Invitation for Bids

HVAC Retrofit at Ruthmary Price Apartments

Submission Date: November 10, 2026

2:00 P.M. CST

Corpus Christi Housing Authority & Coastal Housing Partners

IFB No. 26035

Issued: October 12, 2026

Invitation for Bids (IFB) No. 26035
HVAC Retrofit at Ruthmary Price Apartments
Attachment A

DATE ISSUED	October 12, 2026
QUESTIONS SUBMITTAL DEADLINE	October 30, 2026
PROPOSAL SUBMITTAL RETURN AND DEADLINE	November 10, 2026, at 2:00 P.M. CST Corpus Christi Housing Authority 3701 Ayers Street Corpus Christi, TX 78415
AGENCY CONTACT PERSON	Rose Mary Khosrowsalfi procurement@hacc.org (361) 889-3373

One (1) original and two (2) copies of the Sealed Bids are due by Tuesday, November 10, 2026, at 2:00 P.M. CST. Deliver or hand carry to the Corpus Christi Housing Authority, 3701 Ayers, Corpus Christi, TX 78415 (Front Window).

1. All work performed must meet all electrical, mechanical, and building codes based on local, state, and federal regulations.
2. All questions must be in writing and emailed to procurement@hacc.org by October 30, 2026. Questions received after this deadline will not be accepted.
3. A non-mandatory pre-bid conference and site visit is scheduled for 10:00 am on Monday, October 22, 2026, 3740 S. Port Ave, Corpus Christi, TX 78415.
4. Project must be completed within 60 days of Notice to Proceed.

Signature and submission of this Bid shall serve as evidence that the Contractor understands and agrees to all conditions of the Invitation for Bids - IFB 26035.

Company Name: _____

Authorized Representative: _____ _____
(Print Name) (Title)

Signature: _____

Address: _____

Phone Number: _____ Email: _____

Date: _____

1.0 AGENCY'S RESERVATION OF RIGHTS. The Agency reserves the right to:

1.1 Right to Reject, Waive, or Terminate the IFB. Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the Agency to be in its best interests.

1.2 Right to Not Award. Not to award a contract pursuant to this IFB.

1.3 Right to Terminate. Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 30 days' written notice to the successful bidder(s).

1.4 Right to Determine Time and Location. Determine the days, hours, and locations that the successful bidder(s) shall provide the services called for in this IFB.

1.5 Right to Retain Bids. Retain all bids submitted and do not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the Agency Contracting Officer (CO).

1.6 Right to Negotiate. Negotiate the fees proposed by the bidder entity.

1.7 Right to Reject any Bid. Reject and do not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.

1.8 No Obligation to Compensate. Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.

1.9 Right to Prohibit. At any time during the IFB or contract, process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein.

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS. The Agency is seeking bids from qualified and licensed contractors for the HVAC Retrofit Project at Ruthmary Price Place Apartments.

2.1 Required Construction Services. The successful bidder (a/k/a herein as "the Contractor") will provide all material and labor to complete the construction work detailed herein and within the Project Specifications and Drawings. – Attachment B

2.2 Contractor Responsibilities.

2.2.1 Access for Emergency Vehicles. The Contractor shall ensure that any equipment and/or vehicles that he/she places on the work site shall not be placed in such a position to interfere with access by any emergency vehicles or traffic by the public at-large. The Agency reserves the right to approve or reject (and demand the movement) of the placement of any such equipment or vehicles at any time during the performance of the

contracted work if, in the opinion of the Agency, the placement of such equipment or vehicles does interfere with such traffic.

2.2.2 **Communication.** The Architect shall be the primary on-site point of contact for the Contractor pertaining to this work. The Agency has retained an Architect to assist the Agency by making periodic site visits and inspections. The Contractor shall be free to converse and communicate with the Architect during or between such visits; however, all requests for changes or decisions shall be submitted to the Architect and approved by the Chief Executive Officer after receipt and consideration of written request from the Architect. The Agency anticipates that it will typically make a decision in such matters within 3 workdays of receipt, though such response time frame may be shorter or longer depending on the situation; accordingly, the Contractor shall be required to submit such written requests in as timely a manner as reasonably possible.

2.2.3 **Contract End Items.** Upon completion of the project, the Contractor must submit the following:

2.2.3.1 A separate payment request for the retainage.

2.2.3.2 A one-year warranty letter from the Contractor.

2.2.3.3 Consent of Surety to Final Payment.

2.2.3.4 Contractor's Affidavit of Release of Liens.

2.2.3.5 Contractor's Certificate and Release; and

2.2.3.6 As-builts.

2.2.4 **Debris.** The Contractor shall clean work areas daily, at the end of the workday, of all work-generated debris, which may endanger the safety of the others (the public; Agency residents; etc.).

2.2.4.1 All work areas must be kept sanitary and clean of any trash. Debris from work must be removed from living areas.

2.2.4.2 The Contractor must examine the work area and determine any unsuitable work condition.

2.2.4.3 Any required removal or replacement of this work caused by unsuitable conditions will be just cause for the Contractor to bear the expense. Notice of unsuitable conditions shall be brought to the Agency's representative in written form.

2.2.4.4 Request for Payment Forms. The Contractor shall submit a request for payment for this project on the following forms, each as may be appropriate:

2.2.4.4.1 AIA Document G702 – Application for Payment

2.2.4.4.2 AIA Document G703, Continuation Sheets

2.2.4.4.3 2.2.4.4.6 Retainage. The Request for Payment form must list and clearly identify the retainage in the amount of 10% as a deduction to the subtotal of charges on the Request for Payment.

2.2.4.5 Review and Approval. The Agency will review each such Contractor request for payment and will approve the payment only if the following listed conditions are met. If the Contractor requests payment items which have not been completed in a satisfactory manner ("satisfactory," as determined at the sole discretion of the Agency), the Agency shall hold payment for the unsatisfactory items, and pay the balance of the request (e.g. the undisputed portion). The Agency shall ensure:

2.2.4.5.1 The request for payment is consistent with the Agency-approved schedule of amounts for contract payments.

2.2.4.5.2 As further detailed within the preceding Section 2.2.4.6 herein, **t**he total of the request for payment does not include the amount to be retained by the Agency under the contract (retention or retainage).

2.2.4.5.3 The work covered by the request for payment has been performed in accordance with the construction documents.

2.2.4.5.4 The AIA document has been properly executed on all applicable supporting documentation submitted; and

2.2.4.5.5 The Contractor has submitted all required reports such as payroll reports.

2.2.4.6 Distribution of Documents. The Contractor shall submit 2 original copies and 1 additional copy of all documentation required. The Agency shall retain the 2 original AIA documents

or Partial Payment requests and all applicable supporting documentation for its file and return 1 copy of all such forms to the Contractor.

2.2.5 **Permits.** The Contractor shall obtain any and all required permits pertaining to any assigned work at his/her expense.

2.2.6 **Required Licensing.** The Contractor(s) shall be in possession of any current appropriate licensing that may be required by the County of Nueces (and/or, if applicable, any city jurisdiction therein in which work will be performed) and/or the State of Texas.

2.2.7 **Safety.** It shall be the responsibility of the Contractor to ensure, at all times during the performance of the work, to the maximum extent feasible, to protect the safety of Agency residents and staff, the Contractor's staff and subcontractors, and the public. This shall include, but not be limited to, compliance with all OSHA-related Federal and local laws, codes, and regulations. Screened safety barriers must be provided around work areas.

2.2.8 **Security during Work.** The Contractor shall take all means necessary to maintain the security of the area in which they are working. These security measures must be carried out on a twenty-four-hour basis, not just during normal work hours.

