

**INVITATION FOR BIDS**

**CITY OF CONROE FLEET DEPARTMENT  
FIRE APPARATUS MAINTENANCE AND REPAIR BID**



**CITY OF CONROE  
P.O. BOX 3066  
CONROE, TEXAS 77305**

**RESPONSES DUE SEPTEMBER 19, 2019 @ 2:00 PM**

**CITY OF CONROE PURCHASING DEPARTMENT**

## NOTICE TO BIDDERS

The City of Conroe will receive sealed bids in duplicate for the Fire Apparatus Service and Maintenance Repair Bid. The proposals shall be appropriately marked “**Fire Apparatus Service and Maintenance Repair Bid**” and delivered to the City Secretary 300 West Davis, 3<sup>rd</sup> Floor, Conroe Texas 77301. Proposals will be publicly opened and read on **Thursday, September 19, 2019** at **2:00 p.m.** in the 3<sup>rd</sup> Floor conference room at City Hall (300 West Davis).

Specifications and bidding documents may be secured from Vendor Registry.

No proposal may in any way qualify, modify, substitute or change any part of the specifications contained herein.

The City of Conroe reserves the right to reject any and all offers, award parts of bids and to waive informalities in submission of proposals. The City of Conroe also reserves the right to award this proposal to the lowest most qualified responsible bidder meeting all the specifications or to the bidder who provides goods or services at the best value for the City taking certain evaluation factors into consideration as set forth in the this proposal.

CC 8/26 & 9/4

**CITY OF CONROE, TEXAS**

**CITY OF CONROE  
PURCHASING DEPARTMENT  
REQUEST FOR SEALED BIDS**

Sealed Bids, **in duplicate**, shall be clearly marked **DO NOT OPEN, BID FOR “Fleet Maintenance - Fire Apparatus Preventive Maintenance Service and Repairs Bid”** and mailed to the attention of the City Secretary, Soco Grojon, City of Conroe, P. O. Box 3066, Conroe, Texas 77305 or Physical Address 300 W. Davis St. Conroe, Texas 77301.

Date: August 22, 2019

Bids will be received until: 2:00 P.M. on Thursday September 19, 2019

For: Conroe Fleet Department

QTY.	DESCRIPTION	TOTAL BID
1	Total Cost Semi Annual Maintenance Per Unit (Includes parts and labor)	\$
2	Total Cost Annual Maintenance Per Unit (Includes parts and labor)	\$
3	Total Cost Aerial Device Maintenance Per Unit (Includes parts and labor)	\$
4	Total Cost for One Day “At Station Inspections” and Repairs of Apparatus as Required by the Fire Department, to Include But Not be Limited to a List of Repairs Given to the Contractor	\$
5	Total Cost for Wheels off Brake Inspection	\$
6	Provide Normal Business Hourly Rate at Vendor’s Location of Business	\$
7	Provide Road Service Hourly Rate During Normal Business Hours	\$
8	Provide Road Service Hourly Rate After Normal Business Hours	\$
9	Provide Travel Rates for Road Service	\$
10	Specify Normal Operating Business Hours <u>          </u> A.M. till <u>          </u> P.M.	
11	What is your % Mark-Up for additional Parts? <u>          </u> % Mark-Up	

**Name of Company** \_\_\_\_\_

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**INSTRUCTIONS TO PROPOSER -----PLEASE READ CAREFULLY**

1. The City of Conroe, Tax No. 74-6000-555 is exempt from all Federal Excise Taxes. Do not include tax in your bid price or invoice. Taxable items must be so designated, and the City will supply contractor with Tax Exemption Certificate, properly executed. Prices should be itemized.
2. The City of Conroe will pay for articles or services purchased under this bid within thirty (30) days after due and proper delivery or performance of service is made and accompanied by an invoice.
3. This purchasing contract is subject to the attached **Purchasing Terms and General Conditions**.
4. In case of discrepancy between the unit price and the extension price, the unit price will be taken.
5. **ALL PROPOSALS MUST BE SIGNED BY HAND.**

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The undersigned hereby offers to furnish and deliver the articles or services as specified above at the prices and terms there stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal.

