

**Houston Community College System  
Procurement Operations**



**INVITATION FOR BIDS  
FOR  
MAILING SERVICES  
PROJECT NO. 06-17**

**INVITATION FOR BIDS  
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**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**INVITATION FOR BIDS - SUMMARY**

**Date: June 12, 2006**

**Project Title: Mailing Services**

**Project No. 06-17**

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**ISSUED BY:**

Houston Community College System  
Procurement Operations  
3100 Main Street (11<sup>th</sup> Floor)  
Houston, Texas 77002  
Post Office Box 667517  
Houston, Texas 77266-7517

**SUBMIT INQUIRIES TO:**

Name: Karen Warren  
Title: Senior Buyer  
  
Telephone: (713) 718-5008  
Fax: (713) 718-2113  
Email: karren.warren@hccs.edu

-----  
**Project Overview:** The Houston Community College System (“HCC”) is seeking sealed bids from qualified firms to provide Mailing Services on an “as needed” basis. Please refer to the Scope of Services contained in Attachment No. 3 of this solicitation.

**Contract Approval:** This procurement is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or his designee.

**Pre-Bid Meeting:** \_\_\_\_\_ Mandatory     X  Not Mandatory

A pre-bid meeting will be held on Tuesday, June 27, 2006, at 2:00 p.m. in the Procurement Operations Department, 3100 Main Street (11<sup>th</sup> Floor), Room #11A07, Houston, Texas 77002.

**Bid Opening Time/Location:** Sealed bids in original form for services described herein will be received until Wednesday, July 12, 2006 @ 2:00 p.m. (local time) at the Procurement Operations Department, 3100 South Main Street (11<sup>th</sup> Floor), Houston, Texas 77002, and at that time publicly opened and read aloud in Room No. 11A07.

**Contract Term:** The anticipated contract term for contract(s) awarded from this solicitation will be one (1) year with renewal options of two (2) one-year time periods.

**Small Business Development Program (SBDP):** The small business participation goal for this solicitation is 25%. (See Instructions to Bidders, Paragraph 8).

**Obligation:** This Invitation for Bids does not obligate HCC to award a contract or pay any costs incurred by the bidder in the preparation and submittal of a bid.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

## **INSTRUCTIONS TO BIDDERS**

### **1. REVIEW OF BID DOCUMENTS**

A complete set of bid documents shall be used in preparing a bid. Each prospective bidder should carefully review the bid documents and take such steps as may be reasonably necessary to ascertain the resulting contract performance requirements. Failure to do so will not relieve bidders from the responsibility of estimating properly the difficulty/level of effort or cost of successfully performing the resulting contract.

### **2. EXPLANATION TO BIDDERS**

Any explanation desired by a prospective bidder regarding the meaning or interpretation of the bid documents must be requested in writing and with sufficient time allowed (a minimum of seven (7) calendar days before the date set to receive bids) for a response to reach prospective bidders before the submission of their bids. Any HCC response will be in the form of an amendment of the solicitation or an information letter. The response will be made available to all prospective bidders on HCC website at [www.hccs.edu](http://www.hccs.edu). The bidder with the bid submission shall acknowledge receipt of any amendment(s) issued by HCC.

### **3. BIDDER ELIGIBILITY FOR CONTRACT AWARD**

- a. Each bidder shall complete, and submit with the bid, the applicable forms contained in the solicitation. When a special license or permit is required by Federal, State or Local law or ordinance, the bidder must be properly licensed prior to submitting a bid to HCC and must furnish evidence of such with the bid.
- b. In order for a bidder to be eligible to be awarded a contract, the bid must be responsive to the solicitation and HCC must be able to determine that the bidder is responsible to perform the resulting contract satisfactorily.
- c. Responsive bids are those complying with all material aspects of the solicitation. Bids that do not comply with the terms and conditions of the solicitation will be rejected as non-responsive.
- d. Responsible bidders as a minimum must:
  - Have adequate financial resources or ability to obtain such resources as required during the performance of the contract.
  - Be able to comply with the required delivery or performance schedule, taking into consideration all existing business commitments.
  - Have a satisfactory history of past performance.
  - Have necessary management and technical capability to perform the contract.

- Provide evidence satisfactory to HCC that the bidder will comply with the Small Business Development Program requirements contained in the solicitation.
  - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the bid is so certifying.
  - Be qualified as an established firm regularly engaged in the type of business to provide the items/work required by this solicitation.
  - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- e. A bidder may be requested to submit written evidence verifying that he/she meets the minimum criteria necessary to be determined a responsible bidder. Bids deviating or taking exceptions to the solicitation requirements will not be considered.

