**ADDENDUM 1**

DATE: July 21, 2017

PROJECT: Integrated Pest Management Plan

RFP NO: 744-R1703

OWNER: The University of Texas Health Science Center at Houston

TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, June 23, 2017, with amendments and additions noted below.

**ATTENTION:**

The new bid and HUB Plan submittal deadline for this project is Tuesday, August 1, 2017 at 11:00AM CST. Sections 5.3, 5.4, and 6 are being replaced with the documents below.

**5.3 Additional Questions Specific to this RFP**

Proposer must submit the following information as part of Proposer’s proposal:

* + 1. If Proposer takes exception to any terms or conditions set forth in **APPENDIX TWO**), Proposer must submit a list of the exceptions.
		2. The Contractor shall provide a summary of proposed control methods including current labels and Material Safety Data Sheets (MSDS) of all pesticides to be used, brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide service.
		3. The Contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract. Identify service protocols, in detail, to address the following specific location groupings:
* Group 1. Labs, Classrooms, Office Areas
* Group 2. Harris County Psychiatric Center Facilities- specifically address Patient rooms and Cafeteria.
* Group 3. University Housing – All residential units, Recreation Center and Child Development Center
* Group 4 Public Areas, restrooms, hallways, elevator shafts, mechanical rooms, storage, and janitorial closets
* Group 5 Food preparation/serving, break rooms, dining, and vending areas
* Group 6 Exterior Treatment – Perimeter of buildings, grounds, parking lots/garages, dock areas, storage rooms, trash areas and adjacent walkways.
	+ 1. The Contractor shall provide a current list of names along with photocopies of the commercial applicator or technician's licenses for every Contractor employee who will be performing on-site services under this contract. Also include resumes of key personnel servicing the facilities, responsible for the timely transmission of work completion tickets/reports and the Account Representative who will be UTHealth’s direct contact for contract issues and additional work.

5.3.5 Contractor shall have an employed, trained entomologist or access to one as a consultant. A board Certified Entomologist (B.C.E.) is a person with formal training in entomology whose expertise has been examined and certified by the Entomological Society of America. (For more information about B.C.E.s in your area, contact the Entomological Society of America at 9301 Annapolis Road, Suite 300, Lanham, MD 20176-3115 phone (301) 731-4535.

5.3.6 Identify and describe past experience for providing Integrated Pest Management Services that are most related to this projectwithin the last five (5) years. At least 3 IPM programs must be listed. List the projects in order ofpriority, with the most relevant project listed first.

Provide the following information for each project listed:

* Project name, location and description
* Final project size in gross square feet
* Type of Pest Control duties
* Name of Account Representative (individual responsible to the Owner for the overall success of the project)
* The Owner’s Representative who served as the day-to-day liaison during the service period, including telephone number
* Length of business relationship with the Owner
* Names of Subcontractors if any

References shall be considered relevant based on specific project participation and experience with the respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFP process.

5.3.7 Does the Contractor have a work history with UTHealth? If so, describe the work performed and dates of service.

5.3.8 Describe what you perceive are the critical issues for this Project. Describe how you plan to manage these critical issues. Proposer will describe the assistance it will require from University.

 5.3.9 The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within *(10)* working days prior to the starting date of the contract, the Contractor shall submit a copy of his program to the University. The program shall include the following items:

A. Inspection System: The Contractor shall develop a system for monitoring the effectiveness of the services provided to the University. The purpose of this system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable to the University.

B. Quality Control File: A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to the University upon request.

C. Inspectors: The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.

5.3.10 Describe your job site safety program for this Project and specific safety policies in which employees must be in compliance.

5.3.11 Provide examples of Service Report Forms, Posting Notifications, Quality Control Checklists and any other report forms that will be utilized under this contract.

5.3.12 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by University from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

5.3.13 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.

5.3.14 Provide a list and frequency of preventative maintenance pest control services that will be performed and continued from the start to the end of this contract for each facility.

5.3.15 Contractor will be required to communicate what services have been provided to the Complainant at the worksite. How does the Contractor propose to do this?

5.3.16 Referencing Paragraph 5.3.11 of this RFP, please propose the Quality Control Checklist the Contractor will use to evaluate contract performance.

