

Request for Proposal # 18/19-005
Bee County Law Enforcement Center – Monitoring RFID System
Responses due: July 31, 2019

SCOPE OF WORK

The scope of work for this project includes, but limited to: on request reporting and management platform for monitoring operations and inmates, warnings, notifications, activity logs, and occupancy statistics. Assuming pricing is in line with budgetary requirements, this project is scheduled to be awarded after the **August 5, 2019** Bee County Commissioner's Court regular meeting.

SEALED PROPOSAL PACKAGE TO BE DIRECTED TO:

Veronica Saldana
Bee County Fixed Asset Auditor/Purchasing Agent
111 S. St. Mary's, Suite 101
Beeville, TX 78102

(Clearly Marked)

Request for Proposal #18/19-005
BCLEC – RFID Proposal
Do Not Open until: **July 31, 2019 2:00 PM**

(Seal Proposal Packages will include 8 copy of Seal Proposal and 1 copy on Flash Drive)

ITEMS TO BE SUBMITTED WITHIN RESPONDENT'S SEALED PROPOSAL

A Respondent's failure to supply all of the required information below at the time of the Bid Submission may constitute a No-Bid at the discretion of the Bee County Auditor's Department.

- | | |
|---|-------------|
| 1. Completed Proposal Cover Sheet Form | Page 2 |
| 2. Completed Conflict of Interest Questionnaire
Information pertaining to this questionnaire
is on page 10. | Pages 3 & 4 |
| 3. Completed Bid Proposal Form | Page 5 & 6 |
| 4. Required Reference Documentation | Page 6 |
| 5. Calendar | Page 7 |

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the governmental entity

Date

Request for Proposal # 18/19-005
BCLEC - Monitoring RFID System

BID PROPOSAL FORM

All Bids Must Be Submitted On This Form. The contractor can bid on one or all of the projects where applicable. He is not required to bid all projects where applicable. Each Project to be bid independently of all other bids.

Base Bid Project

This project requires on request reporting and management platform for monitoring operations and inmates, warnings, notifications, activity logs, occupancy statistics, supervising, and recording, observation and logging of physical tracking and monitoring of internees by officers and staff, headcount and movement surveilling.

	AMOUNT
Base Bid	_____
Owner's Allowance	<u>\$ 0.00</u>
Total Bid Amount May be changed to meet job requirement	_____

NUMBER OF CALENDAR DAYS REQUIRED TO COMPLETE THIS PROJECT, UPON THE RECEIPT OF ALL MATERIALS REQUIRED TO COMPLETE THE SCOPE OF WORK.

PERSON SUBMITTING BID: _____ / _____
(Print) (Signature)

ADDRESS: _____

TELEPHONE: _____ DATE OF BID: _____

E-MAIL: _____

NOTE:

IF YOU ARE UNABLE TO SUBMIT A PRICE FOR THIS PROJECT, COMPLETE THE BOTTOM HALF OF THIS FORM, INCLUDE THE WORDS "NO BID" WRITTEN ON THE "TOTAL BID" LINE, AND E-MAIL IT TO rcollins@ecmintl.com, BEFORE THE PROPOSAL DEADLINE. THANK YOU.

CALENDAR OF EVENTS

Listed below are the dates and times by which stated actions must be taken or completed. If Bee County determines in its sole discretion that it is necessary to change any of the dates and times, Bee County will issue a written addendum to this RFP. All listed times are Central Standard Time (or Central Daylight Savings Time during the summer) for Beeville, Texas.

