

**CITY OF LEAGUE CITY
NOTICE TO BIDDERS**

BID #15-018

Due Date: 04/21/15 @ 2.00 pm CST

**ANNUAL CONTRACT FOR BUNKER GEAR
CLEANING AND INSPECTION**

Original
Bid #15-018
Bunker gear
advanced inspection
& repair

The City of League City is now accepting sealed bids for the **Annual Contract for Bunker Gear Cleaning and Inspection Services**.

City of League City
Purchasing Department
300 West Walker
League City, TX 77573

Monday – Thursday: 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm

Friday: 8:00 am to 12:00 pm

Bidding forms, specifications and all necessary information may be obtained from the following website:
<http://leaguecity.com/bids.aspx>.

All sealed bids shall be submitted including one marked original and one duplicate on the original forms and clearly marked with bid number and bid title. Bids sent via courier must be sealed in a separate envelope inside of the mailer.

Bids will be received at the Purchasing Office, 300 West Walker, League City, TX 77573 until 2:00 pm CST on April 14, 2015. Bids received after the deadline stated herein will not be considered for award of the contract, and shall be considered void and unacceptable.

The bids will be opened and publicly read immediately after the closing hour.

The City of League City reserves the right to reject any and all bids, to waive irregularities, and to accept the bid deemed the most advantageous to the City.

All inquiries about this bid or specifications must be made to Trisha Erndt, Contract Administrator @ trisha.erndt@leaguecity.com



**CITY OF LEAGUE CITY
INVITATION TO BID**

**BID #15-018
ANNUAL CONTRACT FOR BUNKER GEAR
CLEANING AND INSPECTION**

**BID OPENING DATE: April 21, 2015 @ 2:00 PM
LATE BIDS WILL NOT BE CONSIDERED.**

BIDDER MUST COMPLETE AND SIGN BELOW.

Texas Five Gear LLC DBA PPE Care
Name of Firm/Company
Paul Portis CEO
Agent's Name (Please Print) Agent's Title
2650 Old Louetta Loop # 8 Spring TX. 77388
Mailing Address City State Zip
281.288.4448 832.668.0488
Telephone Number Cell Phone Number
pportis@gmail.com
Email Address
[Signature] 4.10.15
Authorized Signature Date

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

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



City of League City Terms and Conditions

1. The City of League City will accept **sealed bids** Monday through Thursday, 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm and Fridays, 8:00 -12:00 pm The Purchasing Department is **closed** from 12:00 pm to 1:00 pm. Bids must be received by the PURCHASING DEPARTMENT before the specified hour and date of the opening. At that time, the bids will be publicly opened and read aloud.
2. All sealed bids should be submitted on the original forms provided. Each bid must be sealed and should be placed in a properly identified envelope with bid number, time and date of bid opening.
3. Late bids will be UNOPENED. Late bids will not be considered under any circumstances.
4. Bids CANNOT be altered or amended after opening time. Any alterations made before opening time must be initialed by bidder or his authorized agent. No bid may be withdrawn after opening without approval, and based on a written acceptable reason.
5. The City of League City reserves the right to revise or amend the specifications prior to date set for opening bids. Such revisions or amendments, if any, will be announced by amendments or addendum to these specifications. Copies of such amendments or addendum so issued will be posted to the City website at <http://leaguecity.com/bids.aspx>. If Contractor demonstrates just reason for a change, the City of League City must have at least five (5) working days notice prior to bid opening date.
6. **Should Contractor find discrepancies in or omissions from the specifications or other documents or be in doubt as to their meaning, Contractor should at once notify the Purchasing Department and obtain clarification prior to submitting a bid.**
7. **QUOTE F.O.B. destination.** Price should include all costs including shipping, handling and other related costs. Bid unit price on quantity specified – extend and show total. In case of errors in extension, **UNIT prices shall govern.** Bids subject to unlimited price increases will not be considered.
8. Bid offered shall be valid for ninety (90) days from opening date.
9. The City of League City is exempt from taxes. **DO NOT INCLUDE TAX IN BID.**
10. The City of League City reserves the right to terminate this contract for any reason by notifying the Contractor/Supplier in writing thirty (30) days prior to the termination of this agreement.
11. Bidder **MUST** give full firm name and address. Person signing bid should show **TITLE** or **AUTHORITY TO BIND HIS FIRM IN A CONTRACT.** Authorized signature should appear on each page of the bid, if specified in the space provided.
12. Any catalog, brand name or manufacturer's reference used in bid invitation is descriptive – NOT restrictive – it is to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference specifications, bidder must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s) specified is offered, illustrations and complete description should be made part of the bid. If bidder takes no exceptions to specifications or reference data, he will be required to furnish brand names, numbers, etc., as specified. All items bid shall be new, in first class condition and manufacturer's latest model and design including containers suitable for shipment and storage, unless otherwise indicated in bid invitation. Verbal agreements to the contrary will not be recognized.
13. If the brochure or information included with your bid **does not exactly** describe the item to be furnished, then notes in the attached form, "EXCEPTIONS TO BIDDER'S PROPOSAL," must explain the difference. Comments in this form signify that your proposal takes exception to the stated



specifications. Exceptions taken may be just cause to disqualify bid.

14. NO substitutions or cancellations permitted without written approval of the City of League City.
15. All bidders **must meet or exceed the minimum specifications** to be considered as a valid bid. The City of League City reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid either to the lowest responsible Contractor or to the Contractor who provides goods or services at the best value for the City of League City.
16. DELIVERY: Specifications indicate number of days required to place material in receiving department designated location under normal conditions. A difference in delivery promise may break a tie bid. Unrealistically short or long delivery promises may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bid list. Delivery shall be made during normal working hours only, 8:00 am to 5:00 pm unless prior approval for late delivery has been obtained.
17. Consistent and continued tie bidding could cause rejection of bids by the City of League City and/or investigation for Anti-Trust violations.
18. If a bid contains proprietary information, the Contractor must declare such information as proprietary if Contractor does not want information to become public.
19. The Contractor/Supplier agrees to protect the City of League City from claims involving infringement of patents or copyrights.
20. Purchase order number should be on original invoice and invoice sent to the City of League City, 300 West Walker, League City, TX 77573; Attn: Accounts Payable.
21. The City of League City shall pay for the product/service within thirty (30) days of receipt and acceptance. Acceptance by the City of League City shall constitute all items bid being received and in good working order to the City of League City's satisfaction.



