

# **CONTRACTING GUIDE 2011**



**City of Houston  
Mayor's Office of Business Opportunity  
(713) 837-9000**

# **Contracting Guide 2011**

## ***How to do Business with The City of Houston***

### ***-- Mission --***

The City of Houston supports Minority, Women, Disadvantaged and Small Business Enterprises (MWDBE/SBEs) and Persons with Disabilities Business Enterprises (PDBEs) by providing an interactive business climate where resource agencies, financial institutions, and businesses work together to provide equal access to contracting opportunities for MWDBE/SBEs, PDBEs, and their communities.

***May 2011***

**Document available online at:  
[www.houstontx.gov/obo/index.html](http://www.houstontx.gov/obo/index.html)**



**CITY OF HOUSTON**  
**Mayor's Office of Business Opportunity**

**Annise D. Parker**

Mayor

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Dear Entrepreneur:

Thank you for your interest in doing business with the City of Houston. With hundreds of millions of dollars being awarded annually through City departments, knowing where to go for contracting information can seem overwhelming. We want to work with you to change that. This guide was developed to help you make it through the maze of City contracting.

We are dedicated to assisting MWDBE/SBE and PDBE firms and to helping you become more successful. We have listened to your concerns, and have the following services available:

1. Bid and contracting opportunity faxes and e-mails
2. Monthly workshops and seminars on relevant business topics
3. Quarterly newsletter, ***The Source***
4. Ombudsman services for assistance, information, and dispute resolution

Call us at 713.837.9000, and let us know how we can help. The Mayor's Office of Business Opportunity staff is committed to helping firms like yours grow and prosper. We look forward to hearing from you.

Yours truly,

A handwritten signature in cursive script that reads "Carlecia D. Wright".

Carlecia D. Wright

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington  
Edward Gonzalez James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford  
Jolanda "Jo" Jones Controller: Ronald C. Green

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# MWDBE/SBE

## MAYOR'S OFFICE OF BUSINESS OPPORTUNITY MINORITY/WOMEN/DISADVANTAGED/SMALL BUSINESS ENTERPRISE PROGRAM

The City's MWDBE/SBE Program was created in 1984, with the passage of Ordinance 84-1309, the first in the State of Texas which set specifics for including minorities and women in City funded contracting. Current goals are based on the ratio of local MWDBE/SBEs to majority businesses in three areas.

**Purchasing - M/WBE 11%**  
**Construction - MBE 14%, SBE 8%**  
**Professional Services - M/WBE 24%**

Ordinance 99-893 provides opportunities for disadvantaged businesses to compete for City and federally funded contracts.

### **Requirements for Certification**

- The minority, female, or small business owner must possess at least 51% ownership, management, and control of the business. ♦
- The minority or female owner must have the training/expertise to perform the work, and where required, have a license or certificate issued in his or her name.
- The firm must be independent and currently operating.
- The firm must not exceed the size standards established by the Small Business Administration in 13 CFR Part 121 for its specific standard industry code(s).
- The firm must maintain a significant local business presence in Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, or Waller counties to be certified to do business with the City on City funded projects. For DBE certification only, firms do not have to meet this requirement.
- In order for firms to be classified as disadvantaged, business owners must meet the DBE requirement of \$750,000 or less in personal net worth. ♦

### **The Certification Process**

MWDBE/SBE Program participation requires certification. The process can take up to 90 days from the receipt of a complete application package, and includes the following steps:

- Pre-certification Workshop
- Preliminary Screening of Application
- Desk Audit
- Financial Audit ♦
- Field Audit ♦
- Committee Review
  - a. Certification (Firm listed in online Directory)  
**<https://houston.mwdbecom/FrontEnd/VendorSearchPublic.asp>**
  - b. Tentative denial (Firm may appeal)

♦ *Note: Not required for SBE Certification*

### **Advantages of Certification**

- Listed in the City's MWDBE/SBE/PDBE Directory, which is updated daily. The Directory is available on the City of Houston web page: [www.houstontx.gov](http://www.houstontx.gov).
- Opportunity to bid on contracts which have MWDBE/SBE goals
- Contract opportunity faxes and e-mails
- Access to workshops and seminars sponsored by the Mayor's Office of Business Opportunity
- Common certification agreements with the Houston Minority Supplier Development Council, Women's Business Enterprise Alliance, and the Department of Transportation's Unified Certification Program for Texas
- MWDBE/SBE certification is also accepted by KBR, Houston Housing Authority, HISD, Texas Southern University - Economic Development Center, and Texas Department of Economic Development.
- Quarterly newsletter, **The Source**
- Memorandum of Agreement with the State HUB Program to accept most City-certified companies as State HUBs.

# PDBE

## MAYOR'S OFFICE OF BUSINESS OPPORTUNITY PERSONS with DISABILITIES BUSINESS ENTERPRISE PROGRAM

With the passage of Ordinance 98-1213 in December 1998, the City Council approved the City's PDBE Program. This innovative program is designed to include businesses owned by persons with disabilities in City contracting.

The objectives of the PDBE Program are to increase the utilization of local PDBEs to provide goods and services, and to increase opportunities for PDBEs to serve as contractors to the City, or as subcontractors to others. This program was implemented to help eliminate the historical underutilization and disadvantages faced by such businesses.

The PDBE Program will have a one percent overall participation goal. This means that by the end of the fiscal year 1% of the City's expenditures will be awarded to PDBE firms. To do this, contracts will be evaluated individually to determine the level of potential PDBE participation, and goals set accordingly.

This program is not intended to duplicate, supplement, or overlap the requirements, definitions, procedures or remedies afforded by the Americans with Disabilities Act.

### **Requirements for Certification**

In order to participate in the PDBE program, a firm must be certified by the COH Mayor's Office of Business Opportunity. The requirements for certification are:

- The PDBE applicant must possess at least 51% ownership, management, and control of the business.
- The PDBE applicant must have the training/expertise to perform the work, and where required, have a license or certificate issued in his or her name.
- The firm must be independent and currently operating.
- The firm must maintain a significant local presence in Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, or Waller counties.
- The PDBE owner must submit a disability affidavit and accompanying letter from a Texas licensed medical doctor, documenting the present existence of the impairment asserted as the basis for PDBE certification.
- The firm must not exceed the size standards established by the Small Business Administration in 13 CFR Part 121 for its specific standard industry code(s).
- *Note:* For the purpose of this program, a person with a disability is defined as a citizen or legal resident alien of the United States who has a presently existing, medically determined physical or mental impairment of a chronic or permanent character, which substantially limits one or more of his or her major life activities.

### **The Certification Process**

Program participation requires certification. The process can take up to 90 days from receipt of a complete application package, and includes the following steps:

- Pre-certification Workshop
- Preliminary Screening of Application
- Desk Audit
- Financial Audit
- Field Audit
- Committee Review
  - a) Certification (Firm listed in Directory)
  - b) Tentative denial (Firm may appeal)

### **Advantages of Certification**

- Listed in the City's MWDBE/SBE/PDBE Directory, which is updated monthly. The Directory is available on the City of Houston web page: [www.houstontx.gov](http://www.houstontx.gov).
- Opportunity to bid on contracts which have PDBE goals
- Contract opportunity faxes and e-mails
- Access to workshops and seminars sponsored by the COH Mayor's Office of Business Opportunity
- Quarterly newsletter, **The Source**

