



CITY OF HOUSTON
HOUSTON AIRPORT SYSTEM
REQUEST FOR PROPOSALS (RFP)
SOLICITATION NO.: H93-HASJOC-2024-028
JOB ORDER CONTRACT (JOC) SERVICES - OPERATIONS/MAINTENANCE
AND CAPITAL PROJECTS FOR HOUSTON AIRPORT SYSTEM (HAS)

Date Issued: June 7, 2024

Pre-Proposal Conference: June 20, 2024, at 1:00 P.M., CT

In-Person HAS Infrastructure Division Office (IDO) Building
Auditorium No. 1
111 Standifer Drive
Humble, Texas 77338

Questions Deadline: July 2, 2024, at 12:00 P.M., CT

Proposal Due Date: August 1, 2024, at 2:00 P.M., CT
Houston Airport System Administration Office
16930 John F. Kennedy Blvd
Houston, Texas 77032

Solicitation Contact Person: Amanda Joseph
Sr. Procurement Specialist
Supply Chain Management, Houston Airport System
(281) 230-8088
Amanda.Joseph@houstontx.gov

Project Summary: The Houston Airport System (HAS) is seeking proposals from firms that specialize in job order contracting services. The scope of work will vary depending on HAS' needs. Examples of work include asbestos and mold remediation, painting, minor interior, and exterior construction. This RFP process will result in a two-year contract with two (2) one-year options to extend.

NIGP Code: 909-10

MWBE Goal: 23% (MBE 18% and WBE 5%)

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DocuSigned by:

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Jedediah Greenfield
Chief Procurement Officer
City of Houston

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PART I: SOLICITATION

1.0 GENERAL INFORMATION

The City of Houston (City), Houston Airport System (HAS), is seeking up to four (4) Job Order Contract (JOC) contractors for Operations & Maintenance (O&M) and Capital tasks to provide repairs, maintenance tasks, renovations, rehabilitations, alterations, and small construction project services in a cost-effective and time efficient manner.

2.0 PRE-PROPOSAL CONFERENCE

- 2.1 A Pre-Proposal Conference will be held at the date, time, and location indicated on the first page of this RFP document. Interested Proposer(s) should plan to attend. It will be assumed that potential Proposer(s) have reviewed the RFP in detail and are prepared to raise any substantive questions not already addressed by HAS.
- 2.2 The purpose of this conference is to allow potential Proposers an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at the conference will not be a prerequisite to submitting a proposal, Proposers who intend to submit a proposal, are encouraged to attend. Make sure you have a copy of the solicitation for reference during the Pre-Proposal Conference. Any changes resulting from this conference will be issued in a written Letter of Clarification (LOC) to the solicitation. Verbal responses will not alter the specifications and terms related to this solicitation.
- 2.3 Questions are due on July 2, 2024, 12:00 P.M., CT. Please include the phrase "QUESTIONS: H93-HASJOC-2024-028 for Job Order Contract" in the subject line and provide all applicable contact information.
- 2.4 Communication regarding the Pre-Proposal Conference must be received in writing and directed only to:

Amanda Joseph, Sr. Procurement Specialist
(281) 230-8088
Email address: Amanda.Joseph@houstontx.gov

3.0 SOLICITATION SCHEDULE

- 3.1 The following schedule has been established for this solicitation process. HAS reserves the right to modify the schedule during the solicitation process. Changes/updates will be posted on HAS' website (<https://www.fly2houston.com/biz/opportunities/solicitations>) via Letter(s) of Clarification.
- 3.2 HAS reserves the right to extend the due date for this Request for Proposals (RFP) as deemed necessary and in its best interests. Any postponement of the due date will be issued as a Letter of Clarification (LOC) to this RFP. The submission of a Request for Proposals does not, in any way, commit HAS to enter into an agreement with that Proposer or any other Proposer. HAS reserves the right to reject any or all Request for Proposal(s) for any reason.

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Description	Date
Advertisement of Solicitation	06/07/2024
Pre-Proposal Conference	06/20/2024
Deadline for Submittal of Questions	07/02/2024
Letter of Clarification(s) Posted on HAS Website	07/18/2024
Response to RFP Due Date	08/01/2024
Oral Presentations (<i>if required</i>)	09/19/2024
City Council Agenda Date (<i>Estimated</i>)	02/13/2025

PART II: GENERAL SOLICITATION INFORMATION

4.0 GENERAL INFORMATION

4.1 Background

The purpose of the Job Order Contract is for qualified firms to provide expedient delivery on essential projects with various scope including asbestos and mold remediation, water infiltration, build back, repair, alteration, renovation, remediation, and minor construction.

4.2 Project Vision

The key to this Contract’s success is to support HAS’s vision to establish Houston as a five-star global air service gateway where the magic of flight is celebrated. Proposers shall embrace the following HAS core values as they relate to job order contracting services at HAS:

Relationships	Service
<ul style="list-style-type: none"> We work together with integrity and treat every individual with courtesy and respect. 	<ul style="list-style-type: none"> We WOW our customers through a “can do” attitude and respond quickly to meet and exceed their expectations.
<ul style="list-style-type: none"> We honor our commitments and behave in a manner that earns trust. 	<ul style="list-style-type: none"> We find ways to bring fun and joy into our work and bring customers along for the ride.
<ul style="list-style-type: none"> We promote collaboration and teamwork across the organization. 	<ul style="list-style-type: none"> We respond promptly and effectively.
<ul style="list-style-type: none"> We are reliable and trustworthy; we honor our promises and commitments. 	<ul style="list-style-type: none"> We show respect, compassion and let people know we care.
<ul style="list-style-type: none"> We are open, positive, and constructive in our feedback. 	<ul style="list-style-type: none"> We willingly provide the necessary time and effort to meet the customer’s needs.
<ul style="list-style-type: none"> We treat people as they want to be treated. 	<ul style="list-style-type: none"> We are flexible and adaptive in a dynamically changing business environment.
<ul style="list-style-type: none"> We take responsibility for our actions. 	<ul style="list-style-type: none"> We display enthusiasm and passion for our work.

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<ul style="list-style-type: none"> We lead by example 	
Innovative	Excellence
<ul style="list-style-type: none"> We have the courage and willingness to consider new and unconventional ways of thinking. 	<ul style="list-style-type: none"> We strive for quality and skillful execution without compromise.
<ul style="list-style-type: none"> We assume responsibility for learning new things. 	<ul style="list-style-type: none"> We use the power of total employee involvement to achieve our organizational goals.
<ul style="list-style-type: none"> We embrace new ideas. 	<ul style="list-style-type: none"> We foster a culture of shared values that gets things done.
<ul style="list-style-type: none"> We listen with an open mind. 	<ul style="list-style-type: none"> We take calculated risks needed to achieve results.
<ul style="list-style-type: none"> We are future-focused; “I’ve always done it this way” does not exist in our vocabulary. 	<ul style="list-style-type: none"> We look for new and more effective ways to do business.
<ul style="list-style-type: none"> We recognize change as an opportunity. 	<ul style="list-style-type: none"> We encourage continuous improvement.

5.0 PROJECT DESCRIPTION

5.1 The Houston Airport System (HAS) is seeking proposals from qualified firms from Job Order Contract (JOC) contractors for Operations & Maintenance (O&M) and Capital tasks to provide repairs, maintenance tasks, renovations, rehabilitations, alterations, and small construction projects services in a cost-effective and time efficient manner. Each Contractor shall be awarded an equal amount per Capital and O&M funding. Contractors shall furnish all labor, materials, tools, supplies, instruments, equipment, transportation, insurance, Bonds, subcontracts, supervision, management, reports, permits, incidentals, and quality control. They shall perform all operations necessary and required for construction management and construction work, which will be defined in each Work Order (WO). The contract(s) term will be two (2) years with two (2) one-year options to extend.

6.0 ESTIMATED PROJECT TIMELINE

6.1 This is a critical project to support HAS operations and should be implemented within (30) days of award as agreed between HAS and the selected Proposers during the RFP process.

6.2 HAS intends to award contract(s) with a term of two (2) years with two (2) one-year extensions.

7.0 SPECIFICATIONS/SCOPE OF SERVICES

7.1 SCOPE OF WORK – Contractor(s) shall perform the general Scope of Work described herein as further discussed in Attachment A – Specifications/Scope of Work.

PART III: EVALUATION AND SELECTION PROCESS

8.0 EVALUATION AND SELECTION PROCESS

8.1 An evaluation committee shall evaluate Proposers’ submissions in accordance with the evaluation criteria listed in Part VI. Upon completion of the evaluation, the committee may develop a short list of Proposer(s) meeting the technical competence requirements. The

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shortlisted Proposer(s) may be scheduled for a structured oral presentation, demonstration, interview, and negotiations. Following these City-to-Proposer(s)' meetings, the evaluation team will summarize their findings and recalculate their scores, if needed. However, the evaluation committee reserves the right to issue letter(s) of clarification when deemed necessary to any or all Proposer(s). The oral presentations, demonstrations and/or interviews may be recorded and/or videotaped.

