



PRE- BID CONFERENCE

INVITATION TO BID (ITB)

IAH TERMINAL C GARAGE SIGNAGE & WAYFINDING AT GEORGE BUSH INTERCONTINENTAL AIRPORT (IAH) SOLICITATION # HJA-TCGARWAY-2025-003

TERMINAL C GARAGE SIGNAGE &
WAYFINDING AT IAH



Jorge Ardines
Sr. Procurement Specialist
Houston Airport System

Thursday, October 10, 2024, 10:00 A.M. CT



Pre-Qualification Meeting Agenda

- | | | |
|------|--------------------------------|---|
| I. | Opening Remarks | Alfredo "Al" Oracion
Division Manager |
| II. | Solicitation Overview | Jorge Ardines
Sr. Procurement Specialist |
| III. | Office of Business Opportunity | Desiree Williams and
HAS OBO Team |
| IV. | Project Scope and Overview | Gerardo Velazquez, Project Manager |
| V. | Questions/Answers/Site Visits | |



Procurement Process Reminder Quiet Period

- The Quiet Period begins on the date the solicitation is advertised and extends until an award recommendation appears on City Council Committee Meeting Agenda.
- Only the designated procurement specialist, [Jorge Ardines](#) should be contacted during this time.



Solicitation Overview

PURPOSE:

The City of Houston (City), Houston Airport System (HAS) invites interested firms to submit a bid for the manufacture and installation of a signage and wayfinding package needed at Terminal C Garage at George Bush Intercontinental Airport.



Solicitation Overview

QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION ARE DUE BY:

Thursday, October 17, 2024, 3:00 P.M., CT

SOLICITATION DUE DATE AND TIME:

Thursday, November 21, 2024, 10:30 A.M. CT

Must be received electronically and directed via email to:

jorge.ardines@houstontx.gov



Additional Info/Specification Changes

ADDENDA:

Responses to questions received from potential Firm(s) and any changes to the scope shall be confirmed in writing and will be posted to the HAS website (www.fly2houston.com) prior to submittal due date.

Procurement Timeline

Description	Scheduled Date
→ Advertisement of Solicitation	09/27/24
→ Pre-Bid Conference and Site Visit	10/10/24
→ Deadline for Submission of Questions	10/17/24
→ Bid Due Date	11/21/24
→ City Council Agenda Date (Estimated)	TBD
→ Contract Start Date (Estimated)	TBD



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, November 21, 2024.**

Please include the phrase **“ITB No.: HJA-TCGARWAY-2025-003, PN 794G – IAH TERMINAL C GARAGE SIGNAGE & WAYFINDING AT GEORGE BUSH INTERCONTINENTAL AIRPORT (IAH)”** in the subject line and provide all applicable contact information.

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.



Forms To Be Submitted With The Bid

The forms to be submitted with the bid are listed in the Document 00410A.

Post Bid Documents

Within 10 workdays after receipt of **Notice of Intent to Award**, successful Bidder shall execute and deliver to HAS documents indicated by an “X” in section 4.0 – A. REQUIREMENTS OF BIDDER in Document 00495 (Post Bid Procedures).

CONDITIONS OF THE CONTRACT

Document 00700 - General Conditions

- General Provisions
- The City
- Contractor
- Administration of the Contract
- Subcontractors and Suppliers
- Construction by the City or by Separate Contractors
- Changes in the Work
- Time
- Payment and Completion
- Safety Precautions
- Insurance and Bonds
- Uncovering and Correction of the Work
- Miscellaneous Provisions
- Termination or Suspension of the Contract

CONDITIONS OF THE CONTRACT

Document 00800 – Supplementary Conditions

- General Provisions
- Changes in the Work
- Time
- Payments and Completion
- Insurance and Bonds



CITY OF HOUSTON STRATEGIC PROCUREMENT DIVISION

Home > Strategic Procurement Division > Supplier Portal

STRATEGIC PROCUREMENT DIVISION

Supplier Portal

[ARIBA EXISTING SUPPLIER LOGIN](#)

[NEW SUPPLIER REGISTRATION](#) (Only if you never had a vendor number/supplier ID with City of Houston)

If you have previously registered with the City of Houston and have a vendor number, please DO NOT use New Supplier Registration link. In order to avoid duplication and allow legacy suppliers to continue using the existing vendor number, we have sent out invitation to your email in record. Please use the link in the email to complete the process. If you have not received any invitation email, please contact HoustonPurchasing@houstontx.gov.