Delivery can be made: \_\_\_\_\_ Cash Discounts: \_\_\_\_\_ % \_\_\_\_\_ Days

Names of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By: \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_

## CITY OF CONROE

### 1. **Introduction and Summary of Work:**

The purpose of this “Request for Bids” is to obtain offers from qualified fire apparatus engine and equipment repair shops. Certificates shall be provided for ASE, EVT, Aerial, Chassis, Multi-Plexing from each proposer.

### 2. **Questions and Inquiries:**

Information about this proposal should be directed to:

For Purchasing Questions:

Ask all questions on Vendor Registry

For Apparatus Questions:

Erik Metzger, Fleet Manager  
Office: 936-522-3832

### 3. **Submission of Bids:**

Two (2) copies of each proposal shall be ***CLEARLY MARKED*** “**Conroe Fleet Department Apparatus Service & Maintenance Bid**” and submitted by mail or in person to the address below by the time and date set fourth. Responses received later than the due date will not be accepted, and returned unopened.

Due Date: September 19, 2019 @ 2:00 PM

USPS

Address: City of Conroe  
Soco Gorjon, City Secretary  
P.O. Box 3066  
Conroe, TX. 77305

Physical

Address: City of Conroe  
Soco Gorjon, City Secretary  
300 W. Davis St.  
Conroe, TX. 77301

### 4. **Reservations:**

The City of Conroe reserves the right to accept or reject any or all proposals as a result of this request, to negotiate with all qualified sources, or to cancel in part or in it's entirety, this Bid Request if found in the best interest of the City.

The City reserves the right to consider as unqualified to do the work, any bidder who does not habitually perform with his own forces, the major portions of the work involved in construction or improvements embraced in this contract.

All proposals and associated materials received with your response will become the property of the City of Conroe and will be returned at the discretion of the City.

The Laws of the State of Texas, County of Montgomery, and the City of Conroe, with any Rules and Regulations issued, prevail with regard to any contract documents, possible terms and conditions, arbitration or litigation.

**5. Owner:**

The City reserves the right to award parts of bids, reject any or all bids and to waive technical irregularities in bidding. Contract award will be made on the basis of the lowest most qualified responsible bidder or the bidder who provides the goods and services at the best value for the City, considering the evaluation selection criteria below. No bid may be withdrawn before 90 days after submittal.

***Best Value Selection Criteria:***

- |   |         |
|---|---------|
| a) Fair and reasonable pricing.                     | 50 Pts. |
| b) Meets all bid qualifications.                    | 20 Pts. |
| c) Past Relationship with the City.                 | 15 Pts. |
| d) Bidder's principle place of business (§271.905). | 15 Pts. |

**6. Bidders:**

Should a Bidder discover a discrepancy or an omission in the plans or specifications, he should at once notify the Purchasing Department so that an addendum can be issued. No oral explanation or interpretation other than written addendum issued by the City will be considered official or binding. All such addendums shall become part of the contract documents and all bidders shall be bound by such addenda, whether or not received by the bidders.

**7. Bid Evaluation and Award:**

The bid award will be made on the basis of *Texas Local Government Code Section 252.043*. This section allows the City of Conroe to develop and apply award evaluation criteria for procurement in order to obtain goods or services that provide the *best value* to the City. Under these guidelines, a vendor is not automatically awarded a bid simply because they submit the lowest bid response. In the event that the selected bidder fails to enter into agreement to provide the goods or services which are the subject of this invitation the City retains the right to award the bid to the next qualified bidder.

**8. Communications:**

The City of Conroe shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve proposer from any obligation with regard to their response to this invitation.