2.2.9 **Temporary Facilities.** It shall be the responsibility of the Contractor to provide any temporary facilities that may be required, including, but not limited to temporary toilets; water; fencing; barricades; lighting; planking; signage; guardrails; etc. Accordingly, it shall be the responsibility of the Contractor to secure and maintain such items during the term of the work.

2.2.10 **Time of Completion.** The Contractor shall commence work under the ensuing contract on a date to be specified within the Notice to Proceed form issued by the Agency, and the Agency anticipates that the Contractor will fully complete all work thereunder within 60 consecutive calendar days from said date.

2.2.11 **Tools/Equipment/Materials.** The Contractor shall ensure that at all times during the work tools, equipment, and material are handled, placed, and stored in a secure and safe manner so as to protect all parties, including, but not limited to, the Contractor's workers, Agency tenants and staff, and the public at large. The Contractor shall ensure that during non-working hours such items are not left unattended on the job site when such safety may be compromised. As the building the Contractor will be working in is occupied by housing tenants, including a number of

elderly/disabled or special needs persons, it will be especially important that the hallways are clear for access and egress.

2.2.12 **Weekends.** Unless otherwise approved by the Agency in writing, the Contractor shall not perform work on Agency property during a holiday or weekend days (Saturday or Sunday).

2.2.13 **Work Standards.** It is the responsibility of the Contractor to ensure that each worker provided by the Contractor shall be fully trained and qualified to provide any assigned work. Accordingly, all work provided shall be guaranteed by the Contractor to be performed in a workmanlike manner and in accordance with all applicable laws, codes, and/or regulations, including those issued by, but not limited to, the County of Nueces (and/or, if applicable, any city jurisdiction therein in which work will be performed), and/or the State of Texas, or any applicable Federal Agency.

3. Bonds. As this solicitation pertains to public works or construction, the bonds that are required include:

3.1 **Bid Bond.** The 5% bid bond or guarantee shall be included in the bid package submitted by each bidder. This bond ensures that if awarded the contract, the bidder will accept and perform the work under the contract. It also ensures that the bidder will not attempt to withdraw or otherwise not fulfill the contract. Finally, the bid bond ensures that the bidder will execute the contractual documents that are required within the time specified in the solicitation or forfeit all or part of the guarantee. A certified check, bank draft, U.S. Government Bonds at par value, bid bond secured by an acceptable surety company, or other negotiable instrument may be accepted as a bid guarantee. If the successful bidder refuses to sign the contract after award, the bid bond is forfeited, and award will go to the next lowest responsive and responsible bidder. If a bid bond or guarantee is not submitted with the bid, the Agency will reject the bid as non-responsive. The Agency anticipates that it will not return any bid bonds until the contract has been awarded and the required performance and payments bonds have been furnished; until all bids have been rejected; or the time specified for acceptance of bids has expired. In fairness to the other bidders, the Agency may also choose to return the bid bonds if the Agency has a firm and reasonable assurance that the responsive and responsible bidder who submitted the lowest cost will execute the contract.

3.2 **Performance Bond.** The 100 % performance bond is meant to ensure that the contract is successfully completed. The performance bond guarantees that if the Contractor is unable to complete the contract, the surety company will step in to finish the work. In the case of a letter of credit or cash escrow, the Agency may use these funds to complete the contract work.

3.3 Payment Bond. The 100% payment bond is a method of ensuring that the Contractor pays the subcontractors and suppliers. By requiring payment bonds, the Agency avoids becoming entangled in disputes concerning payment of subcontractors and suppliers by the general contractor. The surety underwriting the payment bond ensures the contractors and suppliers will be paid. Often, performance and payment bonds are combined into a single document. Failure to pay subcontractors for work performed in commercial contracts may often lead to the subcontractor filing a mechanic's lien against property owners obtain payment for services rendered. The Agency contract requires the payment bond to prevent this problem and ensure that no liens will be filed against any Agency building or lot of ground. As a reminder, Clause 24 of form HUD-5370, *General Conditions of the Contract for Construction* clearly forbids the placement of liens and is binding on any contractor, subcontractor, and material supplier.

3.4 Bonding Companies. An acceptable surety (bonding) company is one that is authorized to do business in the State of Texas and is acceptable to HUD and the Agency. The surety must be listed on the most recently published U.S. Treasury Circular 570 (often referred to as the T-List). Individual sureties are not permitted. Circular 570 is available from the U.S. Department of the Treasury, Financial Management Service, Surety Bond Branch, Room #262C, 401 14th Street, S.W., Washington, D.C. 20227. The T-List may also be accessed on the Internet at: http://www.fms.treas.gov/c570/index.html.

3.5 Bonding Requirements. These apply to all construction projects greater than $100,000 (though, at the Agencies discretion, may apply to smaller projects), whether development or modernization, funded pursuant to the U.S. Housing Act of 1937, as amended. As a result, the contractors for all construction projects shall be required to submit the following bid and contract guarantees. Please note that only the bid bond is required at time of bid; however, one of the purposes of the bid bond is to provide the Agency with assurance that the successful bidder will indeed obtain the necessary performance and payment bonds. Required bonds include a bid guarantee from each bidder, equivalent to 5% of the bid price and, from the successful bidder, one of the following:

3.6 Inadequate Surety. If the low bidder fails to provide an acceptable assurance of completion (payment and performance bonds) after award of the contract, the Agency may consider the bid guarantee forfeited and notify the surety company. The contract is then terminated for default. The amount to be recovered from the bid bond or guarantee will typically equal at least the difference between the defaulted bid and the next higher acceptable bid or the amount by which the bid accepted by re-soliciting exceeds the defaulted contract.

3.7 Bid Submission. All bids must be submitted and time-stamped received in the designated Agency office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") of the bid submittal, and 2 exact copy shall be placed unfolded in a sealed package and addressed to:

Corpus Christi Housing Authority
IFB 26035 – HVAC Retrofit at Ruthmary Pirce Apartments
Attn: Rose Mary Khosrowsalafi, Procurement Manager
3701 Ayers Street
Corpus Christi, TX 78415

The package exterior must clearly denote the above noted IFB number and must have the bidder's name and return address. Include the Bid number and Project name. Bids received after the published deadline will not be accepted.

3.7.1 Submission Conditions. DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Agency by the bidder, such may invalidate that bid. If, after accepting such a bid, the Agency decides that any such entry has not changed the intent of the bid that the Agency intended to receive, the Agency may accept the bid and the bid shall be considered by the Agency as if those additional marks, notations or requirements were not entered on such. Each prospective bidder agrees to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a bid, the bidder is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this IFB.

3.7.2 Submission Responsibilities. It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the Agency, including the IFB document, the documents listed within IFB document, and any addenda and required attachments submitted by the bidder. By virtue of completing, signing and submitting the completed documents, the bidder is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the CO to exclude any of the Agency requirements contained within the documents may cause that bidder to not be considered for award.

3.8 Bidder's Responsibilities — Contact with the Agency. It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB

process to the CO only. Bidders must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the Agency to not consider a bid submittal received from any bidder who may has not abided by this directive.

3.8.1 Addendums. Unless otherwise instructed herein, all questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective bidders (i.e. firms or individuals that have obtained the IFB Documents). During the IFB solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the IFB are made—between the Agency and a prospective bidder when other prospective bidders are not present) conversations that may give one prospective bidder an advantage over other prospective bidders. This does not mean that prospective bidders may not call the CO—it simply means that, other than making replies to direct the prospective bidder where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective bidder's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective bidders in writing by addendum.