If you have already submitted a new request on Ariba Network, we will review your request and deny it once we find duplicated record(s).

DEPT. MAIN LINKS

- [Strategic Procurement Homepage](#)
- [Finance Department Homepage](#)

PROCUREMENT LINKS

- [Chief Procurement Officer](#)
- [Administrative Policies](#)
- [Bid Law](#)
- [Department Purchasing Representative](#)
- [Employee Directory](#)
- [Overview of Bid Processes](#)
- [Purchasing Terms and Conditions](#)

- If you are not registered as a City of Houston vendor, please follow the instructions below.
- Please visit our Supplier Portal using the attached link. This is a screenshot of the website. Please follow the instructions provided for the circumstance that pertains to your company. [Strategic Procurement Division \(houstontx.gov\)](http://houstontx.gov)



OFFICE OF BUSINESS OPPORTUNITY

HAS Office of Business Opportunity

Desiree Williams and Team
HAS OBO

has.obo@houstontx.gov



Office of Business Opportunity

About Us

- Establish M/WBE and DBE Goals
- Evaluate Good Faith Efforts
- Determine Commercially Use Functions
- DBE and M/WBE Participation Plans and Letters of Intent
- B2GNow
- Labor Compliance (Prevailing Wages/Weekly Certified Payrolls)
- EEO Requirements and Drug Policy
- Hire Houston First Program
- Pay or Play (POP)
- DBE and ACDBE Certifications

OFFICE OF BUSINESS OPPORTUNITY

DIVERSITY REQUIREMENTS

The goals on the project are the following:

- M/WBE Goal is **30% (MBE 21%; WBE 9%)**
- Weekly Certified Payroll
- Pay or Play Program



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CERTIFICATION

- Participating Firms Must Be Certified Minority/Women-owned Business Enterprise (M/WBE) in the State of Texas.
- Firms Must Be Certified MWBE At Time Of Qualification Submission. If Not Certified M/WBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> Or By Phone (832) 393-0600.



Searching for MWBE's

M/WBE Goal Achievement

There are resources available to assist in assembling your team of certified subcontractors to meet the MWBE participation goal for this funded project.

Follow these easy steps to access the M/W/DBE/SBE Directory. Log on to the City of Houston's Website at www.houstontx.gov.

- Click on the Departments Link/Departments and Directors
- Click on the Office of Business Opportunity
- Click on the Certified Firm Directory

You will then view a search parameter screen where you may enter a company name (Search by Business Name or DBA) or a business description (Search by Business Description). Additionally, check off the applicable certification types you need at the bottom of the screen. For this project, search by Certification type (MBE, WBE or M/WBE). The system will then provide you with a list of currently certified companies for that business type. Clicking on the company's name will give you the contact information.

Contact the HAS Office of Business Opportunity if you encounter any problems or have questions. We can help guide you through this process.

Opportunity if you encounter any problems or have questions. We can help guide you through this process.

Desiree Williams , OBO Business Dev. Supervisor, HAS - Office of Business Opportunity
desiree.Williams@houstontx.gov



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OTHER REQUIREMENTS

- Wage Scale and Payroll Requirements for Building Construction (Doc 00821).
- City of Houston Pay or Play Program (POP)

Diversity Requirements

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.



Office of Business Opportunity

PAY OR PLAY PROGRAM

PAY OR PLAY (POP) FORMS	
POP-1	City of Houston Pay or Play Acknowledgement -- Filled out and submitted with bid packet . Contractor acknowledges POP Program and agrees to comply if they are the successful bidder
POP-2	City of Houston Certification of Compliance with Pay or Play Program -- Filled out and submitted by the successful bidder (Contractor/Subcontractor) . Contractor chooses how they will participate in the POP Program (updated 04.03.2013)
POP-3	City of Houston Pay or Play Program List of Subcontractors -- Filled out and submitted by the successful bidder (Contractor) . List of all subs participating on the project
POP-4	City of Houston Pay or Play Program Contractor / Subcontractor Waiver Request Filled out and submitted by the Department that has the contract. Used as a request for a particular contract that qualifies for a waiver (Waived upon OBO approval)
POP-5	City of Houston Pay or Play Program Contractor / Subcontractor Reporting Form (Pay Option) Filled out and submitted on a monthly basis by the Contractor that will be participating in the "Pay Option". (updated 12.27.2012)
POP-6	City of Houston Pay or Play Program Department Quarterly Update -- Filled out and submitted by the Department POP Liaison on a quarterly basis. Used to report current POP Contracts. (updated 12.27.2012)
POP-7	City of Houston Pay or Play Program Contractor/Subcontractor Reporting Form (Play Option) - Filled out and submitted on a quarterly basis by the Contractor that will be participating in the "Play Option". (updated 04.03.2013)
POP-8	City of Houston Pay or Play Program Employee Waiver Request -- Filled out by the Contractor or Subcontractor/Employee in effort to request that an employee is waived from the POP Program requirements (Waived upon OBO approval) (updated 04.03.2013)
POP-9	City of Houston Pay or Play Self-Insured Request -- Filled out and submitted by a Contractor that is requesting to be considered a self-insured company (Granted upon OBO approval)

