# CITY OF HOUSTON

# HUMAN RESOURCES SCOPE OF WORK (SOW)

# For

**Blood Pressure Monitoring Kiosks**

The City of Houston - Human Resources Department is requesting bids for maintenance and support services for twenty (20) Blood Pressure Monitoring Kiosks. The City also seeks data support that includes but is not limited to, providing usage data, aggregate biometric readings and/or de-identified test results over a specified period of time or for a specific machine, and demographic information.

# SOLICITATION OVERVIEW

* 1. This solicitation is in accordance with the specifications and terms and conditions stated in this solicitation. It is the intent of the City of Houston- Human Resources Department to select the lowest and/or best responsible bid under competitive conditions. The selected bidder shall be required to provide all labor, equipment, facilities, materials parts, tools, supervision, and transportation necessary for service requests. All prospective bidders are encouraged to contact, Frankie Nguyen at frankie.nguyen@houstontx.gov with any questions regarding this solicitation.

# SPECIFICATIONS

* 1. **Service Requirements**
     1. Maintenance, including technical support and operational guidance for all twenty (20) Blood Pressure Monitoring Kiosk machines, Model HCK-2000, currently owned and operated by the City of Houston at the following locations:

2100 Travis, Houston 77002

1205 Dart St. Houston 77007

500 McKinney St, Houston 77002

1400 Lubbock St., Houston 77002

1600 Memorial Dr, Houston 77007

4500 Will Clayton Pkwy, Houston 77396

5320 N Shepherd Dr, Houston 77091

718 E Burress St, Houston 77022

1700 E. Crosstimbers St, Houston 77093

2200 Patterson St, Houston 77007

100 Japhet St., Houston 77020

2525 S Sgt Macario Garcia Dr., Houston 77011

4501 Leeland Street, Houston 77023

4200 Leeland St, Houston 77023

7125 Ardmore St., Houston 77054

8000 N Stadium, Houston 77054

2700 Dalton St, Houston 77017

10500 Bellaire Blvd, Houston 77072

7101 Renwick Dr., Houston 77035

7440 Cullen Blvd, Houston 77051

* + 1. Data support that includes but is not limited toproviding usage data, aggregate biometric readings and/or de-identified test results over a specified period of time or for a specific machine, and demographic information for Blood Pressure Monitoring Kiosk machines, Model HCK-2000, currently owned and operated by the City of Houston at the following locations:

2100 Travis St. Houston, TX 77002

5320 N. Shepherd Dr. Houston, TX 77091

1400 Lubbock St. Houston, TX 77002

8000 N. Stadium St. Houston, TX 77054

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* + 1. Service Coverage and Duration
       1. Maintenance and Support Services: These services shall be performed monthly for all twenty (20) over the length of the contract term.
       2. Data Support Services: These services shall be performed on the machines located in the locations referenced below monthly over the length of the contract term. Data support services should be performed on Blood Pressure Monitoring Kiosk machines, Model HCK-2000, currently owned and operated by the City of Houston at the following locations:

2100 Travis St. Houston, TX 77002

5320 N. Shepherd Dr. Houston, TX 77091

1400 Lubbock St. Houston, TX 77002

8000 N. Stadium St. Houston, TX 77054

# INVOICING

* 1. Selected bidder shall submit invoices for payment by e-mail (electronic mail) to [hrgas@houstontx.gov](mailto:hrgas@houstontx.gov) on bidder's company stationary. The original invoice must be signed by an authorized agent of the company.
  2. Each invoice shall detail the following information:
     1. City of Houston purchase order number
     2. Detailed description of services rendered.
     3. Labor hours and rates (if applicable)
     4. Subtotal costs
     5. Total invoice costs
  3. Submit invoices to the following:
     1. [hrgas@houstontx.gov](mailto:hrgas@houstontx.gov)
     2. City of Houston Human Resources HR General Accounting Services 611 Walker St, 4th Floor.

Houston, TX 77002

# 4.0 SHIPPING AND HANDLING

4.1 Shipping, handling, and/or freight costs that the bidder may charge, as a result of the City’s receipt of goods or fulfillment of services, must be included in the bidder’s bid price. If the cost is estimated, it is recommended that the bidder’s estimate exceeds the expected dollar amount to avoid insufficient recoupment of the expenses. The City of Houston will only pay the dollar amount listed on the awarded bid and will not increase the amount or pay separate invoices for these charges after receipt of goods or services.

# PRODUCT LITERATURE

* 1. You are required to submit with your response descriptive literature of equipment or supplies, if the equipment or supplies are from a different manufacturer than those specified by the City of Houston. Should the description(s) furnished in the literature differ from the specification(s) specified by the City of Houston, and no mention is made to the contrary, it shall be construed to mean that you propose to furnish equipment or supplies in accordance with such description(s) and not in accordance with the City’s specification(s).
  2. Prices should be itemized. The City of Houston reserves the right to award by item or by total bid. In case there is a discrepancy between the unit price(s) and the extension(s), the unit price(s) shall govern.
  3. The City of Houston is exempt from all Federal Excise Taxes. ConsequDO NOT include these taxes in your price(s) or invoice(s). Taxable items must be so designated, and the City will supply you with a Tax Exemption Certificate. If you believe that certain taxes are payable by the City of Houston, you should list the taxes directly below each item. If the link below does not work, please see the attached the Tax Exemption Certificate in folder titled “Intake Folder”

[COH Tax\_Exemption\_Cert.](https://houtx-my.sharepoint.com/my?id=%2Fpersonal%2Ffrankie%5Fnguyen%5Fhoustontx%5Fgov%2FDocuments%2FDocuments%2FCOH%2FVendor%2FWizehive%2FTAX%20EXEMPTION%20CERTIFICATE%20%2D%202024%2Epdf&parent=%2Fpersonal%2Ffrankie%5Fnguyen%5Fhoustontx%5Fgov%2FDocuments%2FDocuments%2FCOH%2FVendor%2FWizehive)

# 6.0 HIRE HOUSTON FIRST

6.1 This procurement is subject to the Hire Houston First Program, which gives preference to certain local bidders in award of the procurement. For more information go to:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

# 7.0 BIDDER REGISTRATION

7.1 The City of Houston's Houston Human Resources Department can only accept bids from registered suppliers who have an established online Supplier Account, have completed the online Supplier Registration Form, submitted a signed IRS W-9, and received a valid Supplier Number generated by our system.

[Strategic Procurement Division (houstontx.gov)](https://www.houstontx.gov/bizwithhou/SupplierPortal.html)

# 8.0 ELECTRONIC BID SUBMISSION

8.1 All bids should be submitted online through the City of Houston’s Strategic Purchasing Electronic Bids and RFPS web page. Bids made on other forms will not be considered unless a statement to the effect of the following is included: “In accordance with this Invitation to Bid and subject to all terms and conditions thereof we quote as follows:”

# 9.0 NO CONTACT PERIOD

9.1 Neither bidder(s) nor any person acting on bidder(s)'s behalf shall

attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families, or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of this solicitation. Upon issuance of the solicitation through the award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families, or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action or to a City Council committee convened to discuss a recommendation regarding the solicitation.

# LETTER OF CLARIFICATION

* 1. All Letters of Clarification and interpretations to this solicitation shall be made in writing. Any Letter of Clarification(s) or interpretation that are not in writing shall not legally bind the City. Only information supplied by the City in writing or in this Invitation to Bid (ITB) should be used in preparing bid responses.

# CANCELLATION

* 1. The City has sole discretion and reserves the right to cancel this ITB, or to reject any oand all bids received prior to contract award.