- 8.2 Interviews/Oral Presentations/Demonstrations – The City reserves the right to request that Proposer(s) provide a final presentation handout of its Proposal at their scheduled meeting. No Proposer may attend presentations of any other Proposer. Proposers may be scheduled for more than one presentation, demonstration, or interview.
- 8.3 Selection Process – Upon review of all information provided by Proposers, the evaluation committee will make a recommendation for selection to City officials. The City reserves the right to check references on any projects performed by the Proposer, whether provided by the Proposer or known by the City. The City reserves the right to request a Best and Final Offer (BAFO) from one or more finalist. Selected Proposals shall be submitted for approval by the appropriate City officials. The City of Houston intends to select Proposals that best meets the City’s needs and that provides the best overall value. Upon approval of the selected Proposers, the contract(s) shall be executed by the appropriate City officials.

8.4 Evaluation Criteria:

Evaluation Criteria (Table 4)	Max Score
Financial Stability	Pass/Fail
Minimum Required Experience	Pass/Fail
Responsive	Pass/Fail
Responsible	Pass/Fail
MWBE Compliance	Pass/Fail
JOC Experience	20
Management Plan	20
Safety Records and Claim History	10
Contractor’s Representative	10
Relationship with Subcontractors	10
Coefficient Factors	30
Total	100
Hire Houston First (Bonus Points)	5

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8.5 Qualifications:

8.5.1 Financial Stability – Pass/Fail

Proposer is required to submit, in a separate, sealed envelope, clearly marked "Financial Statements", one (1) stamped "Original" and one (1) copy of its Financial Statements with its Submittal. Submit audited financial statement for the last two years. Provide a brief statement of the Proposer's bonding ability to fulfill obligations.

8.5.2 Minimum Required Experience – Pass/Fail

8.5.2.1 The Proposer shall have a minimum of five (5) years' experience performing Job Order Contract projects.

8.5.2.2 The Proposer shall have the capabilities and skills of a wide variety of trades including, but not limited to, carpentry, masonry, concrete, paving, roofing, excavation, steam fitting, plumbing, sheet metal, painting, demolition, welding, HVAC, electrical, mechanical, asbestos abatement, hazardous material handling, carpeting, flooring, drywall finishing, hardware, doors, glazing, landscaping, and telecommunications cabling services etc.

8.5.2.3 Proposer must pass the above criteria to be evaluated by Evaluation Committee. Proposers that fail to meet the criteria will be removed from further consideration and no further scoring of their submittal will take place.

8.5.3 Responsive – Pass/Fail

A vendor that responds to all material requirements of any solicitation will be deemed responsive. The Proposal shall be responsive to all material requirements that will enable the evaluation committee to evaluate it in accordance with the evaluation criteria and make a recommendation to City officials.

8.5.4 Responsible – Pass/Fail

A business entity or individual who has the integrity and reliability as well as the financial and technical capacity to perform the requirements of the solicitation and subsequent contract(s) will be deemed responsible. This assessment will include a review of all references on any projects performed by a business entity or individual, whether provided by the business entity or individual or known by the City.

8.5.5 MWBE Compliance – Pass/Fail

Proposer(s) shall comply with the City's M/WBE programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Proposer(s) shall make good faith efforts to award subcontracts or supply agreements in at least 23% of the value of this Agreement to M/WBE's. Proposer(s) acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunity (OBO) and will

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comply with them. The MWSBE Participation goals for this contract (Contract Goals) are as follows:

The M/WBE goal is 23%: **MBE = 18%** and **WBE = 5%**.

- 8.5.6 **JOC Experience (20 Points)** – This criterion considers whether the documentation provided by the Proposer demonstrates a minimum of five (5) years of experience performing JOC. It also requires the Proposer to list any projects their firm failed to complete during this time frame.
- 8.5.6.1 Provide a detailed description of your firm’s experience performing JOC contracts including the total number of years your firm have been performing these services. Explain where and when the JOC experience has been achieved.
- 8.5.6.2 Provide previous development and execution of JOC program administration and support services.
- 8.5.6.3 Provide any awards and accolades related to JOC contracts.
- 8.5.6.4 Provide a list of any projects your firm failed to complete over the last five (5) years because of financial reasons, labor disputes, failure of your employees to perform, or any other reason.
- 8.5.6.5 Proposer(s) shall provide at least three (3) recent job order contracts of similar size and scope. Provide response on Attachment D – Proposer’s JOC Experience Form.
- 8.5.7 **Management Plan (20 Points)** – This criterion considers the proposed management plan and if it includes position descriptions and staff personnel qualifications. It also considers whether the plan addresses other management aspects such as estimating, scheduling, software/computers, interface with HAS, responsiveness, and communication.
- 8.5.8 **Safety Records and Claim History (10 Points)** – This criterion considers the Proposer’s safety record and program including their Workmen’s Compensation Modifier and several lost time incidents. The criterion also examines the Proposer’s claims history. It requires a list of all projects in the last 3 to 5 years that have gone to claim, including the outcome of those claims.
- 8.5.8.1 Provide details concerning your safety record and program. Include your current Workmen’s Compensation Modifier and details concerning any lost time incidents over the last three (3) years.
- 8.5.8.2 Provide an OSHA Form 300A Summary of Work – Related Injuries and Illnesses for all company activities in the past five (5) years.
- 8.5.8.3 Provide a list of all projects over the last five (5) years that have gone to claim and the outcome.
- 8.5.9 **Contractor’s Representative (10 Points)** – This criterion considers the Proposer(s) proposed supervisory personnel and their qualifications and experience on JOC contracts with similar scope, complexity, and value.

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8.5.9.1 Provide a written assurance that the project supervisory personnel listed will be performing the work and will not be substituted with other personnel or reassigned to another project without HAS's prior written approval.

8.5.9.2 Provide a brief resume or curriculum vitae for each project supervisory personnel demonstrating their qualifications and experience on Job Order Contracts with similar scope, complexity, and value. Resumes shall include the following:

8.5.9.2.1 Name, Role

8.5.9.2.2 Firm

8.5.9.2.3 No. of years with current firm

8.5.9.2.4 Total years' experience

8.5.9.2.5 Education, professional licensing

8.5.9.2.6 Experience in their respective areas of expertise

8.5.9.2.7 Relevant work experience for previous five (5) years.

8.5.10 **Relationship with Subcontractors / Suppliers (10 Points)** – This criterion considers whether the Proposer(s) provided a list of proposed subcontractors/suppliers. It also considers whether subcontractor letters of commitment or prequalification, details concerning subcontractors' experience and on JOC and procedures for subcontractors were included. The criterion shall demonstrate the relationship and years of working together on a similar project like JOC.

8.5.11 **Coefficient Factors (30 Points)** – This criterion considers the coefficient factors proposed by the Proposer(s). These include pre-priced items for standard and non-standard hours as well as non-pre-priced items for standard and non-standard hours.

Note: The Hire Houston First (HHF) Program can be found in the City of Houston's Code of Ordinances (the "Code"), Ch. 15, Article XI. At the conclusion of scoring proposers, preference points shall be distributed in the following manner:

- 5 Points: For Proposer firm designated as a Hire Houston First "City Business" (CB);
- 3 Points: For Proposer firm designated as a Hire Houston First "Local Business" (LB);
- 0 Points: For Proposer firm not designated as either a "City Business" (CB) or a "Local Business" (LB).

PART IV: PROPOSER QUALIFICATIONS/SUBMITTAL PROCEDURES

9.0 MINIMUM QUALIFICATIONS

The Proposer shall have minimum qualifications as stated in 8.5.2.

10.0 REFERENCES

10.1 The Proposer shall provide a minimum of three (3) qualified references where the Proposer has performed JOC services as a Prime.

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11.0 SUBMITTAL PROCEDURES

- 11.1 Provide six (6) printed copies of the Proposal (numbered x of xx), including one (1) printed original signed in BLUE ink, and marked as "Original" on the outside cover. Additionally, provide six (6) complete copies on a memory stick (USB Thumb drive) labeled with the appropriate Solicitation name and number that includes a complete copy of all information in the printed original. Please submit all items in a sealed envelope or package bearing the assigned Title and RFP Number to:
- Houston Airport System Administration Building
16930 John F Kennedy Blvd.
Houston, Texas 77032
Attention: Cathy Vander Plaats, Aviation Procurement Officer
- 11.2 The envelope or package should clearly identify the name and address of the Proposer and indicate the contents as "Response to Solicitation No. H93-HASJOC-2024-028 for Job Order Contract".
- 11.3 The deadline for the submittal of the Proposal to the Houston Airport System (HAS), Supply Chain Management Office is no later than the date and time as indicated on the first page of the Solicitation document. Failure to submit the required number of copies as stated above may be subject for disqualification from the proposal process.
- 11.4 Proposers may elect to either mail or personally deliver their Proposal to the Supply Chain Management Office. HAS bears no responsibility for submitting Proposals on behalf of any Proposer. Proposer(s) may submit their Proposals to the Supply Chain Management Office any time prior to the stated deadline.
- 11.5 In the event that there are discrepancies among the various Proposals submitted, the "Original" Proposal signed in BLUE ink shall govern.
- 11.6 All proposals must be labeled on the outside of the envelope or box with the Proposer's name and the name of the Solicitation. Proposers should follow the required format in preparing their Proposal in order to enable HAS to efficiently evaluate the Proposals.
- 11.7 Each copy of the Proposal shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter-size (8 ½" by 11") or folded to that dimension, twice letter size (11" X 17"). A tabbed divider shall separate each section (defined below). Document text should be in Arial (or similar standard sans serif font) 10 point or Times New Roman (or similar standard serif font) 12 point but must be consistent throughout the document.
- 11.8 At least one copy must carry the original signature of an officer or individual having legal authority to enter into agreements on behalf of the Proposer. The deadline for submission is on August 1, 2024, 2:00 P.M., CT. Each envelope or package should be clearly marked "Response to Solicitation No. H93-HASJOC-2024-028 for Job Order Contract". Proposals received after this date and time will be returned unopened and not considered.