3.9 Pre-bid Conference. The scheduled pre-bid conference identified in this document is not mandatory. Many prospective bidders have previously responded to an IFB with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective bidders in having a full understanding of the IFB documents so that he/she feels confident in submitting an appropriate bid; therefore, at this conference the Agency will conduct an overview of the IFB documents, including the attachments. Prospective bidders may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference is to review the IFB documents, attendees should bring a copy of the IFB documents to this conference; however, the Agency ***will not*** distribute at this conference any copies of the IFB documents.

4.0 BID EVALUATION.

4.1 Public Opening. At the set date and time, all bids received will be opened and publicly read aloud by the CO, including the company name of the bidder and the total calculated costs proposed. At the bid opening the Agency will only disclose the following information: (a) The company name of each bidder; and (b) the calculated total amount bid. A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who

requests such afterwards. The bids will not be made available for inspection by anyone at this time; the Agency will, at a later time, review all bids in detail and will, in a timely manner (within 5 days), notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsible (please remember, as detailed within Section 8(d) of form HUD-5369, the Agency reserves the right to, as determined by the Agency, "waive informalities or minor irregularities in bids received." Bids will be available for inspection by the public after the award has been completed.

4.1.1 Ties. In the case of bids by "drawing lots or other random means of selection."

4.2 Responsive Evaluation. After the public opening the "hard copy" bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum of the requirements). Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made).

4.3 Responsible Evaluation. The Agency will evaluate each bid submitted as to responsibility (e.g. a firm that is qualified, responsible and able to provide to the Agency the required services). If the Agency ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the Agency may proceed with award as detailed herein. If the Agency determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the Agency may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

4.3.1 Depending on the amount of the award, it is possible that the Agency may take such contract award to the Agency Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.

4.4 Restrictions. Any and all persons having ownership interest in a bidder entity or **familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.**

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:

5.1.1 By completing, executing, and submitting a Bid, the "bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Agency. Accordingly, the Agency has no responsibility to

conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this IFB:

5.2.1 Contract Form. The Agency will not execute a contract on the Contractor's form, contracts will only be executed on the Agency form. However, the Agency will during the IFB process (*prior to the posted question deadline*) consider any contract clauses that the bidder wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the Contractor the right to refuse to execute the Agency's contract form. It is the responsibility of each prospective bidder to notify the Agency, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the Agency's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

5.2.2 Assignment of Personnel. The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

5.2.3 Unauthorized Sub-Contracting Prohibited. The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

5.3 Contract Period. The contract executed will be in place for the period of 60 consecutive days from the date of the Notice to Proceed (though some stated provisions will extend through the noted warranty period).

5.4 Licensing and Insurance Requirements. Prior to award (but not as a part of the bid submission) the Contractor will be required to provide:

5.4.1 Workers Compensation Insurance. An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount;

5.4.2 General Liability Insurance. An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with

the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of $1,000,000 each occurrence, general aggregate minimum limit of $1,000,000, together with damage to premises and fire damage of $50,000 and medical expenses any one person of $5,000), with a deductible of not greater than $5,000;

5.4.3 Automobile Insurance. An original certificate showing the bidder's automobile insurance coverage in a combined single limit of $1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than $100,000/$300,000 and medical pay of $5,000.

5.4.4 City/County/State Business License. If applicable, a copy of the bidder's business license allowing that entity to provide such services within the County of Nueces (and/or, if applicable, any city jurisdiction therein in which work will be performed), and/or the State of Texas.

5.4.5 Profile of Firm Form. The requested related information shall also be entered where provided for on the Profile of Firm Form.

5.5 Contract Service Standards. All work performed pursuant to this IFB must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

5.6 Prompt Return of Contract Documents. Any and all documents required to complete the contract, including contract signature by the successful bidders, shall be provided to the Agency within 10 workdays of notification by the Agency.

6. Contractor Experience Form:

Complete the attached Contractor Experience Form (Attachment E) and return with your bid submission. Bidders may use their own form but must use the format provided. Failure to provide this form with your bid may result in a determination of not being responsible to complete the project as specified.

7. Liquidated Damages:

7.1 Liquidated damages. If the Contractor fails to complete the work within the time specified in the contract, or any extension, as specified in the clause entitled Default of this contract, the Contractor shall pay the Corpus Christi Housing Authority & Affiliates as liquidated damages, the sum of $250.00 for each day of delay. If different completion dates are specified in the contract for separate parts or stages of the work, the amount of liquidated damages shall be assessed on those parts or stages which are delayed. To the extent that the Contractor's delay or nonperformance is excused under another

clause in this contract, liquidated damages shall not be due to the Corpus Christi Housing Authority & Affiliates. The Contractor remains liable for damages caused other than by delay.

7.2 If the Corpus Christi Housing Authority & Affiliates terminates the Contractor's right to proceed, the resulting damage will consist of liquidated damages until such reasonable time as may be required for final completion of the work together with any increase costs occasioned the Corpus Christi Housing Authority & Affiliates in the completing of the work.

7.3 If the Corpus Christi Housing Authority & Affiliates does not terminate the Contractor's right to proceed, the resulting damage will consist of liquidated damages until the work is completed or accepted.

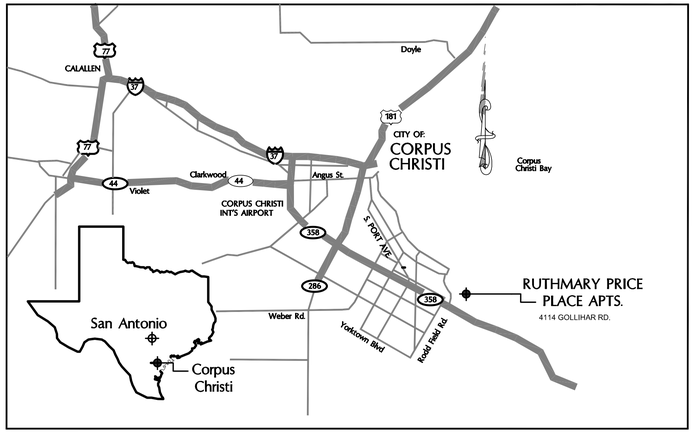
8. Forms Included by Reference:

8.1 The following forms are included and have full force and effect on the procurement action including subsequent contract. Contractors are responsible for viewing the forms and being familiar with the terms and conditions.

Project Specifications and Drawings
Attachment B

HVAC RETRO-FIT @
RUTHMARY PRICE PLACE APARTMENTS

RUTHMARY PRICE PLACE APTS:
4117 GOLLIHAR RD., CORPUS CHRISTI, TX. 78411



PROJECT MAP LOCATION

INDEX OF DRAWINGS

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A-1.0 MECHANICAL SPECIFICATIONS
RA-2.0 RUTHMARY MARY PLACE SITE PLAN & SCOPE OF WORK PLAN

FOR THE
CORPUS CHRISTI HOUSING
AUTHORITY / COASTAL
HOUSING PARTNERS

3701 AYERS STREET, CORPUS CHRISTI TX., 78415

BOARD OF COMMISSIONERS:

GREG SMITH, CHAIRPERSON
JOE McCOMB, VICE-CHAIRPERSON
RICHARD A. BALLI, SR., COMMISSIONER
LORI GARZA, COMMISSIONER
JUDITH GONZALEZ-RODRIGUEZ, COMMISSIONER

RHEN BASS, PRESIDENT & CHIEF
EXECUTIVE OFFICER

ARCHITECTS :

AG ASSOCIATES
ARCHITECTURE PLANNING DESIGN
6800 PARK TEN BLVD. SUITE 216 N.
SAN ANTONIO, TEXAS 78213
TEL: (210) 734-6885 FAX: (210) 734-7504

REGISTERED ARCHITECT
LEO A. GUZMAN
STATE OF TEXAS

EXP.
10/31/2026
07/27/2026

PROJECT No. 06262026
BIDDING SET - SEPTEMBER 24, 2026

GENERAL PROJECT NOTES

THESE PROJECT NOTES ARE IN COORDINATION WITH OR IN ADDITION TO THE GENERAL AND SUPPLEMENTARY CONDITIONS AND REQUIREMENTS DESCRIBED IN THE SPECIFICATIONS . THESE NOTES DESCRIBE SOME OF THE GENERAL CONTRACTOR'S OVERALL PROJECT RESPONSIBILITIES AND WILL BE INCLUDED AS PART OF THE BASE BID.

