

Document 00020

NOTICE TO BIDDERS

**Owner:** The City of Houston, Texas  
900 Bagby Street  
City Hall Annex  
Houston, Texas 77002

1.0 INVITATION

A. Bidders are invited to submit an offer for performance of a Contract to the City of Houston, located at the above address, for the following construction Project:

Project [Legal Prjoect Name]

located at [Project Location], Key Map No. [xxx-x]

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*Use the following paragraph if project is funded by TxDOT Urban Streets Program. Remove brackets.*  
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[ This is an Urban Streets Program Project. The Contract is subject to the Agreement between the City and the Texas Department of Transportation and all statutes, rules, and regulations pertaining to the Urban Streets Program. ]

B. Work of the Project consists of:

[Project Description]

C. The Contract Documents are identified as City of Houston GFS No. [x-xxxx-xx-x] (File No. [xxxx-x]) as listed in the Project Manual, issued by the City of Houston, Department of Public Works and Engineering.

D. The Low Bidder shall comply with the City of Houston Code of Ordinances relating to equal opportunity employment as stated in Document 00700 - General Conditions.

E. Bidders shall comply with City of Houston, Tex. Ordinance 95-336 (March 29, 1995) and Exec. Order No. 1-2 (June 14, 1995), and City of Houston Affirmative Action and Contract Compliance Division Minority/Women Business Enterprise (M/WBE) Procedures dated June 1995, which revise Minority and Women Business Enterprise (M/WBE) Ordinance (Houston City Code, ch 15, art. V). Such revisions grant the right of City personnel to examine the books and records of the Contractor and M/WBE, limit the ability of M/WBE to subcontract more than 50% of their work, provide for sanctions when Contractor or M/WBE fail to make

good faith efforts to comply with such Ordinance, provide for inclusion of specific language in M/WBE subcontracts, and require Contractor and M/WBE to submit disputes to binding arbitration, including disputes related to payment.

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*Continue above paragraph and use the following section if project is funded by TxDOT funded Urban Streets Program. Remove brackets.*

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[ A contract or subcontract with an M/WBE must comply with Article 601i, Sec. 4(2) Texas Civil Statutes (Vernon's 1997) which provides that '...subcontractors will perform all of their work of their trade with their own employees, or, if the subcontractor uses an employee leasing firm for the purpose of providing salary and benefit administration, with employees who in all other respects are supervised and perform on the job as if they were employees of the subcontractor...'. If this provision conflicts with any provision of the Contract Documents, this provision will control. ]

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*Continue above paragraph. Insert the percentage goal in blank. Remove brackets.*

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The Low Bidder will be required to make good faith efforts to achieve an M/WBE participation goal of [M/WBE Goal] percent when Contract Price is greater than \$1,000,000.

- F. The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers and officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term "Contractor" includes proprietors of proprietorships, all partners of partnerships, and all officers, directors, and holders of 10 percent or more of the outstanding shares of corporations. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with each bid or proposal for a City Contract. See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information.
- G. When requested, the Low Bidder shall present satisfactory evidence that Bidder has regularly engaged in furnishing products and performing construction work as proposed, and has the capital, labor, equipment, and material to execute the Work required by Contract Documents.
- H. The Project contains City of Houston Standard Specifications for Wastewater Collection Systems, Water Lines, Storm Drainage, and Paving sections which are incorporated into the Project Manual by reference. Copies of the Standard Specifications along with Standard Details can be purchased in the City offices located on the second floor of Rusk Annex, 611 Walker, Houston, Texas 77002 with a check or money order for \$50.00 per set.

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*Use the following paragraph if project is SRF funded. Remove brackets.*

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- [ I. Any contract awarded under this invitation for bids is expected to be funded in part by a loan from the Texas Water Development Board. Neither the State of Texas nor any of its departments, agencies, or employees is or will be a party to this invitation for bids or any resulting contract. ]

## 2.0 NOTICE OF PRE-BID CONFERENCE

- A. A pre-bid conference for bidders on City of Houston GFS No. [x-xxxx-xx-x] (File No. [xxxx-x]), titled [Legal Project Name] is scheduled to be held at [Prebid Time] on [PrebidDay], [Prebid Date].
- B. The pre-bid conference will convene in the [Room No. or Conference Room] at [Prebid Conference Address].
- C. All general contract bidders, subcontract bidders, and suppliers are invited to attend.
- D. Representatives of the City Engineer will be in attendance.
- E. Information relevant to the Bid Documents will be recorded in an Addendum and made available, at no cost, to those who purchase Bid Documents from City offices and to plan rooms with documents on display. Refer to Document 00100 - Instructions to Bidders regarding the notification and issuance of Addenda.

