

**THEATER DISTRICT GARAGE  
STRUCTURAL REPAIRS**

**INVITATION TO BID**

ISSUE DATE: September 18, 2015

BIDS DUE: **11:00 A.M.** on **October 13, 2015** (the "Submission Deadline")

INSTRUCTIONS: Submit one signed copy of the completed bid form in a sealed envelope marked "Theater District Garage Structural Repairs." Bids must be received by mail or personal delivery no later than the Submission Deadline at the following address: Houston First Corporation, Attn: General Counsel, 1331 Lamar St., 7th Fl., Houston, TX 77010.

CONTACT INFO: Questions concerning this Invitation to Bid must be sent by e-mail to [bids@houstonfirst.com](mailto:bids@houstonfirst.com) no later than **noon** on **October 7, 2015**. Questions will be answered collectively in the form of a Letter of Clarification.

Houston First Corporation ("HFC") requests bids from experienced contractors capable of timely and cost-effective minor structural repairs at the Theater District Civic Center Garage in downtown Houston, Texas (the "Project").

The Theater District Garage ("Project Site") is located at 511 Rusk St., Houston, Texas 77002. The garage is a multi-level, 3 story underground parking facility consisting of approximately 3,460 parking spaces. Each level is color-coded for way-finding; the first level is green, the second level is orange, and the third floor is lavender. The parking garage is operated 24 hours a day, 7 days a week. (Please refer to the project drawings for details.)

The Project is to be completed within 90 calendar days of issuance of notice to proceed.

**BID PACKAGE.** A complete copy of this Invitation to Bid, including the specifications, drawings and all necessary forms and information, is available on-line at [www.houstonfirst.com/Do-Business](http://www.houstonfirst.com/Do-Business).

**BACKGROUND.** HFC is a local government corporation created by the City of Houston to facilitate economic growth through the business of conventions and the arts. HFC is responsible for management and operation of more than ten city-owned buildings and plazas, and underground and surface parking for nearly 7,000 vehicles. Facilities include the George R. Brown Convention Center, Jones Hall, Wortham Theater, Miller Outdoor Theatre, Talento Bilingue de Houston, and certain outdoor facilities such as Jones Plaza, Sesquicentennial Park, Ray C. Fish Plaza, Root Memorial Square, and several other small landscaped properties.

**PRE-BID CONFERENCE.** A pre-bid conference will be held for all prospective bidders at **10:00 a.m.** on **September 29, 2015** in the Theater District Garage Parking Administration Office, located at 511 Rusk Ave., Houston, Texas 77002. A site walkthrough may be conducted after the meeting. All bidders are urged to be present.

**LETTERS OF CLARIFICATION.** Any revisions to be incorporated into this Invitation to Bid will be confirmed in a written letter to all potential respondents ("Letter of Clarification") prior to the Submission Deadline. When issued by Houston First Corporation, Letter(s) of Clarification shall automatically become part of this Invitation

to Bid and shall supersede any previous specifications or provisions in conflict therewith. By submitting a bid, bidders shall be deemed to have received all Letters of Clarification and to have incorporated them into their bid. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein. It is the responsibility of each bidder to monitor [www.houstonfirst.com/Do-Business](http://www.houstonfirst.com/Do-Business) to ensure they receive any such Letter(s) of Clarification.

**MANNER OF SELECTION.** HFC intends to accept the lowest responsible bid and award a contract for the Project; provided, however, that HFC reserves the right to reject all bids, waive minor technicalities, and select one or more bidders in the manner and to the extent that they serve the best interests of HFC. Bids received will be opened and read aloud at 2:00 p.m. on the date of the Submission Deadline in the main lobby of the HFC 4 Houston Center administrative offices, located at 1331 Lamar St., 7th Fl., Houston, TX 77010.

**FORM OF AGREEMENT.** By submitting a response to this solicitation, bidders agree, upon notice of selection by HFC, to enter into an agreement which will include, but not be limited to, the Services Agreement and Terms & Conditions set forth below. If a bidder takes exception to any portion of such documents, then such bidder must submit a list of such exceptions as part of its response to this solicitation; provided, however, that HFC reserves the right to reject bids including substantive objections without further review or consideration.

**RESTRICTIONS ON COMMUNICATIONS.** From the date issued until the Submission Deadline, bidders are directed not to communicate with any HFC employee or director regarding any matter relating to this solicitation, other than through [bids@houstonfirst.com](mailto:bids@houstonfirst.com) or during the pre-bid conference. HFC reserves the right to reject any bid due to violation of this provision.

**PUBLIC INFORMATION.** As HFC is subject to the Texas Public Information Act ("TPIA"), all information submitted by bidders is subject to release under the provisions of the TPIA set forth in Chapter 552 of the Texas Government Code. Each page where confidential or proprietary information appears must be labeled as such clearly and unambiguously. Bidders will be advised of any request for public information that implicates their materials and will have the opportunity to raise objections to disclosure with the Texas Attorney General at their cost and expense.