SECTION I – GENERAL SPECIFICATIONS

1.0 INTENTION OF SPECIFICATIONS

The City of League City is requesting bids for an annual contract for bunker gear cleaning and inspection services for the City of League City Fire Department in accordance with the specifications outlined in this document.

Bids shall be submitted by 2:00 pm, Tuesday, April 21, 2015.

2.0 BID ACCEPTANCE

The City of League City reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous and to waive irregularity in the proposals. By bidding, the Contractor acknowledges and will adhere to all bid specifications as stated within this bid packet.

3.0 TERM OF CONTRACT

Contract term shall be two (2) years from date of award. Upon completion of the term of the original contract, and upon the mutual agreement of both parties, the original contract may be renewed for two (2) additional one (1) year periods. The unit prices of all items purchased under this annual contract are 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 of League City, a price adjustment upward may be requested by the Vendor by the application of the formula set forth in paragraph below. The index to be used in the computation of the price adjustment shall be the "All Items Index" item under the "U.S. City Average" category as quoted in the publication Consumer Price Index for the Houston-Galveston-Brazoria Consolidated Metropolitan Statistical Area, which is issued by the U.S. Department of Labor, Bureau of Labor Statistics.

The index for the month most recently published at the time of bid award shall be used as a base for determining price adjustment(s). The index for the month most recently published at the time of contract expiration/possible renewal shall be used in determining the adjusted contract price(s) for the ensuing contract period(s), should renewal option(s) be exercised and unit price adjustments be requested. Contract price adjustments shall be determined as follows: Unit Price % change (the point difference between the base index and the subsequent specified index is divided by the beginning index points, and multiplied by 100) in the index equals amount of price change eligible for adjustment. Whenever a price adjustment is made pursuant to this clause in contracts with multiple renewal options, the index that was used for computing the most recent price adjustment(s) shall become the new base index for determining further adjustments. There shall be a minimum of at least twelve months between



price adjustments for contracts having multiple renewal options.

4.0 TERMINATION OF CONTRACT

The City of League City reserves the right to terminate the contract immediately in the event of the following actions on part of the successful Contractor:

- a. By failing to pay insurance, liens, claims, or other charges.
- b. By failing to pay any payments due the City, State or Federal Government from the successful bidder or its principals, including, but not limited to payments identified in this agreement or any taxes, fees, assessments, or liens.
- c. Upon the institution of voluntary or involuntary bankruptcy proceedings against the successful bidder or upon dissolution of the firm or business.
- d. By violation of any provision of the agreement.
- e. By failing to respond within the prescribed time, including weekends and holidays.
- f. By providing substandard service, or service the City deems to be otherwise unacceptable.
- g. Additionally, the City and Contractor reserve the right to terminate the contract without cause upon written notice thirty (30) days prior to the date of termination.

5.0 EVALUATION AND AWARD

The City shall consider all factors it believes to be relevant in selecting the offer that provides the best value for the City including, but not limited to: (a) adherence to service description/specification/qualification requirement; (b) price; (c) reputation of Contractor and Contractor's services; and (d) Contractor's past relationship with the City. The City of League City reserves the right to accept or reject any bid or combination of bids deemed advantageous to it; however, it is the intent of the City to award to a single service provider representing the best value to the City with regard to the factors cited above.

6.0 SPECIFICATION CHANGES

NO PERSON has the authority to verbally alter these specifications. Any changes to specifications will be made in writing and posted to the City of League City website at: <http://leaguecity.com/bids.aspx>.

7.0 INVOICES

Invoices must be itemized and issued by department on a monthly basis. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the Contractor for correction.



Invoices submitted for payment shall be emailed to accountspayable@leaguecity.com.

8.0 REFERENCES

Contractor shall provide a reference list of a minimum of three (3) current customers of comparable size whom the Contractor has recently supplied bunker gear cleaning and inspection services on a continuing basis for a period of more than 24 (twenty-four) months.

9.0 INDEMNITY CLAUSE

The Contractor agrees to indemnify and save harmless the City of League City and its officers, agents and employees from any and all claims, causes or action, and damages of every kind, for injury to or death of any person and damages, to property arising out of or in connection with the work done by Contractor under this contract, and including acts or omissions of the City of League City or its officers, agents, or employees in connection with said contract.

10.0 EQUAL OPPORTUNITY EMPLOYER

The successful Contractor shall warrant and agree that he/she is an Equal Opportunity Employer. Should complaints of any form of discrimination, either in dispensation of the service, or within company hiring policies be substantiated, this contract may be terminated immediately.

11.0 INSURANCE REQUIREMENTS

An original, certified copy of an insurance certificate listing the City of League City as additional insured, must be submitted within fifteen (15) days of request. The successful Contractor will be required to maintain, at all times during performance of the contract, the insurance detailed below. Failure to provide this insurance certificate within the specified amount of time may result in disqualification of bid.

(a) Workman's Compensation Insurance as required by laws and regulations applicable to and covering employees of Contract engaged in the performance of the work under this agreement with a limit of not less than \$1,000,000.00;

(b) Employers Liability Insurance protecting contractor against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$1,000,000.00.