## 3.0 BID SUBMISSION

- A. Bids signed by an officer of the company and dated will be received by the City Secretary of the City of Houston at 900 Bagby, City Hall Annex, Public Level, Houston, Texas 77002 until 10:30 a.m. local time, on Thursday, [Bid Date].
- B. Bids submitted after the above time will be returned to the Bidder unopened.
- C. Bids shall be submitted on the Bid Forms and Supplements to Bid Forms provided with this Project Manual.
- D. Oral, telephonic, facsimile, or telegraphic bids are invalid and will not receive consideration.
- E. Bids will be opened and publicly read in City Council Chambers at 11:00 a.m. on the same date bids are received.
- F. The place of bid opening may be transferred in accordance with Paragraph B(5) of Section 15-3 of the City of Houston Code of Ordinances, and the bid opening may be rescheduled in accordance with Paragraph B(6) of Section 15-3.
- G. Refer to other bid information and related documents given in Document 00100 - Instructions to Bidders.

4.0 MODIFICATION OR WITHDRAWAL

- A. Bids submitted early may be modified or withdrawn by notice to the City Secretary at the place and prior to the time designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder and shall be so worded as not to reveal the amount of the original Bid.
- B. Oral, telephonic, facsimile, or telegraphic modification of Bids will not receive consideration.
- C. Withdrawn Bids may be resubmitted up to the time designated for receipt of Bids.

5.0 CONTRACT TIME

- A. The Work shall be performed within [*Contract Duration*] calendar days from the date established in the Notice to Proceed.
- B. Contractor shall pay liquidated damages in the amounts stated in Document 00800 - Supplementary Conditions for failure to complete the Work within the Contract Time.

6.0 SECURITY DEPOSIT REQUIREMENTS

- A. Bids shall be accompanied by a security deposit as stated in Document 00100 - Instructions to Bidders.

7.0 EXAMINATION

- A. Bid Documents are on display and may be examined at the City of Houston Offices located on the second floor of Rusk Annex, 611 Walker, Houston, Texas 77002 and at plan rooms of the Associated General Contractors of Houston, the F. W. Dodge Corporation, and the Association of Minority Contractors.

8.0 AVAILABILITY

- A. Bid Documents may be purchased at the City of Houston offices located on the second floor of Rusk Annex, 611 Walker, Houston, Texas 77002 for the price of \$50.00 per set. Only checks or money orders will be accepted and a maximum of two sets will be sold to each prospective bidder.
- B. Bid Documents are made available only for the purpose of obtaining offers for this Project. Receipt of Bid Documents does not grant a license for other purposes.
- C. On receipt of Bid Documents, verify that documents are legible and complete. Compare contents of Project Manual with Table of Contents; see that all drawings listed in the List of Drawings are included. Notify [*Project Manager Name*], Project Manager, Department of

Public Works and Engineering, [Project Manager Telephone], who is a representative of the City Engineer, should the documents be incomplete as issued.

9.0 QUESTIONS AND INTERPRETATIONS

- A. Bidder is required to study Bid Documents, the site, and conditions affecting the Work, and submit written questions on interpretation of those documents and conditions, or other factors affecting the Work, to:

Herbert Lum, P.E., City Engineer  
City of Houston, Department of Public Works and Engineering  
611 Walker  
Houston, Texas 77002  
Attn: [Project Manager Name], Project Manager.

- B. Written questions may be submitted by facsimile addressed to the Project Manager at [Project Manager Fax]. Receipt of the facsimile by the Project Manager may be verified by calling [Project Manager Telephone]. All facsimile communications shall be confirmed by mailing the original correspondence to the above address.
- C. Immediately notify the City Engineer through the named Project Manager upon finding discrepancies or omissions in the Bid Documents.

10.0 ACCEPTANCE/REJECTION OF BIDS

- A. The City reserves the right to reject or accept any bids as stated in Document 00100 - Instructions to Bidders.

END OF DOCUMENT

THE FOLLOWING ITEMS SHOULD BE CHECKED FOR COORDINATION DURING DESIGN:

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*If specified construction method or construction equipment is to be used on the project and substitutions will be considered, include alternate paragraph 11.0 below.*

*Do not include section if product substitutions are not allowed.*

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11.0 PRODUCT SUBSTITUTION SUBMITTALS

- A. Bidders are invited to request pre-bid approval of substitutions for specified construction methods, systems, products, and construction equipment as stated in Document 00700 - General Conditions.

END OF NOTES