**CONFLICTS OF INTEREST.** Bidders are advised that they have an obligation to disclose any affiliation or business relationship that might cause a conflict of interest with HFC. Bidders who need the disclosure form may find it online at: <http://www.ethics.state.tx.us/forms/CIQ.pdf>. By submitting a proposal, Bidders represent that they are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

**WITHDRAWAL; ERROR.** Bids may be withdrawn due to errors or for any other reason only by a written request received by [bids@houstonfirst.com](mailto:bids@houstonfirst.com) prior to the Submission Deadline.

**BONDS.** The bidder selected shall be required to execute a statutory payment bond and a performance bond on forms approved by HFC. A bid bond is not required for this Project.

## Services Agreement

This services agreement ("Services Agreement") is made by and between Houston First Corporation ("HFC"), a local government corporation created under Chapter 431 of the Texas Transportation Code, whose address for the purposes of this agreement is 1001 Avenida de las Americas, Houston, Texas 77010 and [TBD] ("Contractor", whose address is [TBD]). In consideration of the mutual promises contained herein, the parties hereby agree as follows:

### 1.0 Project

1.1 The name of this project is the **Theater District Garage Structural Repairs** ("Project"). The location of the Project is downtown Houston at the Theater District Garage, a multi-level underground parking garage having a street address of 511 Rusk St., Houston, Texas 77002 ("Facility" or "Project Site"). The Facility is owned by the City of Houston, Texas and subject to a long-term lease to HFC.

1.2 Contractor agrees to and shall complete this Project in strict accordance with this Services Agreement, including the Terms & Conditions and Specifications.

1.3 The parking garage is operated 24 hours a day, 7 days a week and shall remain in full operation during the Project. Contractor shall promptly repair, at Contractor's expense, any damages that it, its subcontractors or agents cause to any surfaces or areas at the Project Site and shall be solely liable for any damage to vehicles. Contractor shall promptly dispose of debris from the Project in a safe, environmentally responsible manner at its sole cost and expense.

**1.4 CONTRACTOR AND HFC ACKNOWLEDGE AND AGREE THAT THE PROJECT AND ALL WORK RELATED THERETO CONSTITUTE AND SHALL BE CONSIDERED TO BE A PUBLIC WORKS PROJECT OF A MUNICIPALITY FOR ALL PURPOSES, INCLUDING CHAPTER 151 OF THE TEXAS INSURANCE CODE.**

1.5 HFC has retained Walker Restoration Consultants as the Engineer for this Project. Engineer's contact information is as follows: Alfredo Bustamante, 2525 Bay Area Blvd., Ste. 400, Houston, Texas 77058.

1.6 Contractor agrees to and shall complete the Project within **90** calendar days from the issuance of a notice to proceed by HFC ("Contract Time"). Contractor agrees that time is of the essence.

1.7 Contractor shall furnish payment and performance bonds equal to 100% of the contract on forms approved by HFC.

### 2.0 Payment

2.1 Subject to the terms, conditions and restrictions herein, on or before thirty calendar days following the latter of receipt of an undisputed invoice from Contractor or final completion of the Project, HFC agrees to pay contractor (the "Contract Sum"), itemized as follows [TBD].

### 3.0 Warranties and Representations

3.1 Contractor shall provide HFC with a warranty on materials and workmanship equal to one year or the duration of the manufacturers' warranty, whichever is greater. Warranty periods shall commence the date on which HFC approves final completion of the Project.

3.2 Contractor shall transfer to HFC any manufacturer's warranties which it has for materials used in connection with this Project.

3.3 Warranty work shall be completed at Contractor's sole cost and expense. Contractor shall be responsible for all shipping and/or freight expense from HFC's designated location to Contractor's facility for all warranty repair and/or maintenance and return to HFC's designated location.

3.4 Contractor represents and warrants that services performed by Contractor shall conform to the standards declared by OSHA, including, but not limited to, compliance with federal and state safety standards/directives for setting-up and utilizing platforms, lifts, ladders, scaffolding, safety lines and belts, and similar equipment used for demolition and construction.

3.5 Contractor's employees, agents, contractors and subcontractors shall use personal protective equipment, safety harnesses, fall protection equipment, hard hats or other equipment required to perform the work in safe manner. Contractor will hold safety training, safety briefings or other meetings to ensure all staff are fully prepared to perform the work with safety in mind.

3.6 Contractor shall conduct daily safety and health inspections of the work site. Contractor shall promptly report any accidents, injuries, spills, or near misses to HFC.

#### **4.0 Insurance**

4.1 With no intent to limit Contractor's liability hereunder, Contractor shall provide and maintain in full force and effect, for the duration of the Term, at least the following insurance and available limits of liability:

- |                                   |  |
|-----------------------------------|--|
| a. Commercial General Liability   | Combined single limit of \$1,000,000 per occurrence, subject to a general aggregate of \$2,000,000   |
| b. Automobile Liability Insurance | \$1,000,000 combined single limit including Owned, Hired, and Non-Owned and Auto Coverage  |
| c. Workers' Compensation          | Statutory amounts for Workers' Compensation, Contractor is not allowed to self-insure Workers' Compensation  |
| d. Employer's Liability           | Bodily Injury by accident \$1,000,000 (each accident); Bodily Injury by disease \$1,000,000 (policy limit); and Bodily Injury by disease \$1,000,000 (each employee) |

4.2 Insurance may be in one or more policies of insurance, form of which is subject to approval by HFC. It is agreed, however, that nothing HFC does or fails to do with regard to insurance policies relieves Contractor from its duties to provide required coverage and HFC's actions or inactions will never be construed as waiving HFC's rights.