# TYPES OF CERTIFIED FIRMS

CONSTRUCTION FIRMS •	PROFESSIONAL SVC FIRMS	PROCUREMENT FIRMS
CONCRETE, PAVING, and ASPHALT CONSTRUCTION	ARCHITECTS	COMPUTER/WORD PROCESSING and EQUIPMENT
ELECTRICAL CONTRACTORS	ENGINEERS	INDUSTRIAL EQUIPMENT and SUPPLIES
PAINTING	CONSULTANTS IN BUSINESS DEVELOPMENT	PRINTERS
CONSTRUCTION SUPPLIERS	ACCOUNTANTS and CPAs	SECURITY GUARD SERVICES
PLUMBING	PERSONNEL SERVICES	JANITORIAL SERVICES
TRUCKING	COMPUTER SERVICES	ELECTRONIC COMMUNICATIONS
HAULING	RESEARCH	MACHINE SHOPS
WELDING and FABRICATION	LAND DEVELOPMENT	GRAPHICS/PRINTING
STRUCTURAL STEEL ERECTION	ENERGY MANAGEMENT	TELEPHONE SYSTEMS
LANDSCAPING, LAWN, EXCAVATING, and PLANTS	HEALTH CARE MANAGEMENT	DELIVERY SERVICES
INTERIOR BUILDING CONSTRUCTION	PUBLIC RELATIONS and ADVERTISING	ELECTRICAL and MECHANICAL EQUIPMENT
MECHANICAL CONTRACTORS	REAL ESTATE	OFFICE and BUSINESS SUPPLIERS
UNDERGROUND UTILITIES	EDUCATIONAL DEVELOPMENT	PETROLEUM and CHEMICAL PRODUCT SUPPLIERS
SPECIAL CONSTRUCTION SERVICES	SALES TRAINING	CATERERS/BANQUET and FOOD SERVICES
	RECORDS MANAGEMENT	RECREATIONAL SUPPLIERS and EQUIPMENT
	PHOTOGRAPHY	TRAVEL SERVICES
		MEDICAL SERVICES and SUPPLIERS

- SBEs Eligible for Construction Contracts Only

# MWDBE / SBE / PDBE Development Assistance Programs

## Attention Small Business Owners!!

The Mayor's Office of Business Opportunity (MOBO) is pleased to announce that the following services are available to small business owners:

- **Workshops and Seminars**
  - How to do Business with the City
  - How to Package a Successful Bid
- **Quarterly Newsletter, The Source**
- **Contracting Opportunity Information System**
- **Ombudsman services for assistance, information, and dispute resolution**
- **One Stop Business Center (OSBC) Getting Started Packet, Free Workshops and Seminars**
- **Free SCORE Management Counseling (in the One Stop Business Center, City Hall Annex)**

***For more information, call MOBO @ 713-837-9000***

# **HELPFUL Telephone Numbers**

## **CITY OF HOUSTON**

<b>City of Houston General Information &amp; TDD/TTY</b>	<b>3-1-1</b>
<b>Mayor's Office of Business Opportunity</b>	<b>(713) 837-9000</b>
<b>Management/Bidding/Financial Assistance</b>	<b>(713) 837-9000</b>
<b>Ombudsman (for problem resolution)</b>	<b>(713) 837-9008</b>
<b>Pre-bid Conference Dates</b>	<b>(832) 393-8800</b>
<b>Pre-certification Workshops</b>	<b>(713) 837-9000</b>
<b>Seminars/Workshops</b>	<b>(713) 837-9043</b>
<b>One Stop Business Center (OSBC)</b>	<b>(832) 393-0954</b>
<b>City of Houston Strategic Purchasing Division</b>	<b>(832) 393-8800</b>
<b>Bid Hotline</b>	<b>(832) 393-8762</b>
<b>Vendor Number</b>	<b>(832) 393-8800</b>
<b>City Secretary's Office</b>	<b>(832) 393-1100</b>

## **NON-CITY AGENCIES**

<b>Business Resource Center</b>	<b>(713) 845-2424</b>
<b>Houston Independent School District</b>	<b>(713) 556-7222</b>
<b>Houston Minority Supplier Development Council</b>	<b>(713) 271-7805</b>
<b>Houston Business Development, Inc.</b>	<b>(713) 845-2400</b>
<b>METRO Compliance Program</b>	<b>(713) 739-4845</b>
<b>Port of Houston Authority</b>	<b>(713) 670-2400</b>
<b>Small Business Administration</b>	<b>(713) 773-6500</b>
<b>SCORE (Service Corps of Retired Executives)</b>	<b>(713) 773-6565</b>
<b>Texas HUB Coordinator (State Purchasing- Comptroller)</b>	<b>(512) 463-6958</b>
<b>University of Houston Small Business Development Center</b>	<b>(713) 752-8444</b>
<b>Women's Business Enterprise Alliance</b>	<b>(713) 681-9232</b>

# INs and OUTs of CITY CONTRACTING

Soliciting business from the City and/or its contractors can be a frustrating, nonproductive experience if you do not learn the system. Remember, City certification does not guarantee City business. You still have to market your company to the individuals that count. These suggestions can help you secure those contracts:

**I. Get a Vendor Number** - This puts you in the City's database, and helps to facilitate the payment process. Vendors can request a vendor number by going to <http://purchasing.houstontx.gov>. Allow at least 5 working days and then call our Vendor Desk at (832) 393-8800 to follow up on your registration form and to obtain your assigned supplier number. Vendor numbers can also be obtained in person from the Strategic Purchasing Division, 901 Bagby, Room B-120, in the basement of City Hall, (832) 393-8800.

**II. Look for Opportunities** - Do not wait for City contracting opportunities to come knocking on your door.

## **For Suppliers of Goods or Nonprofessional Services:**

- Call the Bid Hotline at (832) 393-8800 for the current listing of bid advertisements over \$50,000.
- Go to the basement of City Hall, 901 Bagby, to view current Requests for Proposals and bids, and to get a vendor number if you don't have one.
- Check the Notice to Bidder section in each Friday's **Houston Business Journal** as well as the City's Strategic Purchasing Division's website <http://purchasing.houstontx.gov> for prime and/or subcontracting opportunities. Tune in to the Houston TV on Comcast Cable TV for weekly bid advertisements – <http://purchasing.houstontx.gov>.
- Attend pre-bid and pre-proposal conferences to meet potential prime contractors. Schedule of pre-bid and pre-proposal conferences can be found on the City's Strategic Purchasing Division's web site at <http://purchasing.houstontx.gov>

## **For Construction and Construction Related Firms:**

- Check the Notice to Bidder section in each Friday's **Houston Chronicle** and **Houston Business Journal** for prime and/or subcontracting opportunities.
- Attend pre-bid conferences to meet potential prime contractors. Schedule of pre-bid and pre-proposal conferences can be found on the City's Strategic Purchasing Division's web site at <http://purchasing.houstontx.gov>
- Contact successful low bidders to show how you can help them meet the MWDBE/SBE/PDBE goal.

## **For Professional Service Providers:**

- Find the City department(s) that utilize your service. Call the Mayor's Office of Business Opportunity at (713) 837-9000 for assistance.
- Architects and Engineers (A&E) should go to 611 Walker, 5<sup>th</sup> Floor, to pick up form PWE-100 for inclusion in the City's A&E data base or on the Internet at [www.publicworks.cityofhouston.gov/documents/pwe100.htm](http://www.publicworks.cityofhouston.gov/documents/pwe100.htm).
- Contact the City department to let them know what you do and request to be included on the Request for Proposal (RFP) list.
- Check the **Houston Chronicle**, the **Houston Business Journal**, and minority publications for Requests for Proposals.
- Attend pre-proposal conferences to meet potential prime contractors.

**III. When Bidding/Proposing, Make Sure Specifications are Met.**

### **When responding to a bid or RFP, be sure to:**

- Read everything.
- Make certain that your goods or services meet City specifications.
- Sign your bid.
- Turn your bid/offer in on time. (No exceptions for late responses.)
- If you are unsuccessful, keep trying. Go to the City Secretary's Office (City Hall Annex, Public Level, 900 Bagby) to review the successful bidder's submission to be better prepared next time.