#### 4. **PREPARATION OF BID**

- a. A bid shall be prepared on the forms furnished by HCC; shall be completed in ink, and shall be manually signed by an authorized official of the company. The person signing the bid shall initial any changes or erasures appearing on the bid forms. Bids submitted via e-mail or facsimile (fax) will not be accepted by HCC.
- b. A bid shall be submitted so as to be received no later than the exact date/time and at the place indicated in the solicitation, and shall be enclosed in a sealed envelope clearly identified as a bid with the project title, project number and bid opening date and time. The envelope shall also identify the name and address of the bidder and shall contain the bid security, if required, and other required documents.

#### 5. **OPENING OF BIDS**

- a. Bids will be publicly opened immediately following the time set for receipt of the solicitation. The bid prices will be read aloud for the information of bidders and others present.
- b. If HCC receives two or more bids from responsible bidders that are identical in nature and amount, the Board of Trustees shall review. The Board of Trustees may reject all bids, in the best interest of HCC.
- c. HCC reserves the right to reject any and all bids, to waive any informalities in bids received, and to reject all non-responsive or conditional bids.

6. **CONTRACT AWARD**

Award of a contract, if awarded, will be made to the responsive and responsible bidder offering the lowest bid price and offers the best value to the Houston Community College System and whose bid conforms to the solicitation documents. HCC reserves the right to waive any technicalities or irregularities in the bid documents and consider the bid for award.

7. **TAXES**

HCC is tax exempt as a governmental subdivision of the State of Texas.

8. **SMALL BUSINESS DEVELOPMENT PROGRAM (SBDP)**

- a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.
- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standards as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- c. For this solicitation, HCC has established **25%** of the total bid amount as its goal for Small Business participation.
- d. **Good Faith Efforts:** HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:
  - To the extent consistent with industry practices, divide the contract work into reasonable lots.
  - Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
  - Document reasons for rejecting a firm that proposes or bids on subcontracting opportunities.

9. **Small Business Compliance Review**

To ensure compliance with the small business participation goal of any resulting contract, the vendor will be required to meet with the procurement staff member responsible for this project at the 50% and 75% completion phase to verify small business participation activity.

10. **Prime Contractor/Contracts for Services**

The prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.

11. **Prohibited Communications**

Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first.

The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or his designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services



Office. The Board Services Office shall make copies available to any person upon request.

[6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

12. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

13. **BID SUBMITTALS**

Each bidder must complete and return the following documents, if appropriate:

- Bid/Award Form (Attachment No. 1)
- Schedule of Items and Prices Form (Attachment No.2)
- Determination of Good Faith Effort (Attachment No.4)
- Small Business Unavailability Certificate (Attachment No. 5)
- Contractor & First Tier Subcontractor/Supplier Participation Form (Attachment No. 7)
- Non-Discrimination Statement (Attachment No. 8)
- Certification & Disclosure Statement (Attachment No. 9)
- Affidavit Form (Attachment No. 10)
- Business Questionnaire (Attachment No. 11)
- Assurance of SBDP Goal (Attachment No. 12)

The envelope containing a bid shall be addressed as follows:

- Name, Address and Telephone Number of Bidder
- Project Description/Title
- Project Number
- Bid Opening Date/Time.

All bids shall be submitted to:

**Houston Community College System  
Procurement Operations  
3100 Main Street (11<sup>th</sup> Floor)  
Houston, Texas 77002  
Reference: Project No. 06-17  
Attn: Karen Warren**

**ATTACHMENT NO. 1**

**HOUSTON COMMUNITY COLLEGE SYSTEM**

**INVITATION FOR BIDS**

**BID/CONTRACT AWARD FORM**

-----  
DESCRIPTION OF PROJECT: Mailing Services

PROJECT NO.: 06-17  
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Name of Bidder/Contractor: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Receipt of Bid Amendments Number(s): \_\_\_\_\_

-----  
The undersigned hereby proposes to furnish all labor, materials, supervision and any other services necessary to complete the above referenced project for the bid amount(s) listed on the Schedule of Items and Prices, Attachment No. 2.

The undersigned certifies that the amount(s) contained in Attachment No. 2 have been carefully checked and are submitted as correct and final.

