

## **Solicitation 57-19**

# **ANNUAL REQUIREMENTS CONTRACT FOR: AUTOMOTIVE PAINT & BODY REPAIR SERVICES**

**Bid Designation: Public**



**City of Richardson**

## Bid 57-19

### ANNUAL REQUIREMENTS CONTRACT FOR: AUTOMOTIVE PAINT & BODY REPAIR SERVICES

Bid Number	57-19
Bid Title	ANNUAL REQUIREMENTS CONTRACT FOR: AUTOMOTIVE PAINT & BODY REPAIR SERVICES
Bid Start Date	Mar 19, 2019 8:11:33 AM CDT
Bid End Date	Apr 9, 2019 2:00:00 PM CDT
Question & Answer End Date	Apr 1, 2019 4:00:00 PM CDT
Bid Contact	Ali Nobles Purchasing Supervisor Purchasing 972-744-4132 ali.nobles@cor.gov
Contract Duration	12 months
Contract Renewal	4 annual renewals
Prices Good for	90 days
Pre-Bid Conference	Mar 28, 2019 10:00:00 AM CDT Attendance is optional Location: THURSDAY, MARCH 28, 2019 @ 10:00 A.M. Finance Dept. Conf. Room 411 W. Arapaho Road Richardson, TX 75080
Bid Comments	The City is soliciting bids for an annual requirements contract for <u>AUTOMOTIVE PAINT AND BODY REPAIR SERVICES</u> , according to the following specifications.

#### Item Response Form

Item	57-19-01-01 - PLEASE INCLUDE ALL REQUIRED DOCUMENTS WITH YOUR SUBMITTAL
Quantity	1 each
Prices are not requested for this item.	
Delivery Location	City of Richardson <u>City of Richardson Service Center</u> 1260 Columbia Dr. Richardson TX 75081 Qty 1

**Description**

PLEASE INCLUDE ALL REQUIRED DOCUMENTS WITH YOUR SUBMITTAL.

# AUTOMOTIVE PAINT & BODY REPAIR SERVICES

## INVITATION TO BID NO. 57-19

### ANNUAL REQUIREMENTS CONTRACT FOR: AUTOMOTIVE PAINT & BODY REPAIR SERVICES

#### PRE-BID CONFERENCE:

THURSDAY, MARCH 28, 2019 @ 10:00 A.M.  
Finance Dept. Conf. Room  
411 W. Arapaho Road  
Richardson, TX 75080

#### DOCUMENTS ARE DUE PRIOR TO:

TUESDAY, APRIL 9, 2019 @ 2:00 P.M. Central Time  
**\*\*NO LATE BIDS WILL BE ACCEPTED\*\***

#### DOCUMENTS MAY BE SUBMITTED ELECTRONICALLY TO:

[www.BidSync.com](http://www.BidSync.com)

#### DOCUMENTS MAY BE DELIVERED TO:

CITY OF RICHARDSON  
PURCHASING MANAGER  
411 W. ARAPAHO ROAD, SUITE 101  
RICHARDSON, TEXAS 75080

#### DOCUMENTS MAY BE MAILED TO:

CITY OF RICHARDSON  
PURCHASING MANAGER  
P.O. BOX 830309  
RICHARDSON, TEXAS 75083-0309

Bids should be submitted in envelopes marked with the bid number, closing date, and name

## **RESPONSIVE BIDDER CHECKLIST**

**The following documents must be included in your bid response to be considered responsive:**

- ( ☐ ) Vendor Acknowledgment Form
- ( ☐ ) City of Richardson Terms and Conditions of Bidding for Cooperative Purchasing
- ( ☐ ) Bid Certification
- ( ☐ ) Out of State Certification
- ( ☐ ) Vendor Supplemental Information
- ( ☐ ) Lower Tier Participant Debarment Certification
- ( ☐ ) Prohibition on Contracts with Companies Boycotting Israel
- ( ☐ ) References
- ( ☐ ) Line items filled out in their entirety

## **CITY OF RICHARDSON TERMS AND CONDITIONS OF BIDDING**

1. **REQUIRED INFORMATION:** The City of Richardson ("the City") solicitation packets contain various documents that require completion by the Offeror. Said information must be completed prior to the date and time set for the bid opening and shall be included with the bid packet in order to be considered a responsive Offeror.
2. **DEFINITIONS:**
  - a. "Bidder" refers to the submitter.
  - b. "Contractor" refers to a successful Bidder/contractor/service provider.
  - c. "Submittal" refers to those documents, which must be submitted to the City by a Bidder.
  - d. "ITB" refers to an Invitation to Bid.
  - e. "RFQ" refers to a Request for Quotations.
  - f. "RFP" refers to a Request for Proposals.
3. **SUBMISSION OF SOLICITATIONS:**

A response to an ITB/RFQ/RFP may be submitted to the City by any of the following means:

  - a. Hand carried to the Purchasing Division located at the Richardson Civic Center/City Hall, 411 W. Arapaho Road, Suite 101, Richardson, Texas 75080;
  - b. Mailed to the City of Richardson, Purchasing Manager, at P.O. Box 830309, Richardson, Texas 75083-0309;
  - c. Electronically submitted via [www.BidSync.com](http://www.BidSync.com), if specified in the solicitation documents.
  - d. No oral, telegraphic, telephonic, or facsimile submittals will be considered or accepted.
4. **OFFICIAL TIME:** The time clock in the City Purchasing Division shall be the official time of receipt for all responses to an ITB/RFQ/RFP submitted in hard copy paper form. All late submittals received in the Richardson Purchasing Division after the submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered.
5. **INCLEMENT WEATHER:** In case of inclement weather or any other unforeseen event causing the City to close for business on the date of an ITB/RFQ/RFP submission deadline, the ITB/RFQ/RFP closing will automatically be postponed until the next business day the City is open. If inclement weather conditions or any other unforeseen event causes delays in carrier service operations, the City may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the City of their interest in the project if these conditions are impacting their ability to turn in a submission within the stated deadline. The City reserves the right to make the final judgment call to extend any deadline.
6. **NOTIFICATION:** The City utilizes [www.BidSync.com](http://www.BidSync.com) and *The Dallas Morning News* to disseminate notification of ITB/RFQ/RFP opportunities. The City shall not be responsible for receipt of notification and information from any source other than those listed above. It shall be the vendor's responsibility to verify the validity of all ITB/RFQ/RFP information received by sources other than those listed.
7. **ELECTRONIC SUBMITTALS:** The City exclusively uses BidSync for the electronic notification and dissemination of all ITB/RFQ/RFP. The receipt of submittals through any other company may result in the receipt of incomplete specifications and/or addendums, which could ultimately render the ITB/RFQ/RFP non-compliant. The City accepts no responsibility for the receipt and/or notification of solicitations through any other company.

To streamline the solicitation process, all Bidders for the City solicitations are highly encouraged to utilize the BidSync system. There is no cost to the Bidder to download or respond to Richardson solicitations and there is no fee for the Bidder to pay if a contract is awarded to the Bidder from the City. Even though it is recommended to solicit responses electronically, Bidders may continue to solicit a hard copy paper bid/quote/proposal directly to the City.

8. **OPENINGS:** All submittals will be opened and presented according to the legal requirements for the type of solicitation (i.e. invitation to bid, request for proposal, competitive sealed proposal, etc.) at the designated time and place specified in the solicitation. However, the reading of a quote at the opening should not be construed as a comment on the responsiveness of such quote or as any indication that the City accepts such quote as responsive. The City will make a determination as to the responsiveness of quotes submitted based upon compliance with all applicable laws, City Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The City will notify the successful Bidder upon award of the contract and all requests for quotes received will be available for inspection after award.
9. **PREPARATION COSTS:** The City will not be liable for any costs associated with the preparation, transmittal, or presentation of any ITB/RFQ/RFP submission or materials submitted in response to any ITB/RFQ/RFP.
10. **MINOR DEFECT:** The City reserves the right to reject any or all ITB/RFQ/RFP submissions without cause prior to award, to waive formalities, or to proceed otherwise when in the best interest of the City.
11. **ADDENDA:** Any interpretations, corrections, or changes to an ITB/RFQ/RFP will be made by written addenda. Sole issuing authority of addenda shall be vested in the City Purchasing Division. Addenda will be issued via the BidSync system mentioned above and posted on the City's website.
12. **PRICING:** Prices must be firm for a minimum of ninety (90) days from the date of the ITB/RFQ/RFP closing. In the case of an estimated annual requirements contract ITB, the prices must remain firm for the period as specified in the ITB. "Discount from list price" responses to an ITB are not acceptable unless specifically requested in the ITB.
13. **PRICE ESCALATION:** Price escalations may be permitted by the City during the term of the contract, if specified in the solicitation documents. All requests for price escalation shall be in accordance with the specifications outlined in the solicitation, shall be in writing, and shall demonstrate industry-wide or regional increases in the Contractor's costs. Documents shall be provided that support the price escalation, such as manufacturer's direct cost, postage rates, railroad commission rates, federal/state minimum wage laws, federal/state unemployment taxes, FICA, etc. Increases will apply only to the product(s) and/or service(s) affected by an increase in raw material, labor, or another like cost factor. The City reserves the right to accept or reject any/all price escalations.
14. **PRICE REDUCTION:** If during the life of the contract, the Contractor's net prices to other customers for the same product(s) and/or service(s) are lower than the City's contracted prices, an equitable adjustment shall be made in the contract price.
15. **TAXES:** The City is exempt from Federal Excise and State Sales Taxes. Tax must not be included in the ITB/RFQ/RFP pricing. Tax exemption certificates will be executed by the City and furnished upon request.
16. **ALTERATIONS/WITHDRAWALS:** Submittals may be withdrawn at any time prior to the official opening. Alterations made before the ITB/RFQ/RFP closing time must be initialed by the Bidder/Proposer guaranteeing authenticity. Submittals cannot be altered or amended after the ITB/RFQ/RFP closing. No ITB/RFQ/RFP submission may be withdrawn after opening time without an acceptable reason, in writing, and with the approval of the Purchasing Manager.
17. **ADDITIONAL INFORMATION:** The City, when in the best interest of the City, reserves the right to request additional information or clarification from vendors to determine Bidder's/Proposer's ability to meet the requirements specified by this ITB/RFQ/RFP.