**9. Substitutions:**

Where services or equipment are specified by a trade or brand name, it is not the intention of the City to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance, and to establish an equal basis for the evaluation of bids. In preparing his bid, each bidder is expected to include in his base bid the cost of the items so specified.

**10. Default:**

The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

**11. References:**

The City of Conroe may request bidders to supply, with this Invitation to Bid, a list of at least five (5) references where like services have been supplied by their firm. Include name of firm, contact person, address, telephone number and fax number. *The low bidder may be required to furnish Performance and Payment Bonds depending on references, reputation and State Laws.*

**12. Delivery of Proposals:**

It is the bidder's responsibility to deliver his proposal at the proper time to the proper place. The fact that a proposal was dispatched will not be considered. The bidder must have the proposal actually delivered before the time set and the start of opening of the bids. Any bids received after the time and date specified in the Notice to Bidders will be returned unopened.

**13. Corrections:**

Erasures or other corrections in the proposal must be noted over with the proposer's initials.

**14. Materials and Services:**

The Bidder warrants that goods, materials or services delivered to the City will meet the minimum specifications set forth therein. Bidder shall furnish all data pertinent to specifications and warranties, which apply to items in the bid.

**15. Equal Employment Opportunity:**

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

**16. Price of Materials and Sales Tax:**

Prices for all goods or services shall remain firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. Any price not shown on the bid sheet will not be honored by invoice. No price changes, additions or subsequent qualifications will be honored during the course of this contract. All prices must be written in ink or typewritten. Transportation, freight or other charges are to be prepaid by the bidder and included in the bid price. If there are additional charges of any kind, other than those mentioned above, specified or unspecified, Bidder must indicate both items required and attendant cost or forfeit the right to payment. Invoices must be submitted by the vendor in duplicate to the City of Conroe Purchasing Dept., P.O. Box 3066, Conroe TX 77305.

This Contract is issued by an organization, which qualifies for exemption pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Tax Act.

**17. Indemnification:**

The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney’s fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

**18. Insurance Requirements:**

Vendor must maintain at all times with a reliable insurance carrier or carriers, with a current rating by A.M. Best Co of 6+ or higher, at Vendor's sole expense. Insurance policies providing sufficient coverage and limits to cover the liabilities assumed under this agreement in regards to performing vehicle maintenance, repairs, and test driving related specifically to Fire Apparatus Vehicles. The vendor accepts all liability for damages while the apparatus is under their control or possession. An insurance contract or binder may be accepted as proof of insurance if certificate is provided upon selection of vendor. Acceptable coverage limits are as follows:

<b>Type (Occurrence Based Only)</b>	<b>Minimum Limits Required</b>	
Commercial General Liability	General Aggregate	\$2,000,000.00
	Products-Comp / Op AGG	\$1,000,000.00
	Personal & ADV & Injury	\$1,000,000.00
	Each Occurrence	\$1,000,000.00
	Damage to Rented Premises	\$ 100,000.00
	Medical Expense	\$ 5000.00
Automobile Liability	Combined Single Limit	\$1,000,000.00
<input checked="" type="checkbox"/> Any Auto	<input checked="" type="checkbox"/> Allowed Autos	
<input checked="" type="checkbox"/> Scheduled	<input checked="" type="checkbox"/> Hired	
<input checked="" type="checkbox"/> Non-Owned		
Garage Liability	Auto Only – Each Accident	\$1,000,000.00
<input checked="" type="checkbox"/> Any Auto	Each ACC	\$1,000,000.00
	AGG	\$2,000,000.00
Excess / Umbrella Liability	Each Occurrence	\$3,000,000.00
	AGG	\$3,000,000.00
Workers Compensation	As Required By Texas Law	
Garage Keepers Legal Liability		\$1,000,000.00

**19. Conditions of Conduct:**



At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

**20. Conditions of Work:**

Bidders are expected to be fully informed of construction and labor conditions under which the work will be performed, and to have thoroughly reviewed the plans, contract documents and specifications. Failure to do so will not relieve a successful bidder of any obligations to furnish material and labor necessary to complete the project.