DATE / TIME	ACTION
Friday, May 31, 2019	Request for Proposal documents to be released to Respondents
Friday, May 31, 2019	Legal Advertisement for RFP
Thursday, July 18, 2019	Last day and time for Respondents to submit only <u>written</u> communications, inquiries, and approved equivalents. They <u>must</u> be E-MAILED to: Ray Collins ECM International, Inc. 1290 Wonder World Dr. Ste. 1220 San Marcos, TX 78666 Email: rcollins@ecmintl.com
Friday, July 24, 2019 12:00 (noon).	Addenda, if any, responding to written communications/inquiries emailed, faxed, or mailed to Respondents
Wednesday, July 31, 2019, 12:00 (noon).	Deadline for proposal submission (Proposal opening 31 July, 2:00 PM)
Monday, August 1 - 6, 2019	Matrix evaluation and scoring process
Monday, August 19, 2019	Scheduled time for the County Commissioner's Court to take action on bids and/or selected qualified Respondents

TERMS AND CONDITIONS

Governing Law and Venue

This Request for Proposal (“RFP”) and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Texas and shall be deemed to have been executed and entered into in the State of Texas. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Texas, and any provision in such contract in conflict with Texas law and rules shall be void and of no effect. Bee County and Respondent hereby agree that this RFP and resulting contract, if any, shall be enforced in the courts of the State of Texas and that venue shall always be in Bee County, Texas.

Sales and Use Tax

Bee County as a Texas State County and is exempt from state and local sales taxes pursuant to the provisions of the Texas Limited Sales, Excise, and Use Tax Act.

Open Records Requests

After an award is made, all proposals may become public records in accordance with the Texas Government Code 552.021. Information is excepted from the requirements of section 522.021 if it is information that, if released, would give advantage to a competitor or bidder (See Government Code 522.104) or deemed privileged information by Texas Statutes.

Observance of Bee County Rules and Regulations

Respondent agrees that at all times its employees will observe and comply with all regulations of Bee County, including but not limited to smoking, parking and security regulations. The Respondent will be required to follow Bee County policies in dealing with improper conduct and shall report all incidents or injuries to Bee County.

Performance Reviews

As part of the evaluation process, Bee County reserves the right to request status reports and to review documentation at various stages to ensure that the Respondent is carrying out the obligations under this RFP.

Travel Expenses

Respondent shall not under this RFP or any resulting contract charge Bee County for any travel expenses, lodging and/or meals without prior written approval from Bee County. Upon written approval, Respondent may be authorized to incur travel expenses payable by Bee County. Any expenses in excess of the proscribed amounts shall be borne by the Respondent.

Limitation of Remedies, Indemnification and Insurance

The Respondent awarded the RFP accepts full responsibility for acts or conduct of its employees or agents, or services rendered and agrees to indemnify, defend and hold harmless the State of Texas; Bee County Commissioner’s Court members; the Sheriff’s Department and its officers, agents and employees from any and all claims, demands, damages, actions and costs or expenses in connection therewith that may relate to any subsequent agreement or acts of Respondent’s employees or agents. Bee County will not be liable for any damage or injury to Respondent or its employees or its properties. Bee County cannot indemnify the vendor.

Under this RFP, and the resulting contract, if any, the Respondent and, to the extent permitted by Texas law, Bee County each must hold each other and those in privity with the other and their officers, employees, and agents harmless from and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts and omissions of the indemnifying party and those under the indemnifying party's supervisor and control.

INDEMNIFICATION: Respondent acknowledges and understands that Bee County, pursuant to Texas Tort Claims Act, is immune from all tort claims, except those involving the negligent use or operation of a motor vehicle or as otherwise specified by law. Nothing contained in this agreement shall constitute a waiver of immunity by Bee County nor an agreement to assume any liabilities of Respondent or Respondent's Company for which Bee County would be entitled to claim immunity.

If awarded the bid for services as outlined in this RFP, Contractor/Vendor agrees that in the performance of any services in any subsequent agreement with County, Contractor/Vendor shall be liable for and shall indemnify and hold County harmless from any and all losses, damages, including death, property damage, personal injuries, claims, and liabilities arising from any misconduct in the performance or non-performance of any helicopter flight services or any other obligation under the agreement.