18. **ESTIMATED ANNUAL REQUIREMENTS CONTRACTS:** In the case of an estimated annual requirements contract ITB, the contract shall be for a predetermined period as specified in the written document and the quantities specified are estimates only of our projected annual requirements. The award of an estimated annual requirements contract allows the City to use the goods and/or services as the requirements and needs of the City arise on an annual basis and during any subsequent renewal period(s) and provided funding is available. The City is not obligated to pay for or use a minimum or maximum amount of goods and/or services and payment will be made pursuant to the unit prices bid in the contract. The Contractor shall have no claim against the City for anticipated profits for the estimated quantities listed, diminished, or deleted.
19. **UNIT OF MEASURE:** A response to an ITB/RFQ/RFP must be submitted on units of measure specified, extend, and show the total price. In the event of discrepancies in extension, the unit prices shall govern.
20. **OPTION TO RENEW:** If a clause for an option to renew for an additional period(s) is (are) included, renewal(s) will be based solely upon the option and agreement between both the City and the Contractor. Either party dissenting will terminate the agreement in accordance with its initial specified term.
21. **SPECIFICATIONS:** The City has included, as a part of this document, detailed specifications. Any reference to a model/make and/or manufacturer used in the specifications is for descriptive purposes only and is not intended to be restrictive. Products/materials of like quality will be considered unless specifically excluded.
22. **EXCEPTIONS TO SPECIFICATIONS:** Bidders taking exception to the specifications shall do so at their own risk. Bidders shall clearly denote any deviation from specifications outlined in this document. Absence of such comment shall imply compliance with the specifications, as written. By offering substitutions, Bidder shall state exceptions in the response to an ITB/RFQ/RFP or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. The City reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the City.
23. **SAMPLES:** Samples if required, shall be furnished free of expense to the City and if not used or destroyed in examination and testing, will be returned to the Bidder, if requested, at the Bidder expense. Each sample must be marked with the Bidder's name and address and ITB/RFQ/RFP number reference. **SAMPLES SHOULD NOT BE ENCLOSED WITH A RESPONSE TO AN ITB/RFQ/RFP UNLESS REQUESTED.**
24. **F.O.B./DAMAGE:** All delivery, freight, and packing charges (F.O.B. Destination, inside delivery to City designated locations) are to be included as part of the price. The City assumes no liability for goods delivered in a damaged or unacceptable condition. The Contractor shall handle all claims with carriers, and in case of damaged goods, shall ship replacement goods immediately upon notification by the City of damage.
25. **SECURITY/BONDS:** If required by the solicitation documents, bid security shall be submitted with the response to an ITB/RFQ/RFP. Any response to an ITB/RFQ/RFP submitted without the required bond, payment bond, or cashiers/certified check, shall be considered non-responsive and shall not be considered for award. Performance and/or payment bonds, when required, shall be submitted to the City, prior to commencement of any work pursuant to the agreement provisions.
26. **TABULATIONS:** ITB/RFQ tabulations will be electronically posted within forty-eight (48) hours after the ITB/RFQ opening at [www.cor.net](http://www.cor.net). ITB/RFQ RESULTS WILL NOT BE GIVEN BY TELEPHONE

27. **BIDDER QUALIFICATIONS**: A prospective bidder must meet the following minimum requirements:
- Must have adequate financial resources, or the ability to obtain such resources as required;
  - Must be able to comply with the required or proposed delivery/completion schedule;
  - Must have a satisfactory record of performance;
  - Must have a satisfactory record of integrity and ethics;
  - Must be otherwise qualified and eligible to receive an award;
  - The City may request representation and other information sufficient to determine the bidder ability to meet these minimum standards listed above.
28. **AWARD OF CONTRACT**: The City reserves the right to award this contract by one of the following methods. The method selected will be in the best interest of the City, as determined by the Purchasing Manager.
- To the lowest responsible bidder(s), bidding all items and meeting all specifications;
  - To award to one or more bidders/proposers;
  - To the lowest responsible bidder(s) meeting specifications, per line item;
  - If specified, to the low bidder(s) meeting specifications, per category. To qualify for an award of a category, a bidder must bid all items within that category. If all items of a category are not bid by all vendors, award shall be made in the best interest of the city.
  - To the bidder(s)/proposer(s) who provide the goods or services specified in the solicitation at the best value to the City in compliance with Texas Local Government Code, Chapter 252.043.
  - The City reserves the right to reject any or all ITB/RFQ/RFP submissions without cause prior to award, to waive formalities, or to proceed otherwise when in the best interest of the City.
29. **INVOICES**: Invoices must be submitted by the Contractor to the City of Richardson, Accounts Payable, and P.O. Box 830309, Richardson, Texas 75083-0309 or electronically e-mailed to AP@cor.gov. All invoices shall include the purchase order number. Payment terms are NET 30 unless otherwise specified. Prompt payment discounts may be considered by the City in determining the lowest responsible Offeror.
30. **DELIVERY PROMISE**: Solicitations must show the number of calendar days required to place the materials at the City's receiving department specified or City warehouse under normal conditions. Do not quote shipping dates. Consistent failure of a bidder to meet delivery promises without valid reason may cause cancellation of contract and removal from receiving future awards. When delivery delay can be foreseen, the Contractor shall give prior notice to the Purchasing Division, which shall have the right to extend the delivery date, if reasons for delay appear acceptable. The Contractor must keep the Purchasing Division advised at all times as to the status of the order. Default in promised delivery, without acceptable reasons, or failure to meet specifications, authorizes the Purchasing Division to purchase the goods elsewhere, and charge any increase in cost and handling to the defaulting Vendor. Every effort will be made by the Purchasing Division to locate the goods at the same or better price as that originally contracted.
31. **PACKAGING**: Unless otherwise indicated, items provided by Contractor will be shipped new, unused, in first class condition, and in containers suitable for damage-free shipment and storage.
32. **TITLE**: The title and risk of loss of goods shall not pass to the City until the city actually receives and takes possession of the goods at the point(s) of delivery.
33. **PLACE OF DELIVERY**: The place of delivery shall be that set forth in the purchase order. The terms of this contract are "no arrival, no sale."
34. **DELIVERY TIME**: Deliveries will be acceptable only during normal business hours, Monday through Friday between 8:00 a.m. and 4:00 p.m. Central Time at designated City receiving departments, unless prior arrangements have been made.
35. **PATENT RIGHTS**: The Contractor agrees to indemnify and hold the City harmless from any claim involving patent right infringement or copyrights on goods supplied.