**IV. Call the Mayor's Office of Business Opportunity at (713) 837-9000.**

# HOW TO DO BUSINESS WITH THE CITY OF HOUSTON

## (Procurement and Nonprofessional Services)

### I. Introduction and Purpose

The purpose of this information is to provide you with a general introduction on how to successfully do business with the City of Houston. The Strategic Purchasing Division (SPD) is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**SPD offices are located at City Hall, 901 Bagby, Room B-120 (Basement). PHONE: (832) 393-8800.**

#### ***Snapshot of the Strategic Purchasing Division's activities:***

<b>Volume of Purchases (Goods and Nonprofessional)</b>	<b>Over \$191 Million</b>
<b>Contracts Administered</b>	<b>649</b>
<b>Purchase Orders \$25,000 or less</b>	<b>7,790</b>
<b>Volume of Purchase Orders \$25,000 or less</b>	<b>Over \$30 Million</b>
<b>Volume of Purchasing Card (P-Card) Transactions</b>	<b>Over \$20 Million</b>

### II. Mission

The Strategic Purchasing Division's vision is "quality, team-based procurement services that exceed customer expectations."

The Strategic Purchasing Division is committed to supporting the delivery of services to the public by City departments by providing quality goods and services in a cost effective and timely manner in accordance with local, state and federal laws and regulations, sound internal controls, and professional purchasing principles.

### III. Registration

- A. All suppliers and contractors interested in bidding on products and services procured by the Strategic Purchasing Division must request and complete a Web Site Account and a Supplier Profile to receive a vendor number. Register online to be a supplier at: <http://purchasing.houstontx.gov>. This application serves several purposes:
1. Identifies you as a potential bidder,
  2. Provides information about your business, and
  3. Identifies your company with required products and/or services.

- B. It is the policy of the City of Houston to stimulate the growth of Minority, Women, Disadvantaged and Small Business Enterprises (MWDBE/SBEs) and Persons with Disabilities Business Enterprises (PDBEs) by encouraging their full participation in all phases of its procurement activities, and by affording them a full and fair opportunity to compete for all City contracts. In order for the City of Houston to achieve its expected results in accordance with its policy, it is important to:
1. Complete a Supplier Profile with the Strategic Division; and
  2. File an application for participation with the Mayor's Office of Business Opportunity's MWDBE/SBE/PDBE programs.

The Mayor's Office of Business Opportunity's MWDBE/SBE/PDBE applications are required to determine whether your business is eligible to participate in the program. For further information and assistance regarding this policy, you may contact the Mayor's Office of Business Opportunity at (713) 837-9000.

#### IV. Advertisement

The Strategic Purchasing Division's bid notices are available from the following sources:

1. Each Friday, bid advertisements appear in the **Notice to Bidders** section of the ***Houston Business Journal*** newspaper as well as on the Internet at <http://purchasing.houstontx.gov>
2. Suppliers and contractors may access a current listing of bid advertisements by calling the **Bid Hotline at (832) 393-8762**. The information is also available on the Internet at <http://purchasing.houstontx.gov>
3. Bids are publicly posted according to State Statute and City Charter provisions. Bids for supplies and nonprofessional services are posted in the basement in the supplier's information area of City Hall, 901 Bagby, Room B-120 and on the Internet.
4. Bid advertisements appear weekly on the Houston TV on Comcast Cable TV.
4. Actual bid documents are available on the Internet at <http://purchasing.houstontx.gov>

#### V. Solicitations

There are six types of solicitations used for procuring goods and services for the City of Houston municipal operations. They are:

- Department Purchase Orders (DPOs)
- Emergency Purchase Orders (EPOs)
- Informal Bids
- Formal Bids
- Request for Proposals (RFPs)
- Request for Qualifications (RFQs)
- Construction Contracts under \$500,000

❖ **DPOs - Department Purchase Orders**

Bids for DPOs are solicited by telephone, facsimile or in writing by department purchasing personnel within their level of authority. When bids are received, they are analyzed, evaluated, and a DPO is issued to the low bidder meeting specifications.

❖ **EPOs - Emergency Purchase Orders**

Bids may be solicited if the nature of the emergency permits and will be handled the same as DPOs. However, in severe emergencies, requirements are not competitively bid. Emergency purchase orders are issued by departments if within their level of authority; otherwise, emergency purchase orders are issued by the Strategic Purchasing Division.

❖ **Formal Bids - Written solicitations for goods or services valued over \$50,000.**

These bids are taken in accordance with State law. Bids are advertised for two consecutive weeks in the Houston Business Journal and minority newspapers, then received by the City Secretary's Office on the advertised bid due date, opened and publicly read in the City Council Chambers (unless place of opening has transferred in accordance with Section 15-3 B(5) of the City of Houston Code of Ordinances). Awards of formal bids are recommended to City Council by the City Purchasing Agent.

Prior to issuing a bid invitation estimated to be in excess of \$100,000, Strategic Purchasing, in collaboration with the user department(s), reviews and researches each for the purpose of determining subcontracting possibilities. When it is evident there is MWDBE/SBE and PDBE subcontracting potential, a goal is assigned to give certified MWDBE/SBE and PDBE suppliers additional opportunity to participate in City business.

❖ **Informal Bids - Solicitations valued at \$50,000 or less for goods and nonprofessional services.**

Strategic Purchasing makes informal solicitations for requirements exceeding department authority by mail, telephone, or facsimile. After bids are received, they are analyzed, evaluated, and purchase orders are issued by Strategic Purchasing.

Informal bids are classified as regulated contracts to attract MWDBE/SBE and PDBE participation. When there are capable MWDBE/SBE and PDBE firms, certified by the Mayor's Office of Business Opportunity, the user department is required to solicit participation from no less than two (2) certified MWDBE/SBEs or PDBEs, if there are two or more capable firms.

❖ **Requests for Proposal (RFPs) - Requests for Proposal are used to solicit equipment, goods, and services of a highly technical nature.**

RFPs are taken in accordance with State law provision under V.A.C.S., Chapter 252. As an example, the City will solicit requests for proposals for information processing equipment, software and hardware used in conjunction with information processing equipment, telecommunications, radio and microwave systems, electronic distributed control systems, and technical services related to this equipment. RFPs are also reviewed for MWDBE/SBE and PDBE opportunities.

❖ **Construction - Projects involving improvement to City facilities amounting to \$500,000 or less.**

Sealed bids are taken in accordance with State law for various construction projects amounting to \$500,000 or less. Bid bonds are required on all construction projects. Projects exceeding \$50,000 require that the recommended bidder/awardee provide payment, performance and maintenance bonds to the City prior to requesting City Council approval of the contract/purchase order. Award of contracts are recommended to City Council by the City Purchasing Agent. Certified MWDBE/SBEs and PDBEs are encouraged to bid as prime contractors.

## **VI. Council Approval**

All purchases in excess of \$50,000 are subject to approval of City Council.

## **VII. Submission of Bids or Proposals/Bid Opening**

All formal bids/proposals must be submitted by the specified due date and time in duplicate to the City Secretary's Office, City Hall Annex, Public Level, (900 Bagby). The bid due date and time is specified in each bid/proposal package. **The City Secretary will not accept late bids.** Bids are opened and read publicly by the Office of the City Secretary each Thursday commencing at 11 a.m., unless specified otherwise. This is a public meeting held in the City Council Chambers.

## **VIII. Tabulations and Awards**

All formal bids are tabulated by the Strategic Purchasing Division. Copies of the tabulations will be provided to any supplier upon request, and after the City Council approves the award; the first 15 pages are free of charge, subsequent pages are provided for a fee of \$ .12 per page. Previously advertised bids/proposals are also available upon request, for the same fee. Bid tabs are also available on the SPD web site.

Anyone may inspect the bids after the bid opening at the Office of the City Secretary, City Hall Annex, Public Level, (900 Bagby). For further information contact the City Secretary at **(832) 393-1100**.