Contractor/Vendor understands that Bee County and Contractor/Vendor are independent contractors. Neither party is an agent, representative, or partner of the other party. Neither party shall have any right, power or authority to enter into any agreement for or on behalf of, or incur any obligation or liability of, or to otherwise bind the other party. This RFP and any subsequent agreements shall not be interpreted or construed to create an association, agency, joint venture or partnership between the parties or to impose any liability attributable to such relationship upon any party. Contractor/Vendor agrees and understands that any equipment and personnel of Contractor/Vendor shall be under Contractor/Vendor's sole responsibility and control.

To the extent permitted by the laws and the Constitution of the State of Texas and without waiving any and all immunities to which it is entitled, Bee County shall indemnify and hold harmless Respondent.

Respondent may not assign, transfer, convey or otherwise dispose of this agreement or any right, title or interest herein without the prior written consent of Bee County. Any contract resulting from this RFP may only be amended in writing and signed by the Respondent and Bee County using the same degree of formality evidenced in the contract resulting from this RFP.

Respondent shall not name Bee County or BCLEC in its external advertising, marketing programs or other promotional efforts, any data, pictures or other representation of Bee County except on the specific, written authorization in advance by Bee County's authorized direct representative.

Respondent is subject to and must comply with provisions of Bee County's Equal Opportunity Policy and applicable state and federal anti-discrimination laws.

This is not an exclusive contract and will not restrict in any way Bee County's right to contract with others for services and/or commodities similar to those specified in this proposal.

Respondent certifies by responding to this solicitation that it has taken or will take documented steps to encourage the participation of Targeted Small Business for the purpose of subcontracting and supplying of materials and services.

Conflicts Disclosure

Pursuant to Chapter 176.001 of the Texas Government Code, all vendors or potential vendors who have a family or business relationship with a member of Bee County or who has given a gift or gifts worth more than \$250.00 to a member of the Bee County within the 12-month period prior to responding to this Request for Proposal and wishes to conduct business or be considered for business with Bee County are required to file a Conflicts Disclosure Questionnaire with the Records Administrator of the Bee County Auditor's Office.

The Conflicts Disclosure Questionnaire must be completed and submitted with your proposal.

Failure of a vendor or potential vendor to submit the Conflicts Disclosure Questionnaire to the Records Administrator is Class C misdemeanor punishable by a fine not to exceed \$500.

The Conflicts Disclosure Questionnaire is found at the Texas Ethics Commission website at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. Copy is included on pages 3 and 4.

Special Terms and Conditions

Specifications in their entirety are written as a reference to show minimum standards that will be accepted. Any inadvertent similarities or references to manufacturers or products in no way are meant to show bias towards specific manufacturers or products.

Respondent must submit base bid on the Bid Proposal Form provided by Bee County. Base bid not submitted on the provided form will be considered "non-responsive." Telephone or faxed bids will not be considered. Please submit any additional information as an attachment that would be beneficial in the evaluation process.

GENERAL CONDITIONS

Respondents are cautioned to read the information contained in this Request for Proposal carefully and to submit a complete response to all requirements and questions as directed.

Bid Submission

1. The purpose of this bid is for the contractor to furnish all labor, materials, equipment and incidentals necessary to perform all work as laid out on these specifications.
2. All written inquiries and any requests for changes or information must be received by Bee County by the date shown within the Calendar of Events. All Bee County responses will be provided to all prospective Respondents. Written Inquiries concerning this Request for Proposal must be addressed as shown on the Calendar of Events.
3. Submission of a bid signifies compliance with all terms, conditions, and specifications unless otherwise stated by the bidder.
4. All bid prices shall be good for 90 days from the date bids are opened and shall be F.O.B. Destination, freight prepaid, inside delivery and installation. Transportation will be prepaid and included in bid price. Title shall not transfer to Bee County until receipt of items.
5. Respondent will pay all costs associated with the preparation of proposals, travel to campus(es) and, if applicable, subsequent presentations.

