

**ADVERTISEMENT FOR REQUEST FOR PROPOSALS (RFP)  
CITY OF HOUSTON**

The City Secretary for City of Houston will receive proposals for all elements of the project at 900 Bagby, Room P101, Houston, Texas for the following City of Houston General Services Department (GSD) project:

**Project Name and Number:**      **Residential Energy Efficiency Program (R.E.E.P.)  
Job Order Contract (JOC)**

Proposal Submittal Date:            Thursday, March 19, 2009

Pre-Proposal Meeting:                On Tuesday, March 10, 2009, at 10:30 a.m., City Hall Annex, 900 Bagby, 2<sup>nd</sup> Floor, Conference Room 246. Attendance at meeting is highly recommended but not mandatory.

The City of Houston intends to utilize the request for proposal process as authorized in Subchapter H of Chapter 271 of the Local Government Code for the above procurement. The process enables the City to select a contractor on the basis of price and qualifications. The City may award one or more contracts.

Proposals will be accepted until 10:30 a.m., local time on the Proposal Submittal Date shown above. Proposals received after that time will not be accepted. Proposals will be publicly opened at 11:00 a.m. on the same day in City Council Chambers. All interested parties are invited to attend. Place and date of Proposal opening may be changed in accordance with Sections 15-3(b)(5) and 15-3(b)(6) of the City of Houston Code of Ordinances. The Selected Proposer shall comply with City of Houston Code of Ordinances. All proposers shall comply with Article II, Chapter 15, City of Houston Code of Ordinances.

A detailed Request For Proposers (RFP) document will be available beginning Monday, March 2, 2009, at General Services Department's receptionist located on the 2<sup>nd</sup> floor at City Hall Annex, 900 Bagby Street, Houston, Texas and <http://www.houstontx.gov/generalservices>.

Before the preproposal meeting date, the City will welcome any written questions submitted to: Gavin Dillingham, PhD, Community Involvement Coordinator, General Services Department, 900 Bagby Street, 2<sup>nd</sup> Floor, Houston, Texas 77002, regarding this RFP. Questions can also be faxed to his attention at 713-437-6859, or emailed to [Gavin.Dillingham@cityofhouston.net](mailto:Gavin.Dillingham@cityofhouston.net). During the course of the preproposal meeting, the City will answer previously submitted questions, and questions from the attendees. The City will not be bound by any information conveyed verbally. The City will provide in writing, any clarifications, changes and/or other information deemed to be necessary, as addenda to this RFP. Addenda will only be provided to preproposal meeting attendees and known RFP holders that are registered with the City.

Proposers shall comply with City of Houston Code of Ordinances, Chapter 15, Articles V, VI and IX, and Executive Order No. 1-2, and City of Houston Affirmative Action and

Contract Compliance Division Minority/Women-owned Business Enterprise (MWBE) Procedures. The Selected Proposer will be required to make good faith efforts to achieve MWBE and Small Business Enterprise (SBE) participation goals as stated in RFP.

It is unlawful for any Contractor to contribute or offer any contribution to a candidate for City elective office during a certain period prior to and following a contract award. Proposers should refer to Chapter 18, City of Houston Code of Ordinances for filing requirements and further explanation.

Dated: \_\_\_\_\_  
(Publish Friday February 27 and March 6, 2009)

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Anna Russell  
City Secretary