Signed By: \_\_\_\_\_

Name: \_\_\_\_\_  
(Type or Print)

Title: \_\_\_\_\_  
(Type or Print)

ATTEST: \_\_\_\_\_  
(Secretary, if Bidder is a Corporation)

SEAL:  
(If Corporation)

**ACCEPTANCE AND CONTRACT AWARD FORM**

(This page to be completed by HCC.)

-----  
Purchase Order No. \_\_\_\_\_ (for payment purposes only)  
Project No. 06-17  
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Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions of Purchase posted on the HCC website at [www.hccs.edu](http://www.hccs.edu), incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE SYSTEM

Executed for and on behalf of the Houston Community College System pursuant to approval by the Board of Trustees on \_\_\_\_\_, 2006.

Signed By: \_\_\_\_\_

Name: Michael Kyme  
Title: Executive Director, Procurement Operations

**ATTACHMENT NO. 2**

**SCHEDULE OF ITEMS AND PRICES**

**FOR**

**MAILING SERVICES**

The Bidder/Contractor shall furnish all resources and services necessary and required to provide system-wide mailing services in accordance with the scope of services and the general terms and conditions of the proposed contract for the price(s) listed below.

<b>Item No.</b>	<b>Description of Services:</b>	<b>Bid Price</b>
<b>001</b>	<p><b>Mail Services:</b></p> <ul style="list-style-type: none"> <li>a. 0-500 Pieces of Mail</li> <li>b. 501-1,000 Pieces of Mail</li> <li>c. 1,001 – 5,000 Pieces of Mail</li> <li>d. 5,001 – 10,000 Pieces of Mail</li> <li>e. 10,001 – 20,000 Pieces of Mail</li> <li>f. 20,001 – 30,000 Pieces of Mail</li> <li>g. 30,001 – 40,000 Pieces of Mail</li> <li>h. 40,001 – 50,000 Pieces of Mail</li> <li>i. 50,001 – 60,000 Pieces of Mail</li> <li>j. 60,001 – 70,000 Pieces of Mail</li> <li>k. 70,001 – 80,000 Pieces of Mail</li> <li>l. 80,001 – 90,000 Pieces of Mail</li> <li>m. 90,001 – 100,000 Pieces of Mail</li> </ul>	<ul style="list-style-type: none"> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> </ul> <p><b>Total: (Items No. 001 a-m) = \$ _____</b></p>

Item No.	Description of Services:	Bid Price
002	<p><b>Other Mailing-Related Services:</b></p> <p>a. Pick-up and Delivery Services (from various college locations or a local printer's office and deliver to the United States Postal Service).</p> <p>b. Rush Charge</p> <p>c. Machine Folding</p> <p>d. Machine Folding</p> <p>e. Hand Folding</p> <p>f. Hand Folding</p> <p>g. Manual Collating</p> <p>h. Manual Collating</p> <p>i. Manual Collating</p> <p>j. Machine Inserting Services (Size: up to 6" x 9" Envelope)</p> <p>k. Machine Inserting Services (Size up to 9" x 12" Envelope)</p> <p>l. Tabbing Services to automate self-mailing pieces for lowest postage cost.</p> <p>m. Manual Inserting Services:</p>	<p>\$ _____ per trip</p> <p>\$ _____ per trip</p> <p>\$ _____ per thousand</p> <p>\$ _____ minimum charge/job</p> <p>\$ _____ per thousand</p> <p>\$ _____ minimum charge/job</p> <p>\$ _____ minimum charge</p> <p>\$ _____ hourly rate</p> <p>\$ _____ per job charge</p> <p>\$ _____ minimum charge</p> <p>\$ _____ 1 piece per thousand</p> <p>\$ _____ 2 pieces per thousand</p> <p>\$ _____ 3 pieces per thousand</p> <p>\$ _____ 4 pieces per thousand</p> <p>\$ _____ 5 pieces per thousand</p> <p>\$ _____ 6 pieces per thousand</p> <p>\$ _____ minimum charge</p> <p>\$ _____ 1 piece per thousand</p> <p>\$ _____ 2 pieces per thousand</p> <p>\$ _____ 3 pieces per thousand</p> <p>\$ _____ 4 pieces per thousand</p> <p>\$ _____ 5 pieces per thousand</p> <p>\$ _____ 6 pieces per thousand</p> <p>\$ _____ minimum charge</p> <p>\$ _____ 1 tab per thousand</p> <p>\$ _____ 2 tab per thousand</p> <p>\$ _____ minimum charge</p> <p>\$ _____ hourly rate</p> <p>\$ _____ per job charge</p>