## **IX. Insurance and Indemnification**

In the bid/proposal package, Insurance/Indemnification requirements are listed for each particular contract, including types of coverage and respective limits of liability. **Read this information carefully.** Prior to commencing any services, proof of insurance must be provided to the Office of the City Purchasing Agent.

## **X. Drug Detection and Deterrence**

As a condition of the award of any contract/purchase order for labor or services, a successful bidder must comply with the Mayor's Drug Policy as specified in the bid/proposal package. **Read this information carefully.** The required information must be received prior to award of a contract or purchase order.

## **XI. Fair Campaign Ordinance**

As specified in the bid/proposal package, all respondents to an invitation to bid must comply with Houston Code of Ordinances, Chapter 18 (Fair Campaign Ordinance). The Contractor Submission List, as provided in your package, is required to be submitted with each bid or proposal for a City contract having a value of \$30,000. **Read this information carefully.**

## **XII. Payment**

To complete the process for doing business with the City, you must invoice the City for the goods and/or services rendered.

### **A. Terms of Payment**

The City of Houston payment policy states that payment is made within thirty (30) days after the City

has approved the invoice or after the City has accepted the goods and/or services, whichever occurs later. However, in keeping with the City's policy to maintain good vendor relations, the City always tries to pay in a timely manner.

## **B. Invoicing**

All invoices must be submitted in triplicate, and mailed to the department shown on the purchase order to avoid delays in payment. If you have payment problems, contact the department's payables contact person shown on the purchase order. Goods and/or services must be itemized as to quantity, part number, description, and applicable discount. Invoices must show the department, division or section to which the goods and/or services were rendered.

- ❖ **Most important** - Do not forget to show the City of Houston's Purchase Order or Contract Number on your invoice. Also, to expedite payment, invoice exactly as shown on the purchase order. The City's automated purchasing and financial systems require a three (3)-way match of the purchase order, the receiver, and the invoice to complete a payment transaction.

# **CITY OF HOUSTON DEPARTMENTS**

## **STRATEGIC PURCHASING DIVISION**

**ADDRESS::** 901 Bagby, Houston, TX 77002 - Concourse Level  
**PHONE No.:** (832) 393-8800 Fax: (832) 393-8761  
**WEBSITE:** <http://purchasing.houstontx.gov>

**City Purchasing Agent:** Calvin Wells (832) 393-8700 Fax: (832) 393-8755  
**MWDBE/SBE Liaison:** Kevin Coleman (832) 393-8701 Fax: (832) 393-8755  
**Bid Hot Line:** (832) 393-8762  
**Supply Contact:** Desiree Heath (832) 393-8742 Fax: (832) 393-8760

Office supplies  
Automotive parts  
Tools, hand, electrical  
Hardware supplies  
Concrete mix  
Reproduction supplies  
Electrical switchgear

Fencing materials  
Flags and banners  
Plumbing supplies  
Janitorial supplies  
Feed, animal  
Uniforms  
Chemicals

Construction materials  
Safety equipment  
Communication cable  
Medical, drugs, misc.  
Traffic safety devices  
Fuel, gasoline, natural gas  
Lumber and building materials

**Service Contact:** Douglas Moore (832) 393-8724 Fax: (832) 393-8759

Auction services  
Cleaning and janitorial  
Elevator and escalator maint.  
Jail food services  
Window cleaning

Bindery service  
Concrete repair  
Linen rental  
Towing services  
Grounds maintenance

HVAC service  
Security guard services  
Odor control service  
Plumbing services  
Pest control services

**High Tech Procurement:** (Call Main Number)

Telephone systems  
Facsimile equipment  
Computer hardware maint.

Security systems  
Computer hardware  
Software maintenance

Energy management  
Computer software  
Communications equipment

**Construction Contact:** Ray DuRousseau (832) 393-8726 Fax: (832) 393-8759  
(Projects under \$500,000)

**Fleet Procurement Contact:** Louis Reznicek (832) 393-8740 Fax: (832) 393-8758

**Informal Procurement Contact:** Angela Jackson (832) 393-8732 Fax: (832) 393-8758  
(Bids between \$3,000 and \$50,000)

**Vendor Assistance Contact:** -Vendors' Desk- (832) 393-8800 Fax: (832) 393-8757  
Martha Ramirez (832) 393-8718 Fax: (832) 393-8757  
Val Reynolds (832) 393-8753 Fax: (832) 393-8757

# CONVENTION and ENTERTAINMENT FACILITIES

**ADDRESS:** George R. Brown Conv. Center, 1001 Avenida de las Americas, Houston, Texas 77010  
**PHONE No.:** (713) 853-8001  
**WEBSITE:** [www.houstontx.gov/cef/index.html](http://www.houstontx.gov/cef/index.html)

**MWBE Liaison:** Brenda Bazan (713) 853-8201 Fax: (713) 853-8912  
**Contract and Development:** Lisa Kingsbury (713) 853-8011 Fax: (713) 853-8220  
**Senior Buyer:** Mitch Miszkowski (713) 853-8215 Fax: (713) 853-8216

Convention center expansion  
Building demolition

**Purchasing Contact:** Mitch Miszkowski (713) 853-8215 Fax: (713) 853-8216

Janitorial  
Refuse disposal  
Pest control  
Groundskeeping  
Construction materials  
Replacement locks and keys  
Paper and printing supplies  
Misc. parts and supplies  
Printing and reproduction

Security  
Elevator/escalator O & M  
Window cleaning  
Cleaning supplies  
Electrical hardware parts  
Audio visual supplies  
Office supplies  
Office equipment rental

**Professional Services Contact:** Vacant (713) 853-8293 Fax: (713) 853-8298

Architectural services  
Asbestos removal  
Garage, tunnel, and waterproofing projects  
Security services

Engineering services  
Legal services  
Consulting services  
Parking services

**High Tech Procurement Contact:** Shelia Allen (713) 853-8054 Fax: (713) 853-8216

Computer information/contracting services  
Mini-computer systems  
Microcomputer equipment

# FINANCE

**ADDRESS:** 611 Walker, 10<sup>th</sup> Floor, Houston, TX 77002

**PHONE No.:** (713) 837-9888 Director's Office

(713) 837-9651 Business Office

**WEBSITE:** [www.houstontx.gov/finance/index.html](http://www.houstontx.gov/finance/index.html)

**MWBE Liaison:** **Angela Jackson** (832) 393-8732 Fax: (832) 393-8758

**Purchasing Contact:** **Angela Jackson** (832) 393-8732 Fax: (832) 393-8758

Miscellaneous supplies and services, Office supplies and services, Furniture, Office equipment

**Nonprofessional Services,**

**Professional Services,**

**Accounts Payable**

**Annabelle Chen**

(713) 837-9651 Fax: (713) 837-9697

**High Tech Services Contact:**

***(Vacant)***

(713) 837-9888

# ADMINISTRATION AND REGULATORY AFFAIRS

**ADDRESS:** 611 Walker, 13<sup>th</sup> Floor, Houston, TX 77002

**PHONE No.:** (713) 837-9660 Director's Office

(713) 837-9651 Business Office

**WEBSITE:** [www.houstontx.gov/ara/index.html](http://www.houstontx.gov/ara/index.html)

**Purchasing Contact:** **See FINANCE DEPT. (above)**

**Strategic Purchasing Div.:** **See Page 16.**

# FIRE (HFD)

**ADDRESS:** 1205 Dart, Houston, TX 77007  
**PHONE No.:** (713) 247-8724  
**WEBSITE:** [www.houstontx.gov/fire/index.html](http://www.houstontx.gov/fire/index.html)

**MWBE Liaison:** Neil DePascal (713) 247-8721 Fax: (713) 247-5653

**Purchasing Contact:** Carmen Gordon (713) 247-5054 Fax: (713) 247-8066

All types of purchases: informal less than \$25,000

**Supplies Contacts:** Casey Crossnoe (713) 247-5095 Fax: (713) 247-8066  
Supply/Service Contracts Thelma Diaz (713) 247-8891 Fax: (713) 247-8066