Diversity Requirements

Pay or Play Program

- Vendors must complete and return the following forms before contract award by the Contracting Department:
- Acknowledgment Form (POP-1)
- Certification of Compliance (POP-2)
- Participating Subcontractors Form (POP-3)



OFFICE OF BUSINESS OPPORTUNITY

Quick List

- Please follow the instructions on Document 00821.
- Complete all applicable OBO sections in its entirety.
- List percentage and dollar value of your M/WBE team member.
- Complete a Letter of Intent for each M/WBE participating on your team.
- List and submit with your bid all activities engaging M/WBE firms.

Questions

HAS Office of Business Opportunity

has.obo@houstontx.gov



Hire Houston First

This solicitation is subject to the Hire Houston First Program, which gives a preference to certain local bidders in an award of the solicitation. A company must be designated as a City Business (CB) or Local Business (LB) under the Hire Houston First Program prior to Submission.

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

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

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

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



Project Overview and Scope

**HOUSTON AIRPORT SYSTEM
INFRASTRUCTURE DIVISION**

Julio Garcia, Design Manager

Gerardo Velazquez, Project Manager, HAS

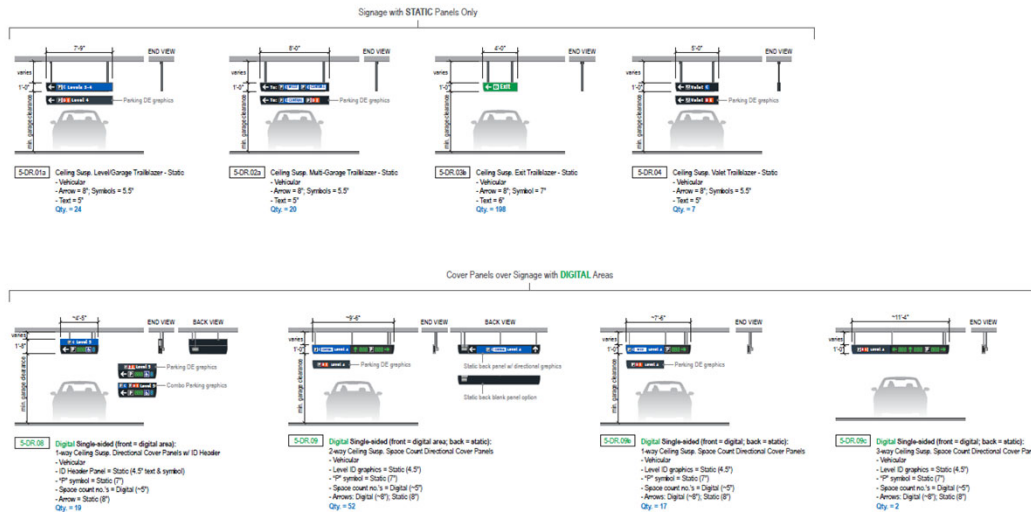
Daniel Bhatti, PGAL Associate

Project Overview and Scope

PN794G Terminal C Garage Signage and Wayfinding

The scope of this project includes the installation of new wayfinding signage in Terminal C garage, painting, removal, and replacement of “small non-wayfinding” signs and patching.

Must achieve Substantial Completion within 270 calendar days of NTP.





Questions

- To be official, questions must be in writing and submitted via email to:
jorge.ardines@houstontx.gov
- Answers will be posted on the HAS website as an Addendum:
<http://www.fly2houston.com>



Project Site Visit

Site Visit: Thursday, October 10, 2024, immediately after the pre-bid conference.



Closing Remarks

**THANK
YOU**