4.3 Each policy, except those for Workers' Compensation, must include an endorsement naming HFC as an additional insured.

4.4 Each policy except must include an endorsement to the effect that issuer waives any claim or right in nature of subrogation to recover against HFC.

4.5 The issuer of any policy shall have a Certificate of Authority to transact insurance business in Texas or be an eligible non-admitted insurer in the State of Texas and have an A.M. Best rating of at least A- with a financial size category of Class VI or better.

#### **5.0 Release**

**5.1 CONTRACTOR AGREES TO AND SHALL RELEASE HOUSTON FIRST CORPORATION, ITS OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, AND AGENTS (COLLECTIVELY, "INDEMNITEES") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE INDEMNITEES' CONCURRENT NEGLIGENCE AND/OR THE INDEMNITEES' STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY AND INCLUDING ALL LIABILITY FOR DAMAGES OR OTHER RELIEF ARISING UNDER FEDERAL OR STATE EMPLOYMENT LAWS RELATING TO OR INVOLVING PERSONNEL EMPLOYED BY CONTRACTOR UNDER THIS AGREEMENT.**

#### **6.0 Indemnification**

**6.1 CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD HOUSTON FIRST CORPORATION, ITS OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, AND AGENTS (COLLECTIVELY, "INDEMNITEES") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR OTHER LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT AND INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY OR RELATING TO CONTRACTOR AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY, "CONTRACTOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS; THE INDEMNITEES' AND CONTRACTOR'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND INDEMNITEES' AND CONTRACTOR'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND ACTUAL OR ALLEGED VIOLATIONS OF ANY FEDERAL, STATE OR LOCAL ENVIRONMENTAL AND/OR EMPLOYMENT LAWS, INCLUDING WITHOUT LIMITATION, ALL CLAIMS AND CAUSES OF ACTION BROUGHT AGAINST**

**INDEMNITEES BY CONTRACTOR'S PERSONNEL AND/OR GOVERNMENT AGENCIES ARISING FROM, RELATING TO, OR INVOLVING SERVICES OF CONTRACTOR'S PERSONNEL UNDER THIS AGREEMENT.**

**6.2 CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE INDEMNITEES HARMLESS DURING THE TERM OF THIS AGREEMENT AND FOR FOUR YEARS AFTER THE AGREEMENT TERMINATES. CONTRACTOR SHALL NOT INDEMNIFY THE INDEMNITEES FOR THEIR SOLE NEGLIGENCE.**

**6.3 CONTRACTOR SHALL REQUIRE ALL OF ITS CONTRACTORS AND SUBCONTRACTORS TO RELEASE AND INDEMNIFY THE INDEMNITEES TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS ITS RELEASE AND INDEMNITY TO THE INDEMNITEES.**

**7.0 Indemnification Procedures.**

7.1 If HFC or Contractor receives notice of any claim or circumstances, which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 30 days. The notice must include the following (i) a description of the indemnification event in reasonable detail, (ii) the basis on which indemnification may be due, and (iii) the anticipated amount of the indemnified loss.

7.2 This notice does not stop or prevent HFC from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If HFC does not provide this notice within the 30 day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

7.3 Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to HFC. Contractor shall then control the defense and any negotiations to settle the claim. Within ten days after receiving written notice of the indemnification request, Contractor must advise HFC as to whether or not it will defend the claim. If Contractor does not assume the defense, HFC may assume and control the defense, and all defense expenses constitute an indemnification loss.

7.4 If Contractor elects to defend the claim, HFC may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Contractor may settle the claim without the consent or agreement of HFC, unless it (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnitees to comply with restrictions or limitations that adversely affect the Indemnitees, (ii) would require the Indemnitees to pay amounts that Contractor does not fund in full, (iii) would not result in the Indemnitees' full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

**8.0 Contractor Diversity Commitment**

8.1 Contractor shall make good faith efforts to award subcontracts equal to **30%** of the value of this Agreement to certified, diverse suppliers of goods and services in accordance with the Contractor Diversity Program established by HFC, which is incorporated herein by this reference. Contractor shall disclose to HFC the manner and extent to which it has made good faith efforts to achieve such goal and submit reports on forms provided by HFC.

**9.0 Prevailing Wage Requirement**

9.1 Contractor shall comply with governing statutes providing for labor classification of wage scales for each craft or type of laborer, worker, or mechanic.

9.2 Prevailing wage rates applicable to the work may be one or a combination of the following wage rates identified at [www.houstonfirst.com/Do-Business](http://www.houstonfirst.com/Do-Business), which is incorporated herein for all purposes by this reference.

