CIP Project Location Map.
Project Description:	This project will provide an evaluation of the City's Wastewater Treatment Plant and develop a facility plan that will identify improvements that will be required at the plant in the 5-year, 10-year, and 20-year planning periods.
Project Justification:	This project is needed in order to evaluate the City's only wastewater treatment plant now that the two optimization projects (2008 and 2018) are complete.
Current Status:	Council approved a contract with Freese and Nichols for engineering design services at their meeting on January 7, 2021. This evaluation will use wastewater flow projections from the Wastewater Master Plan Update, therefore this plan is time dependent on that plan. The project kickoff meeting was held on February 3, 2021 and the onsite assessment of the WWTP was conducted on March 3, 2021. Preliminary results of the onsite assessment were presented to Staff on April 21, 2021.
Impact to Operating Budget:	No
Estimated Useful Life of Capital Investment:	10-15 years

PROJECT COST

	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>	\$59,914	\$59,914	\$59,914	2021	
<u>CONSTRUCTION</u>					
<u>OTHER</u>					
<u>TOTAL:</u>	\$59,914	\$59,914	\$59,914		



2021 Concrete Pavement and Drainage Project

Project Number:	21
Project Type:	Streets
Strategic Plan:	Maintain Infrastructure
Funding:	Sales Tax Fund
Assigned:	City Engineer
Project Location:	Westfield Drive (Adams Street to Rowan Burton), Perry Lane (Adams Street to Rowan Burton), and Adams Street (portion that runs east-west to Rowan Burton). Project location identified as a number 21 on the CIP Project Location Map.
Project Description:	This project includes the removal and replacement of concrete pavement / curbs, the installation of storm pipe, manholes, inlets, and sidewalks.
Project Justification:	This project will replace the broken and uneven pavement and upgrade the storm system to allow for proper drainage.
Current Status:	It is anticipated that design of this project will start in May 2021.
Impact on Operating Budget:	No
Estimated Useful Life of Capital Investment:	25-30 years

PROJECT COST					
	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>FUNDS BUDGETED</u>	<u>FISCAL YEAR</u>	
<u>DESIGN</u>					
<u>CONSTRUCTION</u>	\$1,000,000		\$1,000,000	2021	
<u>OTHER</u>					
<u>TOTAL:</u>	\$1,000,000	\$0	\$1,000,000		



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Engineering

Contact: Michelle Segovia, City Engineer

Agenda Item: Consider the adoption of the City of Alvin 2022-2026 Capital Improvement Program.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☒Other

Summary: The City of Alvin 2022-2026 Capital Improvement Program (CIP) includes anticipated drainage, street, water, wastewater, parks, and facilities projects planned for the next five years. Each year staff will review/adjust the plan as necessary and present to the Planning Commission, Parks & Recreation Board and City Council as required by the City Charter prior to the start of the budget process for the upcoming fiscal year. Once the CIP is approved each year then the City Council and staff will work to fund the projects through the budget for the upcoming fiscal year. Approval of the CIP does not guarantee that funds will be available in the respective fiscal years for implementation of the projects.

There were no new projects added to this CIP since Council adopted it on May 7, 2020.

The City Planning Commission unanimously approved the 2022-2026 CIP at their meeting on March 16, 2021.

Staff recommends approval.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☐

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- [CLICK HERE](#) to view the City of Alvin 2022-2026 Capital Improvement Program

Recommendation: Move to approve the adoption of the City of Alvin 2022-2026 Capital Improvement Program.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☐

Reviewed by Chief Financial Officer, if applicable ☒

Reviewed by City Manager ☐



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Parks and Recreation

Contact: Dan Kelinske, Director

Agenda Item: Consider Addendum No. 3 for a final one (1) year renewal Agreement with LTS Lawncare as the City's manicured mowing services provider of select parkland, City owned property and State Right of Way around Gordon Street Bridge in an amount not to exceed \$31,515.00; and authorize the City Manager to sign the Agreement upon legal review.

Type of Item: ☐Ordinance ☐Resolution ☒Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: This is the second of two different manicured mowing agreements with LTS Lawncare. This scope of service has supplemented the lawn maintenance efforts of City staff for over six years and continues to provide a cost- effective solution.

The agreement was originally approved in the amount of \$33,075.00 with LTS Lawncare by City Council on May 3, 2018, utilizing the public bid process, Bid #B-18-06. The following locations would continue under this agreement: Hike and Bike Trail (Adoue Street to South Street), Hugh Adams Park, Marina Park, Morgan Park, Pearson Park and Talmadge Park, two lots located at 3403 Hummingbird and 1409 Talmadge and the areas around Gordon Street Bridge.

Manicured Mowing Bid# B-18-06 opened on April 17, 2018 and advertised on April 1, 2018 and April 8, 2018. The first year of service under this agreement began October 1, 2018 thru September 30, 2019, in the amount of \$33,075.00. The second addendum was approved on April 16, 2020. This third addendum is the final one (1) year renewals allowed per the agreement, having an effective date October 1, 2021 thru September 30, 2022.

Staff is recommending this third and final one (1) year renewal of the current manicured mowing agreement in the amount of \$31,515.00 with LTS Lawncare as their performance continues to provide a good value to the City of Alvin.

Funding Expected: Revenue ☐ Expenditure ☒ N/A ☐ **Budgeted Item:** Yes ☒ No ☐ N/A ☐

Funding Account: 111-7001-00-3270 **Amount:** \$31,515.00 **1295 Form Required?** Yes ☒ No ☐

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- Addendum No. 3 - FY22
- Addendum No. 2 - FY21
- Addendum No. 1 – FY20
- Agreement with pricing - FY19

- Exhibit A - LTS Renewal Letter

Recommendation: Move to approve Addendum No. 3 for a final one (1) year renewal Agreement with LTS Lawncare as the City's manicured mowing services provider of select parkland, City owned property and State Right of Way around Gordon Street Bridge in an amount not to exceed \$31,515.00; and authorize the City Manager to sign the Agreement upon legal review.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☐

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☐

ADDENDUM NO. 3
TO THE
CITY OF ALVIN
LANDSCAPE MAINTENANCE
SERVICES AGREEMENT

THIS Addendum No. 3 to the City of Alvin Landscape Maintenance Services Agreement (“Addendum No. 3”) is made on this the _____ day of _____ 2021, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the “City”), and LTS Lawncare (“LTS”).

WHEREAS, on May 3, 2018, the City approved and entered into a Landscape Maintenance Services Agreement with LTS Lawncare for lawn services of selected City parks (the “Agreement”); and

WHEREAS, the Agreement provided for a term ending on September 30, 2019; and

WHEREAS, the City and LTS Lawncare entered into Addendum No. 1 on or about May 2, 2019, agreeing to extend the term of the Agreement for an additional year ending September 30, 2020; and

WHEREAS, the City and LTS Lawncare entered into Addendum No. 2 on or about April 16, 2020, agreeing to extend the term of the Agreement for an additional year ending September 30, 2021; and

WHEREAS, Section III of the Agreement states that upon mutual consent of the parties and approval of the governing body, this Agreement may be renewed for one (1) year additional terms, for a total of four (4) years, and each renewal term shall be attached to the Agreement as an Addendum (See LTS Lawncare’s letter attached as Exhibit “A”); and

WHEREAS, the City and LTS Lawncare desire to extend the term of the Agreement for an additional and final year ending September 30, 2022.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and LTS Lawncare hereby agree as follows:

I.

The original Agreement entered into between the City and LTS Lawncare is extended for an additional and final year, ending September 30, 2022.

This renewal term is subject to all the provisions contained within the original Agreement, including the provisions in Section 2.02 unless terminated earlier in accordance with the terms of the original Agreement.

II.

Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect. To the extent of a conflict or inconsistency between or among the provisions of the Agreement and Addendum No. 3, the provisions of Addendum No. 3 shall control. Addendum No. 3 may only be amended, modified or supplemented by written agreement and signed by all parties.

IN WITNESS WHEREOF, the parties have made and executed Addendum No. 3 to the Landscape Maintenance Lawn Services Agreement in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

LTS LAWN CARE

CITY OF ALVIN, TEXAS

By: _____
Larry Dietrich, President

By: _____
Junru Roland, City Manager

ATTEST/SEAL

ATTEST/SEAL

By: _____
Name:
Title:

By: _____
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

By: _____
Suzanne L. Hanneman
City Attorney



LTS Lawncare

P.O. BOX 314

Alvin, Texas 77512

281.433.2590

l.dietrich1313@gmail.com

DATE: 3/3/2021

DAN KELINSKE

City of Alvin

Dept. of Parks and Recreation

This Letter of Intent is to notify you of my intent to continue the current contract #B-18-06. between LTS Lawncare and the City of Alvin, Fiscal Year, October 1, 2021 thru September 30, 2022.

The pricing will not change from current Contract.

I hope that our service meets and exceeds your expectations.

Thank You,

Larry Dietrich

ADDENDUM NO. 2
TO THE
CITY OF ALVIN
LANDSCAPE MAINTENANCE
SERVICES AGREEMENT

THIS Addendum No. 2 to the City of Alvin Landscape Maintenance Services Agreement ("Addendum No. 2") is made on this the 16th day of April 2020, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the "City"), and LTS Lawncare ("LTS").

WHEREAS, on May 3, 2018, the City approved and entered into a Landscape Maintenance Services Agreement with LTS Lawncare for lawn services of selected City parks (the "Agreement"); and

WHEREAS, the Agreement provided for a term ending on September 30, 2019; and

WHEREAS, the City and LTS Lawncare entered into Addendum No. 1 on or about May 2, 2019, agreeing to extend the term of the Agreement for an additional year ending September 30, 2020; and

WHEREAS, Section III of the Agreement states that upon mutual consent of the parties and approval of the governing body, this Agreement may be renewed for one (1) year additional terms, for a total of four (4) years, and each renewal term shall be attached to the Agreement as an Addendum (See LTS Lawncare's letter attached as Exhibit "A"); and

WHEREAS, the City and LTS Lawncare desire to extend the term of the Agreement for an additional year ending September 30, 2021.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and LTS Lawncare hereby agree as follows:

I.

The original Agreement entered into between the City and LTS Lawncare is extended for an additional year, ending September 30, 2021.

This renewal term is subject to all the provisions contained within the original Agreement, including the provisions in Section 2.02 unless terminated earlier in accordance with the terms of the original Agreement.

II.

Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect. To the extent of a conflict or inconsistency between or among the

provisions of the Agreement and Addendum No. 2, the provisions of Addendum No. 2 shall control. Addendum No. 2 may only be amended, modified or supplemented by written agreement and signed by all parties.

IN WITNESS WHEREOF, the parties have made and executed Addendum No. 2 to the Landscape Maintenance Lawn Services Agreement in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

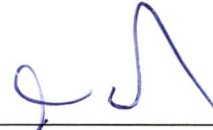
LTS LAWNCARE

By: 
Larry Dietrich, President

ATTEST/SEAL

By: 
Name: KAREN DIETRICH
Title: VICE PRESIDENT

CITY OF ALVIN, TEXAS

By: 
Junna Roland, City Manager

ATTEST/SEAL

By: 
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

By: 
Suzanne L. Hanneman
City Attorney

ADDENDUM NO. 1
TO THE
CITY OF ALVIN
LANDSCAPE MAINTENANCE
SERVICES AGREEMENT

THIS Addendum No. 1 to the City of Alvin Landscape Maintenance Services Agreement ("Addendum No. 1") is made on this the 2nd day of May 2019, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the "City"), and LTS Lawncare ("LTS").

WHEREAS, on May 3, 2018, the City approved and entered into a Landscape Maintenance Services Agreement with LTS Lawncare for lawn services of selected City parks (the "Agreement"); and

WHEREAS, the Agreement provided for a term ending on September 30, 2019; and

WHEREAS, Section III of the Agreement states that upon mutual consent of the parties and approval of the governing body, this Agreement may be renewed for one (1) year additional terms, for a total of four (4) years, and each renewal term shall be attached to the Agreement as an Addendum (See LTS Lawncare's letter attached as Exhibit "A"); and

WHEREAS, the City and LTS Lawncare desire to extend the term of the Agreement for an additional year ending September 30, 2020.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and LTS Lawncare hereby agree as follows:

I.

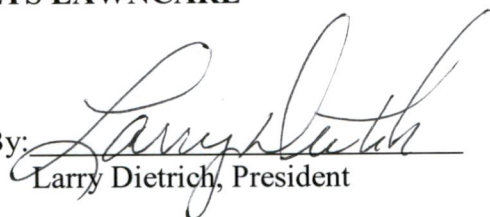
This renewal term is subject to all the provisions contained within the original Agreement, including the provisions in Section 2.02 unless terminated earlier in accordance with the terms of the original Agreement.

II.

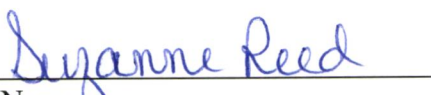
Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect. To the extent of a conflict or inconsistency between or among the provisions of the Agreement and Addendum No. 1, the provisions of Addendum No. 1 shall control. Addendum No. 1 may only be amended, modified or supplemented by written agreement and signed by all parties.

IN WITNESS WHEREOF, the parties have made and executed Addendum No. 1 to the Landscape Maintenance Lawn Services Agreement in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

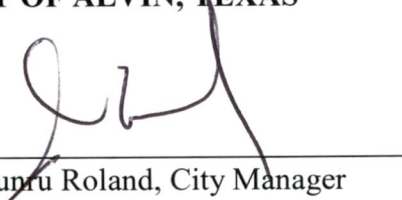
LTS LAWN CARE

By: 
Larry Dietrich, President

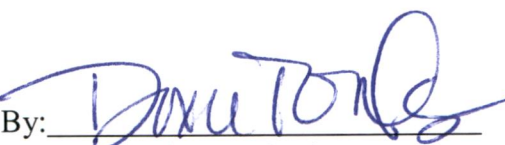
ATTEST/SEAL

By: 
Name:
Title:

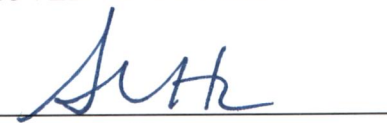
CITY OF ALVIN, TEXAS

By: 
Junru Roland, City Manager

ATTEST/SEAL

By: 
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

By: 
Suzanne L. Hanneman
City Attorney

AGREEMENT FOR MANICURED MOWING SERVICES

THE STATE OF TEXAS §

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BRAZORIA §

THIS AGREEMENT FOR MANICURED MOWING SERVICES (the "Agreement") is made and entered into on this 3rd day of May, 2018, by and between the CITY OF ALVIN, TEXAS (the "City"), a municipal corporation of the State of Texas, situated in Brazoria County, Texas, and LTS LAWN CARE (the "Contractor").

WITNESSETH:

WHEREAS, on or about April 1, 2018, and April 8, 2018, the City advertised for bids for manicured mowing services for select City parkland and other City owned property and State Right of Way for Fiscal Year 2018-2019; and

WHEREAS, the Contractor submitted the lowest bid or the bid that will provide the best value for the City; and

WHEREAS, on or about May 3, 2018, the City Council awarded a Manicured Mowing Services bid to the Contractor; and

WHEREAS, this Agreement defines the rights and obligations of the parties.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein the City and the Contractor hereby agree as follows:

I.

SCOPE OF SERVICES

The Contractor shall perform services necessary to provide a well-maintained and groomed area in those locations identified in the bid entitled City of Alvin, Texas Manicured Mowing Services, attached hereto as Exhibit "A" and incorporated herein by reference (the "Bid"). Such services shall include, but not be limited to, the services specified in the Bid and shall be performed according to the schedule set forth in Exhibit "A." Notwithstanding the foregoing, the City reserves the right to delete locations from the scope of services at any time during this Agreement and reduce the payment to the Contractor in the amount of the per trip price for such location(s), multiplied by the number of trips remaining in the fiscal year. During the term of this Agreement, the City may issue a change order and add or delete to the mowing locations.

Contractor shall use professionally accepted mowers as determined by location. All curb lines, edges, etc., shall be edged with every mowing. Weed-eating shall be done around all buildings, trees, shrubs, posts, tire stops, etc., with every mowing. Contractor shall take all necessary precautions to minimize and avoid damage to trees, glass windows, doors, vehicles, etc. The contractor shall be held accountable for any damages.

II.

COMPENSATION

2.01 – Payment Terms.

Subject to the terms of this Agreement and in consideration for the services to be performed hereunder, the City agrees to pay and the Contractor agrees to accept during the term hereof the amount of Thirty-Three Thousand Seventy-Five and No/100 (\$33,075.00) Dollars for manicured mowing services required hereunder for the fiscal year 2018-2019.

In each fiscal year hereafter in which this Agreement is funded by the City Council, the annual amount of Thirty-Three Thousand Seventy-Five and No/100 (\$33,075.00) Dollars, may be renewed by mutual agreement between Contractor and the City at the same rate. If the City requests more than the stated number of mowing and trimming cycles at the locations listed in Exhibit "A," the City shall pay the per trip charges shown in Exhibit "A," attached hereto and incorporated herein by reference.

To receive payment the Contractor shall submit monthly invoices to the City on or before the tenth (10th) day of each month for the services rendered in the preceding month, specifying the services rendered, dates of service, and the amount(s) owed pursuant to this Agreement.

Payments shall be made in equal monthly installments or for exact moneys on or about thirty (30) days after receipt and approval of the invoice(s). The City shall be entitled to any reimbursement from the Contractor for overpayments due to election of equal monthly installments based upon time of contract termination.

2.02 – Allocated Funds.

- (a) The City's duties to pay money to the Contractor for any purposes under this Agreement are limited in their entirety by the provisions of this Section 2.02.
- (b) The Contractor recognizes and understands that the City has appropriated and allocated the sum of Thirty-Three Thousand Seventy-Five and No/100 (\$33,075.00) Dollars, to be used to discharge its duties to pay money under this

Agreement (the "Original Allocation") during the fiscal year 2018-2019. The parties recognize that the executive and legislative officers of the City, in the exercise of their sound discretion, may allocate supplemental sums of money for the purpose of this Agreement for succeeding fiscal years. Because the City's officers are not obligated to make any such supplemental allocations, the parties have agreed to certain procedures and remedies to be followed with respect thereto.

- (c) A supplemental allocation will only be deemed to be made when the City sends a written notice to the Contractor indicating that supplemental sums have been allocated for the purpose of this Agreement.
- (d) The aggregate of the Original Allocation and all supplemental allocations effected by notice to the Contractor, if any, shall be the Allocated Funds. The City shall never be obligated to pay any money by, through or under this Agreement in an aggregate amount which exceeds the Allocated Funds.
- (e) Suspension of performance and receipt of payment of sums owed by the City for services rendered shall be the Contractor's exclusive remedies in the event that the City fails or refuses to make supplemental allocations. No such failure or refusal shall constitute a default or breach of this Agreement by the City, and the Contractor waives any claim (other than its claim for payment of sums owed for services rendered) it may have now or in the future for financial losses or other damages which may be occasioned by any such failure or refusal.

III.

TERM AND RENEWAL OPTION

This Agreement shall commence on **October 1, 2018** and shall end on **September 30, 2019**. However, upon mutual consent of the parties and approval of the governing body, this Agreement may be extended for three (3) one (1) year extensions, for a total of four (4) consecutive years. Each extension must be evidenced in writing and approved by the appropriate authorities of each party. Such renewal shall be for the same compensation provided in Section 2.02 of this Agreement, unless terminated earlier in accordance with the terms of this Agreement.

IV.

TERMINATION

4.01 – With Cause.

The City may terminate this Agreement upon default of the Contractor. A default shall be deemed to have occurred if the Contractor fails to perform or observe any of the terms or conditions

of this Agreement required to be performed or observed by it. Should such a default occur, the City shall have the right to terminate the Contractor's duties under this Agreement as of the (10th) day following the receipt of a written notice to the Contractor from the City describing such default and intended termination, provided that:

- (i) such termination shall be ineffective if within the ten (10) day period the Contractor cures the default; and
- (ii) such termination may be stayed, at the sole option of the City pending cure of the default if action to cure begins during the ten (10) day period and is successfully complete within a reasonable time thereafter.

4.02 – Without Cause.

This Agreement may be terminated by the City without cause upon thirty (30) days advance written notice to the Contractor.

V. **INSURANCE**

5.01 – Coverage and Amounts.

The Contractor shall provide and maintain insurance in full force and effect at all times during the term of this Agreement. Such insurance is described as follows:

- (1) **Risk and Limits of Liability.** The insurance at a minimum must include the following coverages and limits of liability:

<u>COVERAGE</u>	<u>LIMITS OF LIABILITY</u>
Worker's Compensation	Statutory
Employer's Liability	\$1,000,000 per occurrence
Commercial General Liability Including Blanket Contractual Liability	Bodily Injury and Property Damage Limits of \$1,000,000 each Occurrence and \$2,000,000 Aggregate
Automobile Liability	Bodily Injury and Property Damage Combined Single Limit \$1,000,000 Each Occurrence

- (2) **Form of Policies.** The insurance may be in one or more policies of insurance, the form of which must be approved by the Parks and Recreation Director.
- (3) **Issuers of Policies.** The issuer of any policy must have the certificate of authority to transact insurance business in the State of Texas. Each issuer must be responsible and reputable and must have financial capability consistent with the risks covered. Each issuer shall be subject to approval by the Parks and Recreation Director as to conformance with these requirements.
- (4) **Insured Parties.** Each policy must name the Contractor and the City (and the officers, agents, and employees of the City) as insured parties.
- (5) **Deductibles.** A policy may contain deductible amounts. Notwithstanding the deductible amounts, the Contractor shall assume and bear any claims or losses to the extent of such deductible amounts and waives any claim it may ever have for the same against the City, its officers, agents, or employees.
- (6) **Cancellation.** Each policy must expressly state that it may not be canceled unless thirty (30) days' advance notice of cancellation is given in writing to the Parks and Recreation Director.
- (7) **Subrogation.** Each policy must contain an endorsement to the effect that the issuer waives any claim or right in the nature of subrogation to recover against the City, its officers, agents is employees.
- (8) **Liability for Premium.** If any of the policies referred to above does not have a flat premium rate and such premium has not been paid in full, such policy must have a rider or other appropriate certificate or waiver sufficient to establish that the issuer is entitled to look only to the Contractor for any further premium payment and has right to recover any premiums from the City.

5.02 – Delivery of Policies.

The original of all policies referred to above, or copies thereof certified by the agent or attorney-in-fact issuing them, together with written proof that the premiums have been paid, shall be deposited by the Contractor with the Parks and Recreation Director prior to the beginning of the term of this Agreement.

Failure on the part of the Contractor to furnish a new policy or certified copy thereof before the expiration date of any such policy, or failure to obtain a new policy before the date fixed for

the cancellation of an existing date of any existing policy, so that the insurance referred to shall be continuously in effect, shall constitute a default on the part of the Contractor entailing the City, at its option, to terminate its duties and the Contractor rights under this Agreement upon at least three (3) days' notice in writing to the Contractor.

VI.

MISCELLANEOUS

6.01 – Independent Contractor.

The relationship of the Contractor to the City shall be that of an independent contractor. Nothing herein contained shall be constructed as constituting the Contractor an employee, agent, servant, or department of the City. The City shall not be liable for the acts or omissions of the Contractor, its officers, members, agents or employees. All persons employed by the contractor must be legally approved to work in the United States.

6.02 – Subcontractors.

The Contractor shall not subcontract any part of its performance under this Agreement without approval of the Parks and Recreation Director, which approval shall not be unreasonably withheld. If such approval is given, any subcontractor and all employees of the subcontractor shall be treated by the City, in connection with this Agreement only, as if they were employees of the Contractor. All persons employed by the Contractor must be legally approved to work in the United States.

6.03 – Administration of Agreement.

Except as otherwise provided herein, this Agreement shall be administered by the Parks and Recreation Director or his designee and all correspondence and questions from the Contractor shall be directed to the Parks and Recreation Director or his designee, as applicable.

6.04 – Parties in Interest.

This Agreement shall not bestow any rights upon any third party, but rather, shall bind and benefit the City and the Contractor only.

6.05 – Non-waiver.

Failure of either party hereto to insist on the strict performance of any of the agreements herein or to exercise any rights of remedies accruing hereunder upon default or failure of performance shall not be considered a waiver of the rights to insist on and to enforce by any

appropriate remedy, strict compliance with any other obligation hereunder or to exercise any right or remedy occurring as a result of any future default or failure or performance.

6.06 – Applicable Laws.

This Agreement is subject to and shall be constructed in accordance with the laws of the State of Texas, the City Charter and Ordinances of the City of Alvin, the laws of the federal government of the United States of America and all rules and regulations of any regulatory body or officer having jurisdiction over the Contractor's services required by this Agreement. This Agreement is performable in Brazoria County, Texas.

6.07 – Licenses and Permits.

The Contractor shall obtain and pay for all licenses, permits and certificates required by any statute, ordinance, rule, or regulation of any regulatory body having jurisdiction over the performance of the Contractor's services required hereunder.

6.08 – Notices.

All notices required or permitted hereunder shall be in writing and shall be deemed received when actually received or if earlier, on the third (3rd) day following deposit in the United States Postal Services post office or receptacle with proper postage affixed (certified mail, return receipt requested) addressed to the other party at the address set forth below or at such other addresses as the receiving party may have therefore prescribed by the notice to the sending party:

Parks and Recreation Director
City of Alvin
216 W. Sealy Street
Alvin, Texas 77511
Phone No: (281) 388-4290

Larry Dietrich
LTS Lawncare
P.O. Box 314
Alvin, Texas 77512
Phone No: (281) 433-2590

6.09 – Captions.

The captions at the beginning of the articles, sections, and subsections of this Agreement are guides and labels to assist in locating and reading such articles, sections, and subsections and, therefore, will be given no effect in construing this Agreement and shall not be restricted of or be used to interpret the subject matter of any article, section subsection or part of this Agreement.

6.10 – Acceptance and Approvals.

Any acceptance or approval by the City, or its agents or employees shall not constitute, nor be deemed to be a release of the responsibility and liability of the contractor, its employees, agents, subcontractors or suppliers for the accuracy, competency and completeness of any documents prepared or services performed pursuant to the terms and conditions of this Agreement, not shall acceptance or approval be deemed to be an assumption of such responsibility or liability by the City, or its agents and employees for any defect, error or omissions in any documents prepared or services performed by the Contractor, its employees, agents, subcontractors or suppliers pursuant to this Agreement.

6.11 – Inspections and Audits.

At mutually agreeable times, the City shall have the right to examine, review, copy and audit all books, records and billing documents which are directly related to performance to payment under this Agreement provided, however that records and documents that reflect Contractor's profits shall not be available for inspection. The Contractor shall maintain such books, records, and billing documents for one (1) year after cessation of its other duties under this Agreement.

6.12 – Remedies.

The rights and remedies contained in this Agreement shall not be exclusive, but shall be cumulative of all rights and remedies now or hereafter existing, whether statutory, at law, or in equity; provided however, that none of the parties shall terminate this Agreement except in accordance with the provisions hereof.

6.13 – Ambiguities.

In the event of any ambiguity in any of the terms of this Agreement, it shall not be constructed for or against any party hereto on the basis that such party did or did not author the same.

6.14 – Survival.

The provisions set forth in Section 6.11 herein shall survive the termination, cancellation, or expiration of this Agreement.

6.15 – Entire Agreement.

This Agreement contains all the agreement of the parties relating to the subject matter hereto and is the full and final expression of the agreement between parties.

IN WITNESS WHEREOF, the parties have made and executed this Agreement in multiple copies, each of which shall be an original, as of this 3rd day of May, 2018.

