
PRE- BID CONFERENCE

INVITATION TO BID (ITB)

FIDS & BIDS LED LIGHT PHASE II TERMINAL A SOLICITATION # H73-FBLL-2023-025

Gabriel Carey MBA
Sr. Procurement Specialist
Houston Airport System

Thursday, June 8, 2023, at 1:00 P.M.
18600 Lee Road
Houston, Texas 77338

Pre-Bid Meeting Agenda



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| I. | Opening Remarks | Andre Morrow
Sr. Procurement Specialist |
| II. | Solicitation Overview | Gabriel Carey
Sr. Procurement Specialist |
| III. | Office of Business Opportunity | Kellie Irving
Deputy Asst. Director, HAS OBO |
| IV. | Project Scope and Overview | Gerardo Velazquez,
Senior Airport Infrastructure Project
Manager |
| V. | Questions/Answers | |

Procurement Process Reminder

Quiet Period



- The Quiet Period begins on the date the solicitation is advertised and extends until an award recommendation appears on a City Council Agenda, or a City Council Committee Meeting Agenda.
- Actual and prospective bidders (including their representatives or persons acting on their behalf) are prohibited from contacting members of City Council or any City employees other than the contracting officer.
- Actual and prospective bidders (including their representatives or persons acting on their behalf) are expressly prohibited from offering, presenting or promising gratuities, favors, or anything of value to any member of an evaluation committee or any appointed or elected official or employee of the City of Houston, their families or staff members.
- As part of the solicitation, bidders shall attest that they understand and agree not to contact any members of City Council or City employees – other than the solicitation contact person – during the Quiet Period.
- Only the designated procurement specialist, [Gabriel Carey](#) should be contacted during this time.

PURPOSE:

The Houston Airport System (HAS) is seeking a qualified contractor to replace existing FIDS and BIDS display monitors with new larger monitors and add LED branding light bar above each monitor. The scope will also include the replacement of several millwork cabinets that hold the monitors along with replacement of monitor stands in the baggage claim area of the terminal(s).

Solicitation Overview



SOLICITATION DUE DATE AND TIME:

Thursday, July 6, 2023, 10:30 A.M. CT

**QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION ARE DUE
BY:**

Thursday, June 15, 2023, 12:00 P.M., CT

Must be received electronically and directed via email to:

gabriel.carey@houstontx.gov

Addt'l Info/Specification Changes



ADDENDA

Responses to questions received from potential Bidder(s) and any changes to the bid documents shall be confirmed in writing and an Addendum will be posted to the Houston Airport System website: www.fly2houston.com prior to bid due date.

Submittal Procedures



Provide sealed bids, in triplicate, one (1) original bid signed in **BLUE** ink and marked “original” and **two (2) copies** of the bids.

Bid(s) will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Room P101, Houston Texas 77002 until 10:30 A.M., (CST) on Thursday, July 6, 2023.

Please include the phrase “ITB No.: H73-FBLL-2023-025, FIDS & BIDS LED LIGHTS PHASE II TERMINAL A” in the subject line and provide all applicable contact information.

Procurement Timeline



Description	Scheduled Date
Advertisement of Solicitation	05/26/23
Pre-Bid Conference	06/08/23
Questions from Respondents Due to City	06/15/23
Bid Due from Respondents	07/06/23
Notification of Intent to Award (Estimated)	09/20/23
City Council Agenda Date (Estimated)	10/19/23
Contract Start Date (Estimated)	11/15/23

HAS Office of Business Opportunity

has.obo@houstontx.gov

Introductions

- *HAS OBO*
- *Primes*
- *Subs*
- *Suppliers*
- *Certified*

Responsibilities

Proposal and Pre-Award

- *Hire Houston First*
- *Goal Setting*
- *Participation Plan Review and Approval*
- *GFEs*

Post Award

- *Compliance: Contract, Labor and Pay or Play Program*

BID FORM

Submit signed Document 00410 Bid Form, Parts A and B with required 10% Security Deposit and required bid supplements. **Initial each page of Bid Form Part B.**

Offer is open to acceptance and is irrevocable for **180 calendar days** from Bid Date.

M/WBE Goal , Pay or Play and HHF

- **M/WBE Participation – 0%**
- **Pay or Play Program**
- **Hire Houston First**

HHF Requirements and Pay or Play

- **The Hire Houston First (HHF) Program** can be found in the City of Houston's Code of Ordinances (the "Code"), Ch. 15, Article XI.
- The Hire Houston First Affidavit is a required document to be acknowledged and included in the Bid being submitted.
- **Pay or Play Program**

Pay or Play Program

Developed to address the needs of the uninsured in the Houston area by Executive Order 1-7, certain contractors are required to either:

Pay: Contribute a designated amount to be used to offset the costs of providing healthcare to uninsured people in the Houston/Harris County area.

Play: Provide certain employees a minimum level of healthcare benefits.

Funds collected as a result of POP are placed in a Contractor Responsibility Fund that provides healthcare services to uninsured individuals in the Greater Houston area.

Pay or Play Program

Vendors must complete and return the following forms before contract award by the Contracting Department:

- o Acknowledgment Form (POP-1)
- o Certification of Compliance (POP-2)
- o Participating Subcontractors Form (POP-3)

HAS Office of Business Opportunity

has.obo@houstontx.gov

HOUSTON AIRPORT SYSTEM INFRASTRUCTURE

Waldo M Maffei, Design Manager Infrastructure

Gerardo Velazquez, Senior Airport Infrastructure Project Manager

Project Scope and Overview

Project is to Replace existing monitors through-out Terminal A and Baggage Claim Level and Install Blue LED lightbar above the Monitors. 14 locations were included in the overall project.



Project Scope for FIDS (Flight Information Display System) & **BIDS** (Baggage Information Display System) LED Light Phase II Terminal A

- The primary scope of the project is to replace existing FIDS and BIDS display monitors with new larger monitors and add LED branding light bar above each monitor. The scope will include the replacement of several millwork cabinets that hold the monitors along with replacement of monitor stands in baggage claim area of the terminal.
- The project scope is the installation of LED lights throughout Terminal A on both the Concourse Level and the Baggage Claim Levels.
- The LED lights will in coordination with new 49” inch monitors for the Flight Information Display Systems as well as the Baggage Claim Display.

Project Site Visit

A Site Visit will begin after the Pre-bid Meeting. Attendees meet at Terminal A, ticketing level at the Space Cow. The meeting and site visit are the only opportunity for Bidders to see the site prior to Bid Due Date.



Questions

- Questions to be official must be in writing and submitted via email to:
gabriel.carey@houstontx.gov
- Answers will be posted in HAS website as an Addendum:
<http://www.fly2houston.com>

Closing Remarks



H73-FBLL-2023-025 FIDS & BIDS LED LIGHTS PHASE II TERMINAL A

HOUSTON AIRPORT SYSTEM

Thank you!