**Services Contact:** Carmen Gordon (713) 247-5054 Fax: (713) 247-8066

**Professional Services Contact:** Carmen Gordon (713) 247-5054 Fax: (713) 247-8066

Business investigations, Fire protection training, Consulting services

**High Tech & RFPs Contact:** Patrick Plummer (713) 247-5054 Fax: (713) 247-8066

Micro technology RFPs

**Contracts & Accounts Payable Contact:** Diane Alcala (713) 247-8685 Fax: (713) 247-8560

# GENERAL SERVICES

**ADDRESS:** City Hall Annex, 900 Bagby, 2<sup>nd</sup> Floor, Houston, TX 77002  
**PHONE No.:** (832) 393-8112 Fax: (832) 393-8040  
**WEBSITE:** [www.houstontx.gov/generalservices/index.html](http://www.houstontx.gov/generalservices/index.html)

<b>MWDBE/SBE Liaison:</b>	<b><u>Janice Sparks</u></b>	(832) 393-8030 Fax: (832) 393-8040
<b>Design and Construction Contact:</b>	<b><u>Phil Golembiewski</u></b>	(832) 393-8018 Fax: (832) 393-8040
<b>Property Management, Maintenance, and Operations Contact:</b>	<b><u>Steve Girardi</u></b>	(832) 393-8085 Fax: (832) 393-8040
<b>Accounts Receivable Contact:</b>	<b><u>Janice Sparks</u></b>	(832) 393-8030 Fax: (832) 393-8040
<b>Energy Management Contact:</b>	<b><u>Felix Johnson</u></b>	(832) 393-8086 Fax: (832) 393-8040
<b>Environmental Mgmt. Contact:</b>	<b><u>Gabriel Mussio</u></b>	(832) 393-8079 Fax: (832) 393-8040
<b>Real Estate Management:</b>	<b><u>Bob Christy, Jr.</u></b>	(832) 393-8013 Fax: (832) 393-8040

The **General Services Department** was created in July 1999 to serve as the city's in-house developer, providing a full range of services including project, property, energy and security management.

The **Administrative Services Division** is divided into four sections: Real Estate Management, Human Resources, Energy Management and Procurement, and Financial Services. In addition to personnel, payroll and benefits-related matters, Human Resources also oversees safety issues. Financial Services administers all accounting activity including, accounts payable and receivable, CIP payables, service contracts, contract procurement transactions and budgetary approvals for the entire department. This Division also oversees the management of city energy resources, including energy conservation, performance contracting and procurement of energy in a deregulated market. In addition, the Administrative Services Division also manages real estate leases and relocation of in house personnel.

The **Design & Construction Division** implements the design and construction of Capital Improvement Projects on behalf of other city departments. In addition, this Division is responsible for the environmental assessments for city facilities, renovations, lease negotiations, furniture acquisitions, interior architecture and space planning for client departments, as well as administers the city's inspection and environmental services.

As part of our Property Management Consolidation Plan, we provide property management and security services to those departments whose facilities are under our purview. It is our **Property Management Division** that keeps us in touch with the fundamentals of good housekeeping: clean bathrooms, polished floors and fixtures, manicured grounds - all signs that our employees care.

# HEALTH and HUMAN SERVICES

**ADDRESS:** 8000 N. Stadium Dr., 8th Floor, Houston, TX 77054  
3026 Berry Road, Houston, TX 77093  
8272 El Rio, Houston, TX 77054

**PHONE No.:** (713) 794-9301

**WEBSITE:** [www.houstontx.gov/health/index.html](http://www.houstontx.gov/health/index.html)

**MWBE Liaison:** Joseph Badell (713) 794-9325 Fax: (713) 794-9464

**Construction Contact:** Fred Maier (713) 794-9292

Janitorial services	Landscaping services
Elevator maintenance	Mechanical supplies
Plumbing services	In-house construction work
Concrete and asphalt resurfacing services	Electrical supplies
Asbestos removal	

**Purchasing Contact:** Peggy Boone (713) 748-2654 Fax: (713) 748-1264

Medical supplies  
Dental services

**Nonprofessional Services Contact:** Peggy Boone (713) 748-2654 Fax: (713) 748-6353

Lab equipment maintenance and repair	Laboratory testing/supplies
Compressed and industrial gases	Paper shredding
Uniform rental	Audio/visual equipment and supplies
Photographic supplies	Janitorial supplies

**Professional Services Contact:** Joseph Badell (713) 794-9325 Fax: (713) 794-9464

Meals for elderly	Health training
Medical prevention services	Elderly support services
Counseling and testing	Evaluation services
Transportation for elderly	Advertising/printing
Primary home care	

**High Tech Contact:** Vernon Hunt (713) 794-9955 Fax: (713) 798-0854

Computer hardware	Computer software
Interactive voice response systems	Security services
Analytical instruments	

**Accounts Payable Contact:** Sally Switek (713) 794-9137 Fax: (713) 794-9464

# HOUSING and COMMUNITY DEVELOPMENT (HCD)

**ADDRESS:** 601 Sawyer, Houston, TX 77007  
**PHONE No.:** (713) 868-8300  
**WEBSITE:** [www.houstontx.gov/housing/index.html](http://www.houstontx.gov/housing/index.html)

**MWDBE/SBE Liaison:** Royce Sells (713) 868-8461 Fax: (713) 868-8343

**Construction Contact:** Luther Anderson (713) 868-8404 Fax: (713) 865-4269

**Purchasing Contact:** Clara Johnson (713) 868-8491 Fax: (713) 868-8312

Office supplies and equipment  
Archives and storage companies  
Furniture repair  
Printing and reproduction  
Copiers and maintenance

**Nonprofessional Services Contact:** Jack Lippincott (713) 868-8443 Fax: (713) 868-8432

Security services

**Professional Services Contact:** Jack Lippincott (713) 868-8443 Fax: (713) 868-8432

Feasibility studies  
Data planning  
Student intern contracts  
Temporary employee contracts  
Architects  
Engineers

**High Tech Contact:** Neha Thakor (713) 868-8333 Fax: (713) 868-8432

Computer vendors  
Hardware - compucom  
Software and printers - Entex  
Maintenance contracts for LAN equipment

**Accounts Payable Contact:** Deborah Edwards (713) 865-4192 Fax: (713) 868-8432

# HOUSTON AIRPORT SYSTEM

## (Aviation Dept.)

**ADDRESS:** 18600 Lee Rd., Humble, TX 77338- Technical Services  
16930 J.F. Kennedy Blvd., Houston, TX 77032 - Planning, Design, and Construction  
**PHONE No.:** (281) 230-8000  
**WEBSITE:** [www.fly2houston.com](http://www.fly2houston.com)

**MWDBE/SBE Liaison:** J. Goodwille Pierre (281) 233-7833 Fax: (281) 230-8020

**Planning, Design and Construction Contact:** Janice D. Woods (281) 233-1964 Fax: (281) 233-1830

Facilities and airfield construction  
Architectural consultant  
Telecommunication consultant  
Engineering consultant

Environmental geotechnical  
Landscaping and graphics consultants  
Surveying  
Planning consultant

**Purchasing Contact:** Dallas Evans (281) 230-8001 Fax: (281) 230-8094

Construction materials  
Chemicals  
Communications equipment  
Electrical materials/supplies  
Hand and power tools  
First aid supplies  
Office supplies  
Miscellaneous hardware

Safety equipment  
Paint and building materials  
Computer hardware and software  
Furniture and fixtures  
Uniforms  
Fire fighting equipment  
Plumbing supplies  
Janitorial supplies

**Services Contact:** Dallas Evans (281) 230-8001 Fax: (281) 230-8094

Inter-terminal train maintenance  
Janitorial services  
Uniform rental  
Pest control  
Telecommunication system maintenance  
Lighting services - re-lamping  
Aircraft support systems maintenance  
Security services  
Computer programming services  
Document records management