CONTRACTOR:
LTS LAWN CARE

BY: [Signature]
Name: LARRY DISTENFELD
Title: OWNER

CITY:
CITY OF ALVIN, TEXAS

BY: [Signature]
Sereniah Breland
City Manager

ATTEST/SEAL

BY: [Signature]
Name: Grace Cruzon
Title: Deputy City Secretary

ATTEST/SEAL

BY: [Signature]
Dixie Roberts
City Secretary

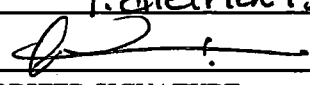
APPROVED AS TO FORM:

BY: [Signature]
Suzanne L. Hanneman
City Attorney



BID TITLE: MANICURED MOWING SERVICES
BID NUMBER: B-18-06
BID SUBMITTAL DATE: April 17, 2018 @ 2:00 P.M.
LATE BIDS WILL NOT BE CONSIDERED.

Bidder Must Fill In & Sign

Name of Firm, Company
LTS LAWN CARE
 Agent's Name **LARRY DIETRICH**
 Agent's Title **OWNER**
 Mailing Address **P.O. Box 314**
 City **ALVIN** State **TX** Zip **77512**
 Telephone **281-433-2590**
 Fax No. **—**
 Email address: **l.dietrich1313@gmail.com**

AUTHORIZED SIGNATURE

BIDDER AGREES TO COMPLY WITH ALL CONDITIONS BELOW, ATTACHED SPECIFICATIONS, AND NOTES. BIDDER HAS READ AND AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS OF INVITATION TO BID. SERVICES PERFORMED FOR CITY USE ARE EXEMPT FROM THE STATE SALES TAX AND FEDERAL EXCISE TAX. **DO NOT** INCLUDE TAXES IN YOUR BID. BIDDER GUARANTEES SERVICES OFFERED SHALL **MEET OR EXCEED** MINIMUM SPECIFICATION IDENTIFIED IN THIS INVITATION TO BID.

ITEM	ITEM AND DESCRIPTION			TOTAL
	MANICURED MOWING CONTRACT, per attached Specifications.			
1	SECTION A: Parks and Right of Way			\$ <u>28,275.00</u>
2	SECTION B: Trust Properties			\$ <u>3240.00</u>
	GRAND TOTAL			\$ <u>31,515.00</u>

"By the signature hereon affixed, the bidder hereby certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of the State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business."

ADDENDUM No. 1

FREQUENCY SCHEDULE:

October 1 through March 31: SECTION A, growth will be cut when height reaches four (4) inches or every fourteen (14) days, whichever comes first, or as directed by the City Representative. SECTION B, growth will be cut twice per month but no sooner than every two weeks, or as directed by the City Representative.

April 1 through September 30: SECTION A, growth will be cut when height reaches four (4) inches or every fourteen ~~seven (14)~~ (7) days, whichever comes first, or as directed by the City Representative. SECTION B, growth will be cut twice per month but no sooner than every two weeks, or as directed by the City Representative.

Less or more frequent mowing may be required for periods of extreme heat, wet conditions, or unexpected growth cycles or as directed by the City's Representative.

FACILITIES: The areas to be mowed are categorized; names, addresses and exhibits (if any), are listed.

SECTION A Public Parks and ROW

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal, this item
1	Pearson Park	2200 Westpark Dr	\$ 360.00	39	\$ 14040.00
2	Morgan Park	1500 W. South St.	\$ 135.00	2639	\$ 5265.00
3	Hugh Adams Park	3502 Mustang Rd.	\$ 45.00	2639	\$ 1365.00
4	Marina Park	Behind bowling alley	\$ —	26	\$ —
5	Talmdge Park	Talmdge St. @ 6 th St.	\$ 45.00	2639	\$ 1755.00
6	Hike and Bike Trail	Adoue St. to South St.	\$ 135.00	2639	\$ 4095.00
7	Right of Way	Gordon Street Bridge	\$ 45.00	2639	\$ 1755.00

Section A TOTAL: \$ 28,275.00

SECTION B Trust Properties

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal, this item
4	Marina Park	Behind Bowling Alley	\$ 45.00	24	\$ 1080.00
8	Trust Property #1	3404 Hummingbird	\$ 45.00	24	\$ 1080.00
9	Trust Property #2	1409 W. Talmdge	\$ 45.00	24	\$ 1080.00

Section B TOTAL: \$ 3240.00

ATTACHMENT A
REFERENCES

Each Bidder is to provide a minimum of three (3) verifiable references in which the offeror has sold, maintained or provided this or similar product or service.

Company Name: TERRY VAUGHN R.V
Address: 25209 HWY 6, ALVIN, TX 77511
Contact Person: TERRY VAUGHN
Telephone: (281) 331-0469
Email: tvvaughn@tvrvs.com
Product Purchased by Reference: LAWN CARE SERVICE

Company Name: ADAMS SURVEYING
Address: 2004 S. GORDON, ALVIN, TX 77511
Contact Person: STEVE ADAMS
Telephone: (281) 331-3523
Email: pamfadamse@gmail.com
Product Purchased by Reference: LAWN CARE SERVICE

Company Name: CITY OF ALVIN (PARKS DEPARTMENT)
Address: 1100 W. HWY 6, ALVIN, TEXAS 77511
Contact Person: DANIEL KELINSKE
Telephone: (281) 331-4299
Email: dikelnske@psfcityofalvin.com.
Product Purchased by Reference: LAWN CARE SERVICE

BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors (now codified at Sections 2252.001 through 2252.004, Texas Government Code). The pertinent portion of the Act has been extracted and is as follows:

...

- (3) "Non-resident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

...

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that LTS LAWN CARE is a **resident** bidder of Texas
(Company Name)

as defined in Section 2252.001(4), Texas Government Code.

Signature 

Print Name AL (Larry) DIETRICH

I certify that _____ is a **non-resident** bidder as
(Company Name)

bidder is defined in Section 2252.001(3), Texas Government Code.

and our principal place of business is _____
(City and State)

Signature _____

Print Name _____

Texas Liability Insurance Card

Progressive County Mutual Ins Co

1-800-876-5581

(se habla español)

PROGRESSIVE®**Effective Date:** Jan 24, 2018-Jul 24, 2018

Policy Number: 46998193

Your Agent: MIKE BLANCHARD INS

1-281-585-1001

Named Insured(s)

Albert Dietrich

Karen Dietrich

4835 Powers Ln

Alvin, TX 77511

Excluded driver(s): Ashli Dunn**PROGRESSIVE**

Year	Make	Model	Vehicle Identification No.
2000	CHEVROLET	C2500/K2500	1GCGK23R7YF482280
2002	DODGE	RAM 3500	3B7MC33C82M304161
2013	GMC	YUKON/DENALI	1GKS1EEF0DR254541

This policy provides at least the minimum amounts of liability insurance required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicles and named insureds and may provide coverage for other persons and other vehicles as provided by the insurance policy.

Form 6485 TX (07/01)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/16/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Magnolia Independent Insurance P.O. Box 9858 The Woodlands, TX 77387.	CONTACT NAME: Jeff Arnold PHONE (A/C, No, Ext): 281-881-9019 FAX (A/C, No): E-MAIL ADDRESS: jeffarnold68@yahoo.com
INSURED Larry Dietrich dba LTS Lawncare P.O. Box 314 Alvin, TX 77512	INSURER(S) AFFORDING COVERAGE INSURER A: Maxum Indemnity Company INSURER B: Zurich American Ins. Co. INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y	Y	BDG-0091695-03	03/31/2018	03/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 100,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	Y	WC 969138-04	02/03/2017	02/03/2018	☒ PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Alvin is named as an Additional Insured on the General Liability policy. A waiver of subrogation will be issued on the general liability and the workers compensation policy.

CERTIFICATE HOLDER

City of Alvin
216 West Sealy
Alvin, TX 77511
Attn: Daniel Kelinske/Director of Parks & Recreation
dikelinske@cityofalvin.com

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeff Arnold

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CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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 CERTIFICATION OF FILING

Certificate Number:
2018-353555

Date Filed:
05/15/2018

Date Acknowledged:

5/17/18

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

Larrys Tractor Service
Alvin, TX United States

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

City of Alvin

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.

B-18-06
Manicured Services

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.



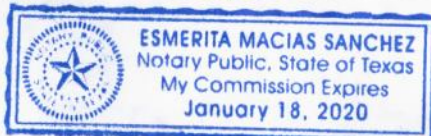
6 UNSWORN DECLARATION

My name is Larry Dietrich, and my date of birth is 03/19/52.

My address is 4835 POWERS LN, ALVIN, TX, 77571, BRAZ
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Brazoria County, State of Texas, on the 17 day of May, 2018.
(month) (year)



Esmerita Macias Sanchez

Signature of authorized agent of contracting business entity
(Declarant)



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Parks and Recreation

Contact: Dan Kelinske, Director

Agenda Item: Consider an award of Bid (B-21-11), to LTS Lawncare for manicured mowing services of select City owned and State Right of Way property including parkland, lift stations, water wells, and various building grounds in an amount not to exceed \$114,355.59; and authorize the City Manager to sign the Agreement upon legal review.

Type of Item: ☐Ordinance ☐Resolution ☒Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: Consider awarding a service agreement from the results of bid # B-21-11 to LTS Lawncare in the amount of \$114,355.59 to provide manicured mowing services. This would be the second of two manicured mowing agreements with LTS Lawncare. Manicured mowing bid #B-21-11 advertised on April 8, 2021 and April 11, 2021. Bids were opened April 20, 2021 with LTS Lawncare providing the lowest price/best value bid.

The first year of service for the following scope of work shall begin October 1, 2021 and end September 30, 2022. Lift Stations 8, 14, 23B, 26, 28, 29, 30, 31, 33, 34, 43; Water Wells 3, 4, 6, 7, 8; Water Towers 1, 2, 3; City property - City Hall, Lot, Library, Senior Center, Museum, Public Service Facility, Animal Adoption Center, APD, Bob Owen Pool, Girl Scout House Lot, American Legion Lot, former Fire Station #1 + overflow lot, Fire/EMS Station, Fire Station 2 & 3, former EMS station, downtown parking lot, APD shooting range, Durant Detention Pond, Kost Detention Pond, Waste Water Treatment Plant, City Entrances - North and South areas on Bypass 35, Welcome to Alvin Sign areas (2); Parks – Ruben Adame, Newman, Citizens, Sealy, Prairie Dog, National Oak, Lions and Oak Park Cemetery.

Staff recommends awarding this manicured mowing agreement in the amount of \$114,355.59 to LTS Lawncare.

Funding Expected: Revenue ☐ Expenditure ☒ N/A ☐ **Budgeted Item:** Yes ☒ No ☐ N/A ☐

Funding Account: various accounts **Amount:** \$114,355.59 **1295 Form Required?** Yes ☒ No ☐

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- Bidder comparison spreadsheet

Recommendation: Move to approve an award of Bid (B-21-11), to LTS Lawncare for manicured mowing services of select City owned and State Right of Way property including parkland, lift stations, water wells, and various building grounds in an amount not to exceed \$114,355.59; and authorize the City Manager to sign the Agreement upon legal review.

Reviewed by Department Head, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by City Manager ☒

B-21-11 Manicured Mowing Service Bid Submittals

BID SUBMITTAL # 1 / LTS Lawncare

Section A - Lift Stations/Water Towers/Water Wells

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
1	Lift Station 8	2580 Koster St.	\$ 20.97	26	\$ 545.22
2	Lift Station 14	205 E. Old Galveston R.	\$ 41.96	26	\$ 1,083.94
3	Lift Station 23B	1823 Steele Rd	\$ 41.96	26	\$ 1,083.94
4	Lift Station 26	2490 Rowan Burton South & CR 178	\$ 20.97	26	\$ 545.22
5	Lift Station 28	2690 West Dumble St.	\$ 41.96	26	\$ 1,083.94
6	Lift Station 29	1920 Callaway	\$ 41.96	26	\$ 1,083.94
7	Lift Station 30	1587 S. Hwy 35	\$ 20.97	26	\$ 545.22
8	Lift Station 31	1075 FM 1462	\$ 20.97	26	\$ 545.22
9	Lift Station 33	Bypass 35	\$ 20.97	26	\$ 545.22
10	Lift Station 34	CR 153 @ End 3323 Old Galveston Rd.	\$ 20.97	26	\$ 545.22
11	Lift Station 43	1846 FM 528	\$ 41.96	26	\$ 1,083.94
12	Water Well #3	1080 W. Snyder	\$ 20.97	26	\$ 545.22
13	Water Well #4	300 S. Durant	\$ 20.97	26	\$ 545.22
14	Water Well #6	1050 Heights Rd	\$ 20.97	26	\$ 545.22
15	Water Well #7	1060 Heights Rd	\$ 41.96	26	\$ 1,083.94
16	Water Well #8	380 W. Willis St.	\$ 20.97	26	\$ 545.22
17	Water Tower	650 Dyche Lane	\$ 41.96	26	\$ 1,083.94
18	Water Tower	707 Verhalen	\$ 41.96	26	\$ 1,083.94
19	Water Tower	N. Bypass 35	\$ 41.96	26	\$ 1,083.94

Section A Total **\$ 15,207.66**

Section B - Facility Grounds

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
20	City Hall	216 W. Sealy St.	\$ 83.39	30	\$ 2,501.70
21	Vacant Lot (near chamber bldg.)	W. Willis St @ Hardie St	\$ 20.84	30	\$ 625.20
22	Library	105 S. Gordon St.	\$ 41.69	30	\$ 1,258.80
23	Senior Citizen Center	309 W. Sealy St	\$ 41.69	30	\$ 1,258.80
24	Museum	302 W. Sealy St.	\$ 20.84	30	\$ 625.20
25	Public Service Facility	1100 W. Hwy 6	\$ 83.39	30	\$ 2,501.70
26	Alvin Animal Adoption Center	550 W. Hwy 6	\$ 125.08	30	\$ 3,732.40
27	Alvin Police Department	1500 S. Gordon St.	\$ 83.39	30	\$ 2,501.70
28	Bob Owen Pool	919 Bayou Dr.	\$ 41.69	30	\$ 1,258.80
29	Girl Scout House Lot	1006 W. Adoue St.	\$ 83.39	30	\$ 2,501.70
30	American Legion Lot	206 S. Durant St	\$ 83.39	30	\$ 2,501.70
31	COA Facility with over-flow parking lot	302 W. House St./407 W. House St	\$ 41.69	30	\$ 1,258.80
32	Fire Station #2	110 Medic Lane	\$ 41.69	30	\$ 1,258.80
33	Fire Station #3	2700 FM 1462	\$ 62.54	30	\$ 1,876.20
34	COA Facility	709 E. House St.	\$ 41.69	30	\$ 1,258.80
35	Park-N-Ride	1755 Steel Rd.	\$ 41.69	30	\$ 1,258.80
36	Fire Training Field	7100 CR 160	\$ 83.39	30	\$ 2,501.70
37	Dyche Lane Property	800 Dyche Lane	\$ 83.39	30	\$ 1,258.80
38	Vacant Lot	N. Gordon St. @ W. Willis St.	\$ 41.69	30	\$ 1,258.80
39	ACVB grounds (train depot)	200 Depot Centre Blvd.	\$ 83.39	30	\$ 2,501.70
40	Fire Station / EMS	801 E. South Street	\$ 125.08	30	\$ 3,252.40
41	Downtown Parking Lot	Corner of Sealy St. & Gordon Street	\$ 41.69	30	\$ 1,258.80
42	APD Shooting Range	200 Depot Centre Blvd.	\$ 83.39	30	\$ 2,701.70
43	Durant Detention Pond	Durant & South Street	\$ 125.08	30	\$ 3,252.40
44	Kost Detention Pond	Kost & South Street	\$ 175.00	30	\$ 5,250.00
45	Waste Water Treatment	4238 CR 160	\$ 83.39	30	\$ 2,501.70

Section B Total **\$ 52,215.40**

Section C - City Entrances

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
46	North entrance sign area	Southbound Bypass 35	\$ 83.39	39	\$ 3,251.21
47	South entrance sign area #1	Northbound Bypass 35	\$ 83.39	39	\$ 3,251.21
48	South entrance Area #2	Northbound Bypass 35	\$ 250.00	12	\$ 3,000.00
49	Welcome to Alvin Sign	Hwy 6 @ Gordon St.	\$ 41.69	39	\$ 1,639.55
50	Welcome to Alvin Sign	Hwy 6 from Manvel	\$ 41.69	39	\$ 1,639.55

Section C Total **\$ 12,783.55**

Section D - Public Parks

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
51	Ruben Adame	801 Shaw St.	\$ 41.69	39	\$ 1,625.91
52	Newman Park	1200 Newman St.	\$ 83.39	39	\$ 3,252.21
53	Citizens Park	Gordon St. @ Depot Centre Blvd.	\$ 20.89	39	\$ 814.71
54	Sealy Park	206 S. Durant St.	\$ 62.54	39	\$ 2,439.06
55	Prairie Dog Park	575 E. Hathaway	\$ 41.69	39	\$ 1,625.91
56	National Oak Park	118 S. Magnolia St.	\$ 125.08	39	\$ 4,878.12
57	Lion's Park	1060 College Dr	\$ 208.47	39	\$ 8,130.52
58	Oak Park Cemetery	300 Oak Park Dr.	\$ 291.86	39	\$ 11,382.54

Section D Total **\$ 34,148.44**

GRAND TOTAL **\$ 114,355.59**

B-21-11 Manicured Mowing Service Bid Submittals

BID SUBMITTAL # 1 / Cornerstone Maintenance and Landscaping LLC

Section A - Lift Stations/Water Towers/Water Wells

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
1	Lift Station 8	2580 Koster St.	\$ 24.00	26	\$ 624.00
2	Lift Station 14	205 E. Old Galveston R.	\$ 24.00	26	\$ 624.00
3	Lift Station 23B	1823 Steele Rd	\$ 24.00	26	\$ 624.00
4	Lift Station 26	2490 Rowan Burton South & CR 178	\$ 24.00	26	\$ 624.00
5	Lift Station 28	2690 West Dumble St.	\$ 24.00	26	\$ 624.00
6	Lift Station 29	1920 Callaway	\$ 24.00	26	\$ 624.00
7	Lift Station 30	1587 S. Hwy 35	\$ 24.00	26	\$ 624.00
8	Lift Station 31	1075 FM 1462	\$ 24.00	26	\$ 624.00
9	Lift Station 33	Bypass 35	\$ 24.00	26	\$ 624.00
10	Lift Station 34	CR 153 @ End 3323 Old Galveston Rd.	\$ 24.00	26	\$ 624.00
11	Lift Station 43	1846 FM 528	\$ 24.00	26	\$ 624.00
12	Water Well #3	1080 W. Snyder	\$ 120.00	26	\$ 3,120.00
13	Water Well #4	300 S. Durant	\$ 120.00	26	\$ 3,120.00
14	Water Well #6	1050 Heights Rd	\$ 120.00	26	\$ 3,120.00
15	Water Well #7	1060 Heights Rd	\$ 120.00	26	\$ 3,120.00
16	Water Well #8	380 W. Willis St.	\$ 120.00	26	\$ 3,120.00
17	Water Tower	650 Dyche Lane	\$ 120.00	26	\$ 3,120.00
18	Water Tower	707 Verhalen	\$ 120.00	26	\$ 3,120.00
19	Water Tower	N. Bypass 35	\$ 120.00	26	\$ 3,120.00

Section A Total \$ 31,824.00

Section B - Facility Grounds

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
20	City Hall	216 W. Sealy St.	\$ 120.00	30	\$ 3,600.00
21	Vacant Lot (near chamber bldg.)	W. Willis St @ Hardie St	\$ 40.00	30	\$ 1,200.00
22	Library	105 S. Gordon St.	\$ 120.00	30	\$ 3,600.00
23	Senior Citizen Center	309 W. Sealy St	\$ 100.00	30	\$ 3,000.00
24	Museum	302 W. Sealy St.	\$ 80.00	30	\$ 2,400.00
25	Public Service Facility	1100 W. Hwy 6	\$ 360.00	30	\$ 10,800.00
26	Alvin Animal Adoption Center	550 W. Hwy 6	\$ 240.00	30	\$ 7,200.00
27	Alvin Police Department	1500 S. Gordon St.	\$ 200.00	30	\$ 6,000.00
28	Bob Owen Pool	919 Bayou Dr.	\$ 80.00	30	\$ 2,400.00
29	Girl Scout House Lot	1006 W. Adoue St.	\$ 80.00	30	\$ 2,400.00
30	American Legion Lot	206 S. Durant St	\$ 40.00	30	\$ 1,200.00
31	COA Facility with over-flow park	302 W. House St./407 W. House St	\$ 80.00	30	\$ 2,400.00
32	Fire Station #2	110 Medic Lane	\$ 120.00	30	\$ 3,600.00
33	Fire Station #3	2700 FM 1462	\$ 120.00	30	\$ 3,600.00
34	COA Facility	709 E. House St.	\$ 80.00	30	\$ 2,400.00
35	Park-N-Ride	1755 Steel Rd.	\$ 80.00	30	\$ 2,400.00
36	Fire Training Field	7100 CR 160	\$ 200.00	30	\$ 6,000.00
37	Dyche Lane Property	800 Dyche Lane	\$ 120.00	30	\$ 3,600.00
38	Vacant Lot	N. Gordon St. @ W. Willis St.	\$ 40.00	30	\$ 1,200.00
39	ACVB grounds (train depot)	200 Depot Centre Blvd.	\$ 80.00	30	\$ 2,400.00
40	Fire Station / EMS	801 E. South Street	\$ 200.00	30	\$ 6,000.00
41	Downtown Parking Lot	Corner of Sealy St. & Gordon Street	\$ 40.00	30	\$ 1,200.00
42	APD Shooting Range	200 Depot Centre Blvd.	\$ 160.00	30	\$ 4,800.00
43	Durant Detention Pond	Durant & South Street	\$ 320.00	30	\$ 9,600.00
44	Kost Detention Pond	Kost & South Street	\$ 640.00	30	\$ 19,200.00
45	Waste Water Treatment	4238 CR 160	\$ 200.00	30	\$ 6,000.00

Section B Total**\$ 118,200.00****Section C - City Entrances**

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
46	North entrance sign area	Southbound Bypass 35	\$ 80.00	39	\$ 3,120.00
47	South entrance sign area #1	Northbound Bypass 35	\$ 80.00	39	\$ 3,120.00
48	South entrance Area #2	Northbound Bypass 35	\$ 80.00	12	\$ 960.00
49	Welcome to Alvin Sign	Hwy 6 @ Gordon St.	\$ 80.00	39	\$ 3,120.00
50	Welcome to Alvin Sign	Hwy 6 from Manvel	\$ 80.00	39	\$ 3,120.00

Section C Total**\$ 13,440.00****Section D - Public Parks**

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
51	Ruben Adame	801 Shaw St.	\$ 160.00	39	\$ 6,240.00
52	Newman Park	1200 Newman St.	\$ 260.00	39	\$ 10,140.00
53	Citizens Park	Gordon St. @ Depot Centre Blvd.	\$ 400.00	39	\$ 15,600.00
54	Sealy Park	206 S. Durant St.	\$ 160.00	39	\$ 6,240.00
55	Prairie Dog Park	575 E. Hathaway	\$ 260.00	39	\$ 10,140.00
56	National Oak Park	118 S. Magnolia St.	\$ 360.00	39	\$ 14,040.00
57	Lion's Park	1060 College Dr	\$ 480.00	39	\$ 18,720.00
58	Oak Park Cemetery	300 Oak Park Dr.	\$ 240.00	39	\$ 9,360.00

Section D Total**\$ 90,480.00****GRAND TOTAL \$ 253,944.00**

B-21-11 Manicured Mowing Service Bid Submittals

BID SUBMITTAL # 1 / Horticare Landscape Management

Section A - Lift Stations/Water Towers/Water Wells

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
1	Lift Station 8	2580 Koster St.	\$ 25.00	26	\$ 650.00
2	Lift Station 14	205 E. Old Galveston R.	\$ 25.00	26	\$ 650.00
3	Lift Station 23B	1823 Steele Rd	\$ 25.00	26	\$ 650.00
4	Lift Station 26	2490 Rowan Burton South & CR 178	\$ 25.00	26	\$ 650.00
5	Lift Station 28	2690 West Dumble St.	\$ 25.00	26	\$ 650.00
6	Lift Station 29	1920 Callaway	\$ 25.00	26	\$ 650.00
7	Lift Station 30	1587 S. Hwy 35	\$ 25.00	26	\$ 650.00
8	Lift Station 31	1075 FM 1462	\$ 25.00	26	\$ 650.00
9	Lift Station 33	Bypass 35	\$ 25.00	26	\$ 650.00
10	Lift Station 34	CR 153 @ End 3323 Old Galveston Rd.	\$ 25.00	26	\$ 650.00
11	Lift Station 43	1846 FM 528	\$ 25.00	26	\$ 650.00
12	Water Well #3	1080 W. Snyder	\$ 27.50	26	\$ 715.00
13	Water Well #4	300 S. Durant	\$ 27.50	26	\$ 715.00
14	Water Well #6	1050 Heights Rd	\$ 27.50	26	\$ 715.00
15	Water Well #7	1060 Heights Rd	\$ 27.50	26	\$ 715.00
16	Water Well #8	380 W. Willis St.	\$ 27.50	26	\$ 715.00
17	Water Tower	650 Dyche Lane	\$ 50.00	26	\$ 1,300.00
18	Water Tower	707 Verhalen	\$ 50.00	26	\$ 1,300.00
19	Water Tower	N. Bypass 35	\$ 50.00	26	\$ 1,300.00

Section A Total **\$ 14,625.00**

Section B - Facility Grounds

Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
20	City Hall	216 W. Sealy St.	\$ 55.00	30	\$ 1,650.00
21	Vacant Lot (near chamber bldg.)	W. Willis St @ Hardie St	\$ 27.50	30	\$ 825.00
22	Library	105 S. Gordon St.	\$ 55.00	30	\$ 1,650.00
23	Senior Citizen Center	309 W. Sealy St	\$ 30.00	30	\$ 900.00
24	Museum	302 W. Sealy St.	\$ 48.00	30	\$ 1,440.00
25	Public Service Facility	1100 W. Hwy 6	\$ 75.00	30	\$ 2,250.00
26	Alvin Animal Adoption Center	550 W. Hwy 6	\$ 80.00	30	\$ 2,400.00
27	Alvin Police Department	1500 S. Gordon St.	\$ 100.00	30	\$ 3,000.00
28	Bob Owen Pool	919 Bayou Dr.	\$ 50.00	30	\$ 1,500.00
29	Girl Scout House Lot	1006 W. Adoue St.	\$ 27.50	30	\$ 825.00
30	American Legion Lot	206 S. Durant St	\$ 27.50	30	\$ 825.00
31	COA Facility with over-flow parki	302 W. House St./407 W. House St	\$ 27.50	30	\$ 825.00
32	Fire Station #2	110 Medic Lane	\$ 27.50	30	\$ 825.00
33	Fire Station #3	2700 FM 1462	\$ 50.00	30	\$ 1,500.00
34	COA Facility	709 E. House St.	\$ 27.50	30	\$ 825.00
35	Park-N-Ride	1755 Steel Rd.	\$ 30.00	30	\$ 900.00
36	Fire Training Field	7100 CR 160	\$ 50.00	30	\$ 1,500.00
37	Dyche Lane Property	800 Dyche Lane	\$ 27.50	30	\$ 825.00
38	Vacant Lot	N. Gordon St. @ W. Willis St.	\$ 27.50	30	\$ 825.00
39	ACVB grounds (train depot)	200 Depot Centre Blvd.	\$ 50.00	30	\$ 1,500.00
40	Fire Station / EMS	801 E. South Street	\$ 30.00	30	\$ 900.00
41	Downtown Parking Lot	Corner of Sealy St. & Gordon Street	\$ 27.50	30	\$ 825.00
42	APD Shooting Range	200 Depot Centre Blvd.	\$ 85.00	30	\$ 2,550.00
43	Durant Detention Pond	Durant & South Street	\$ 185.00	30	\$ 5,550.00
44	Kost Detention Pond	Kost & South Street	\$ 480.00	30	\$ 14,400.00
45	Waste Water Treatment	4238 CR 160	\$ 200.00	30	\$ 6,000.00

Section B Total \$ 57,015.00

Section C - City Entrances					
Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
46	North entrance sign area	Southbound Bypass 35	\$ 50.00	39	\$ 1,950.00
47	South entrance sign area #1	Northbound Bypass 35	\$ 50.00	39	\$ 1,950.00
48	South entrance Area #2	Northbound Bypass 35	\$ 150.00	12	\$ 1,800.00
49	Welcome to Alvin Sign	Hwy 6 @ Gordon St.	\$ 27.50	39	\$ 1,072.50
50	Welcome to Alvin Sign	Hwy 6 from Manvel	\$ 27.50	39	\$ 1,072.50

Section C Total \$ 7,845.00

Section D - Public Parks					
Item No.	Name	Address	Site Bid Amount for Single Mowing	Estimated No. of Mowings/Year	Estimated Annual Subtotal this item
51	Ruben Adame	801 Shaw St.	\$ 60.00	39	\$ 2,340.00
52	Newman Park	1200 Newman St.	\$ 60.00	39	\$ 2,340.00
53	Citizens Park	Gordon St. @ Depot Centre Blvd.	\$ 30.00	39	\$ 1,170.00
54	Sealy Park	206 S. Durant St.	\$ 60.00	39	\$ 2,340.00
55	Prairie Dog Park	575 E. Hathaway	\$ 55.00	39	\$ 2,145.00
56	National Oak Park	118 S. Magnolia St.	\$ 320.00	39	\$ 12,480.00
57	Lion's Park	1060 College Dr	\$ 350.00	39	\$ 13,650.00
58	Oak Park Cemetery	300 Oak Park Dr.	\$ 350.00	39	\$ 13,650.00

Section D Total \$ 50,115.00

GRAND TOTAL \$ 129,600.00



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Parks and Recreation

Contact: Dan Kelinske, Director

Agenda Item: Consider an amendment to the agreement with American Janitorial to provide janitorial services at the Fire/EMS Station located at 801 E. South Street, House Street Station (formerly Fire Station #1) Fire Station #2 & 3 and additional service day to the restrooms at National Oak Park for an annual amount not to exceed \$33,120.00; and authorize the City Manager to sign the Agreement upon legal review.