**21. Ethical Standard:**

No City official or employee shall have interest in any contract resulting from this Request for Bids. Individuals with a possible conflict will enact a public disclosure record by completing a "Statement of Financial Interest" form.

**22. Term of Contract:**

This contract shall be for one (1) year with the option to renew for up to four (4) years in one-year increments at no change in price unless negotiated and based on the current CPI at the sole discretion of the City of Conroe.

**23. Unit Prices:**

The unit price of each of the bid items in the bid proposal shall include its pro-rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming to the condition may be rejected. The unit prices will be used to determine the amount of any change orders resulting from an increase or decrease in quantities.

**24. Change Orders:**

The Owner may, at any time or from time to time, order additions, deletions or revisions to the Work; such changes will be authorized by written Change Order to be prepared by the PURCHASING DEPARTMENT for execution by the OWNER and the SERVICE PROVIDER. The Change Order shall set forth the basis for any change in contract price as hereinafter set forth for Extra Work, and any change in contract time which may result from the change.

Any request by the SERVICE PROVIDER for a change in Contract Price shall be made prior to beginning the work covered by the proposed change.

It is agreed that the basis of compensation to the SERVICE PROVIDER for Work either added or deleted by a Change Order or for which a claim for Extra Work is made shall be determined by: Agree Unit Price, Agreed Lump Sum or Actual Cost Plus a Percentage.

**25. Repair Estimates:**

All repairs will require estimates if the total is expected to exceed \$3,000.00

**26. Payment:**

Payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all equipment/material and receipt of an original invoice for the equipment/material complying with the terms and conditions of the award. The City reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance.

**27. Environmental Requirements:**

Vendor will be responsible for the proper disposal of waste fluids either on or off site after completion of repairs or service. The fees for these services shall be included in the preventative maintenance service, repairs in house or out on service call site.

**28. Proposal Agreements and Certification:**

**The Undersigned Agrees That:**

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- E. The individual signing this proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

**By my signature below I agree to comply with all the provisions, terms and conditions pertaining to this Bid.**

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Name of Authorized Agent – Printed)

\_\_\_\_\_  
(Street Address / P.O. Box)

\_\_\_\_\_  
(Authorized Agent Signature)

\_\_\_\_\_  
(City / State / Zip Code)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(E-Mail Address)

## GENERAL INFORMATION/ SCOPE OF WORK

### SECTION I - GENERAL SPECIFICATIONS

1. The term of the contract shall be (1) year(s). At the conclusion of the initial term, the City may renew this contract for (4) additional year. All original contract terms remain in place should an extension be granted. Approval on behalf of the City to renew this contract shall be made by the City Manager or his designee. Either party to the contract may decline to extend by stating that intent in writing to the other party no later than 30 days prior to the expiration date of any contract term.
2. The unit prices of all items purchased under this contract is firm for the first annual period of this contract. However, if the option to renew for additional (1) year period is exercised by the City of Conroe, Vendor may exercise the right to request a price adjustment equal to, but not great than (3) % upward over the original base contract pricing.
3. NO PERSON has the authority to verbally alter these specifications. Any changes to specifications will be made in writing and sent to each person having a bid package.
4. Chapter 176 of the Texas Local Government Code requires that persons or their agents, who seek to contact for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City.
5. If further information is needed concerning these specifications, please contact: Erik Metzger, Fleet Manager 936-522-3832
6. Certificates shall be provided for, ASE, EVT, Aerial, Chassis, multi-plexing, and any other related certifications applicable to current City apparatus, certificates must be current, and be submitted with bid for each mechanic that will be working on City Apparatus.
7. A contract in the form of a purchase order will be issued per order for parts and or repairs. Vendor must have the purchase order before making any delivery for parts and or repairs. Payment will be made by the City on a monthly basis. All invoices must be submitted and show each purchase order number per invoice.
8. Bidder's facilities and equipment may be a determining factor in making the bid award. All bidders may be subject to inspection of their facility and equipment.
9. Any material or parts used in complying with contract are to be equal to or better than original equipment.
10. SCOPE OF CONTRACT