EXISTING CONDITIONS:

1. THE CONTRACTOR WILL FIELD VERIFY AND INVESTIGATE ALL EXISTING SITE AND BUILDING CONDITIONS TO FAMILIARIZE HIMSELF WITH THE EXTENT OF DEMOLITION AND CONSTRUCTION AS REQUIRED AND DESCRIBED IN THESE DOCUMENTS PRIOR TO THE SUBMITTAL OF BASE BID. THE CONTRACTOR WILL REASONABLY DETERMINE THE IMPACT AND EXTENT OF DEMOLITION AND CONSTRUCTION ON SITE UTILITIES, BUILDING MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS AND ALL OTHER FACTORS THAT WILL AFFECT BASE BID. FAILURE TO DO SO WILL NOT BE GROUNDS FOR ADDITIONAL COSTS TO THE OWNER.

2. FIELD VERIFICATION AND INVESTIGATION WILL INCLUDE BUT NOT BE LIMITED TO WALK-THRUS WITH OWNER'S REPRESENTATIVE, PROCUREMENT OF PERTINENT AS-BUILT INFORMATION FROM THE OWNER, FIELD INVESTIGATIONS OF EXISTING UTILITIES AS CAN BEST BE DETERMINED BY VISUAL INSPECTIONS OR BY ANY OTHER REASONABLE MEANS TO DETERMINE THE TRUE IMPACT ON CONSTRUCTION AND COSTS.

3. THE CONTRACTOR WILL VERIFY ALL DIMENSIONS AND WILL NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND DRAWINGS PRIOR TO PROCEEDING WITH WORK.

4. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF EXISTING CONSTRUCTION DAMAGED BY CONTRACTOR'S OPERATIONS AND NOT INDICATED TO BE REMOVED AT NO ADDITIONAL COST TO THE OWNER.

5. THE CONTRACTOR WILL PROVIDE FULLY OPERATIONAL SYSTEMS IN COMPLIANCE WITH ALL LOCAL, STATE AND NATIONAL MEP CODES. THIS WORK WILL INCLUDE BUT NOT BE LIMITED TO DEMOLITION, REPAIR, REPLACEMENT, RELOCATION, NEW INSTALLATION OR EXTENSIONS OF MEP SYSTEMS.

COORDINATION:

1. THE CONTRACTOR SHALL COORDINATE WITH THE OWNER THOSE ITEMS THE OWNER WISHES TO KEEP AND THOSE ITEMS THE OWNER WISHES TO BE REMOVED AND DISCARDED . FOR ALL ITEMS THE OWNER CHOOSES TO KEEP, THE CONTRACTOR WILL REMOVE AND COORDINATE PICK UP AND REMOVAL FROM THE JOB SITE BY OWNER'S REPRESENTATIVES . FOR THOSE ITEMS TO BE DISCARDED THE CONTRACTOR WILL REMOVE AND DISPOSE OF IN ACCORDANCE WITH ALL CODES AND REGULATIONS.

2. THE CONTRACTOR SHALL INSURE THAT UTILITY SERVICES TO ADJACENT AREAS AFFECTED BY CONSTRUCTION SHALL REMAIN FULLY OPERATIONAL DURING CONSTRUCTION. IF ANY DISRUPTION OF SERVICES TO ADJACENT AREAS OR PROPERTIES IS NECESSARY, THE CONTRACTOR SHALL NOTIFY THE OWNER AND USER 48 HOURS IN ADVANCE PRIOR TO SUCH DISRUPTION.

3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING PLANS AND SPECIFICATIONS WITH THE OVERALL SCOPE OF WORK . ANY DISCREPANCIES SHALL BE BROUGHT IMMEDIATELY TO THE ARCHITECT'S ATTENTION FOR CORRECTIVE MEASURES . IN ANY CASE, THE CONTRACTOR SHALL PRICE THE WORK OR ITEMS OF GREATEST VALUE.

4. THE CONTRACTOR SHALL MAINTAIN ALL PERMITS ON SITE AS REQUIRED FOR INSPECTION BY GOVERNING AGENCIES HAVING JURISDICTION AND SHALL COORDINATE AND ARRANGE FOR ALL SUCH INSPECTIONS.

5. THE CONTRACTOR SHALL COORDINATE WITH LOCAL BUILDING OFFICIALS FOR OBTAINING ALL BUILDING , MEP , STRUCTURAL AND ANY OTHER RELATED PERMITS FOR CONSTRUCTION AND WILL INCLUDE ALL SUCH COORDINATION EFFORTS IN THE BASE BID.

6. IN ALL AREAS WHERE MODIFICATIONS CAN ONLY OCCUR BY ACCESSING THROUGH ANOTHER UNIT(S), THE CONTRACTOR SHALL INCLUDE IN HIS BID ALL WORK ASSOCIATED WITH THE REPAIR OF CEILINGS, WALLS, MEP SYSTEMS, ETC. DISRUPTED, DISREPAIRED , DAMAGED OR DEMOLISHED AS A RESULT OF THIS ACCESS . IF DISRUPTION OF SERVICES OR INCONVENIENCE TO THE OWNER OR USER IS REQUIRED, THE CONTRACTOR SHALL COORDINATE WITH THE OWNER AND OR USER 72 HOURS IN ADVANCE.

SHOP DRAWINGS:

1. ALL SHOP DRAWINGS WILL BE REVIEWED AND STAMPED BY THE ARCHITECT FOR GENERAL CONFORMANCE WITH THE DESIGN INTENT AS DESCRIBED IN THESE DOCUMENTS. THEY ARE NOT INTENDED TO SUPERSEDE OR REPLACE CONTRACT DOCUMENT INFORMATION, DESIGN OR QUALITY. THE CONTRACTOR IS RESPONSIBLE FOR FULL COMPLIANCE WITH CONTRACT DOCUMENTS AS DESCRIBED.

PERMITS:

1. THE CONTRACTOR WILL SECURE ALL APPLICABLE PERMITS FOR CONSTRUCTION AND PAY ALL REQUIRED FEES. THE CONTRACTOR SHALL INCLUDE ALL SUCH WORK IN THE BASE BID. REFER TO GENERAL CONDITIONS.

MISCELLANEOUS:

1. ALL CORRESPONDENCE TO AND FROM THE OWNER AND CONTRACTOR SHALL BE DIRECTED TO THE ARCHITECT ONLY. ALL DIRECTIONS, INSTRUCTIONS, APPROVALS, ETC. TO THE CONTRACTOR SHALL COME THROUGH THE ARCHITECT AND NEVER THROUGH THE OWNER OR OWNER'S REPRESENTATIVES AT ANY TIME. ANY INSPECTIONS BY THE OWNER OR OWNER'S REPRESENTATIVES ARE SOLELY FOR THE BENEFIT OF THE OWNER. THE CONTRACTOR SHALL NOT, UNDER ANY CIRCUMSTANCES, PROCEED WITH ANY CHANGES OR MODIFICATIONS IN THE ORIGINAL SCOPE OF WORK BASED UPON ANY DISCUSSIONS WITH OWNER'S REPRESENTATIVES WITHOUT THE KNOWLEDGE AND WRITTEN APPROVAL OF THE ARCHITECT. IF CONTRACTOR PROCEEDS WITHOUT ARCHITECT'S WRITTEN AUTHORIZATION, THE CONTRACTOR SHALL DO SO AT HIS OWN EXPENSE AND WILL BE REQUIRED TO RESTORE MODIFIED AREA TO ITS ORIGINAL CONDITION ALSO AT HIS OWN EXPENSE.