HVAC operation and maintenance  
Landscaping/groundskeeping  
Window cleaning services  
Printing  
Elevator/escalator maintenance  
Baggage handling system maintenance  
Radio communication maintenance  
Fleet Maintenance  
Training  
Consulting services

**Properties Contact:** David Mendoza (281) 233-1821 Fax: (281) 233-1564

Concessions, Real estate services, Appraisal services

# HOUSTON EMERGENCY CENTER

**ADDRESS:** 5320 N. Shepard Drive, Houston, TX 77091  
**PHONE No.:** (713) 884-4510  
**WEBSITE:** [www.houstontx.gov/hec](http://www.houstontx.gov/hec)

**Contact:** David Cutler (713) 884-3602 Fax: (713) 884-3925

**Purchasing Contact:** Angela Jackson (832) 393-8732 Fax: (832) 393-8758

**Accounts Payable Contact:** Debra Webb (713) 837-0630 Fax: (713) 837-9697

## HUMAN RESOURCES

**ADDRESS:** 611 Walker, 4<sup>th</sup> Floor, Houston, TX 77002  
**PHONE No.:** (713) 837-9300  
**WEBSITE:** [www.houstontx.gov/hr/index.html](http://www.houstontx.gov/hr/index.html)

**MWBE Liaison:** Rod Newman (713) 837-9411 Fax: (713) 837-9492

**Purchasing Contact:** Marina Mendoza (713) 837-9357 Fax: (713) 837-9336

Office supplies, Computer supplies, Computer equipment

**Professional Services Contact:** Christine Gallegos (713) 837-9388 Fax: (713) 837-9464

Temporary services

**Professional Services Contact:** Gerri Walker (713) 837-9360 Fax: (713) 837-9489

Health Benefits Contracts and RFP's

**Professional Services Contact:** Gerri Walker (713) 837-9360 Fax: (713) 837-9489

Benefits Planning, Design Contracts and RFP's

**Professional Services Contact:** Art Haller (713) 928-4542 Fax: (713) 926-3462

Training

**Professional Services Contact:** Leslie Denton-Roach (713) 837-9455 Fax: (713) 837-9447

Communications

# INFORMATION TECHNOLOGY

**ADDRESS:** 611 Walker, 8<sup>th</sup> and 9<sup>th</sup> Floors, Houston, TX 77002  
**PHONE No.:** (832) 393-0063  
**WEBSITE:** [www.houstontx.gov/itd](http://www.houstontx.gov/itd)

**MWBE Liaison:** Angela Jackson (832) 393-8732 Fax: (832) 393-8758

**Purchasing Contact:** Angela Jackson (832) 393-8732 Fax: (832) 393-8758

Miscellaneous supplies and services, Office supplies and services, Furniture  
Office equipment

**Nonprofessional Services Contact:** Lisa Hollins (832) 393-0047

**Professional Services Contact:** Lisa Hollins (832) 393-0047  
IT Administration

**High Tech Services Contact:** Bob Crowley (832) 393-0208  
IT Administration

**Accounts Payable Contacts:** Bob Crowley (832) 393-0208

# LEGAL

**ADDRESS:** City Hall Annex, 900 Bagby, 4th Floor, Houston, TX 77002  
**PHONE No.:** (832) 393-6416  
**WEBSITE:** [www.houstontx.gov/legal/index.html](http://www.houstontx.gov/legal/index.html)

**MWBE Liaison:** Vachel Henry (832) 393-6409

**Nonprofessional Services Contact:** Vachel Henry (832) 393-6409

Court reporting, Litigation support work, Copying, Videography, Courier services

**Professional Services Contact:** Vachel Henry (832) 393-6409

Legal consultants, Accounting consultants, Finance consultants, Technical consultants  
Investigation experts (Field specific- as required)

**Accounts Payable Contact:** Henri Merceron (832) 393-6297

# LIBRARY

**ADDRESS:** Business Office, 500 McKinney, Houston, TX 77002  
**PHONE No.:** (832) 393-1348  
**WEBSITE:** [www.houstonlibrary.org/library-administration](http://www.houstonlibrary.org/library-administration)

**MWBE Liaison:** **Richard Barchue** (832) 393-1558 Fax: (832) 393-1454

**Construction Contact:** **Wendy Heger** (832) 393-1681 Fax (832) 393-1342

Library buildings/renovations

**Purchasing Contact:** **Richard Barchue** (832) 393-1558 Fax: (832) 393-1454

Office supplies, Library materials

**Nonprofessional Services Contact:** **Richard Barchue** (832) 393-1558 Fax: (832) 393-1454

**Professional Services Contact:** **Roosevelt Weeks** (832) 393-1327 Fax: (832) 393-1438

Energy conservation, Copiers for public use

**High Tech Contact:** **Roosevelt Weeks** (832) 393-1327 Fax: (832) 393-1427

Mainframe hardware and software maintenance

**Accounts Payable Contact:** **Hope Waobikeze** (832) 393-1348 Fax: (832) 393-1438



# OFFICE of the CONTROLLER

**ADDRESS:** City Hall, 901 Bagby, 8th Floor, Houston, TX 77002  
**PHONE No.:** (832) 393-3460 Fax: (832) 393-3411  
**WEBSITE:** [www.houstontx.gov/controller/index.html](http://www.houstontx.gov/controller/index.html)

**MWBE Liaison:** Lenard Polk (832) 393-3439 Fax: (832) 393-3411

**Purchasing Contact:** Lenard Polk (832) 393-3439 Fax: (832) 393-3411  
Office supplies, Computer supplies, Office furniture

**Nonprofessional/Professional Services** Lenard Polk (832) 393-3439 Fax: (832) 393-3411

Accounting

**High Tech Contact:** Vacant

Microcomputers, Maintenance

**Vending Liaison:** Johnnie Campbell (832) 393-3444 Fax: (832) 393-3411

# PARKS and RECREATION

**ADDRESS:** 2999 S. Wayside, Houston, TX 77023  
6200 Wheeler, Houston, TX 77023  
**PHONE No.:** (832) 395-7000  
**WEBSITE:** [www.houstontx.gov/parks/index.html](http://www.houstontx.gov/parks/index.html)

**MWDDBE/SBE Liaison:** Maria Padilla (832) 395-7170 Fax: \_\_\_\_\_

**Construction Contact:** Mark Ross (832) 395-7026 Fax: \_\_\_\_\_

Playgrounds, Sidewalks, Recreational facilities

**Purchasing Contact:** Maria Padilla (832) 395-7170 Fax: \_\_\_\_\_

Miscellaneous supplies, Services and equipment to support parks and recreation centers

**Professional Services Contact:** Maria Padilla (832) 395-7170 Fax: \_\_\_\_\_

Management training, Consulting and engineering services

**Request for Proposals & New Contract Development:** Maria Padilla (713) 845-8055 Fax: (713) 845-9451

**Concessionaire, Vending/Svcs** Maria Padilla (832) 395-7170 Fax: \_\_\_\_\_

**High Tech Contact:** Larry Fontenot (832) 395-7077 Fax: \_\_\_\_\_

Computer software, Computer hardware

**Accounts Payable Contact:** Gina Singleton (832) 395-7083 Fax: \_\_\_\_\_

# PLANNING and DEVELOPMENT

**ADDRESS:** 611 Walker and 3300 Main, Houston, TX 77002  
**PHONE No.:** (713) 837-7701  
**WEBSITE:** [www.houstontx.gov/planning/index.html](http://www.houstontx.gov/planning/index.html)

**MWBE Liaison:** Kathryn Morgan (713) 837-7943 Fax: (713) 837-7935

**Purchasing Contact:** Kathryn Morgan (713) 837-7943 Fax: (713) 837-7935

General office supplies, General office furnishings, Miscellaneous computer supplies