Type of Item: ☐Ordinance ☐Resolution ☒Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: The original agreement was approved on May 3, 2018 in the amount of \$106,344 with two of three one (1) year renewal being mutually accepted for continued janitorial service. Changes prompting this amendment include, adding one (1) additional day of service to the National Oak Park restrooms as well as four (4) day per week janitorial service to the Fire/EMS Station located at 801 E. South Street and House Street Station (former Fire Station #1) with weekly service to Fire Station #2 & #3 for the annual amount of \$33,120.00.

Historically, the Fire Department has administered its' own janitorial service company. This amendment would consolidate four buildings into the existing agreement (Former Fire Station #1, new Fire/EMS Station, Fire Station #2 and Fire Station #3). National Oak Park restrooms currently receive six (6) day per week service, but demand has prompted the change to seven (7) days per week.

Staff recommends approval of this amendment to include the additional four buildings and additional day of service for the restrooms at National Oak Park.

Funding Expected: Revenue ☐ Expenditure ☒ N/A ☐ **Budgeted Item:** Yes ☒ No ☐ N/A ☐

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☐

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- Amendment
- Janitorial Services Contract

Recommendation: Move to approve an amendment to the agreement with American Janitorial to include janitorial services at the Fire/EMS Station located at 801 South Street, House Street Station (formerly Fire Station #1), Fire Station #2 & 3 and additional service day to the restrooms at National Oak park for an annual amount not to exceed \$33,120.00; and authorize the City Manager to sign the Agreement upon legal review.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

AMENDMENT NO. 1
TO THE
CITY OF ALVIN
JANITORIAL SERVICES AGREEMENT

THIS Amendment No. 1 to the City of Alvin Janitorial Agreement ("Amendment No. 1") is made on this _____ day of _____ 2021, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the "City"), and American Janitorial Services, Ltd. (the "Contractor").

WHEREAS, on May 3, 2018, the City approved and entered into a Janitorial Services Agreement for janitorial services for the City of Alvin facilities (the "Agreement"); and

WHEREAS, this Agreement provided for a term ending on September 30, 2019; and

WHEREAS, the City and American Janitorial Services, Ltd. entered into Addendum No. 1 on or about May 2, 2019, agreeing to extend the term of the Agreement for an additional year ending September 30, 2020; and

WHEREAS, the City and American Janitorial Services, Ltd. entered into Addendum No. 2 on or about April 16, 2020, agreeing to extend the term of the Agreement for an additional year ending September 30, 2021; and

WHEREAS, this Amendment No. 1 adds pricing and frequency of the cleaning for the National Oak Park and the City of Alvin Fire Station locations for the remaining months of the 2021 fiscal year as follows:

- 1) \$475.00 per month for janitorial cleaning of Fire Station 1 for four (4) days a week;
- 2) \$200.00 per month for janitorial cleaning of Fire Station 2 for one (1) day a week;
- 3) \$300.00 per month for janitorial cleaning of Fire Station 3 for one (1) day a week;
- 4) \$1,650.00 per month for janitorial cleaning of the new Fire Station/EMS for four (4) days a week; and
- 5) \$910 per month for janitorial cleaning of National Oak Park to increase from six (6) days a week to seven (7) days a week.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and American Janitorial Services, Ltd. hereby agree as follows:

I.

This Amendment No. 1 shall include the remaining portions of Fiscal Year 2020-2021 from May 2021 through September 30, 2021.

Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have made and executed this Amendment No. 1 to the Janitorial Services Contract in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

AMERICAN JANITORIAL SERVICES

CITY OF ALVIN, TEXAS

By: _____

By: _____
Junru Roland, City Manager

Name: _____

Title: _____

ATTEST/SEAL

ATTEST/SEAL

By: _____

Name:

Title:

By: _____
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

By: _____
Suzanne L. Hanneman
City Attorney



Addendum

Between

American Janitorial Services, Ltd.

And

City of Alvin

Effective: _____

\$475.00/month for janitorial cleaning of (Fire Station 1) 4 days/wk _____ Initial

\$200.00/month for janitorial cleaning of (Fire Station 2) 1 days/wk _____ Initial

\$300.00/month for janitorial cleaning of (Fire Station 3) 1 days/wk _____ Initial

\$1,650.00/month for janitorial cleaning of (New Fire Station /Ems) 4days/wk _____ Initial

\$910.00/month for janitorial cleaning of National Oak Park to increase from 6 days/ wk c to 7 days /wk.

(The monthly billing will increase from \$ 775.00 month to \$ 910.00 month) _____ Initial

Client's Signature

Date



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Parks and Recreation

Contact: Dan Kelinske, Director

Agenda Item: Consider Addendum No. 3 for a final one (1) year renewal agreement with American Janitorial as the City's janitorial services provider of City owned buildings and park restrooms in an amount not to exceed \$139,464.00; and authorize the City Manager to sign the Agreement upon legal review.

Type of Item: ☐Ordinance ☐Resolution ☒Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: The agreement was originally approved in the amount of \$106,344.00 with American Janitorial by City Council on May 3, 2018, utilizing the public bid process, Bid #B-18-10. The following locations would continue under this agreement: City Hall, Public Service Facility, Public Service Facility #2 (Dyche Lane), Library, Senior Citizen Center, Museum, Train Depot, Police Department, Animal Adoption Center and National Oak Park restrooms. Additional sites include: Portable restroom trailer, restrooms located at Bob Briscoe, Lions, Pearson and Morgan Park, Bob S. Owen pool and Girl Scout House. These additional sites are scheduled and billed separately as requested by the City of Alvin.

Additional facilities added to the addendum include: Fire/EMS station located at 801 E. South Street, Fire Station #2 at 110 Medic Lane, Fire Station #3 at 2700 FM1462 and the building at 302 W. House (former fire station #1). Additional services include: include one (1) additional day at National Oak Park restrooms.

Janitorial Services Bid# B-18-10 opened on April 24, 2018 and advertised on April 8th and 15th. The agreement began May 3, 2018 thru September 30, 2019 in an amount of \$41,224.17. The first complete year of service under this agreement began October 1, 2018 thru September 30, 2019 in the amount of \$106,344.00. This addendum is the third and final one-year renewal allowed per the agreement, and has an effective date of October 1, 2021 thru September 30, 2022.

Staff recommends approval as their performance continues to provide a good value to the City of Alvin.

Funding Expected: Revenue ☐ Expenditure ☒ N/A ☐ **Budgeted Item:** Yes ☒ No ☐ N/A ☐

Funding Account: various accounts **Amount:** _____ **1295 Form Required?** Yes ☒ No ☐

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- Addendum No. 3
- Approved Addendum No. 1 & 2 with original agreement
- Renewal request letter from American Janitorial

Recommendation: Move to approve Addendum No. 3 for a final one (1) year renewal agreement with American Janitorial as the City's janitorial services provider of City owned buildings and park restrooms in an amount not to exceed \$139,464.00; and authorize the City Manager to sign the Agreement upon legal review.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

ADDENDUM NO. 3
TO THE
CITY OF ALVIN
JANITORIAL SERVICES AGREEMENT

THIS Addendum No. 3 to the City of Alvin Janitorial Agreement (“Addendum No. 3”) is made on this _____ day of _____ 2021, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the “City”), and American Janitorial Services, Ltd. (the “Contractor”).

WHEREAS, on May 3, 2018, the City approved and entered into a Janitorial Services Agreement for janitorial services to the City of Alvin facilities (the “Agreement”); and

WHEREAS, this Agreement provided for a term ending on September 30, 2019; and

WHEREAS, the City and American Janitorial Services, Ltd. entered into Addendum No. 1 on or about May 2, 2019, agreeing to extend the term of the Agreement for an additional year ending September 30, 2020; and

WHEREAS, the City and American Janitorial Services, Ltd. entered into Addendum No. 2 on or about April 16, 2020, agreeing to extend the term of the Agreement for an additional year ending September 30, 2021; and

WHEREAS, Section 3.0 of the Agreement states that renewal shall be upon mutual consent of the parties and requires approval of the governing body. (See American Janitorial Services’ letter attached as Exhibit “A”).

WHEREAS, the City and American Janitorial Services, Ltd. desire to extend the term of the Agreement for the final one (1) year extension ending September 30, 2022.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and American Janitorial Services hereby agree as follows:

I.

This renewal term is subject to all the provisions contained within the original Agreement and Amendment No. 1, which includes the additional pricing and frequency of National Oak Park and the City of Alvin Fire Station locations.

II.

Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect. To the extent of a conflict or inconsistency between or among the provisions of the Agreement, Amendment No. 1, and Addendum No. 3, the provisions of Addendum No. 3 shall control. Addendum No. 3 may only be amended, modified, or supplemented by written agreement and signed by all parties.

IN WITNESS WHEREOF, the parties have made and executed Addendum No. 3 to the Janitorial Services Contract in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

AMERICAN JANITORIAL SERVICES

CITY OF ALVIN, TEXAS

By: _____

By: _____

Junru Roland, City Manager

Name: _____

Title: _____

ATTEST/SEAL

ATTEST/SEAL

By: _____

By: _____

Name:

Dixie Roberts, City Secretary

Title:

APPROVED AS TO FORM:

By: _____

Suzanne L. Hanneman
City Attorney



**AMERICAN
JANITORIAL
SERVICES**

• EXCELLENCE • INTEGRITY • RESPONSIVENESS

March 1, 2021

Attn: Dan Kelinske
City of Alvin
216 West Sealy
Alvin, TX 77511

Re: Janitorial Contract Renewal

Dear Mr. Kelinske,

American Janitorial Services wishes to renew with the City of Alvin, our services at the same monthly contract price for the next Fiscal Year October 1, 2021-September 30, 2022.

If we can be of further assistance, please do not hesitate to call me at (281) 922-0055.

Sincerely,
American Janitorial Services, Ltd.

Anni Greene
Partner

ADDENDUM NO. 2
TO THE
CITY OF ALVIN
JANITORIAL SERVICES AGREEMENT

THIS Addendum No. 2 to the City of Alvin Janitorial Agreement ("Addendum No. 2") is made on this 16th day of April 2020, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the "City"), and American Janitorial Services, Inc. (the "Contractor").

WHEREAS, on May 3, 2018, the City approved and entered into a Janitorial Services Agreement for janitorial services to the City of Alvin facilities (the "Agreement"); and

WHEREAS, this Agreement provided for a term ending on September 30, 2019; and

WHEREAS the City and American Janitorial Services, Inc. entered into Addendum No. 1 on or about May 2, 2019, agreeing to extend the term of the Agreement for an additional year ending September 30, 2020; and

WHEREAS, Section III of the Agreement states that renewal shall be upon mutual consent of the parties and requires approval of the governing body. (See American Janitorial Services letter attached as Exhibit "A"). The initial Agreement shall be for one (1) year, with three (3) additional one (1) year renewable options; and

WHEREAS, the City and American Janitorial Services desire to extend the term of the Agreement for an additional year ending September 30, 2021.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and American Janitorial Services, Inc. hereby agree as follows:

I.

The original Agreement entered into between the City and American Janitorial Services is extended for an additional year, ending September 30, 2021.

This renewal term is subject to all the provisions contained within the original Agreement, including the provisions in Section 2.02 unless terminated earlier in accordance with the terms of the original Agreement.

II.

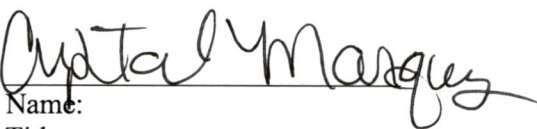
Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect. To the extent of a conflict or inconsistency between or among the provisions of the Agreement, and Addendum No. 1, the provisions of Addendum No. 1 shall control. Addendum No. 1 may only be amended, modified or supplemented by written agreement and signed by all parties.

IN WITNESS WHEREOF, the parties have made and executed Addendum No. 1 to the Janitorial Services Contract in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

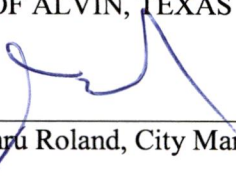
AMERICAN JANITORIAL SERVICES

By: 
Name: Anni Greene
Title: Partner

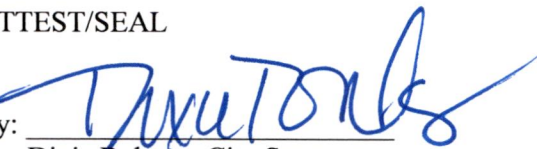
ATTEST/SEAL

By: 
Name:
Title:

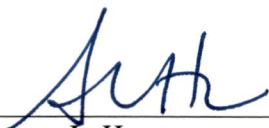
CITY OF ALVIN, TEXAS

By: 
Junru Roland, City Manager

ATTEST/SEAL

By: 
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

By: 
Suzanne L. Hanneman
City Attorney

ADDENDUM NO. 1
TO THE
CITY OF ALVIN
JANITORIAL SERVICES AGREEMENT

THIS Addendum No. 1 to the City of Alvin Janitorial Agreement (“Addendum No. 1”) is made on this the 2nd day of May 2019, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the “City”), and American Janitorial Services, Inc. (the “Contractor”).

WHEREAS, on May 3, 2018, the City approved and entered into a Janitorial Services Agreement for janitorial services to the City of Alvin facilities (the “Agreement”); and

WHEREAS, this Agreement provided for a term ending on September 30, 2019; and

WHEREAS, Section III of the Agreement states that renewal shall be upon mutual consent of the parties and requires approval of the governing body. (See American Janitorial Services letter attached as Exhibit “A”). The initial Agreement shall be for one (1) year, with three (3) additional one (1) year renewable options; and

WHEREAS, the City and American Janitorial Services desire to extend the term of the Agreement for an additional year ending September 30, 2020.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and American Janitorial Services, Inc. hereby agree as follows:

I.

This renewal term is subject to all the provisions contained within the original Agreement, including the provisions in Section 2.02 unless terminated earlier in accordance with the terms of the original Agreement.

II.

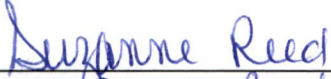
Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect. To the extent of a conflict or inconsistency between or among the provisions of the Agreement, and Addendum No. 1, the provisions of Addendum No. 1 shall control. Addendum No. 1 may only be amended, modified or supplemented by written agreement and signed by all parties.

IN WITNESS WHEREOF, the parties have made and executed Addendum No. 1 to the Janitorial Services Contract in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

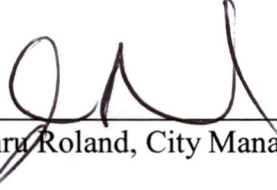
AMERICAN JANITORIAL SERVICES

By: 
Name: Anni Greene
Title: Partner

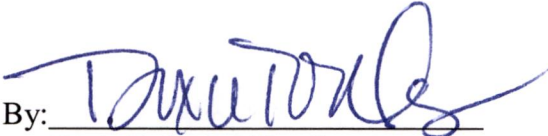
ATTEST/SEAL

By: 
Name: Suzanne Reed
Title: Admin. Asst.

CITY OF ALVIN, TEXAS

By: 
Junru Roland, City Manager

ATTEST/SEAL

By: 
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

By: 
Suzanne L. Hanneman
City Attorney



**AMERICAN
JANITORIAL
SERVICES**

• EXCELLENCE • INTEGRITY • RESPONSIVENESS

March 20, 2019

Attn: Dan Kelinske
City of Alvin
216 West Sealy
Alvin, TX 77511

Re: Janitorial Contract Renewal

Dear Mr. Kelinske,

American Janitorial Services wishes to renew with the City of Alvin, our services at the same monthly contract price for the next Fiscal Year October 1, 2019-September 30, 2020.

If we can be of further assistance, please do not hesitate to call me at (281) 922-0055.

Sincerely,
American Janitorial Services, Ltd.

Anni Greene
Partner

- (1) this Janitorial Services Agreement;
- (2) the RFP;
- (3) the Bid.

Contractors are responsible for inspecting each City facility prior to submitting bids. The square footage measurements of each facility given are approximate.

II.

COMPENSATION

2.01 – Payment Terms.

Subject to the terms of this Agreement and in consideration for the services to be performed hereunder, the City agrees to pay and the Contractor agrees to accept during the term of the remaining months of Fiscal Year 2017-2018 the amount of forty four thousand three hundred ten dollars and 00 /100 (\$ 44,310.⁰⁰/₁₀₀) Dollars for janitorial services.

In Fiscal Year 2018-2019, this Agreement is funded by the City Council, the annual amount of one hundred six thousand three hundred forty four dollars and 00 /100 (\$ 106,344.⁰⁰/₁₀₀) Dollars, may be renewed by mutual agreement between Contractor and the City at the same rate.

To receive payment the Contractor shall submit monthly invoices to the City on or before the tenth (10th) day of each month for the services rendered in the preceding month, specifying the services rendered, dates of service, and the amount(s) owed pursuant to this Agreement.

Payments shall be made in equal monthly installments or for exact moneys on or about thirty (30) days after receipt and approval of the invoice(s). The City shall be entitled to any reimbursement from the Contractor for overpayments due to election of equal monthly installments based upon time of contract termination.

2.02 – Allocated Funds.

- (a) The City's duties to pay money to the Contractor for any purposes under this Agreement are limited in their entirety by the provisions of this Section 2.02.
- (b) The Contractor recognizes and understands that the City has appropriated and allocated the sum of \$_____, to be used to discharge its duties to pay money under this Agreement (the "Original Allocation") during the remaining months of fiscal year 2017-2018. The parties recognize that the executive and legislative officers of the City, in the exercise of their sound discretion, may allocate supplemental sums of money for the purpose

of this Agreement for succeeding fiscal years. Because the City's officers are not obligated to make any such supplemental allocations, the parties have agreed to certain procedures and remedies to be followed with respect thereto.

- (c) A supplemental allocation will only be deemed to be made when the City sends a written notice to the Contractor indicating that supplemental sums have been allocated for the purpose of this Agreement.
- (d) The aggregate of the Original Allocation and all supplemental allocations effected by notice to the Contractor, if any, shall be the Allocated Funds. The City shall never be obligated to pay any money by, through or under this Agreement in an aggregate amount which exceeds the Allocated Funds.
- (e) Suspension of performance and receipt of payment of sums owed by the City for services rendered shall be the Contractor's exclusive remedies in the event that the City fails or refuses to make supplemental allocations. No such failure or refusal shall constitute a default or breach of this Agreement by the City, and the Contractor waives any claim (other than its claim for payment of sums owed for services rendered) it may have now or in the future for financial losses or other damages which may be occasioned by any such failure or refusal.

III.

TERM AND RENEWAL OPTION

This Agreement shall commence on May 3rd, 2018, and shall end on September 30, 2018, which is for the remaining months of Fiscal Year 2017-2018.

The first year of service is for Fiscal Year 2018-2019 and shall commence on **October 1, 2018** and shall end on **September 30, 2019**. However, upon mutual consent of the parties and approval of the governing body, this agreement may be extended for three (3) one (1) year extensions, for a total of four (4) consecutive years. Each extension must be evidenced in writing and approved by the appropriate authorities of each party. Such renewal shall be for the same compensation provided in Section 2.02 of this Agreement, unless terminated earlier in accordance with the terms of this Agreement.

IV.

TERMINATION

4.01 – With Cause.

The City may terminate this Agreement upon default of the Contractor. A default shall be deemed to have occurred if the Contractor fails to perform or observe any of the terms or conditions of this Agreement required to be performed or observed by it. Should such a default occur, the City shall have the right to terminate the Contractor's duties under this Agreement as of the (10th) day following the receipt of a written notice to the Contractor from the City describing such default and intended termination, provided that:

- (i) such termination shall be ineffective if within the ten (10) day period the Contractor cures the default; and
- (ii) such termination may be stayed, at the sole option of the City pending cure of the default if action to cure begins during the ten (10) day period and is successfully complete within a reasonable time thereafter.

4.02 – Without Cause.

This Agreement may be terminated by the City without cause upon thirty (30) days advance written notice to the Contractor.

V. **INSURANCE**

5.01 – Coverage and Amounts.

The Contractor shall provide and maintain insurance in full force and effect at all times during the term of this Agreement. Such insurance is described as follows:

- (1) **Risk and Limits of Liability.** The insurance at a minimum must include the following coverages and limits of liability:

<u>COVERAGE</u>	<u>LIMITS OF LIABILITY</u>
Worker's Compensation	Statutory
Employer's Liability	\$1,000,000 per occurrence
Commercial General Liability Including Blanket Contractual Liability	Bodily Injury and Property Damage Limits of \$1,000,000 each Occurrence and \$2,000,000 Aggregate
Automobile Liability	Bodily Injury and Property Damage

Combined Single Limit \$1,000,000
Each Occurrence

- (2) **Form of Policies.** The insurance may be in one or more policies of insurance, the form of which must be approved by the Parks and Recreation Director.
- (3) **Issuers of Policies.** The issuer of any policy must have the certificate of authority to transact insurance business in the State of Texas. Each issuer must be responsible and reputable and must have financial capability consistent with the risks covered. Each issuer shall be subject to approval by the Parks and Recreation Director as to conformance with these requirements.
- (4) **Insured Parties.** Each policy must name the Contractor and the City (and the officers, agents, and employees of the City) as insured parties.
- (5) **Deductibles.** A policy may contain deductible amounts. Notwithstanding the deductible amounts, the Contractor shall assume and bear any claims or losses to the extent of such deductible amounts and waives any claim it may ever have for the same against the City, its officers, agents, or employees.
- (6) **Cancellation.** Each policy must expressly state that it may not be canceled unless thirty (30) days' advance notice of cancellation is given in writing to the Parks and Recreation Director.
- (7) **Subrogation.** Each policy must contain an endorsement to the effect that the issuer waives any claim or right in the nature of subrogation to recover against the City, its officers, agents or employees.
- (8) **Liability for Premium.** If any of the policies referred to above does not have a flat premium rate and such premium has not been paid in full, such policy must have a rider or other appropriate certificate or waiver sufficient to establish that the issuer is entitled to look only to the Contractor for any further premium payment and has right to recover any premiums from the City.

5.02 – Delivery of Policies.

The original of all policies referred to above, or copies thereof certified by the agent or attorney-in-fact issuing them, together with written proof that the premiums have been paid, shall be deposited by the Contractor with the Parks and Recreation Director prior to the beginning of the term of this Agreement.

Failure on the part of the Contractor to furnish a new policy or certified copy thereof before the expiration date of any such policy, or failure to obtain a new policy before the date fixed for the cancellation of an existing date of any existing policy, so that the insurance referred to shall be continuously in effect, shall constitute a default on the part of the Contractor entailing the City, at its option, to terminate its duties and the Contractor rights under this Agreement upon at least three (3) days' notice in writing to the Contractor.

VI.

MISCELLANEOUS

6.01 – Independent Contractor.

The relationship of the Contractor to the City shall be that of an independent contractor. Nothing herein contained shall be constructed as constituting the Contractor an employee, agent, servant, or department of the City. The City shall not be liable for the acts or omissions of the Contractor, its officers, members, agents or employees. All persons employed by the contractor must be legally approved to work in the United States.

6.02 – Subcontractors.

The Contractor shall not subcontract any part of its performance under this Agreement without approval of the Parks and Recreation Director, which approval shall not be unreasonably withheld. If such approval is given, any subcontractor and all employees of the subcontractor shall be treated by the City, in connection with this Agreement only, as if they were employees of the Contractor. All persons employed by the Contractor must be legally approved to work in the United States.

6.03 – Administration of Agreement.

Except as otherwise provided herein, this Agreement shall be administered by the Parks and Recreation Director or his designee and all correspondence and questions from the Contractor shall be directed to the Parks and Recreation Director or his designee, as applicable.

6.04 – Parties in Interest.

This Agreement shall not bestow any rights upon any third party, but rather, shall bind and benefit the City and the Contractor only.

6.05 – Non-waiver.

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

6.06 – Applicable Laws.

This Agreement is subject to and shall be constructed in accordance with the laws of the State of Texas, the City Charter and Ordinances of the City of Alvin, the laws of the federal government of the United States of America and all rules and regulations of any regulatory body or officer having jurisdiction over the Contractor's services required by this Agreement. This Agreement is performable in Brazoria County, Texas.

6.07 – Licenses and Permits.

The Contractor shall obtain and pay for all licenses, permits and certificates required by any statute, ordinance, rule, or regulation of any regulatory body having jurisdiction over the performance of the Contractor's services required hereunder.

6.08 – Notices.

All notices required or permitted hereunder shall be in writing and shall be deemed received when actually received or if earlier, on the third (3rd) day following deposit in the United States Postal Services post office or receptacle with proper postage affixed (certified mail, return receipt requested) addressed to the other party at the address set forth below or at such other addresses as the receiving party may have therefore prescribed by the notice to the sending party:

Parks and Recreation Director
City of Alvin
216 W. Sealy Street
Alvin, Texas 77511
Phone No: (281) 388-4290

AMERICAN JANITORIAL SERVICES Ltd.
2951 MARINA Bay Dr. STE 130 #395
[address]
League City, TX. 77573
Phone No: 281-922-0055

6.09 – Captions.

The captions at the beginning of the articles, sections, and subsections of this Agreement are guides and labels to assist in locating and reading such articles, sections, and subsections and, therefore, will be given no effect in construing this Agreement and shall not be restricted of or be used to interpret the subject matter of any article, section subsection or part of this Agreement.

6.10 – Acceptance and Approvals.

Any acceptance or approval by the City, or its agents or employees shall not constitute, nor be deemed to be a release of the responsibility and liability of the contractor, its employees, agents, subcontractors or suppliers for the accuracy, competency and completeness of any documents prepared or services performed pursuant to the terms and conditions of this Agreement, not shall acceptance or approval be deemed to be an assumption of such responsibility or liability by the City, or its agents and employees for any defect, error or omissions in any documents prepared or services performed by the Contractor, its employees, agents, subcontractors or suppliers pursuant to this Agreement.

6.11 – Inspections and Audits.

At mutually agreeable times, the City shall have the right to examine, review, copy and audit all books, records and billing documents which are directly related to performance to payment under this Agreement provided, however that records and documents that reflect Contractor's profits shall not be available for inspection. The Contractor shall maintain such books, records, and billing documents for one (1) year after cessation of its other duties under this Agreement.