SAFETY:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFE, PROPER AND LAWFUL REMOVAL AND OFF SITE DISPOSAL OF ALL TRASH AND DEBRIS IN ACCORDANCE WITH ALL APPLICABLE CODES INCLUDING CITY OF CORPUS CHRISTI, COUNTY AND STATE REGULATIONS THE PROJECT SITE SHALL BE CONTINUOUSLY CLEANED ON A DAILY BASIS OR AS DIRECTED BY OWNER DURING DEMOLITION AND CONSTRUCTION ACTIVITIES.

2. THE CONTRACTOR SHALL CONFINE OPERATIONS WITHIN A DESIGNATED AREA AS TO PREVENT WORKERS, MATERIALS OR EQUIPMENT INTO OTHER AREAS OCCUPIED BY RESIDENTS OR IN AREAS OCCUPIED OR USED BY THE GENERAL PUBLIC.

3. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE CODES AND, REGULATIONS FOR CONSTRUCTION, SAFETY AND INSPECTIONS.

4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING SECURITY MEASURES AS REQUIRED FOR PROTECTION FROM VANDALISM, THEFT, DAMAGE TO CONSTRUCTION SITE AND PROTECTION OF PUBLIC FROM HAZARDOUS OR DANGEROUS CONDITIONS AT ALL TIMES.

ARCHITECTS:

AG ARCHITECTS

ARCHITECTS

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REGISTERED ARCHITECT
LEO A. GUDMAN
17503

EXP.
10/31/2026
7/27/2026

CONSULTANT:

PROJECT:

HVAC RETROFIT UPGRADES
© RUTHMARYPLACE APARTMENTS

FOR:
CORPUS CHRISTI HOUSING AUTHORITY
3701 AYERS ST. CORPUS CHRISTI, TEXAS

REVISIONS:

DESCRIPTION	DATE

SHEET TITLE:

PROJECT NOTES

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DATE : 07/27/2026

PROJECT NO. :

DRAWN BY : .

CHECKED BY : RMA

SHEET NO. :

A-000

CONSTRUCTION DOCUMENTS

(NOT ALL SECTIONS MAY BE USED)

THE GENERAL CONDITIONS OF THE GENERAL SPECIFICATIONS, ALONG WITH ALL APPLICABLE INSTRUCTIONS TO BIDDERS, SHALL FORM A PART OF THIS SECTION OF THE SPECIFICATIONS. REFERENCE IS MADE TO REQUISITES FOR BIDDERS AND CONTRACTORS UNDER OTHER SECTIONS OF THESE SPECIFICATIONS, WHICH SHALL BE CONSIDERED BINDING, UNLESS OTHERWISE NOTED, UNDER THIS SECTION.

SCOPE

EACH CONTRACTOR SHALL THOROUGHLY ACQUAINT HIMSELF WITH THE CONSTRUCTION DETAILS BEFORE SUBMITTING HIS BID AS NO ALLOWANCES WILL BE MADE BECAUSE OF THE CONTRACTOR'S UNFAMILIARITY WITH THESE DETAILS. ALL PERFORMANCE OF CONSTRUCTION SHALL BE AS REQUIRED BY THE PACE OF THE GENERAL CONSTRUCTION.

INSPECTION OF SITE

ALL PROPOSALS SHALL ASSUME THAT THE CONTRACTOR IS FAMILIAR WITH JOB SITE CONDITIONS AND UTILITY LOCATIONS AND THE LACK OF SPECIFIC INFORMATION ON THE DRAWINGS SHALL NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

GUARANTEE

ALL MATERIALS, EQUIPMENT, AND WORKMANSHIP SHALL BE GUARANTEED FOR A PERIOD OF ONE (1) YEAR AFTER DATE OF ACCEPTANCE.

ALL WORK FOUND TO BE DEFECTIVE SHALL BE REPAIRED OR REPLACED BY THIS SUB-CONTRACTOR WITHOUT ADDITIONAL CHARGE TO THE OWNER. REFER TO HVAC SPECIFICATIONS FOR ADDITIONAL WARRANTIES.

PERMITS

ALL PERMITS AND LICENSES NECESSARY FOR THE PROPER EXECUTION OF THE WORK SHALL BE SECURED AND PAID FOR BY THE SUBCONTRACTOR INVOLVED. WHERE APPLICABLE.

CODE REQUIREMENTS

ALL WORK UNDER THIS CONTRACT SHALL COMPLY WITH THE PROVISIONS OF SPECIFICATIONS, DRAWINGS OR AS DIRECTED BY THE OWNER, AND SHALL SATISFY ALL APPLICABLE CODES, ORDINANCES, OR REGULATIONS OF THE GOVERNING BODIES, WHETHER SO SHOWN OR NOT, AND ALL MODIFICATIONS REQUIRED BY SUCH AUTHORITIES SHALL BE MADE BY THE CONTRACTOR WITHOUT ANY ADDITIONAL COST TO THE OWNER.

MATERIALS AND WORKMANSHIP

A. ALL MANUFACTURED ARTICLES, MATERIALS AND EQUIPMENT SHALL BE APPLIED AS RECOMMENDED BY THE MANUFACTURERS, AND UNLESS OTHERWISE SPECIFIED SHALL BE NEW, AND FREE FROM ANY DEFECTS. ALL LIKE MATERIALS USED SHALL BE OF THE SAME MANUFACTURER AND QUALITY UNLESS OTHERWISE SPECIFIED.

B. ALL WORK UNDER THIS CONTRACT SHALL BE PERFORMED BY COMPETENT WORKMEN AND EXECUTED IN A NEAT AND WORKMANLIKE MANNER. WORK SHALL BE PROPERLY PROTECTED DURING CONSTRUCTION. ON COMPLETION, THE INSTALLATION SHALL BE THOROUGHLY CLEANED AND ALL DEBRIS PRESENT AS A RESULT OF THIS CONTRACT SHALL BE REMOVED FROM THE PREMISES.

CODES AND REGULATIONS

EACH SUBCONTRACTOR SHALL COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS BEARING ON THE CONDUCT OF THE WORK AS DRAWN OR SPECIFIED. IF A SUBCONTRACTOR OBSERVES THAT THE DRAWINGS AND SPECIFICATIONS ARE AT A VARIANCE, HE SHALL PROMPTLY NOTIFY THE THE GENERAL CONTRACTOR AND THE OWNER IN WRITING. IF ANY SUBCONTRACTOR PERFORMS ANY WORK KNOWING IT TO BE CONTRARY TO LAWS, ORDINANCES, RULES AND REGULATIONS AND WITHOUT GIVING SUCH NOTICE, THE SUBCONTRACTOR SHALL BEAR ALL COSTS ARISING THEREFROM.

PROTECTION OF WORK AND PROPERTY

A. EACH SUBCONTRACTOR SHALL CONTINUOUSLY MAINTAIN ADEQUATE PROTECTION OF ALL HIS WORK FROM DAMAGE AND SHALL PROTECT THE OWNER'S PROPERTY FROM INJURY OR LOSS ARISING FROM HIS WORK. HE SHALL MAKE GOOD ANY SUCH DAMAGE, INJURY, OR LOSS, EXCEPT SUCH AS MAY BE DIRECTLY DUE TO CAUSES BEYOND HIS CONTROL AND NOT TO HIS FAULT OR NEGLIGENCE. HE SHALL ADEQUATELY PROTECT ADJACENT PROPERTY AS WELL.