36. **ASSIGNMENT:** The Contractor shall not sell, assign, transfer or convey this agreement in whole or in part without the prior written consent of the Purchasing Division.
37. **CORRESPONDENCE:** The ITB/RFQ/RFP number must appear on all correspondence, inquiries, etc. pertaining to the solicitations.
38. **TERMINATION FOR DEFAULT:** The City reserves the right to enforce the performance of this contract in a manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the Contractor fails to: 1) Meet delivery schedules, or 2) Otherwise perform in accordance with these specifications.
39. **FUNDING:** The City is a home-rule municipal corporation operated and funded on an October 1 to September 30 basis; accordingly, the City reserves the right to terminate, without liability to the City, any contract for which funding is not available.
40. **INDEMNIFICATION:** CONTRACTOR DOES HEREBY COVENANT AND CONTRACT TO WAIVE ANY AND ALL CLAIMS, RELEASE, INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS OFFICERS, EMPLOYEES, AND AGENTS (COLLECTIVELY THE CITY), FROM AND AGAINST ALL LIABILITY, CAUSES OF ACTION, CITATIONS, CLAIMS, COSTS, BODILY INJURY INCLUDING DEATH, DISEASE, SICKNESS, PROPERTY DAMAGES OR LOSS, DEMANDS, EXPENSES, FINES, JUDGMENTS, LOSSES, PENALTIES OR SUITS, CAUSED BY OR RESULTING FROM THE NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, FAILURE TO PAY A SUB-CONTRACTOR OR SUPPLIER, A VIOLATION OF ANY ORDINANCE, REGULATION, STATUTE OR OTHER LEGAL REQUIREMENT, IN THE PERFORMANCE OF THIS AGREEMENT BY THE CONTRACTOR, ITS AGENTS, CONSULTANTS AND SUB-CONTRACTORS, OR ANY OTHER ENTITY OVER WHICH THE CONTRACTOR EXERCISES CONTROL INCLUDING ANY ACTION AGAINST CITY FOR PERSONAL INJURY OF ANY EMPLOYEE OF THE CONTRACTOR, ITS SUB CONTRACTORS, CONSULTANTS OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY THEM, BROUGHT BY SUCH INJURED EMPLOYEE OR THE EMPLOYEE'S WORKERS COMPENSATION INSURANCE CARRIER, EXCEPT TO THE EXTENT CAUSED BY THE NEGLIGENCE OF CITY. INDEMNIFIED ITEMS SHALL INCLUDE REASONABLE ATTORNEYS FEES AND COSTS, COURT COSTS, AND SETTLEMENT COSTS IN PROPORTION TO THE CONTRACTOR'S LIABILITY. THE CONTRACTOR'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY CONTRACTOR UNDER THIS AGREEMENT OR BY ANY OTHER EMPLOYER UNDER THE WORKER'S COMPENSATION OR DISABILITY LAWS OR ACTS, OR SIMILAR EMPLOYEE BENEFITS ACTS. THIS PROVISION SHALL SURVIVE THE EXPIRATION, COMPLETION, OR ABANDONMENT OF THE WORK OR SERVICES TO BE PROVIDED PURSUANT TO THIS AGREEMENT AND THE TERMINATION OF THIS AGREEMENT. IF ANY ACTION OR PROCEEDING SHALL BE BROUGHT BY OR AGAINST CITY IN CONNECTION WITH ANY SUCH LIABILITY OR CLAIM, THE CONTRACTOR, ON NOTICE FROM CITY, SHALL DEFEND SUCH ACTION OR PROCEEDINGS AT THE CONTRACTOR'S EXPENSE, BY OR THROUGH ATTORNEYS REASONABLY SATISFACTORY TO CITY. IT IS AGREED WITH RESPECT TO ANY LEGAL LIMITATIONS NOW OR HEREAFTER IN EFFECT AND AFFECTING THE VALIDITY OR ENFORCEABILITY OF THE INDEMNIFICATION BY CONTRACTOR, SUCH LEGAL LIMITATIONS ARE MADE A PART OF THE CONTRACTUAL OBLIGATIONS AND SHALL OPERATE TO AMEND THE OBLIGATIONS TO THE MINIMUM EXTENT NECESSARY TO BRING THE PROVISION INTO CONFORMITY WITH THE REQUIREMENTS OF SUCH LIMITATIONS, AND AS SO MODIFIED, THE OBLIGATIONS SHALL CONTINUE IN FULL FORCE AND EFFECT.

41. **FORCE MAJEURE**: If, by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this contract, then such party shall give notice and full particulars of such Force Majeure, in writing, to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines, or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.
42. **VENUE**: This contract will be governed and construed according to the laws of the State of Texas. This contract is performable in Dallas County, Texas. Venue for any action shall be in State District Court of Dallas County, Texas.
43. **FINANCIAL INTEREST**: The City of Richardson Charter provides that no officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or services, except on behalf of the City and any officer or employee guilty thereof shall there by forfeit such person's office or position. Any violation of this provision shall render this contract voidable at the discretion of the City.
44. **DISCLOSURE OF CERTAIN RELATIONSHIPS**: A person or business, and their agents, who contract with the city or seek to contract with the city for the sale or purchase of goods, services or property; are required by Texas Local Government Code, Chapter 176, to file a Conflicts Disclosure Questionnaire (FORM CIQ), **if applicable**, created by the Texas Ethics Commission, which is available online at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf). The form must be filed with the City Secretary no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the city, or submits an application, response to an ITB/RFQ/RFP, correspondence, or other writing related to a potential agreement with the city for the sale or purchase of goods, services or property. Such person and businesses, and their agents, must also file an updated questionnaire, **if applicable**, not later than September 1 of each year in which the person or business begins contract discussions or negotiations with the city, or submits an application, response to an ITB/RFQ/RFP, correspondence, or other writing related to a potential agreement with a city and within seven (7) days after the date of an event that would make as filed questionnaire incomplete or inaccurate. An updated complete questionnaire is not required if the person or business filed a questionnaire or updated questionnaire after June 1 but before September 1.
45. Copies of the Conflict of Interest Questionnaire (CIQ) and Conflicts Disclosure Statement (CIS) are available at [www.cor.net/index.aspx?page=706](http://www.cor.net/index.aspx?page=706).
46. All Contractors shall comply with all local, state, and federal storm water pollution prevention rules, regulations, laws, and ordinances. For more information, please visit <http://www.cor.net/stormwater>