**Nonprofessional Services Contact:** Kathryn Morgan (713) 837-7943 Fax: (713) 837-7935

Printing, Indoor plant maintenance, Miscellaneous training via brochures

**Professional Services Contact:** Kathryn Morgan (713) 837-7943 Fax: (713) 837-7935

Training and education, Management consulting, Computer training, Software/hardware maintenance services

**High Tech Contact:** Kathryn Morgan (713) 837-7943 Fax: (713) 837-7935

Hardware, Software, Special furniture, Automobiles

**Accounts Payable Contact:** Roger Hamilton (713) 837-7749 Fax: (713) 837-7935

# POLICE (HPD)

**ADDRESS:** 1200 Travis, Houston, TX 77002  
**PHONE No.:** (713) 308-1700  
**WEBSITE:** [www.houstontx.gov/police/index.html](http://www.houstontx.gov/police/index.html)

**MWBE Liaison:** Teresa Clark (713) 308-1784 Fax: (713) 308-1812

**Purchasing Contact:** John Erdeljack (713) 308-1717 Fax: (713) 308-1812

General purchases

**Professional Services Contact:** John Erdeljack (713) 308-1717 Fax: (713) 308-1812

Psychological services, Treadmill stress test services, Veterinarian services, Employee training

**High Tech Contact:** Pat Cheesman (713) 247-8500 Fax: (713) 247-4340

Computer hardware, software, networks, computer-related supplies-misc.

**Accounts Payable Contact:** Alvina McCarty (713) 308-1761 Fax: (713) 308-1742

# PUBLIC WORKS and ENGINEERING

**ADDRESS:** 611 Walker, Houston, TX 77002  
**PHONE No.:** (713) 837-7000  
**WEBSITE:** [www.houstontx.gov/publicworks/index.html](http://www.houstontx.gov/publicworks/index.html)

**MWDBE/SBE Liaison:** **Tony Henshaw** (832) 395-2506 Fax: (832) 395-2509

**Engineering and Construction Contact:** **Daniel Krueger** (713) 837-0540 Fax: (713) 837-0698

The Engineering and Construction Division is responsible for the implementation of the Street and Bridge, Stormwater, Wastewater and Water Capital Improvement Plan for the City of Houston. This includes the acquisition of right-of-way and the management of design and construction services in the following areas:

- Water and Sanitary Sewer Systems
- Water and Wastewater Treatment Plants and other such facilities
- Storm Sewers, Sidewalks
- Streets and Bridges, Bikeways

**Purchasing Contact:** **David Guernsey** (713) 238-5241 Fax: (713) 238-5294

Procurement and contract compliance information. Purchasing contracts for the support of operations and administration.

**High Tech Contact:** **Jeana Nellons** (713) 837-0024 Fax: (713) 837-0020

Computer hardware, software

# SOLID WASTE MANAGEMENT

**Address:** 5617 Neches, Houston, TX 77026  
**PHONE No.:** (713) 699-7945  
**WEBSITE:** [www.houstontx.gov/solidwaste/index.html](http://www.houstontx.gov/solidwaste/index.html)

**MWBE Liaison:** Jose Garza (713) 699-7945 Fax: (713) 692-7921

**Purchasing Contact:** Jose Garza (713) 699-7945 Fax: (713) 692-7921

Auto repair parts  
Clothing and uniforms  
Automotive services  
Waste disposal  
Waste collection service

**Nonprofessional Services Contact:** Jose Garza (713) 699-7945 Fax: (713) 692-7921

**Professional Services Contact:** Wiley Miller (713) 837-9183 Fax: (713) 837-9243

Training  
Testing  
Educational  
Record archival

**High Tech Contact:** Felicia Thomas (713) 837-9251 Fax: (713) 837-9243

Computer equipment purchases and leases

**Accounts Payable Contact:** Wiley Miller (713) 837-9183 Fax: (713) 837-9243  
611 Walker  
Houston, TX 77002

# FAQ

## FREQUENTLY ASKED QUESTIONS

1. **Are there separate guidelines for the utilization of PDBE firms?** No. PDBE firms operate under the same administrative procedures and guidelines as MWDBE/SBE firms.
2. **How much of the work may I subcontract?** The City requires that no more than 50% of an MWDBE/SBEs or PDBEs work be subcontracted to a MWDBE/SBE/PDBE or non-minority firm, without a specific waiver from the Mayor's Office of Business Opportunity. Before agreeing to work on a project, make sure that you can do at least 50% of it with your own workforce and resources.
3. **What is a locally based company?** The Mayor's Office of Business Opportunity certifies firms to do business on City funded projects that have a local presence, i.e., have a functioning business office in the greater Houston Primary Metropolitan Statistical Area (PMSA), which consists of Harris, Waller, Montgomery, Chambers, Brazoria, Liberty, Fort Bend, and Galveston counties.
4. **What is a pre-bid conference?** A pre-bid or pre-proposal conference is scheduled by the City department to inform prospective prime contractors and subcontractors of the specifics and details of the bid/proposal. Many adjustments and deletions to the scope of work are made at these conferences, so attendance is strongly recommended. These conferences are also an excellent way to meet prime contractors and market your services/products to them. The bid/proposal documents and notices contain the date and location of the pre-bid conference. (Website: <http://purchasing.houstontx.gov> )
5. **Where can I learn about upcoming bids/proposals?** How are bids/proposals advertised? Refer to the Ins and Outs of City Contracting section of this publication. (Website: <http://purchasing.houstontx.gov> )
6. **When doing research for bids - is there a way to review previous bids?** Yes, you may go to the City Secretary's Office, City Hall Annex, 901 Bagby, Public Level, P101 and request a copy of the previous winning bid.
7. **Does the City work with local banks to provide short-term financing for working capital to companies awarded City contracts?** Currently, the City does not have any formal agreements with any local banks to provide this type of service. Loans are available through the Houston Business Development, Inc. at (713) 845-2400; the Small Business Administration at (713) 773-6500; and the Houston Minority Supplier Development Council at (713) 271-7805.
8. **What happens once a contract is awarded with a MWDBE/SBE participation goal?** Once a contract is approved by City Council, the Contract Compliance section of the Mayor's Office of Business Opportunity mails a letter to the prime contractor and the MWDBE/SBE/PDBE subcontractors to verify information on the contract. The prime contractor is required to submit an online MWDBE/SBE/PDBE utilization report, which is confirmed by the MWDBE/SBE/PDBEs.
9. **What types of information should I maintain?** The City and Controller's Office have the right to examine the books and records of all subcontractors that relate to performance under the prime contract. We strongly recommend that the following information be kept for each City contract: Project Name, Contract Number, Start Date/End Date, Award Date, Percentage of Your Award, Amount of payments received monthly for each contract, Prime Contractor's Name, Address, Telephone Number, and Contact Person. This information should be maintained for a minimum of three years. Remember that the Internal Revenue Service requires up to seven years on some records.

10. **What is the vendor number?** The vendor number is issued by the Finance and Administration Department's Strategic Purchasing Division located at City Hall, (901 Bagby) Basement, Room B-120 after the Supplier Qualification Questionnaire is completed by **any** company wishing to do business with the City of Houston. Vendors can request a vendor number by going to [www.faspd.ci.houston.tx.us/vendor\\_registration.htm](http://www.faspd.ci.houston.tx.us/vendor_registration.htm). Vendor numbers can also be obtained in person from the Strategic Purchasing Division. The vendor number is an identifier to computerize vital statistics associated with a company, i.e., name, address, telephone, contact, and commodities sold. All companies are required to have a vendor number prior to commencing work with the City. Note that inactive vendor numbers are periodically purged from the system, so updating the vendor number information is recommended. Call (832) 393-8800 for more information.
11. **How do I qualify for the Texas Unified Certification Program (TUCP)?** If you are certified as a Disadvantaged Business Enterprise (DBE) with the City you are automatically qualified to be included in the TUCP through monthly downloads from our system to their computer listing.
12. **How do I become certified with the City's Minority, Women, Disadvantaged, and Small Business Enterprise Program and the City's Persons with Disabilities Business Enterprise Program?** A pre-certification workshop is held every Thursday at 2:00 p.m. at 611 Walker, 7<sup>th</sup> floor conference room. This workshop covers the requirements for certification and the documents required to be submitted, and discusses any questions concerning your company's qualifications.
13. **How long is the certification process?** The certification process can take up to 90 days to complete, once a complete application package is received.
14. **What does the certification process consist of?** The certification process consists of an Initial Screening; a Desk Audit; Financial Audit; Field Audit; and Committee Review.