B. EACH SUBCONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS FOR THE SAFETY OF THEIR EMPLOYEES ON THE JOB AND SHALL COMPLY WITH ALL PROVISIONS OF FEDERAL, STATE AND LOCAL BUILDING CODES AND SAFETY LAWS TO PREVENT ACCIDENTS OR INJURY TO PERSONS ON OR ADJACENT TO THE PREMISES WHERE THE WORK IS BEING PERFORMED EACH SUBCONTRACTOR SHALL MAINTAIN ALL INSURANCE REQUIRED TO PROTECT HIMSELF, OWNER AND TENANT FOR THE DURATION OF THE WORK AGAINST PROPERTY DAMAGE AND PUBLIC LIABILITY.

CHANGES IN THE WORK

THE OWNER, WITHOUT INVALIDATING THE CONTRACT, MAY ORDER EXTRA WORK OR MAKE CHANGES BY ALTERING, ADDING TO OR DEDUCTING FROM THE WORK, THE CONTRACT SUM BEING ADJUSTED ACCORDINGLY.

COOPERATION

ALL WORK UNDER THESE SPECIFICATIONS SHALL BE ACCOMPLISHED IN CONJUNCTION WITH OTHER CONTRACTORS AND TRADES ON THIS PROJECT IN A MANNER WHICH WILL ALLOW EACH CONTRACTOR AND TRADE ADEQUATE TIME AT THE PROPER STAGE OF CONSTRUCTION TO FULFILL HIS CONTRACTS. REFERENCE SHALL BE MADE TO THE OWNER/CONTRACTOR FOR INSTRUCTIONS SHOULD ANY QUESTIONS ARISE BETWEEN TRADES AS TO THE PLACING OF LINES, DUCTS, CONDUITS, FIXTURES, OR EQUIPMENT, OR SHOULD IT APPEAR DESIRABLE TO REMOVE ANY GENERAL CONSTRUCTION WHICH WOULD AFFECT THE APPEARANCE OF STRENGTH OF THE STRUCTURE.

SUBSTITUTION OF MATERIALS

MANUFACTURER'S NAMES ARE LISTED HEREIN TO ESTABLISH A STANDARD. THE PRODUCTS OF OTHER MANUFACTURERS WILL BE ACCEPTABLE, IF IN THE OPINION OF THE CONTRACTOR/ENGINEER, THE SUBSTITUTE MATERIAL IS OF A QUALITY AS GOOD OR BETTER THAN THE MATERIAL SPECIFIED, AND WILL SERVE WITH EQUAL EFFICIENCY AND DEPENDABILITY, THE PURPOSE FOR WHICH THE ITEMS SPECIFIED WERE INTENDED.

SHOP DRAWINGS

SHOP DRAWINGS AND CATALOGUE DATA ON ALL MAJOR ITEMS OR EQUIPMENT AND SYSTEMS, AND SUCH OTHER ILLUSTRATIVE MATERIAL AS MAY BE CONSIDERED NECESSARY BY THE ARCHITECT, SHALL BE SUBMITTED BY THIS CONTRACTOR IN ADEQUATE TIME TO PREVENT DELAY AND CHANGES DURING CONSTRUCTION.

DRAWINGS AND SPECIFICATIONS

A. THE DRAWINGS SHOW DIAGRAMMATICALLY THE LOCATIONS OF THE VARIOUS LINES, DUCTS, CONDUITS, FIXTURES, AND EQUIPMENT AND THE METHOD OF CONNECTING AND CONTROLLING THEM. IT IS NOT INTENDED TO SHOW EVERY CONNECTION OR OFFSETS IN DETAIL AND ALL FITTINGS REQUIRED FOR A COMPLETE SYSTEM.

B. SHOULD ANY CHANGES BE DEEMED NECESSARY BY THE CONTRACTOR IN ITEMS SHOWN ON CONTRACT DRAWINGS, THE SHOP DRAWINGS, DESCRIPTIONS, AND THE REASON FOR THE PROPOSED CHANGES SHALL BE SUBMITTED TO THE ENGINEER FOR APPROVAL.

RESPONSIBILITY

THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE SATISFACTORY AND COMPLETE EXECUTION OF ALL WORK INCLUDED IN HIS CONTRACT. HE SHALL PRODUCE COMPLETE FINISHED OPERATING SYSTEMS AND PROVIDE ALL INCIDENTAL ITEMS REQUIRED AS PART OF HIS WORK, REGARDLESS OF WHETHER SUCH ITEM IS PARTICULARLY SPECIFIED OR INDICATED.

GENERAL

1. ALL HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS MUST BE DESIGNED AND INSTALLED IN COMPLIANCE WITH THE STATE AND LOCAL BUILDING CODES, LOCAL FIRE DEPARTMENT REGULATIONS, AND THE LATEST EDITION OF SMACNA AND ASHRAE STANDARDS.
2. DUCTWORK AND ALL OTHER HVAC CONSTRUCTION MUST BE DESIGNED TO CLEAR ANY INTERIOR CONSTRUCTION THAT OCCURS IN INTERIOR SPACES.
3. EXHAUST DUCT, PLUMBING VENTS SHALL NOT BE LOCATED WITHIN 10'-0" OF ANY EXTERIOR WALL.
4. ALL ROOF WORK SHALL BE COORDINATED WITH THE LANDLORDS ROOFING CONTRACTOR. THE H.V.A.C. CONTRACTOR IS REQUIRED TO USE THE LANDLORDS ROOFING CONTRACTOR FOR ALL ROOF WORK. THE H.V.A.C. CONTRACTOR SHALL INCLUDE THE COST OF THE SAME IN HIS BID.
5. H.V.A.C. CONTRACTOR SHALL PAY ALL FEES, OBTAIN ALL PERMITS AND INSPECTIONS AS REQUIRED FOR THIS PORTION OF THE WORK.
6. H.V.A.C. CONTRACTOR SHALL VISIT THE SITE TO DETERMINE THE FULL EXTENT OF HIS WORK. ANY DISCREPANCIES WITH PLANS SHALL BE REPORTED TO CONTRACTOR REPRESENTATIVE PRIOR TO BIDDING.
7. ALL NEW MATERIALS, EQUIPMENT AND WORK SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FOLLOWING DATE OF ACCEPTANCE BY ARCHITECT/CONTRACTOR, EXCEPT WHERE A LONGER WARRANTY PERIOD IS PROVIDED BY THE MANUFACTURERS OF EQUIPMENT OR COMPONENTS. PROVIDE AN ADDITIONAL FOUR YEAR WARRANTY FOR ALL ROOF TOP HVAC UNITS.
8. PRIOR TO THE START UP OF H.V.A.C. SYSTEM, THE H.V.A.C. CONTRACTOR SHALL CLEAN ALL DUCTWORK AND EQUIPMENT TO REMOVE ANY DIRT, RUBBISH OR DEBRIS.
9. THE COMPLETE H.V.A.C. SYSTEM EQUIPMENT SHALL BE TESTED, BALANCED, AND ADJUSTED BY THE TESTING AND BALANCING CONTRACTOR TO INSURE PROPER AIR FLOW TO ALL AREAS. A REPORT SHALL BE FURNISHED TO THE OWNER AND ENGINEER.
10. FOR ADDITIONAL H.V.A.C. INFORMATION REFER TO MECHANICAL DETAILS AND DRAWINGS.
11. ALL DUCTWORK SHALL BE INSULATED SHEETMETAL (MIN. R6 INSULATION) UON AND SHALL COMPLY WITH LOCAL CODE REQUIREMENTS FOR ATTIC INSTALLATION. AT THE CONTRACTORS OPTION DUCTBOARD MAY BE SUBSTITUED IN LIEU OF SHEETMETAL.