6.12 – Remedies.

The rights and remedies contained in this Agreement shall not be exclusive, but shall be cumulative of all rights and remedies now or hereafter existing, whether statutory, at law, or in equity; provided however, that none of the parties shall terminate this Agreement except in accordance with the provisions hereof.

6.13 – Ambiguities.

In the event of any ambiguity in any of the terms of this Agreement, it shall not be constructed for or against any party hereto on the basis that such party did or did not author the same.

6.14 – Survival.

The provisions set forth in Section 6.11 herein shall survive the termination, cancellation, or expiration of this Agreement.

6.15 – Entire Agreement.

This Agreement contains all the agreement of the parties relating to the subject matter hereto and is the full and final expression of the agreement between parties.

IN WITNESS WHEREOF, the parties have made and executed this Agreement in multiple copies, each of which shall be an original, as of this 3rd day of May, 2018.

CONTRACTOR:

BY: [Signature]
Name: Anni Greene
Title: PARTNER

CITY:

CITY OF ALVIN, TEXAS

BY: [Signature]
Sereniah Breland
City Manager

ATTEST/SEAL

BY: [Signature]
Name: Grace Cruz
Title: Deputy City Secretary

ATTEST/SEAL

BY: [Signature]
Dixie Roberts
City Secretary

APPROVED AS TO FORM:

BY: [Signature]
Suzanne L. Hanneman
City Attorney

ITEM # 1
CITY HALL
16,277+/- SQUARE FOOT

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin's City Hall building located at 216 West Sealy, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for maintaining offices, glassed areas, hallways, kitchen and dining areas, restrooms, lobby, vending areas, conference rooms, and the council chambers. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (4) DAYS PER WEEK

1. Clean all floor mats.
2. Sweep all tile and brick floors with chemically treated dust mops.
3. Damp mop all tile and brick floors.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Clean, sweep, and mop stairwells.
7. Clean glass entry doors and interior windows.
8. Spot clean metal and wood doors, doorframes and wall switches.
9. Remove fingerprints from woodwork, walls and partitions.
10. Clean and polish brass plates on all bathroom doors with brass cleaner.
11. Clean and polish drinking fountains.
12. Dust chairs and other office furniture. Desktops are not to be dusted if not cleared.
13. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
14. Clean and sanitize telephones.
15. Empty wastebaskets, replace liners and carry trash to designated area.
16. Empty paper recycle bins and dispose in recycling bin at Public Services Facility,
1100 W. Highway 6.
17. Clean and disinfect entire toilet, toilet seats and urinals.
18. Clean and disinfect washbasins and counters.

19. Spot clean walls, toilet partitions, and shower walls in restrooms.
20. Clean restroom floors and drains with germicidal solution.
21. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
22. Clean and polish all mirrors and metal surfaces.
23. Sweep outside entrances, pick up litter, and empty trash receptacles.
24. Leave on only designated lights.
25. Secure and lock doors upon completion of work.
26. Dust ledges, bookcases and windowsills.
27. Wash tile walls and toilet compartment partitions.
28. Dust door sashes, chairs and banisters
29. Vacuum all fabric type furniture
30. Clean plastic and leather furniture
31. Brush ceiling tile vents
32. Dust picture frames, artifacts and window blinds

C. MONTHLY SERVICES

1. Mop and burnish all tile flooring

D. SEMI-ANNUAL SERVICES

1. Strip and wax all VCT flooring. (includes all supplies.)

E. ADDITIONAL SERVICES

1. Shampoo carpeted areas (upon request) at an additional cost.
2. Clean exterior windows at an additional cost.
3. Strip and wax travertine flooring in downstairs area.

These costs shall be provided in the bid proposal as an add-alternative.

ITEM # 2
PUBLIC SERVICES FACILITY
8,671+/- SQUARE FOOT

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin's Public Services Facility building located at 1100 West Highway 6, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for maintaining offices, glassed areas, hallways, kitchen and dining areas, restrooms, vending areas, conference rooms, and locker rooms. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (4) DAYS PER WEEK

1. Clean all floor mats.
2. Sweep all tile and brick floors with chemically treated dust mops.
3. Damp mop all tile and brick floors.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Clean, sweep, and mop stairwells.
7. Clean glass entry doors and interior windows.
8. Spot clean metal and wood doors, doorframes and wall switches.
9. Remove fingerprints from woodwork, walls and partitions.
10. Clean and polish brass plates on all bathroom doors with brass cleaner.
11. Clean and polish drinking fountains.
12. Dust chairs and other office furniture. Desktops are not to be dusted if not cleared.
13. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
14. Clean and sanitize telephones.
15. Empty wastebaskets, replace liners and carry trash to designated area.
16. Empty paper recycle bins and dispose in recycling bin at Public Services Facility, 1100 W. Highway 6.
17. Clean and disinfect entire toilet, toilet seats and urinals.

18. Clean and disinfect washbasins and counters.
19. Spot clean walls, toilet partitions, and shower walls in restrooms.
20. Clean restroom floors and drains with germicidal solution.
21. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
22. Clean and polish all mirrors and metal surfaces.
23. Sweep outside entrances, pick up litter, and empty trash receptacles.
24. Leave on only designated lights.
25. Secure and lock doors upon completion of work.
26. Dust ledges, bookcases and windowsills.
27. Wash tile walls and toilet compartment partitions.
28. Dust door sashes, chairs and banisters
29. Vacuum all fabric type furniture
30. Clean plastic and leather furniture
31. Brush ceiling tile vents
32. Dust picture frames, artifacts and window blinds

B. MONTHLY

1. Mop and burnish all tile flooring

C. ADDITIONAL SERVICES

1. Shampoo carpeted areas (upon request) at an additional cost.
2. Clean exterior windows at an additional cost.

These costs shall be provided in the bid proposal as an add-alternative.

ITEM # 3
LIBRARY
18,164+/- SQUARE FOOT

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin's Library building located at 105 South Gordon Street, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for maintaining offices, glassed areas, hallways, kitchen and dining areas, restrooms, lobby, vending areas and conference rooms. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (6) DAYS PER WEEK

1. Clean all floor mats.
2. Sweep all tile and brick floors with chemically treated dust mops.
3. Damp mop all tile and brick floors.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Clean, sweep, and mop stairwells.
7. Clean glass entry doors and interior windows.
8. Spot clean metal and wood doors, doorframes and wall switches.
9. Remove fingerprints from woodwork, walls and partitions.
10. Clean and polish brass plates on all bathroom doors with brass cleaner.
11. Clean and polish drinking fountains.
12. Dust chairs and other office furniture. Desktops are not to be dusted if not cleared.
13. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
14. Clean and sanitize telephones.
15. Empty wastebaskets, replace liners and carry trash to designated area.
16. Empty paper recycle bins and dispose in Abitibi receptacles located at the Alvin Public Library, 105 South Gordon St. parking area.
17. Clean and disinfect entire toilet, toilet seats and urinals.
18. Clean and disinfect washbasins and counters.

19. Spot clean walls, toilet partitions, and shower walls in restrooms.
20. Clean restroom floors and drains with germicidal solution.
21. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
22. Clean and polish all mirrors and metal surfaces.
23. Sweep outside entrances, pick up litter, and empty trash receptacles.
24. Leave on only designated lights.
33. Secure and lock doors upon completion of work.

C. MONTHLY SERVICES

1. Mop and burnish all tile flooring

D. SEMI-ANNUAL SERVICES

1. Strip and wax VCT tile flooring (includes all supplies.)

E. ADDITIONAL SERVICES

1. Shampoo carpeted areas (upon request) at an additional cost.
2. Clean exterior windows at an additional cost.

These costs shall be provided in the bid proposal as an add-alternative.

ITEM # 4
SENIOR CITIZEN CENTER
10,000+/- SQUARE FOOT

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin's Senior Citizen's building located at 309 West Sealy, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for maintaining offices, glassed areas, hallways, kitchen and dining areas, restrooms, lobby, vending areas, and conference rooms. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (5) DAYS PER WEEK

1. Clean all floor mats.
2. Sweep all tile and brick floors with chemically treated dust mops.
3. Damp mop all tile and brick floors.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Clean, sweep, and mop stairwells.
7. Clean glass entry doors and interior windows.
8. Spot clean metal and wood doors, doorframes and wall switches.
9. Remove fingerprints from woodwork, walls and partitions.
10. Clean and polish brass plates on all bathroom doors with brass cleaner.
11. Clean and polish drinking fountains.
12. Dust chairs and other office furniture. Desktops are not to be dusted if not cleared.
13. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
14. Clean and sanitize telephones.
15. Empty wastebaskets, replace liners and carry trash to designated area.
16. Empty paper recycle bins and dispose in recycling bin at Public Services Facility, 1100 W. Highway 6.
17. Clean and disinfect entire toilet, toilet seats and urinals.
18. Clean and disinfect washbasins and counters.

19. Spot clean walls, toilet partitions, and shower walls in restrooms.
20. Clean restroom floors and drains with germicidal solution.
21. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
22. Clean and polish all mirrors and metal surfaces.
23. Sweep outside entrances, pick up litter, and empty trash receptacles.
24. Leave on only designated lights.
25. Secure and lock doors upon completion of work.
26. Dust ledges, bookcases and windowsills.
27. Wash tile walls and toilet compartment partitions.
28. Dust door sashes, chairs and banisters
29. Vacuum all fabric type furniture
30. Clean plastic and leather furniture
31. Brush ceiling tile vents
32. Dust picture frames, artifacts and window blinds

C. MONTHLY SERVICES

1. Mop and burnish all tile flooring

D. SEMI-ANNUAL SERVICES

1. Strip and wax VCT flooring (includes all supplies.)

E. ADDITIONAL SERVICES

1. Shampoo carpeted areas (upon request) at an additional cost.
2. Clean exterior windows at an additional cost.

These costs shall be provided in the bid proposal as an add-alternative.

ITEM # 5
MUSEUM
7,500+/- SQUARE FOOT

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City's Historical Museum located at 302 West Sealy, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for maintaining glassed doors, enclosed glass displays, offices, hallways, kitchen and dining areas, restrooms, lobby, vending areas, and conference room. **(Excluded: archives, work area, and open displays)**. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (1) DAY PER WEEK

1. Clean all floor mats.
2. Sweep all tile and brick floors with chemically treated dust mops.
3. Damp mop all tile and brick floors.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Clean, sweep, and mop stairwells.
7. Clean glass entry doors and interior windows.
8. Spot clean metal and wood doors, doorframes and wall switches.
9. Remove fingerprints from woodwork, walls and partitions.
10. Clean and polish brass plates on all bathroom doors with brass cleaner.
11. Clean and polish drinking fountains.
12. Dust chairs and other office furniture. Desktops are not to be dusted if not cleared.
13. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
14. Clean and sanitize telephones.
15. Empty wastebaskets, replace liners and carry trash to designated area.
16. Empty paper recycle bins and dispose in recycling bin at Public Services Facility, 1100 W. Highway 6.
17. Clean and disinfect entire toilet, toilet seats and urinals.

18. Clean and disinfect washbasins and counters.
19. Spot clean walls, toilet partitions, and shower walls in restrooms.
20. Clean restroom floors and drains with germicidal solution.
21. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
22. Clean and polish all mirrors and metal surfaces.
23. Sweep outside entrances, pick up litter, and empty trash receptacles.
24. Leave on only designated lights.
25. Secure and lock doors upon completion of work.
26. Dust ledges, bookcases and windowsills.
27. Wash tile walls and toilet compartment partitions.
28. Dust door sashes, chairs and banisters
29. Vacuum all fabric type furniture
30. Clean plastic and leather furniture
31. Brush ceiling tile vents
32. Dust picture frames, artifacts and window blinds

C. MONTHLY SERVICES

1. Mop and burnish all tile flooring

D. SEMI-ANNUAL SERVICES

1. Strip and wax VCT flooring (includes all supplies.)

E. ADDITIONAL SERVICES

1. Shampoo carpeted areas (upon request) at an additional cost.
2. Clean exterior windows at an additional cost.

These costs shall be provided in the bid proposal as an add-alternative.

ITEM # 6
CONVENTION AND VISITOR'S BUREAU / TRAIN DEPOT
1,482+/- SQUARE FOOT

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin, Convention and Visitor's Bureau building located at 200 Depot Centre Blvd, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for maintaining all areas and restrooms. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

CONFIGURATION OF BUILDING

The building consists of three main functional areas:

- 800 square feet meeting room
- 598 square feet of general office space
- 82 square feet for two (2) single-toilet restrooms

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (2) DAYS PER WEEK

1. Clean all floor mats.
2. Sweep all tile and brick floors with chemically treated dust mops.
3. Damp mop all tile and brick floors.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Clean, sweep, and mop stairwells.
7. Clean glass entry doors and interior windows.
8. Spot clean metal and wood doors, doorframes and wall switches.
9. Remove fingerprints from woodwork, walls and partitions.
10. Clean and polish brass plates on all bathroom doors with brass cleaner.
11. Clean and polish drinking fountains.
12. Dust chairs and other office furniture. Desktops are not to be dusted if not cleared.
13. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
14. Clean and sanitize telephones.

15. Empty wastebaskets, replace liners and carry trash to designated area.
16. Empty paper recycle bins and dispose in recycling bin at Public Services Facility, 1100 W. Highway 6.
17. Clean and disinfect entire toilet, toilet seats and urinals.
18. Clean and disinfect washbasins and counters.
19. Spot clean walls, toilet partitions, and shower walls in restrooms.
20. Clean restroom floors and drains with germicidal solution.
21. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
22. Clean and polish all mirrors and metal surfaces.
23. Sweep outside entrances, pick up litter, and empty trash receptacles.
24. Leave on only designated lights.
25. Secure and lock doors upon completion of work.
26. Dust ledges, bookcases and windowsills.
27. Wash tile walls and toilet compartment partitions.
28. Dust door sashes, chairs and banisters
29. Vacuum all fabric type furniture
30. Clean plastic and leather furniture
31. Brush ceiling tile vents
32. Dust picture frames, artifacts and window blinds
33. Clean all interior windows

C. MONTHLY SERVICES

1. Mop and burnish all tile flooring

D. SEMI-ANNUAL SERVICES

1. Strip and wax VCT flooring (includes all supplies.)

E. ADDITIONAL SERVICES

1. Clean exterior windows at an additional cost.
2. Perform post event clean up at an additional cost.

These costs shall be provided in the bid proposal as an add-alternative.

ITEM # 7
PARKS AND RECREATION PORTABLE RESTROOM TRAILER

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City's Mobile Restroom. This vehicle, while stored at 800 Dyche Lane is periodically transported to parks for daily and/or weekend use for public events. The awarded contractor will be provided event dates and times for scheduling purposes. The contractor shall provide cleaning of the mobile restroom prior to and upon completion of event. When an attendant is required, typically 8 hours of constant monitoring and replenishment of soap, paper towels, toilet paper and restroom cleaning is expected. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

1. Clean and disinfect tops and underside of toilet bowls and seats.
2. Clean and disinfect all areas of urinal basin.
3. Clean and disinfect countertops and sinks.
4. Clean and disinfect walls, doors and floors with a germicidal solution.
5. Remove all paper, trash and debris from restroom.
6. Clean and disinfect all stainless steel areas with stainless steel cleaner/polish.
7. Re-stock restroom with toilet paper, hand soap and paper towels.

ITEM # 8
BOB BRISCOE PARK RESTROOM FACILITIES

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin, Bob Briscoe Park restroom facilities located at 3201 South Highway 35, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for cleaning restrooms as requested by a City of Alvin, Parks and Recreation Department staff member. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

1. Clean and disinfect tops and underside of toilet bowls and seats.
2. Clean and disinfect all areas of urinal basin.
3. Clean and disinfect countertops and sinks.
4. Clean and disinfect walls, doors and floors with a germicidal solution.
5. Remove all paper, trash and debris from restroom.
6. Clean and disinfect all stainless steel areas with stainless steel cleaner/polish.
7. Re-stock restroom with toilet paper, hand soap and paper towels.

ITEM # 9
LIONS PARK RESTROOM FACILITIES

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin, Lions Park restroom facilities located at 1060 College Drive Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for cleaning restrooms as requested by a City of Alvin, Parks and Recreation Department staff member. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

1. Clean and disinfect tops and underside of toilet bowls and seats.
2. Clean and disinfect all areas of urinal basin.
3. Clean and disinfect countertops and sinks.
4. Clean and disinfect walls, doors and floors with a germicidal solution.
5. Remove all paper, trash and debris from restroom.
6. Clean and disinfect all stainless steel areas with stainless steel cleaner/polish.
7. Re-stock restroom with toilet paper, hand soap and paper towels.

ITEM # 10
PEARSON PARK RESTROOM FACILITIES

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin, Pearson Park restroom facilities located at 2200 West Park Drive Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for cleaning restrooms as requested by a City of Alvin, Parks and Recreation Department staff member. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

1. Clean and disinfect tops and underside of toilet bowls and seats.
2. Clean and disinfect all areas of urinal basin.
3. Clean and disinfect countertops and sinks.
4. Clean and disinfect walls, doors and floors with a germicidal solution.
5. Remove all paper, trash and debris from restroom.
6. Clean and disinfect all stainless steel areas with stainless steel cleaner/polish.
7. Re-stock restroom with toilet paper, hand soap and paper towels.

ITEM # 11
MORGAN PARK RESTROOM FACILITIES

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin, Morgan Park restroom facilities located at 1500 West South Street Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for cleaning restrooms as requested by a City of Alvin, Parks and Recreation Department staff member. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

1. Clean and disinfect tops and underside of toilet bowls and seats.
2. Clean and disinfect all areas of urinal basin.
3. Clean and disinfect countertops and sinks.
4. Clean and disinfect walls, doors and floors with a germicidal solution.
5. Remove all paper, trash and debris from restroom.
6. Clean and disinfect all stainless steel areas with stainless steel cleaner/polish.
7. Re-stock restroom with toilet paper, hand soap and paper towels.

ITEM # 12
BOB S. OWEN POOL RESTROOM FACILITIES

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin, Bob S. Owen restroom facilities located at 919 Bayou Drive Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for cleaning restrooms as requested by a City of Alvin, Parks and Recreation Department staff member. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

1. Clean and disinfect tops and underside of toilet bowls and seats.
2. Clean and disinfect all areas of urinal basin.
3. Clean and disinfect countertops and sinks.
4. Clean and disinfect walls, doors and floors with a germicidal solution.
5. Remove all paper, trash and debris from restroom.
6. Clean and disinfect all stainless steel areas with stainless steel cleaner/polish.
7. Re-stock restroom with toilet paper, hand soap and paper towels.

ITEM # 13
NATIONAL OAK PARK RESTROOM FACILITIES

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin, National Oak Park restroom facilities located at 118 S. Magnolia St. Alvin, TX 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for cleaning restrooms as requested by a City of Alvin, Parks and Recreation Department staff member. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (6) DAYS PER WEEK (Mon. - Sat.)

1. Clean and disinfect tops and underside of toilet bowls and seats.
2. Clean and disinfect all areas of urinal basin.
3. Clean and disinfect countertops and sinks.
4. Clean and disinfect walls, doors and floors with a germicidal solution.
5. Remove all paper, trash and debris from restroom.
6. Clean and disinfect all stainless steel areas with stainless steel cleaner/polish.
7. Re-stock restroom with toilet paper, hand soap and paper towels.

ITEM # 14
ALVIN GIRL SCOUT HOUSE

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin, National Oak Park restroom facilities located at 1006 W. Adoue St. Alvin, TX 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for cleaning restrooms as requested up to 8 times per month, scheduled monthly, by a City of Alvin, Parks and Recreation Department staff member. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

1. Clean all floor mats.
2. Sweep or vacuum all floors.
3. Damp mop all tile.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Spot clean metal and wood doors, doorframes and wall switches.
7. Dust chairs and other office furniture.
8. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
9. Clean and sanitize telephones.
10. Empty wastebaskets, replace liners and carry trash to designated area.
11. Empty paper recycle bins (if any) and dispose in recycling bin at Public Services Facility, 1100 W. Highway 6.
12. Clean and disinfect entire toilet, toilet seats and urinals.
13. Clean and disinfect washbasins and counters.
14. Spot clean walls, toilet partitions, and shower walls in restrooms.
15. Clean restroom floors and drains with germicidal solution.
16. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
17. Clean and polish all mirrors and metal surfaces.
18. Sweep outside entrances, pick up litter, and empty trash receptacles.
19. Leave on only designated lights.
20. Secure and lock doors upon completion of work.

21. Dust ledges, bookcases and windowsills.
22. Wash tile walls and toilet compartment partitions.
23. Dust door sashes, chairs and banisters
24. Vacuum all fabric type furniture
25. Clean plastic and leather furniture
26. Brush ceiling tile vents
27. Dust picture frames, artifacts and window blinds
28. Clean all interior windows

ITEM # 15
POLICE DEPARTMENT BUILDING
22,000+/- SQUARE FOOT
WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the Alvin Police Department building located at 1500 N. Gordon St, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for maintaining offices, glassed areas, hallways, kitchen and dining areas, restrooms, lobby, vending areas, and conference rooms. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications. Janitorial staff assigned to clean this facility may be subject to clearance protocol, including but not limited to a background investigation.

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (4) DAYS PER WEEK DURING REGULAR BUSINESS HOURS

1. Clean all floor mats.
2. Sweep all tile and brick floors with chemically treated dust mops.
3. Damp mop all tile and brick floors.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Clean, sweep, and mop stairwells.
7. Clean glass entry doors and interior windows.
8. Spot clean metal and wood doors, doorframes and wall switches.
9. Remove fingerprints from woodwork, walls and partitions.
10. Clean and polish brass plates on all bathroom doors with brass cleaner.
11. Clean and polish drinking fountains.
12. Dust chairs and other office furniture. Desktops are not to be dusted if not cleared.
13. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
14. Clean and sanitize telephones.
15. Empty wastebaskets, replace liners and carry trash to designated area.
16. Empty paper recycle bins and dispose in recycling bin at Public Services Facility,
1100 W. Highway 6.
17. Clean and disinfect entire toilet, toilet seats and urinals.
18. Clean and disinfect washbasins and counters.

19. Spot clean walls, toilet partitions, and shower walls in restrooms.
20. Clean restroom floors and drains with germicidal solution.
21. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
22. Clean and polish all mirrors and metal surfaces.
23. Sweep outside entrances, pick up litter, and empty trash receptacles.
24. Leave on only designated lights.
25. Secure and lock doors upon completion of work.
26. Dust ledges, bookcases and windowsills.
27. Wash tile walls and toilet compartment partitions.
28. Dust door sashes, chairs and banisters
29. Vacuum all fabric type furniture
30. Clean plastic and leather furniture
31. Brush ceiling tile vents
32. Dust picture frames, artifacts and window blinds

C. MONTHLY SERVICES

1. Mop and burnish all tile flooring

D. SEMI-ANNUAL SERVICES

1. Strip and wax all tile flooring (includes all supplies.)

E. ADDITIONAL SERVICES

1. Shampoo carpeted areas (upon request) at an additional cost.
2. Clean exterior windows at an additional cost.

These costs shall be provided in the bid proposal as an add-alternative.

ITEM # 16
ALVIN ANIMAL ADOPTION CENTER
5,000+/- SQUARE FOOT

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the Alvin Animal Adoption Center located at 550 W. Highway 6, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for maintaining offices, glassed areas, hallways, kitchen and dining areas, restrooms, lobby, vending areas, and conference rooms. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications. Kennel areas are exempt from janitorial service, except semi-annual cleaning of the flooring.

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (4) DAYS PER WEEK DURING REGULAR BUSINESS HOURS

1. Clean all floor mats.
2. Sweep all tile and brick floors with chemically treated dust mops.
3. Damp mop all tile and brick floors.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Clean, sweep, and mop stairwells.
7. Clean glass entry doors and interior windows.
8. Spot clean metal and wood doors, doorframes and wall switches.
9. Remove fingerprints from woodwork, walls and partitions.
10. Clean and polish plates on all bathroom doors with cleaner.
11. Clean and polish drinking fountains.
12. Dust chairs and other office furniture. Desktops are not to be dusted if not cleared.
13. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
14. Clean and sanitize telephones.
15. Empty wastebaskets, replace liners and carry trash to designated area.
16. Empty paper recycle bins and dispose in recycling bin at Public Services Facility, 1100 W. Highway 6.
17. Clean and disinfect entire toilet, toilet seats and urinals.
18. Clean and disinfect washbasins and counters.

19. Spot clean walls, toilet partitions, and shower walls in restrooms.
20. Clean restroom floors and drains with germicidal solution.
21. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
22. Clean and polish all mirrors and metal surfaces.
23. Sweep outside entrances, pick up litter, and empty trash receptacles.
24. Leave on only designated lights.
25. Secure and lock doors upon completion of work.
26. Dust ledges, bookcases and windowsills.
27. Wash tile walls and toilet compartment partitions.
28. Dust door sashes, chairs and banisters
29. Vacuum all fabric type furniture
30. Clean plastic and leather furniture
31. Brush ceiling tile vents
32. Dust picture frames, artifacts and window blinds

C. MONTHLY SERVICES

1. Mop and burnish all flooring (onsite machine provided)

D. ADDITIONAL SERVICES

1. Shampoo carpeted area at an additional cost.
2. Clean exterior windows at an additional cost.

These costs shall be provided in the bid proposal as an add-alternative.

ITEM # 17
PUBLIC SERVICE FACILITY #2
16,277+/- SQUARE FOOT

WORK SPECIFICATIONS

The contractor will provide and supervise a regular staff of qualified employees to perform janitorial services at the City of Alvin's PSF #2 building located at 800 Dyche Lane, Alvin, Texas 77511. The contractor will compensate the City of Alvin for any damages incurred by their employees during the process of cleaning the building. The contractor shall be responsible for maintaining offices, glassed areas, hallways, kitchen and dining areas, restrooms, lobby, vending areas, conference rooms. The contractor shall provide sufficient personnel to meet all the provisions of cleaning during the time required in these specifications.

SERVICES TO BE PERFORMED

A. DAILY SERVICES/ (4) DAYS PER WEEK

1. Clean all floor mats.
2. Sweep all tile floors with chemically treated dust mops.
3. Damp mop all tile floors.
4. Vacuum all carpeted areas.
5. Clean all baseboards of splash marks.
6. Clean glass entry doors and interior windows.
7. Spot clean metal and wood doors, doorframes and wall switches.
8. Remove fingerprints from woodwork, walls and partitions.
9. Clean and polish drinking fountains.
10. Dust chairs and other office furniture. Desktops are not to be dusted if not cleared.
11. Dust desk accessories (i.e. keyboards, mouse, penholders, etc.)
12. Clean and sanitize telephones.
13. Empty wastebaskets, replace liners and carry trash to designated area.
14. Empty paper recycle bins and dispose in recycling bin at Public Services Facility, 1100 W. Highway 6.
15. Clean and disinfect entire toilet, toilet seats and urinals.
16. Clean and disinfect washbasins and counters.
17. Spot clean walls, toilet partitions, and shower walls in restrooms.
18. Clean restroom floors and drains with germicidal solution.

19. Clean, polish and refill towel, tissue, and sanitary napkin dispensers.
20. Clean and polish all mirrors and metal surfaces.
21. Sweep outside entrances, pick up litter, and empty trash receptacles.
22. Leave on only designated lights.
23. Secure and lock doors upon completion of work.
24. Dust ledges, bookcases and windowsills.
25. Wash tile walls and toilet compartment partitions.
26. Dust door sashes, chairs and banisters
27. Vacuum all fabric type furniture
28. Clean plastic and leather furniture
29. Brush ceiling tile vents
30. Dust picture frames, artifacts and window blinds

C. MONTHLY SERVICES

1. Mop and burnish all tile flooring

D. SEMI-ANNUAL SERVICES

1. Strip and wax all VCT flooring. (includes all supplies.)

E. ADDITIONAL SERVICES

1. Shampoo carpeted areas (upon request) at an additional cost.
2. Clean exterior windows at an additional cost.

These costs shall be provided in the bid proposal as an add-alternative.

