THE ARCHDIOCESE OF GALVESTON-HOUSTON

PROJECT MANUAL

Issued for Bid

ST. MARY'S CATHEDRAL BASILICA

2019 EXTERIOR RENOVATIONS

BP #3—PHASE I ROOF EDGE REPAIRS AND NEW GUTTER INSTALLATION

2011 Church Street
Galveston, TX 77550

Architect's Project No. **19122**

Zero/Six Consulting, LLC
1027 Tremont Street
Galveston, Texas, 77550

Phone: **409-740-0090**
Fax: **409-740-0554**
Web Site: **www.z6consulting.com**

November 27, 2019

WH COLTZER
INTERNATIONAL
A DIVISION OF ZERO/SIX CONSULTING, LLC

DOCUMENT 00 01 10 - TABLE OF CONTENTS

PROCUREMENT AND CONTRACTING DOCUMENTS GROUP

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

00 01 10 TABLE OF CONTENTS

00 11 16 INVITATION TO BID

00 41 00 BID FORM

END OF DOCUMENT 00 01 10

DOCUMENT 00 11 16
INVITATION TO BID

1.01 INVITATION

A. You are invited to submit bids on a Construction Contract for the Project described in the Bidding Document according to the Instructions to Bidders.

B. Bidders have been selected by the Project team. Only invited Bidders may submit Bids. Invited Bidders include:

1. Bryan Hash – R.B. Hash & Associates, Inc.

2. Gilbert Avila – Walton Roofing.

C. Coltzer Company intends to negotiate a construction contract with the Bidder that is the most beneficial to the Owner. Negotiations will include form of contract and terms and conditions and may include adjustment to Project scope and schedule.

1.02 PROJECT INFORMATION

A. Project Identification: St. Mary's Cathedral Basilica 2019 Exterior Renovations, Bid Package No. 3 Roof Edge Repairs and New Gutter Installation.

1. Architect's Project Number: 19122

2. Project Location: 2011 Church Street, Galveston, Texas 77550.

B. Owner: Archdiocese of Galveston - Houston.

1. Owner's Representative: Steve Faught (sfaught@archgh.org), Director of Facilities.

2. Telephone: (713) 248-4136.

C. Architect: Zero/Six Consulting, 1027 Tremont Street, Galveston, Texas 77550.

1. Contact: Bill Coltzer, Jr., AIA, (bcoltzer@z6consulting.com) or Lidija Bikova (lbikova@z6consulting.com)

2. Telephone: (409) 740-0090.

D. Design Build Contractor: Coltzer Company, 1027 23rd Street, Galveston, Texas 77550.

1. Contact: Katie McConnell (kmcconnell@coltzer.com)

2. Telephone: (409) 740-0090.

1.03 WORK

A. The Work consists of:

Note: All blocking and other substrate preparations as depicted on drawings set have been completed by Coltzer Company, prior to gutter installation.

1. Performing any additional demolition to properly install new sheet metal.

2. Installation of all underlayments.

3. Installation of all sheet metals described in BP #3.

4. Repair and tie in roof systems as required (including the composite shingle system).

B. Bids shall be on a lump sum basis; segregated Bids will not be accepted.

C. Project is exempt from sales tax.

1.04 CONSTRUCTION SCHEDULE

A. Bidders must provide schedule. Work may be performed Monday through Friday before or after daily mass and all day on Saturday. No work is to be performed during daily mass; 11:00am through 1:00pm. There is no mass on Saturdays. All work to be completed in six (6) weeks from starting date.

1.05 ADDENDA

A. Bidders wishing to report errors or inconsistencies in the Bidding Documents should submit such reports in writing to Bill Coltzer, Jr., AIA, (bcoltzer@z6consulting.com) or Lidija Bikova (lbikova@z6consulting.com) at the office of the Architect not later than 5:00 PM on Wednesday, December 4, 2019. Corrections or clarifications will be issued by Addendum in accordance with the "Instructions to Bidders."

B. Bidders requiring clarification or interpretation of the Bidding Documents should make a written request to Bill Coltzer, Jr., AIA, (bcoltzer@z6consulting.com) or Lidija Bikova (lbikova@z6consulting.com) at the office of the Architect not later than 5:00 PM on Wednesday, December 4, 2019. Clarifications will be issued by Addendum in accordance with the "Instructions to Bidders."

C. Addenda will be issued no later than 5:00 PM on Thursday, December 5, 2019.

1.06 DOCUMENT AVAILABILITY

A. Each Bidder will be issued one complete set of Bidding Documents in electronic form at no cost. Reproduction costs will be the responsibility of each Bidder.