9.3 Contractor warrants and represents that it has carefully examined the classifications for each craft or type of worker needed to execute the work and determined that such classifications include all necessary categories to perform the work. If Contractor believes that an additional classification for a particular craft or type of worker is necessary to perform work under the Contract, it must submit such request to HFC to use an additional labor classification not listed therein and specify the proposed new classification. If HFC decides that a new classification is necessary, it will determine the appropriate prevailing wage rate for any resurveyed, amended, new, or additional craft or type of worker not covered. Such determination will be made by HFC in compliance with applicable law.

9.4 Each week, Contractor shall submit directly to the HFC project manager certified copies of payrolls showing classifications and wages paid by Contractor, subcontractors, and suppliers for each employee under the Contract, for any day included in the Contract.

## **10.0 Force Majeure**

10.1 Timely performance by both parties is essential to this Agreement. However, neither party will be liable for delays or other failures to perform its obligations under this Agreement to the extent the delay or failure is caused by an occurrence of Force Majeure. For purposes of this Agreement, the term "Force Majeure" shall mean fires, floods, explosions, war, terrorism, riots, and the acts of superior governmental or military authority. This relief is not applicable unless the affected party uses due diligence to remove the Force Majeure as quickly as possible and provides the other party with written notice describing the actual delay or non-performance incurred within 7 calendar days after the Force Majeure ceases.

## **11.0 Termination**

11.1 Either party may terminate this Agreement for cause if the other party defaults and fails to cure the default after receiving notice thereof. Default occurs if a party fails to perform one or more of its material duties under this Agreement. If a default occurs, then the injured party shall deliver a written notice to the defaulting party describing the default and the proposed termination date. The date must be at least 30 calendar days after receipt of the notice. The injured party, at its sole option, may extend the proposed termination date to a later date. If the defaulting party cures the default before the proposed termination date, then the proposed termination is ineffective. If the defaulting party does not cure the default before the proposed termination date, then the injured party may terminate this Agreement on the termination date.

11.2 HFC may terminate this Agreement for its convenience at any time by giving 10 calendar days' written notice to Contractor. HFC's right to terminate this Agreement for convenience is cumulative of all rights and remedies which exist now or in the future. On receiving such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all Services under this Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice to HFC showing in detail the services performed under this Agreement up to the termination date. HFC shall then pay the amount due Contractor for Services actually performed, but not paid previously, in the same manner as prescribed herein.

**11.3 TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR'S EXCLUSIVE REMEDIES FOR TERMINATION FOR CONVENIENCE BY HFC, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT FOR SERVICES PERFORMED), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM HFC'S TERMINATION FOR CONVENIENCE.**

## **12.0 Miscellaneous**

12.1 Inspections and Audits. Upon reasonable notice, either party shall have the right to examine and review the other party's books, records and billing documents which are directly related to performance or payment under this Agreement. Nothing in this Section shall affect the time for bringing a cause of action or the applicable statute of limitations.

12.2 Notices. Notices to either party to the Agreement must be in writing and must be delivered by hand, United States registered or certified mail, return receipt (or electronic return receipt) requested, Federal Express, UPS or any other national overnight express delivery service. The notice must be addressed to the party to whom the notice is given at its address set out in this Agreement or other address the receiving party has designated previously by proper notice to the sending party. Postage or delivery charges must be paid by the party giving the notice.

12.3 Limitation of Liability. **HFC SHALL NOT BE LIABLE TO CONTRACTOR FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS (DIRECT OF INDIRECT) AND LOST REVENUES HOWSOEVER ARISING, WHETHER OR NOT CHARACTERIZED IN NEGLIGENCE, TORT, CONTRACT, OR OTHER THEORY OF LIABILITY, EVEN IF HFC HAS BEEN ADVISED OF THE POSSIBILITY OF OR COULD HAVE FORESEEN ANY SUCH DAMAGES.**

12.4 Independent Contractors. HFC and Contractor agree that they do not intend to form, and this Agreement shall not be construed as creating, a partnership or joint venture under any circumstances. Neither party hereto shall have any authority, in any manner or to any extent, to bind the other party. With respect to each other, the parties shall be independent contractors for all purposes.

12.5 Venue and Laws. Contractor shall strictly comply with all applicable laws, ordinances, codes, and regulations that affect performance by Contractor hereunder. This Agreement shall be construed in accordance with the laws of the State of Texas without regard to conflict of law principles. Any litigation in connection with this Agreement shall be in a court of competent jurisdiction in Harris County, Texas.

12.6 Non-Waiver. Failure of either party hereto to insist on the strict performance of any of the agreements herein or to exercise any rights or remedies accruing hereunder upon default or failure of performance shall not be considered a

waiver of the right to insist on and to enforce by any appropriate remedy, strict compliance with any other obligation hereunder or to exercise any right or remedy occurring as a result of any future default or failure of performance.

12.7 Assignment. Contractor shall not assign this Agreement in whole or in part without the prior written consent of HFC.

12.8 Severability. If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either party.

12.9 Survival. The parties shall remain obligated to each other under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of the Term.

12.10 Entire Agreement. This Agreement represents the entire and integrated agreement between HFC and Contractor and supersedes all prior negotiations, representations or agreements either written or oral. This Agreement may not be altered or amended except in writing executed on behalf of all of the parties.