JANITORIAL SERVICE BID SUBMITTAL FORM

ITEM # 1

City Hall 216 West Sealy 16,277 square feet

4 Days Per Week (Monday – Thursday)

Janitorial Services Per Month
(As specified in the Daily, Monthly and
Semi-Annual services) \$ 900.00

Supply Cost Per Month \$ 250.00

Total Cost Per Month \$ 1,150.00

Additional Services:

Shampoo carpeted area (as requested) \$ 0.07 per squarefoot

Clean exterior windows \$ 170.00

Strip and wax travertine flooring in downstairs area \$ 0.17 per squarefoot

ITEM # 2

Public Services Facility 1100 W Highway 6 8,671 square feet

4 Days Per Week (Monday – Thursday)

Janitorial Services Per Month
(As specified in the Daily, Monthly and
Semi-Annual services) \$ 878.00

Supply Cost Per Month \$ 142.00

Total Cost Per Month \$ 1,020.00

Additional Services:

Shampoo carpeted area (as requested) \$ 0.07 per squarefoot

Clean exterior windows \$ 170.00

JANITORIAL SERVICE BID SUBMITTAL FORM

ITEM # 3

Library 105 South Gordon 18,164 square feet

6 Days Per Week (Monday – Saturday)

Janitorial Services Per Month \$ 1,114.00
(As specified in the Daily, Monthly and
Semi-Annual services)

Supply Cost Per Month \$ 240.00

Total Cost Per Month \$ 1,354.00

Additional Services:

Shampoo carpeted area (as requested) \$ 0.07 per squarefoot

Clean exterior windows \$ 175.00

ITEM # 4

Senior Citizen Facility 309 W. Sealy 10,000 square feet

5 Days Per Week (Monday-Friday)

Janitorial Services Per Month \$ 776.00
(As specified in the Daily, Monthly and
Semi-Annual services)

Supply Cost Per Month \$ 75.00

Total Cost Per Month \$ 851.00

Additional Services:

Shampoo carpeted area (as requested) \$ 0.07 per squarefoot

Clean exterior windows \$ 142.00

JANITORIAL SERVICE BID SUBMITTAL FORM

ITEM # 5

Museum 309 W. Sealy 7,500 square feet
1 Day Per Week

Janitorial Services Per Month \$ 524.00
(As specified in the Daily, Monthly and
Semi-Annual services)

Supply Cost Per Month \$ 100.00

Total Cost Per Month \$ 624.00

Additional Services:

Shampoo carpeted area (as requested) \$ 0.07 per squarefoot

Clean exterior windows \$ 20.00

ITEM # 6

Convention & Visitors Bureau 200 Depot Centre Blvd. 1,482 square feet
2 Days Per Week (Tuesday/Friday)

Janitorial Services Per Month \$ 105.00
(As specified in the Daily, Monthly and
Semi-Annual services)

Supply Cost Per Month \$ 50.00

Total Cost Per Month \$ 155.00

Additional Services:

Clean exterior windows \$ 50.00

Additional cleaning per request \$ 25.00

JANITORIAL SERVICE BID SUBMITTAL FORM

ITEM # 7

Portable Restroom Site Location As Specified By Parks & Recreation Dept.
As Requested

Janitorial Services Per Request \$ 115.00
(Before and After cleaning)

Supply Cost Per Request \$ 20.00
(Before and After stocking)

Total Cost Per Request \$ 135.00

Attendant (8 hours)
Per Request \$ 135.00

ITEM # 8

Bob Briscoe Park Restrooms 3201 South Highway 35
As Requested

Janitorial Services Per Request \$ 65.00

Supply Cost Per Request \$ 10.00

Total Cost Per Request \$ 75.00

ITEM # 9

Lions Park Restrooms 1060 College Drive
As Requested

Janitorial Services Per Request \$ 75.00

Supply Cost Per Request \$ 10.00

Total Cost Per Request \$ 85.00

JANITORIAL SERVICE BID SUBMITTAL FORM

ITEM # 10

Pearson Park Restrooms

2200 West Park Drive

As Requested

Janitorial Services Per Request

\$ 65.00

Supply Cost Per Request

\$ 10.00

Total Cost Per Request

\$ 75.00

ITEM # 11

Morgan Park Restrooms

1500 West South Street

As Requested

Janitorial Services Per Request

\$ 65.00

Supply Cost Per Request

\$ 10.00

Total Cost Per Request

\$ 75.00

ITEM # 12

Bob S. Owen Pool Restrooms

919 Bayou Drive

As Requested

Janitorial Services Per Request

\$ 65.00

Supply Cost Per Request

\$ 10.00

Total Cost Per Request

\$ 75.00

ITEM #13

National Oak Park Restrooms

118 S. Magnolia St.

6 days per week (Monday – Saturday)

Janitorial Services Per Month

\$ 625.00

Supply Cost

\$ 150.00

Total Cost

\$ 775.00

JANITORIAL SERVICE BID SUBMITTAL FORM

ITEM #14

Alvin Girl Scout House

1006 W. Adoue St.

8 times per month scheduled monthly

Janitorial Services	\$ <u>110.00</u>
Supply Cost	\$ <u>65.00</u>
Total Cost (monthly)	\$ <u>175.00</u>

ITEM # 15

Police Department

1500 N. Gordon St

22,000 square feet

4 Days Per Week (Monday-Thursday)

Janitorial Services Per Month (As specified in the Daily, Weekly, Monthly and Quarterly detail)	\$ <u>1,528.00</u>
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Supply Cost Per Month	\$ <u>130.00</u>
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Total Cost Per Month	\$ <u>1,658.00</u>
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Additional Services:

Shampoo carpeted area (as requested)	\$ <u>0.07 per squarefoot</u>
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Clean exterior windows	\$ <u>225.00</u>
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JANITORIAL SERVICE BID SUBMITTAL FORM

ITEM # 16

Alvin Animal Adoption Center 1500 N. Gordon St 5,000 square feet
5 Days Per Week (Monday-Friday)

Janitorial Services Per Month
(As specified in the Daily, Weekly,
Monthly and Quarterly detail) \$ 660.00

Supply Cost Per Month \$ 90.00

Total Cost Per Month \$ 750.00

Additional Services:

Shampoo carpeted area (as requested) \$ 0.07 per squarefoot

Clean exterior windows \$ 50.00

ITEM # 17

Public Service Facility #2 800 Dyche Lane 3,500 square feet
2 Days Per Week (Tuesday & Thursday)

Janitorial Services Per Month
(As specified in the Daily, Weekly,
Monthly and Quarterly detail) \$ 325.00

Supply Cost Per Month \$ 25.00

Total Cost Per Month \$ 350.00

Additional Services:

Shampoo carpeted area (as requested) \$ 0.07 per squarefoot

Clean exterior windows \$ 15.00

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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 CERTIFICATION OF FILING

Certificate Number:
2018-349743

Date Filed:
05/07/2018

Date Acknowledged:
5/8/18

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

American janitorial services
League City, TX United States

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

City of Alvin

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.

B-18-10
Janitorial Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Licon, Sergio	League City, TX United States	X	
	greene, Anni	League City, TX United States	X	
	Zucker, Todd	Houston, TX United States		X

5 Check only if there is NO Interested Party. ☐

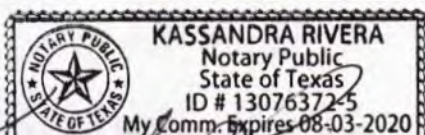
6 UNSWORN DECLARATION

My name is ANNABELLA GREENE, and my date of birth is 12-23-61.

My address is 512 Dickinson Avenue, League City, TX, 77573, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Galveston County, State of TEXAS, on the 7th day of May, 20 18.
(month) (year)



[Signature]
Signature of authorized agent of contracting business entity
(Declarant)



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Parks and Recreation

Contact: Dan Kelinske, Director

Agenda Item: Consider an amendment to the agreement with CTA HVAC, LLC (Clear the Air) to include HVAC equipment at the Fire/EMS Station located at 801 E. South Street as part of the HVAC preventative maintenance and repair scope of services for an additional annual amount not to exceed \$5,850.00; and authorize the City Manager to sign the Agreement upon legal review.

Type of Item: ☐Ordinance ☐Resolution ☒Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: Upon conclusion of construction of the new Fire/EMS Station, preventative maintenance must be performed on the HVAC equipment. The original agreement was approved by City Council on June 20, 2019 in the amount of \$40,717.00. The first renewal addendum was approved by City Council on April 16, 2020 with no change in price. This amendment to the original agreement would include quarterly and semi-annual preventative maintenance to all HVAC equipment located at the new Fire/EMS station in the amount of \$5,850.00.

Staff is recommending approval of this amendment to include HVAC equipment from the new Fire/EMS station into the scope of services for CTA HVAC, LLC (Clear the Air) preventative maintenance and repair.

Funding Expected: Revenue ☐ Expenditure ☒ N/A ☐ **Budgeted Item:** Yes ☒ No ☐ N/A ☐

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☐

Legal Review Required: N/A ☐ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- Amendment
- Estimate for HVAC preventative maintenance

Recommendation: Move to approve an amendment to the agreement with CTA HVAC, LLC (Clear the Air) to include HVAC equipment at the Fire/EMS Station located at 801 E. South Street as part of the HVAC preventative maintenance and repair scope of services for an additional annual amount not to exceed \$5,850.00; and authorize the City Manager to sign the Agreement upon legal review.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

AMENDMENT NO. 1
TO THE
CITY OF ALVIN
HVAC PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES AGREEMENT

THIS Amendment No. 1 to the City of Alvin HVAC Preventative Maintenance and Repair Agreement (“Amendment No. 1”) is made on this _____ day of _____ 2021, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the “City”), and CTA HVAC, LLC (“Clear the Air”).

WHEREAS, on June 20, 2019, the City approved and entered into a Heating, Ventilation and Air Conditioning Preventative Maintenance and Repair Agreement with Clear the Air for HVAC preventative maintenance and repair services of City owned building (the “Agreement”); and

WHEREAS, this Agreement provided for a term ending on September 30, 2020; and

WHEREAS, the City and Clear the Air entered into Addendum No. 1 on or about April 16, 2020, agreeing to extend the term of the Agreement for an additional year ending September 30, 2021; and

WHEREAS, this Amendment No. 1 adds the quarterly and semi-annual preventative maintenance to all of the HVAC equipment located at the new Fire/EMS Station located at 801 East South Street, Alvin, Texas.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and Clear the Air hereby agree as follows:

I.

This Amendment No. 1 shall include the remaining portions of Fiscal Year 2020-2021 from May 2021 through September 30, 2021.

Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have made and executed this Amendment No. 1 to the HVAC Preventative Maintenance and Repair Agreement in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

CLEAR THE AIR

By: _____
Jason Stom, Owner

ATTEST/SEAL

By: _____
Name:
Title:

CITY OF ALVIN, TEXAS

By: _____
Junru Roland, City Manager

ATTEST/SEAL

By: _____
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

By: _____
Suzanne L. Hanneman
City Attorney



133 N Friendswood Dr, #344
Friendswood, TX 77546
281.992.7866

BILL TO
City of Alvin
216 West Sealy Street
Alvin, TX 77511 USA

ESTIMATE
52190336

ESTIMATE DATE
Apr 08, 2021

JOB ADDRESS
COA - EMS/Firestation
801 East South Street
Alvin, TX 77511 USA

Job: 50891809
Technician: Mark Brandt

ESTIMATE DETAILS

Commercial maintenance- bi annually: $2 \times 450.00 = 900.00$ filter changes (quarterly) / $2 \times 2475.00 = 4950.00$ maintenance visits for all equipment checks and cleanings. (semi-annual) with a yearly total of 5850.00.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
MAINT- COM- EVCC	Add for evap coil cleaning: Add for evap coil cleaning. Per unit, per visit.	13.00	\$75.00	\$975.00
MAINT- COM- SPLIT	Comm Split System (1-10ton): Commercial Maintenance Plan. Split System (on ground). Per unit, per visit. 1-10 tons.	6.00	\$175.00	\$1,050.00

Preventative maintenance is extremely beneficial for the longevity and health of a variety of things. Just like an annual visit to the doctor, a monthly tune-up for the family vehicle or brushing your teeth twice a day; HVAC equipment is no different. Regular maintenance schedules can reduce energy costs, extend the life of the equipment, and prevent costly repairs. In fact, The New Building Institute found that "best practices in building maintenance and operations reduce energy use 10 to 20 percent across all climate zones in the United States. In contrast, poor maintenance practices can increase energy use by 30 to 60 percent.

While maintenance schedules can vary based on the size and needs of each building, we recommend preventative maintenance at least twice per year, specifically during fall and again in spring. These are optimal

times of the year to perform maintenance and prepare your equipment for the approaching winter and summer, when your HVAC system is working the hardest.

Outdoor Units

- Inspect unit for proper refrigerant level
- Inspect coil and cabinet (clean as needed)
- Inspect base pan for restricted drain openings (remove obstructions as necessary)
- Inspect compressor and associated tubing for damage
- Clean dirt, leaves, and debris from inside cabinet
- Inspect fan motor and fan blades for wear and damage (lubricate if necessary)
- Inspect control box, associated controls/accessories, wiring and connections for wear or damage (repair if necessary)

Indoor Units

- Inspect and clean blower assembly
- On older models, lubricate and inspect and replace fan belt if needed
- Check combustion blower housing for lint and debris and clean as necessary
- Inspect evaporator coil, drain pan and condensate drain lines—clean as needed
- Inspect burner assembly (clean and adjust as needed)
- Inspect ignition system and safety controls (clean and adjust as needed)
- Inspect heat exchanger or heating elements
- Inspect flue system (check for proper attachment, dislocated sections, and for signs of wear or damage)
- Inspect control box, associated wiring and connections
- Clean or replace air filters
- Inspect conditioned airflow system (ductwork)

During Operation of Unit

- Monitor system startup and search for abnormal noises or unusual odors
- Monitor air conditioning systems for correct refrigerant charge
- Measure outdoor/indoor dry bulb temperature
- Measure high and low side system pressures
- Monitor gas furnace for correct line and manifold gas pressure (make adjustments as needed)
- Check vent system for proper operation
- Monitor system for correct line and load volts/amps
- Monitor system operation per manufacturer's specifications
- Provide system operation report and recommend repairs/replacements as necessary

MAINT- COM- MLPC	Add for multiple circuits: Add for multiple circuits. Systems larger than 10 tons with multiple refrigerant circuits.	2.00	\$100.00	\$200.00
MAINT- COM- DIFA	Add for difficult access or rooftop: bi-annual maint. on exhaust fans X 19 and shop heaters X 9	28.00	\$25.00	\$700.00

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$2,925.00
TOTAL DUE	\$2,925.00
EST. FINANCING	\$44.46
BALANCE DUE	\$2,925.00

Payment due upon receipt.

CUSTOMER AUTHORIZATION

I have the authority to approve the above work. It is agreed that the seller will retain title to any equipment or materials furnished until full and complete payment is made. If settlement is not made as agreed, the seller should have the right to remove same and the seller shall be held harmless from damages resulting from the removal thereof. If this invoice is not paid within 30 days, I agree to pay 18% annual rate and \$25.00 per month late fee. There will be a \$30.00 return check fee for any checks returned. If this invoice is placed in collections, I agree to pay seller's attorney fees and any court costs.

I understand the quote listed above are intended to expose all possible problems, but by no means carries any guarantees. Neither Clear the Air nor the service representative performing the inspection shall be held liable for any damages which may arise from any identified or unidentified problems but shall be the sole responsibility of the homeowner. Electrical breakers are to be installed by a licensed electrician and is the responsibility of the homeowner. Any changes beyond the scope of this written quote will only be done upon the signed authorization of a written change order (bottom line, you will never pay more than quoted unless you authorize it). I authorize Clear the Air to proceed with the above work in the amount of \$2,925.00. Any OEM or special order items must be paid in full. If installation is canceled, there will be 50% restock fee for any OEM or special order parts. . TACLA32678

Sign here

Date

ALVIN FIRE STATION

Exhaust Fan	1	EF-1
Cook		Model 100 SQNEV 100SQN17D06QV Serial 175S174588-00/0000701
Exhaust Fan	2	EF-2
Cook		Model 100 SQNEV 100SQN17D06OV Serial 175S174588-00/0000702
Exhaust Fan	3	EF-3
Cook		Model 100 SQNEV 100SQN17D060OV Serial 175S74588-00/0000703
Exhaust Fan	4	EF-4
Cook		Model SP-A110 Serial S33Q222Z-B-05
Exhaust Fan	5	EF-5
Cook		Model SP-A90 Serial S33Q222Z-B-06
Exhaust Fan	6	EF-6
Cook		Model SP-A200 Serial S33Q222ZB-07
Exhaust Fan	7	EF-7
Cook		Model SP-A200 Serial S33Q222ZB-08
Exhaust Fan	8	
Cook		Model 120SQN 120SQN17DEC Serial 175S174588-00/0002101
Exhaust Fan	9	
Cook		Model 120TCN 120TCN-B Serial 175S174588-01/0000701
Exhaust Fan	10	EF-10
Cook		Model #SP-A110 Serial#S33Q222ZB-09

11

Model 180SQN 18SQN-3
Serial 175S174588-00/00005701

Model 150SQN 150SQN17DVF
Serial 175S74588-00/0003201

Model 150SQN 150SQN17DVF
Serial 175S74588-00/0003202

Model 150SQ 150SQ17DVF
Serial 175S74588-00/0003203

Model 150SQ 150SQN17DVF
Serial 175S74588-00/0003204

Model 150SQN 150SQN17DVF
Serial 175S174588-00/0003205

Model 150SQN 150SQN17DVF
Serial 175S174588-00/0003206

Model 150SQN 150SQN17DVF
Serial 1758S174588-00/0003207

Model 120SQN 120SQN17DEC
Serial 175S174588-00/0004701

Model UDAS-150
Serial BTB3062012364

Model UDAS-150
Serial BTB3062012361

Model UDAS-150
Serial BTB3062012355

Model UDAS-150
Serial BTB3062012362

Model UDAS-150
Serial BTB3062012356

GUH-6 Reznor	Model UDAS-150 Serial BTB3062012357
GUH-7 Reznor	Model UDAS-150 Serial BTB3062012359
GUH-8 Reznor	Model UDAS-150 Serial BTB3062012358
EUH-1 Reznor	Model EGW-5 Serial EGW5AK3EHK2-10
AC/AC-CU-1 LG	Model LSU243HLV Serial 008KAPB03X24
OA-AHU-1 AAON	Model H3-BRB3-0-162C-3BS Serial 202006-CJEB05918
OA-CU-1 AAON	Model CFA-011-BA-3-DCOEL Serial 202006-CNCJ08213
OA-AHU-2 AAON	Model H3-BLB-3-0-162C-3BS Serial 202006-CJEB05919
OA-CU-2	Model CFA-009-B-A-3-DCOEL Serial 202006-CNCG07927
CU-1 LG	Model ARUM241DTE5 Serial OEIM09AK 003KCDGIWM90
CU-2	Model ARUM241DTE5 Serial OEIM09AK 003KCTBIWM89

CC-1 Model ARNU093TRD4
Serial 003KCNL14T67

CC-2 Model ARNU053TRD4
Serial 003KCLHOC504

CC-3 Model ARNU053TRD4
Serial 003KCVUOM697

CC-4 Model ARNU053TRD4
Serial 002KCCVIRL35

CC-5 Model ARNU053TRD4
Serial 003KCPYOC376

CC-6 Model ARNU053TRD4
Serial 003KCZPOM701

CC-7 Model ARNU053TRD4
Serial 003KCBOOM693

FCU-1 Model ARNU153M2A4
Serial OEIM08NU 003KCB022K81

FCU-2 Model ARNU423M2A4
Serial OCIMOF87 003KCTBIUT85

FCU-3 Model ARNU423M2A4
Serial OCIMOF67 003KCT81UT85

FCU-4 Model ARNU76388A4
Serial OCIMO22J 003KCHEIND01

FCU-5 Model ARNU183M2A4
Serial OEIM047V 003KCWC22L25

FCU-6 Model ARNU184M2A4
Serial OE1M0BZ9004KCSFONQ86

FCU-7	Model ARNU233MA4 Serial OEIMOBZ4 004KCMROLN47
FCU-8	Model ARNU483M3A4 Serial OEIMOBZ9 004KCUKONQ94
FCU-9	Model ARNU183M2A4 Serial OEIMO47V 003KCFT22L27
FCU-10	Model ARNU233M2A4 Serial OEIMOBZ4 004KCMROLN47
FCU-11	Model ARNU283M2A4 Serial OEIMO814 004KETBOLN45
FCU-12	Model ARNU4243M2A4 Serial OAIMOAMQ 001KCJZOPH24
FCU-13	Model ARNU763B8A4 Serial OCIMO22J 003KCCVIND03
HVLS-1	Model MX00-0085-MA Serial 000100385
HVLS-2	Model MX00-0085-MA Serial 000100384
HVLS-3	Model MX00-0085-MA Serial 0001100383



AGENDA COMMENTARY

Meeting Date: 5/6/2021

Department: Parks and Recreation

Contact: Dan Kelinske, Director

Agenda Item: Consider Addendum No. 2 for a one (1) year renewal agreement with CTA HVAC, LLC (Clear the Air) as the City's HVAC preventative maintenance and repair services provider for City owned buildings, of an annual amount not to exceed \$46,567.00; and authorize the City Manager to sign the renewal Agreement upon legal review.

Type of Item: ☐Ordinance ☐Resolution ☒Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: The HVAC preventative maintenance and repair agreement is designed to provide routine maintenance by a certified technician for all HVAC equipment to prolong the efficient life of the equipment. This agreement also allows for faster response time and fixed pricing for HVAC related repairs and equipment replacement.

The agreement was originally approved in the amount of \$40,717.00 with CTA HVAC, LLC (Clear the Air) by City Council on June 20, 2019, utilizing the public bid process, Bid #B19-09. The first renewal addendum was approved by City Council on April 16, 2020. The following locations would continue under this agreement: Animal Adoption Center, City Hall, Public Service Facility, Public Service Facility #2 (Dyche Lane), Library, Senior Citizens Center, Museum, Train Depot, Wastewater Treatment Plant, Fire Station 2 & 3, Police Station and City Shop and include the new Fire/EMS station.

This addendum is the second of up to three, one-year renewals allowed per the agreement, having an effective date October 1, 2021 thru September 30, 2022.

Staff is recommending a one (1) year renewal of the current HVAC Preventative Maintenance and Repair agreement in the amount of \$46,567.00 with Clear the Air as their performance continues to provide good value to the City of Alvin.

Funding Expected: Revenue ☐ Expenditure ☒ N/A ☐ **Budgeted Item:** Yes ☒ No ☐ N/A ☐

Departmental
Building/Ground
Maintenance

Funding Account: Accounts **Amount:** _____ **1295 Form Required?** Yes ☒ No ☐

Legal Review Required: N/A ☐ Required ☐ **Date Completed:** 5/1/2021 SLH

Supporting documents attached:

- Addendum No. 2 - 22
- Addendum No. 1 - 21
- Agreement – 20

- Exhibit A – Clear the Air renewal letter
-

Recommendation: Move to approve Addendum No. 2 for a one (1) year renewal agreement with CTA HVAC, LLC (Clear the Air) as the City's HVAC preventative maintenance and repair services provider for City owned buildings, of an annual amount not to exceed \$46,567.00; and authorize the City Manager to sign the renewal Agreement upon legal review.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☒

Reviewed by City Manager ☒

ADDENDUM NO. 2
TO THE
CITY OF ALVIN
HVAC PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES AGREEMENT

THIS Addendum No. 2 to the City of Alvin HVAC Preventative Maintenance and Repair Agreement ("Addendum No. 2") is made on this the _____ day of _____ 2021, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the "City"), and CTA HVAC, LLC ("Clear the Air").

WHEREAS, on June 20, 2019, the City approved and entered into a Heating, Ventilation and Air Conditioning Preventative Maintenance and Repair agreement with Clear the Air for HVAC preventative maintenance and repair services of City owned buildings (the "Agreement"); and

WHEREAS, the Agreement provided for a term ending on September 30, 2020; and

WHEREAS, the City and Clear the Air entered into Addendum No. 1 on or about April 16, 2020, agreeing to extend the term of the Agreement for an additional year ending September 30, 2021;

WHEREAS, Section III of the Agreement states that upon mutual consent of the parties and approval of the governing body, this Agreement may be renewed for one (1) year additional terms, for a total of four (4) years, and each renewal term shall be attached to the Agreement as an Addendum (See Clear the Air's letter attached as Exhibit "A"); and

WHEREAS, the City and Clear the Air desire to extend the term of the Agreement for an additional year ending September 30, 2022.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and Clear the Air hereby agree as follows:

I.

The original Agreement entered into between the City and Clear the Air is extended for an additional year, ending September 30, 2022.

This renewal term is subject to all the provisions contained within the original Agreement, including the provisions in Section 2.02 unless terminated earlier in accordance with the terms of the original Agreement.

II.

Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect. To the extent of a conflict or inconsistency between or among the provisions of the Agreement and Addendum No. 2, the provisions of Addendum No. 2 shall control. Addendum No. 1 may only be amended, modified or supplemented by written agreement and signed by all parties.

IN WITNESS WHEREOF, the parties have made and executed Addendum No. 2 to the HVAC Preventative Maintenance and Repair Agreement in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

CLEAR THE AIR

CITY OF ALVIN, TEXAS

By: _____
Jason Stom, Owner

By: _____
Junru Roland, City Manager

ATTEST/SEAL

ATTEST/SEAL

By: _____
Name:
Title:

By: _____
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

By: _____
Suzanne L. Hanneman
City Attorney



Jason Stom
133 N Friendswood Dr, #344
Friendswood, TX 77546

03/05/21

Dan Kelinske
Director of Parks and Recreation
City of Alvin
309 W. Sealy St.
Alvin, TX 77511

Dear Dan L. Kelinske:

I submit this Letter of Intent to notify the Park and Recreation Commission of The City of Alvin that Clear the Air will be renewing the agreement to maintain all city HVAC mechanical equipment.

CTA HVAC LLC proposes to continue the agreement without any changes in pricing.

Tony Singleton will be our main point of contact can be reached at:

- 133 N Friendswood Dr, #344, Friendswood, TX 77546
- 281-992-7866
- tsingleton@cleartheairac.com

Thank you for the continued opportunity to serve the City of Alvin.

Sincerely,

A handwritten signature in blue ink that reads "Jason Stom".

Jason Stom
Clear the Air

ADDENDUM NO. 1
TO THE
CITY OF ALVIN
HVAC PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES AGREEMENT

THIS Addendum No. 1 to the City of Alvin HVAC Preventative Maintenance and Repair Agreement ("Addendum No. 1") is made on this the 16th day of April 2020, by and between the City of Alvin, Texas, a home-rule city of the State of Texas (the "City"), and CTA HVAC, LLC ("Clear the Air").

WHEREAS, on June 20, 2019, the City approved and entered into a Heating, Ventilation and Air Conditioning Preventative Maintenance and Repair agreement with Clear the Air for HVAC preventative maintenance and repair services of City owned buildings (the "Agreement"); and

WHEREAS, the Agreement provided for a term ending on September 30, 2020; and

WHEREAS, Section III of the Agreement states that upon mutual consent of the parties and approval of the governing body, this Agreement may be renewed for one (1) year additional terms, for a total of four (4) years, and each renewal term shall be attached to the Agreement as an Addendum (See Clear the Air's letter attached as Exhibit "A"); and

WHEREAS, the City and Clear the Air desire to extend the term of the Agreement for an additional year ending September 30, 2021.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the City and Clear the Air hereby agree as follows:

I.

The original Agreement entered into between the City and Clear the Air is extended for an additional year, ending September 30, 2021.

This renewal term is subject to all the provisions contained within the original Agreement, including the provisions in Section 2.02 unless terminated earlier in accordance with the terms of the original Agreement.

II.