**CITY OF RICHARDSON TERMS AND CONDITIONS OF BIDDING**  
**FOR PAPER SUBMISSIONS TO AN ITB/RFQ ONLY**

1. **TABULATIONS**: ITB/RFQ tabulations will be electronically posted within forty-eight (48) hours after the ITB/RFQ opening at [www.cor.net](http://www.cor.net). ITB/RFQ RESULTS WILL NOT BE GIVEN BY TELEPHONE.
2. **LATE SUBMISSIONS**: A response to an ITB/RFQ received in the Purchasing Division after submission deadline will be returned unopened and will be considered void and unacceptable. The City is not responsible for the lateness of mail carrier, weather conditions, etc.
3. **ALTERING SUBMISSIONS**: Prices submitted in a response to an ITB/RFQ cannot be altered or amended after the submission deadline. Any alternation, or erasure made before opening time must be initialed by the signer of the ITB/RFQ submission, guaranteeing authenticity.
4. **PRESENTATION OF A SUBMISSION**: A complete response packet must be presented to the Purchasing Manager in a sealed envelope. The solicitation number and the name and address of the Bidder must be written on the outside of the envelope or package.

## **ESTIMATED ANNUAL REQUIREMENTS CONTRACTS**

The City is accepting bids to establish a fixed price annual requirements contract for **AUTOMOTIVE PAINT AND BODY REPAIR SERVICES**, as specified in this solicitation.

The contract period will be effective for twelve (12) months from the date of award.

The City shall have the option to extend the contract for four (4) additional one-year periods upon the same terms and conditions of the original invitation to bid. Each renewal period, if exercised and mutually agreed upon by both parties, will be for one (1) additional year. Prices shall remain firm for the duration of the initial contract period. The City will also have the right and option to terminate the agreement upon thirty (30) days written notice.

The quantities specified are estimates only of our projected annual requirements. The award of an estimated annual requirements contract allows the City to use the items and services as the requirements and needs of the City arise on an annual basis and during any subsequent renewal period(s). Quantities may be increased beyond the estimated quantities listed in this bid, as necessary, provided funding is available. Quantities may be decreased below the estimated quantities listed in this bid, as necessary, if funding is not available or if items and services are no longer needed. The City is not obligated to pay for or use a minimum or maximum amount of items or services and payment will be made pursuant to the unit prices bid in the contract. The Contractor shall have no claim against the City for anticipated profits for the estimated quantities listed, diminished, or deleted.

## PRICE ADJUSTMENT CLAUSE FOR ANNUAL CONTRACTS

- A. The unit prices of all items purchased under an estimated annual requirements contract is firm for the first annual period of this contract. However, if the option to renew for additional one-year period(s) is exercised by the City, a price adjustment upward (or downward) may be requested by the Contractor by the application of the formula set forth in (B) below. The index to be used in the computation of the price adjustment shall be the Consumer Price Index for all Urban Consumers (CPI-U): U.S. City Average for All Items 1982-84=100, which is issued by the U.S. Department of Labor, Bureau of Labor Statistics.
- B. The index published for the month of **March 2019** shall be used as a base for determining price adjustment(s) for the first available renewal period. The index published at the time of a contract renewal shall be used as the base for determining a price adjustment for the subsequent renewal period, should a renewal option be exercised, and unit price adjustments be requested. Contract price adjustments shall be determined as follows: Unit Price X% change (the index published at the time of contract renewal divided by the base index at the time of the most recent contract period) if the index equals the amount of price change. There shall be a minimum of at least twelve months between price adjustments for contracts having multiple renewal options.

*Example:      August 2018 CPI / August 2017 CPI – 1 = Percentage Increase  
                         252.146 / 245.519 – 1 = 2.70% Increase*

*Base Unit Price x [1+Percentage Increase] = New Unit Price  
\$50.00 x [1.027] = \$51.35*

- C. The Contractor shall submit a written request for price adjustment and such request shall include the new unit price(s) and the basis for the price adjustment request.
- D. Upon approval by the City, the new unit prices will then be firm for the term of the optional additional contract period(s) or until subsequent price adjustments are approved by the City.

## **CITY OF RICHARDSON CONTRACTOR INSURANCE REQUIREMENTS**

Commercial General Liability covering bodily injury and property damage (including the property of the City, its officers, agents and employees (collectively the City)) with minimum limits on a per project basis of **One Million Dollars (\$1,000,000) combined single limit and Two Million Dollars (\$2,000,000) aggregate**. This policy shall be primary to any policy or policies carried by or available to the City and shall include products/completed operations coverage with a minimum aggregate limit of Two Million Dollars (\$2,000,000) and Personal & Advertising Injury coverage with a minimum occurrence limit of One Million Dollars (\$1,000,000).

Workers' Compensation/Employer's Liability Insurance in full accordance with the statutory requirements of the state or states where the Work is to be performed and shall include bodily injury, occupational illness or disease coverage with minimum **Employer's Liability limits of \$1,000,000/\$1,000,000/\$1,000,000**. Worker's comp coverage policy shall contain an **Alternate Employer Endorsement and such endorsement shall be provided to the City**.

Automobile Liability Insurance covering all operations of Contractor pursuant to this Agreement involving the use of motor vehicles, including all owned, non-owned and hired vehicles with minimum limits of not less than **One Million Dollars (\$1,000,000) combined single limit for bodily injury, death and property damage liability**.