(c) Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily Injury \$1,000,000.00 per each person, \$2,000,000.00 per each occurrence/aggregate; Property Damage \$1,000,000.00 per each occurrence;



(d) Excess Liability Insurance Comprehensive general Liability, Comprehensive Automobile Liability and coverage's afforded by the policies above, with the minimum limits of \$5,000,000.00 excess of specified limits.

An original, certified copy of an insurance certificate listing the City of League City as additional insured, must be submitted within fifteen (15) days of request. The successful Contractor will be required to maintain, at all times during performance of the contract, the insurance detailed on the "Insurance Requirements" form, which is provided as an attachment. Failure to provide this insurance certificate within the specified amount of time may result in disqualification of bid.

12.0 PRICING

Prices for all goods and/or services shall be firm for the duration of this contract. Prices shall be all inclusive. No price changes, additions or subsequent qualifications will be honored during the course of the initial contract. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, Contractor MUST indicate the items required and attendant costs or forfeit the right to payment for such items.

13.0 ASSIGNMENT

The successful Contractor may not assign, sell or otherwise transfer this contract without prior written consent of the City of League City.

14.0 CONTRACTOR'S RESPONSIBILITY

At the time of the opening of bids, each Contractor shall be presumed to have inspected the sites (if applicable) and to have read and be thoroughly familiar with the contract requirements. The failure or omission of any Contractor to examine any form, instrument, document or site shall in no way relieve any bidder from any obligation in respect to this bid.

15.0 ALTERNATE VENDOR(S)

To insure an uninterrupted source of service, City of League City reserves the right to award multiple contracts. The entire contract will be awarded to a "primary" Contractor as the lowest responsive and responsible Contractor, and an "alternate" Contractor for use as necessary due to time constraints, availability, etc., on the part of the primary.

City of League City reserves the right to use other vendors when the response time is not met. Also, the City shall reserve the right to purchase from the alternate source if the following conditions exist:



15.1 Service and/or products are not acceptable (does not meet specifications), and Contractor fails to provide alternate, acceptable offering;

15.2 Contractor fails to respond to need for service, i.e. does not return phone calls.

16.0 ESTIMATED QUANTITIES

Quantities indicated are estimated based upon the best available information. The City reserves the right to increase or decrease the quantities by any amount deemed necessary to meet its needs without any adjustments in the bid price.

17.0 COMPLIANCE WITH LAWS

All equipment, supplies and work furnished under this contract shall comply with applicable laws, ordinances and regulations. Contractor shall obtain and pay for such permits and inspections as are required for the legal performance of this work, unless otherwise specified.

Bidder shall comply with all Federal and State laws and City Ordinances and Codes applicable to the Bidder's operation under this contract. These specifications and the contract resulting here from shall be fully governed by the laws of the State of Texas, and shall be fully performable in Galveston County, Texas, where venue for any proceeding arising hereunder will lie.

18.0 SILENCE OF SPECIFICATIONS

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality shall be used. All interpretations of specifications shall be made on the basis of this statement.

19.0 SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

20.0 ETHICS ACKNOWLEDGEMENT

Any vendor or contractor entering into this contract or agreement with the City of League City, Texas expressly acknowledges that it has familiarized itself with the provisions of Section 2-34(i)



of the Code of Ordinances of the City of League City which provides, among other things, that if within two years after the commencement of this contract or agreement the vendor or contractor hires a city official, former city official, appointed city officer, former appointed city officer, appointed city executive employee, or former appointed city executive employee or a city employee who, while acting in such capacity, had substantial and personal involvement with the negotiation of this contract or agreement, then this contract or agreement shall, at the option of the City Manager, be cancelled and/or the vendor or contractor shall be barred from additional contracting with the City of League City for a period of three (3) years.

21.0 CONFLICT OF INTEREST

Chapter 176 of the Texas Local Government Code requires that any person, who enters or seeks to enter in to a contract for the sale or purchase of property, goods or services with a local government entity and who has an employment or other business relationship with a local government officer or family member of the officer, as described by Texas Local Government Code Section 176.006, shall file a completed conflict of interest questionnaire with the City within seven (7) business days after the later of:

1. The date the person begins discussions or negotiations to enter in to a contract, including submission of a bid or proposal, or
2. The date the person becomes aware of facts that require the statement to be filed.

Additional information and the form to be used to file this notice can be found at:

www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

22.0 RIGHT OF ASSURANCE

Whenever one (1) party to this contract in good faith has reason to question the other party's intent to perform, he may demand that the other party give a written assurance of this intent to perform. In the event that demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of this contract.

23.0 ADDITIONAL INFORMATION

If additional information is needed concerning these specifications, please contact Trisha Erndt, Contract Administrator, at trisha.erndt@leaguecity.com. Questions regarding this bid must be submitted in writing or by email prior to 10:00 a.m. local time, March 18, 2015, to the email listed above.



SECTION II – TECHNICAL SPECIFICATIONS

1.0 SCOPE OF SERVICES

The City of League City is accepting bids from responsible and qualified Contractors to perform bunker gear cleaning and inspection services for the City of League City Fire Department according to NFPA 1851 standards. Only Honeywell authorized Industrial Solutions Provider (ISP) can perform this service.

The City will not accept any exceptions to NFPA 1851 standards. Contractors shall be sure to include all charges, including freight, handling, delivery and any other fees in their line item pricing. No additional fees will be allowed. City of League City is tax exempt. Pricing shall remain good for a minimum of ninety (90) days after bid opening.

2.0 GENERAL

The League City Fire Department has approximately 250 sets of gear to be serviced annually. Vendor must be able to complete fifteen (15) sets of gear, boots, helmets, gloves and hoods within a twenty-four (24) hour period. This includes pickup, cleaning and repairs and delivery back to the station of origin. Vendor must supply a bag or other device that is capable of holding one (1) complete set of gear, including boots, helmet, gloves, hood and bunker gear. Bag must be able to be marked with the name of the person it is issued to.