Item No.	Description of Services:	Bid Price
002	<p><b>Other Mailing-Related Services Cont.:</b></p> <p>n. Cheshire Labeling Services: Includes sort, tie, and tray/bag: #10, 6" x 9", 9" x 12", 11" x 15" cards, envelopes, paper, etc.; All required postal reports; List preparation; Manual presort; Envelopes included; and Machine setup.</p> <p>o. Inkjet Labeling Services: Includes sort, tie and bag; Address standardization and CASS certification; Duplication detection and deletion; Presort and bar-coding for lowest postage; Generation of presort file from client data; All required postal reports.</p> <p>p. Inkjet Messaging Services</p> <p>q. Inkjet Indicia Services</p> <p>r. Laser Print Letters or Envelopes Services</p>	<p>\$ _____ minimum charge \$ _____ per thousand charge</p> <p>\$ _____ minimum charge \$ _____ per thousand charge</p> <p>\$ _____ minimum charge cost per thousand \$ _____ minimum cost to inkjet mailing address on the piece of mail</p> <p>\$ _____ per thousand charge</p> <p>\$ _____ each per charge</p>

Item No.	Description of Services:	Bid Price
002	<p><b>Other Mailing-Related Services Cont.:</b></p> <p>s. Oversized Labeling Services:  Pieces sized 8”x 11” or larger:</p> <p>Pieces sized ¼” or more thickness:</p> <p>Manual/Hand Labeling:</p> <p>Manual/Hand Sorting – Sequencing by Zip Code)</p> <p>Manual/Hand Sorting – Sequencing by Zip Code</p> <p>t. Inkjet File Processing Services:  File Setup, Conversion, and Preparation</p> <p>Manual/Hand Sort, Tie, Bag Per Postal Regulations</p> <p>Storage of Materials (over 30 days)</p> <p>Machine Metering Services</p> <p>Manual/Hand Metering Services</p> <p>u. Laser Print Mail/Merge Letters and Documents Services</p> <p>v. Scan Logos and Signatures Services</p> <p>w. National Change of Address Processing Services</p> <p>x. Mailing List and Rental List Management Services</p>	<p>\$ _____ charge per thousand</p> <p>\$ _____ minimum charge</p> <p>\$ _____ charge per thousand</p> <p>\$ _____ charge per hour</p> <p>\$ _____ charge per job</p> <p>\$ _____ charge per file</p> <p>\$ _____ minimum charge  \$ _____ hourly rate</p> <p>\$ _____ charge per month  \$ _____ charge per pallet</p> <p>\$ _____ charge per thousand</p> <p>\$ _____ minimum charge  \$ _____ charge per thousand</p> <p>\$ _____ charge per thousand</p> <p>\$ _____ charge per thousand</p> <p>\$ _____ charge per thousand  \$ _____ hourly rate</p>





**ATTACHMENT NO. 3**

**SCOPE OF SERVICES  
FOR  
MAILING SERVICES**

**Scope**

This scope of services covers the requirements of the Contractor to provide Mailing Services for Houston Community College System (“HCC”) on an “as needed” basis.

Historically, HCC approximate annual volume of bulk mail for the years of 2002, 2003, 2004, and 2005 respectively is shown below.

Volume

<b>Annual 02</b>	<b>Annual 03</b>	<b>Annual 04</b>	<b>Annual 05</b>
2,155,030 (Fiscal Year 2002)	1,656,225 (Fiscal Year 2003)	2,313,392 (Fiscal Year 2004)	1,784,097 (Fiscal Year 2005)

The anticipated annual estimated volume under this solicitation is **2,041,549**.

**Mail Prep Specifications**

Preparation for mailing: Class Schedules may be mailed out of a United States Post Office provided the contractor completes the proper paperwork for application of nonprofit rates. The Contractor shall prepare a 60-page class schedule to be delivered according to Nonprofit Enhanced Carrier Route regulations (at Saturation level), including acquiring zip code information from post office and deliver to all residential addresses and businesses in Houston and surrounding areas. The Contractor shall sort, bundle and deliver schedules to the post office for mailing, and prepare necessary paperwork. The cost for mailing schedules shall be computed by the Contractor and provided to the College’s Mail Center in order for money to be deposited at the appropriate post office.

**Brochure Mailing Requirements**

Addresses to be inkjet:

- Tab the mailer to close it;
- Print addresses on mailer;
- Sort the mailing by zip code;
- Mail-out for the Department as requested.