Except as amended herein, all other terms and conditions of the Agreement, as amended, shall remain in full force and effect. To the extent of a conflict or inconsistency between or among the provisions of the Agreement and Addendum No. 1, the provisions of Addendum No. 1 shall control.

Addendum No. 1 may only be amended, modified or supplemented by written agreement and signed by all parties.

IN WITNESS WHEREOF, the parties have made and executed Addendum No. 1 to the HVAC Preventative Maintenance and Repair Agreement in multiple copies, each of which shall be an original, as of the date set forth in the preamble hereof.

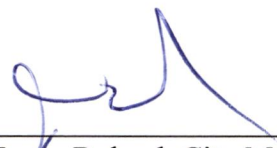
CLEAR THE AIR

By: 
Jason Stom, Owner

ATTEST/SEAL

By: _____
Name:
Title:

CITY OF ALVIN, TEXAS

By: 
Junru Roland, City Manager

ATTEST/SEAL

By: 
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

By: 
Suzanne L. Hanneman
City Attorney

HVAC PREVENTATIVE BUILDING MAINTENANCE AND REPAIR SERVICES

**THE STATE OF TEXAS §
 § **KNOW ALL MEN BY THESE PRESENTS:**
COUNTY OF BRAZORIA §**

THAT THIS HEATING, VENTILATION, AIR CONDITIONING AND PREVENTATIVE BUILDING MAINTENANCE AND REPAIR SERVICES CONTRACT (the "HVAC Preventative Building Maintenance and Repair Services Contract") is made on this the 20th day of June, 2019, by and between the **CITY OF ALVIN, TEXAS**, a home-rule city of the State of Texas (the "City") and Clear the Air Cooling & Heating. (The "Contractor")

WITNESSETH:

WHEREAS, the City advertised for bids for heating, ventilation, and air conditioning services to provide HVAC preventative maintenance and repair services to the City of Alvin; and

WHEREAS, bids were received on or about April 23, 2019, and were extensively evaluated by the City staff; and

WHEREAS, through such evaluation it was determined that Clear the Air Cooling & Heating presented the best value bid; and

WHEREAS, the City desires to enter into a HVAC preventative maintenance and repair services contract with Clear the Air Cooling & Heating according to the terms stated in the Contract;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein the parties hereby agree as follows:

REQUEST FOR PROPOSALS

I.

SCOPE OF SERVICES

Vendor agrees to perform the services and comply with the provisions specified in the Request for Bid Proposals (the "RFP"), copies of which are attached hereto as Exhibits "A" and "B", respectively, and incorporated herein by reference for all purposes. The RFP consists of the Notice to Bidders and Instructions to Bidders for HVAC preventative building maintenance and repair services. The RFP and Bid Proposal comprise a part of this contract as if fully set forth herein and such provisions form a part of this contract. To the extent of a conflict or inconsistency between or among the provisions of this Contract document, the RFP and/or the Bid, the documents shall control in the following order of precedence:

- (1) The HVAC preventative maintenance and repair services Contract document;
- (2) the RFP;
- (3) the Bid.

Vendors are responsible for inspecting each city facility prior to submitting bids. The square footage measurements of each facility given are approximate.

II.

COMPENSATION

2.01 – Payments.

Clear the Air Cooling & Heating shall perform the services required by this contract for the fees set forth in the Bid Proposal and bill the City with separate invoices for each location. Invoices shall be submitted on or before the 10th day of each month for services performed in the

preceding month. Payment shall be made within 30 days of receiving the invoice(s). Contractor shall notify the City of any changes of address, phone number, or email within five (5) days.

III.

TERM

3.01 – Term.

Subject to the provisions of this HVAC preventative maintenance and repair services Contract the term of this Contract shall commence on approval by City Council and shall terminate one year later unless terminated earlier in accordance within the provisions hereof. The contract shall be for one (1) year with three (3) additional one (1) year renewable options. Renewal shall be the sole option of the City if agreed to by vendor. The City of Alvin may cancel this contract without cause upon thirty (30) days written notice prior to date of termination.

IN WITNESS WHEREOF, the parties have made and executed this HVAC maintenance services Contract in multiple copies, each of which shall be an original, as of this 20th day of June 2019.

VENDOR

By: [Signature]
Name: JASON STON
Title: MANAGER

ATTEST/SEAL

By: [Signature]
Name: Grace Crum
Title: Deputy City Secretary

CITY OF ALVIN, TEXAS

By: [Signature]
Name: Junna Roland
Title: City Manager

ATTEST/SEAL

By: [Signature]
Name: Dixie Roberts
Title: City Clerk

**CITY OF ALVIN**

1100 W. Highway 6 • Alvin, Texas 77511

Parks & Recreation Department

• (281) 388-4299 • FAX (281) 331-7516

NOTICE TO BIDDERS

Notice is hereby given that sealed bids in triplicate, addressed to the Honorable Mayor and City Council of the City of Alvin, Texas, will be received in the Office of the City Secretary at 216 West Sealy, Alvin, Texas, no later than **2:00 P.M. May 21, 2019 for Heating, Ventilation, and Air Conditioning Preventative Maintenance and Repair Services** for City Hall, Public Services Facility, City Shop, Alvin Library, Senior Citizens Center, Museum, Train Depot, Fire Stations #1, #2 and #3, Waste Water Treatment Plant main office, Police Department, Alvin Animal Adoption Center, Emergency Medical Services and Dyche Lane Facility (PSF#2).

The bids must be submitted in a sealed envelope and marked with bid number **B-19-09 Heating, Ventilation, and Air Conditioning Preventative Maintenance and Repair Services**. Vendors shall use the bid proposal forms supplied. Failure to do so may result in rejection of your bid. All bids must be signed by a representative of the company authorized to do so.

The bids will be opened at 2:15 PM, Tuesday, May 21, 2019, in the City Hall Council Chambers, 2nd Floor, 216 West Sealy, Alvin TX.

Specifications and bid documents may be obtained in the office of the City Secretary, 216 West Sealy Street, Alvin, Texas 77511. **A walk through of all facilities is scheduled for Tuesday, May 14, 2019 at 8:00am. to begin at City Hall lobby at 216 West Sealy, Alvin, Texas. All potential bidders are required to attend this pre-bid walk through.**

The City of Alvin reserves the right to reject any and all bids as the best interest of the City dictates and to award the bid to the lowest qualified responsible bidder submitting the best bid in the interest of the public.

Dixie Roberts, City Secretary

Legal Ad

Publish: Sunday, May 5, 2019
Sunday, May 12, 2019



Bidder Must Fill In & Sign

Name of Firm, Company

Agent's Name

Agent's Title

Mailing Address

City

State

Zip

Telephone

Fax No.

Email address:

AUTHORIZED SIGNATURE

**BID TITLE: HVAC PREVENTATIVE MAINTENANCE
AND REPAIR SERVICES**

BID NUMBER: B-19-09

BID SUBMITTAL DATE: May 21, 2019 2:00PM

LATE BIDS WILL NOT BE CONSIDERED.

BIDDER AGREES TO COMPLY WITH ALL CONDITIONS BELOW, ATTACHED SPECIFICATIONS, AND NOTES. BIDDER HAS **READ** AND **AGREES** TO COMPLY WITH ALL TERMS AND CONDITIONS OF INVITATION TO BID. SERVICES PERFORMED FOR CITY USE ARE EXEMPT FROM THE STATE SALES TAX AND FEDERAL EXCISE TAX. **DO NOT** INCLUDE TAXES IN YOUR BID. BIDDER **GUARANTEES** SERVICES OFFERED SHALL **MEET** OR **EXCEED** MINIMUM SPECIFICATION IDENTIFIED IN THIS INVITATION TO BID.

ITEM	ITEM AND DESCRIPTION			TOTAL
1	HVAC PREVENTATIVE MAINTENANCE AND REPAIR SERVICES CONTRACT, per attached Specifications. SECTION A: Preventative Maintenance			\$ _____

"By the signature hereon affixed, the bidder hereby certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of the State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business."

TERMS AND CONDITIONS

1. The City of Alvin will accept **sealed bids** Monday through Thursday, 7:00 a.m. – 6:00 p.m. Bids must be received by the OFFICE OF THE CITY SECRETARY before the specified hour and date on the Notice to Bidders. The bids will then be publicly opened and read aloud on the date and time specified on the Notice to Bidders.
2. All sealed bids should be submitted on the original forms provided. Each bid must be sealed and should be placed in a properly identified envelope with bid number, project title, time and date of bid submittal deadline.
3. Late bids will be UNOPENED. Late bids will not be considered under any circumstances.
4. Bids CANNOT be altered or amended after opening time. Any alterations made before opening time must be initialed by bidder or authorized agent. No bid may be withdrawn after opening without approval and based on a written acceptable reason.
5. The City of Alvin reserves the right to revise or amend the specifications prior to date and time set for submittal of bids. Such revisions or amendments, if any, will be announced by amendments or addendum to these specifications. Copies of such amendments or addendum so issued will be furnished to all prospective bidders. If bidder demonstrates just reason for a change, the City of Alvin must have **at least** five working days notice prior to bid opening date.
6. Should bidder find discrepancies in or omissions from the specifications or other documents or be in doubt as to their meaning, bidder should at once notify the OFFICE OF THE CITY SECRETARY and obtain clarification prior to submitting a bid.
7. Bid offered shall be valid for ninety (90) days from opening date.
8. The City of Alvin is exempt from taxes. DO NOT INCLUDE TAX IN BID.
9. Bidder MUST give full firm name and address. Person signing bid should show TITLE or AUTHORITY TO BIND THEIR FIRM IN A CONTRACT.
11. NO substitutions or cancellations permitted without written approval of the City of Alvin.
12. All bidders **must meet or exceed the minimum specifications** to be considered as a valid bid. The City of Alvin reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid either to the lowest responsible bidder or to the bidder who provides services at the best value for the City of Alvin.
13. Purchase order number should be on an original invoice and sent to the City of Alvin, 216 West Sealy St. Alvin, TX 77511. Attn: Parks and Recreation Department.
14. The City of Alvin shall pay for the service within thirty (30) days of receipt of the invoice or as provided by State Law.
15. The City of Alvin reserves the right to terminate this contract for any reason by providing a thirty (30) day notice to the Contractor.

HVAC PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

BID NUMBER: B-19-09

SCOPE: The City of Alvin seeks competitive bids on HVAC Preventative Maintenance and Repair Services. The successful bidder will provide complete preventative maintenance and repair/replacement services for the equipment referenced herein identified under “Equipment Covered.” Pricing shall include all labor, parts and materials associated with maintaining the HVAC air handler(s), condenser(s), fan(s), and unitary equipment for each location listed within “Exhibit A.” The City reserves the right to obtain alternate pricing for repair/replacement of equipment at the discretion of the City. All work shall be performed during regular City operating hours (Monday – Thursday, 7AM – 6PM) with preventative maintenance service being scheduled at least one (1) week in advance, unless otherwise requested by the City. In the event equipment listed within “Equipment Covered” is necessary to be replaced, new equipment will then become part of the contract.

The successful bidder shall utilize factory-trained technicians familiar with the type of equipment included in the “Equipment Covered”. The tasks outlined in the maintenance schedules should be considered a guide and not replace any preventative maintenance task(s) recommended by the manufacturer. The successful bidder is presumed to have a broader knowledge related to maintenance procedures most effective and comply with all EPA regulations regarding maintenance and repair of air conditioning and heating systems.

A standardized written report summarizing equipment performance and work performed at each maintenance period shall be completed and signed by the technician assigned to perform the work. In addition, the report shall include any recommendations to reduce overall HVAC operating costs and/or improve equipment performance.

GENERAL CONDITIONS: Sections must be filled out completely. The bid shall be awarded to the lowest priced responsible bidder or to the bidder who provides services at the best value for the City of Alvin.

QUALIFICATIONS OF BIDDERS: The Bidder must be capable of performing each of the various items of work bid upon. In determining the best value to the City, the following elements will be considered. Whether the Bidder:

1. Maintains a permanent place of business;
2. Has adequate equipment in good working condition to work properly and expeditiously;
3. Has suitable financial status to meet obligations incidental to work, and upon request, shall be prepared to furnish financial statement; and
4. Has appropriate technical experience and licensure.

REFERENCES: Bidder shall provide a list of a minimum of three (3) customers to whom Bidder has performed bid services for the last three (3) years. “Attachment A – References” is attached for Bidder’s convenience and shall be returned with the Invitation to bid.

STANDARD OF PERFORMANCE: The contractor shall perform all services under this Agreement in accordance with the standards and codes of the approved regulations by the governing agency.

CHANGES: Proposed facilities and frequency schedules of service are and may be subject to additions and/or deletions. The City of Alvin reserves the right to increase or decrease facilities and frequency schedules of service during the entire term of this contract.

NON-FUNDING CLAUSE: The City of Alvin's budget is funded on an October 1st to September 30th fiscal year basis. Accordingly, the City of Alvin reserves the right to terminate this contract by giving Bidder thirty (30) days written notice, without liability to the City, in the event that funding for this contract is discontinued or is no longer available.

CONTRACT PERIOD: This is an annual contract for the period of one (1) year, from **October 1, 2019, through September 30, 2020**. This contract may be renewed under the same terms and conditions for up to (3) successive one-year periods for a total of four (4) years, upon the agreement of the parties. Each such renewal must be evidenced in writing and approved by the appropriate authorities of each party. Such renewal shall be for the same compensation set forth in the Invitation to Bid.

Additionally, the Bidder understands and agrees that upon the City's written request, this contract may be extended for a period of time, not to exceed two (2) months after the expiration of the initial term or any renewal thereof, for the same compensation as the Bidder was receiving for the services during the expired term immediately preceding the extension. Nothing contained herein, however, shall obligate the City during the extension period to renew and/or relet a contract with the Bidder for such services. The City of Alvin may terminate extension at any time for any reason without prior notice.

INSURANCE REQUIREMENTS: BIDDER SHALL INCLUDE A CERTIFICATE OF INSURANCE WITH THE INVITATION TO BID, OR PRIOR TO AWARD OF BID. BIDDER OR BIDDER'S INSURANCE AGENT SHALL INCLUDE BID NUMBER AND DESCRIPTION OF BID ON THE CERTIFICATE OF INSURANCE. THE COMPANIES AFFORDING COVERAGE AND THE PRODUCER OF THE CERTIFICATE OF INSURANCE SHALL BE LICENSED WITH THE STATE BOARD OF INSURANCE TO DO BUSINESS IN THE STATE OF TEXAS.

- (a) Workman's Compensation Insurance as required by laws and regulations applicable to and covering employees of Contract engaged in the performance of the work under this agreement;
- (b) Employers Liability Insurance protecting contractor against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$1,000,000.
- (c) Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily Injury \$1,000,000 per each person, \$1,000,000 per each occurrence/aggregate; Property Damage \$1,000,000 per each occurrence;
- (d) Excess Liability Insurance, Comprehensive general Liability, Comprehensive Automobile Liability and coverages afforded by the policies above, with the minimum limits of \$1,000,000 excess of specified limits.

INDEMNITY AGREEMENT:

THE CONTRACTOR HEREBY AGREES TO AND SHALL INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, DEMANDS, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS AND ATTORNEYS' FEES, FOR INJURY TO OR DEATH OF ANY PERSON, FOR LOSS OF USE OR REVENUE, OR FOR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE ACTUAL OR ALLEGED MALFUNCTION, DESIGN OR WORKMANSHIP IN THE MANUFACTURE OF EQUIPMENT, THE FULFILLMENT OF CONTRACT, OR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTIES UNDER THIS CONTRACT. SUCH INDEMNITY SHALL APPLY WHERE THE CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS OR LIABILITY ARISE IN PART FROM (I) THE JOINT NEGLIGENCE OF THE CITY AND THE CONTRACTOR, AND/OR THEIR RESPECTIVE OFFICERS, AGENTS AND/OR EMPLOYEES OR (II) THE SOLE NEGLIGENCE OF THE CONTRACTOR, ITS OFFICERS, AGENTS AND EMPLOYEES. IT IS THE EXPRESSED INTENTION OF THE PARTIES HERETO, BOTH CONTRACTOR AND THE CITY, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY CONTRACTOR TO INDEMNIFY AND PROTECT THE CITY FROM THE CONSEQUENCE OF (I) THE CITY'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS A CONCURRING CAUSE WITH THAT OF THE CONTRACTOR OF THE INJURY, DEATH OR DAMAGE AND/OR (II) THE CONTRACTOR'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS THE SOLE CAUSE OF THE INJURY, DEATH, OR DAMAGE. FURTHERMORE, THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL HAVE NO APPLICATION TO ANY CLAIM, LOSS, DAMAGE, CAUSE OF ACTION, SUIT AND LIABILITY WHERE IN INJURY, DEATH OR DAMAGE RESULTS FROM THE SOLE NEGLIGENCE OF THE CITY UNMIXED WITH THE FAULT OF ANY OTHER PERSON OR ENTITY. IN THE EVENT ANY ACTION OR PROCEEDING IS BROUGHT AGAINST THE CITY BY REASON OF ANY OF THE ABOVE, THE CONTRACTOR AGREES AND COVENANTS TO DEFEND THE ACTION OR PROCEEDING BY COUNSEL ACCEPTABLE TO THE CITY. THE INDEMNITY PROVIDED FOR HEREIN SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

COMPLIANCE WITH LAWS: Bidder shall comply with all Federal and State laws and City Ordinances and Codes applicable to the Bidder's operation under this contract. These Specifications and the contract resulting here from shall be fully governed by the laws of the State of Texas, and shall be fully performable in Brazoria County, Texas, where venue for any proceeding arising hereunder will lie.

SILENCE OF SPECIFICATIONS: The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality shall be used. All interpretations of specifications shall be made on the basis of this statement.

ASSIGNMENT: The successful bidder may not assign, sell or otherwise transfer this contract without prior written consent of the City Council of the City of Alvin.

CONTRACT TERMINATION: The City of Alvin reserves the right to terminate this contract for any reason by providing a thirty (30) day notice to the Contractor.

RIGHT OF ASSURANCE: Whenever one (1) party to this contract in good faith has reason to question the other party's intent to perform, they may demand that the other party give a written assurance of this intent to perform. In the event that demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of this contract.

CONFLICT OF INTEREST: Chapter 176 of the Texas Local Government Code requires that any person, who enters or seeks to enter in to a contract for the sale or purchase of property, goods or services with a local government entity and who has an employment or other business relationship with a local government entity and who has an employment of other business relationship with a local government officer or family member of the officer, as described by Texas Local Government Code Section 176.006, shall file a completed conflict of interest questionnaire with the City within seven (7) business days after the later of:

1. The date the person begins discussions or negotiations to enter in to a contract, including submission of a bid or proposal, or
2. The date the person becomes aware of facts that require the statement to be filed. Additional information and the form to be used to file this notice can be found at: www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

SEVERABILITY: If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

INVOICE: Bidder shall include Purchase Order number on corresponding invoice. Invoice shall be sent to:

CITY OF ALVIN
ATTN: PARKS AND RECREATION DEPARTMENT
216 WEST SEALY STREET
ALVIN, TX 77511

PAYMENT: The City of Alvin shall pay for services within thirty (30) days of receipt of invoice or as provided by State Law.

CITY REPRESENTATIVE: The City's representatives are as follows:

- Javier Lopez, Operations manager
- Daniel Kelinske, Director
- Bubba Jannett, Facility Technician

SPECIFICATIONS:
HVAC PREVENTATIVE MAINTENANCE AND REPAIR
BID B-19-09

ANIMAL ADOPTION CENTER 550 WEST HIGHWAY 6 Approx. 5,000 SQ FT

(A) PREVENTATIVE MAINTENANCE SCOPE OF WORK

* Monthly

1. Report in with the customer representative

- ☐ Change filters
- ☐ Clean AAON coils

* Quarterly Inspection and Maintenance of Exhaust Fans

1. Report in with the customer representative
2. Record and report abnormal conditions, measurements taken, etc.
3. Review customer logs with the customer for operational problems and trends

a. General Assembly

- ☐ Inspect fan wheel for wear, security and clearance
- ☐ Inspect sheaves and pulleys for wear and alignment
- ☐ Inspect belts for tension, wear, cracks and glazing
- ☐ Verify tight bolts, set screws and locking collars
- ☐ Verify smooth operation of the fan
- ☐ Log operating conditions after the system has stabilized
- ☐ Provide a written report of completed work, operating log and indicate any uncorrected deficiencies detected

b. Lubrication

- ☐ Lubricate the fan bearings
- ☐ Lubricate the motor bearings, if applicable

c. Motor and Starter

- ☐ Clean the starter and cabinet
- ☐ Inspect the wiring and connections for tightness and signs of overheating and discoloration
- ☐ Check the condition of the contacts for wear and pitting
- ☐ Check the contactor for free and smooth operation
- ☐ Meg the motor and record the readings
- ☐ Check and record volts and amps of the motor

* Quarterly Inspection and Maintenance of Split Systems (Cooling Cycle)

1. Start the unit, if not already in operation
2. Verify the smooth operation of the compressors and fans
3. Log operating conditions of the unit after the system has stabilized
4. Review operating procedures with operating personnel. Provide a written report of completed work, operating log and indicate any uncorrected deficiencies.

a. General Assembly

- ☐ Inspect for refrigerant and oil leaks, report results
- ☐ Check the sheaves and pulleys for wear and alignment
- ☐ Change filters
- ☐ Change belts
- ☐ Check mechanical linkages for wear, tightness and clearances
- ☐ Straighten condenser coils (up to 10% of the surface area)
- ☐ Clean condenser and evaporator coils
- ☐ Check and clean drain evaporator drain pan, drain and trap
- ☐ Verify evaporator fan cleanliness
- ☐ Verify the operation of the crankcase oil heater(s), if applicable

b. Controls and Safeties

- ☐ Verify operation of the VCMX controller and VCMX large expansion module
- ☐ Verify operation and calibration of the space sensor
- ☐ Verify the operation of the discharge air temperature control device, if applicable
- ☐ Verify the operation of the mixed air temperature control device
- ☐ Test the operation of the high condenser pressure safety device. Calibrate if necessary, record the setting
- ☐ Test the operation of the low temperature safety device. Calibrate if necessary, record the setting
- ☐ Test the operation of the low-pressure safety device(s). Calibrate if necessary, record the setting

c. Lubrication

- ☐ Lubricate motor bearings, if applicable
- ☐ Lubricate fan bearings, if applicable
- ☐ Check oil level in the compressor(s), if applicable

d. Motor and Starter

- ☐ Clean the starter and cabinet, if applicable
- ☐ Inspect wiring and connections for tightness and signs of overheating and discoloration
- ☐ Check the contactors for free and smooth operation
- ☐ Meg the compressor motor(s) and record readings, if above 25 tons

e. Startup and check out procedure (for units that require shutdown)

- ☐ Start the unit
- ☐ Verify the starter operation, if applicable
- ☐ Verify the smooth operation of the compressors and fans
- ☐ Log operating conditions of the unit after they system has stabilized
- ☐ Review operating procedures with operating personnel

* Comprehensive annual inspection and maintenance of split systems (Heating Cycle month of October)

1. Start the unit, if not already in operation
2. Verify the smooth operation of the compressors and fans
3. Log operating conditions of the unit after the system has stabilized
4. Review operating procedures with operating personnel. Provide a written report of completed work, operating log and indicate any uncorrected deficiencies

- ☐ Perform the heating inspection/maintenance procedure applicable to the unit (steam/hot water, electric, gas, reverse cycle)
- ☐ Verify smooth operation of the fans
- ☐ Change filters
- ☐ Change belts

a. Gas Heat Option

- ☐ Visually inspect the heat exchanger
- ☐ Inspect the combustion air blower fan and clean if required
- ☐ Lubricate the combustion air blower fan motor, if applicable
- ☐ Verify the operation of the flame detection device
- ☐ Test the operation of the high temperature limit switch
- ☐ Verify the integrity of the flue system
- ☐ Verify the operation of the operating controls
- ☐ Verify the burner sequence of operation
- ☐ Verify proper gas pressure to the unit and/or manifold, if applicable

b. Electric Heat Option

- ☐ Inspect wiring and connections for tightness and signs of overheating and discoloration
- ☐ Check and calibrate operating and safety controls, if applicable
- ☐ Verify the operation of the heating elements
- ☐ Check voltage and amperage compare reading with the watt rating on the heater

- c. Hot Water/Low pressure Steam Heat Option
 - ☐ Inspect control valves and traps
 - ☐ Check all operating and safety controls
 - ☐ Verify the operation of the heating coils
 - ☐ Verify the operation of the unit low temperature safety device
- d. Reverse Cycle Heating Option
 - ☐ Verify proper operation of the reversing valve
 - ☐ Verify proper operation of the defrost cycle
 - ☐ Verify proper operation of the auxiliary heat, if applicable
- e. Startup/Checkout Procedure smooth operation of the fans
 - ☐ Check the belts for tension, wear, cracks and glazing
 - ☐ Verify clean air filters
 - ☐ Verify proper operation of the heating section
 - ☐ Verify operation of the temperature controls

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters monthly with pleated filters in the sizes and quantities listed below.

Qty.	Size
2	20"x 20" x 2"
1	16"x 20" x 2"
2	16"x 16" x 2"

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as recommended based on conditions, whichever comes first.

Qty.	Size
*Field verify total quantity and size	

(B) EQUIPMENT COVERED (ANIMAL ADOPTION CENTER)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Air Handler #003	FB4CNF036	3913A71328
Air Handler #001	H3-CLB-8-0-162A-000	201310-CJCC01297
Air Handler #002	H3-BRB8-0162A-000	201311-CJCB01298
Air Handler #005	FB4CNF036	413A68741
Air Handler #004	FBCNF024	1913A72779
Condenser #003	25HBC524A300	0614E03166
Condenser #002	25HBC536A0030060	0714E18497
Condenser #004	25HBC536A00300	071418445
Condenser #005	CC-C06-8-D-2	201311-CHCY06142
Condenser #001	CC-C017-8-D-2	201311-CHCD06141

(A) PREVENTATIVE MAINTENANCE SCOPE OF WORK**A: Quarterly**

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantities listed below.

Qty.	Size	Qty.	Size
1	12 x 24 x 1	2	20 x 30 x 1
1	16 x 25 x 2	5	20 x 25 x 1
17	16 x 20 x 1	2	20 x 20 x 1

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as recommended based on conditions, whichever comes first.

Qty.	Size
1	B58
1	B29
1	AX39

*Field verify total quantity and size

(B) EQUIPMENT COVERED (CITY HALL)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Air Handler #001	UCCAF08A0A0HYD1	K15J5440
Air Handler #002	UCCAF06A0A0EYA1000	K15J75441
Air Handler #003	4TXCD0638C3HCCA	153533T2CG
Air Handler #004	GAM5A0B36M31SAA	121827U4AV
Air Handler #005	TWE240E300BB	L21511YYGWA
Air Handler #006	2TEC3F42B1000AA	7172PL32V
Condenser Unit #1	TTA12OF300AA	15273KG4YA
Condenser Unit #002	TTA073G300AA	15371L6YYA

Condenser Unit #003	4TTA3060D3000CA	15351UKU5F
Condenser Unit #4	4TTA3036B3000AA	13383KB73F
Condenser Unit #5	TTA240E200AA	12123LAOTA
Condensing Unit 6	2A7A3042A1000AA	7194PS54F
Ductless Split System (Friedrich)	MW24C3D	JHAT00765
Roof Top Unit #1	YSC060E3MA1N000B000	141811113L
Roof Top Unit #2	YHC063A3ELA0000	903101178L
Roof Top Unit #3	YSC060G3EMA01000	175110099L

PUBLIC SERVICES FACILITY 1100 WEST HIGHWAY 6 Approx. 8,671 SQ FT

(A) PREVENTATIVE MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantities listed below.

Qty.	Size	Qty.	Size
4	16 x 24 x 2	3	16 x 25 x 1
8	15 x 20 x 2	1	12 x 24 x 1
4	16 x 20 x 2		

* Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty.	Size
1	A40

*Field verify total quantity and size

(B) EQUIPMENT COVERED(PUBLIC SERVICES FACILITY)

In the event equipment listed below is necessary to be replaced, the replacement equipment will then become part of the contract and listed under equipment covered.