5.3.17 The preferred contractor shall provide electronic reporting to the customer for evaluating contractor performance, treatment activity, inspection activity/remediation(s) and MSDS information. Describe your electronic reporting system/software and the transparency of pest control services it will provide to the University.

5.3.18 The Contractor will be expected to generate a real-time electronic report for pest control complaints and transmit it to one or more Customer Representatives. Will your reporting system conform to this level of detail? If so, will you be able to demonstrate this performance at a future meeting? If not, what are the limitations of your reporting system/software?

5.3.19 Is your reporting software web-based so that Contract/Procurement Administrators with an approved user name and password view current and historical reporting? How is the information laid-out on the report form and can the data be sorted in various formats to meet the requests of the Customer? Please describe the software capabilities in detail.

5.3.20 Referencing Paragraph 5.4.1 of this RFP, what other insects or pests, common in the Houston area, are excluded under the scope of work for this contract?

**5.4 Scope of Work**

The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. The Contractor shall provide a comprehensive Integrated Pest Management (IPM) Plan for the buildings (see **APPENDIX FIVE** for Building Square Footage) and other areas specified herein. IPM is a process for achieving long-term, environmentally sound pest suppression through the use of a wide variety of technological and management practices. Control strategies in an IPM Plan should extend beyond the application of pesticides to include structural and procedural modifications that reduce the food, water, harborage, and access used by pests.

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide application components of the IPM Plan. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention. The Contractor shall demonstrate an understanding of the concept of the IPM method of pest control. Control practices in an IPM program are not based on the routine application of pesticides, but on monitoring and inspecting for pests, modifying structures, improving sanitation, and changing personnel practices that can contribute to pest problems. Pest control is achieved in an IPM program by making accurate decisions as to when control measures are needed and the type of control measures to be used.

The Contractor shall have an employed, trained entomologist or access to one as a consultant. A Board Certified Entomologist (B.C.E.) is a person with formal training in entomology whose expertise has been examined and certified by the Entomological Society of America. (For more information about B.C.E.s in your area, contact the Entomological Society of America at 9301 Annapolis Road, Suite 300, Lanham, MD 20176-3115 phone (301) 731-4535.)

At a minimum, the IPM program shall consist of the development and implementation of regularly scheduled pest management services; routine and special meetings among pest management personnel and University officials; written reports describing program status and recommendations for the corrective actions that may to be implemented by the University or the Contractor; and provide emergency pest control call out services.

5.4.1 **Pests Included and Excluded.** The Contractor shall adequately suppress the following pests: Indoor populations of commensal rodents (e.g., Norway and roof rats, house mice), all types of cockroaches, all types of non-wood destroying ants (including but not limited to: fire, pharaoh and crazy ants), flies, spiders, mosquitoes, gnats, as well as other common occasional invaders.  Pests specifically excluded from this agreement are: Wood destroying insects, Stinging insects (Bees, wasps, scorpions) and bed bugs.  Contractor will electronically transmit a bid to the Client for any *requested* pest control service not included under the scope of work and Contractor will not begin that service until a purchase order and/or written order is received.

5.4.2 **Initial Inspections of Facilities and Start up Service.** The Contractor shall conduct a thorough initial inspection of each building or site. The purpose of the initial inspections is for the Contractor to evaluate the pest control needs of all premises and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestation. Access to building space shall be coordinated with the University. The University will inform the Contractor of any restrictions or areas requiring special scheduling. Within the first forty five (45) days of contract award, the Contractor is to inspect and apply all necessary materials to control interior and exterior crawling insect and rodent population.

5.4.3 **Call out Service**: University will notify Contractor if any pest infestation occurs prior to the next routine scheduled service. Contractor must remedy the situation at no additional charge to the University. The following guidelines have been set by the University and must be accepted by the Contractor. They are as follows:

* EMERGENCIES BETWEEN 8am-5pm M-F: 4 (four) hour response time
* EMERGENCIES BETWEEN 5pm-8am M-F: 4 (four) hour response time
* NON-EMERGENCIES require treatment within 2 (two) -3 (three) business days

5.4.4 **Record Keeping.** The Contractor shall be responsible for maintaining a pest control record of services for each facility specified in this contract. A copy of these records shall be maintained by the Contractor and will be accessible by one or more designated University Representative(s). The records shall contain the following information:

1. Pest Control Plan: A copy of the Contractor's approved Pest Control Plan for that facility, including labels and MSDS sheets for all pesticides used in the building, brand names of all pest control devices and equipment used in the building, and the Contractor's service schedule for the building.
2. Service Work Tickets: All work tickets for each facility are to be maintained by the Contractor. Each work ticket must identify complaints received from the Customer and the action taken. Tickets should indicate dates and time of arrival, services and/or treatments provided and signatures of technician and University Representative if one is available.