B. Bidding Documents may be examined at the Architect's office.

1.07 PREPARING BIDS

A. Bidders must prepare their Bids based on the Work as specified or indicated in the Bidding Documents without exception or qualification for the Bid Price and within the Bid Times indicated in the Bid and in accordance with the other terms and conditions of the Contract Documents.

B. Bids with qualifications will not be considered.

C. Coltzer Company will consider Value Engineering Proposals from Bidders.

1.08 RECEIVING BIDS

A. Coltzer Company will receive Bids until 5:00 PM, local time, on Friday, December 6, 2019, at the office of the Architect. Bids received after this time may not be accepted.

1. Bids may be submitted electronically via e-mail or facsimile transmission. Bidders who submit Bids electronically assume full responsibility for the timely receipt of their Bids.

B. Bids will be opened by Coltzer Company and the Architect in private immediately after the specified closing time.

C. An abstract of the Bids will be made available to Bidders upon request to the Architect.

D. Coltzer Company reserves the right to waive irregularities and to reject Bids.

1.09 BID SECURITY

A. No Bid Security is required.

END OF DOCUMENT 00 11 16

DOCUMENT 00 41 00

BID FORM

Project Identification: **ST. MARY'S CATHEDRAL EXTERIOR REPAIRS**
GALVESTON, TEXAS
BID PACKAGE NO. 3
2011 Church Street
Galvestion, Texas 77550

Bid To: **COLTZER COMPANY, LLC**
c/o Zero/Six Consulting.
1027 Tremont Street
Galveston, Texas 77550

I. **The undersigned Bidder agrees**, if this Bid is accepted, to enter into an agreement with Coltzer Company, in the form included in the Bidding Documents as modified by subsequent negotiation, to perform and provide the Work as specified or indicated in the Bidding Documents for the Bid Price and within the Bid Times indicated in the Bid and in accordance with the other terms and conditions of the Contract Documents.

II. **In submitting this Bid,** Bidder represents, as more fully set forth in the Instructions to Bidders and the Agreement, that:

A. This Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation.
B. Bidder has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid. Bidder has not solicited or induced a person, firm, or corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself an advantage over another Bidder, Coltzer Company, or Owner.
C. This Bid will remain subject to acceptance for 45 days after the day of Bid opening.
D. Coltzer Company has the right to waive formalities and reject this Bid or all Bids.
E. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Contract Documents within 15 days after the date of the Coltzer Company's Notice of Award.
F. Bidder has examined copies of all the Bidding Documents.
G. Bidder has visited the site and become familiar with the general, local, and site conditions.
H. Bidder is familiar with federal, state, and local laws and regulations governing the type of Work required by the Bidding Documents.
I. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents, and additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

J. Bidder has received the following Addenda, receipt of which is hereby acknowledged:

Addendum No.	Addendum Date
_____	_____
_____	_____
_____	_____

III. **Bidder will complete the Work** in accordance with the Contract Documents for the following price:

A. **Lump-Sum Base Bid**: _____

_____ dollars ($_____)

B. **Performance and Payment Bonds:** Not required.

C. **Cost of Additional Work:** Bidder agrees that should any Change Order be issued requiring additional Work where Unit Prices are not applicable, an applicable percentage shall used to determine the cost of the Change Order.

1. Reimbursement to Contractor for overhead and profit for additional Work performed by Contractor's own forces: _____ Percent.
2. Reimbursement to Contractor for overhead and profit for additional Work performed by a subcontractor and supervised by Contractor: _____ Percent.
3. Material and labor costs shall be multiplied by the applicable percentage. The result shall be added to material and labor cost to determine the total amount of the Change Order.

General Conditions and Supervision: Bidder agrees that percentages listed above will include all costs for general conditions and supervision.

IV. **Bidder Agrees that the Work** will be substantially complete in accordance with the construction schedule incorporated into the Contract for Construction.

Submitted on: _____, 20____.

By: _____
(Signature)

_____
(Print or Type Name)

Title or Office: _____

Representing: _____
(Print or Type Name of Company)

Type of Bidder's Organization: _____
(Corporation, Partnership, Individual, etc.)

Business Address: _____
(Print or Type)

_____
(Print or Type)

_____
(Print or Type)

Phone No.: _____
(Print or Type)

Attest: _____
(Secretary, if Bidder is a Corporation)

SEAL: (If Corporation)

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