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12.0 PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS

12.1 Each Proposal shall be organized in the following order and tabbed appropriately:

Outside Cover – This shall contain the RFP number and title “Response to Solicitation No. H93-HASJOC-2024-028 for Job Order Contract” the name of the Proposer, and the submittal date. Remember to label the original documents as “ORIGINAL” on the outside cover.

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TAB 1 – Transmittal Letter

Submit a one (1) page letter transmitting the Proposal to Amanda Joseph, Houston Airport System. The transmittal letter shall state, “This Proposal is valid for 180 days,” and that the signer of the document is authorized by the Proposer to sign the document. Acknowledge receipt of all RFP Letter(s) of Clarifications, if any, in this Transmittal Letter.

One copy of the transmittal letter shall contain the original signature of the team lead. NOTE: Acknowledge receipt of all RFP Letter(s) of Clarifications, if any, in this transmittal letter.

TAB 2 – Description of Firm

Provide a general description of the firm, including systems, services, and staffing offered, number of employees, office locations, and the number of years in business. Provide the minimum required experience as stated in 8.5.2.

TAB 3 – Executive Summary

The Executive Summary should provide an overview of the qualifications necessary to accomplish the project, which includes a narrative statement of the Proposer’s understanding of the Project and key points in their Proposal. At a minimum, the Executive Summary must contain the following information:

Complete legal name of the Proposer, the name of the legal entities that comprise the Proposer, and all proposed subcontractors. The Proposer must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, as well as the legal structure of the entity and a listing of major satellite offices. If the Proposer is made up of more than one firm, the legal relationship between these firms must be described.

Prepare narrative statements that describes the Proposer’s understanding of the work involved in performing the Scope of Services that is described in the Functional Specification.

TAB 4 – JOC Experience

Provide all experience related requirements as stated in 8.5.6. Submit Attachment D – Proposer’s JOC Experience Form.

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TAB 5 – Management Plan

Provide details of the proposed project organization including positions, descriptions, staffing and qualifications. Also provide in this tab, the proposed procedures for managing the aspects of preparation of estimates, scheduling, software/computers, field supervision, interface with HAS, responsiveness and communication.

TAB 6 – Safety Records and Claim History

Provide a written assurance and resume for the project supervisory personnel as stated in 8.5.8.

TAB 7 – Contractor’s Representative

Provide a written assurance and resume for the project supervisory personnel as stated in 8.5.9.

TAB 8 – Relationship with Subcontractors

Complete and insert Exhibit H – List of Subcontractors. Include letters of commitment and / or prequalification. Also provide details concerning the proposed subcontractor’s experience on JOC and your procedures identifying, managing, and assisting subcontractors. Provide your working relationship with your Subcontractors on similar projects like JOC. as stated in 8.5.10.

TAB 9 – References

Submit Exhibit D – References. Provide a statement. Provide a statement that describes how services success was achieved for each JOC project. The statement should be based on contract service expectations versus success achieved during contract execution.

TAB 10 – Proposal Pricing

Submit Attachment B – Fees (Coefficient Factors).

TAB 11 – Financial Stability

Submit audited financial statements for the last two years as stated in 8.5.1.

TAB 12 – Forms to be Submitted with the Proposal

Provide all forms as described in Section 14.0.

TAB 13 – Required Submittal Checklist

Submit Attachment E – Required Submittal Checklist.

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PART V: SPECIAL CONDITIONS

13.0 SPECIAL CONDITIONS

13.1 DRUG DETECTION AND DETERRENCE PROCEDURE

13.1.1 Please complete the related drug detection and deterrence procedures City Required Documents (Exhibit I).

13.2 INSURANCE

13.2.1 Please refer to the sample agreement which is outlined in section 3.12.

13.3 FAIR CAMPAIGN ORDINANCE

13.3.1 The City of Houston Fair Campaign Ordinance (Section 18-36 of the City Code of Ordinances) makes it unlawful for a contractor to offer any contribution to a candidate for City elective office during a certain period of time prior to and following the award of the contract by City Council. The term "contractor" includes sole proprietors, partners of partnerships, and all officers, directors, and holders of ten percent or more of the outstanding shares of corporations. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with the Proposal. A blank copy of "Contractor Submission List - City of Houston Fair Campaign Ordinance" (Form A) is included in this RFP in Exhibit A (See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information).

13.4 PAY OR PLAY PROGRAM

13.4.1 The requirements and terms of the City of Houston Pay or Play policy, as set out in Executive Order 1-7, are incorporated into the Agreement for all purposes. Contractor has reviewed Executive Order No. 1-7 and shall comply with its terms and conditions as they are set out at the time of City Council approval of the Agreement.

13.4.2 Review Document 00840: Pay or Play Program; and fill out Documents 00630 and 00631 for submittal.

13.5 DELINQUENT TAX

13.5.1 Prior to consideration by City Council, evidence must be submitted by each owner/operator(s) demonstrating that no delinquent taxes are owed to the City of Houston. Complete form attached as Exhibit A (Affidavit of Ownership).

13.6 MISCELLANEOUS

13.6.1 All Proposals submitted in response to this RFP are the property of the City and are not available for public review or debriefing by any Proposer until after selection and approval of an Agreement by City Council. All information submitted becomes public record and subject to the Texas Public Information Act including information marked proprietary or confidential.

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- 13.6.2 Any cost associated with the submittal of a response to the RFP will be solely the expense of the Proposer.
 - 13.6.3 This RFP is not to be construed as a contract offer or as a commitment of any kind; and receipt by the City of a response by a Proposer in no way obligates the City in any manner whatsoever.
 - 13.6.4 Copies of City Ordinances and Policies noted in the RFP may be obtained from the City Secretary's Office, Plaza Level, City Hall Annex, Room 101, 900 Bagby, Houston, Texas 77001.
 - 13.6.5 It is believed that this RFP contains all the information related to the project that is needed to prepare an adequate response. However, any questions or requests for information that are deemed necessary will need to be e-mailed no later than 12:00 p.m., CT on July 2, 2024, to Amanda Joseph, Senior Procurement Specialist - Houston Airport System at Amanda.Joseph@houston.tx.gov. Responses to all questions will be posted online on the Houston Airport System's website as Letter(s) of Clarification.
- 13.7 NO CONTACT PERIOD
- 13.7.1 Neither Proposer(s) nor any person acting on Proposer(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation.
 - 13.7.2 With the exception of Proposer's formal response to the solicitation and written requests for clarification during the period officially designated for such purpose by the City Representative, neither Proposer(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City, their families, or staff through written or oral means in an attempt to persuade or attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Proposer from the time of issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award. However, nothing in this paragraph shall prevent a Proposer from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.
- 13.8 SECURITY AND BADGES (As applicable to this Project)
- 13.8.1 The Proposer shall comply with all applicable Federal rules governing security at the Airport.
 - 13.8.2 All on-site personnel of Proposer, including subcontractors, who perform services under the Agreement inside the AOA fence or in secure areas of the Airport, are required to undergo a fingerprint-based criminal history records check.

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Fingerprints are collected at the Airport Badging Office and submitted electronically for investigation.

13.8.3 The Proposer shall obtain HAS security badges for its personnel performing services on-site, including its subcontractors' personnel, as required by HAS. On-site personnel within the AOA or in secure areas of the Airport shall wear identification badges at all times while on Airport property. The cost of badges, which is subject to change, is currently \$55.00 each at IAH/HOU and \$16.00 at EFD. Costs for the fingerprint-based criminal history records check are reflected in the cost of the badges. The Proposer is responsible for the cost of badges, including replacements thereof. The Proposer personnel losing badges will be charged for replacement badges at the then current rate. Badge yearly renewal cost is currently \$16.00.

13.8.4 The Proposer acknowledges that fines or penalties associated with non-compliance with security regulations shall be reimbursed to HAS.

