

Document 00450

POST-BID PROCEDURES

1.0 DOCUMENT INCLUDES

- A. Notice of Intent to Award.
- B. Agreement.
- C. Requirements of Bidder.
- D. Failure of Bidder to comply with requirements.
- E. Notice to Proceed.
- F. Pre-construction Conference.
- G. Starting the Project.

2.0 NOTICE OF INTENT TO AWARD

- A. City will provide written Notice of Intent to Award (the Contract) to the Low Bidder, stating that upon compliance with the conditions listed herein within 10 days after receipt of the notice, and on approval by City Council, City will execute and deliver the Agreement.

3.0 FORM OF AGREEMENT

- A. The Agreement shall be Document 00510 - Agreement Between the City of Houston and Contractor, together with Supplements enumerated in and attached thereto.

4.0 REQUIREMENTS OF BIDDER

- A. Within 10 days of receipt of the Notice of Intent to Award, the Low Bidder shall execute and deliver to the City Engineer for the City's approval those documents indicated by an "X" below:
 - Document 00510 - Agreement Between the City of Houston and Contractor
 - Document 00511 - Resolution of Corporation
 - Document 00610 - Performance Bond
 - Document 00611 - Statutory Payment Bond
 - Document 00612 - One-year Maintenance Bond
 - Document 00613 - One-year Surface Correction Bond
 - Document 00615 - Affidavit of Insurance (*with Certificate of Insurance attached*)

- Document 00620 - List of Proposed Subcontractors and Suppliers, Part A - M/WBE when Contract Price is greater than \$1,000,000
- Executed Subcontract(s), Letter(s) of Intent, or documentation of good faith efforts to meet the M/WBE goal when Contract Price is greater than \$1,000,000
- Document 00620 - List of Proposed Subcontractors and Suppliers, Part B - Schedule of Non M/WBE Subcontractors and Suppliers
- Document 00622 - Name and Qualifications of Proposed Superintendent (*Contractor creates this document.*)
- Document 00626 - History of OSHA Actions and On-the-job Injuries
- Document 00628 - Contractor's Act of Assurance (SRF Form ED-103)
- Document 00631 - Affidavit of Affirmative Action Contract Compliance
- Document 00635 - Drug Policy Compliance Agreement
- Document 00636 - Contractor's Drug-free Workplace Policy (*Contractor creates this document.*)
- Document 00637 - List of Safety Impact Positions (*Contractor creates this list. Do not submit if submitting Document 00638.*)
- Document 00638 - Contractor's Certification of No Safety Impact Positions (*Do not submit if submitting Document 00637.*)
- Document 00645 - Form of Business
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- _____
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- _____

B. Within 10 days of receipt of the Notice of Intent to Award, the Low Bidder shall execute the following forms and deliver them directly to the Director, Affirmative Action/Contract Compliance Division, City of Houston, 611 Walker, 20th Floor, Houston, TX 77002.

1. Copies of Document 00620 - List of Proposed Subcontractors and Suppliers Part A (if the Project has an M/WBE goal) and Part B.
2. Original forms contained in Document 00630 - Affirmative Action Compliance Program:
 - Page 00630-5, Certification by Bidder Regarding Equal Employment Opportunity
 - Page 00630-8, Total Work Force Composition of the Company, or copy of latest EEO-1 form (*required only if Contractor has a work force of 50 or more people and the Contract Amount is \$50,000 or more*)
 - Page 00630-9, Affirmative Action Compliance Program
 - Page 00630-10, Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employees
 - Page 00630-12, The Name of the Company's EEO Officer

3. An original completed form Document 00632 - Certification by Proposed Material Suppliers, Lessors, and Professional Service Providers Regarding Equal Employment Opportunity, for each proposed material supplier and equipment supplier.
- C. Designations of Subcontractors and Suppliers, who have been selected by the Contractor in Part A - M/WBE Participation Plan of Document 00620 - List of Proposed Subcontractors and Suppliers, and accepted by the City, may be changed only with prior notice and acceptance by the Director of Affirmative Action as provided in Document 00640 - Bidder Requirements for Minority and Women Business Enterprise (M/WBE) Program.
- D. Designations of Subcontractors and Suppliers, who have been selected by the Contractor in Part B - Schedule of Non-M/WBE Subcontractors and Suppliers of Document 00620 - List of Proposed Subcontractors and Suppliers, and accepted by the City, may be changed only with prior notice and acceptance by the City Engineer as provided in Document 00700 - General Conditions, Paragraph 5.2.1. For each material or equipment supplier subsequently added or substituted, provide an original completed form, Document 00632 - Certification by Proposed Material Suppliers, Lessors, and Professional Service Providers Regarding Equal Employment Opportunity, directly to the Director, Affirmative Action/Contract Compliance Division, City of Houston, 611 Walker, 20th Floor, Houston, TX 77002.
- E. On Contractor's request, the City Engineer may grant an extension of time, not to exceed 10 days, to furnish documents specified in Paragraph 4.0A. If Contractor is required to resubmit documents specified in Paragraph 4.0A, he shall do so within the time limits provided in the request for resubmission.

5.0 FAILURE OF BIDDER TO COMPLY WITH REQUIREMENTS

- A. Should the Bidder on receipt of the Notice of Intent to Award fail to comply with requirements of this Document 00450 within the stated time, the City may declare the award in default and require forfeiture of the Security Deposit.
- B. After City's written notice of default to the Bidder, City may award the Contract to the responsible Bidder whose offer is the next lowest bid, and the Security Deposit of the Bidder in default shall be forfeited to the City in accordance with the provisions of Document 00100 - Instructions to Bidders.

6.0 NOTICE TO PROCEED

- A. Upon City's execution of the Agreement and delivery to Contractor, the City Engineer shall give the Contractor Document 00650 - Notice to Proceed within 30 days after the Effective Date of the Agreement, which notice shall establish the Date of Commencement of the Work.
- B. Contractor shall obtain and pay for building permits previously processed by the City as provided in Document 00700 - General Conditions.

7.0 PRE-CONSTRUCTION CONFERENCE

- A. Not later than 10 days after the date of Document 00650 - Notice to Proceed, but before Contractor starts work at the site, City will convene a Pre-construction Conference and a Site Mobilization conference as specified in Section 01312 - Coordination and Meetings.

8.0 STARTING THE PROJECT

- A. Contractor shall start performance of the Work at the site on the Date of the Commencement of the Work, but no Work shall be done at the site prior to that date.
- B. As Contractor, verify that you and all Subcontractors pay the Prevailing Wage. Questions regarding wages should be directed to the Affirmative Action/Contract Compliance Division.
- C. A copy of certified payrolls for Contractor and for all Subcontractors must be submitted to the Affirmative Action/Contract Compliance Division weekly, from the first to the last week of the Project. The forms for Subcontractors located in Document 00630 - Affirmative Action Compliance Program (pages 00630-30 through 00630-33) shall be submitted to the Director, Affirmative Action/Contract Compliance Division prior to, or in conjunction with, the first certified payroll.

END OF DOCUMENT

The following items should be checked for coordination during design:

1. Coordinate the contents of this Document with project requirements, and with Document 00455 - Notice of Intent to Award.
2. Indicate documents to include as submittals by an "X" in the brackets in 4.0A and 4.0B.
3. Make any additions or changes to the content of this Document in Document 00455 in the space provided.

END OF NOTES