

Document 00910

ADDENDUM NO. 1

Date of Addendum: September 17, 2018

PROJECT NAME: DISTRICT LANDSCAPE MAINTENANCE AND REPAIRS

PROJECT NO: No. 7

PROPOSAL SUBMITTAL DATE: **October 2, 2018 @ 2:00 p.m.** (Revised per Addendum No. 1)

FROM: Ms. Theola Petteway, Acting Executive Director
Greater Southeast Management District
5445 Almeda, Suite 503
Houston, Texas 77004
Tel: (713) 942-0500

TO: Prospective Bidders

This Addendum forms a part of the Bidding Documents and will be incorporated into the Contract documents, as applicable. Insofar as the original Project Manual and Drawings are inconsistent, this Addendum governs.

This Addendum uses the change page method: remove and replace or add pages, or Drawing sheets, as directed in the change instructions below. Change bars (|) are provided in the outside margins of pages from the Project Manual to indicate where changes have been made; no change bars are provided in added Sections. Reissued Drawing Sheets show the Addendum number below the title block and changes in the Drawing are noted by a revision mark and enclosed in a revision cloud.

CHANGE IN BID DATE

The Bid Date for this Project has been changed from September 25, 2018 to October 2, 2018

Time of day and place for submittal of bid remains the same

00910-1
09-17-2018



CHANGES TO PROJECT MANUAL

GENERAL CONDITIONS

1. Document 00200 – Instructions to Bidders, Replace it in it's entirety.

Summary of changes noted below:

- a) 1st Advertisement, Friday, September 14, 2018
- b) 2nd Advertisement, Friday, September 21, 2018
- c) Last date for RFI's Friday, September 28, 2018 at 5:00 pm.
- d) Prebid Wednesday, September 26, 2018 at 2:00 pm at District Offices
- e) Bids Due, Tuesday, October 2 @ 2:00 pm at District Offices



DATE 09/17/2018

Ms. Theola Petteway, Executive Director
Greater Southeast Management District
445 Almeda Road, Suite 503
Houston, Texas 77004

END OF ADDENDUM NO. 1

1.0 DEFINITIONS

- A. Definitions set forth in Document 00700 - General Conditions and in other documents of Project Manual, are applicable to Bid Documents.
- B. DISTRICT: Greater Southeast Management District. Where noted within the Contract Bid Documents as Owner, this shall refer to the DISTRICT.
- C. Addendum: Written or graphic instrument issued prior to Bid opening, which clarifies, modifies, corrects, or changes Bid Documents.
- D. Alternate: The total amount bid for additions to work, as described in Section 01110 - Summary of Work. Each Alternate includes cost of effects on adjacent or related components, and Bidder's overhead and profit.
- E. Bid: A complete and properly signed offer to perform the Work in accordance with this Document.
- F. Bid Date: Date and time set for receipt of Bids
- G. Bid Documents: Project Manual, Drawings, and Addenda.
- H. Bid Supplement: A Bid submittal that is required in Document 00410 – Bid Form.
- I. Bidder: Person or firm, identified in Document 00410B - Bid Form – Part B, including its successors, and its authorized representative.
- J. Code: Code of Ordinances, Houston, Texas.
- K. Low Bidder: Apparent successful Bidder that qualifies as a responsible Bidder and that submits Bid with lowest Total Bid Price. **The DISTRICT reserves the right to accept any combination of alternates, if applicable, and the base unit price, allowances, and extra unit prices that it deems most advantageous to the DISTRICT in selecting the Low Bidder.**
- L. DISTRICT's Representative: Person designated to represent the DISTRICT during bidding and post-bid periods.
- M. Project Manual: Volume assembled for the Work that includes the bidding requirements, sample forms, Conditions of the Contract, and Specifications.
- M. Security Deposit: A certified check, cashier's check, or bid bond in the amount of 10 percent of the Total Bid Price.
- N. Total Bid Price: Total amount bid for performing

the Work as identified by Bidder in Document 00410, which amount includes:

1. Stipulated Price;
2. Total Base Unit Prices;
3. Total Extra Unit Prices;
4. Total Cash Allowances; and
5. Total Alternates.