Excess Liability Insurance. **Contractor shall maintain excess liability insurance with a limit of not less than \$2,000,000**. Such insurance shall be excess of the commercial general liability insurance, business auto liability insurance and employers liability insurance. This insurance will apply as primary insurance with respect to any other insurance or self-insurance programs maintained by City and shall be provided on a "following form basis." Contractor waives all rights against City, and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the umbrella liability insurance obtained by City pursuant to this Paragraph. Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

**Waiver of Subrogation Rights.** The Commercial General Liability, Worker's Compensation, Business Auto and Excess Liability insurance required pursuant to this Agreement shall provide for waivers of all rights of subrogation against the City and/or City Indemnitees.

**Additional Insured Status.** All insurance shall be endorsed to name the City, its officers, and employees as additional insureds as to all applicable coverage except for the Workers Compensation Insurance and Professional Liability Insurance. A specific endorsement needs to be added to all policies, with a copy of the endorsement provided to the City that indicates the insurance company will provide to the City at least a thirty (30) day prior written notice for cancellation, non renewal of the policy. In the event the companies providing the required insurance are prohibited by law to provide any such specific endorsements, the Contractor shall provide at least thirty (30) days prior written notice to the City of any cancellation, non-renewal and/or material changes to any of the policies of insurance. The Additional Insured status for the City must remain in force and effect for 24 months following completion of the project.

**Carriers; Certificates.** All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service. All policies, except the Workers Compensation policies, must be written on a primary basis, non contributory with any other insurance coverage and/or self-insurance maintained by the City. A certificate of insurance and copies of policy endorsements evidencing the required insurance shall be submitted to the City prior to commencement of the work or services. On every date of renewal of the required insurance policies, the Contractor shall cause a certificate of insurance and policy endorsements to be issued evidencing the required insurance herein and delivered to the City. In addition, the Contractor shall within ten (10) business days after written request provide the City with certificates of insurance and policy endorsements for the insurance required herein.

## **CONFLICT OF INTEREST QUESTIONNAIRE**

Chapter 176 Texas Local Government Code requires the public disclosure of certain information concerning persons doing business or seeking to do business with the City, including family, business, and financial relationships such persons may have with City officers and employees involved in the planning, recommending, selecting, and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS:

[http://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm)

The vendor acknowledges by doing business or seeking to do business with the City that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with the City who does not comply with this practice may risk award consideration of any City contract.

For a listing of current City Officers:

[www.cor.net/modules/showdocument.aspx?documentid=9001](http://www.cor.net/modules/showdocument.aspx?documentid=9001)



## **CERTIFICATE OF INTERESTED PARTIES**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties form to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The form discloses any interested parties who have a controlling interest (10% or more ownership) in the business entity and those who actively participate in facilitating the contract or negotiate the terms of the contract (broker, intermediary, advisor, and/or attorney), if any. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015 and new rules (Chapter 46) on November 30, 2015.

The successful bidder will be required to submit a signed 1295 form to the City prior to signing a contract with the City. The successful bidder will be required to download the form via the Texas Ethics Commission's website at:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

The "identification number" to be used on the 1295 form for this procurement is:

***Bid No. 57-19***

All prospective bidders shall familiarize themselves with this requirement and agree to provide the completed Form 1295 if selected as the successful bidder for this procurement.

# ANNUAL REQUIREMENTS CONTRACT FOR: AUTOMOTIVE PAINT AND BODY REPAIR SERVICES

## I. SCOPE OF WORK

The City is soliciting bids for an annual requirements contract for **AUTOMOTIVE PAINT AND BODY REPAIR SERVICES**, according to the following specifications. The City of Frisco and the City of Wylie intend to participate in this contract; therefore, the City of Richardson is the lead agency on this cooperative solicitation. The City of Richardson reserves the right to add or delete participating entities as needs arise or change throughout the contract period. Individual purchase orders/contracts will be issued by each agency.

For bidding purposes, the estimated annual usage per entity is as follows:

City of Richardson	\$170,000
City of Frisco	\$50,000
City of Wylie	\$50,000

## II. PRE-BID CONFERENCE & SITE VISIT

A pre-bid conference will be held on **THURSDAY, MARCH 28, 2019** at the Civic Center/City Hall, Richardson, TX 75080 in the **FINANCE CONFERENCE ROOM, SUITE 101** at **10:00 A.M. Central Time**. **IT IS HIGHLY RECOMMENDED THAT ALL BIDDERS ATTEND THE PRE-BID CONFERENCE.** Firms may ask questions about the Invitation to Bid process during this conference. Questions and answers will be made in the presence of all attendees. If a question cannot be answered during the conference, answers will be provided via written addendum distributed through [www.BidSync.com](http://www.BidSync.com). Prospective bidders should download the bid and bring a copy to the pre-bid conference.

## III. CLARIFICATION OF REQUIREMENTS

All requests for additional information or clarification concerning this invitation to bid must be submitted, in writing, no later than **MONDAY, APRIL 1, 2019 @ 4:00 P.M. Central Time**. All questions must be submitted through the BidSync system and answers will be posted on [www.BidSync.com](http://www.BidSync.com) for all prospective bidders to review.

## IV. OUTLINE FOR SUBMITTAL OF BID

- A. If paper bids are submitted, each firm shall submit one (1) original copy of their bid, including all supporting documentation. If bids are submitted electronically, the bidder shall make sure all required supporting documentation is uploaded into the BidSync system. Failure to provide requested information in this invitation to bid may result in disqualification from consideration. Bids shall be accepted until **TUESDAY, APRIL 9, 2019 prior to 2:00 P.M. Central Time**. No late bids will be accepted. Bids must clearly show the **Bid No. 57-19** on the face of the envelope and be delivered to:

City of Richardson  
Purchasing Manager  
City Hall, Suite 101  
411 W. Arapaho Road  
P.O. Box 830309  
Richardson, TX 75083-0309

- B. **The following documents must be included with this bid to be considered responsive:**
1. Vendor Acknowledgement Form signed by a company representative authorized to contract for the company.
  2. References (3)
  3. Completed questionnaire
  4. Copies of Commercial Driver's Licenses
  5. Warranty documentation
  6. All forms requested and included in this bid request.

