

## Scope of Work

### E1. INTENT

The intent and purpose of this invitation to bid is to establish an annual requirements contract for the supply and delivery of laboratory supplies and chemicals, for use by the City's Laboratory Services, two water treatment plants and Water Resources Services Division.

### E2. ORDER PLACEMENT

Orders will be placed directly with suppliers by laboratory personnel. A Purchase Order number will be issued, and the purchase order number must appear on the invoice. Orders will be issued on "as needed" basis; therefore, vendors must consider multiple shipments while computing their proposals.

### E3. DELIVERY

All orders are to be shipped F.O.B. delivered to Laboratory Services, 1901 B Lakewood Drive, Arlington, Texas 76013; Pierce-Burch WTP, 1901 Lakewood Dr. Arlington, Texas 76013; John F. Kubala Water Treatment Plant, 7001 US Highway 287, Arlington, Texas 76017; or to Water Resources Services, 101 W. Abram Street, 1st Floor, Arlington, Texas 76010.

### E4. CITY'S OPTION WHEN DELIVERY TIME BECOMES EXCESSIVE

When delivery time becomes excessive resulting in inconvenience and affecting work, such item may be canceled and obtained elsewhere. If it is necessary to use this procedure more than once and such measures have caused serious hardship, the contract may be canceled. It is agreed that both options may be taken with no liability to the City.

### E5. STOCK NUMBERS AND BRAND NAMES

Brand names and stock numbers shown are meant to be descriptive, not restrictive, and are indicative of the type and quality desired. Bids on similar items of like quality will be considered if the brand being bid, and fully descriptive brochures are enclosed.

**Note: Vee Gee glassware is unacceptable.**

### E6. CANCELLATION

The city reserves the right to cancel the contract upon thirty (30) days written notification for failure to supply the required materials or failure to meet delivery schedules.

### E7. LIST/CATALOG DISCOUNT

The items listed represent the majority of repetitive used items ordered on an annual basis. Prices quoted on this bid will be firm for the term of the contract. However, it is not possible to generate a list covering all possible items needed. There may be instances where lab supply items other than those specifically listed. In these instances, items must be sold to the City at the same relative discount offered by the prices quoted.

### E8. PACKAGING

Packaging to meet Department of Transportation requirements for hazardous chemicals is to be billed at cost and added to the invoice, only when applicable.