## **General Requirements**

The Contractor shall provide Bulk Mail Services consisting of, but not limited to the following tasks:

- Mail (at bulk rate) approximately 2,041,549 pieces annually.
- Provide two-day turnaround time on most jobs.
- Pick-up and deliver materials to the USPS or to designated departments of HCC.
- Provide a “cost estimate” to HCC for the requested services prior to beginning any work.
- Provide storage of mailing pieces when requested by HCC.
- Provide itemized invoices to HCC, detailing quantity and per piece postage charge for domestic and international mailings.
- Pick up and return materials to HCC Mail Center.  
Obtain one (1) set of USPS Form 3602 for each mailing from HCC Mail Center.

## **Records Reconciliation**

The Contractor shall meet monthly with the HCC delegated representative to review contract-related data, invoice processing, and revenue figures for the previous month period, and other contract-related issues deemed necessary by HCC and/or the Contractor.

**ATTACHMENT NO. 4  
PROJECT NO. 06-17**

**HOUSTON COMMUNITY COLLEGE SYSTEM  
DETERMINATION OF GOOD FAITH EFFORT**

Bidder \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

In making a determination that a good faith effort has been made, HCC requires the Bidder to complete this form and submit supporting documentation explaining in what ways the Bidder has made a good faith effort to attain the goal. The Bidder will respond by answering “yes” or “no” to the following and provide supporting documentation.

- \_\_\_\_\_ (1) Whether the Bidder provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
  
- \_\_\_\_\_ (2) Whether the Bidder divided the work into the reasonable portions in accordance with standard industry practices.
  
- \_\_\_\_\_ (3) Whether the Bidder documented reasons for rejection or met with the rejected small business to discuss the rejection.
  
- \_\_\_\_\_ (4) Whether the Bidder negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Bidder is unable to meet the solicitation goal or if any of the above items (1-4) are answered “no”, the Bidder must submit a letter of justification.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ATTACHMENT NO. 5  
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

I, \_\_\_\_\_, \_\_\_\_\_, of  
 (Name) (Title)

\_\_\_\_\_, certify that on the date shown below, I contacted the following small business(es)  
 (Business Name) to obtain a Bid for Materials or Services to be utilized on HCC Project No. 06-17.

DATE CONTACTED	SMALL BUSINESS	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a bid/proposal or prepared a bid that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I was unable to award a subcontract(s) or supply orders(s) to the small business listed above.

*NOTE: This form to be submitted with all Bidder documents for Waiver of small business participation. (See Instructions to Bidders)*

Signature: \_\_\_\_\_  
 (Bidder/Offerer)

**ATTACHMENT NO. 6  
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

**Note:** Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College System  
Economic Development Office  
Post Office Box 667517  
Houston, TX 77266-7517**

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME AND PHONE NO. \_\_\_\_\_

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: \_\_\_\_\_

NAME AND TITLE (Type or Print): \_\_\_\_\_

**COMPANY MAJORITY OWNERSHIP** (Check one in each column)

ETHNICITY

GENDER

LOCATION

\_\_\_\_ African American (AA)

\_\_\_\_ Male

\_\_\_\_ Houston (H)

\_\_\_\_ Asian Pacific American (APA)

\_\_\_\_ Female

\_\_\_\_ Texas (T)

\_\_\_\_ Caucasian (C)

\_\_\_\_ Out of State (O)

\_\_\_\_ Hispanic American (HA)

Specify State \_\_\_\_\_

\_\_\_\_ Native American (NA)

\_\_\_\_ Public Owned (PO)

\_\_\_\_ Other (O) Specify \_\_\_\_\_

**BUSINESS CLASSIFICATION**

\_\_\_\_ **DBE** Disadvantaged Business Enterprise

\_\_\_\_ **SB** Small Business

\_\_\_\_ **WBE** Women Owned Business Enterprise

\_\_\_\_ **MBE** Minority Business Enterprise

\_\_\_\_ **HUB** Historically Underutilized Business

\_\_\_\_ Other: \_\_\_\_\_

Please provide information regarding certifying agency (if any)

**Name of Agency**

**Certificate Number**

**Expiration Date**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT NO. 7**

**CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION**

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

PRIME CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				

Submitted by: \_\_\_\_\_ Business Name: \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

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

Contractor \$ \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Subcontractor(s) \$ \_\_\_\_\_