12.11 Authority to Sign. The signer of this Agreement hereby represents and warrants that he or she has full authority to execute this Agreement and bind Contractor.

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## **TERMS & CONDITIONS**

### **ARTICLE 1: GENERAL PROVISIONS**

1.1 The Contract Documents form the contract. The term "Contract Documents" consists of the Services Agreement, Terms & Conditions, Specifications and Drawings.

1.2 The Contract Documents represent the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than HFC and Contractor.

1.3 In the event of a conflict between the Services Agreement, Terms & Conditions, Specifications, and Drawings, the following order shall control: (i) Service Agreement; (ii) Terms & Conditions; (iii) Specifications; (iv) Drawings.

1.4 The term "Work" means the equipment and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project.

1.5 The Specifications are the portion of the Contract Documents consisting of the written requirements for materials, equipment, construction systems, standards, and the performance of related services.

1.6 The Drawings are the graphic and pictorial portions of the Contract Documents prepared by the Engineer to show the design, location and dimensions of the Work. For this Project, the Drawings note certain written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

1.7 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by Contractor. The Contract Documents are complementary, and what is required by one shall be as binding upon Contractor as if required by all.

### **ARTICLE 2: HFC**

2.1 No employee of HFC has the authority to authorize Contractor to perform an act or work contrary to the Contract Documents.

2.2 Except to the limited extent provided in Article 4, the Engineer does not have authority to represent or bind HFC with respect to any matter requiring HFC's approval or authorization.

2.3 HFC shall furnish information or services required of HFC by the Contract Documents with reasonable promptness. HFC shall also furnish any other information or services under HFC's control and relevant to Contractor's performance of the Work with reasonable promptness after receiving Contractor's written request for such information or services.

### **ARTICLE 3: CONTRACTOR**

3.1 Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. Contractor shall designate a representative who shall have express authority to bind Contractor with respect to all matters under the Contract Documents. The term "Contractor" means Contractor or Contractor's authorized representative.

3.2 Contractor shall perform the Work in strict accordance with the Contract Documents.

3.3 Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents by activities or duties of Engineer in the administration of the Contract Documents, or by tests, inspections or approvals required or performed by persons or entities other than Contractor.

3.4 Execution of the Agreement by Contractor is a representation that Contractor has visited the Project Site, become familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

3.5 Because the Contract Documents are complementary, Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, shall take field



measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. Contractor shall promptly report to HFC and Engineer any errors, inconsistencies or omissions discovered by or made known to Contractor as a request for information in such form as HFC may require.

3.6 Contractor shall promptly report to HFC and Engineer any nonconformity discovered in the Contract Documents with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities as a request for information in such form as HFC may require.

3.7 Contractor shall supervise and direct the Work, using Contractor's best skill and attention. Contractor shall be solely responsible for, and have control over, means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract Documents, unless the Contract Documents give other specific instructions concerning these matters. If the Contract Documents give specific instructions concerning means, methods, techniques, sequences or procedures, Contractor shall evaluate the jobsite safety thereof and shall be fully and solely responsible for the jobsite safety of such means, methods, techniques, sequences or procedures.

3.8 Contractor shall be liable to HFC for acts and omissions of Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, Contractor or any of its Subcontractors. Contractor shall be solely responsible for conforming to the standards declared by OSHA, including but not limited to compliance with federal and state safety standards/directives for setting-up and utilizing platforms, lifts, ladders, scaffolding and safety lines/belts.

3.9 Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

3.10 Contractor shall provide and pay for labor, materials, equipment, tools, equipment, machinery, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

3.11 Contractor may make substitutions only with the consent of HFC, after evaluation by Engineer and in accordance with a Change Order.

3.12 Contractor shall enforce strict discipline and good order among Contractor's employees and other persons carrying out the Work. Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

3.13 Contractor warrants that it shall perform the Work in a good and workmanlike manner, meeting the standards of quality prevailing in Harris County, Texas for work of this kind. Contractor shall perform all work using trained and skilled persons having substantial experience performing the work required under the Contract Documents as more fully described herein.

3.14 With respect to any materials and equipment furnished under the Contract Documents, Contractor warrants: (i) that all items are free of defects in title, design, material, and workmanship, (ii) that each item meets or exceeds the requirements of the Contract Documents, (iii) that each replacement item is new, in accordance with original equipment manufacturer's specifications, and of a quality at least as good as the quality of the item which it replaces (when the replaced item was new), and will not cause any manufacturer's warranties to lapse or become invalid, and (iv) that no item or its use infringes any patent, copyright, or proprietary right.

3.15 Work, materials, or equipment not conforming to the requirements of this Article shall be considered defective. If required by HFC, Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

3.16 Contractor shall pay before delinquent all sales, consumer, use and other taxes for the Work provided by Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

3.17 HFC is exempt from payment of Federal Excise and Transportation Tax and Texas Limited Sales and Use Tax. Contractor's invoices to HFC must not contain assessments of any of these taxes. HFC will furnish HFC's exemption certificate and federal tax identification number to Contractor if requested.