C. Quality Control Program and Inspection Follow-up Reports: Quality Control Reporting per paragraph 5.4.16, contractor preventative maintenance confirmation, pest sightings, sanitation/environmental status, additional pest control recommendations, and follow-up to any current special pest control projects (list and status).

5.4.5 **Posting.** The Contractor shall fulfill all obligations with regard to posting, as required by the Texas Structural Pest Control Board. The University will be responsible to post, in a prominent location, pest control signs provided by the Contractor in fulfillment of obligations under Texas laws and regulations. In the event of emergency applications, the University will display the pest control sign in a prominent location at the time of treatment.

5.4.6 **Times of Service.** The Contractor shall use liquid insecticides only during times when students are not expected to be present for normal academic activities. The Contractor shall work with the designated University Representative to determine whether an emergency situation exists before applying any pesticides. In the event of such an emergency treatment, the contractor will maintain records of the reasons for such treatments for the period prescribed by law.

5.4.7 **Environment and Safety Issues**: The Contractor shall observe all safety precautions listed on the manufacturer’s label instructions or material safety data sheet throughout the performance of this Agreement. *The application of pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.* Where there is a conflict between applicable regulations, the most stringent will apply. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work. The Contractor shall be responsible for any citations received for non-compliance with University Environmental Health and Safety regulations/standards relating to any failure of performance/non-performance of Contractor employees. Lack of knowledge of the Contractor shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effects thereof.

5.4.8 **Uniforms and Protective Clothing.** All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing. The Contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

5.4.9 **Vehicles.** Vehicles used by the Contractor shall be identified in accordance with state and local regulations and shall be operated in a safe manner on University property. Vehicles must meet Texas Department of Transportation requirements.

5.4.10 **Licensing.** Throughout the term of this contract, the Contractor shall maintain a current business license issued by the Structural Pest Control Board. In addition, all Contractor personnel providing on-site pest control service must maintain licensing (in categories appropriate to the work being performed) as commercial applicators or licensed technicians. Unlicensed applicators will not be permitted to provide service to the University under this contract.

5.4.11 **Complaints.** Should at any time the University become dissatisfied with pest control service, the successful Contractor shall be notified by University Officials regarding problems that occurred. The notice will detail the problems and site(s) which is experiencing the problems. The contractor will be required to contact the IPM Coordinator to discuss possible solutions, and the contractor will be given a date by which a written response with the proposed solutions must be submitted.

5.4.12 **Structural Modifications and Recommendations.** The Contractor shall be responsible for advising University Officials about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. The Contractor shall be responsible for adequately suppressing all pests included in this contract regardless of whether or not the University implements suggested modifications. The University will not hold the Contractor responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage or access may be approved by the University on a case-by-case basis. The Contractor shall obtain the approval of University Officials prior to any application of sealing material or other structural modification.

5.4.13 **Use of Pesticides.** The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA) and by the State of Texas. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, state and local laws and regulations.

 The Contractor shall adhere to the following rules for pesticide selection and use:

A. Non-pesticide Products and Their Use: The Contractor shall use non-pesticide methods of control wherever possible. For example:

Portable vacuums rather than pesticide sprays shall be used for initial clean-outs of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in webs wherever appropriate.

Trapping devices rather than pesticide sprays shall be used for indoor fly control wherever appropriate.

B. Application by Need: Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area.

Preventive pesticide treatment of areas where surveillance indicates a potential insect or rodent infestation, are acceptable on a case-by-case basis, as approved by University officials.