Type	Model #	Serial #
Air Handler #001	4TGB3F25A1000AA	11305T0W6V
Air Handler #002	LZ-8B	K80A69867
Air Handler #003	K80A69867	12334RMB4
Air Handler #004	TWE180E300AA	16104URDWA
Air Handler #005	40RUAA12A2A6-0A0A0	0917U03422
Air Handler #006	TEM4A0B24S21SAA	15362JSJ2V
Condenser Unit #001	TTA073D300AA	12483KWYYA
Condenser Unit #004	38AKS013-510	2898F54591
Condenser Unit #002	TTA180F300AA	15343CUTA
Condenser Unit #003	4A7B3024D1000AA	1152W903F
Condenser Unit #005	38AUDA12A0A5A0A0A	4815C90912
Condenser Unit #006	CKL18-1B	0208457207
Wall Mount	WA242-A00	140K01166799202
Duct Heater #001	CBK6.00-19X18.00	274838-003

DYCHE LANE OFFICE (PSF #2)**800 Dyche Lane****(A) PREVENTATIVE MAINTENANCE SCOPE OF WORK**

Quarterly Maintenance

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty. Size

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty. Size

*Field verify total quantity and size

(B) EQUIPMENT COVERED (PSF #2 800 Dyche Lane)

Type	Model #	Serial #
Air Handler #007	CBX25UH-048-230-10	1718K29274
Condenser Unit #002	GCGD48S21S2C	W1L4128349

LIBRARY 105 SOUTH GORDON Approx. 18,164 SQ FT

(A) PREVENTATIVE MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty. Size
8 20 x 20 x 2
20 20 x 25 x 2

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty. Size
2 B62
2 A35
1 B64

*Field verify total quantity and size

(B) EQUIPMENT COVERED (LIBRARY)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Roof Top Unit #001	YHC120A7ELA380000	907100234L
Roof Top Unit #002	YCD150E4L0BA	952100279D
Roof Top Unit #003	YCD150E4L0BA	100210340D
Roof Top Unit #004	YSC120E4EM1000	9381005291
Roof Top Unit #005	YSD180F4RLA0900	153310910D

SENIOR CENTER 309 WEST SEALY STREET Approx. 10,000 SQ FT

(A) PREVENTATIVE MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty.	Size	Qty.	Size
6	16 x 20 x 2	2	20 x 20 x 1
10	16 x 24 x 2	1	20 x 25 x2
2	20 x 25 x 1	*Field verify quantity and size	

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty.	Size	Qty.	Size
2	A39	1	A40
*Field verify quantity and size			

(B) EQUIPMENT COVERED (SENIOR CENTER)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Air Handler Unit #001	4TXCC060BC3HCBA	1403124H5G
Air Handler Unit #002	4TXCD061BC3HCBA	12143KNJ5G
Air Handler Unit #004	40RUAA14A2A6A0A0A0	2612U28141
Air Handler Unit #003	40RUAA08A2A6-0A0A0	0317U02259
Air Handler Unit #005	40RM-014-B600HC	2099F19630

Condenser Unit #003	4TTA3060D3000CA	14514JBA4F
Condenser Unit #001	38AKS016-521	2307G50069
Condenser Unit #002	38AUZA08A0A5A0A0A0	0717C94128
Condenser Unit #004	569CPX090000ABAA	4299G00267
Condenser Unit #005	TTP06E300A0	R384N9W1F
Roof Top Unit #002	THC036E1E0A160000000	122612081L
Roof Top Unit #003	TSC048E3E0A1R0000000	151312294L
Roof Top Unit #001	THC036E3E0A1E0000000	135010001L

MUSEUM	300 WEST SEALY STREET	Approx. 7,500 SQ FT
(A) PREVENTATIVE MAINTENANCE SCOPE OF WORK		

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty.	Size
4	20 x 20 x 2
4	20 x 25 x 2

*Field verify quantity and size

Belt Service (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty.	Size
8	B66

*Field verify quantity and size

(B) EQUIPMENT COVERED (MUSEUM)

Type	Model #	Serial #
Roof Top Unit #001	TCD181C300BB	310100182D
Roof Top Unit #002	EBCO001964PA	18331964PA
Variable Air Volume (VAV) Unit		

A) PREVENTATIVE MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty.	Size
2	20 x 30 x 1

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts when needed or recommended by manufacturer, whichever comes first.

Qty.	Size
*Field verify total quantity and size	

(B) EQUIPMENT COVERED (ACVB / TRAIN DEPOT)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Air Handler Unit #001	TWE060C15FD0	44914PC2V
Air Handler Unit #002	TWE060C15FD0	42923942V
Condenser Unit #001	2A7B2060A1000AA	31354MW3F
Condenser Unit # 002	2A7B2060A1000AA	41647123F

A) PREVENTATIVE MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty.	Size
4	16 x 25 x 2

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty.	Size
1	A50

*Field verify total quantity and size

(B) EQUIPMENT COVERED (WASTE WATER TREATMENT PLANT)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Air Handler Unit #001	TWE120E0E300AC	17101T67BA
Condenser Unit # 001	TTA120H400AA	16325SSUYA
Ductless Split System #001	RKN12KEVJU5	G000226
Electric Heater #001	BAYHTRL415AB	17065T1PLA
Multi-Stage Centrifugal #002	857-0-0-7-02D	65097
Multi-Stage Centrifugal #001	KA5SV-GK200	8165
Heat Pump #001	W24A1-C06XXXX3J	316J092641308-02
Wall Mount #002	W24A1-C06XXXX3J	316J092641309-02

A) QUARTERLY MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty.	Size
2	24 x 24 x 1
2	20 x 30 x 2

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty.	Size
1	A26
1	A52

*Field verify total quantity and size

(B) EQUIPMENT COVERED (FIRE STATION #1)

Type	Model #	Serial #
Air Handler Unit #001	RHGL-1202L	F461400517
Condenser Unit #001	TTA120A300FA	4275481AD
Roof Top Unit #001	YS060E3ELA000	937100105L
Bay Heater #1	UDAP-75	BKH79Y2N1719X
Bay Heater #2	UDAP-75	BJK79Y2N78766X
Bay Heater #3	HX-100E-8	BKI94W8N02903
Ductless Split System #001	40QAC036-311	4414V34447
Ductless Split System #002	24AAA436A200	186X97076
PTAC	PDE09K3SF-A	AAA900252

A) QUARTERLY MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty.	Size
2	20 x 20 x 1

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty.	Size
1	A44

*Field verify total quantity and size

(B) EQUIPMENT COVERED (FIRE STATION #2)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Air Handler #1	TWE060A300EA	3374PGP5H
Condenser #001	ATTA306D3000DA	182223K85F
Bay Heater #1	UDAP100	BLB79Y2N47008X
Bay Heater #2	UDAP100	BLB79Y2N47010X

A) QUARTERLY MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty.	Size
6	20 x 20 x 1

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty.	Size
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*Field verify total quantity and size

(B) EQUIPMENT COVERED (FIRE STATION #3)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Air Handler #1	2TEH3F48B1000AA	7265JLA1V
Air Handler #2	2TEH3F36B1000AA	7332KW91V
Condenser #001	2TTA3048A3000AA	74254AU4F
Condenser #002	2TTA3036A3000AA	7433KLP3F
Bay Heater #001	F2F5107CA1L	
Bay Heater #002	F2F5107CA1L	

A) QUARTERLY MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty.	Size
10	20 x 20 x 1
1	20 x 25 x 1

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts or as based on conditions, whichever comes first.

Qty.	Size
*Field verify total quantity and size	

(B) EQUIPMENT COVERED (EMS STATION)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Air Handler #001	CH23-65-1	6097K12911
Air Handler #002	TEM4A0C36S41SAA	15155H6L2V
Air Handler #003	4TXFH054CC3HHBA	1412769BFG
Condenser #001	HS26-048-3P	5899D50010
Condenser #002	2A7A3030A1000AA	811124B3F
Condenser #003	4TTB6042A1000AA	14162LK15F
Heater #001	K-30DSAN	99-05462
Heater #002	K-30D55N	99-05450
Heater #003	K-30580N	99-05152
Heater #004	K-30D9CB	99-05461

A) PREVENTATIVE MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

PACKAGED CHILLER MAINTENANCE SCOPE OF WORK**A: Quarterly Maintenance**

- ☐ Adjust operating and safety controls.
- ☐ Complete operating log of temperatures, pressures, voltages and amperages.
- ☐ Inspect operation of control circuit.
- ☐ Inspect operation of lubrication system including oil pressure and oil level.
- ☐ Inspect operation of crankcase heater(s).
- ☐ Inspect operation of all motors and starters.
- ☐ Visual inspection of condenser coil(s) (if applicable).
- ☐ Visual inspection of condenser and evaporator vessels (if applicable).

B: Annual Maintenance

- ☐ Clean control panels.
- ☐ Clean coils with non-acid based detergent.
- ☐ Clean condenser tubes with non-acid based detergent.

Refrigerant System

- ☐ Leak test refrigerant circuit(s).
- ☐ Inspect superheat setting and adjust accordingly.
- ☐ Refrigerant sample and analysis for moisture and oil content.

Lubrication System

- ☐ Check oil level in compressor(s) (if applicable).
- ☐ Check oil pressure per specifications.
- ☐ Visually inspect oil lines for leaks (if applicable).
- ☐ Inspect crankcase heater.
- ☐ Perform test for acid and moisture content.

Electrical System

- ☐ Inspect and report on condition of contacts for wear, pitting, etc.
- ☐ Inspect and calibrate operating controls.
- ☐ Inspect and calibrate safety controls.
- ☐ Meg compressor motor and record data.
- ☐ Inspect and report on condition of condenser fan motor(s) for proper operation (if applicable).
- ☐ Check and tighten control panel terminals.
- ☐ Inspect external interlocks and flow switches (if applicable).
- ☐ Check and report on starter operation, voltage and current.
- ☐ Inspect and calibrate micro-electronic controls.
- ☐ Complete operating log and record settings.
- ☐ Visual inspection of condenser fan(s) and inspect blades (if applicable).
- ☐ Lubricate condenser fan bearings (if applicable).
- ☐ Inspect and report condition and tension of condenser fan belts (if applicable).
- ☐ Inspect and report condition of vibration eliminators.
- ☐ Visual inspection of condenser and evaporator exterior for corrosion or water leaks (if applicable).

PNEUMATIC CONTROL SYSTEM MAINTENANCE SCOPE OF WORK

A: Quarterly Maintenance

- ☐ Inspect and report compressor run time versus off time for three operating cycles and record the average results.
- ☐ Open compressor tank drain valve and bleed off any water accumulated in the tank.
- ☐ Record and report gauge reading for compressor air pressure and final system air pressure. Adjust pressure-reducing valve if necessary.
- ☐ Inspect compressor belts, oil level, safety valves and general operating condition of the air compressor.
- ☐ Check and report level of refrigerant after cooler for proper operation.
- ☐ Visually inspect air filters and oil indicators, if applicable, for contamination. Should contamination exist, immediately report & obtain approval for repair.
- ☐ Inspect and report condition of air drier for proper operation.
- ☐ Clean filters at air drier as needed.

B: Annual Maintenance

- ☐ Replace compressor drive belts.
- ☐ Replace compressor air cleaner element(s).
- ☐ Change oil in air compressor(s).

PUMP MAINTENANCE

A: Quarterly Maintenance

- ☐ Lubricate pump bearings per manufacturer's recommendations.
- ☐ Lubricate motor bearings per manufacturer's recommendations.
- ☐ Inspect and report suction and discharge pressures.
- ☐ Visually inspect and report packing or mechanical seals.
- ☐ Inspect and report motor voltage and amperage.

B: Annual Maintenance

- ☐ Remove and clean pump strainers. (Isolation valves must be in place and operational)
- ☐ Replace pump coupling bushing.

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below.

Qty.	Size
24	20 x 20 x 2
2	16 x 20 x 1
3	20 x 20 x 1
3	16 x 25 x 1

*Field verify total quantity and size

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on condition, whichever comes first.

Qty. Size

*Field verify total quantity and size

(B) EQUIPMENT COVERED (POLICE DEPARTMENT)

Type	Model	Serial
Compressor #001	QTS3QCB	QB0810140035
Compressor #002	0C01506A1A	5079078
Air Handler #007	S1B15T/SO#B15859	657291 002
Air Handler #008	TWE060A100EL	9303N1TBD
Air Handler #001	TWE09043AAA00A	18172078BA
Air Handler #006	ARUF486016CA	1006009375
Air Handler #002	MCCA012GANA0ABA	K96K86570
Air Handler #003	MCCA012GAN0AB0	K96K86537
Air Handler #004	MCCA012GANOABA	K96K86512
Air Handler #005	MCCA012BBEOCA	K96K86557
Chiller #001	RTAA1004XH01A300ABDF	U96K07836
Condenser #001	2TTA0060A40000AA	8043RC03F
Condenser #002	GSX130604AA	1007717661
Condenser #003	4TTA3060D4000DA	182915HN5F
Condenser #004	TTA09044AAA00AE	18182187YA
Chiller Pump #001	A435A	Z08Z177R103M

A) QUARTERLY MAINTENANCE SCOPE OF WORK

- ☐ Clean coils for dirt build-up
- ☐ Check unit for unusual noise and vibration.
- ☐ Inspect and report condition of condensate drain pan for rust & leaks.
- ☐ Ensure free-flowing drain line by using compressed air to clear the drain line.
- ☐ Examine flex connections for cracks or leaks.
- ☐ Inspect and report condition of gaskets and insulation around unit, door and dampers.
- ☐ Inspect and report on the condition of the unit casing for corrosion.
- ☐ Inspect and report condition of spring isolators.
- ☐ Inspect and report condition of grease line connections.
- ☐ Change air filters.
- ☐ Check and report temperature of air from various diffusers of the facility to ensure balanced cooling/heating.
- ☐ Clean fan wheel and shaft.
- ☐ Lubricate fan and motor bearings as required.
- ☐ Inspect the control and power box wiring for secure connections and insulation.
- ☐ Rotate the fan wheel and check for obstructions in the fan housing.
- ☐ Inspect drive sheaves and if needed tighten set screws.
- ☐ Inspect belt alignment and tension.
- ☐ Clean damper operators.
- ☐ Clean coils with non-acid based detergent.
- ☐ Check and record Freon levels (immediately report & obtain approval for leak detect & recharge)
- ☐ Check tension on belts and replace belts annually or as recommended based on conditions, whichever comes first

FILTER SERVICE (FS)

This agreement includes Filter Service to be provided for the HVAC equipment referenced below. Filter Service provides labor and materials to replace air filters quarterly with pleated filters in the sizes and quantity listed below

Qty. **Size** *Field verify total quantity and size
 2 20" x 20" x 1"

BELT SERVICE (BS)

This agreement includes Belt replacement Service to be provided for the HVAC equipment referenced below. Belt Service provides labor and materials to replace the belts with factory authorized belts annually or as based on conditions, whichever comes first.

Qty. **Size**
 *Field verify total quantity and size

(B) EQUIPMENT COVERED (CITY SHOP)

<u>Type</u>	<u>Model #</u>	<u>Serial #</u>
Wall Unit	LW1017ERSM	711TARUCD334
Unit Heater #003	MBR1600AA-1AA	32642
Unit Heater #002	MBR1600AA-1AA	32641
Unit Heater #001	MBR16000AA-1AA	0611732643
Unit Heater #004	MBR16000AA-1AA	0611732644

SECTION A
HVAC Preventative Maintenance

Item No.	Name	Address	Preventative Maintenance Service Price (EA)	No. of services per year	Annual Maintenance Service Price
1	Animal Adoption Center AHU, CU & exhaust fans	550 W. Highway 6	\$	4	\$
	Replace Air Filter / clean AAON coils		\$	8	\$
2	City Hall	216 W. Sealy St.	\$	4	\$
3	Public Service Facility	1100 W. Highway 6	\$	4	\$
4	Public Service Facility #2	800 Dyche Lane	\$	4	\$
5	Library	105 S. Gordon St.	\$	4	\$
6	Senior Center	309 W. Sealy St.	\$	4	\$
7	Museum	300 W. Sealy St.	\$	4	\$
8	Train Depot	200 Depot Centre Blvd	\$	4	\$
9	WWTP	7100 South CR 160	\$	4	\$
10	Fire Station #1	302 W. House St.	\$	4	\$
11	Fire Station #2	110 Medic Lane	\$	4	\$
12	Fire Station #3	2700 FM 1462	\$	4	\$
13	EMS Station	709 E. House St.	\$	4	\$
14	Police Department AHU, CU & fans	1500 S. Gordon St.	\$	4	\$
	Packaged Chiller Qtrly		\$	4	\$
	Packaged Chiller Annual		\$	1	\$
	Pneumatic Control System Qtrly		\$	4	\$
	Pneumatic Control System Annual		\$	1	\$
	Pump Maintenance Qtrly		\$	4	\$
	Pump Maintenance Annual		\$	1	\$
15	City Shop	1100 W. Highway 6	\$	4	\$

Section A TOTAL: \$ _____

SECTION B
Repair and Replacement Rates

Item No.	Labor Hourly Rate (includes equip & Tools)	Mileage (if applicable)	Trip Charge (if applicable)	New replacement unit mark-up %	Materials (parts) mark-up %
1	Technician \$	\$	\$	%	%
2	Helper \$	\$	\$	%	%
3	Electrician \$	\$	\$	%	%

BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors (now codified at Sections 2252.001 through 2252.004, Texas Government Code). The pertinent portion of the Act has been extracted and is as follows:

...

- (3) "Non-resident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

...

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

.

I certify that _____ is a **resident** bidder of Texas
(Company Name)

as defined in Section 2252.001(4), Texas Government Code.

Signature _____

Print Name _____

I certify that _____ is a **non-resident** bidder as
(Company Name)

bidder is defined in Section 2252.001(3), Texas Government Code.

and our principal place of business is _____.
(City and State)

Signature _____

Print Name _____

**CITY OF ALVIN
PARKS AND RECREATION DEPARTMENT**

NO BID NOTIFICATION

BID TITLE: _____

BID NUMBER: _____

SUPPLIER NAME: _____

ADDRESS: _____

AGENT'S NAME: _____ TELEPHONE: _____

The CITY OF Alvin is interested in receiving competitive pricing on all items bid. We also desire to keep your firm as a bidder and a supplier of materials and equipment. Therefore, it is important for us to determine why you are not bidding on this item. We will analyze your input carefully and try to determine if future changes are needed in our specifications and procedures.

I did not bid for the following reasons: (PLEASE CHECK ONE OF THE LISTED REASONS)

_____ Do not supply the requested product.

_____ Quantities offered are too small or too large to be supplied by your company.
(Please circle one of the underlined.)