6. Withdrawal of proposals will be accepted until the proposal submission time and date stated herein. No proposal may be withdrawn after the deadline.

Provisions for Recommendation

1. This job will be awarded to one qualified contractor.
2. It is understood that Bee County reserves the right to:
 - a) Reject any and/or all proposals.
 - b) Accept any proposal or portion thereof most advantageous to Bee County and the BCLEC.
 - c) Revise the RFP and/or issue addenda to the RFP in the event it becomes necessary to revise any or part of the RFP. Addenda will be provided to all those who received the proposal.
 - d) Cancel or re-issue the Request for Proposal, in whole or in part, prior to execution of a contract.
 - e) Negotiate with the Respondent.
 - f) Request references.
 - g) Award bid based on the overall best business decision for Bee County, not solely based on low bid.
 - h) Request submission of samples of items proposed by Respondent.
 - i) Waive any informalities in this process.

Evaluation Criteria

It is not the intent of Bee County to select or award contract on the basis of low bid alone. In evaluating bids, the following criteria will be used: **1. Price 35%, 2. Experience with Like Projects 35%, 3. Number of calendar days necessary to complete the job 10%, 4. Scorer's Individual subjective evaluation of materials 20%.**

Acceptance of Evaluation Methodology

By submitting its Qualifications in response to this RFP, the Respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments in their assessment and scoring processes by the Owner and their designated evaluation team. The results of this most qualified determination will be combined with the Proposal evaluation results to determine the best value proposition for the Owner. Determinations by the evaluation committee will be subjected to routine administrative review and approval by the Bee County Commissioner's Court but, once a selection is announced, it will not be subjected to further review.

Insurance

Prior to beginning work, successful bidder shall deliver certificates of insurance as evidence of the coverage indicated below; such evidence shall include documentation of 30-day prior written notice to the County of cancellation, non-renewal or material change in coverage.

Send the insurance certificate to Bee County, c/o April Cantu, Bee County Auditor. 111 S. St. Mary's, Suite 101. Beeville, TX 78102

Each insurance policy maintained by **Contractor** must be endorsed as follows:

1. "Bee County is Named as an Additional Insured." (Except the Workers' Compensation and Aircraft Liability policy)
2. "Underwriters waive all rights of subrogation against Bee County."
3. "The coverage afforded herein shall be primary in relation to any policies carried by Bee County."
4. To provide 30 days written notice of cancellation or reduction of any coverage to Bee County.

Contractor shall maintain the following:

1. Workers' Compensation and Employers' Liability Insurance in accordance with all applicable State laws. Employers' Liability Insurance, including Occupational Disease, with limits of liability of not less than \$500,000 each accident and \$500,000 each employee.
2. Commercial General Liability Insurance with limits of liability of not less than \$1,000,000 combined single limit per occurrence for bodily injury (including death), property damage and fire damage. Such insurance shall include, but not be limited to personal injury (libel, slander and false arrest), broad form property damage, blanket contractual liability and products/completed operations insurance.
3. Comprehensive Automobile Liability Insurance including owned, hired and non-owned vehicles with limits of liability of not less than \$500,000 combined single limit per occurrence for bodily injury (including death) and property damage.
4. Professional Liability (Errors & Omissions) Insurance with limit of liability of not less than \$1,000,000.

Completion Date

A substantial completion date will be determined within 10 days of the awarded project based on information provided by the awarded Respondent. This date will be based on the number of calendar days required by the contractor to complete the job as listed on the Bid Proposal Form.

Termination

Bee County may terminate any agreement for failure of successful contractor to perform faithfully in accordance with conditions set forth and award the remaining work to another Respondent.

Bee County may terminate the agreement with the contractor and award the project to another Respondent contractor if the contractor does not place orders for equipment and/or supplies within ten (10) days after pre-construction meeting and receiving the purchase order at Bee County's discretion.