1. Pesticide Products and Their Use: When it is determined that a pesticide must be used in order to obtain adequate control, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control. Containerized and other types of crack and crevice-applied bait formulations, rather than sprays, shall be used for cockroach and ant control wherever appropriate. As a general rule, liquid aerosol, or dust formulations shall be applied only as crack and crevice treatments with application devices specifically designed or modified for this purpose. "Crack and crevice treatment" is defined in this contract as an application of small amounts of insecticides into cracks and crevices in which insects hide or through which they may enter a building. Application of pesticide liquid, aerosol, or dust to exposed surfaces, and pesticide space sprays (including fogs, mists, and ultra-low volume applications), shall be restricted to unique situations where no alternative measures are practical. The Contractor shall obtain the approval of the University officials prior to any application of pesticide liquid, aerosol, or dust to exposed surfaces, or any space spray treatment in any area that is or can contact any scientific, medical or potentially sensitive area where the use of pesticides could have negative effects or critically endanger, research, animal or human entities. The Contractor shall take all necessary precautions to ensure student and staff safety, and all necessary steps to ensure the containment of the pesticide to the site of application.

D. Pesticide Storage/Disposal: The Contractor shall not store, or dispose of, any pesticide product on University property.

E. Pesticide Sales and Distribution: The Contractor shall not sell, share, or make available any pesticide products to any non-licensed University employee.

5.4.14 **Rodent Control.** As a general rule, rodent control inside occupied buildings shall be accomplished with trapping devices. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by University officials. **Trapping shall not be performed during periods when maintenance will be delayed by holidays, weekends, etc.** The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate and timely manner. In circumstances when rodenticides are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain the approval of the University officials prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed either in locations inaccessible to children, pets, wildlife, and domestic animals--or in EPA-approved, tamper-resistant bait boxes. As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows, wherever feasible. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following rules:

* All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations. The lids of all bait boxes shall be securely locked or fastened shut.
* All bait boxes shall be securely attached or anchored to the floor, ground, wall, or other surface, so that the box cannot be picked up or moved.
* Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.
* All bait boxes shall be labeled with the Contractor's business name and address, and dated by the Contractor's technician at the time of installation and at each servicing

5.4.15 **Program Evaluation.** The University will continually evaluate the progress of this contract in terms of effectiveness and safety, and will require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

5.4.16 **Quality Control Program.** The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within *(5)* working days prior to the starting date of the contract, the Contractor shall submit a copy of his program to the University. The program shall include the following items:

A. Inspection System: The Contractor shall develop a system for monitoring the effectiveness of the services provided to the University. The purpose of this system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or University or health department inspectors identify the deficiencies.

B. Quality Control Checklist: A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections. The checklist shall include all buildings or sites serviced by the Contractor as well as every task required to be performed.

C. Quality Control File: A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to the University upon request.

D. Inspectors: The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.

5.4.17 **Locations for Services**: All locations below shall be identified in the Pest Control Plan. The Exterior Treatment will also include – Perimeter of buildings, grounds, parking lots, dock areas, and adjacent walkways that are UT property.

 McGovern Medical School (MSB)

 6431 Fannin Street

 Grab & Go Café (MSB)

 6431 Fannin Street

 Cyclotron Building (CYC)

 6431 Fannin Street

 Medical School Expansion (MSE)

 6431A Fannin Street

 School of Dentistry (SOD)

 7500 Cambridge Street

 Grab & Go Café (SOD)

 7500 Cambridge Street

 Cooley Life Center (CLC)

 7440 Cambridge Street

 School of Public Health (SPH)

 1200 Herman Pressler Drive

 School of Nursing (SON)

 6901 Bertner Avenue

 French Corner Full Service Café (SON)

 6901 Bertner Avenue

 Institute of Molecular Medicine (IMM)

 1825 Pressler Street

 Harris County Psychiatric Center (HCPC)

 2800 South MacGregor Drive

 Harris County Psychiatric Center Cafeteria (HCPC)

 2800 South MacGregor Drive

 Operations Center Building (OCB)

 1851 Crosspoint Avenue

 University Center Tower (UCT)

 7000 Fannin Street

 French Corner Full Service Café (UCT)

 7000 Fannin Street

 Jesse H. Jones Library Building (JJL)

 1133 John Freeman Blvd.

 UT Housing (SFA)

 7900 Cambridge Street – 500 units

 1885 El Paseo Street – 479 units

 Recreation Center (REC)

 7779 Knight Road

 Child Care Development Center (CDC)

 7900 Cambridge Street

 Behavioral & Biomedical Sciences Building (BBS)

 1941 East Road

Note - This Project includes IPM duties on residential and hospital buildings that will remain occupied during services. Please be sure to describe your plan to implement services to minimize impact to the occupants in the existing building.