Supplier (s): \$ \_\_\_\_\_

**ATTACHMENT NO. 8**

**NON-DISCRIMINATION STATEMENT**

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

Name/Title: \_\_\_\_\_  
(Type or Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_  
(Type or Print)

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

Telephone Number: \_\_\_\_\_

**ATTACHMENT NO. 9**

**CERTIFICATION AND DISCLOSURE STATEMENT**

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. **This requirement does not apply to a publicly held corporation.**

If an individual: YES or NO  
Have you been convicted of a felony? \_\_\_\_\_

If a business entity: YES or NO  
\_\_\_\_\_

Has any owner of your business entity been convicted of a felony? \_\_\_\_\_

Has any operator of your business entity been convicted of a felony? \_\_\_\_\_

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. I attest that I have answered the questions truthfully and to the best of my knowledge.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

Business Entity: \_\_\_\_\_

Signature of Firm's Authorized Official: \_\_\_\_\_

**State of Texas**

sworn to and subscribed before me at \_\_\_\_\_

Texas, this the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Notary Public for the State  
Of \_\_\_\_\_



**ATTACHMENT NO. 10**

**STATE OF TEXAS AFFIDAVIT**

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

**State of Texas**

Sworn to and subscribed before me at \_\_\_\_\_

Texas, this the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Notary Public for the State

Of \_\_\_\_\_

**ATTACHMENT NO. 11  
BUSINESS QUESTIONNAIRE**

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

\_\_\_\_\_

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: \_\_\_\_\_

NAME AND TITLE (Type or Print): \_\_\_\_\_

Do you or any officer, partner, owner, sales representative and/or spouse work for the Houston  
Community College System? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify: \_\_\_\_\_

State in which your home office / headquarters is located? \_\_\_\_\_

If headquarters is located out of state, does that state have preferential treatment on Bids? \_\_\_\_\_

If yes, list percentage \_\_\_\_\_%

Name of Financial Institution \_\_\_\_\_ Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Please indicate how you became aware of this procurement? Source: \_\_\_\_\_

*Example: Newspapers (Chronicle, El Dia, Houston Star, African American News, etc.) Houston  
Minority Business Council, HCC Website, Chamber of Commerce, etc.)*



**ATTACHMENT NO. 12**

**ASSURANCE OF SBDP GOAL**

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = \_\_\_\_\_%

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date of Signing \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

## **ATTACHMENT NO. 13 HCCS VENDOR APPLICATION**

The Houston Community College System Procurement Operations has developed an online vendor application system. This system is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College System. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College System Procurement Operations website and register as a vendor. The website address to access the vendor registration form is [http://216.119.142.201/HCCS/Supplier\\_Registration\\_Form.asp](http://216.119.142.201/HCCS/Supplier_Registration_Form.asp)

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

**ATTACHMENT NO. 14**  
**INSURANCE REQUIREMENTS**

The insurance coverage and limits listed below are the minimum requirements that the vendor/contractor shall carry during performance of the contract for Project Name: Mailing Services, Project No. 06-17.

**1. Commercial General Liability for Bodily Injury/Property Damage Limits:**

- |  |                    |
|--|--------------------|
| • Occurrence/Personal Injury/Advertising/Products/Completed Operations | \$1,000,000.CSL    |
| • Annual Aggregate   | \$2,000,000. CSL   |
| • Products Aggregate   | \$2,000,000. CSL   |
| • Fire, Lightning or Explosion   | \$1,000,000. CSL   |
| • Medical Expense  | \$5,000 Per Person |

**2. Automobile Liability:**

- |                                 |                  |
|---------------------------------|------------------|
| • Bodily Injury/Property Damage | \$1,000,000. CSL |
|---------------------------------|------------------|

**3. Workers' Compensation:**

- Part A – Statutory
- Part B - \$1,000,000. Each Accident  
\$1,000,000. Policy Limits  
\$1,000,000. Each Employee

**4. Endorsements:**

The following endorsements and other stated information is required on the original certificate of insurance:

- 90 days Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except Worker's Compensation;
- Waiver of Subrogation on all policies;
- The assigned project number and/or purchase order number.

**5. Submission of Certificate of Insurance:**

The original certificate of insurance, indicating the coverage, limits and endorsements stated herein, shall be furnished to Houston Community College System within 14 calendar days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate of insurance to:

Houston Community College System  
Risk Management Office  
Post Office Box 667517 (MC-1119)  
Houston, Texas 77266

**Houston Community College System  
Procurement Operations**



**HOUSTON COMMUNITY COLLEGE SYSTEM  
SAMPLE CONTRACT DOCUMENTS  
FOR  
MAILING SERVICES  
PROJECT NO. 06-17**

**SAMPLE CONTRACT EXHIBITS**

**EXHIBIT A**

**BID/AWARD FORM**

(Attachment No. 1 will become Exhibit A in the resulting contract.)

