The General Services Department advertises professional services and construction services solicitations in the Houston Business Journal on the City of Houston website for two consecutive weeks.

Prior to responding to a solicitation, please review some of the requirements that will be required to do business with the City of Houston.

1. Company must be bondable and insurable
2. Property tax delinquent-free
3. Complete a Supplier Registration Form for a vendor number
4. Comply with the Mayor’s Drug Detection and Deterrence Procedures
5. Comply with the City of Houston’s Pay or Play Program
6. Provide Proof of Insurance and Indemnification
7. Must comply with the City of Houston’s Fair Campaign

General Services Website:
http://www.houstontx.gov/generalservices/advertisements.html

Houston Business Journal Website:
http://www.bizjournals.com/houston/

Houston Business Journal Publication
Available every Friday under the classified section
Informal Guidelines

- GSD reviews SF-254 or SF330 Forms on file.
- Three-to-five consultants are short-listed and interviewed.
- Committee reviews candidates’ qualifications, experience, and ranks each firm based on a scoring matrix.
- Director authorizes Request to Negotiate (RTN) to begin contract negotiations with selected consultant.
- If negotiations are successful, the Project Manager proceeds with the contract and presents it to City Council for approval.

Formal Guidelines

- Advertise Request for Qualifications (RFQ) for two consecutive weeks and posted on the City’s website.
- Pre-submittal Meeting—Opportunity to discuss selection process prior to submittal date.
- Submittal Date—Statement of Qualifications (SOQs) submitted to the City Secretary’s office on or before date indicated in RFQ.
- Evaluation of SOQs; Short-listed respondents notified and interviewed; scores reflect the selected firm; and negotiations begin.
- If negotiations are successful, the Project Manager proceeds with the contract and presents it to City Council for approval.

Project Delivery Methods

Design / Bid / Build Method:
- Competitive Bid (Low Bid) non schedule-sensitive; lowest responsive bidder determines bid award.
- Competitive Sealed Proposal (CSP) non schedule-sensitive; bid price and qualifications determines bid award.

Construction Manager at Risk (CMAR) complex; schedule sensitive; difficult to define; subject to potential change project.

Job Order Contracting (JOC) schedule sensitive; single or multi-trade; emergency; minor construction/repair, or renovation project.

Alternative Delivery Method:
- Design/Build (DB) multi-phase; single-point of responsibility; faster schedule delivery.

GSD’s In-House Contract Services

- Bio-Hazardous Med Waste
- Security
- Ice Machine Rental Service
- Janitorial
- Overhead Door Repairs
- HVAC
- Graffiti Abatement
- Pest Control
- Workstation Relocation
- Steam Chill Water
- Fire Extinguisher/Hose Serv.
- Refuse Disposal
- Glass Replacement & Repair
- Generator Services
- Metal/Wood Fence Installation
- Elevator Repairs
- Energy Operation & Maint.
- Jail Access System
- Land/Ground Maint.
- Concrete Const.
- HEC Facility Mgmt.
- Alarm Monitoring

Environmental Management

- Environmental site assessment
- Soil & groundwater remediation
- Emergency response on fuel/misc. spills
- Indoor air quality survey & remediation
- Mold/mildew survey & remediation
- Underground storage tanks Certification & inventory
- Asbestos/lead survey & abatement

Property Management

- Provides quality infrastructure maintenance, repair and renovation for client departments to keep properties safe, energy efficient, secure and operational.
- Develops and manages maintenance service contracts to ensure scope adherence and sound fiscal oversight.