**\*\*\*REVISED\*\*\***

**SECTION 6**

**PRICING AND DELIVERY SCHEDULE**

**Proposal of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Proposer Name)

**To:** The University of Texas Health Science Center at Houston

**RFP No.:** 744-R1703 Integrated Pest Management Plan

Ladies and Gentlemen:

Having examined specifications and requirements of this RFP (including attachments), the undersigned proposes to furnish Work upon the pricing terms quoted below:

**6.1 Term of Agreement**

University anticipates that the base term of the Agreement is two (2) years with the initial term of the Agreement proposed to begin on September 1, 2017 and proposed to expire on August 31, 2019. University may elect to renew the Agreement for up to three (3) additional one (1) year terms.

**6.2 Pricing for Work and Expenses**

|  |  |  |
| --- | --- | --- |
| **6.2.1** | **Initial Start-Up Service Cost Per Building/Location** |   |
|  | **BUILDING** | **LOCATION** | ***Initial Start-Up Service Cost*** |
| **1** | **McGovern Medical School (MSB)** | **6431 Fannin Street** |  **$** |
| **2** | **Grab & Go Café (MSB)** | **6431 Fannin Street** |  **$** |
| **3** | **Cyclotron Building (CYC)** | **6431 Fannin Street** |  **$** |
| **4** | **Medical School Expansion (MSE)** | **6431 Fannin Street** |  **$** |
| **5** | **School of Dentistry (SOD)** | **7500 Cambridge Street**  |  **$** |
| **6** | **Grab & Go Food Café (SOD)** | **7500 Cambridge Street** |  **$** |
| **7** | **Cooley Life Center (CLC)** | **7440 Cambridge Street** |  **$** |
| **8** | **School of Public Health (SPH)** | **1200 Herman Pressler Drive**  |  **$** |
| **9** | **School of Nursing (SON)** | **6901 Bertner Avenue** |  **$** |
| **10** | **French Corner Full Service Café (SON)** | **6901 Bertner Avenue** |  **$** |
| **11** | **Institute of Molecular Medicine (IMM)** | **1825 Pressler Street** |  **$** |
| **12** | **Harris County Psychiatric Center (HCPC)** | **2800 South MacGregor Drive** |  **$** |
| **13** | **Harris County Psychiatric Center Cafeteria (HCPC)** | **2800 South MacGregor Drive** |  **$** |
| **14** | **Operations Center Building (OCB)** | **1851 Crosspoint Avenue** |  **$** |
| **15** | **University Center Tower (UCT)** | **7000 Fannin Street** |  **$** |
| **16** | **French Corner Full Service Café (UCT)** | **7000 Fannin Street** |  **$** |
| **17** | **Jesse Jones Library (JJL)** | **1133 John Freeman Boulevard** |  **$** |
| **18** | **UT Housing (SFA)** | **979 Total Units [7900 Cambridge – 500 units 1885 El Paseo Street - 479 units]** |  **$** |
| **19** | **Recreation Center (REC)** | **7779 Knight Road** |  **$** |
| **20** | **Child Care Development Center (CDC)** | **7900 Cambridge Street** |  **$** |
| **21** | **Behavioral & Biomedical Sciences Building (BBS)** | **1941 East Road** |  **$** |
|  |   |  **TOTAL Initial Start-Up Service Cost Per Building** |  **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6.2.2** | **Service Costs Per Month (Or As Noted Below) Per Building** |   |   |   |
|  | **BUILDING** | **LOCATION** | **Unit Price / Frequency** | **Monthly Cost** |
| **1** | **McGovern Medical School (MSB)** | **6431 Fannin Street** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **2** | **Grab & Go Café (MSB)** | **6431 Fannin Street** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly****(Service must be between 2:30pm – 3:30pm)** |  **$** |
| **3** | **Cyclotron Building (CYC)** | **6431 Fannin Street** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **4** | **Medical School Expansion (MSE)** | **6431 Fannin Street** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **5** | **School of Dentistry (SOD)** | **7500 Cambridge Street**  | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **6** | **Grab & Go Food Café (SOD)** | **7500 Cambridge Street** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly****(Service must be between 2:30pm – 3:30pm)** |  **$** |
| **7** | **Cooley Life Center (CLC)** | **7440 Cambridge Street** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **8** | **School of Public Health (SPH)** | **1200 Herman Pressler Drive**  | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **9** | **School of Nursing (SON)** | **6901 Bertner Avenue** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **10** | **French Corner Full Service Café (SON)** | **6901 Bertner Avenue** | **$\_\_\_\_\_\_\_\_\_\_ / Twice Monthly (Service usually Second & Fourth Friday; flexibility needed per Diane Collard)**  |  **$** |
| **11** | **Institute of Molecular Medicine (IMM)** | **1825 Pressler Street** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **12** | **Harris County Psychiatric Center (HCPC)** | **2800 South MacGregor Drive** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **13** | **Harris County Psychiatric Center Cafeteria (HCPC)** | **2800 South MacGregor Drive** | **$\_\_\_\_\_\_\_\_\_\_ / Weekly [4 (four) weeks per month]** |  **$** |
| **14** | **Operations Center Building (OCB)** | **1851 Crosspoint Avenue** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **15** | **University Center Tower (UCT)** | **7000 Fannin Street** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **16** | **French Corner Full Service Café (UCT)** | **7000 Fannin Street** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **17** | **Jesse Jones Library (JJL)** | **1133 John Freeman Boulevard** | **$\_\_\_\_\_\_\_\_\_\_ / Once Monthly** |  **$** |
| **18** | **UT Housing (SFA)** | **979 Total Units [7900 Cambridge–500 units 1885 El Paseo Street-479 units]** | **$\_\_\_\_\_\_\_\_\_\_ / Each Unit Once Every 90 Days (Quarterly)** |  **$** |
| **19** | **Recreation Center (REC)** | **7779 Knight Road** | **$\_\_\_\_\_\_\_\_\_\_ / Quarterly** |  **$** |
| **20** | **Child Care Development Center (CDC)** | **7900 Cambridge Street** | **$\_\_\_\_\_\_\_\_\_\_ / Monthly** |  **$** |
| **21** | **Behavioral & Biomedical Sciences Building (BBS)** | **1941 East Road** | **$\_\_\_\_\_\_\_\_\_\_ / Monthly** |  **$** |