**EXHIBIT B**

**SCHEDULE OF ITEMS AND PRICES**

(Attachment No. 2 will become Exhibit B in the resulting contract.)

**EXHIBIT C**

**SCOPE OF SERVICES**

(Attachment No. 3 will become Exhibit C in the resulting contract.)



## **EXHIBIT D**

### **GENERAL TERMS AND CONDITIONS**

#### **1. Contract Award**

A response to the solicitation is an offer to contract with Houston Community College System (“HCC”) based on the terms and conditions contained therein. Bids do not become contracts until they are accepted by HCC through issuance of written purchase orders or other duly executed documents.

#### **2. Contract Term**

The Contract term shall be for one (1) year with renewal options of two (2) one-year time periods, unless otherwise extended by Houston Community College System in accordance with the terms and conditions of this Contract. All contract renewals or extensions may be subject to approval by the Board of Trustees.

#### **3. Interpretation, Jurisdiction and Venue**

The Contract shall be construed and interpreted solely in accordance with the laws of the State of Texas. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in Harris County, Texas.

#### **4. Compliance with Laws**

The Contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the Contractor shall furnish to HCC certificates of compliance with all such laws.

#### **5. Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.

#### **6. Termination for Convenience**

HCC may, at its option and discretion, terminate or reduce the statement of work or other requirements of the contract at any time, without any default on the part of the contractor, by giving thirty (30) calendar days written notice thereof to the Contractor.

#### **7. Termination for Default**

HCC may terminate the contract immediately for default, by giving written notice thereof to the Contractor, if the Contractor neglects to execute the work properly; performs in an

unsatisfactory manner or fails to perform any provisions of the contract. In the event of termination for default, HCC shall have against the Contractor, all remedies provided by law and equity.

8. **Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

9. **Small Business Development Program (SBDP)**

The Contractor hereby agrees to attain small business participation in the amount of **25%** of the total contract amount. The Contractor agrees to enter into agreements for the Work identified in Attachment No. 7, entitled Contractor and First Tier Subcontractor/Supplier Participation. The subcontracting goal applies to all vendors regardless of their status. The Contractor's failure to comply with the aforementioned small business participation provisions may result in:

- Withholding of payment until such compliance is achieved or a waiver of the provisions is provided by HCC.
- Revocation of any benefits and incentives provided under the program or suspension or termination of the contract in whole or in part.

10. **Small Business Compliance Review**

To ensure compliance with the stated small business participation goal of this contract, the Contractor shall meet with the procurement staff member responsible for the project at the 50% and 75% completion phase to verify small business participation activity.

11. **Changes**

HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the contractor's cost and/or the time for performance, the Contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor's receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written direction of HCC.

12. **Insurance Requirements**

The Contractor agrees to comply with the insurance requirements contained herein, if any.

**13. Indemnification**

The Contractor shall hold HCC, its agents, employees, trustees and other officers harmless from any claim or liability asserted against it by reason of the negligence of the Contractor, its agents, servants and employees in the performance of the Contract.

**14. Independent Contractor**

It is agreed and understood that the Contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the Contractor to perform the services required by the contract shall be deemed to be Contractor's employees or independent subcontractors; that the Contractor's employees shall be paid by the Contractor; and the Contractor and its employees shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law.

**15. Assignment**

The Contractor may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of HCC. This Contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

**16. Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation or use of illegal drugs or alcohol by the Contractor or its employees while on HCC's premises is strictly prohibited. Any violation of this provision by the Contractor or its employees will be considered a breach of contract by the Contractor.

**17. Notices**

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

**Houston Community College System:**  
Procurement Operations (11<sup>th</sup> Floor)  
3100 Main Street  
Houston, Texas 77002  
ATTN: Michael Kyme,  
Executive Director, Procurement Operations

**Contractor:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
ATTN: \_\_\_\_\_

**18. Entire Agreement**

This Contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials provided and supersede all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. This Agreement may not be amended or modified, except by mutual written agreement between the parties hereto.