3.18 Unless otherwise provided in the Contract Documents, Contractor shall secure and pay for permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are legally required at the time bids are received or negotiations concluded.

3.19 Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

3.20 If Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, Contractor shall assume be liable for such Work and shall bear the costs attributable to correction.

3.21 Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as HFC may direct, but Contractor shall not be required to employ persons or entities to whom Contractor has reasonable objection.

3.22 Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project Site during performance of the Work. The superintendent shall represent Contractor, and communications given to the superintendent shall be as binding as if given to Contractor.

3.23 Upon execution of the Agreement, Contractor shall furnish in writing to HFC the name and qualifications of a proposed superintendent. HFC may reply within seven days to Contractor in writing stating whether HFC has reasonable objection to the proposed superintendent or that HFC requires additional time to review. Failure of HFC to reply within the seven day period shall constitute notice of no reasonable objection.

3.24 Contractor shall not employ a proposed superintendent to whom HFC has made reasonable and timely objection. Contractor shall not change the superintendent without HFC's consent, which shall not unreasonably be withheld or delayed.

3.25 Contractor shall confine operations at the site to areas designated by HFC and as permitted under applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

3.26 Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting and patching shall be restored to the condition existing prior to the cutting, fitting and patching, unless otherwise required by the Contract Documents.

3.27 Contractor shall not damage or endanger a portion of the Work or fully or partially completed work of HFC or separate contractors by cutting, patching or otherwise altering such construction, or by excavation. Contractor shall not cut or otherwise alter such work by HFC or a separate contractor except with written consent of HFC and of such separate contractor; such consent shall not be unreasonably withheld. Contractor shall not unreasonably withhold from HFC or a separate contractor Contractor's consent to cutting or otherwise altering the Work.

3.28 Contractor shall keep the Project Site free from accumulation of waste materials or rubbish caused by operations under the Contract Documents. At completion of the Work, Contractor shall remove waste materials, rubbish, Contractor's tools, equipment, machinery, and surplus materials from and about the Project Site.

3.29 If Contractor fails to clean up as provided in the Contract Documents, HFC may do so and HFC shall be entitled to reimbursement from Contractor.

3.30 Contractor shall provide HFC and HFC's consultant access to the Work in preparation and progress wherever located.

#### **ARTICLE 4: ENGINEER**

4.1 The duties, responsibilities and limitations of authority of Engineer, as set forth in the Contract Documents, shall not be restricted, modified or extended without written consent of HFC, Contractor and Engineer.

4.2 If Engineer is terminated by HFC, then HFC shall engage a successor whose status under the Contract Documents shall be that of Engineering immediately upon notice to Contractor.

4.3 Engineer will provide administration of the Contract Documents and will act as an HFC representative during performance of the Work by Contractor until Engineer issues the final Certificate for Payment. Engineer has authority to act on behalf of HFC to the extent provided in the Contract Documents.

4.4 Engineer will visit the Project Site at intervals appropriate to the stage of construction, or as otherwise agreed with HFC, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. Engineer will not have control over, charge of, or responsibility for, the means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work.

4.5 Engineer will keep HFC reasonably informed about the progress and quality of the portion of the Work completed, and report to HFC deviations from the Contract Documents and from the most recent work schedule submitted by Contractor, and defects and deficiencies observed in the Work.

4.6 Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, HFC and Contractor shall endeavor to communicate with each other through Engineer regarding matters arising out of or relating to the Contract Documents. Communications by and with Engineer shall be through Engineer. Communications by and with Subcontractors and material suppliers shall be through Contractor. Communications by and with separate contractors shall be through HFC.

4.7 Engineer has authority to reject Work that does not conform to the Contract Documents.

4.8 Engineer will review and approve, or take other appropriate action upon, Contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

4.9 Engineer will conduct inspections to determine the date of final completion of the Work and issue a certificate of completion and receive and forward to HFC written warranties and related documents required by the Contract Documents and assembled by Contractor.

4.10 Engineer will interpret and decide matters concerning performance under and requirements of the Contract Documents on written request of either HFC or Contractor. Engineer's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

4.11 Interpretations and decisions of Engineer will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, Engineer will endeavor to secure faithful performance by both HFC and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

4.12 Engineer will review and respond to requests for information about the Contract Documents. Engineer's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, Engineer will prepare and issue supplemental drawings or specifications in response to the requests for information.

## **ARTICLE 5: SUBCONTRACTORS**

5.1 A Subcontractor is a person or entity who has a direct agreement with Contractor to perform a portion of the Work at the Project Site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a separate contractor or subcontractors of a separate contractor.

5.2 Contractor shall, as soon as practicable after execution of the Agreement, furnish in writing to HFC and Engineer the names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work. Engineer may reply within 10 calendar days' to Contractor in writing stating whether HFC or Engineer has reasonable objection to any such proposed person or entity or that Engineer requires additional time for review. Failure of HFC or Engineer to reply within such period shall constitute notice of no reasonable objection.

5.3 Contractor shall not contract with a proposed person or entity to whom HFC or Engineer has made reasonable and timely objection. Contractor shall not be required to contract with anyone to whom Contractor has made reasonable objection.