**University will *not* reimburse Contractor for expenses.**

**6.3 Discounts**

Describe all discounts that may be available to University, including educational, federal, state and local discounts.

**6.4 Payment Terms**

University’s standard payment terms are “net 30 days” as mandated by the *Texas Prompt Payment Act*(ref. [Chapter 2251, *Government Code*](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2251.htm)).

Indicate below the prompt payment discount that Proposer offers:

Prompt Payment Discount: \_\_\_\_\_%\_\_\_\_\_days/net 30 days.

[Section 51.012, *Education Code*](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.012), authorizes University to make payments through electronic funds transfer methods. Respondent agrees to accept payments from University through those methods, including the automated clearing house system (ACH). Respondent agrees to provide Respondent’s banking information to University in writing on Respondent letterhead signed by an authorized Representative of Respondent. Prior to the first payment, University will confirm Respondent’s banking information. Changes to Respondent’s bank information must be communicated to University in writing at least thirty (30) days before the effective date of the change and must include an [IRS Form W‑9](https://www.irs.gov/uac/about-form-w9) signed by an authorized Representative of Respondent.

University, an agency of the State of Texas, is exempt from Texas Sales & Use Tax on goods and services in accordance with [§151.309, *Tax Code*](http://www.statutes.legis.state.tx.us/Docs/TX/htm/TX.151.htm#151.309)*,* and [Title 34 TAC §3.322](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=3&rl=322). Pursuant to [34 TAC §3.322(c) (4)](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=3&rl=322), University is not required to provide a tax exemption certificate to establish its tax exempt status.

 Respectfully submitted,

 **Proposer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Authorized Signature for Proposer)

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

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

 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**END OF ADDENDUM 1**