3.0 NOTICE TO BIDDERS

- A. Local Government Code Chapter 176 requires Bidders with the Greater Southeast Management District ("DISTRICT"), including directors and/or officers of the DISTRICT, to file a Conflict of Interest Questionnaire with the DISTRICT Office Manager. Reference document 000457

4.0 BID DOCUMENTS

- A. Digital CD's of the plans and bidding documents may be picked up at the Districts Offices at **5445 Almeda, #503, Houston, TX, 77004 free of charge or at the offices of M2L Associates at 8955 Katy Freeway, Suite 300, Houston, TX, 77024**
- B. The Bid Documents are made available only for the purpose of bidding on the Work. Receipt of Bid Documents does not grant a license for other purposes.
- C. On receipt of Bid Documents, Bidder shall verify that documents are legible and complete, compare contents of Project Manual with Document 00010 – Table of Contents, and compare Index of Drawings with Document 00015 – List of Drawings.
- D. Bidder shall notify The District if Bid Documents are incomplete.

5.0 EXAMINATION OF DOCUMENTS, SITE, AND LOCAL CONDITIONS

- A. Bidder shall examine Project site, become familiar with local conditions under which the Work shall be performed, conduct appropriate investigations, and correlate personal observations with requirements of the Bid Documents before submitting a Bid.
- B. Bidder shall make site investigations to the extent Bidder deems necessary to ascertain extent of subsurface conditions.
- C. Failure of Bidder to perform the investigations

INSTRUCTION TO BIDDERS

prior to submitting a Bid does not relieve Bidder of responsibility for investigations, interpretations and proper use of the Bid Documents.

6.0 INTERPRETATIONS DURING BIDDING

- A. Bidder shall immediately submit Document 00220 - Request for Bid Information to Project Manager upon finding errors, discrepancies, or omissions in Bid Documents. Confirmation of receipt of questions by the DISTRICT is the responsibility of Bidder. Verbal discussions and answers are not binding.
- B. Document 00220 - Request for Bid Information must be received by **Friday, September 28, 2018, @ 5:00 p.m.** to allow issuance of Addenda in accordance with Paragraph 7.0.D. Replies, if issued, are by Addenda. B.
- C. Email requests for information to The Greater Southeast Management District, NKnight@ostalmeda.com, Attention: Nikki Night

7.0 ADDENDA

- A. Addenda that affect bidding requirements are applicable only during bidding period. Addenda to Document 00495 - Post-Bid Procedures are applicable only through issuance of the Notice to Proceed. Addenda that affect the Contract are a part of the Contract.
- B. BIDDERS WHO SUBMIT A BID ON THIS PROJECT SHALL BE PRESUMED TO HAVE RECEIVED ALL ADDENDA AND TO HAVE INCLUDED ANY COST THEREOF IN THEIR BIDS, REGARDLESS OF WHETHER THEY ACKNOWLEDGE THE ADDENDA OR NOT.
- C. The DISTRICT will make Addenda available at same location where the Bid Documents may be obtained. The DISTRICT will notify plan holders of record when Addenda are available. Bidders are responsible for obtaining Addenda after notification.
- D. No Addendum will be issued later than noon on Friday before Bid Date, except Addenda with minor clarifications, withdrawing request for Bids, or postponing Bid Date.

8.0 SUBSTITUTION OF PRODUCTS

- A. No substitutions of Products will be considered

during the bidding period.

9.0 PREPARATION OF BIDS

- A. Bidder shall fill in applicable blanks in Document 00410. In addition, Bidder shall bid all Alternates. Bidder shall properly sign Document 00410 - Bid Form.
- B. Bidder shall initial all pages, except signature page, of Document 00410.
- C. Bidder is responsible for all costs incurred by the Bidder, associated with preparation of its Bid and compliance with Post-bid Procedures.
- D. Bidder may not adjust preprinted price on line items stating "Fixed Unit Price" in the description on the Bid Form.
- E. Bidder may increase preprinted price on line items stating "Minimum Bid Price" in the description on the Bid Form by crossing out the minimum and inserting revised price on the line above.
- F. Bidder may decrease preprinted price on line items stating "Maximum Bid Price" in the description on the Bid Form by crossing out the maximum and inserting revised price on the line above.
- G. Bidder shall insert a price no greater than the maximum preprinted range and no less than the preprinted range for line items stating "Fixed Range Unit Price" in the description on the Bid Form by crossing out prices noted and inserting revised price on the line above.
- H. Bidder may not adjust Cash Allowance amounts.
- I. For math errors the DISTRICT encounters in analyzing Bids, the following guidance will be used.