13.9 EQUAL OPPORTUNITY EMPLOYMENT

13.9.1 The City of Houston Ordinance Section 15-17 establishes Equal Employment Opportunity Contract Compliance requirements for all City of Houston contracts involving the expenditure of Fifty Thousand Dollars (\$50,000) or more. Any contract that results from this RFP will provide that the failure to carry out the requirements set forth in the City of Houston Equal Employment Opportunity Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.

13.10 PROTEST

13.10.1 An interested party may file a protest on the basis that the City has failed to comply with applicable federal or state law or with City ordinances as set forth in City of Houston Administrative Policy 5-12. <http://www.houstontx.gov/policies>.

13.11 CERTIFICATE OF INTERESTED PARTIES

13.11.1 In accordance with Texas Gov't Code §2252.908, the successful Proposer must complete Form 1295, Certificate of Interested Parties. Form 1295 is available for downloading on the Texas Ethics Commission's (TEC) website: <https://www.ethics.state.tx.us/forms/1295.pdf>.

13.11.2 The successful Proposer must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number.

13.11.3 No later than 30 days after the contract's effective date, the City will upload the successful Proposer's completed Form 1295. The Texas Ethics Commission will post the Contractor's completed Form 1295 within seven business days of receipt.

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13.12 COMPLIANCE WITH CERTAIN STATE LAW REQUIREMENTS

13.12.1 Anti-Boycott of Israel.

Contractor certifies that Contractor is not currently engaged in and agrees for the duration of this agreement not to engage in the boycott of Israel as defined by Section 808.001 of the Texas Government Code.

13.12.2 Anti-Boycott of Energy Companies.

Contractor certifies that Contractor is not currently engaged in and agrees for the duration of this agreement not to engage in the boycott of energy companies as defined by Section 809.001 of the Texas Government Code.

13.12.3 Anti-Boycott of Firearm Entities of Firearm Trade Associations.

Contractor certifies that Contractor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association or will not discriminate against a firearm entity or firearm trade association for the duration of this agreement, as defined by Section 2274.001 of the Texas Government Code.

13.12.4 Certification of No Business with Foreign Terrorist Organizations.

For purposes of Section 2252.152 of the Code, Contractor certifies that, at the time of this agreement neither Contractor nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Contractor, is a company listed by the Texas Comptroller of Public Accounts under Sections 2252-153 or 2270-0201 of the Code as a company known to have contracts with or provide supplies or to a foreign terrorist organization.

13.13 EXECUTIVE ORDER 1-56 ZERO TOLERANCE FOR HUMAN TRAFFICKING IN CITY SERVICE CONTRACTS AND PURCHASING

The City has a zero tolerance for human trafficking, and, per Executive Order 1-56, city funds shall not be used to promote human trafficking. City vendors are expected to comply with this Executive Order and notify the City's Chief Procurement Officer of any information regarding possible violation by the vendor or its subcontractors providing services or good to the City. The Executive Order is available on the City's website: <http://www.houstontx.gov/execorders/1-56.pdf>.

13.14 PRESERVATION OF CONTRACTING INFORMATION

"The requirements of Subchapter J, Chapter 552, Government Code, may apply to this (include "bid" or "contract" as applicable) and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter."

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.552.htm#552>).

13.15 PERFORMANCE BOND

13.15.1 The successful contractor shall furnish and maintain throughout the Agreement term a Performance Bond in the amount of 100% of the annual

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applicable Agreement year. Contractor shall renew this bond for each renewal year of this Agreement in an amount equal to the Agreement amount for the applicable renewal term. The bond shall be conditioned upon contractor's full and timely performance of this Agreement and must be issued by a corporate surety authorized to write surety bonds in the State of Texas and be in the form as shown in Exhibit "V".

13.15.2 The Performance Bond shall be in the same form as that distributed by the City, all duly executed by this Proposer (as "Principal") and by a corporate surety company licensed to do business in the State of Texas. The surety must be listed on the current list of accepted sureties on federal bonds published by the United States Treasury Department.

13.16 MINORITY AND WOMAN BUSINESS ENTERPRISES ("M/WBE")

13.16.1 It is the City of Houston's policy to ensure that Minority and Women Business Enterprises (MWBE) have full opportunity to compete for and participate in City Contracts. Vendor shall comply with the City's MWBE Program as set forth in Chapter 15, Article V of the City of Houston Code of Ordinances, as well as the Policies and Procedures of the Office of Business Opportunity (OBO) found on OBO's website at <https://www.houstontx.gov/obo/policies-procedures.html>. Vendor shall make good faith efforts to award subcontracts and supply agreements in at least 25% of the value of the Agreement to certified MWBEs. If the Vendor is a certified MBE or WBE, Vendor may count its self-performance to meet a portion of the overall goal. Vendor acknowledges that they have reviewed the requirements for good faith efforts on file with OBO, available at <https://www.houstontx.gov/obo/docsandforms/goodfaithefforts.pdf>, and will comply with the set forth requirements.

13.16.2 Vendor shall maintain records of subcontracts and supply agreements with certified MWBEs, containing language required herein. In addition, Vendor shall submit all disputes that may arise with MWBE subvendors/supplies to mediation provided by OBO if other attempts do not result in a resolution.

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PART VI: CITY REQUIRED DOCUMENTS AND ATTACHMENTS

14.0 FORMS TO BE SUBMITTED WITH PROPOSAL

- Exhibit A – 00455 Ownership Information Form
- Exhibit B – 00457 Conflict of Interest Questionnaire
- Exhibit C – 00460 Pay or Play Acknowledgement Form
- Exhibit D – 00480 Reference Verification Form
- Exhibit E – 00481 Anti-Collusion Statement
- Exhibit F – Attachment “A”: Schedule of M/WBE Participation
- Exhibit F – Attachment “B”: M/WBE Letter of Intent
- Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms
- Exhibit F – Attachment “D”: Office of Business Opportunity M/WBE Utilization Report
- Exhibit H – 00600 List of Proposed Subcontractors
- Exhibit Q – Contact Directory Form
- Exhibit R – Statement of Residency
- Exhibit S – Offer and Submittal
- Exhibit T – Contract and Contract Exception Chart
- Exhibit U – Declaration of Hire Houston First Designation
- Attachment A – Scope of Work
- Attachment B – Proposed Fees (Coefficient Factors)
- Attachment C – Sample Agreement
- Attachment D – Proposer’s JOC Experience Form
- Attachment E – Required Submittal Checklist

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15.0 FORMS TO BE SUBMITTED AFTER RECEIPT OF NOTICE OF INTENT TO AWARD

(To be provided by the recommended firm)

Exhibit G – 00501 Resolution of Contractor

Exhibit I – 00601 Drug Policy Compliance Agreement

Exhibit J – 00606 No Safety Impact Positions

Exhibit K – 00620 Affidavit of Insurance

Exhibit L – 00621 Certificate of Insurance ACORD Form / A/E Required Insurances

Exhibit M – 00630 Certification of Compliance with Pay or Play Program (POP-2) Program

Exhibit N – 00631 Pay or Play Program List of Subcontractors (POP-3) Program

Exhibit O – 00632 Certification by Professional Service Provider

Exhibit P – 00636 Certificate of Interested Parties Form 1295

Exhibit V – Performance Bond

Exhibit W – Statutory Payment Bond

NOTE: Exhibits are available at the Houston Airport System website,
<https://www.fly2houston.com/biz/opportunities/solicitations/> or
The City of Houston Office of Business Opportunity Forms website,
<http://www.houstontx.gov/obo/popforms.html>
(<https://www.ethics.state.tx.us/forms/1295.pdf>)

ATTACHMENT A
SCOPE OF WORK
(Attached Separately)

ATTACHMENT B
PROPOSED FEES (COEFFICIENT FACTORS)
(Attached Separately)

ATTACHMENT C
SAMPLE AGREEMENT
(Attached Separately)

ATTACHMENT D
PROPOSER'S JOC EXPERIENCE FORM
(Attached Separately)

ATTACHMENT E
REQUIRED SUBMITTAL CHECKLIST

Item #	REQUIRED SUBMITTAL	Check (√)
1	Table of Contents	
2	TAB 1 – Transmittal Letter	
3	TAB 2 – Description of Firm	
4	TAB 3 – Executive Summary	
5	TAB 4 – JOC Experience – Attachment D – Proposer’s JOC Experience Form	
6	TAB 5 – Management Plan	
7	TAB 6 – Safety Records and Claim History	
8	TAB 7 – Contractor’s Representative	
9	TAB 8 – Relationship with Subcontractors	
10	TAB 9 – References	
11	TAB 10 – Proposal Pricing – Attachment B – Fees (Coefficient Factors)	
12	TAB 11 – Financial Stability (To be submitted in separate sealed envelope)	
13	TAB 12 – PART VI: City Required Documents – 14.0 Forms to be Submitted with Proposal:	
14	Exhibit A – 00455 Ownership Information Form	
15	Exhibit B – 00457 Conflict of Interest Questionnaire	
16	Exhibit C – 00460 Pay or Play Acknowledgement Form	
17	Exhibit D – 00480 Reference Verification Form	
18	Exhibit E – 00481 Anti-Collusion Statement	
19	Exhibit F – Attachment “A”: Schedule of M/WBE Participation	
20	Exhibit F – Attachment “B”: M/WBE Letter of Intent	
21	Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms	
22	Exhibit F – Attachment “D”: Office of Business Opportunity M/WBE Utilization Report	
23	Exhibit H – 00600 List of Proposed Subs	
24	Exhibit Q – Contact Directory Form	
25	Exhibit R – Statement of Residency	
26	Exhibit S – Offer and Submittal	
27	Exhibit T – Contract and Contract Exception Chart	
28	Exhibit U – Declaration of Hire Houston First Designation	
29	ATTACHMENT A – Scope of Services	
30	ATTACHMENT C – Sample Contract	
31	TAB 13 – ATTACHMENT E – Required Submittal Checklist	

End of Attachment E

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PART I: SOLICITATION

1.0 GENERAL INFORMATION

The City of Houston (City), Houston Airport System (HAS), is seeking up to four (4) Job Order Contract (JOC) contractors for Operations & Maintenance (O&M) and Capital tasks to provide repairs, maintenance tasks, renovations, rehabilitations, alterations, and small construction project services in a cost-effective and time efficient manner.

