

Document 00210CSP

**SUPPLEMENTARY INSTRUCTIONS TO PROPOSERS**

*The following Paragraphs modify Document 00200CSP - Instructions to Proposers. Where a portion of the Instructions to Proposers is modified or deleted by these Supplementary Instructions, the unaltered portions of the Instructions to Proposers remains in effect.*

**PARAGRAPH 2.0 – DEFINITIONS:**

Add the following sub-Paragraphs to this Paragraph:

- P. Office of Business Opportunity (OBO): All references to Affirmative Action Contract Compliance Division (AACC) set forth in Document 00700 – General Conditions and in other documents of the Project Manual, shall refer to, and include, the Office of Business Opportunity.
- Q. Director: Director, General Services Department, City of Houston.

**PARAGRAPH 3.0 – NOTICE TO PROPOSERS**

Add the following sub-Paragraph to this Paragraph:

- C. The City will award this contract to a “Local Business”, as that term is defined in Section 15-176 of the City of Houston Code of Ordinances (“the Code”):
  - If the proposal of the Local Business is less than \$100,000 and is the lowest responsible proposal or is within 5% of the lowest proposal received, or
  - If the proposal of the Local Business is more than \$100,000 and is the lowest responsible proposal or is within 3% of the lowest proposal received, and
  - Unless the Director determines that such an award would unduly interfere with contract needs, as provided in Section 15-181 of the Code.

If there is no proposal of a Local Business that meets these criteria, the City will award the contract to the lowest responsible proposer.

PARAGRAPH 4.0 – REQUEST FOR COMPETITIVE SEALED PROPOSAL DOCUMENTS

Add the following sub-Paragraphs to this Paragraph:

A. Add the following Paragraph A.1:

1. All request for RFCSP documents should be sent to [Richard.Vella@houstontx.gov](mailto:Richard.Vella@houstontx.gov); cc: [Obioma.Nwakanma@houstontx.gov](mailto:Obioma.Nwakanma@houstontx.gov). All Addenda will be posted on the General Services website for your review.

E. Add the following sub-Paragraph E.1:

1. **Designation as a Hire Houston First City Business (CB) or Local Business (LB)**

To be designated as a City Business (“CB”) or as a Local Business (“LB”) for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a proposer or proposer must submit the **Hire Houston First Application and Declaration** to the Director of the Office of Business Opportunity and receive notice that the application has been processed and the appropriate designation (if any) is awarded, prior to the submission of a proposal or proposal. Proposers must show evidence of HHF designation (as applicable) prior to, or accompanying, the submission of a proposal or proposal.

The absence of a Hire Houston First designation does not preclude a business from proposing on City of Houston contracts.

**Download the HHF Application and Declaration** from the Office of Business Opportunity Webpage at the City of Houston e-Government Website, located at:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

or, delivered to:

Office of Business Opportunity  
611 Walker, 7th Floor  
Houston, Texas 77002.  
Phone: (832) 393-0951  
Fax: (832) 393-0646  
[hirehoustonfirst@houstontx.gov](mailto:hirehoustonfirst@houstontx.gov)

PARAGRAPH 5.0 – EXAMINATION OF DOCUMENTS, SITE, AND LOCAL CONDITIONS

NOT USED

PARAGRAPH 8.0 – SUBSTITUTION OF PRODUCTS

NOT USED

PARAGRAPH 9.0 – PREPARATION OF PROPOSALS

Add the following sub-Paragraph I to this Paragraph:

- I. For math errors the City encounters in analyzing Proposals, the following guidance will be used:

In the event of a conflict between:

The Proposal Price is:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. Individual Unit Price and Extension of that Unit Price</li><li>2. A Unit Price extension and total of Unit Price Extensions</li><li>3. Individual Alternate and total of Alternates</li><li>4. Individual subtotals for Stipulated Price, Base Unit Prices, Extra Unit Prices, Contractor Bonus, Cash Allowances, and Alternates; and the Total Proposal Price</li></ol> | <p>Individual Unit Price times Estimated Quantity</p> <p>Sum of all Individual Unit Price Extensions</p> <p>Sum of all Individual Alternates</p> <p>Sum of Individual subtotals for Stipulated Price, Base Unit Prices, Extra Unit Prices, Contractor Bonus, Cash Allowances and Alternates</p> |
|---|---|

PARAGRAPH 10.0 – QUALIFICATION AND PROPOSAL SUBMISSION

Add the following sub-Paragraph A.1 and A.2 to this Paragraph:

- A.1 City Secretary will receive Statement of Qualifications at 900 Bagby, Room P101, Houston, Texas until **10:30am**, local time on **Thursday, August 22, 2019**.
- A.2 City Secretary will receive Proposals at 900 Bagby, Room P101, Houston, Texas until **10:30am**, local time on **Thursday, September 19, 2019**.

PARAGRAPH 15.0 – PRE-SUBMITTAL MEETING AND PRE-PROPOSAL MEETING

Add the following sub-Paragraph A.1 and A.2 to this Paragraph:

- A.1 A Pre-Submittal Meeting will be held at **10:00 a.m.** on **Tuesday, August 13, 2019**, in the Second Floor, Conference Room No. 242, at 900 Bagby, Houston, Texas 77002.
- A.2 A Pre-Proposal Meeting will be held at **10:30 a.m.** on **Tuesday, September 10, 2019**, in the Second Floor, Conference Room No. 242, at 900 Bagby, Houston, Texas 77002.

END OF DOCUMENT