



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

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August 1, 2022

Subject: Letter of Clarification No. 1
Glass Replacement and Repair Services for Various Departments

Reference: Invitation to Bid (ITB) No.: S19-L31283

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. In the Title Page, **replace:** "page 1 of 29, with attached page 1 of 29 marked revised 8-1-2022".
 2. In Section A, **replace:** "page 4 of 29, with attached page 4 of 29 marked revised 8-1-2022".

When issued, Letter(s) of Clarification shall automatically become a part of the Bid documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Bidder to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response to this solicitation, Bidders shall be deemed to have received all Letter(s) of Clarification and to have received all Letter(s) of Clarification and to have incorporated them into this Bid.

If you should have any questions, please contact Roy Korthals at (832) 393-8734 or via email at buyers roy.korthals@houstontx.gov

Thank you,

Jedediah Greenfield, Interim Chief Procurement Officer
Finance/Strategic Procurement Division



CITY OF HOUSTON INVITATION TO BID

Issued: July 29, 2022

BID OPENING

Sealed bids (labelled with the company name, address and bid number), in duplicate will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby Street, Houston, Texas 77002, until **10:30 a.m., Thursday, September 1, 2022**. Once the award is made, a bid tabulation for this procurement may be posted and made publicly available on the Strategic Procurement Division's website. All bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby Street at 11:00 AM on that date for the purchase of:

**GLASS REPLACEMENT AND REPAIR SERVICES
BID INVITATION NO.: S19-L31283
NIGP CODE: 910-30 – M/WBE GOAL: 12%**

BUYER

Roy Korthals is the Buyer for this solicitation and he may be reached at **832-393-8734**. Any questions regarding this solicitation should be submitted via email at roy.korthals@houstontx.gov.

ELECTRONIC BIDDING

In order to submit a bid for the items associated with this procurement, vendor must fill in the pricing information on the "**PLACE BID**" page.

PRE-BID TEAMS TELECONFERENCE MEETING

A Pre-Bid Conference shall be conducted via teleconference on **Tuesday Wednesday, August 9 10, 2022**. To participate in this conference call, participants are encouraged to Join on your computer or mobile app for a Virtual Conference via Microsoft Teams [Click here to join the meeting](#) or dial direct at **936-755-1521 (audio only)**, followed by entering the conference I.D. number **55260768#** beginning at 1:20 p.m. CST for the **1:30 p.m.** kick-off.

Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. No verbal responses will not otherwise alter the specifications, and terms and conditions as stated herein.

ADDITIONAL INFORMATION AND SPECIFICATION CHANGES

Requests for additional information and questions should be addressed no later than **August 12, 2022 at 4:00 PM (CT)**. The City of Houston shall provide written responses to all questions received in writing before the aforementioned due date for questions. Questions received from all Bidder(s) shall be answered and sent to all Bidder(s) who are listed as having obtained the ITB. Bidder(s) shall be notified in writing of any changes in the specifications contained in this ITB.

BIDDER RESPONSIBILITY FOR TIMELY SUBMISSION

Bidder remains responsible for ensuring that its bid is received at the date, time, place and office specified. The City assumed no responsibility for any bid not received, regardless of whether the delay is caused by the U.S. Postal Service, a courier delivery service, or some other act of circumstance.

Revised 8-1-22

Responsive: a vendor that responds to all material requirements of any solicitation.

BID DISQUALIFICATION

The City may disqualify a Bid if the Bidder: 1) improperly or illegibly completes information required by the Bid Documents; 2) fails to sign the Official Signature Page or improperly signs the Official Signature Page; 3) qualifies its Bid; or 4) improperly submits its Bid.

When requested, the apparent Low Bidder shall present satisfactory evidence that Bidder has regularly engaged in providing the commodities or performing the services as proposed, and has the capital, labor, equipment, and material to deliver the required commodities or perform the work.

Documents/forms must be downloaded from the City's Website at <http://purchasing.houston.tx.gov/forms.shtml>

Additional Required Forms to be included with this Bid:

In addition to the Electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due.** When submitting bids via UPS/FedEx, etc. please label it with the name: Office of the City Secretary at City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, along with the **Bid No. ADD SOLICITATION NUMBER:**

TABLE 1 - REQUIRED FORMS
Signed Official Signature Page Signed in Blue Ink
Hard Copy of Electronic Bid Form (E-bid Website Pricing Form)
Ownership Information Form
Conflict of Interest Questionnaire
Pay or Play-1A, Program Acknowledgement Form
Pay or Play-2, Certification of Agreement Form
Pay or Play-3, Participating Subcontractors
References
MWBE Forms, Goal 12%

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful bidder:

TABLE 2 - DOCUMENTS & FORMS
Drug Forms
EEOC (View)
Certificate of Insurance and Endorsements
Resolution of Contractor
Certificate of Interested Parties (Form 1295) Create a certificate at https://www.ethics.state.tx.us/filinginfo/1295/

- Bids shall be considered only from bidders who can demonstrate that they are currently providing or have had one contract for **glass replacement and repair services** that's similar in size and scope to this contract and is or have performed these services satisfactorily. The City shall be the sole judge as to whether the services performed are similar to the scope of services contained herein and whether the bidder is capable of performing such services.