3.0 REQUIREMENTS

All equipment maintenance must meet or exceed current NFPA standards and manufacturer guidelines that are applicable to this bid.

4.0 NFPA STANDARD IN EFFECT

NFPA 1851, 2008 ed., the Standard on the Selection, Care and Maintenance of PPE.

5.0 BIDDER'S RESPONSIBILITIES

5.1 Test Results

Each bidder shall provide League City Fire Department with Third Party Independent Laboratory test results regarding the NFPA compliance of the vendor's PPE cleaning and repairing processes. Test results shall verify that the vendor's cleaning and repair methods meet NFPA standards. The following items shall be included in the testing of the vendor's repairs: major A



seams, major B seams to the moisture barrier, major B seams to the thermal liner and tear strength (to repaired stress areas). Cleaning methods shall be tested to verify that vendor can wash shell fabric a minimum of 25 times without degrading the fabric. Additionally, for quality control and potential liability purposes, Third Party Independent Laboratory personnel shall verify vendor through annual and random sampling inspections. Vendor shall furnish a certificate of conformance verifying that they are capable of repairing moisture barriers to NFPA 1971, 2000 ed. Standards.

5.2 Manufacturer Recognition, Authorization and Recommendation

Vendor shall be authorized to clean and repair firefighter PPE by a minimum of four (4) PPE manufacturers. Letters of authorization or certificates of recognition shall be provided with bid response. These letters must include recognition by the fire department's current supplier and any previous or future supplier(s) of PPE (that may require maintenance through the duration of the contract). Manufacturer authorization is necessary to guarantee compliance to NFPA 1851, which states that cleaning and repair facilities must be "manufacturer recognized."

6.0 SUCCESSFUL VENDORS RESPONSIBILITIES

6.1 Compliance

Vendor shall comply fully with these specifications. Vendor shall also comply with and be knowledgeable concerning all NFPA standards and manufacturer guidelines, which apply to the selection, care and maintenance of PPE. Vendor **must** provide contact information and proof of NFPA 1851 compliance with bid response.

6.2 Testing

The vendor shall provide a UL certified laboratory testing service to the fire department. Random audits of the vendors cleaning and/or repair process by the fire department will be allowed once per quarter, if deemed necessary by the fire department. This testing shall be provided **free** of charge. If the advanced inspection determines that there is any large amount of abnormal deterioration in any component of the gear, the vendor shall provide testing by a UL certified laboratory to help determine the source of the wear. All test results shall be recorded and available to the fire department.

6.3 Specialization

The vendor's primary business shall be the inspections, cleaning, testing, rental and repair of firefighting PPE or proximity PPE. Primary business shall mean that 75% or more of the vendor's sales are generated by the above mentioned services. Vendor shall have liability insurance covering the cleaning and repair of PPE and shall provide proof of such.



6.4 Tracking and Documentation

Vendor must be able to barcode the fire department's gear and keep accurate records pertaining to NFPA 1851 compliance. All fire department information regarding the inspections, cleaning, repairs and other maintenance performed to the departments PPE shall be available upon request. All issuing, re-issuing, advanced inspections, advanced cleanings, specialized cleanings and maintenance per NFPA 1851 will be documented through this record keeping system. The fire department will be able to access this information as needed. All documentation must be Fire House software compatible.



SECTION III– ADVANCED INSPECTIONS AND ADVANCED CLEANING

The vendor shall provide advanced inspections with each advanced cleaning, according to NFPA guidelines. When the vendor performs the advanced inspection, all records and findings shall be documented and provided to the fire department. Vendor shall provide advanced cleaning of PPE at a minimum of one (1) time annually. Additionally, the vendor shall provide specialized cleaning in the event that decontamination is needed. The vendor shall meet the following specifications for advanced inspections, advanced cleaning and specialized cleaning at a minimum:

1. All advanced inspections shall be performed in accordance with NFPA 1851 guidelines. The advanced inspection shall include a documented record of all PPE items and components listed in NFPA 1851, Section 4.3. Any records of PPE, which have been inspected by the vendor, will be accessible to the fire department.
2. The advanced inspection shall include testing of the moisture barrier by a hydrostatic tester.
3. If the advanced inspection determines that there is any abnormal deterioration in any component of the gear, the vendor shall provide testing by a UL certified laboratory to determine the source of the wear. All test results shall be recorded and available to the fire department.
4. In order to minimize the threat of cross-contamination during the cleaning process, the washers/extractors used shall be dedicated to the cleaning of PPE only, as per NFPA 1500-5.1-8.1.
5. Vendor's cleaning methods and cleaning chemicals must be in accordance to manufacturer and NFPA guidelines. This includes compliance to NFPA 1500, 1851, 1971 and compliance shall be verified through lab test results. Vendor shall use cleaning chemicals that have been manufactured specifically for the cleaning of PPE. Cleaning chemicals shall be tested to verify that pH levels are appropriate for PPE and meet NFPA specifications.
6. Vendor must be able to provide hazardous and biological decontamination capabilities and shall provide emergency response upon exposure to said elements when needed (as performed in NFPA 1851, Sec. 5 – Specialized Cleaning).
7. Vendor will be required to provide local pick-up and delivery service; to include shipping containers and incur all cost of shipping from and to the City. Bid response shall contain vendor's explanation as to how this will be accomplished.



REPAIRS

Vendor shall perform necessary repairs to PPE in conformance with all applicable NFPA standards and shall not void any manufacturer warranties when performing such work. Vendor shall be capable of performing all needed repairs, including moisture barrier repairs. As such, vendor must be ETL verified and must have a letter of authorization by the moisture barrier component manufacturer. All repairs will be documented and all pertinent records shall be provided to the fire department.