Liquidated Damages

If substantial completion is not accomplished in accordance with this agreement, the owner may terminate the contract with the contractor and appoint another contractor to complete the job. The expense of the project completion will be deducted from the original contract. In the event the owner does not terminate the contract, liquidated damages will be assessed against the contractor at a value of \$500.00 per day beyond the date set for substantial completion.

Lien Claim

Bee County construction projects are not subject to Chapter 53 of the Texas Property Code. As a political subdivision of the State of Texas, Bee County is subject to Chapter 2253 of the Government Code: Public Work Performance and Payment Bonds. A lien claim notice cannot be filed against a public property.

Change Orders or Proposal Requests

The owner must approve all change orders or proposal requests before any additional work can begin. If the contractor requires additional time for any change orders or proposal requests, he must submit this time extension along with the additional cost for the change order or the proposal request for approval.

Change order is defined as a written order to the contractor signed by the owner and the architect, issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time as originally defined by the contract documents; or it may add to, subtract from, or vary the scope of work without any adjustment whatsoever to the amount of the contract.

Payment and Close-Out

1. For this job, a one-time payment will be made to the contractor after substantial completion has been met and all punch list items have been completed. Before a final invoice is submitted, the contractor must first develop an acceptable punch list, and secondly, set a "walk-through" date with a Bee County representative using the punch list as a guideline to verify substantial completion. Contractor shall complete all punch list items within 15 working days of substantial completion or the owner reserves the right to call in another contractor to complete those items and deduct all costs from the final invoice. After Bee County representative has approved the completed punch list items, and before final payment is processed, the contractor will supply to the owner an affidavit from each sub-contractor verifying that all bills, invoices, charges and amounts incurred as a result of this contract have been paid in full, and provide any written warranties required in the specifications
2. When the requirements have been satisfied, the contractor may submit a final invoice for payment. Payment terms on services that have been received and accepted by Bee County will be net forty-five (45) days. Payment is overdue on the 46th day. Interest accrues on an overdue payment at the rate of one percent (1%) each month. **If there is an owner's allowance on the project, it must be shown on the invoice showing the amount used or the total amount back to the owner unused.**
3. The purchase of any service that arises from this solicitation is contingent upon the availability of appropriated funds. Bee County shall have the right to cancel this contract at the end of the then current fiscal period if funds are not allotted for the next fiscal year to continue this contract. If funds are withdrawn or do not become available, Bee County can cancel the service contract by giving the contractor written notice of its intention to cancel not less than thirty (30) days prior to the end of the term without penalty. Upon cancellation of the contract, Bee County shall not be responsible for any payment of any services received that occur after the end of the current contract period.
4. As part of any job close-out documents and before the final payment is made to the General Contractor, Bee County requires an Affidavit certifying that absolutely no material

containing asbestos, lead or PCB has been used on the project. Affidavits will be required from the General Contractor along with all subcontractors, suppliers, vendors and manufacturers used on the project.

The Affidavit will contain the owner's name and address; project name and address; architect's name, address and project number; the contract date; the name and address of the company completing the Affidavit, as well as a title and signature of an authorized representative of the firm. Also required is a statement indicating all materials and supplies used on the project are asbestos, lead, and PCB free with a Notary Public signature and seal.

Owner/User Safety Requirements

1. It is the contractor's responsibility to notify the owner's representative in writing two days prior to using materials producing any toxic odors or fumes which might affect the users in the area or areas connected through a common AC system. If necessary, and at the contractor's expense, the contractor will work on a weekend or another day established by the owner when users are not occupying the building. If this is not handled as stated above, the contractor will be solely responsible to pay any damages or claims that result from the release of the toxic odors or fumes.
2. The contractor is responsible for removing all hazardous waste from the project site and ensuring proper disposal at the completion of the job. If this is not done to the owner's satisfaction, the owner has the right to bring in another contractor to remove and/or properly dispose of the material(s) and deduct the cost of the removal from the project price.
3. The contractor will supply to the owner's representative copies of Material Safety Data Sheets (MSDS) on all supplies and materials used on a project prior to the arrival of the supplies and materials on the job.

