

INSTRUCTIONS TO BIDDERS

Separate sealed Proposals are requested From **Invited Bidders** for Labor and Materials required for the Construction Work for:

**Unit 9 & Plant Operations Renovations
West Oaks Hospital
6500 Hornwood Drive
Houston, Texas 77074**

Will be received in the offices of:

**Welty Construction Company, LLC
3050 Post Oak Boulevard, Suite 110
Houston, Texas 77056**

NOT LATER THAN:

**2:00 P.M. Central Standard Time, ~~Thursday~~ Tuesday
~~December 28, 2017~~ January 30, 2018**

At which time they will be opened privately.

Bids will be composed of separate proposals for furnishing all labor, materials, tools, equipment, utilities, and all other items necessary for a complete bid for base bids described in the Scopes of Work.

Envelopes containing the bid proposals must be sealed, list the base bids included on the lower left hand corner of the envelope, and be addressed to Welty Construction Company, LLC. **Bids can be e-mailed to Welty Construction Company, LLC.**

Bid Bonds are not required. The Owner, if required, will pay for performance and Payment Bonds.

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IB-1 Instructions to Bidders

Instructions to Bidders the current edition of AIA Document A701 is considered a part of these Instructions to Bidders, and can be reviewed at the offices of Welty Construction Company, LLC. All questions are to be directed to Welty Construction Company, LLC, (713) 337-2700.

IB-2 The Work

The work shall be in strict accordance with the Contract Documents as prepared by Johnson Johnson Crabtree Architects, P.C., 4551 Trousdale Drive, Nashville, TN 37204 and Welty Construction Company, LLC, Construction Manager, 3050 Post Oak Boulevard, Suite 230, Houston, Texas 77056.

IB-3 Proposal Form

Proposals will not be considered unless submitted on the Proposal Form included in the Bidding documents.

IB-4 Location of Plans for Review

The Plans and Specifications, the General, Supplementary, and Special Conditions, and other Contract Documents, as well as the Instructions to Bidders, the Form of Proposal, and the Subcontract Agreement, may be examined at the following location:

Welty Construction Company, LLC
3050 Post Oak Boulevard, Suite 230
Houston, Texas 77056
(713) 337-2700

IB-5 Obtaining Drawings and Specifications

Invited Bidders will be loaned Bidding Documents or directed to Welty Construction Company, LLC's Shared Site. Partial sets of plans and specifications required by any selected bidder or their suppliers can be purchased at cost.

IB-6 Bonds

The successful bidders may be required to furnish performance and payment bonds for 100% of the contract amount in the form of AIA Document A311. The Bonding Company must be listed in the Federal Register Circular 570 published by the U.S. Department of Treasury and should have at least an "A" rating as established by the A.M. Best Company. The Owner, if required, will pay for the cost of such bonds.

The successful bidders may be required to furnish their latest financial statement for review by Welty Construction Company, LLC's controller. In such event, the controller will be the only person privy to this confidential information.

IB-7 Form of Agreement

The successful bidders will be required to execute Welty Construction Company, LLC Standard Form of Subcontract Agreement, a copy of which is included in the Bidding Documents.

IB-8 Experience

Bidders are expected to be experienced and familiar with the requirements and conditions imposed during similar type work.

Bidders affirmatively represent that they are skilled and experienced in the performance of Work as required by this Project, and in the use and interpretation of Drawings, and Specifications such as those

included in the Contract Documents, that they have carefully reviewed the Drawings and Specifications of this Project and that they have based their Bid solely on these Documents, not relying in any way on any explanation or interpretation - oral or written - from any other source. Unless the Bidder has given written notice of any ambiguities contained in the Drawings and Specifications prior to the submission of its Bid, the Bidder agrees that it shall be conclusively presumed that the Contractor has exercised his aforementioned skill and experience and found the Drawings and Specifications sufficient and free from ambiguities, errors, or omissions for the purpose of determining its contract Bid Price for the Performance of the Work in conformity with the Drawings and Specifications.

IB-9 Examine Site

Prior to bidding, each bidder shall examine the site and all local conditions affecting the work and correlate his observations with the requirements of the Contract Documents.

IB-10 Diversity Participation

The Owner seeks to improve the economic, cultural, social, educational and recreational conditions affecting all citizens of the local community. Therefore, the Owner wishes to obtain Diversity Participation in the Project. Each Trade Contractor is required to participate in this program. A listing of such participation is requested by providing a listing on the Bid Form.

IB-11 Price Guarantee

All bids are to be firm for the duration of the project.

IB-12 Sales Tax

Texas State Renovation Taxes will be paid by the Construction Manager, Welty Construction Company, LLC.

IB-13 Bid Acceptance

In submitting a proposal, it is understood that the right is reserved by the Owner and Welty Construction Company LLC to reject any or all bids or parts thereof.

IB-14 Work Schedule

The bidders agree, if awarded a subcontract, to comply with the work schedule required by Welty Construction Company, LLC.

IB-15 Responsible Contractor Requirement

The Owner is committed to obtaining Quality Workmanship for their Projects. In order to insure this requirement, Each Bidder is required to meet or exceed the following heightened responsible contractor criteria.

- The Bidder is to have a minimum of four (4) years experience under the Bidding Firms name in performing the Work of the Bid Package or Packages Trades for which the Contractor is submitting a Bid. Document this requirement by providing a list of references for the last four (4) relevant Projects that are similar in cost, comparative size, complexity and type of work for the Bid Package or Packages being submitted. Provide a current contact list of all A/E and Owner experience for ongoing Projects and the four comparative Projects.

- The Bidder is to demonstrate that the firm has the ability to perform the Work of the Bid Package or Packages with currently employed personnel or has a reliable source for hiring sufficient qualified skilled, safety trained workers to perform the Work of the Project.
- The Bidder is to demonstrate that the firm employs supervisory personnel on this Project that have four (4) or more years supervisor experience in the specific trade and/or maintains the appropriated state license if any.
- The Bidder must have a written safety program that includes training, inspections, and compliant procedures. The Bidder shall provide the Company's EMR (Experience Modification Rating) for the last 3 years.
- Any conflicts between technical specifications and these requirements shall result in following the more stringent criteria.

IB-16 Submittals

The Bidder shall upon request submit a complete subcontractor/material listing to include the following information:

- a. A designation of the Work to be performed by the Bidder with his own forces.
- b. The proprietary names of the suppliers of principal items or systems of materials and equipment proposed for the Work.
- c. A list of the Subcontractors or other persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

IB-17 Bid Packages

#1	Selective Demolition	#23	Plumbing
#2	Cementitious Underlayment	#24	HVAC
#3	Masonry	#25	Electrical
#4	Carpentry Work		
#5	Architectural Wood Casework		
#6	Joint Sealers		
#7	Doors, Frames and Hardware		
#8	Coiling Counter Doors		
#9	Aluminum/Glass and Glazing		
#10	Drywall		
#11	Acoustical Ceilings		
#12	Tiling		
#13	Resilient Flooring		
#14	Painting		
#15	Not Used		
#16	Not Used		
#17	Cubicle Curtains and Track		
#18	Wall Protection		
#19	Toilet Accessories		
#20	Not Used		
#21	Fire Protection Specialties		
#22	Fire Suppression		