## **V. TERM OF CONTRACT**

The contract period will be effective for twelve (12) months from the date of award. The City shall have the option to extend the contract for four (4) additional one-year periods upon the same terms and conditions of the original invitation to bid. Each renewal period, if exercised and mutually agreed upon by both parties, will be for one (1) additional year. Prices shall remain firm for the duration of the initial contract period. The City shall also have the right and option to terminate the agreement upon thirty (30) days written notice.

## **VI. CANCELLATION**

The Contractor(s) will be awarded a contract on an exclusive basis. The City has the option to terminate the contract at any time if the Contractor(s) does not perform the contract to the City satisfaction or if funding is no longer available. Thereafter, either party may terminate the contract by giving the other party sixty (60) days prior written notice.

## **VII. BEST VALUE BID EVALUATION PROCEDURES**

The City shall award a contract to the responsible bidder providing the best value for the City. **This is NOT a low bid solicitation based on price alone.** All bidders must provide documentation and information requested in this solicitation in order to determine the best value outlined in "A" below.

- A. Pursuant to the Texas Local Government Code, § 252.043, Award of Contract, "Best Value" will be determined by considering:
1. Price – (40%);
  2. Experience and qualifications of the bidder, ability to provide the services outlined in this bid, ability to pick up and deliver vehicles, and the extent to which they meet the City needs – (30%);
  3. Reputation of the bidder and of the bidder's services – (20%);
  4. Warranty – (10%).

## **VIII. SPECIFICATIONS**

The City of Richardson is seeking a Contractor to provide painting and repair services for City maintained vehicles and equipment.

### **BIDDER REQUIREMENTS**

All prospective Contractors must have a facility within fifteen (15) miles of the City of Richardson Service Center located at:

1260 Columbia Drive  
Richardson, TX 75081

The facility shall have a frame machine capable of handling one (1) ton vehicles and equipment.

Contractors are required to be legally capable of repairing and repainting vehicles and equipment, including those that are oversized, in a protected and completely enclosed, filtered spray booth as specified by the Texas Administrative Code, Title 30, Part 1, Chapter 106, Subchapter S, Rule §106.436. The City shall inspect facilities prior to award of the contract for compliance of these requirements. This pertains to all classifications being bid.

Contractor shall provide on-site vehicle inspections (for the purpose of generating estimates) at the Richardson Service Center between the hours of 7:00 A.M. – 4:00 P.M. Central Time. Inspections shall be requested by the Fleet Manager on an as needed basis.

Contractor shall comply with all environmental protection agency (EPA) standards specifically required by Federal, State, and Local jurisdictions as prescribed for paint and body repair operations.

Contractor shall be capable of pre and post scanning of vehicles to ensure repairs are compliant with original equipment manufacturer standards.

Bidders that are bidding on truck classifications must have an enclosed paint booth capable of handling oversized vehicles. The minimum requirements are as follows: Forty-four feet (44') length, nineteen feet (19') wide, and sixteen feet (16') tall. **An on-site inspection will be required prior to award of contract. If the Contractor is not legally capable of repairing and painting vehicles and equipment in a protected and enclosed facility the vendor will be disqualified.**

**Note: Contractor shall not sublet or assign contract for body work repairs and/or painting.**

#### **PERSONNEL REQUIREMENTS**

The Contractor shall have drivers that possess a valid commercial driver's license.

Key personnel must be certified in body repair and/or painting techniques. Vendor must supply proper documents regarding the experience, licenses, and certifications, (ASE or other Industry recognized certifications), of all personnel. Please attach this information with bid submittal.

Bidder must supply a list of contacts for addressing estimates, repairs, warranty and workmanship.

**Note: Unauthorized personnel shall not operate City radios, PA systems or other equipment mounted in the vehicle.**

#### **ESTIMATES**

Contractor shall provide free written estimates of all work to be performed. Unit number and mileage and/or hour meter reading shall be on all estimates and invoices.

Prior to work commencing authorization must be received from the Fleet Services Department. Under no circumstances shall the Contractor start on repairs or painting prior to receiving written authorization.

If any additional work is needed after receiving authorization from the City, a revised estimate will need to be submitted for additional approval.

**Any work performed outside of the scope of what is authorized will not be reimbursed and shall not be billed to the City.**

## **REPAIRS**

Vehicles shall be reassembled to factory specifications and use certified original equipment manufacturer (OEM) parts. The link below shows OEM position statements.

<https://www.oem1stop.com/position-statements>

Mechanical repairs shall comply with industry standards and authorization shall be acquired from the City **prior** to all such repairs.

Welding shall meet manufacturers approved methods.

Contractor must be experienced and capable of making repairs to fiberglass, sheet molding compound (SMC) or carbon fiber material, plastic, aluminum, structural steel, and sheet metal.

Contractor shall align suspension (front, rear, or both) if required to restore vehicle to manufacturer specifications.

## **PAINTING**

Contractor shall be capable of single stage, base coat/clear coat, and tri-stage painting.

Contractor must use a precision color match system to finish the repaired area(s) to obtain the closest possible color match.

Contractor shall be capable of partial or full repaints and restore factory corrosion protection.

Any paint residue or damage caused during painting will be charged to the vendor and/or repaired at the Contractors expense.

## **CLEANING**

Vehicles shall be washed, detailed, and ready to be put back into service prior to being returned to the City.

## **WARRANTY**


Contractor shall provide warranty information on painting and repairs. If the completed work is prorated, specify in detail how the work is evaluated over the warranty terms. **Attach copies of the warranty information with bid submittal.**

Paint warranty shall cover fading, loss of gloss, peeling, chalking and wrinkling for a **minimum of five (5) years**.