_____ Specifications are "too tight" or written around a particular product.
(Please elaborate on this item.)

_____ Cannot bid against manufacturer or jobber on this item.
(Please circle one of the underlined.)

_____ Time frame for bidding was too short for my organization.

_____ Not awarded a previous contract by the City when you felt you were low bidder.

_____ Other _____

Failure to submit a bid or no-bid notification may result in removal from future bidders' lists.

~~~~~  
If you wish to remain on the City's bid list for this item, please indicate:

\_\_\_\_\_ I wish to remain. \_\_\_\_\_ I do not wish to remain.

**ATTACHMENT A  
REFERENCES**

*Each Bidder is to provide a minimum of three (3) verifiable references in which the offeror has sold, maintained or provided this or similar product or service.*

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

Product Purchased by Reference: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

Product Purchased by Reference: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

Product Purchased by Reference: \_\_\_\_\_



**BID TITLE: HVAC PREVENTATIVE MAINTENANCE  
AND REPAIR SERVICES**

**BID NUMBER: B-19-09**

**BID SUBMITTAL DATE: May 21, 2019 2:00PM**

**LATE BIDS WILL NOT BE CONSIDERED.**

**Bidder Must Fill In & Sign**

Name of Firm, Company  
Clear the Air - Cooling & Heating

**Agent's Name**

Jason Stom

**Agent's Title**

133 N Friendswood Dr #344

**Mailing Address**

Friendswood TX 77546

**City State Zip**

281-992-7866

**Telephone**

**Fax No.**

**Email address:**

jason@cleartheairac.com

*Jason Stom*

**AUTHORIZED SIGNATURE**

BIDDER AGREES TO COMPLY WITH ALL CONDITIONS BELOW, ATTACHED SPECIFICATIONS, AND NOTES. BIDDER HAS READ AND AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS OF INVITATION TO BID. SERVICES PERFORMED FOR CITY USE ARE EXEMPT FROM THE STATE SALES TAX AND FEDERAL EXCISE TAX. **DO NOT** INCLUDE TAXES IN YOUR BID. BIDDER GUARANTEES SERVICES OFFERED SHALL **MEET OR EXCEED** MINIMUM SPECIFICATION IDENTIFIED IN THIS INVITATION TO BID.

| ITEM | ITEM AND DESCRIPTION                                                                                                                |  |  | TOTAL        |
|------|-------------------------------------------------------------------------------------------------------------------------------------|--|--|--------------|
| 1    | HVAC PREVENTATIVE MAINTENANCE AND REPAIR SERVICES CONTRACT, per attached Specifications.<br><br>SECTION A: Preventative Maintenance |  |  | \$ 40,717.00 |

"By the signature hereon affixed, the bidder hereby certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of the State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business."

**SECTION A**  
**HVAC Preventative Maintenance**

| Item No. | Name                                          | Address               | Preventative Maintenance Service Price (EA) | No. of services per year | Annual Maintenance Service Price |
|----------|-----------------------------------------------|-----------------------|---------------------------------------------|--------------------------|----------------------------------|
| 1        | Animal Adoption Center AHU, CU & exhaust fans | 550 W. Highway 6      | \$ 657.00                                   | 4                        | \$ 2628.00                       |
|          | Replace Air Filter / clean AAON coils         |                       | \$ 197.00                                   | 8                        | \$ 1576.00                       |
| 2        | City Hall                                     | 216 W. Sealy St.      | \$ 1182.00                                  | 4                        | \$ 4728.00                       |
| 3        | Public Service Facility                       | 1100 W. Highway 6     | \$ 919.00                                   | 4                        | \$ 3676.00                       |
| 4        | Public Service Facility #2                    | 800 Dyche Lane        | \$ 197.00                                   | 4                        | \$ 788.00                        |
| 5        | Library                                       | 105 S. Gordon St.     | \$ 657.00                                   | 4                        | \$ 2628.00                       |
| 6        | Senior Center                                 | 309 W. Sealy St.      | \$ 1051.00                                  | 4                        | \$ 4204.00                       |
| 7        | Museum                                        | 300 W. Sealy St.      | \$ 394.00                                   | 4                        | \$ 1576.00                       |
| 8        | Train Depot                                   | 200 Depot Centre Blvd | \$ 263.00                                   | 4                        | \$ 1052.00                       |
| 9        | WWTP                                          | 7100 South CR 160     | \$ 394.00                                   | 4                        | \$ 1576.00                       |
| 10       | Fire Station #1                               | 302 W. House St.      | \$ 657.00                                   | 4                        | \$ 2628.00                       |
| 11       | Fire Station #2                               | 110 Medic Lane        | \$ 263.00                                   | 4                        | \$ 1052.00                       |
| 12       | Fire Station #3                               | 2700 FM 1462          | \$ 394.00                                   | 4                        | \$ 1576.00                       |
| 13       | EMS Station                                   | 709 E. House St.      | \$ 525.00                                   | 4                        | \$ 2100.00                       |
| 14       | Police Department AHU, CU & fans              | 1500 S. Gordon St.    | \$ 1313.00                                  | 4                        | \$ 5252.00                       |
|          | Packaged Chiller Qtrly                        |                       | \$ 263.00                                   | 4                        | \$ 1052.00                       |
|          | Packaged Chiller Annual                       |                       | \$ 263.00                                   | 1                        | \$ 263.00                        |
|          | Pneumatic Control System Qtrly                |                       | \$ 131.00                                   | 4                        | \$ 524.00                        |
|          | Pneumatic Control System Annual               |                       | \$ 131.00                                   | 1                        | \$ 131.00                        |
|          | Pump Maintenance Qtrly                        |                       | \$ 131.00                                   | 4                        | \$ 524.00                        |
|          | Pump Maintenance Annual                       |                       | \$ 131.00                                   | 1                        | \$ 131.00                        |
| 15       | City Shop                                     | 1100 W. Highway 6     | \$ 263.00                                   | 4                        | \$ 1052.00                       |

**Section A TOTAL:**      \$ 40,717.00

**SECTION B**  
**Repair and Replacement Rates**

| Item No. | Labor Hourly Rate (includes equip & Tools) | Mileage (if applicable) | Trip Charge (if applicable) | New replacement unit mark-up % | Materials (parts) mark-up % |
|----------|--------------------------------------------|-------------------------|-----------------------------|--------------------------------|-----------------------------|
| 1        | Technician \$ 37.50 1/4hr                  | \$ N/A                  | \$ 109.00                   | 35 %                           | 35 %                        |
| 2        | Helper \$ N/A                              | \$ N/A                  | \$ N/A                      | 35 %                           | 35 %                        |
| 3        | Electrician \$ N/A                         | \$ N/A                  | \$ N/A                      | N/A %                          | N/A %                       |



## BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors (now codified at Sections 2252.001 through 2252.004, Texas Government Code). The pertinent portion of the Act has been extracted and is as follows:

...

- (3) "Non-resident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

...

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that Clear the Air - Cooling & Heating is a **resident** bidder of Texas  
(Company Name)

as defined in Section 2252.001(4), Texas Government Code.

Signature Jason Stom

Print Name Jason Stom

I certify that \_\_\_\_\_ is a **non-resident** bidder as  
(Company Name)

bidder is defined in Section 2252.001(3), Texas Government Code.

and our principal place of business is \_\_\_\_\_  
(City and State)

Signature \_\_\_\_\_



ATTACHMENT A  
REFERENCES

*Each Bidder is to provide a minimum of three (3) verifiable references in which the offeror has sold, maintained or provided this or similar product or service.*

Company Name: City of Alvin

Address: All Facilities

Contact Person: Dan Kelinske

Telephone: (        ) (281) 388-4290

Email: dlkelinske@cityofalvin.com

Product Purchased by Reference: Maintenance, Equipment Installation & Service Repairs  
Doing business together since 2011

Company Name: City of Friendswood

Address: \_\_\_\_\_

Contact Person: James Toney

Telephone: (        ) (281) 996-3201

Email: jtoney@ci.friendswood.us

Product Purchased by Reference: Maintenance, Equipment Installation & Service Repairs

Company Name: Palisade Palms

Address: 801 East Beach Drive  
Galveston, TX 77550

Contact Person: Ron Gwin

Telephone: (        ) 409-770-7889 (office)

Email: rgwin@tradewindsbeachclub.com

Product Purchased by Reference: Maintenance, Service & Equipment Replacement





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/07/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                                                      |                                                                              |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------|
| <b>PRODUCER</b><br><br>Dick Daugird, Agent<br>3502 E FM 528<br>Friendswood, TX 77546 | <b>CONTACT NAME:</b> Darla Winters                                           |               |
|                                                                                                                                                                      | <b>PHONE (A/C, No, Ext):</b> 281-482-4455 <b>FAX (A/C, No):</b> 281-482-3704 |               |
|                                                                                                                                                                      | <b>E-MAIL ADDRESS:</b> Darla.Winters.LAMJ@StateFarm.com                      |               |
| <b>INSURED</b><br><br>CTA HVAC LLC<br>DBA Clear the Air Cooling & Heating<br>133 N Friendswood Dr #344<br>Friendswood, TX 77546                                      | <b>INSURER(S) AFFORDING COVERAGE</b>                                         | <b>NAIC #</b> |
|                                                                                                                                                                      | <b>INSURER A :</b> State Farm Lloyds                                         | 43419         |
|                                                                                                                                                                      | <b>INSURER B :</b> State Farm Mutual Automobile Insurance Company            | 25178         |
|                                                                                                                                                                      | <b>INSURER C :</b> Texas Mutual                                              | 22945         |
|                                                                                                                                                                      | <b>INSURER D :</b>                                                           |               |
|                                                                                                                                                                      | <b>INSURER E :</b>                                                           |               |
|                                                                                                                                                                      | <b>INSURER F :</b>                                                           |               |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                             | ADDL SUBR INSD WVD                                               | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                               |              |
|----------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------|-------------------------|-------------------------|----------------------------------------------------------------------|--------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>                                                       |                                                                  | 90-ERB7660      | 02/01/2019              | 02/01/2020              | EACH OCCURRENCE                                                      | \$ 1,000,000 |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                                |                                                                  |                 |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence)                            | \$           |
|          |                                                                                                                               |                                                                  |                 |                         |                         | MED EXP (Any one person)                                             | \$ 5,000     |
|          |                                                                                                                               |                                                                  |                 |                         |                         | PERSONAL & ADV INJURY                                                | \$           |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                                                                            |                                                                  |                 |                         |                         | GENERAL AGGREGATE                                                    | \$ 2,000,000 |
|          | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC                     |                                                                  |                 |                         |                         | PRODUCTS - COM/PROP AGG                                              | \$ 1,000,000 |
|          | <input checked="" type="checkbox"/> OTHER: ANNUAL AGGREGATE                                                                   |                                                                  |                 |                         |                         |                                                                      | \$           |
| B        | <b>AUTOMOBILE LIABILITY</b>                                                                                                   |                                                                  | 296 6302-C01-53 | 09/01/2018              | 09/01/2019              | COMBINED SINGLE LIMIT (Ea accident)                                  | \$ 1,000,000 |
|          | <input type="checkbox"/> ANY AUTO                                                                                             |                                                                  | 296-6335-C01-53 | 09/01/2018              | 09/01/2019              | BODILY INJURY (Per person)                                           | \$           |
|          | <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY |                                                                  | 296-6337-C01-53 | 09/01/2018              | 09/01/2019              | BODILY INJURY (Per accident)                                         | \$           |
|          | <input checked="" type="checkbox"/> HIRED AUTOS ONLY                                                                          |                                                                  |                 |                         |                         | PROPERTY DAMAGE (Per accident)                                       | \$           |
|          | <b>UMBRELLA LIAB</b>                                                                                                          |                                                                  |                 |                         |                         | EACH OCCURRENCE                                                      | \$           |
|          | <b>EXCESS LIAB</b>                                                                                                            |                                                                  |                 |                         |                         | AGGREGATE                                                            | \$           |
|          | <b>DED</b>                                                                                                                    | <b>RETENTION \$</b>                                              |                 |                         |                         |                                                                      | \$           |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                                                                          | <b>Y/N</b>                                                       | 0002011450      | 02/01/2019              | 02/01/2020              | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |              |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                                                   | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N |                 |                         |                         | E.L. EACH ACCIDENT                                                   | \$ 1,000,000 |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                                                        | N/A                                                              |                 |                         |                         | E.L. DISEASE - EA EMPLOYEE                                           | \$ 1,000,000 |
|          |                                                                                                                               |                                                                  |                 |                         |                         | E.L. DISEASE - POLICY LIMIT                                          | \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# AGENDA COMMENTARY

**Meeting Date:** 5/6/2021

**Department:** Fire

**Contact:** Rex W. Klesel – Fire Chief

**Agenda Item:** Consider the purchase of furniture for the new Fire/EMS Station #1 from National Business Furniture in an amount not to exceed \$204,411.19.

**Type of Item:** ☐Ordinance ☐Resolution ☒Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

**Summary:** Construction of the new Fire/EMS Station is scheduled to be completed mid-June 2021. Fire and EMS have been working with a vendor to supply the necessary office-building furniture for this facility. There are three areas that need to be furnished: Fire, EMS, and the common area. These consist of offices, Day Rooms, Communication Room, Conference Room, the Common Area will include the Lobby and Training Room, also EMS Dorm Rooms. This proposal includes all TV's, brackets, necessary hookups, and installation throughout the building. National Business Furniture is a member of the purchasing Buyboard and will deliver, install, and provide a lifetime guarantee on all their products. This project will be paid from Account # 311-3502-00-4155 in the amount, not to exceed, \$204,411.19. Some furniture and furnishings will be moved from the existing Fire and EMS Stations to save on cost.

**Funding Expected:** Revenue ☐ Expenditure ☒ N/A ☐ **Budgeted Item:** Yes ☒ No ☐ N/A ☐

**Funding Account:** 318-3502-00-9085 **Amount:** \_\_\_\_\_ **1295 Form Required?** Yes ☐ No ☐

**Legal Review Required:** N/A ☐ Required ☐ **Date Completed:** 5/1/2021 SLH

## Supporting documents attached:

- National Business Furniture Price Quote # QA 430960

**Recommendation:** Move to purchase Fire/EMS building furniture from National Business Furniture in an amount not to exceed \$204,411.19.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☒

Reviewed by City Manager ☒



# NATIONAL BUSINESS FURNITURE

**Quote # QA430960** (v5)

**National Business Furniture, LLC**

770 South 70th Street Milwaukee, WI 53214  
phone (800) 558-1010 x fax: (800) 329-9349

**Ship-To Address** *dhughes@cityhall.cityofalvin.com*

DIXIE HUGHES  
ADMINISTRATIVE ASSISTANT  
CITY OF ALVIN  
1100 W HWY 6  
ALVIN, TX 77511-7648  
(281) 388-4351

Source: OS0021  
Cat: L-30-2  
Cust#: BN7371

**Bill-To Address**

ACCOUNTS PAYABLE  
CITY OF ALVIN  
216 W SEALY ST  
ALVIN, TX 77511  
(281) 388-4211  
(281) 388-4221

Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                                                     | Options         | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|---------------------------------------------------------------------------------|-----------------|-----------|---------------|----------------|-------------|
| GLOCUST | 1   | <b>Mark this item for FIRE CONFERENCE ROOM</b><br>PANEL BASE FOR CONFERENCE TBL | ABSOLUTE ACAJOU | 3-5 Wks   | \$532.29      | \$532.29       | \$532.29    |
| GLOCUST | 1   | ADAPTABILITY CONF TBL 12'                                                       | ABSOLUTE ACAJOU | 3-5 Wks   | \$770.14      | \$770.14       | \$770.14    |
| AMLCUST | 1   | <b>Mark this item for TRAINING ROOMS</b><br>GOOSENECK MIC MOUNT                 | NA              | 2-4 Wks   | \$95.20       | \$95.20        | \$95.20     |
| AMLCUST | 1   | LECTERN BLACK BLUETOOTH                                                         | BLACK           | 2-4 Wks   | \$613.00      | \$613.00       | \$613.00    |
| OTGCUST | 3   | <b>Mark this item for MISC/VOLUNTEER OFFICES</b><br>RETURN                      | AML             | 1-2 Wks   | \$122.40      | \$122.40       | \$367.20    |

|                      |                     |
|----------------------|---------------------|
| Merchandise          | \$169,768.42        |
| Total Discount       | 11,402.04           |
| Merchandise Subtotal | 158,366.38          |
| Shipping & Handling  | 14,094.81           |
| Additional Services  | 31,950.00           |
| <b>Subtotal</b>      | <b>204,411.19</b>   |
| Total Tax            | 0.00                |
| <b>Order Total</b>   | <b>\$204,411.19</b> |

Customer PO#:

Quoted By: KATHY GADDY Ext: On: 04/16/21

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**Continued on next page...**



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(281) 388-4221

Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                                               | Options                     | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|---------------------------------------------------------------------------|-----------------------------|-----------|---------------|----------------|-------------|
| OTGCUST | 3   | HUTCH                                                                     | AML                         | 1-2 Wks   | \$242.64      | \$186.65       | \$559.95    |
| OTGCUST | 3   | HUTCH DOOR                                                                | AML                         | 1-2 Wks   | \$67.68       | \$52.06        | \$156.18    |
| OTGCUST | 3   | DESK SHELL 66X30                                                          | TBD                         | 1-2 Wks   | \$238.32      | \$183.32       | \$549.96    |
| OTGCUST | 3   | FILE/FILE                                                                 | TBD                         | 1-2 Wks   | \$259.20      | \$199.38       | \$598.14    |
| OTGCUST | 2   | GUEST CHAIRS FOR ANCILLARY OFF                                            | GRADE 1 URBAN RED ROSE UR10 | 1-2 Wks   | \$221.54      | \$241.00       | \$482.00    |
| BUSCUST | 3   | Mark this item for MISC OFFICE FOR RON<br>OFFICE IN AN HOUR: 65W X 65D L  | BLUE-GRAY/HENSEN CHERRY     | 2-4 Wks   | \$1,403.82    | \$1,403.82     | \$4,211.46  |
| FLSCUST | 1   | Mark this item for RON'S DAYROOM FURNITURE<br>WOOD END/COFFEE TBL FOR EMS | WOOD                        | 2-4 Wks   | \$533.22      | \$410.25       | \$410.25    |

|                      |                     |
|----------------------|---------------------|
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| Total Discount       | 11,402.04           |
| Merchandise Subtotal | 158,366.38          |
| Shipping & Handling  | 14,094.81           |
| Additional Services  | 31,950.00           |
| <b>Subtotal</b>      | <b>204,411.19</b>   |
| Total Tax            | 0.00                |
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216 W SEALY ST  
ALVIN, TX 77511  
(281) 388-4211  
(281) 388-4221

Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description              | Options | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|--------------------------|---------|-----------|---------------|----------------|-------------|
| FLSCUST | 2   | SOFA FOR EMS DAYROOM     | BROWN   | 2-4 Wks   | \$1,350.00    | \$1,022.62     | \$2,045.24  |
| FLSCUST | 8   | RECLINER FOR EMS DAYROOM | BROWN   | 2-4 Wks   | \$610.00      | \$466.88       | \$3,735.04  |

|                      |                     |
|----------------------|---------------------|
| Merchandise          | \$169,768.42        |
| Total Discount       | 11,402.04           |
| Merchandise Subtotal | 158,366.38          |
| Shipping & Handling  | 14,094.81           |
| Additional Services  | 31,950.00           |
| <b>Subtotal</b>      | <b>204,411.19</b>   |
| Total Tax            | 0.00                |
| <b>Order Total</b>   | <b>\$204,411.19</b> |

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(281) 388-4221

Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                                                                                                                | Options                                                                                                                                                                                                                                                         | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|----------------|-------------|
| GLOCUST | 3   | <b>Mark this item for RON'S PRIVATE OFFICES</b><br>Credenzas-Shell w/Flush Full Modesty Panel and No Pedestals - 24D x 96W x 29H, DUFFERIN | Dufferin Top Wood Veneer Finishes (Chassis Apply UpCharge)\1-Dark Cherry\Dufferin Chassis Wood Veneer Finishes (Applies Veneer Upcharge)\2-Dark Cherry\Grommet Not Required - Left Position\Grommet Options - Center Position\M-Grommet Cover (Tun.), Cut-Out 2 | 3-5 Wks   | \$2,269.50    | \$1,801.19     | \$5,403.57  |

|                      |                     |
|----------------------|---------------------|
| Merchandise          | \$169,768.42        |
| Total Discount       | 11,402.04           |
| Merchandise Subtotal | 158,366.38          |
| Shipping & Handling  | 14,094.81           |
| Additional Services  | 31,950.00           |
| <b>Subtotal</b>      | <b>204,411.19</b>   |
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Cat: L-30-2  
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(281) 388-4221

Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                                                                   | Options                                                                                                                                                                                                                                                          | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|----------------|-------------|
| GLOCUST | 3   | Single Pedestal Desks-Full to Floor Box/Box/File Pedestal on Left - 30D x 72W x 29H, DUFFERIN | Dufferin Top Wood Veneer Finishes (Chassis Apply UpCharge)\1-Dark Cherry\Dufferin Chassis Wood Veneer Finishes (Applies Veneer Upcharge)\2-Dark Cherry\Handle Option (Required)\M-5 1/4" Tungsten, (Curved Like ) Pull\Grommet Not Required - Left Position\Grom | 3-5 Wks   | \$2,218.50    | \$1,760.71     | \$5,282.13  |

|                      |                     |
|----------------------|---------------------|
| Merchandise          | \$169,768.42        |
| Total Discount       | 11,402.04           |
| Merchandise Subtotal | 158,366.38          |
| Shipping & Handling  | 14,094.81           |
| Additional Services  | 31,950.00           |
| <b>Subtotal</b>      | <b>204,411.19</b>   |
| Total Tax            | 0.00                |
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Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                                                                       | Options                                                                                                                                                                                                                                              | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|----------------|-------------|
| GLOCUST | 3   | Closed Hutches-W/One Fixed Shelf and Two Fixed Shelf Dividers + Doors - 16D x 96W x 36H, DUFFERIN | Dufferin Wood Veneer Door Finishes (Top/Body Apply UpCharge)\1-Dark Cherry\Handle Option (Required)\M-5 1/4" Tungsten, (Curved Like) Pull\Lock Not Required\Dufferin Top & Body Storage Wood Veneer Finishes (Applies Veneer Upcharge)\2-Dark Cherry | 3-5 Wks   | \$2,612.24    | \$2,073.21     | \$6,219.63  |

|                      |                     |
|----------------------|---------------------|
| Merchandise          | \$169,768.42        |
| Total Discount       | 11,402.04           |
| Merchandise Subtotal | 158,366.38          |
| Shipping & Handling  | 14,094.81           |
| Additional Services  | 31,950.00           |
| <b>Subtotal</b>      | <b>204,411.19</b>   |
| Total Tax            | 0.00                |
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(281) 388-4351

Source: OS0021  
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Cust#: BN7371

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ALVIN, TX 77511  
(281) 388-4211  
(281) 388-4221

Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                               | Options                                                                                                                                                                                                                                                          | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|----------------|-------------|
| GLOCUST | 3   | Flush Bridge Top w/8" Modesty Panel - 20D x 48W, DUFFERIN | Dufferin Top Wood Veneer Finishes (Chassis Apply UpCharge)\1-Dark Cherry\Dufferin Chassis Wood Veneer Finishes (Applies Veneer Upcharge)\2-Dark Cherry\Grommet Not Required - Left Position\Grommet Options - Center Position\M-Grommet Cover (Tun ), Cut-Out 2. | 3-5 Wks   | \$708.76      | \$562.51       | \$1,687.53  |

|                      |                     |
|----------------------|---------------------|
| Merchandise          | \$169,768.42        |
| Total Discount       | 11,402.04           |
| Merchandise Subtotal | 158,366.38          |
| Shipping & Handling  | 14,094.81           |
| Additional Services  | 31,950.00           |
| <b>Subtotal</b>      | <b>204,411.19</b>   |
| Total Tax            | 0.00                |
| <b>Order Total</b>   | <b>\$204,411.19</b> |

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| Item #  | Qty | Description                                                                                                                                                                                                                                      | Options                                                                                                                                                                                                                                                   | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|----------------|-------------|
| GLOCUST | 8   | <b>Mark this item for RON'S 24 HOUR CHAIRS</b><br>OBUSFORME COMFORT, High Back, Multi-Tilter, Std Adj. Height & Width T-arms w/ Sliding Armcaps, Std Molded Black Base, Std 2" Dual Wheel Carpet Casters, Ships Partially KD, GLOBAL SEATING USA | Grade 02\Allante Free (Global)\1-Gibraltar\A-Height + Width Adj., Forward and Back Sliding Armcap\F-(STD) Black Frame [BLK]\M-(STD) 4" Low Rise Cylinder\C-(STD) Black, 2" Dual Wheel Caster\M-Standard Seat Foam\M-(STD) RTA Code in Pricebook per Model | 3-5 Wks   | \$730.50      | \$579.76       | \$4,638.08  |

|                      |                     |
|----------------------|---------------------|
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| Shipping & Handling  | 14,094.81           |
| Additional Services  | 31,950.00           |
| <b>Subtotal</b>      | <b>204,411.19</b>   |
| Total Tax            | 0.00                |
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Continued on next page...



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Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                                                                       | Options                      | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|---------------------------------------------------------------------------------------------------|------------------------------|-----------|---------------|----------------|-------------|
| GLOCUST | 4   | <b>Mark this item for RON'S ARMLESS STOOLS FOR COUNTER AREA</b><br>COUNTER HEIGHT STOOLS SLED BAS | A912F GILBRALTAR             | 3-5 Wks   | \$309.04      | \$309.04       | \$1,236.16  |
| OTGCUST | 8   | <b>Mark this item for FIRE DAYROOM STACK CHAIRS</b><br>STACK CHAIR FOR FIRE DAYROOM               | AF903 GILBRALTAR (DARK GRAY) | 1-2 Wks   | \$221.00      | \$221.00       | \$1,768.00  |
| GLOCUST | 1   | <b>Mark this item for FIRE/DAYROOM TABLE</b><br>CAFE HEIGHT TABLE 7'                              | ABSOLUTE ACAJOU              | 3-5 Wks   | \$1,168.10    | \$1,168.10     | \$1,168.10  |
| GLOCUST | 2   | SWAP TABLE 8'                                                                                     | ABSOLUTE ACAJOU              | 3-5 Wks   | \$2,095.71    | \$2,095.71     | \$4,191.42  |

|                      |                   |
|----------------------|-------------------|
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| Shipping & Handling  | 14,094.81         |
| Additional Services  | 31,950.00         |
| <b>Subtotal</b>      | <b>204,411.19</b> |
| Total Tax            | 0.00              |

|                      |                               |             |                     |        |                    |                     |
|----------------------|-------------------------------|-------------|---------------------|--------|--------------------|---------------------|
| <b>Customer PO#:</b> | <b>Quoted By:</b> KATHY GADDY | <b>Ext:</b> | <b>On:</b> 04/16/21 | Page 9 | <b>Order Total</b> | <b>\$204,411.19</b> |
|----------------------|-------------------------------|-------------|---------------------|--------|--------------------|---------------------|

*Continued on next page...*



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Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                                      | Options                         | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|------------------------------------------------------------------|---------------------------------|-----------|---------------|----------------|-------------|
| KRUCUST | 12  | <b>Mark this item for EMS DORM ROOMS</b><br>DORM BED MATTRESS    | TBD                             | 2-4 Wks   | \$259.00      | \$298.38       | \$3,580.56  |
| KRUCUST | 6   | DOUBLE DORM BED ASSEMBLY                                         | TBD                             | 2-4 Wks   | \$2,124.00    | \$2,124.00     | \$12,744.00 |
| 31813   | 12  | <b>Mark this item for STORAGE AREAS</b><br>Four Shelf Unit 36x18 | Chrome                          | 1-2 Wks   | \$209.00      | \$209.00       | \$2,508.00  |
| LESCUST | 1   | <b>Mark this item for LOBBY FURNITURE</b><br>TABLE FOR LOBBY     | WALNUT                          | 2-4 Wks   | \$274.85      | \$274.85       | \$274.85    |
| LESCUST | 2   | GUEST CHAIR FOR LOBBY                                            | GRADE 2 FANDANGO-ASH<br>-WALNUT | 2-4 Wks   | \$320.54      | \$320.54       | \$641.08    |

|                      |                   |
|----------------------|-------------------|
| Merchandise          | \$169,768.42      |
| Total Discount       | 11,402.04         |
| Merchandise Subtotal | 158,366.38        |
| Shipping & Handling  | 14,094.81         |
| Additional Services  | 31,950.00         |
| <b>Subtotal</b>      | <b>204,411.19</b> |
| Total Tax            | 0.00              |

|               |                        |                   |         |             |              |
|---------------|------------------------|-------------------|---------|-------------|--------------|
| Customer PO#: | Quoted By: KATHY GADDY | Ext: On: 04/16/21 | Page 10 | Order Total | \$204,411.19 |
|---------------|------------------------|-------------------|---------|-------------|--------------|



# NATIONAL BUSINESS FURNITURE

**Quote # QA430960** (v5)

**National Business Furniture, LLC**  
770 South 70th Street Milwaukee, WI 53214  
phone (800) 558-1010 x fax: (800) 329-9349

**Ship-To Address** *dhughes@cityhall.cityofalvin.com*

DIXIE HUGHES  
ADMINISTRATIVE ASSISTANT  
CITY OF ALVIN  
1100 W HWY 6  
ALVIN, TX 77511-7648  
(281) 388-4351

Source: OS0021  
Cat: L-30-2  
Cust#: BN7371

**Bill-To Address**

ACCOUNTS PAYABLE  
CITY OF ALVIN  
216 W SEALY ST  
ALVIN, TX 77511  
(281) 388-4211  
(281) 388-4221

Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                                                         | Options                         | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|-------------------------------------------------------------------------------------|---------------------------------|-----------|---------------|----------------|-------------|
| 51372   | 96  | <b>Mark this item for TRAINING ROOM</b><br>Padded Stack Chair                       | Black Fabric/Black Frame        | 1-2 Wks   | \$149.00      | \$119.00       | \$11,424.00 |
| 82104   | 4   | Cart for Zeng Stackers                                                              | Black Powder Coat Painted Steel | 1-2 Wks   | \$169.00      | \$169.00       | \$676.00    |
| MIDCUST | 48  | FOLDING TABLES                                                                      | TOP - 7209 NEPAL TEAK           | 4-6 Wks   | \$387.23      | \$387.23       | \$18,587.04 |
| MIDCUST | 6   | DOLLY TRUCK, FURNITURE                                                              | N/A                             | 4-6 Wks   | \$427.68      | \$427.68       | \$2,566.08  |
| NBFCUST | 1   | <b>Mark this item for TV'S FOR ALL OF BUILDING</b><br>TV AND COMPONENTS FOR PROJECT | TBD                             | 1-2 Wks   | \$33,494.64   | \$33,494.64    | \$33,494.64 |

|                      |                   |
|----------------------|-------------------|
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| Additional Services  | 31,950.00         |
| <b>Subtotal</b>      | <b>204,411.19</b> |
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|                      |                               |             |                     |         |                    |                     |
|----------------------|-------------------------------|-------------|---------------------|---------|--------------------|---------------------|
| <b>Customer PO#:</b> | <b>Quoted By:</b> KATHY GADDY | <b>Ext:</b> | <b>On:</b> 04/16/21 | Page 11 | <b>Order Total</b> | <b>\$204,411.19</b> |
|----------------------|-------------------------------|-------------|---------------------|---------|--------------------|---------------------|

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Source: OS0021  
Cat: L-30-2  
Cust#: BE8323

| Item #  | Qty | Description                                                                                   | Options  | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|-----------------------------------------------------------------------------------------------|----------|-----------|---------------|----------------|-------------|
| NATCUST | 1   | <b>Mark this item for FIRE DEPARTMENT ADMIN RECEPTION 134</b><br>BARRINGTON, 30X66 DESK RIGHT | CORDOVAN | 3-5 Wks   | \$1,975.57    | \$1,975.57     | \$1,975.57  |
| NATCUST | 1   | BARRINGTON, 71X49 HIGHBACK                                                                    | CORDOVAN | 3-5 Wks   | \$2,932.63    | \$2,932.63     | \$2,932.63  |
| NATCUST | 1   | BARRINGTON 24X50 BRIDGE                                                                       | CORDOVAN | 3-5 Wks   | \$546.29      | \$546.29       | \$546.29    |
| NATCUST | 1   | BARRINGTON, 21X72 CREDENZA LFT                                                                | CORDOVAN | 3-5 Wks   | \$1,582.26    | \$1,582.26     | \$1,582.26  |
| NATCUST | 1   | BARRINGTON 21X72 STRG CREDENZA                                                                | CORDOVAN | 3-5 Wks   | \$2,270.71    | \$2,270.71     | \$2,270.71  |

|                      |                     |
|----------------------|---------------------|
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| Additional Services  | 31,950.00           |
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**Continued on next page...**



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| Item #  | Qty | Description                                                                        | Options  | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|------------------------------------------------------------------------------------|----------|-----------|---------------|----------------|-------------|
| NATCUST | 1   | <b>Mark this item for ALVIN FIRE CHIEF</b><br>BARRINGTON, 36X72 DBL PED DESK       | CORDOVAN | 3-5 Wks   | \$2,387.54    | \$2,387.54     | \$2,387.54  |
| NATCUST | 1   | BARRINGTON, KNEESPACE CREDENZA                                                     | CORDOVAN | 3-5 Wks   | \$2,196.01    | \$2,196.01     | \$2,196.01  |
| NATCUST | 1   | <b>Mark this item for ALVIN ASST. FIRE CHIEF</b><br>BARRINGTON 36X72 DESK LEFT PED | CORDOVAN | 3-5 Wks   | \$2,032.79    | \$2,032.79     | \$2,032.79  |
| NATCUST | 1   | BARRINGTON, 24X50 RETURN RIGHT                                                     | CORDOVAN | 3-5 Wks   | \$1,562.98    | \$1,562.98     | \$1,562.98  |

|                      |                     |
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Cat: L-30-2  
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| Item #  | Qty | Description                                                                       | Options                         | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|-----------------------------------------------------------------------------------|---------------------------------|-----------|---------------|----------------|-------------|
| NATCUST | 1   | <b>Mark this item for ALVIN FIRE MARSHALL</b><br>BARRINGTON, 30X60 DESK LEFT      | CORDOVAN                        | 3-5 Wks   | \$1,975.56    | \$1,975.56     | \$1,975.56  |
| NATCUST | 1   | BARRINGTON, 24X50 RIGHT RETURN                                                    | CORDOVAN                        | 3-5 Wks   | \$1,562.98    | \$1,562.98     | \$1,562.98  |
| GLOCUST | 1   | <b>Mark this item for EMS DAYROOM TABLE</b><br>12' TABLE FOR EMS DAYROOM          | WHE WALNUT HEIGHTS              | 3-5 Wks   | \$2,948.14    | \$2,948.14     | \$2,948.14  |
| 51344   | 12  | <b>Mark this item for EMS DAYROOM STACK CHAIRS</b><br>Armless Stack Chair 2" Seat | Ebony Vinyl/Sandtex Black Frame | 2-4 Wks   | \$98.00       | \$98.00        | \$1,176.00  |

**Important Information:**

DELIVERY LEVEL - INSIDE DELIVERY, INSTALLATION AND DEBRIS REMOVAL

YOUR ORDER IS MADE-TO-ORDER AND NON-RETURNABLE.

BUYBOARD CONTRACT NO. 584-19. SCHOOL, OFFICE, SCIENCE, LIBRARY AND DORMITORY FURNITURE

Customer: Your local sales associate is Kathy Gaddy

Pricing is based on items and quantities quoted. Any changes will affect quoted price.

|                      |                     |
|----------------------|---------------------|
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| Item # | Qty | Description | Options | Lead Time | Catalog Price | Discount Price | Total Merch |
|--------|-----|-------------|---------|-----------|---------------|----------------|-------------|
|--------|-----|-------------|---------|-----------|---------------|----------------|-------------|

## Important Information:

Price reflects quoted discount, valid for 90 days from 4/16/2021, with the exception of dated sales and promos.

Sales Tax will be included only for shipments into locations where we are registered to collect sales tax. Customer may be liable for self-assessment if shipment is into a location where we are not registered to collect tax. If you feel any taxes are charged in error, please make sure we have received the proper exemption documentation. All documentation will be reviewed to ensure it meets state & local requirements prior to removing any taxes.

Need a copy of our W-9? Please visit our website at:  
<https://www.nbf.com/Customer-Services/FAQs/Duns-and-Federal-Tax-Identification-Numbers>

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|                      |                               |             |                     |         |                    |                     |
|----------------------|-------------------------------|-------------|---------------------|---------|--------------------|---------------------|
| <b>Customer PO#:</b> | <b>Quoted By:</b> KATHY GADDY | <b>Ext:</b> | <b>On:</b> 04/16/21 | Page 15 | <b>Order Total</b> | <b>\$204,411.19</b> |
|----------------------|-------------------------------|-------------|---------------------|---------|--------------------|---------------------|