SCOPE

FURNISH ALL MATERIALS, EQUIPMENT, AND LABOR NECESSARY FOR A COMPLETE FULLY OPERATIVE HEATING, VENTILATING, AND AIR CONDITIONING SYSTEM EXCEPT AS SPECIFICALLY EXCLUDED BY THE DRAWINGS, AND/OR ARCHTECTS/OWNER/CONTRACTORS DIRECTIONS.

EQUIPMENT

1. SPLIT SYSTEM AIR CONDITIONING UNITS – UNITS SHALL BE FACTORY ASSEMBLED AND PRE-TESTED INCLUDING CASINGS, FANS, MOTORS, COILS, HEAT EXCHANGERS, FILTERS, DRIVES, AND CONTROLS. UNITS SHALL HAVE NET CAPACITY RATINGS DETERMINED AT THE SPECIFIED DESIGN CONDITIONS. THESE NET CAPACITY RATINGS SHALL BE DETERMINED BY DEDUCTING FOR MOTOR HEAT. THE AIR CONDITIONING UNITS SUPPLIED SHALL HAVE A TOTAL SYSTEM ENERGY RATIO (SEER) OF NOT LESS THEN REQUIREMENTS PER 2018 IECC.
2. PACKAGED ROOFTOP AIR CONDITIONING UNITS – UNITS SHALL BE FACTORY ASSEMBLED AND PRE-TESTED INCLUDING CASINGS, FANS, MOTORS, COILS, HEAT EXCHANGERS, FILTERS, DRIVES, AND CONTROLS. UNITS SHALL HAVE NET CAPACITY RATINGS DETERMINED AT THE SPECIFIED DESIGN CONDITIONS. THESE NET CAPACITY RATINGS SHALL BE DETERMINED BY DEDUCTING FOR MOTOR HEAT. THE AIR CONDITIONING UNITS SUPPLIED SHALL HAVE A TOTAL SYSTEM ENERGY RATIO (EER), (SEER) OF NOT LESS THAN REQUIRED PER 2018 IECC.
3. FILTERS – FILTERS SHALL BE OF THE THROW AWAY TYPE WHEREVER POSSIBLE. FILTERS SHALL BE OF THE OPTIMUM THICKNESS AND DESIGN FACE VELOCITY SHALL NOT EXCEED 550FPM. INSTALLATION OF THE AIR CONDITIONING UNIT SHALL BE SUCH SO AS TO NOT IMPEDE ACCESS TO THE FILTERS. IF THE FILTERS ARE IN FRAME HOLDERS, THEN SUCH HOLDERS SHALL BE PROVIDED WITH A LIFT HANDLE.
4. EXHAUST FANS –
   A. TOILET EXHAUST – SEE MECHANICAL EQUIPMENT SCHEDULE.
5. ALL DX SPLIT SYSTEMS WILL BE EQUIPPED WITH WALL MOUNTED PROGRAMMABLE NIGHT SET BACK. MOUNT AT 48" A.F.F.
6. HVAC SUB-CONTRACTOR SHALL IDENTIFY ALL ROOF MOUNTED HVAC EQUIPMENT AND APPARATUS WITH 2" HIGH PAINTED STENCILED FACILITY NAME ON SIDE OF EQUIPMENT.
7. SMOKE DETECTORS-INSTALL DUCT MOUNTED SMOKE DETECTORS IN RETURN OF EACH AIR CONDITIONING SYSTEM. DUCT SMOKE DETECTORS SHALL BE FURNISHED AND INSTALLED BY MECHANICAL DIVISION. DETECTORS SHALL BE UL LISTED, 120V, AND SHALL BE OF THE PHOTOELECTRIC, SAMPLING TUBE TYPE DETECTORS SHALL LOCK IN ON ALARM AND SHALL HAVE REMOTE TEST AND ALARM/TROUBLE INDICATION CAPABILITY. PROVIDE A MOMENTARY CONTACT RESET SWITCH IN POWER SOURCE TO SMOKE DETECTOR. CONNECT TO AUXILIARY CONTACT TO SHUT DOWN FAN OR AIR HANDLING UNIT WHEN ABNORMAL SMOKE CONDITION OCCURS.
8. THE AIR DISTRIBUTION AND EXHAUST SYSTEMS SHALL BE BALANCED, TESTED & ADJUSTED BY 3rd PARTY TO MEET THE AIR FLOW REQUIREMENTS INDICATED ON SHEET M-1. VERIFY AND RECORD THE THE DUCT TESTING RESULTS PERFORMED BY THE MECHANICAL CONTRACTOR. THE OUTSIDE AIR, SUPPLY AIR, RETURN AIR, AND EXHAUST AIR FOR EACH SYSTEM SHALL BE ADJUSTED PLUS AND MINUS +/-5% OF THE VALUE SCHEDULED ON THE DRAWINGS. A COPY OF THE TEST RESULTS SHOULD BE PROVIDED TO THE MEP ENGINEER UPON COMPLETION OF THE TESTING AND BALANCING.

DUCTWORK

1. FLEXIBLE INSULATED DUCT SHALL BE FLEXMASTER AND SHALL BE A SIX FOOT MAXIMUM DISTANCE TO ANY AIR DEVICE.
2. DUCTS SHALL BE SECURLY ANCHORED TO THE BUILDING USING APPROVED TYPE WIRE HANGERS AND SHALL BE INSTALLED TO BE COMPLETELY FREE FROM VIBRATIONS WHEN THE THE SYSTEM IS IN OPERATION. PROVIDE FLANGE METAL FRAMES AT ALL RUN-OUTS THRUOGH WALL MATERIAL. DUCT RUN-OUTS MUST BE COMPLETELY FLUSH WITH OUTER WALL MATERIAL.
3. ALL DUCTWORK SHALL BE MADE AIR TIGHT WITH MASTIC AND PRESSURE SENSITIVE TAPE.
4. FLEXIBLE DUCT AT CONNECTIONS TO DIFFUSERS SHALL BE LIMITED TO 6 FEET IN LENGTH.
5. ALL CONSEALED RECTANGULAR SHEET METAL SUPPLY AND RETURN AIR DUCTWORK LOCATED WITHIN THE BUILDING SHALL BE EXTERNALLY INSULATED WITH FIBERGLASS INSULATION PER IECC. ALL CONCEALED ROUND SHEET METAL DUCT SHALL BE WRAPPED WITH FIBERGLASS INSULATION W/FSK JACKET PER IECC.
6. AT THE CONTRACTORS OPTION, DUCTBOARD MAY BE SUBSTITUTED IN LIEU OF SHEETMETAL.