# CONSTRUCTION SUBCONTRACTING

## How Can I Become a Subcontractor on a City of Houston Construction Project?

### **Check the Houston Business Journal to find out current bid opportunities**

<http://www.bizjournals.com/houston/>

### **Does the City of Houston hire subcontractors?**

No. The City awards contracts only to prime contractors. Any prospective subcontractor must negotiate directly with contractors who are bidding the entire project.

### **How can I find out beforehand who is going to bid on a project?**

The Department of Public Works and Engineering's Construction Document Distribution Center, located at 611 Walker, street level lobby, maintains a list of firms which have picked up plans and specifications for all projects that are currently being offered for bid. The names, addresses, and telephone numbers of all plan holders are available for anyone who is interested and may be picked up on the second floor.

### **How can I submit a bid?**

Contact all prospective prime contractors and persuade them that you are qualified to do the work on the part of the project in which you are interested.

### **How can I convince the prime contractor that I am qualified to do the job?**

A personal interview is the most effective means of communication. At that time, resumes, brochures, pictures, financial statements, examples of recently performed work and other documents and letters of reference can be presented to the prospective prime contractor. If the prime contractor you are dealing with accepts your bid, and if that same contractor is awarded the contract, then, if yours is the best bid, you stand a very good chance of becoming a subcontractor on the project. A certificate of agreement is required of the prime contractor before council awards the City project.

### **Do I have to produce a bid bond in order to participate on a City of Houston construction project?**

Bonding requirements for subcontractors are a private matter to be negotiated with the prospective prime contractor.

### **What are the insurance requirements on a City of Houston construction project?**

Insurance requirements, like bonding, are a private matter to be negotiated with the prospective prime contractor.

- Performance Bond
- Payment Bond

Note: The Mayor's Office of Business Opportunity offers two workshops that might be of interest to you. The workshops are: 1) ***How to Do Business with the City of Houston*** and 2) ***How to Package a Successful Bid***. For more information about these workshops, call (713) 837-9043.

# CONSTRUCTION CONTRACTING I

## How Can I Become a Prime Contractor on a City of Houston Construction Project?

### **Check the Houston Business Journal to find out current bid opportunities**

<http://www.bizjournals.com/houston/>

### **What type of construction does the City do?**

The Department of Public Works and Engineering and General Services Department are responsible for the acquisition, design, and construction of various projects including: water plants, wastewater treatment plants, libraries, health clinics, multi-service centers, fire stations, police stations, other miscellaneous public buildings, as well as park facilities, water mains, sanitary sewers, storm sewers, streets, and bridges.

### **How can I get on the Department of Public Works and Engineering bidder's list?**

The Department of Public Works and Engineering does not maintain a bidder's list for construction projects.

### **How can I find out what is going to be built?**

The City is required by state law to advertise in a large daily newspaper every project that is going to be constructed. Our ads appear in the **Houston Business Journal** in the Classified Section under "Bids and Proposals." Every City of Houston Notice to Bidders is signed by Anna Russell, City Secretary.

### **Where can copies of the project specifications be obtained?**

Generally, project specifications can be obtained from the Construction Document Distribution Center located at 611 Walker, street level lobby, at a cost of \$50.00 per set. However, some specifications will be made available from outside consultants and must be picked up at their facilities. This will be noted in the advertisement.

### **Can I bid on projects where my experience is limited? Are there any pre-qualifications that I must have before bidding?**

All bidders are required to submit a Bid Bond, certified check, or cashier's check in the amount of 10% of the total bid amount for the project with the bid proposal. Additionally, firms bidding on street & bridge projects are required in some cases to be pre-qualified. Information on becoming pre-qualified can be found at the City of Houston's Public Works and Engineering Department's web site. Some General Services Department projects require submittal of qualifications, in addition to bid price.

### **Bid preparation**

1. Study advertised Notice to Bidders very carefully (a small error can cause your bid to be rejected).
2. Submit one bid proposal. It must be signed by the owner, partner or other authorized person and include a valid Bid Bond and power of attorney as required.
3. Do not qualify your bid. Qualified bids will be rejected.
4. Complete all applicable forms. Acknowledge and/or include addendum to the project.
5. Bid proposals will be accepted **only** at the City Secretary's Office at City Hall Annex, Public Level, Room P101 and must be received no later than the time and date specified on the Notice to Bidders.

**DO NOT send to Mail Room.**

**DO NOT send to Department of Public Works and Engineering.**

**DO NOT send to Mayor's Office.**

# CONSTRUCTION CONTRACTING II

**Can a non-resident of the State of Texas bid on City of Houston construction projects?**

Yes. Non-residents may bid on City of Houston projects. There are no residency requirements for submitting bids on City projects.

**Is a general contractor's license required?**

No. A general contractor's license is not required in the State of Texas or the City of Houston.

**Who decides whose bid will be accepted?**

Sealed bids are submitted to the City Secretary's Office prior to the time and date noted on the Notice to Bidders. Bids will be accepted on the designated bid date. The bid proposals will be opened and read by the City Secretary.

Since state law requires competitive bidding on all construction projects, the lowest responsible bidder is usually awarded the contract. The bids are reviewed by the department advertising the bids. The department also makes the recommendation to award.

It is, however, Houston City Council's sole responsibility to make the decision regarding to whom the construction contract shall be awarded.

When the General Services Department uses a Competitive Sealed Proposal or Design-Build delivery process, as allowed by State law, a selection committee composed of City Department personnel will evaluate proposals, based on a published scoring system, which includes qualifications as well as bid prices. Then City Council will determine the successful contractor based on the City Departments' recommendations.

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***For more information, contact:***

**Department of Public Works and Engineering  
Engineering and Construction Division**

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Houston, TX 77002  
(713) 837-0540  
Fax: (713) 837-0698

**General Services Department**

Richard Vella  
900 Bagby, 2<sup>nd</sup> floor  
Houston, TX 77002  
(832) 393-8065

**Houston Airport System  
Planning, Design, and Construction**

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## **Registering with the Strategic Purchasing Division of the City of Houston**

All suppliers and contractors interested in registering with the City of Houston and/or bidding on products and services procured by the City of Houston, Strategic Purchasing Division, must first register for a Web Site Account (<http://purchasing.houstontx.gov>). Once a user name and a password are obtained, you may then proceed to place bids, update your company profile and complete and submit a Supplier Registration Form to get on the City of Houston registered supplier list. New supplier registration is not complete until you fax to 832-393-8761 an IRS W-9 form (<http://purchasing.houstontx.gov>). The information on this form must be the same as listed on the request for Taxpayer Identification Number as required by the Internal Revenue Service.

**This registration also serves several other purposes:**

- **Identifies you as a potential bidder;**
- **Captures contact information about your business; and**
- **Identifies your company with required products and/or services.**

***THE INFORMATION ABOVE IS TAKEN FROM THE CITY'S STRATEGIC PURCHASING  
DIVISION'S WEBSITE AT <http://purchasing.houstontx.gov>  
FOR MORE INFORMATION, PLEASE CALL 832-393-8800.***