2.0 PRE-PROPOSAL CONFERENCE

- 2.1 A Pre-Proposal Conference will be held at the date, time, and location indicated on the first page of this RFP document. Interested Proposer(s) should plan to attend. It will be assumed that potential Proposer(s) have reviewed the RFP in detail and are prepared to raise any substantive questions not already addressed by HAS.
- 2.2 The purpose of this conference is to allow potential Proposers an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at the conference will not be a prerequisite to submitting a proposal, Proposers who intend to submit a proposal, are encouraged to attend. Make sure you have a copy of the solicitation for reference during the Pre-Proposal Conference. Any changes resulting from this conference will be issued in a written Letter of Clarification (LOC) to the solicitation. Verbal responses will not alter the specifications and terms related to this solicitation.
- 2.3 Questions are due on July 2, 2024, 12:00 P.M., CT. Please include the phrase "QUESTIONS: H93-HASJOC-2024-028 for Job Order Contract" in the subject line and provide all applicable contact information.
- 2.4 Communication regarding the Pre-Proposal Conference must be received in writing and directed only to:

Amanda Joseph, Sr. Procurement Specialist
(281) 230-8088
Email address: Amanda.Joseph@houstontx.gov

3.0 SOLICITATION SCHEDULE

- 3.1 The following schedule has been established for this solicitation process. HAS reserves the right to modify the schedule during the solicitation process. Changes/updates will be posted on HAS' website (<https://www.fly2houston.com/biz/opportunities/solicitations>) via Letter(s) of Clarification.
- 3.2 HAS reserves the right to extend the due date for this Request for Proposals (RFP) as deemed necessary and in its best interests. Any postponement of the due date will be issued as a Letter of Clarification (LOC) to this RFP. The submission of a Request for Proposals does not, in any way, commit HAS to enter into an agreement with that Proposer or any other Proposer. HAS reserves the right to reject any or all Request for Proposal(s) for any reason.

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Description	Date
Advertisement of Solicitation	06/07/2024
Pre-Proposal Conference	06/20/2024
Deadline for Submittal of Questions	07/02/2024
Letter of Clarification(s) Posted on HAS Website	07/18/2024
Response to RFP Due Date	08/01/2024
Oral Presentations (<i>if required</i>)	09/19/2024
City Council Agenda Date (<i>Estimated</i>)	02/13/2025

PART II: GENERAL SOLICITATION INFORMATION

4.0 GENERAL INFORMATION

4.1 Background

The purpose of the Job Order Contract is for qualified firms to provide expedient delivery on essential projects with various scope including asbestos and mold remediation, water infiltration, build back, repair, alteration, renovation, remediation, and minor construction.

4.2 Project Vision

The key to this Contract’s success is to support HAS’s vision to establish Houston as a five-star global air service gateway where the magic of flight is celebrated. Proposers shall embrace the following HAS core values as they relate to job order contracting services at HAS:

Relationships	Service
<ul style="list-style-type: none"> We work together with integrity and treat every individual with courtesy and respect. 	<ul style="list-style-type: none"> We WOW our customers through a “can do” attitude and respond quickly to meet and exceed their expectations.
<ul style="list-style-type: none"> We honor our commitments and behave in a manner that earns trust. 	<ul style="list-style-type: none"> We find ways to bring fun and joy into our work and bring customers along for the ride.
<ul style="list-style-type: none"> We promote collaboration and teamwork across the organization. 	<ul style="list-style-type: none"> We respond promptly and effectively.
<ul style="list-style-type: none"> We are reliable and trustworthy; we honor our promises and commitments. 	<ul style="list-style-type: none"> We show respect, compassion and let people know we care.
<ul style="list-style-type: none"> We are open, positive, and constructive in our feedback. 	<ul style="list-style-type: none"> We willingly provide the necessary time and effort to meet the customer’s needs.
<ul style="list-style-type: none"> We treat people as they want to be treated. 	<ul style="list-style-type: none"> We are flexible and adaptive in a dynamically changing business environment.
<ul style="list-style-type: none"> We take responsibility for our actions. 	<ul style="list-style-type: none"> We display enthusiasm and passion for our work.

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<ul style="list-style-type: none"> • We lead by example 	
Innovative	Excellence
<ul style="list-style-type: none"> • We have the courage and willingness to consider new and unconventional ways of thinking. 	<ul style="list-style-type: none"> • We strive for quality and skillful execution without compromise.
<ul style="list-style-type: none"> • We assume responsibility for learning new things. 	<ul style="list-style-type: none"> • We use the power of total employee involvement to achieve our organizational goals.
<ul style="list-style-type: none"> • We embrace new ideas. 	<ul style="list-style-type: none"> • We foster a culture of shared values that gets things done.
<ul style="list-style-type: none"> • We listen with an open mind. 	<ul style="list-style-type: none"> • We take calculated risks needed to achieve results.
<ul style="list-style-type: none"> • We are future-focused; “I’ve always done it this way” does not exist in our vocabulary. 	<ul style="list-style-type: none"> • We look for new and more effective ways to do business.
<ul style="list-style-type: none"> • We recognize change as an opportunity. 	<ul style="list-style-type: none"> • We encourage continuous improvement.

5.0 PROJECT DESCRIPTION

5.1 The Houston Airport System (HAS) is seeking proposals from qualified firms from Job Order Contract (JOC) contractors for Operations & Maintenance (O&M) and Capital tasks to provide repairs, maintenance tasks, renovations, rehabilitations, alterations, and small construction projects services in a cost-effective and time efficient manner. Each Contractor shall be awarded an equal amount per Capital and O&M funding. Contractors shall furnish all labor, materials, tools, supplies, instruments, equipment, transportation, insurance, Bonds, subcontracts, supervision, management, reports, permits, incidentals, and quality control. They shall perform all operations necessary and required for construction management and construction work, which will be defined in each Work Order (WO). The contract(s) term will be two (2) years with two (2) one-year options to extend.

6.0 ESTIMATED PROJECT TIMELINE

6.1 This is a critical project to support HAS operations and should be implemented within (30) days of award as agreed between HAS and the selected Proposers during the RFP process.

6.2 HAS intends to award contract(s) with a term of two (2) years with two (2) one-year extensions.

7.0 SPECIFICATIONS/SCOPE OF SERVICES

7.1 SCOPE OF WORK – Contractor(s) shall perform the general Scope of Work described herein as further discussed in Attachment A – Specifications/Scope of Work.

PART III: EVALUATION AND SELECTION PROCESS

8.0 EVALUATION AND SELECTION PROCESS

8.1 An evaluation committee shall evaluate Proposers’ submissions in accordance with the evaluation criteria listed in Part VI. Upon completion of the evaluation, the committee may develop a short list of Proposer(s) meeting the technical competence requirements. The

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shortlisted Proposer(s) may be scheduled for a structured oral presentation, demonstration, interview, and negotiations. Following these City-to-Proposer(s)' meetings, the evaluation team will summarize their findings and recalculate their scores, if needed. However, the evaluation committee reserves the right to issue letter(s) of clarification when deemed necessary to any or all Proposer(s). The oral presentations, demonstrations and/or interviews may be recorded and/or videotaped.