5.4 If HFC or Engineer have reasonable objection to a person or entity proposed by Contractor, then Contractor shall propose another to whom HFC or Engineer have no reasonable objection.

5.5 Contractor shall not substitute a Subcontractor, person or entity previously selected without prior approval by HFC.

5.6 Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to Contractor by terms of the Contract Documents, and to assume toward Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, which Contractor, by these Contract Documents, assumes toward HFC and Engineer.

5.7 Each subcontract agreement shall preserve and protect the rights of HFC and Engineer under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies and redress against Contractor that Contractor, by the Contract Documents, has against HFC.

#### **ARTICLE 6: CHANGE ORDERS**

6.1 Changes in the Work may be accomplished after execution of the Agreement, and without invalidating the Contract Documents, by Change Order, subject to the limitations stated in this Article 6 and elsewhere in the Contract Documents.

6.2 A Change Order is a written instrument prepared by HFC and signed by HFC and Contractor stating their agreement upon all of the following: (i) the change in the Work; (ii) the amount of the adjustment, if any, in the Contract Sum; and (iii) the extent of the adjustment, if any, in the Contract Time.

6.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents, and Contractor shall proceed promptly, unless otherwise provided in the Change Order.

6.4 In no event shall the aggregate amount of Change Orders under this Agreement exceed ten percent **(10%)** of the Contract Sum.

6.5 Engineer has authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes will be effected by written order signed by Engineer and shall be binding on Contractor.

#### **ARTICLE 7: PROTECTION OF PERSONS AND PROPERTY**

7.1 Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract Documents.

7.2 Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to (i) Employees on the Work and other persons who may be affected thereby; (ii) the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of Contractor or Subcontractors; and (iii) other property at the Project Site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation or replacement in the course of construction.

7.3 Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

7.4 Contractor shall erect and maintain, as required by existing conditions and performance of the Contract Documents, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.

7.5 If use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, then Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

7.6 Contractor shall designate a responsible member of Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be Contractor's superintendent unless otherwise designated by Contractor in writing to HFC.

#### **ARTICLE 8: BONDS**

8.1 Contractor shall provide performance and payment bonds for 100% of the Contract Sum on a form approved by HFC covering faithful performance of the Work and payment of obligations arising thereunder as required in the Contract Documents pursuant to Chapter 2253 of the Texas Government Code. The cost of such bonds is included in Contract Sum.

8.2 A bond that is given or tendered to HFC pursuant to the Contract Documents must be executed by a surety company that is authorized and admitted to write surety bonds in the State of Texas.

8.3 If the amount of a bond is greater than \$100,000, then surety shall: (i) hold certificate of authority from the United States Secretary of Treasury to qualify as surety on obligations permitted or required under federal law; or, (ii) obtain reinsurance for any liability in excess of \$100,000 from a reinsurer that is authorized and admitted as a reinsurer in the State of Texas and holder of a certificate of authority from the United States Secretary of the Treasury to qualify as surety or reinsurer on obligations permitted or required under federal law.

8.4 Determination of whether surety on the bond or the reinsurer holds a certificate of authority from the United States Secretary of the Treasury is based on information published in Federal Register covering the date on which bond was executed.

8.5 Each bond given or tendered to HFC pursuant to the Contract Documents must be on forms approved by HFC with no changes made by Contractor or surety, and must be dated, executed, and accompanied by power of attorney stating that the attorney in fact executing such the bond has requisite authority to execute such Bond. The bonds must be dated and must be no more than 30 days old.

8.6 Surety shall designate in its bond, power of attorney, or written notice to HFC, an agent resident in Harris County to whom any requisite notices may be delivered and on whom service of process may be had in matters arising out of the suretyship.

8.7 Contractor shall furnish information to a payment bond beneficiary as required by Chapter 2253 of the Texas Government Code.

8.8 Contractor shall deliver required bonds to HFC prior to commencing Work.

#### **ARTICLE 9: UNCOVERING AND CORRECTION OF WORK**

9.1 If a portion of the Work is covered contrary to Engineer's request or to requirements specifically expressed in the Contract Documents, then it shall, if requested in writing by HFC, be uncovered by Contractor for examination by Engineer and replaced promptly thereafter at Contractor's sole cost and expense.

9.2 Contractor shall promptly correct Work rejected by Engineer or failing to conform to the requirements of the Contract Documents, whether discovered before or after Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for Engineer's services and expenses made necessary thereby, shall be at Contractor's expense.

9.3 In addition to Contractor's obligations under Article 3, if, within one year after the date of Completion of the Work, any of the Work is found to be not in accordance with the requirements of the Contract Documents, then Contractor shall correct it within 30 calendar days after receipt of written notice from HFC to do so at no cost to HFC; provided, however, that the warranty period for goods, materials and equipment shall be equal to one year after the date of Completion of the Work or the manufacturer's warranty, whichever is greater.

9.4 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Completion by the period of time between Completion and the actual completion of that portion of the Work.

9.5 The one-year period for correction of Work shall not be extended by corrective Work performed by Contractor pursuant to this Article 9.