**19. Invoicing and Payment**

The Contractor shall submit an original invoice to the address shown below for the goods or services, which have been inspected and accepted by HCC:

Houston Community College System  
Accounts Payable  
P.O. Box 667460  
Houston, Texas 77266-7460

Reference: Project No. 06-17 and Purchase Order No. \_\_\_\_\_

Generally, payment will be made within thirty (30) calendar days after receipt of a properly prepared invoice or acceptance of the goods or services, whichever is later. Payment shall be considered made when HCC deposits the Contractor's payment in the mail or the date on which an electronic transfer of funds occurs.

**EXHIBIT E**

**CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION**

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				
Business Name:				
Business Address:				
Telephone No.:				
Contact Person:				

Submitted by: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone/Fax: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL \$ \_\_\_\_\_  
 Contractor \$ \_\_\_\_\_  
 Subcontractor(s) \$ \_\_\_\_\_  
 Supplier (s): \$ \_\_\_\_\_

**EXHIBIT F**

**HOUSTON COMMUNITY COLLEGE SYSTEM  
SUBCONTRACTOR / SUBCONSULTANT / SUPPLIER PAYMENT CERTIFICATION**

**Project No. 06-17**

(This form is to be completed by the Subcontractor/Subconsultant or Supplier for each payment received from the Prime Contractor/Consultant.)

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

The above firm is a: (check one)

- Subcontractor
- Subconsultant
- Supplier

I hereby certify that the above firm has received payment on \_\_\_\_\_ from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ as full payment of our invoice dated \_\_\_\_\_ for work performed or materials provided during \_\_\_\_\_ under subject Contract/Project No. \_\_\_\_\_  
(Time Period)

(To be signed by Officer of the Firm)

Signature \_\_\_\_\_

Printed or Typed Name \_\_\_\_\_

Title \_\_\_\_\_

**Please Mail This Form To:**  
**Houston Community College System**  
**Procurement Operations**  
**3100 Main Street, (11<sup>th</sup> Floor)**  
**Houston, TX 77002**  
**Attn: Georgia Coats, Senior Buyer**

**EXHIBIT G**

**HOUSTON COMMUNITY COLLEGE SYSTEM**

**PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED**

Reporting Period: From \_\_\_\_\_ To \_\_\_\_\_

Consultant / Contractor \_\_\_\_\_ Project No. 06-17

Total Contract Amount (Prime Contractor): \$ \_\_\_\_\_

Subconsultant / Subcontractor / Supplier (Name)	Total Subcontract Amount \$ _____	Amount Paid This Period \$ _____	Total Paid to Date \$ _____

I hereby certify that \_\_\_\_\_ has made timely payments from proceeds of prior payments, and will make payments within five (5) calendar days of receipt of funds now due from HCC to our subcontractors and suppliers in accordance with contractual arrangements with them.

(Prime Contractor)

To be reported monthly:

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Mail This Form To:**  
**Houston Community College System**  
**Procurement Operations**  
**3100 Main Street, (11<sup>th</sup> Floor)**  
**Houston, TX 77002**  
**Attn: Georgia Coats, Senior Buyer**

## EXHIBIT H

### INSURANCE REQUIREMENTS

The insurance coverage and limits listed below are the minimum requirements that the vendor/contractor shall carry during performance of the contract for Project Name: Mailing Services, Project No. 06-17.

**1. Commercial General Liability for Bodily Injury/Property Damage Limits:**

- Occurrence/Personal Injury/Advertising/Products/Completed Operations \$1,000,000.CSL
- Annual Aggregate \$2,000,000. CSL
- Products Aggregate \$2,000,000. CSL
- Fire, Lightning or Explosion \$1,000,000. CSL
- Medical Expense \$5,000 Per Person

**2. Automobile Liability:**

- Bodily Injury/Property Damage \$1,000,000. CSL

**3. Workers' Compensation:**

- Part A – Statutory
- Part B - \$1,000,000. Each Accident  
\$1,000,000. Policy Limits  
\$1,000,000. Each Employee

**4. Endorsements:**

The following endorsements and other stated information is required on the original certificate of insurance:

- 90 days Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except Worker's Compensation;
- Waiver of Subrogation on all policies;
- The assigned project number and/or purchase order number.

**5. Submission of Certificate of Insurance:**

The original certificate of insurance, indicating the coverage, limits and endorsements stated herein, shall be furnished to Houston Community College System within 14 calendar days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate of insurance to:

Houston Community College System  
Risk Management Office  
Post Office Box 667517 (MC-1119)  
Houston, Texas 77266