Warranty

The contractor, by accepting this project, agrees to and guarantees all work and workmanship accomplished and materials furnished and placed or applied under this project and shall repair any deficiencies of either work or materials for a period of one (1) year from the date of completion of this project. Repairs shall be at the contractor's entire expense and shall be done promptly upon notice given by a Bee County representative.

Addenda to the Request for Proposal

If necessary, required addenda will be issued by the Bee County to all those known to have received a complete set of the Request for Proposal documents. Appropriate time will be allowed for response to such addenda.

Website Posting

This RFP and related attachments are posted on Bee County website at the following address:

<http://www.co.bee.tx.us>

In addition, you can view and download current Request for Proposals, view Bee County purchasing calendar, register as a vendor, learn how to do business with Bee County and frequently asked questions.

GENERAL JOB SITE REQUIREMENTS

Project Number 18/19-005 **Bee County Law Enforcement Center – Monitoring RFID System**

SCOPE OF WORK

This project includes:

This project requires on request reporting and management platform for monitoring operations and inmates, warnings, notifications, activity logs, occupancy statistics, supervising, and recording, observation and logging of physical tracking and monitoring of internees by officers and staff, headcount and movement surveilling, and other services required for accurate monitoring, reporting, and operations of the Bee County Sheriff's Office and Jail System. Specific proposal requirements to include:

- Provide "installed automated electronic sensors or cameras to ensure accurate and timely in-person checks of cells or groups of cells confining at-risk individuals" meeting or exceeding the capability requirements per Sandra Bland Act directives.
- Allows the Staff and Department Operations to provide unalterable, fully supporting documentation (complete post log and inmate-specific entries) to TCJS and investigating agencies for the required Serious Incident Reporting and Death in Custody Investigations at the touch of button.
- Integrates proven RFID technology for the tracking of post visuals utilizing handheld communications tablets or simple wand type RF1D tag readers which can allow users to eliminate the need for desktop workstations.
- Allows for staff classification of entries routine, late, critical incident...
- Allows agency-designated staff to easily search database fields for inmate name, inmate ID #, user name, date/time entries... and provide electronic documents.
- Notification protocols to alert supervisors when post visuals are missed by staff.
- Allows all line staff, control rooms, and supervisors the ability to review log entries and counts by post, inmate or user identifier in real time and in search functionality.
- Provide roster of all inmates assigned to a given housing unit along with temporary location information, hazard codes, verification processes, based on tracking updates.
- Ability to configure reports and information based on the agency's operating procedures and/or system tracking capabilities. Updates range from real-time to specified report requirements from minute to single once daily commands.
- Allows for full staff control of inmate moves, housing assignments, and releases from operational tracking system controls in the event service updates are interrupted or otherwise unavailable from the system application.
- Proposed system will utilize a jail management system compatible with eForce. It is mandatory that eligible bidders have an existing interface with eForce and identify and name three end users with specific points of contact.
- Proposed system should use RFID as the electronic form of auto-identification. Solutions that use barcodes, QR Codes, and iButtons will be considered, but may be scored lower.
- Requested system should provide a Cloud-based solution, but an alternative system will be considered that provides on-premises deployments. Solutions that are on-premises must explicitly detail all upfront server costs, including software licensing and provisioning (e.g. operating system, Microsoft SQL Server licensing, data backup, etc.)

Alternate Scope of Work

N/A

Clarifications:

WORK SCHEDULE

Work may be performed between the hours of 7:00 am. to 10:00 pm. Monday – Friday. Work on Saturdays and Sundays, if required, will be coordinated through BCLEC. Any deviations will be covered in the pre-construction meeting. Work may be anticipated during the evenings and weekends. Any Saturday or Sunday work should be coordinated with the Contractor of record and additional associated costs are solely the Respondent's expense.