This document specifies the scope of supply for Fire Apparatus Preventative Maintenance (PM) for selected City of Conroe Fleet Department apparatus equipment. The vendor is to provide a complete service which includes changing fluids, filters, chassis lubrication, and a complete inspection with a written report that will include estimates for needed repairs above and beyond the normal schedule maintenance requirements in this contract. All service will take place on selected apparatus on a staggered rotation by station. These PM's will take place at either the Fleet Department's location or the vendor's place of business provided that the vendor will be responsible for pickup and delivery of the vehicle (drivers are required to have a current Texas Commercial Driver's License)

## 11 PROGRAM DEFINITION

As a minimum, the following items will be required during each PM.

### Semi Annual PM Service for Aerials - Pumpers -Rescues-Tankers

- Change engine oil filter
- Change engine fuel filter (s)
- Inspect engine air filter (a separate charge will apply only if filters is needed)
- Complete chassis lubrication
- Check and top off transmission fluid level
- Check and top off differential fluid level(s)
- Check and top off pump fluid level
- Check and top off engine coolant level
- Check and top off power steering fluid level
- Check and top off brake fluid level (as applicable)
- Check and top off windshield washer fluid
- Check and top off priming tank reservoir (as possible)
- Check and top off hydraulic ladder rack fluid
- Check and adjust all tire pressure
- Road test apparatus
- Perform complete vehicle inspection per inspection list
- Provide complete documentation describing work performed, completed inspection report which included estimates for repairs needed other than described in the normal maintenance listed above. (See required inspection guideline list)

### Annual PM Service for Aerials-Pumpers-Rescues-Tankers

- Change engine oil and filter
- Inspect engine air filter (a separate charge will apply if filter is needed)
- Change Fuel filter (s)
- Change coolant filters (s)
- Change transmission fluid and filter (s)
- Change pump fluid
- Change differential fluid (s)
- Complete chassis lubrication
- Check and top off power steering fluid
- Check and top off brake fluid level (as applicable)
- Check and top off windshield wiper fluid
- Check and top off priming tank reservoir (as applicable)
- Check and adjust all tire pressures

- Check and replace hydraulic fluid and filter in CAFS compressor
- Inspect all aerial hydraulic cylinders (as applicable)
- Inspect and adjust aerial cables (as applicable)
- Clean and lubricate all ladder points (as applicable)
- Change hydraulic fluid for aerial device (a separate charge will apply should this service be needed)
- Perform aerial drift test
- Road test apparatus
- Perform complete vehicle inspection per inspection list
- Provide complete documents describing work performed, complete inspection report which includes estimates for repairs needed other than described in the normal maintenance listed above. (See required inspection guideline list)

Provide Pricing for the following on Page 1. :

Provide total cost per unit per Semi Annual Maintenance including parts and labor

Provide total cost per unit per Annual Maintenance including parts and labor

Provide total cost per unit for Aerial Device Maintenance including parts and labor.

Provide total cost for one day "At Station Inspections" and repairs of apparatus as required by the fire department, to include but not limited to a list of repairs given to the contractor.

Vendor will be responsible for removal and proper disposal of all waste fluids and filters after completion of services. The fees for these services are to be included in the cost of each maintenance price.

Synthetic fluids, if requested by the Fire Department will require an additional fee above the normal oil price rates listed in the prices above.

Hydraulic mounted generator services may require additional parts and labor that will be quoted on a separate estimate at the time of service.