Contractor shall provide a workmanship guarantee on repairs from date of completed invoice for a **minimum of two (2) years**.

## **DELIVERY AND PICKUP OF VEHICLES**

Please specify if your company is willing to pick-up and deliver vehicles to and from the City of Richardson Service Center.

	<b>CERTIFICATE OF LIABILITY INSURANCE RISK 2</b>	DATE (MM/DD/YYYY) 04/01/20XX												
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 Agency Name 1234 Main Street Richardson, TX 75083	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: John Smith</td> </tr> <tr> <td>PHONE (A/C, No. Ext): 123-456-7889</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: john.smith@agency.com</td> </tr> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC#</td> </tr> </table>		CONTACT NAME: John Smith		PHONE (A/C, No. Ext): 123-456-7889	FAX (A/C, No):	E-MAIL ADDRESS: john.smith@agency.com		INSURER(S) AFFORDING COVERAGE	NAIC#				
CONTACT NAME: John Smith														
PHONE (A/C, No. Ext): 123-456-7889	FAX (A/C, No):													
E-MAIL ADDRESS: john.smith@agency.com														
INSURER(S) AFFORDING COVERAGE	NAIC#													
INSURED  <b>SAMPLE COI</b> For Risk 2 – mid-level risk offering City some type of service or product auto liability would typically be required as autos would be on City property or used to transport City people or property – All other coverage as indicated for Risk 2 required	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>INSURER A : <b>AM Best Rating of A- or better</b></td><td></td></tr> <tr><td>INSURER B :</td><td></td></tr> <tr><td>INSURER C :</td><td></td></tr> <tr><td>INSURER D :</td><td></td></tr> <tr><td>INSURER E :</td><td></td></tr> <tr><td>INSURER F :</td><td></td></tr> </table>		INSURER A : <b>AM Best Rating of A- or better</b>		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER A : <b>AM Best Rating of A- or better</b>														
INSURER B :														
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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b>	Y	Y	123456	04/01/20XX	04/01/20XX	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGES TO RENTED PREMISES(Ea occurrence)	\$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$2,000,000
							PRODUCTS-COMP/OP AGG	\$2,000,000
A	<b>AUTOMOBILE LIABILITY</b>	Y	Y	787899	04/01/20XX	04/01/20XX	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY(Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY(Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$							\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	N/A	Y	595966	04/01/20XX	04/01/20XX	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTH-ER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE – EA EMPLOYEE	\$1,000,000
							E.L. DISEASE – POLICY LIMIT	\$1,000,000

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

30-day Notice of Cancellation, Waiver of Subrogation, Additional Insured shall apply to all policies. General Liability and Auto policies shall be written on a Primary and Non-Contributory basis. Workers Comp policy shall name COR as an alternate employer (for any risk required if temporary employment service or COR controls actions of others employees). No CCC exclusion permitted on General Liability and Auto policies on any risk where city property is in their care, custody or control to provide service.

## CERTIFICATE HOLDER

## CANCELLATION

City of Richardson P. O. Box 830309 Richardson, TX 75083	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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Back to all SEO Tools ([../default.aspx](#)) · by Derek McKenzie ([/blog/author/dmckenzie.aspx](#))  
 · Comments ([http://ezlocal.com/tools/map-radius#disqus\\_thread](#))

## Radius Calculator

Enter an address, city, or zip code, and a radius, and you will get the radius drawn on the map. Below the map you will find a list of all containing zip codes, cities, counties, and combinations within the radius.

**Address or City, State or Zip:**

1260 columbia drive richardson, texas

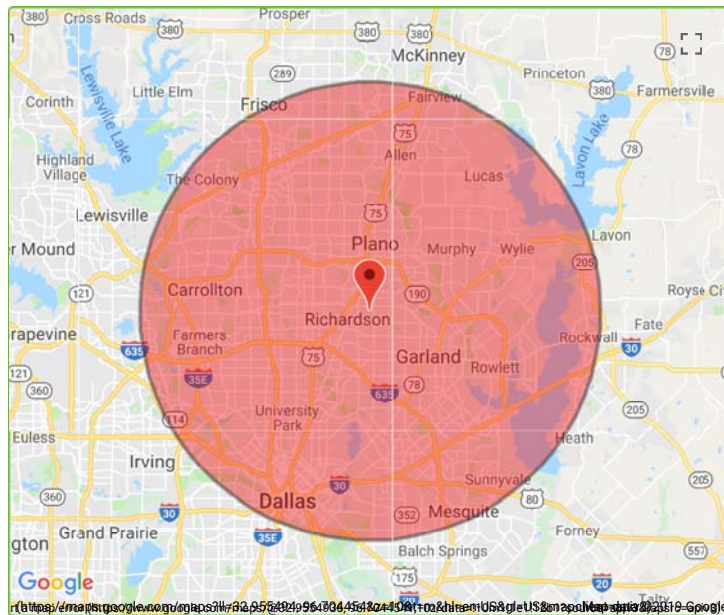
**Radius (miles):**

15

☐ Also show 15mi radius?

**Draw Map**

**Couldn't find that location**



## Location List

Cities, zip codes, and counties contained within the radius specified above.

### Looking for a full service local search solution?

See how EZlocal can help with **EZlocal Pro** ([http://ezlocalpro.com/](#)).

### Local Search Tools

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[\(http://ezlocal.com/tools/map-radius/\)](#)

Google Review Link Generator  
[\(http://ezlocal.com/tools/google-review-link-generator/\)](#)

Business Schema Generator  
[\(http://ezlocal.com/tools/schema-generator/\)](#)

Meta Tag Tool  
[\(http://ezlocal.com/tools/meta-title-counter/\)](#)

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