OWNER'S ALLOWANCE

There is no owner's allowance for this project. In the event additions or deductions are required, they will be processed through change orders or proposal requests as approved by owner.

GENERAL PROJECT INFORMATION

1. The user's BCLEC contact at the site will be Kevin Machcinski and he can be reached at 614.359.6106. The County's representative will be Ray Collins. All questions and clarifications will be directed to the County Project representative, Ray Collins via e-mail at rcollins@ecmintl.com.
2. It is the contractor's responsibility to supervise and coordinate all work to insure the proper execution. All work is to be accomplished in a neat workmanlike manner and all excess materials, trash, debris, etc., shall be removed in a timely manner from the job site at the contractor's expense.
3. Plans and specifications are intended to agree and be mutually explanatory and shall be accepted as a whole and not separately. Should any item be omitted from the plans and be herein specified, or vice versa, it shall be the same as if shown and combined on both. If there is any information that the contractor may require that does not appear on either the plans or the specifications, the contractor will contact the owner for clarifications. Makes, models, colors, textures, sizes, etc., shown in drawings and specifications may not be substituted or changed without the owner's approval where applicable. (See: Approved Equivalent)
4. Contractor shall, at its sole expense, procure all necessary building permits and keep all other necessary permits and licenses required for its performance under this agreement and shall post or display in a prominent place such permits and/or notices as are required by law. It will be the responsibility of the contractor to call for all required inspections. Any additional inspections required on this job will be at the expense of the contractor.
5. The contractor and sub-contractors must contact site representative for parking location.
6. Where applicable, elevators have a maximum load of 2,000 lbs. If the elevator is damaged by overloading by the contractor, the expense for repair will be deducted from the contractor's payment. See owner for which elevator to use.
7. All floors will be protected when transporting equipment and supplies to the job area. At the end of each day, all floors affected by the construction will be cleaned. If any floor is damaged by the contractor, the contractor will be required to repair or replace the damaged area or floor material.
8. The contractor must protect all the furniture and equipment in the space during the project.
9. If the work will affect the ceiling, all debris, including debris collecting above the ceiling space, must be removed and disposed of properly by the contractor. Prior to closing up the ceiling area, the owner or site representative must be contacted to inspect the area.
10. The contractor must place a construction filter blanket on the appropriate air handler if in operation. These will be changed once a week on Thursday.
11. Where applicable, the contractor will remove and roll up all phone and computer cables and tie them to the bar joist.
12. The contractor is required to have a full set of drawings and written specifications on the job at all times. The drawings will be removed only after the contractor receives a letter of substantial completion.

13. Damage caused by the contractor in execution of the project will be corrected and restored to original condition by the contractor at no cost to the County.
14. Where access to the job site involves sidewalks, the contractor is limited to light vehicles. Damaged sidewalks will be replaced at the contractor's expense. Ruts in the grass must be restored to original condition by either filling with a sand or gypsum mix or re-sodding. Where grass is destroyed either by error or as part of the project, the area affected must be properly graded and re-sodded.
15. The contractor will be responsible for storage of all supplies on the project if the site representative at the site is unable to provide storage for contractor.
16. Access to the building will be the responsibility of the site contact at the site and all arrangements can be made through him or her.
17. The contractor is required to abide by the appropriate electrical and mechanical codes as well as the Bee County Building Code.
18. Workers at the site, whether the general contractor or a subcontractor to the general contractor employing them, shall wear appropriate safety clothing which identifies them as workers for the contractor.
19. Call before you dig! Texas One Call participants request 48 hours' notice before digging, drilling or blasting - stop and call. **TEXAS ONE CALL SYSTEM 1-800-245-4545**

Attachments

No attachment indicated