



DATE: February 1, 2018
SUBJECT: Pre-Bid Conference Notice
RE: Air Handler Unit (AHU) On-Site Refurbishment
TO: All Prospective Bidders

Houston First Corporation has elected to schedule a Pre-Bid Conference for the benefit of all potential bidders, as more specifically described below:

PRE-BID MEETING. A pre-bid meeting and site tour will be held for the benefit of all potential bidders on **Tuesday, February 6, 2018** beginning at approximately **8:30 a.m.** Bidders are asked to meet at Fish Plaza, located at 501 Texas Ave., Houston, Texas 77002 (between Bagby and Smith Streets). Due to the current condition of the facility, all meeting attendees are directed to wear appropriate apparel for a construction jobsite, including close-toed shoes, and will need to climb stairs. Though not mandatory, all potential bidders are urged to be present.

This Pre-Bid Conference Notice becomes a part of the Invitation to Bid upon issuance and supersedes any previous specifications and/or provisions in conflict therewith. By submitting their Bid, Bidders are deemed to have received all such notices and to have incorporated them into their Bid.