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# **PRE- BID CONFERENCE**

## **INVITATION TO BID(ITB)**

### **LANDSCAPING MAINTENANCE, BEAUTIFICATION, AND HORTICULTURAL SERVICES SOLICITATION # H27-LMBH-2019-010**

Al Oracion  
Sr. Procurement Specialist  
Houston Airport System

Thursday, March 14, 10:00 A.M.  
18600 Lee Road, Humble, Texas 77338

# Pre-Qualification Meeting Agenda



- I. Opening Remarks  
Justina Mann  
Procurement Officer
- II. Solicitation Overview  
Al Oracion  
Sr. Procurement Officer
- III. Office of Business Opportunity  
Jason McLemore  
Deputy Asst. Director, HAS OBO
- IV. Project Scope and Overview  
Wendy Kirby-DeCordova  
Project Manager
- V. Questions/Answers

# Procurement Process Reminder

## Quiet Period

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- The Quiet Period begins on the date the solicitations are published.
- Contact only with the designated procurement specialist ([Al Oracion](#)).
- Quiet Period extends until an award recommendation appears on a City Council Agenda, or a City Council Committee Meeting Agenda.

# Solicitation Overview

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## **PURPOSE:**

The City of Houston, Houston Airport System (HAS) invites interested firms to submit bid for the landscaping maintenance, beautification, and horticultural services at George Bush Intercontinental Airport, William P. Hobby Airport, and Ellington Airport.

# Solicitation Overview

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**SOLICITATION DUE DATE AND TIME:**  
**Thursday, April 18, 2019, 10:30 AM DST**

**QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION DUE BY:**  
**Thursday, March 31, 2019, 4:00 PM, DST**

Must be received electronically via email to:

**[alfredo.oracion@houstontx.gov](mailto:alfredo.oracion@houstontx.gov)**

# Add'l Info/Specification Changes

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## LETTER OF CLARIFICATION:

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](http://www.fly2houston.com)) prior to submittal due date.

# Submittal Procedures



**One (1) original, marked “original”, signed in BLUE ink and one (1) hard copy as well as an electronic PDF copy on a non-returnable USB drive** of the bid submittal with the required forms identified in Table 1, must be received at the address below no later than **Thursday, April 18, 2019, 10:30 AM DST.**

Attn: Office of the City Secretary  
City Hall Annex, Public Level  
900 Bagby  
Houston, Texas, 77002

Please include the phrase **“ITB No. H27-LMBH-2019-010, LANDSCAPE MAINTENANCE, BEAUTIFICATION, AND HORTICULTURAL SERVICES ”** in the subject line and provide all applicable contact information.

# ITB Submittal Requirements

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- Official Signature Page must be signed in **blue ink** and each page of the Bid Form must be initialed.
- Required Forms listed in Table 1 of the bid solicitation must be completely filled-up and submitted with your bid. These forms can be downloaded from the City's website at:  
<http://purchasing.houstontx.gov/forms.shtml>
- Bid offer shall be irrevocable for 180 days from the day the Official Bid Form is opened by the City.



# Procurement Timeline



| <b>Description</b>                      | <b>Scheduled Date</b> |
|---|-----------------------|
| Advertisement of Solicitation           | 03/01/19              |
| Pre-Bid Conference                      | 03/14/19              |
| Question(s) from Respondent Due to City | 03/21/19              |
| Bid Submittal Due from Respondent       | 04/18/19              |
| City Council Agenda Date (Estimated)    | 06/12/19              |

## HAS Office of Business Opportunity

[has.obo@houstontx.gov](mailto:has.obo@houstontx.gov)

## DIVERSITY REQUIREMENTS

The goal on this service is:

M/WBE Goal – **11%**

## CERTIFICATION

- Participating Firms Must Be Certified M/WBE with the City of Houston's Office of Business Opportunity.
- Firms Must Be Certified M/WBE At Time Of Bid 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.

# Project Scope and Overview

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**Wendy Kirby-DeCordova**  
**Project Manager**

# Project Scope and Overview

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- **Overview**
- **Scope**
- **Location (Site Visit after pre-bid conference)**

# Scope of Services and Overview

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## Overview:

**Contractor shall provide all necessary labor, equipment, materials, tools, supplies, transportation, supervision, personnel, services, and all necessary for, or incidental to, performance of the landscaping maintenance, beautification, and horticultural services at George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD).**

# Scope of Services and Overview

## Scope:

- **Basic Services**
  - Exterior Landscape Maintenance (52 weeks/year), including, but not limited to mulching, fertilizing, mowing and edging
  - Maintaining beds and containers
  - Seasonal Plant Color Rotation – Preparation and Installation
  - Housekeeping/Disposal Functions
  - Irrigation System Maintenance
- **Other Work Services**
  - Initial Clean-up/Repair/Replacement
  - Establish Additional Landscape/Plant Locations
  - Sprinkler/Irrigation Systems (Major Parts)
  - Soil Sterilization and Weed Control
  - Tree Felling and Tree Removal
  - Stump Grinding/Removal and Root Removal
  - Dead/Dying/Hazardous Conditions
  - Disaster/Emergency Services



# Questions

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- Questions to be official must be in writing and submitted to Specialist name via email:  
[alfredo.oracion@houstontx.gov](mailto:alfredo.oracion@houstontx.gov)
- Answers will be posted in HAS website as Letter of Clarification:  
<http://www.fly2houston.com>

# Closing Remarks



LANDSCAPING MAINTENANCE, BEAUTIFICATION, AND HORTICULTURAL SERVICES SOLICITATION # H27-LMBH-2019-010

## HOUSTON AIRPORT SYSTEM

Thank you!