- 8.2 Interviews/Oral Presentations/Demonstrations – The City reserves the right to request that Proposer(s) provide a final presentation handout of its Proposal at their scheduled meeting. No Proposer may attend presentations of any other Proposer. Proposers may be scheduled for more than one presentation, demonstration, or interview.
- 8.3 Selection Process – Upon review of all information provided by Proposers, the evaluation committee will make a recommendation for selection to City officials. The City reserves the right to check references on any projects performed by the Proposer, whether provided by the Proposer or known by the City. The City reserves the right to request a Best and Final Offer (BAFO) from one or more finalist. Selected Proposals shall be submitted for approval by the appropriate City officials. The City of Houston intends to select Proposals that best meets the City’s needs and that provides the best overall value. Upon approval of the selected Proposers, the contract(s) shall be executed by the appropriate City officials.
- 8.4 Evaluation Criteria:

Evaluation Criteria (Table 4)	Max Score
Financial Stability	Pass/Fail
Minimum Required Experience	Pass/Fail
Responsive	Pass/Fail
Responsible	Pass/Fail
MWBE Compliance	Pass/Fail
JOC Experience	20
Management Plan	20
Safety Records and Claim History	10
Contractor’s Representative	10
Relationship with Subcontractors	10
Coefficient Factors	30
Total	100
Hire Houston First (Bonus Points)	5

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8.5 Qualifications:

8.5.1 Financial Stability – Pass/Fail

Proposer is required to submit, in a separate, sealed envelope, clearly marked "Financial Statements", one (1) stamped "Original" and one (1) copy of its Financial Statements with its Submittal. Submit audited financial statement for the last two years. Provide a brief statement of the Proposer's bonding ability to fulfill obligations.

8.5.2 Minimum Required Experience – Pass/Fail

8.5.2.1 The Proposer shall have a minimum of five (5) years' experience performing Job Order Contract projects.

8.5.2.2 The Proposer shall have the capabilities and skills of a wide variety of trades including, but not limited to, carpentry, masonry, concrete, paving, roofing, excavation, steam fitting, plumbing, sheet metal, painting, demolition, welding, HVAC, electrical, mechanical, asbestos abatement, hazardous material handling, carpeting, flooring, drywall finishing, hardware, doors, glazing, landscaping, and telecommunications cabling services etc.

8.5.2.3 Proposer must pass the above criteria to be evaluated by Evaluation Committee. Proposers that fail to meet the criteria will be removed from further consideration and no further scoring of their submittal will take place.

8.5.3 Responsive – Pass/Fail

A vendor that responds to all material requirements of any solicitation will be deemed responsive. The Proposal shall be responsive to all material requirements that will enable the evaluation committee to evaluate it in accordance with the evaluation criteria and make a recommendation to City officials.

8.5.4 Responsible – Pass/Fail

A business entity or individual who has the integrity and reliability as well as the financial and technical capacity to perform the requirements of the solicitation and subsequent contract(s) will be deemed responsible. This assessment will include a review of all references on any projects performed by a business entity or individual, whether provided by the business entity or individual or known by the City.

8.5.5 MWBE Compliance – Pass/Fail

Proposer(s) shall comply with the City's M/WBE programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Proposer(s) shall make good faith efforts to award subcontracts or supply agreements in at least 23% of the value of this Agreement to M/WBE's. Proposer(s) acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunity (OBO) and will

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comply with them. The MWSBE Participation goals for this contract (Contract Goals) are as follows:

The M/WBE goal is 23%: **MBE = 18%** and **WBE = 5%**.

- 8.5.6 **JOC Experience (20 Points)** – This criterion considers whether the documentation provided by the Proposer demonstrates a minimum of five (5) years of experience performing JOC. It also requires the Proposer to list any projects their firm failed to complete during this time frame.
- 8.5.6.1 Provide a detailed description of your firm’s experience performing JOC contracts including the total number of years your firm have been performing these services. Explain where and when the JOC experience has been achieved.
- 8.5.6.2 Provide previous development and execution of JOC program administration and support services.
- 8.5.6.3 Provide any awards and accolades related to JOC contracts.
- 8.5.6.4 Provide a list of any projects your firm failed to complete over the last five (5) years because of financial reasons, labor disputes, failure of your employees to perform, or any other reason.
- 8.5.6.5 Proposer(s) shall provide at least three (3) recent job order contracts of similar size and scope. Provide response on Attachment D – Proposer’s JOC Experience Form.
- 8.5.7 **Management Plan (20 Points)** – This criterion considers the proposed management plan and if it includes position descriptions and staff personnel qualifications. It also considers whether the plan addresses other management aspects such as estimating, scheduling, software/computers, interface with HAS, responsiveness, and communication.
- 8.5.8 **Safety Records and Claim History (10 Points)** – This criterion considers the Proposer’s safety record and program including their Workmen’s Compensation Modifier and several lost time incidents. The criterion also examines the Proposer’s claims history. It requires a list of all projects in the last 3 to 5 years that have gone to claim, including the outcome of those claims.
- 8.5.8.1 Provide details concerning your safety record and program. Include your current Workmen’s Compensation Modifier and details concerning any lost time incidents over the last three (3) years.
- 8.5.8.2 Provide an OSHA Form 300A Summary of Work – Related Injuries and Illnesses for all company activities in the past five (5) years.
- 8.5.8.3 Provide a list of all projects over the last five (5) years that have gone to claim and the outcome.
- 8.5.9 **Contractor’s Representative (10 Points)** – This criterion considers the Proposer(s) proposed supervisory personnel and their qualifications and experience on JOC contracts with similar scope, complexity, and value.

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8.5.9.1 Provide a written assurance that the project supervisory personnel listed will be performing the work and will not be substituted with other personnel or reassigned to another project without HAS's prior written approval.

8.5.9.2 Provide a brief resume or curriculum vitae for each project supervisory personnel demonstrating their qualifications and experience on Job Order Contracts with similar scope, complexity, and value. Resumes shall include the following:

8.5.9.2.1 Name, Role

8.5.9.2.2 Firm

8.5.9.2.3 No. of years with current firm

8.5.9.2.4 Total years' experience

8.5.9.2.5 Education, professional licensing

8.5.9.2.6 Experience in their respective areas of expertise

8.5.9.2.7 Relevant work experience for previous five (5) years.

8.5.10 **Relationship with Subcontractors / Suppliers (10 Points)** – This criterion considers whether the Proposer(s) provided a list of proposed subcontractors/suppliers. It also considers whether subcontractor letters of commitment or prequalification, details concerning subcontractors' experience and on JOC and procedures for subcontractors were included. The criterion shall demonstrate the relationship and years of working together on a similar project like JOC.

8.5.11 **Coefficient Factors (30 Points)** – This criterion considers the coefficient factors proposed by the Proposer(s). These include pre-priced items for standard and non-standard hours as well as non-pre-priced items for standard and non-standard hours.

Note: The Hire Houston First (HHF) Program can be found in the City of Houston's Code of Ordinances (the "Code"), Ch. 15, Article XI. At the conclusion of scoring proposers, preference points shall be distributed in the following manner:

- 5 Points: For Proposer firm designated as a Hire Houston First "City Business" (CB);
- 3 Points: For Proposer firm designated as a Hire Houston First "Local Business" (LB);
- 0 Points: For Proposer firm not designated as either a "City Business" (CB) or a "Local Business" (LB).

PART IV: PROPOSER QUALIFICATIONS/SUBMITTAL PROCEDURES

9.0 MINIMUM QUALIFICATIONS

The Proposer shall have minimum qualifications as stated in 8.5.2.

10.0 REFERENCES

10.1 The Proposer shall provide a minimum of three (3) qualified references where the Proposer has performed JOC services as a Prime.

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11.0 SUBMITTAL PROCEDURES

- 11.1 Provide six (6) printed copies of the Proposal (numbered x of xx), including one (1) printed original signed in BLUE ink, and marked as "Original" on the outside cover. Additionally, provide six (6) complete copies on a memory stick (USB Thumb drive) labeled with the appropriate Solicitation name and number that includes a complete copy of all information in the printed original. Please submit all items in a sealed envelope or package bearing the assigned Title and RFP Number to:
- Houston Airport System Administration Building
16930 John F Kennedy Blvd.
Houston, Texas 77032
Attention: Cathy Vander Plaats, Aviation Procurement Officer
- 11.2 The envelope or package should clearly identify the name and address of the Proposer and indicate the contents as "Response to Solicitation No. H93-HASJOC-2024-028 for Job Order Contract".
- 11.3 The deadline for the submittal of the Proposal to the Houston Airport System (HAS), Supply Chain Management Office is no later than the date and time as indicated on the first page of the Solicitation document. Failure to submit the required number of copies as stated above may be subject for disqualification from the proposal process.
- 11.4 Proposers may elect to either mail or personally deliver their Proposal to the Supply Chain Management Office. HAS bears no responsibility for submitting Proposals on behalf of any Proposer. Proposer(s) may submit their Proposals to the Supply Chain Management Office any time prior to the stated deadline.
- 11.5 In the event that there are discrepancies among the various Proposals submitted, the "Original" Proposal signed in BLUE ink shall govern.
- 11.6 All proposals must be labeled on the outside of the envelope or box with the Proposer's name and the name of the Solicitation. Proposers should follow the required format in preparing their Proposal in order to enable HAS to efficiently evaluate the Proposals.
- 11.7 Each copy of the Proposal shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter-size (8 ½" by 11") or folded to that dimension, twice letter size (11" X 17"). A tabbed divider shall separate each section (defined below). Document text should be in Arial (or similar standard sans serif font) 10 point or Times New Roman (or similar standard serif font) 12 point but must be consistent throughout the document.
- 11.8 At least one copy must carry the original signature of an officer or individual having legal authority to enter into agreements on behalf of the Proposer. The deadline for submission is on August 1, 2024, 2:00 P.M., CT. Each envelope or package should be clearly marked "Response to Solicitation No. H93-HASJOC-2024-028 for Job Order Contract". Proposals received after this date and time will be returned unopened and not considered.