In the event of a conflict	The Bid Price is:
Between:	
1. Individual Unit Price and Extension of that Unit Price quantity.	Individual Unit Price times estimated
2. A Unit Price extension and total of Unit Price	Sum of all Individual Unit Price Extensions
3. Individual Alternate and total of Alternates	Sum of all individual Alternates
4. Individual subtotals for Sum of Individual	

Stipulated Price, Base Unit subtotals for Stipulated
Prices, Extra Unit Prices, Cash Price, Base Unit Prices,
Allowances, and Alternates Extra Unit Prices, Cash
And the Total Bid Price Allowances, and Alternates

to timely and properly submit documents
required in Document 00495 – Post-Bid
Procedures, surety will be obligated to pay
to the District an amount in accordance with
Paragraph 11.0.E.

10.0 BID SUBMISSION

- A. The DISTRICT Office Manager will receive Bids on Bid Date at location specified in this Document.
- B. Bids submitted after Bid Date will be returned to Bidder unopened.
- C. Verbal, facsimile, or electronic Bids are invalid and will not be considered.
- D. Bidder shall submit in person or by mail one copy of the signed Document 00410 - Bid Form, along with required Security Deposit, and required Bid Supplements, in a sealed, opaque envelope. In addition, Bidder shall clearly identify Project, Bid Date and Bidder's name on outside of envelope. If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed for postal delivery.

11.0 BID SECURITY

- A. Bidder shall submit a Security Deposit with its Bid.
- B. Certified Check or Cashier's Check
 - 1. Bidder shall make check payable to the Greater Southeast Management District.
 - 2. A check is submitted on the condition that if Bidder is named Low Bidder and fails either to timely and properly submit documents required in Document 00495 – Post-Bid Procedures, the District will cash the check in accordance with Paragraph 11.0.E.
- C. Bid Bond
 - 1. The bid bond must be a valid and enforceable bond, signed by a surety that complies with other requirements set out by law.
 - 2. The bid bond must name the Greater Southeast Management District as obligee, and be signed by the Bidder as principal and signed and sealed by the surety.
 - 3. The bid bond must be conditioned such that if Bidder is named Low Bidder and then fails

- E. Security Deposits will be retained until after the Contract is awarded or all Bids are rejected.
- F. Low Bidder forfeits Security Deposit if it fails to timely and properly submit documents required in Document 00495 – Post-Bid Procedures. The District may claim an amount equal to the difference between the Total Bid Price of the defaulting Bidder and the Total Bid Price of the Bidder awarded the Contract. If Security Deposit is a check, the Authority will reimburse any remaining balance to the defaulting Bidder.

12.0 SUBCONTRACTORS AND SUPPLIERS

- A. Not Applicable

13.0 MATERIALS TESTING

- A. Not Applicable.

13.0 MODIFICATION OR WITHDRAWAL OF BID

- A. A Bidder may modify or withdraw a Bid submitted before the Bid Date by written notice to the DISTRICT's Secretary. The notice may not reveal the amount of the original Bid and must be signed by the Bidder.
- B. Bidder may not modify or withdraw its Bid by verbal, facsimile, or electronic means.
- C. A withdrawn Bid may be resubmitted up to the time designated for receipt of Bids.

14.0 BID DISQUALIFICATION

- A. The DISTRICT may disqualify a Bid if the Bidder:
 - 1. improperly or illegibly completes information required by the Bid Documents;
 - 3. fails to sign Bid or improperly signs Bid;
 - 4. qualifies its Bid; or
 - 5. improperly submits its Bid.
 - 6. fails to provide all of the required bid documents.

- B. When requested, Low Bidder shall present satisfactory evidence that Bidder has regularly engaged in performing construction work as proposed, and has the capital, labor, equipment, and material to perform the Work.

15.0 *PREBID MEETING*

- A. A non-mandatory pre-bid meeting will be on Wednesday September 26, 2018 at 2:00 pm at the offices of the DISTRICT at 5445 Almeda, #503, Houston, TX, 77004.

16.0 *OPENING OF BIDS*

- A. Bids will be accepted until 2:00 p.m. on Tuesday October 2, 2018 at the offices of the DISTRICT at 5445 Almeda, #503, Houston, TX, 77004.
- B. Place and date of Bid opening may be changed by Addendum.
- C. Bids cannot be emailed.

17.0 *EVALUATION AND CONSIDERATION OF BIDS*

- A. Project Manager will tabulate, record, and evaluate Bids.
- B. The DISTRICT may reject all Bids or may reject any defective Bid.

18.0 *ACCEPTANCE OF THE BID*

- A. The DISTRICT will send to Low Bidder a Notice of Intent to Award. Acceptance by the DISTRICT is conditioned upon Bidder's timely and proper submittal of documents required in Document 00495 - Post- Bid Procedures.
- B. The Bid remains open to acceptance and is irrevocable for the period of time stated in Document 00410.

END OF DOCUMENT