9.6 Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by Contractor nor accepted by HFC.

9.7 Contractor shall be liable for the cost of correcting destroyed or damaged construction, whether completed or partially completed, of HFC or separate contractors caused by Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

9.8 Nothing contained in this Article 9 shall be construed to establish a period of limitation with respect to other obligations Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described herein relates only to the specific obligation of Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish Contractor's liability with respect to Contractor's obligations other than specifically to correct the Work.

9.9 If HFC prefers to accept Work that is not in accordance with the requirements of the Contract Documents, then HFC may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable, as determined by HFC in its reasonable discretion. Such adjustment shall be effected whether or not final payment has been made.

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**THEATER DISTRICT GARAGE – STRUCTURAL REPAIRS**

**BID FORM**

BIDS DUE: **11:00 A.M. on October 13, 2015** (the “Submission Deadline”)

INSTRUCTIONS: Submit one signed copy of the completed bid form in a sealed envelope marked “Theater District Garage Structural Repairs.” Bids must be received by mail or personal delivery no later than the Submission Deadline at the following address: Houston First Corporation, Attn: General Counsel, 1331 Lamar St., 7th Fl., Houston, TX 77010.

**Civic Center Parking Structure**

WORK ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENSION
<b>PART I: GENERAL REQUIREMENTS / PRELIMINARY MATTERS</b>					
<b>1.0</b>	<b>General Requirements</b>				
1.1	General Requirements				
1.1.2	Concrete Formwork				
1.1.3	Concrete Shores and Reshores				
1.1.4	Concrete Reinforcement	L.S.	1		
1.1.5	Temporary Signage				
<b>3.0</b>	<b>Concrete Floor Repair</b>				
3.1	Floor Repair Partial Depth	S.F.	1,000		
<b>4.0</b>	<b>Concrete Ceiling Repair</b>				
4.1	Ceiling Repair – Partial Depth	S.F.	50		
<b>5.0</b>	<b>Structural Concrete Frame Repairs</b>				
5.1	Beam Repair – Partial Depth	S.F.	200		
<b>6.0</b>	<b>Concrete Column Repair</b>				
6.1	Column Repair	S.F.	150		
<b>7.0</b>	<b>Concrete Wall Repair</b>				
7.1	Wall Repair – Partial Depth	S.F.	600		
<b>11.0</b>	<b>Crack Joint Sealants</b>				
11.1	Seal Cracks and Joints	L.F.	1500		
11.2	Joint Sealant Repair	L.F.	3,000		
11.6	Chemical Injection Grouting	L.F.	200		

WORK ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENSION
<b>20.0</b>	<b>P/T System Repair</b>				
20.2	Protect Exposed P/T Tendons (Allowance)	L.S.	1	\$20,000	\$20,000
	<b>GRAND TOTAL</b>				

Description of Abbreviations: L.F. = Lineal Feet; EA = Each; S.F. = Square Feet; L.S. = Lump Sum

### Tranquility Parking Structures

WORK ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENSION
<b>PART I: GENERAL REQUIREMENTS / PRELIMINARY MATTERS</b>					
<b>1.0</b>	<b>General Requirements</b>				
1.1	General Requirements				
1.1.2	Concrete Formwork				
1.1.3	Concrete Shores and Reshores	L.S.	1		
1.1.4	Concrete Reinforcement				
1.1.5	Temporary Signage				
<b>3.0</b>	<b>Concrete Floor Repair</b>				
3.1	Floor Repair Partial Depth	S.F.	500		
<b>4.0</b>	<b>Concrete Ceiling Repair</b>				
4.1	Ceiling Repair – Partial Depth	S.F.	30		
<b>5.0</b>	<b>Structural Concrete Frame Repairs</b>				
5.7	Joist Repair – Partial Depth	S.F.	200		
<b>6.0</b>	<b>Concrete Column Repair</b>				
6.1	Column Repair	S.F.	150		
<b>7.0</b>	<b>Concrete Wall Repair</b>				
7.1	Wall Repair – Partial Depth	S.F.	300		



WORK ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENSION
11.0	<b>Crack Joint Sealants</b>				
11.1	Seal Cracks and Joints	L.F.	1500		
11.2	Joint Sealant Repair	L.F.	3,000		
	<b>GRAND TOTAL</b>				

Description of Abbreviations: L.F. = Lineal Feet; EA = Each; S.F. = Square Feet; L.S. = Lump Sum

**Contractor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**MWDBE/HUB Certified?** \_\_\_\_\_

**BID TERMS**

- 1) All goods must be F.O.B. destination unless otherwise indicated herein.
- 2) Submission of Bid is an offer to contract with Houston First Corporation.
- 3) Bid will remain valid for 45 days from the Submission Deadline.
- 4) Costs set forth herein do not include sales tax.

**Acknowledged and agreed to by Contractor:** Contractor covenants (i) to comply with the Services Agreement, Specifications, Drawings, and any Letters of Clarification issued as part of this Invitation to Bid, and (ii) that all statements made herein by Contractor are true and correct and may be relied upon by Houston First Corporation.

\_\_\_\_\_ "Contractor"

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_