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12.0 PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS

12.1 Each Proposal shall be organized in the following order and tabbed appropriately:

Outside Cover – This shall contain the RFP number and title “Response to Solicitation No. H93-HASJOC-2024-028 for Job Order Contract” the name of the Proposer, and the submittal date. Remember to label the original documents as “ORIGINAL” on the outside cover.

Table of Contents

TAB 1 – Transmittal Letter

Submit a one (1) page letter transmitting the Proposal to Amanda Joseph, Houston Airport System. The transmittal letter shall state, “This Proposal is valid for 180 days,” and that the signer of the document is authorized by the Proposer to sign the document. Acknowledge receipt of all RFP Letter(s) of Clarifications, if any, in this Transmittal Letter.

One copy of the transmittal letter shall contain the original signature of the team lead. NOTE: Acknowledge receipt of all RFP Letter(s) of Clarifications, if any, in this transmittal letter.

TAB 2 – Description of Firm

Provide a general description of the firm, including systems, services, and staffing offered, number of employees, office locations, and the number of years in business. Provide the minimum required experience as stated in 8.5.2.

TAB 3 – Executive Summary

The Executive Summary should provide an overview of the qualifications necessary to accomplish the project, which includes a narrative statement of the Proposer’s understanding of the Project and key points in their Proposal. At a minimum, the Executive Summary must contain the following information:

Complete legal name of the Proposer, the name of the legal entities that comprise the Proposer, and all proposed subcontractors. The Proposer must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, as well as the legal structure of the entity and a listing of major satellite offices. If the Proposer is made up of more than one firm, the legal relationship between these firms must be described.

Prepare narrative statements that describes the Proposer’s understanding of the work involved in performing the Scope of Services that is described in the Functional Specification.

TAB 4 – JOC Experience

Provide all experience related requirements as stated in 8.5.6. Submit Attachment D – Proposer’s JOC Experience Form.

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TAB 5 – Management Plan

Provide details of the proposed project organization including positions, descriptions, staffing and qualifications. Also provide in this tab, the proposed procedures for managing the aspects of preparation of estimates, scheduling, software/computers, field supervision, interface with HAS, responsiveness and communication.

TAB 6 – Safety Records and Claim History

Provide a written assurance and resume for the project supervisory personnel as stated in 8.5.8.

TAB 7 – Contractor’s Representative

Provide a written assurance and resume for the project supervisory personnel as stated in 8.5.9.

TAB 8 – Relationship with Subcontractors

Complete and insert Exhibit H – List of Subcontractors. Include letters of commitment and / or prequalification. Also provide details concerning the proposed subcontractor’s experience on JOC and your procedures identifying, managing, and assisting subcontractors. Provide your working relationship with your Subcontractors on similar projects like JOC. as stated in 8.5.10.

TAB 9 – References

Submit Exhibit D – References. Provide a statement. Provide a statement that describes how services success was achieved for each JOC project. The statement should be based on contract service expectations versus success achieved during contract execution.

TAB 10 – Proposal Pricing

Submit Attachment B – Fees (Coefficient Factors).

TAB 11 – Financial Stability

Submit audited financial statements for the last two years as stated in 8.5.1.

TAB 12 – Forms to be Submitted with the Proposal

Provide all forms as described in Section 14.0.

TAB 13 – Required Submittal Checklist

Submit Attachment E – Required Submittal Checklist.

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PART V: SPECIAL CONDITIONS

13.0 SPECIAL CONDITIONS

13.1 DRUG DETECTION AND DETERRENCE PROCEDURE

13.1.1 Please complete the related drug detection and deterrence procedures City Required Documents (Exhibit I).

13.2 INSURANCE

13.2.1 Please refer to the sample agreement which is outlined in section 3.12.

13.3 FAIR CAMPAIGN ORDINANCE

13.3.1 The City of Houston Fair Campaign Ordinance (Section 18-36 of the City Code of Ordinances) makes it unlawful for a contractor to offer any contribution to a candidate for City elective office during a certain period of time prior to and following the award of the contract by City Council. The term "contractor" includes sole proprietors, partners of partnerships, and all officers, directors, and holders of ten percent or more of the outstanding shares of corporations. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with the Proposal. A blank copy of "Contractor Submission List - City of Houston Fair Campaign Ordinance" (Form A) is included in this RFP in Exhibit A (See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information).

13.4 PAY OR PLAY PROGRAM

13.4.1 The requirements and terms of the City of Houston Pay or Play policy, as set out in Executive Order 1-7, are incorporated into the Agreement for all purposes. Contractor has reviewed Executive Order No. 1-7 and shall comply with its terms and conditions as they are set out at the time of City Council approval of the Agreement.

13.4.2 Review Document 00840: Pay or Play Program; and fill out Documents 00630 and 00631 for submittal.

13.5 DELINQUENT TAX

13.5.1 Prior to consideration by City Council, evidence must be submitted by each owner/operator(s) demonstrating that no delinquent taxes are owed to the City of Houston. Complete form attached as Exhibit A (Affidavit of Ownership).

13.6 MISCELLANEOUS

13.6.1 All Proposals submitted in response to this RFP are the property of the City and are not available for public review or debriefing by any Proposer until after selection and approval of an Agreement by City Council. All information submitted becomes public record and subject to the Texas Public Information Act including information marked proprietary or confidential.

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- 13.6.2 Any cost associated with the submittal of a response to the RFP will be solely the expense of the Proposer.
 - 13.6.3 This RFP is not to be construed as a contract offer or as a commitment of any kind; and receipt by the City of a response by a Proposer in no way obligates the City in any manner whatsoever.
 - 13.6.4 Copies of City Ordinances and Policies noted in the RFP may be obtained from the City Secretary's Office, Plaza Level, City Hall Annex, Room 101, 900 Bagby, Houston, Texas 77001.
 - 13.6.5 It is believed that this RFP contains all the information related to the project that is needed to prepare an adequate response. However, any questions or requests for information that are deemed necessary will need to be e-mailed no later than 12:00 p.m., CT on July 2, 2024, to Amanda Joseph, Senior Procurement Specialist - Houston Airport System at Amanda.Joseph@houston.tx.gov. Responses to all questions will be posted online on the Houston Airport System's website as Letter(s) of Clarification.
- 13.7 NO CONTACT PERIOD
- 13.7.1 Neither Proposer(s) nor any person acting on Proposer(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation.
 - 13.7.2 With the exception of Proposer's formal response to the solicitation and written requests for clarification during the period officially designated for such purpose by the City Representative, neither Proposer(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City, their families, or staff through written or oral means in an attempt to persuade or attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Proposer from the time of issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award. However, nothing in this paragraph shall prevent a Proposer from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.
- 13.8 SECURITY AND BADGES (As applicable to this Project)
- 13.8.1 The Proposer shall comply with all applicable Federal rules governing security at the Airport.
 - 13.8.2 All on-site personnel of Proposer, including subcontractors, who perform services under the Agreement inside the AOA fence or in secure areas of the Airport, are required to undergo a fingerprint-based criminal history records check.

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Fingerprints are collected at the Airport Badging Office and submitted electronically for investigation.

13.8.3 The Proposer shall obtain HAS security badges for its personnel performing services on-site, including its subcontractors' personnel, as required by HAS. On-site personnel within the AOA or in secure areas of the Airport shall wear identification badges at all times while on Airport property. The cost of badges, which is subject to change, is currently \$55.00 each at IAH/HOU and \$16.00 at EFD. Costs for the fingerprint-based criminal history records check are reflected in the cost of the badges. The Proposer is responsible for the cost of badges, including replacements thereof. The Proposer personnel losing badges will be charged for replacement badges at the then current rate. Badge yearly renewal cost is currently \$16.00.

13.8.4 The Proposer acknowledges that fines or penalties associated with non-compliance with security regulations shall be reimbursed to HAS.

13.9 EQUAL OPPORTUNITY EMPLOYMENT

13.9.1 The City of Houston Ordinance Section 15-17 establishes Equal Employment Opportunity Contract Compliance requirements for all City of Houston contracts involving the expenditure of Fifty Thousand Dollars (\$50,000) or more. Any contract that results from this RFP will provide that the failure to carry out the requirements set forth in the City of Houston Equal Employment Opportunity Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.

13.10 PROTEST

13.10.1 An interested party may file a protest on the basis that the City has failed to comply with applicable federal or state law or with City ordinances as set forth in City of Houston Administrative Policy 5-12. <http://www.houstontx.gov/policies>.

13.11 CERTIFICATE OF INTERESTED PARTIES

13.11.1 In accordance with Texas Gov't Code §2252.908, the successful Proposer must complete Form 1295, Certificate of Interested Parties. Form 1295 is available for downloading on the Texas Ethics Commission's (TEC) website: <https://www.ethics.state.tx.us/forms/1295.pdf>.