1. Vendor shall be a manufacturer recognized facility, capable of providing all necessary PPE repairs, in accordance with all relevant NFPA specifications. Vendor shall be capable of moisture barrier repairs when needed. Vendor shall be authorized to perform any moisture barrier repairs, including seam sealing (NFPA 1851, sec. 6.1.6).
2. Repair parts and methods shall meet with manufacturer requirements as stated in NFPA 1971, 2000 ed.. Repairs and alterations shall be performed in a manner that is consistent with manufacturer instructions (NFPA 1851, sec. 6). Repairs and alterations shall not adversely affect the performance of the turnout gear.
3. Vendor will perform all necessary cleaning or decontamination to PPE before performing any repairs, per OSHA and NFPA guidelines (NFPA 1851, sec. 6.1.2).
4. All repairs deemed necessary for NFPA compliance will be documented for the fire department's records at the time of the advanced inspection.
5. Highly trained seamstresses shall perform necessary repairs to PPE. A structured continuing education program must be in place so all seamstresses are knowledgeable with current NFPA standards and guidelines.
6. There must be a quality control program in which each of the vendor's front-line seamstresses' work is randomly tested for NFPA compliance. This testing shall be performed annually, at a minimum, by a UL certified laboratory. Vendor shall furnish the fire department with a current employment roster and UL certification for all non-probationary seamstresses. Only tested and passed seamstresses shall work on fire department PPE. Documentation of this requirement will be submitted with this bid.
7. Vendor will provide a final inspection of repaired PPE by trained personnel to guarantee that all work performed to PPE meets or exceeds NFPA standards.
8. Upon receipt of repaired PPE, the fire department shall also receive all pertinent records documenting all work performed by vendor, including all inspections, cleaning and repairs.



SECTION IV – PRICING

The term of the agreement shall be for a two-year period with the option to renew for two (2) additional one-year periods upon mutual agreement of both parties.

Advanced Inspection and Advanced Cleaning:

The price of the advanced inspection and the advanced cleaning shall be priced together and shall include the following items:

1. Pick-up of PPE at designated stations.
2. Bar-coding and record keeping as determined by NFPA 1851 standards.
3. Availability of all pertinent fire department records between the vendor and the fire department.
4. Advanced cleaning as determined by NFPA 1851 standards.
5. The advanced inspection as determined by NFPA 1851 standards, including the determination of any necessary repairs to PPE for NFPA compliance (repair prices are not to be included here, as the repair prices will be quoted later in this document).
6. Delivery of PPE back to designated station.



BID SHEET

Line Item	Description	Est. Qty.	Unit Price	Extended Price
1	Advanced cleaning and inspection of bunker coat, including liner, once per year	250	\$ 37.50	\$ 9375
2	Advanced cleaning and inspection of bunker pant, including liner, once per year	250	\$ 37.50	\$ 9375
3	Advanced cleaning and inspection of boots, once per year, to include cleaning, inspection, conditioning and polishing	250	\$ 25.00	\$ 6250
4	Advanced cleaning and inspection of helmet, once per year, to include cleaning, inspection, replacement of any necessary tetrahedrons and conditioning (if leather)	250	\$ 20.00	\$ 5000
5	Advanced cleaning and inspection of gloves, once per year	250	\$ 5.00	\$ 1250
6	Advanced cleaning and inspection of hood, once per year	250	\$ 5.00	\$ 1250
7	Coat repair – full bellows pocket	50	\$ 35.00	\$ 1750
8	Coat repair – radio pocket	50	\$ 35.00	\$ 1750
9	Coat repair – mic loop	50	\$ 10.00	\$ 500.00
10	Coat repair – sleeve cuff	50	\$ 12.50	\$ 625
11	Coat repair – zipper (storm flap)	50	\$ 40.00	\$ 2000
12	Coat repair – Velcro (storm flap)	50	\$ 20.00	\$ 1000
13	Coat repair – triple trim (entire coat)	50	\$ 160.00	\$ 8000
14	Coat repair – DRD retrofit	50	\$ 125.00	\$ 6250
15	Coat repair – name patch with hook and loop	50	\$ 35.00	\$ 1750
16	Coat repair – letters (each)	50	\$ 2.50	\$ 125
17	Coat repair – wristlets (each)	50	\$ 20.00	\$ 1000
18	Coat repair – take up strap	50	\$ 12.50	\$ 625
19	Pant repair – full bellows pocket	50	\$ 35.00	\$ 1750



20	Pant repair – knee pad	50	\$ 20.00 leather fabric	1000.00 \$ 1000.00 practical/leather/fabric
21	Pant repair – cuff (each)	50	\$ 12.50	\$ 625
22	Pant repair – Velcro (storm flap)	50	\$ 10.00 in side fly	\$ 500
23	Pant repair – zipper (fly)	50	\$ 35.00	\$ 1750
24	Pant repair – shorten pants	50	\$ 75.00	\$ 3750
25	Pant repair – take up strap	50	\$ 10.00	\$ 500
26	Miscellaneous repair – hook (w/rivets and leather back)	50	\$ 8.00	\$ 400
27	Miscellaneous repair – D-ring (w/rivets and leather back)	50	\$ 8.00	\$ 400
28	Miscellaneous repair – outer shell patches (per square inch)	50	\$ 0.50	\$ 250
29	Miscellaneous repair – outer shell patches up to 4" x 4"	50	\$ 20.00	\$ 1000
30	Miscellaneous repair – restitching 12"	50	\$ 2.00	\$ 100
31	Miscellaneous repair – bartacking 12"	50	\$ 2.00	\$ 100
32	Miscellaneous repair – seam sealing, per inch	50	\$ 1.00/inch	50
33	Miscellaneous repair – moisture barrier patch, per square inch	50	\$ 0.50	\$ 250
34	Miscellaneous repair – moisture barrier patch 5" x 5"	50	\$ 16.00	\$ 800
35	Miscellaneous repair – moisture barrier patch 4" x 4"	50	\$ 20.00	\$ 1000
36	Miscellaneous repair – reflective trim, per inch	50	\$ 1.00	\$ 50.00
37	Miscellaneous repair – repair helmet crack	50	\$ N/A	\$

TOTAL BID: \$ 72,100.00

Vendor Name: PPE Care



BIDDER'S CERTIFICATION

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

(3) "Nonresident bidder" refers to a person who is not a resident.

