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; cc: 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
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:

1. Individual Unit Price and Individual Unit Price times
   Extension of that Unit Price Estimated Quantity
2. A Unit Price extension and Sum of all Individual Unit Price
   total of Unit Price Extensions Extensions
3. Individual Alternate and Sum of all Individual Alternates
   total of Alternates
4. Individual subtotals for Sum of Individual subtotals for
   Stipulated Price, Base Unit Stipulated Price, Base Unit
   Prices, Extra Unit Prices, Prices, Extra Unit Prices,
   Contractor Bonus, Contractor Bonus, Cash
   Cash Allowances, Allowances and Alternates
   and Alternates; and the Total
   Proposal Price
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.

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