Provide total cost for a wheels off brake inspection

Provide normal business hourly labor rate at vendor's location of business

Provide road service hourly rate during normal business hours

Provide road service after normal business hourly labor rate

Provide travel rates for road service

Specify normal operating business hours of your business

Lodging rates will be reimbursed to vendor by customer if out of town, overnight travel is required. These rates will be reimbursed at the local and current average lodging rates. Receipts for lodging must be provided by vendor at the time of invoicing to seek reimbursement.

## 12 LOCATION OF WORK

While work is performed at vendor's place of business, the vehicles shall be stored in a secure area at the vendor's location with precautions taken to protect the vehicles from vandalism or theft.

## 13 COORDINATE OF ACTIVITIES

Vendor must coordinate all activities, under this contract, with the Fleet Department Maintenance staff. Prior to replacement of any equipment or parts, the vendor shall provide a written estimate stating what work is to be done, parts that will be required, time required, and total cost for doing the work. An authorized representative from the Fleet Department or other appointed person must approve the work and related cost prior to the commencement of work. Estimates shall be provided as soon as practically possible upon receipt of the vehicle by the vendor. A purchase order will be provided by the Fleet Department prior to work being approved.

## 14 SERVICE TECHNICIANS

It is the expectation of the City that the vendor's technicians, servicing the Fire Departments fleet of vehicles all maintain both ASE and EVT certifications, and carry all certifications necessary for performing work on fire apparatus vehicles.

## 15 INSURANCE

Vendor must maintain at all times with a reliable insurance carrier or carriers, with a current rating by A.M. Best Co of 6+ or higher, at Vendor's sole expense. Insurance policies providing sufficient coverage and limits to cover the liabilities assumed under this agreement in regards to performing vehicle maintenance, repairs, and test driving related specifically to Fire Apparatus Vehicles. An insurance contract or binder may be accepted as proof of insurance if certificate is provided upon selection of vendor.

Conroe of Conroe  
300 W. Davis Conroe,  
TX 77301

See Coverages and limits in the General Conditions Section 18.

## 16 WARRANTIES

All parts, equipment, and other materials furnished by the vendor shall include the greater of a manufacturers' warranty or a ninety-day warranty by the vendor.

The vendor agrees to replace any installed component during a repair or service, which fails or does not perform according to the manufacturer's specifications, during the warranty period, at no additional cost.

The vendor agrees to warranty all work performed for a minimum period of ninety days from the date of original service.

## Apparatus Inspection List

### SECTION II - INSPECTION GUIDELINES

Inspection Codes to be used:

I = Inspect, A = Adjust, Repair, or Perform, C = Change or Replace

#### Fire Pump

	Semi- Annual	Annual	Comments
Pump Transfer Case Oil Primer Operation	C	C	_____
Piping/Couplings Pump Pressure Control Valve Operation Valve Leak Test Pressure Gauge Test Drain Valve Operation			

Pump Packing Hose Reel	A	A
Rewind CAFS	I	I
Compressor Filter CAFS	I	C
Fluid		

Brakes:

	Semi-Annual	Annual	Comments
Leaks, Air & Fluid			
Shoes			
Drums/Rotors			
Pedal Travel (Hyd Only)			
Air Valves			
Drain Air Tanks			
Air Dryer			
Air Pressure			

Wheels:

	Semi-Annual	Annual	Comments
Cracks			
Damage			

Tires:

Tread Depth			
Front Axle			Depth:.
Intermediate			Depth:.
Rear Axle			Depth:.
Sidewalls			
Pressure			
Valve Stems			

Wheel Bearings:

Free Play  
Lube, Cond, & Level

Radiator:

Clean Exterior  
Fluid Level  
Leaks Cap  
Freezing Point



Thermostat	I	I
Cooling Fan & Clutch	I	I
Belts & Hoses	I	I
Air Filter	I	I
Fuel Filters	C	C
Main Oil Filters	C	C
By Pass Oil Filter	C	C
Engine Oil Change	C	C
Coolant Filter	I	I
Leaks; Coolant, Fuel, Oil	I	I

Auto Transmission:

Fluid Level	I	I
Fluid Condition	I	C
Filter	I	C

Power Train:

Drive Shaft	I	I
U-Joints	I	I
Rear Differential Oil	I	I

General Lubrication:

Drive Shaft	A	A
U-Joints	A	A
Chassis	A	A
Drive Chain (hose reels)	A	A
Locks (doors hinges)	A	A
Fluid Leaks (All)	I	I

Steering:

P/S Hoses & Pumps	I	I
P/S Fluid & Level	I	I
Steering Box Adj.	I	I
Steering Linkage	I	I

Suspension:

Shocks	I	I
Springs	I	I
Brackets & Hangers	I	I
Lube Shackles & Pins	I	I

Air Conditioning:

Ck Cooling (Temp Gauge)	I
Blower Speed Operation	I
Clean Coils	I

Diesel/Gas Mounted Generators:

Oil Filter	C	C
Engine Oil	C	
Fuel Filter	I	C
Air Filer	I	
Output Voltage	I	C

Batteries:

		C
		I
Electrolite Level	I	
Clean/Protect Terminals	A	
Voltage Test	I	
Load Test	I	
Alt Output Voltage	I	

Lighting & Miscellaneous:

Emergency Lighting  
DOT Lighting  
Scene/Compartment/Cab  
Other Lighting  
Air Horns  
Sirens  
Gauges, Dash & Pump  
Windshield Wiper Oper  
Windshield Wiper Blade  
State Inspection  
Mirrors  
Ladder Rack Operation

Road Test - Check for the Following

Items:

Steering Wheel Pull  
Brake Pull  
Engine Performance  
Transmission Shifting Overall  
Steering Overall Brake  
Control Secondary Brake Sys.  
Compartment Warning

Unusual Noises Aerial

Specific Items:

- Hydraulic Oil Level
  - Hydraulic Oil Condition
  - Check Filter Gauge
  - Hydraulic Oil Filter
  - Lube Ladder Per Mfg Spec
  - Operate All Functions
  - Operation Times
- Raise/Lower  
Extend/Retract  
Rotate RT/FT

SECTION III - BID SIGNATURE

Name of Bid: Apparatus Maintenance

All awards made as a result of this bid shall conform to applicable sections of the charter codes of the City.

Name of Vendor: \_\_\_\_\_  
Federal ID Number: \_\_\_\_\_  
A Corporation of the State of: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Vendor Mailing Date \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

**ATTACH CERTIFICATE OF LIABILITY INSURANCE  
(HERE)**

# CERTIFICATE OF INTERESTED PARTIES

# FORM 1295

### OFFICE USE ONLY

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.

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

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

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

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

**5 Check only if there is NO Interested Party.**

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

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

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

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

**ADD ADDITIONAL PAGES AS NECESSARY**

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

\_\_\_\_\_ (“Company or Business Name”)  
**House Bill 89 Verification**

I, \_\_\_\_\_ (Person name), the undersigned representative of \_\_\_\_\_(Company or Business Name) hereafter referred to as “Company”; being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

*Pursuant to Section 2270.001, Texas Government Code:*

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
Date



**CITY OF CONROE  
PURCHASING DEPARTMENT**

**SENATE BILL 252 CERTIFICATION**

On this day, I, \_\_\_\_\_, the Purchasing Representative for the City of Conroe, Texas, pursuant to Chapter 2252, Section 2252.152 of the Texas Government Code, certify that I did review the website list prepared, maintained, and made available to the City of Conroe by the Comptroller of the State of Texas of companies known to have contracts with or provide supplies or services to Iran, Sudan or any foreign terrorist organization. I have ascertained that the below-named company is not contained on said list of companies that do business with Iran, Sudan or any Foreign Terrorist Organization.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
RFP or Vendor number

CERTIFICATION CHECK PERFORMED BY:

\_\_\_\_\_  
Purchasing Representative

\_\_\_\_\_  
Date