(4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

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

I certify that TEXAS FIRE GEAR DBA PPE CARU is a resident bidder of Texas as defined in Section 2252.001(4), Texas Government Code.

(Company Name)

Signature

Print Name

Paul Portis

I certify that TEXAS FIRE GEAR DBA PPE CARU is a Nonresident bidder as defined in Section 2252.001(3), Texas Government Code.

(Company Name)
and Spring, TX principal place of business is
(City and State)

Signature

Print Name

Paul Portis



SUPPLIER INFORMATION FORM

COMPANY'S FULL BUSINESS NAME:	TEXAS FIRE GEAR DBA PPE CARE
PHYSICAL ADDRESS:	2650 Old Louetta Loop # 8 Spring, TX. 77388
PHONE #:	832.666.0488
FAX #:	
CONTACT PERSON:	Paul Portis
PHONE #:	832.666.0488
REMITTANCE ADDRESS:	2650 Old Louetta Loop # 8 Spring, TX. 77388
PHONE #:	832.666.0488
FAX #:	
CONTACT PERSON:	Paul Portis
PHONE #:	
PAYMENT TERMS DISCOUNT:	
COMPANY TAX ID#:	90-08116602



CONTRACTOR'S CAPACITY TO PERFORM

Based on the provider's response to this solicitation, please identify dedicated resources available for contract fulfillment (use extra pages as necessary):

Availability to perform:

Advanced T&S cleaning inspection & repairs

(Include any additional personnel or equipment/assets contractor will acquire to complete contract performance)

Equipment and operational items:

TPE care is a ~~3rd party~~ ^{united} ISP. We are equipped to handle cleaning & repairs of all quantities &

(Identify by quantity and type any equipment/assets allocated to contract performance)

Personnel: departments.

(Identify by quantity and category any personnel assigned to contract performance)

Other Resources: _____

(Identify any other resources to be allocated to complete contract performance)



This Contractor Report Card will be managed by the City's representative to ensure compliance with the scope and specifications of any resulting contract. This is provided in this solicitation for informational purposes only.

Contractor Report Card-Delivery of Goods

Name Of Contractor: *TEXAS FIRM GEAR DBAPPE CAN*
Contract/Bid Number: *15-018*
Name of Project: *Advanced Cleaning & Repair Turnout Gear*
Project Number:
POINTS- Yes=5, No=0, NA=5

Date Contract Began:
Date Contract Ended:
Date Report Card Completed:
Previous Report Card Rating:

Topic	Questions	Findings	Points	Comments
PRICE LISTS				
Price List		Was the price list being used by the contractor the current approved price list?	Yes/No	
Modifications		Was the contractor responsive to City directed changes to priorities and/or schedule?	1.....2.....3.....4.....5	
Modifications		Number of change orders?		
Contractor recommended change orders				
City recommended change orders				
Billing		The contractor comply with billing responsibilities?	1.....2.....3.....4.....5	
FINANCIAL				
Bankruptcy		Is the Contractor free from Bankruptcy proceedings?	Yes/No	
Sub-contractors		If applicable, was sub-contractor information collected in the contractor's system and included in the billing detail?	1.....2.....3.....4.....5.....NA	
Sub-contractors		Were sub-contractors paid timely without notices filed?	1.....2.....3.....4.....5.....NA	
ADMINISTRATIVE				
Change of Name		Did the contractor comply with Change of Name requirements?	Yes/No/NA	
Administrative		Was the contractor's Contact for Contract Administration information (address/phone/fax/email) correct?	Yes/No	

PROJECT (Answer in a scale of 1-5: 1 being below agreed upon standards - 5 being exceeded expectations)

Timeline	Was the order delivered on time?	Yes/No
Contract Scope	Did the contractor comply with the scope of their contract?	1.....2.....3.....4.....5
Sub-contractors	If there are participating sub-contractors, are the sub-contractors listed and current in the contract?	Yes/No/NA
Value added	Did contractor provide value added options for cost, schedule, or final product?	1.....2.....3.....4.....5
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with City Staff?	1.....2.....3.....4.....5
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with Citizens and the business community?	1.....2.....3.....4.....5.....NA
Professionalism	Was the quality of work performed to the standards required in the contract?	1.....2.....3.....4.....5
Professionalism	Did the contractor and the contractor's staff perform in a professional manner?	1.....2.....3.....4.....5
Site	Was the site clean and organized?	1.....2.....3.....4.....5.....NA

OVERALL

Additional Comments that impact points?

TOTAL POINTS

Grade (77-85=A, 68-76=B, 58-67=C)

A.....B.....C.....F

10/1/2014 Version

Directions: The lead manager on the contract will complete the form with input from accounts payable and any additional departments affected by the contract. This form must be filled out between 90 and 30 days before contract completion. If the contract is going out for new bid, this form must be completed before solicitation is posted.

*Once the contractor report card is complete, two copies must be created. One copy will be kept in the project folder and the other copy sent to the Purchasing Department for cataloging.

Lead Manager Signature



Awarded vendor will be required to execute this agreement prior to commencement of service. This is provided for informational purposes only. Any exceptions to this agreement shall be included in bid response.

VENDOR AGREEMENT

This Agreement made this 13 day of April 2015, by and between City of League City (City), located in League City, Texas, and Texas Fire Gear DBA DPE Car Wash, located at Spring, TX. 73888 (Contracting Party).

City and Contracting Party agree as follows:

2015 CONTRACT TERM: The initial term of this Agreement shall be for a period of 2 year(s), from to 2017. The parties may mutually agree in writing to extend the term of the Agreement.