13.11.2 The successful Proposer must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number.

13.11.3 No later than 30 days after the contract's effective date, the City will upload the successful Proposer's completed Form 1295. The Texas Ethics Commission will post the Contractor's completed Form 1295 within seven business days of receipt.

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13.12 COMPLIANCE WITH CERTAIN STATE LAW REQUIREMENTS

13.12.1 Anti-Boycott of Israel.

Contractor certifies that Contractor is not currently engaged in and agrees for the duration of this agreement not to engage in the boycott of Israel as defined by Section 808.001 of the Texas Government Code.

13.12.2 Anti-Boycott of Energy Companies.

Contractor certifies that Contractor is not currently engaged in and agrees for the duration of this agreement not to engage in the boycott of energy companies as defined by Section 809.001 of the Texas Government Code.

13.12.3 Anti-Boycott of Firearm Entities of Firearm Trade Associations.

Contractor certifies that Contractor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association or will not discriminate against a firearm entity or firearm trade association for the duration of this agreement, as defined by Section 2274.001 of the Texas Government Code.

13.12.4 Certification of No Business with Foreign Terrorist Organizations.

For purposes of Section 2252.152 of the Code, Contractor certifies that, at the time of this agreement neither Contractor nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Contractor, is a company listed by the Texas Comptroller of Public Accounts under Sections 2252-153 or 2270-0201 of the Code as a company known to have contracts with or provide supplies or to a foreign terrorist organization.

13.13 EXECUTIVE ORDER 1-56 ZERO TOLERANCE FOR HUMAN TRAFFICKING IN CITY SERVICE CONTRACTS AND PURCHASING

The City has a zero tolerance for human trafficking, and, per Executive Order 1-56, city funds shall not be used to promote human trafficking. City vendors are expected to comply with this Executive Order and notify the City's Chief Procurement Officer of any information regarding possible violation by the vendor or its subcontractors providing services or good to the City. The Executive Order is available on the City's website: <http://www.houstontx.gov/execorders/1-56.pdf>.

13.14 PRESERVATION OF CONTRACTING INFORMATION

"The requirements of Subchapter J, Chapter 552, Government Code, may apply to this (include "bid" or "contract" as applicable) and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter."

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.552.htm#552>).

13.15 PERFORMANCE BOND

13.15.1 The successful contractor shall furnish and maintain throughout the Agreement term a Performance Bond in the amount of 100% of the annual

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applicable Agreement year. Contractor shall renew this bond for each renewal year of this Agreement in an amount equal to the Agreement amount for the applicable renewal term. The bond shall be conditioned upon contractor's full and timely performance of this Agreement and must be issued by a corporate surety authorized to write surety bonds in the State of Texas and be in the form as shown in Exhibit "V".

13.15.2 The Performance Bond shall be in the same form as that distributed by the City, all duly executed by this Proposer (as "Principal") and by a corporate surety company licensed to do business in the State of Texas. The surety must be listed on the current list of accepted sureties on federal bonds published by the United States Treasury Department.

13.16 MINORITY AND WOMAN BUSINESS ENTERPRISES ("M/WBE")

13.16.1 It is the City of Houston's policy to ensure that Minority and Women Business Enterprises (MWBE) have full opportunity to compete for and participate in City Contracts. Vendor shall comply with the City's MWBE Program as set forth in Chapter 15, Article V of the City of Houston Code of Ordinances, as well as the Policies and Procedures of the Office of Business Opportunity (OBO) found on OBO's website at <https://www.houstontx.gov/obo/policies-procedures.html>. Vendor shall make good faith efforts to award subcontracts and supply agreements in at least 25% of the value of the Agreement to certified MWBEs. If the Vendor is a certified MBE or WBE, Vendor may count its self-performance to meet a portion of the overall goal. Vendor acknowledges that they have reviewed the requirements for good faith efforts on file with OBO, available at <https://www.houstontx.gov/obo/docsandforms/goodfaithefforts.pdf>, and will comply with the set forth requirements.

13.16.2 Vendor shall maintain records of subcontracts and supply agreements with certified MWBEs, containing language required herein. In addition, Vendor shall submit all disputes that may arise with MWBE subvendors/supplies to mediation provided by OBO if other attempts do not result in a resolution.

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PART VI: CITY REQUIRED DOCUMENTS AND ATTACHMENTS

14.0 FORMS TO BE SUBMITTED WITH PROPOSAL

- Exhibit A – 00455 Ownership Information Form
- Exhibit B – 00457 Conflict of Interest Questionnaire
- Exhibit C – 00460 Pay or Play Acknowledgement Form
- Exhibit D – 00480 Reference Verification Form
- Exhibit E – 00481 Anti-Collusion Statement
- Exhibit F – Attachment “A”: Schedule of M/WBE Participation
- Exhibit F – Attachment “B”: M/WBE Letter of Intent
- Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms
- Exhibit F – Attachment “D”: Office of Business Opportunity M/WBE Utilization Report
- Exhibit H – 00600 List of Proposed Subcontractors
- Exhibit Q – Contact Directory Form
- Exhibit R – Statement of Residency
- Exhibit S – Offer and Submittal
- Exhibit T – Contract and Contract Exception Chart
- Exhibit U – Declaration of Hire Houston First Designation
- Attachment A – Scope of Work
- Attachment B – Proposed Fees (Coefficient Factors)
- Attachment C – Sample Agreement
- Attachment D – Proposer’s JOC Experience Form
- Attachment E – Required Submittal Checklist

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15.0 FORMS TO BE SUBMITTED AFTER RECEIPT OF NOTICE OF INTENT TO AWARD

(To be provided by the recommended firm)

Exhibit G – 00501 Resolution of Contractor

Exhibit I – 00601 Drug Policy Compliance Agreement

Exhibit J – 00606 No Safety Impact Positions

Exhibit K – 00620 Affidavit of Insurance

Exhibit L – 00621 Certificate of Insurance ACORD Form / A/E Required Insurances

Exhibit M – 00630 Certification of Compliance with Pay or Play Program (POP-2) Program

Exhibit N – 00631 Pay or Play Program List of Subcontractors (POP-3) Program

Exhibit O – 00632 Certification by Professional Service Provider

Exhibit P – 00636 Certificate of Interested Parties Form 1295

Exhibit V – Performance Bond

Exhibit W – Statutory Payment Bond

NOTE: Exhibits are available at the Houston Airport System website,
<https://www.fly2houston.com/biz/opportunities/solicitations/> or
The City of Houston Office of Business Opportunity Forms website,
<http://www.houstontx.gov/obo/popforms.html>
(<https://www.ethics.state.tx.us/forms/1295.pdf>)

ATTACHMENT A
SCOPE OF WORK
(Attached Separately)

ATTACHMENT B
PROPOSED FEES (COEFFICIENT FACTORS)
(Attached Separately)

ATTACHMENT C
SAMPLE AGREEMENT
(Attached Separately)

ATTACHMENT D
PROPOSER'S JOC EXPERIENCE FORM
(Attached Separately)

ATTACHMENT E
REQUIRED SUBMITTAL CHECKLIST

Item #	REQUIRED SUBMITTAL	Check (√)
1	Table of Contents	
2	TAB 1 – Transmittal Letter	
3	TAB 2 – Description of Firm	
4	TAB 3 – Executive Summary	
5	TAB 4 – JOC Experience – Attachment D – Proposer’s JOC Experience Form	
6	TAB 5 – Management Plan	
7	TAB 6 – Safety Records and Claim History	
8	TAB 7 – Contractor’s Representative	
9	TAB 8 – Relationship with Subcontractors	
10	TAB 9 – References	
11	TAB 10 – Proposal Pricing – Attachment B – Fees (Coefficient Factors)	
12	TAB 11 – Financial Stability (To be submitted in separate sealed envelope)	
13	TAB 12 – PART VI: City Required Documents – 14.0 Forms to be Submitted with Proposal:	
14	Exhibit A – 00455 Ownership Information Form	
15	Exhibit B – 00457 Conflict of Interest Questionnaire	
16	Exhibit C – 00460 Pay or Play Acknowledgement Form	
17	Exhibit D – 00480 Reference Verification Form	
18	Exhibit E – 00481 Anti-Collusion Statement	
19	Exhibit F – Attachment “A”: Schedule of M/WBE Participation	
20	Exhibit F – Attachment “B”: M/WBE Letter of Intent	
21	Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms	
22	Exhibit F – Attachment “D”: Office of Business Opportunity M/WBE Utilization Report	
23	Exhibit H – 00600 List of Proposed Subs	
24	Exhibit Q – Contact Directory Form	
25	Exhibit R – Statement of Residency	
26	Exhibit S – Offer and Submittal	
27	Exhibit T – Contract and Contract Exception Chart	
28	Exhibit U – Declaration of Hire Houston First Designation	
29	ATTACHMENT A – Scope of Services	
30	ATTACHMENT C – Sample Contract	
31	TAB 13 – ATTACHMENT E – Required Submittal Checklist	

End of Attachment E