City reserves the right to terminate the Agreement at any time, with or without cause, on thirty (30) days prior written notice to Contracting Party.

2. CONTRACT DOCUMENTS/WORK STATEMENTS: The provisions of the attached City Request For Proposal - RFP (or Request for Qualifications - RFQ) dated 4/13/15, Contracting Party's response to RFP dated _____, and Exhibits _____ (if any), are hereby incorporated by reference and made a part of this Agreement. Contracting Party's representations and warranties regarding its Work are set forth in Exhibit _____ (if any). To the extent there are conflicts or inconsistencies between the documents, the order of priority in which documents will be interpreted is as follows:

The provisions of this document

N/A

3. CONTRACT FEE: In consideration for the mutual covenants contained herein, City shall pay Contracting Party for N/A work satisfactorily performed as follows: Total compensation shall not exceed N/A. Payment terms for amounts due from City under the Agreement (including due dates, late fees and interest) are governed by Chapter 2251 of the Texas Government Code.

4. CONFLICT OF INTEREST: Contracting Party assures that to the best of its knowledge there exists no conflict of interest or appearance of a conflict between Contracting Party's family, business or financial interest and the services provided under this Agreement. Should this situation change during the term of this Agreement, Contracting Party will advise City of such change.

5. INDEPENDENT CONTRACTOR: This Agreement shall not be construed to create a partnership, joint venture, nor other agency relationship between the parties, who are independent of one another. The relationship of the Contracting Party to City is and shall continue to be that of an independent contractor, and no liability or benefits such as workers' compensation, pension rights or liabilities, insurance rights or liabilities, arising out of or related to an employer/employee relationship, shall arise, or accrue to either party or either party's agent, subcontractor or employee, as a result of this Agreement or its performance. No relationship, other than that of independent contractor, shall be implied between the parties or between either party and the other party's agent,



employee, or subcontractor, and the Contracting Party hereby agrees to hold City harmless from any such claims by it or its associates, and any cost or expense related thereto.

6. **DEFAULT:** In the event of a failure by Contracting Party to satisfactorily perform the services specified herein and/or a default by Contracting Party in abiding by the other terms and conditions of this Agreement, City may terminate the Agreement on written notice to Contracting Party and Contracting Party shall be liable for all damages, costs, and expenses (including attorney fees) incurred by City related to this default.

7. **ALTERNATIVE DISPUTE RESOLUTION:** The dispute resolution process provided for in Chapter 154 of the Texas Civil Practice and Remedies Code may be used, by City and Contracting Party to attempt to resolve any claim for breach of contract made by Contracting Party, to the extent it is applicable to the Agreement and not preempted by other law. Except as otherwise provided by law, nothing herein is a waiver by City or the State of Texas of the right to seek redress in a court of law.

8. **ASSIGNMENT:** The parties recognize that this contract is based upon the skill and expertise of the parties and therefore agree that the contract and the obligations thereunder may not be assigned or delegated without the written consent of the other party, except as expressly allowed by this contract.

9. **COMPLIANCE WITH LAW:** Contracting Party shall certify that he/she or it is in compliance with all applicable state and federal laws, including non-discrimination laws as it relates to the terms and conditions of the agreement.

10. **NON-APPROPRIATIONS:** Contracting Party understands that City is a governmental entity, and should the Legislature fail to provide funding for any period during the term of this contract, City shall be excused for all liability for payment. City is required to give Contracting Party written notice within thirty (30) days after learning that the funds will not be available. Upon receiving written notice from City, this contract will automatically terminate

11. **NOTICES:** Any notice given under this contract by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified postage prepaid with return receipt requested. Mailed notices shall be addressed to the addresses of the parties as they appear in the contract. Notices delivered personally shall be deemed communicated at the time of actual receipt. Mailed notice shall be deemed communicated three (3) days after mailing.

12. **OFFICIALS NOT TO BENEFIT:** No Mayor, Council-person, officer, director, employee, administrator and representative of City shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

13. **GOVERNING LAW/VENUE/STATUTE OF LIMITATIONS:** The validity of this Agreement and the interpretation of its terms and the applicable statute of limitations for any cause of action brought by or against City pursuant to the Agreement shall be governed by the laws of the State of Texas. Jurisdiction for any legal proceedings incident to this agreement shall lie in Galveston County, Texas.

14. **FORCE MAJEURE:** In the event of Force Majeure, City may terminate this agreement by written notice following such casualty and City shall not be responsible for any damages sustained by Contracting Party. Force Majeure shall mean fire, earthquake, flood, act of God, strikes or other labor disturbances, riots or civil commotion, litigation, terrorism, war or other acts of any foreign nation, power of government or government agency or authority, or any other cause like or unlike any cause above-mentioned which is beyond the control or authority of City.

15. **SUBCONTRACTS:** Any subcontracts and outside associates or consultants required by Contracting Party in connection with the services covered by this contract will be limited to such individuals or firms as were specifically identified and agreed to during negotiations. Contracting Party shall ensure that each subcontractor complies with all provisions of the Agreement and this Addendum. Contracting Party shall remain liable for the acts and omissions of such subcontractor(s) and the proper performance and delivery of the products and/or services set forth in the Agreement.

16. **TAX EXEMPTION:** City and Contracting Party agree that City will not be required to pay any taxes for which it can demonstrate an exemption.



17. **CONFIDENTIALITY:** Subject to the Texas Public Information Act and any similar legal requirements, neither Party shall disclose any confidential information obtained from the other Party without such Party's prior written approval.

18. **INTELLECTUAL PROPERTY:** Contracting Party represents that it has all intellectual property rights necessary to enter into and perform its obligations under the Agreement and shall indemnify, defend and hold harmless the State of Texas and City against any action, claim, liability, loss or expense related to such intellectual property rights and representations. Contracting Party will pay any damages attributable to such claim that are awarded against the State of Texas and/or City in a judgment or settlement.

19. **INDEMNIFICATION:** Contracting Party shall indemnify and hold harmless City, and each of its regents, officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including without limitation attorneys' fees and reasonable litigation costs, arising out of, connected with, or resulting from any acts or omissions of Contracting Party or any agent, employee, subcontractor, or supplier of Contracting Party in the execution or performance of this contract.

20. **INSURANCE:** For the entire term of the Agreement ("Term"), Contracting Party shall maintain Comprehensive General Liability insurance coverage of \$1,000,000 per occurrence. If, during the Term, Contracting Party will enter City property, Contracting Party shall also maintain the following insurance: (i) Worker's Compensation coverage with statutory limits for the State of Texas, including Employers Liability coverage of \$500,000 per accident; (ii) Commercial Automobile Liability coverage of \$1,000,000 Combined Single Limit; (iii) for engineers and architects only: Professional Liability coverage of \$5,000,000 per occurrence; and (iv) for builders only: Builder's Risk coverage in the amount of the construction cost, including protection against named windstorm and flood. All policies must contain a waiver of subrogation against City. Comprehensive General Liability and Commercial Automobile Liability policies must name City as Additional Insured. Contracting Party shall pay all insurance deductibles and deductibles must not exceed \$10,000 unless approved in advance by City. Contracting Party shall provide City Certificates of Insurance evidencing these insurance requirements prior to the start of work.

21. **AUDIT; INDEPENDENT AUDITS; RIGHT TO AUDIT; RETENTION; SUPPORTING DOCUMENTS:** The Contracting Party agrees and authorizes City and/or the State Auditor (collectively, "Auditor") to conduct audits or investigations in connection with this Agreement. Contracting party agrees to cooperate with Auditors conducting such audits or investigations and to provide all information and documents reasonably requested. Contracting Party will include this provision in all contracts with permitted subcontractors.

22. **LIMITATIONS:** The Parties are aware that there are constitutional and statutory limitations on the authority of City to enter into certain terms and conditions of the Agreement, including, but not limited to, those terms and conditions relating to liens on City's property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorneys' fees; dispute resolution; indemnities; and confidentiality (collectively, the "Limitations"), and terms and conditions related to the Limitations will not be binding on City except to the extent authorized by the laws and Constitution of the State of Texas.

23. **SOVEREIGN IMMUNITY:** Except as otherwise provided by Texas law, neither the execution of the Agreement by City nor any other conduct, action or inaction of any City representative relating to the Agreement is a waiver of sovereign immunity by City.

24. **REPRESENTATIONS BY CONTRACTING PARTY:** Contracting Party represents and warrants that it will obtain and maintain in effect, and pay the cost of all licenses, permits or certifications that may be necessary for Contracting Party's performance of this Agreement. If Contracting Party is a business entity, Contracting Party warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation; and is duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary power and has received all necessary approvals to execute and deliver the Agreement and is authorized to execute this Agreement according to its terms on behalf of Contracting Party.



25. **ELIGIBILITY TO RECEIVE PAYMENT:** Contracting Party certifies that, as a matter of State law, it is not ineligible to receive the Agreement and payments pursuant to the Agreement and acknowledges that the Agreement may be terminated and payment withheld if this representation is inaccurate.

26. **PAYMENT OF DEBT/DELINQUENCY TO STATE:** Contracting Party certifies that it is not indebted to the City of League City and is current on all taxes owed to the City of League City. Contracting Party agrees that any payments owing to Contracting Party under the Agreement may be applied directly toward any debt or delinquency that Contracting Party owes the City of League City regardless of when it arises, until such debt or delinquency is paid in full.

27. **PRODUCTS AND MATERIALS PRODUCED IN TEXAS:** If Contracting Party will provide services under the Agreement, Contracting Party covenants and agrees that in performing its duties and obligations under the Agreement, it will purchase products and materials produced in Texas when such products and materials are available at a price and delivery time comparable to products and materials produced outside of Texas.

28. **TRAVEL EXPENSES:** If the Agreement requires City to reimburse for travel expenses, the Contracting party shall invoice all requests for reimbursement in accordance with the State of Texas travel, meal and lodging reimbursement guidelines applicable to State of Texas employees.

29. **RISK OF LOSS:** All work performed by Contracting Party pursuant to the Agreement will be at Contracting Party's exclusive risk until final and complete acceptance of the work by City. In the case of any loss or damage to the work prior to City's acceptance, such loss or damage will be Contracting Party's responsibility.

30. **PUBLICITY:** Contracting Party shall not use City's name, logo or likeness in any press release, marketing materials or other public announcement without receiving City's prior written approval.

31. **LEGAL CONSTRUCTION/SEVERABILITY:** In the event that any one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision, and this contract shall be construed as if such invalid, illegal or unenforceable provisions had never been contained in it. To this end, the provisions of this contract are declared to be severable. The Parties may mutually agree to renegotiate the contract to cure such illegality/invalidity or unconstitutionality if such may be reasonably accomplished.

32. **NON-WAIVER:** No covenant or condition of this Agreement may be waived except by written consent of the waiving party. Forbearance or indulgence by one party in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by the other party.

34. **ENTIRE AGREEMENT:** This contract constitutes the entire contract and supersedes all prior or contemporaneous agreements, whether written or oral, between the parties. Verbal representations not contained herein shall not be binding on the parties unless acknowledged by them in writing.

35. **AUTHORITY:** The person signing below on behalf of City and Contracting Party warrants that he/she has the authority to execute this contract according to its terms.

36. **AMENDMENT:** This Agreement may be changed, amended, modified, extended or assigned only by mutual consent of the parties provided that consent shall be in writing and executed by the parties hereto prior to the time such change shall take effect.

37. **BINDING AGREEMENT:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, City and Contracting Party, by and through their duly authorized officers and representatives, have executed this Agreement as of the date first above written.