HANGERS AND SUPPORTS

1. ALL HORIZONTAL DUCTS HAVING A DIMENSION OF 40 INCHES AND LESS SHALL BE SUPPORTED BY MEANS OF BAND IRON HANGERS OF NO. 18 U.S. GAUGE ATTACHED TO THE DUCT BY MEANS OF RIVETS, SCREWS, OR CLAMPS, AND FASTENED TO STRUCTURE ABOVE BY TOGGLE BOLTS OR OTHER MEANS. EACH SECTION OF DUCTWORK SHALL HAVE AT LEAST ONE PAIR OF SUPPORTS. VERTICAL DUCTS SHALL BE SUPPORTED WITH 1-1/4" X 1-1/4" X 1-1/4" ANGLES WHERE THEY PASS THROUGH THE FLOOR LINES.
2. ALL HORIZONTAL DUCTS HAVING A DIMENSION OF 40 INCHES AND MORE SHALL BE SUPPORTED BY MEANS OF ANGLE IRON TRAPEZE HANGERS. EACH SECTION OF DUCTWORK SHALL HAVE AT LEAST ONE PAIR OF SUPPORTS.
3. DUCTWORK SHALL BE SUPPORTED AT ALL TURNS AND TRANSITIONS SUPPORT STRAIGHT DUCT EVERY 8' UP TO 35", EVERY 6' FOR DUCT FROM 36" TO 59", AND EVERY 4' FOR DUCT 60" AND OVER.
4. HANGER DESIGN SHALL BE AS DESCRIBED IN THE LATEST EDITION OF THE "SMACNA" MANUAL. REINFORCEMENT MEMBERS MAY BE USED TO SUPPORT THE DUCT SYSTEM PROVIDED DETAILS OUTLINED IN THE AFOREMENTIONED DOCUMENTS ARE ADHERED TO.

REINFORCEMENT

1. ALL DUCTS REQUIRING REINFORCEMENT SHALL BE REINFORCED ACCORDING TO THE LATEST EDITION OF "SMACNA" MANUAL.
2. MATERIALS FOR REINFORCEMENT MEMBERS SHALL BE GALVANIZED

FLASHING

1. CONTRACTOR WILL PROVIDE WATER TIGHT 24 GA. SHEET METAL FLASHING AT ALL EXTERIOR WALLS AND ROOF PENETRATIONS.
2. ALL CUTTING OF ROOF OPENINGS, SUPPORTS FOR ROOF OPENINGS, FLASHINGS, AND COUNTER FLASHINGS ASSOCIATED WITH HVAC SHALL BE THE RESPONSIBILITY AND PART OF THE CONTRACT OF THE HVAC SUB-CONTRACTOR. HE SHALL EMPLOY THE CONTRACTOR'S ROOFERS FOR THIS WORK SO AS TO MAINTAIN THE ROOF BOND.

ACCESSORY ITEMS

ALL MANUAL DAMPERS, TURNING VANES, REGISTER CONNECTIONS, ACCESS DOORS OR OTHER ASSOCIATED ACCESSORIES SHALL BE INSTALLED ACCORDING TO THE LATEST EDITION OF "SMACNA" MANUAL.

DAMPERS

1. SPLITTER DAMPERS SHALL BE FABRICATED OF SHEET STEEL NOT LESS THAN NO. 16 U.S. GAUGE WITH THE LEADING EDGE HEMMED. EACH DAMPER SHALL BE LARGE ENOUGH TO COVER THE SMALLER OF THE TWO OPENINGS IT CONTROLS. DAMPERS SHALL BE CONTROLLED AS FOLLOWS:

   CONCEALED DUCTWORK – LOCKING QUADRANT EQUAL TO YOUNG REGULATOR NO. 315 (CHROMIUM PLATED WITH DAMPER ROD END BEARINGS ON BOTH ENDS).
2. VOLUME DAMPERS SHALL BE OF OPPOSED INTERLOCKING TYPE AS MANUFACTURED BY AMERICAN FOUNDRY AND FURNACES CO. (AFCO) OR EQUAL. BLADES SHALL BE OF NO. 16 GAUGE SHEET METAL AND SHALL NOT EXCEED 48" IN LENGTH OR 12" IN WIDTH. BLADES SHALL BE ON ONE-HALF INCH (1/2") DIAMETER RUSTPROOF AXLE. BEARINGS SHALL BE OF THE SELF-LUBRICATING FERRULE TYPE.
3. JOB FABRICATED TURNING VANES SHALL BE ACCEPTABLE IN SQUARE ELBOWS. PROVIDE AND INSTALL BARBER-COLMAN AIRTURNS OR EQUAL. TURNING VANES SHALL BE OF THE SAME GAUGE METAL AS THE DUCT IN WHICH THEY ARE INSTALLED. RADIUS ELBOWS SHALL HAVE A CENTERLINE RADIUS OF ONE AND ONE-HALF (1-1/2") TIMES THE DUCT WIDTH.

GENERAL CONTRACTOR MUST ENSURE THAT:

1. THERMOSTATIC CONTROLS HAVE A 5'F DEADBAND.
2. TEMPERATURE CONTROLS HAVE SETPOINT OVERLAP RESTRICTIONS.
3. EACH ZONE ARE EQUIPPED WITH SETBACK CONTROLS USING AUTOMATIC TIME CLOCK OR PROGRAMMABLE CONTROL SYSTEM.
4. AUTOMATIC CONTROLS: SETBACK TO 55'F (HEAT) AND 85'F (COOL); 7-DAY CLOCK, 2- HOUR OCCUPANT OVERRIDE, 10-HOUR BACKUP.
5. HVAC EQUIPMENT HAS BEEN TESTED TO ENSURE PROPER OPERATION.
6. HVAC CONTROL SYSTEMS HAVE BEEN TESTED TO ENSURE PROPER OPERATION, CALIBRATION AND ADJUSTMENT OF CONTROLS.

MECHANICAL/SERVICE WATER SYSTEMS FUNCTIONAL TESTING/COMMISSIONING PLAN

THE CONTRACTOR SHALL COMPLETE THE TASKS BELOW TO COMMISSION THE MECHANICAL AND SERVICE WATER SYSTEMS AND CONTROL SYSTEM AND SUBMIT WRITTEN DOCUMENTATION DETAILING THE TASKS BELOW. FOR EACH TASK, LIST THE DATE PERFORMED, PERSON COMPLETING THE TASK, THE INITIAL SETTING/CONDITION, LIST OF SPECIFIC EQUIPMENT, APPLIANCES OR SYSTEMS TO BE TESTED AND DESCRIPTION OF OF THE TESTS TO BE PERFORMED. ACTIONS PERFORMED, AND FINAL SETTING CONDITION. SUBMIT DOCUMENTATION AT OR BEFORE SUBSTANTIAL COMPLETION TO FACILITATE OBTAINING THE CERTIFICATE OF OCCUPANCY.

1. ENSURE ALL MECHANICAL SYSTEMS AND WATER SYSTEMS INSTALLED AND ARE FUNCTIONAL.
2. PERFORM A SYSTEM AND BALANCING IN ALL MECHANICAL SYSTEMS.
3. TEST ALL AIR DEVICES, SUPPLY AND RETURN DUCT AIR FLOWS, FAN MOTORS AMPS.
4. ENSURE THERMOSTATS, TEMPERATURE SENSORS, ECONOMIZERS, SERVICE WATER HEATING CONTROL SYSTEMS ARE CALIBRATED AND FUNCTIONAL AND OPERATE IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
5. ENSURE AIR OUTLETS AND ZONE TERMINAL DEVICES ARE EQUIPPED WITH MEANS OF AIR BALANCING IN ACCORDANCE WITH CHAPTER 6 OF THE IMC CODE AND COMPLY WITH 2015 IECC SECTION C408 SYSTEM COMMISSIONING.
6. EQUIPMENT SHALL DEMONSTRATE THE INSTALLATION AND OPERATION OF COMPONENTS.

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REGISTERED ARCHITECT — EDO A. GUZMAN — 27503 — EXP. 10/31/2026

7/27/2026

CONSULTANT:

PROJECT:

HVAC RETROFIT UPGRADES
@ RUTHMARYPLACE APARTMENTS

FOR:
CORPUS CHRISTI HOUSING AUTHORITY
3701 AYERS ST. CORPUS CHRISTI, TEXAS

REVISIONS:

DESCRIPTION	DATE

SHEET TITLE

MECHANICAL SPECIFICATIONS

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DATE : 07/27/2026

PROJECT NO. :

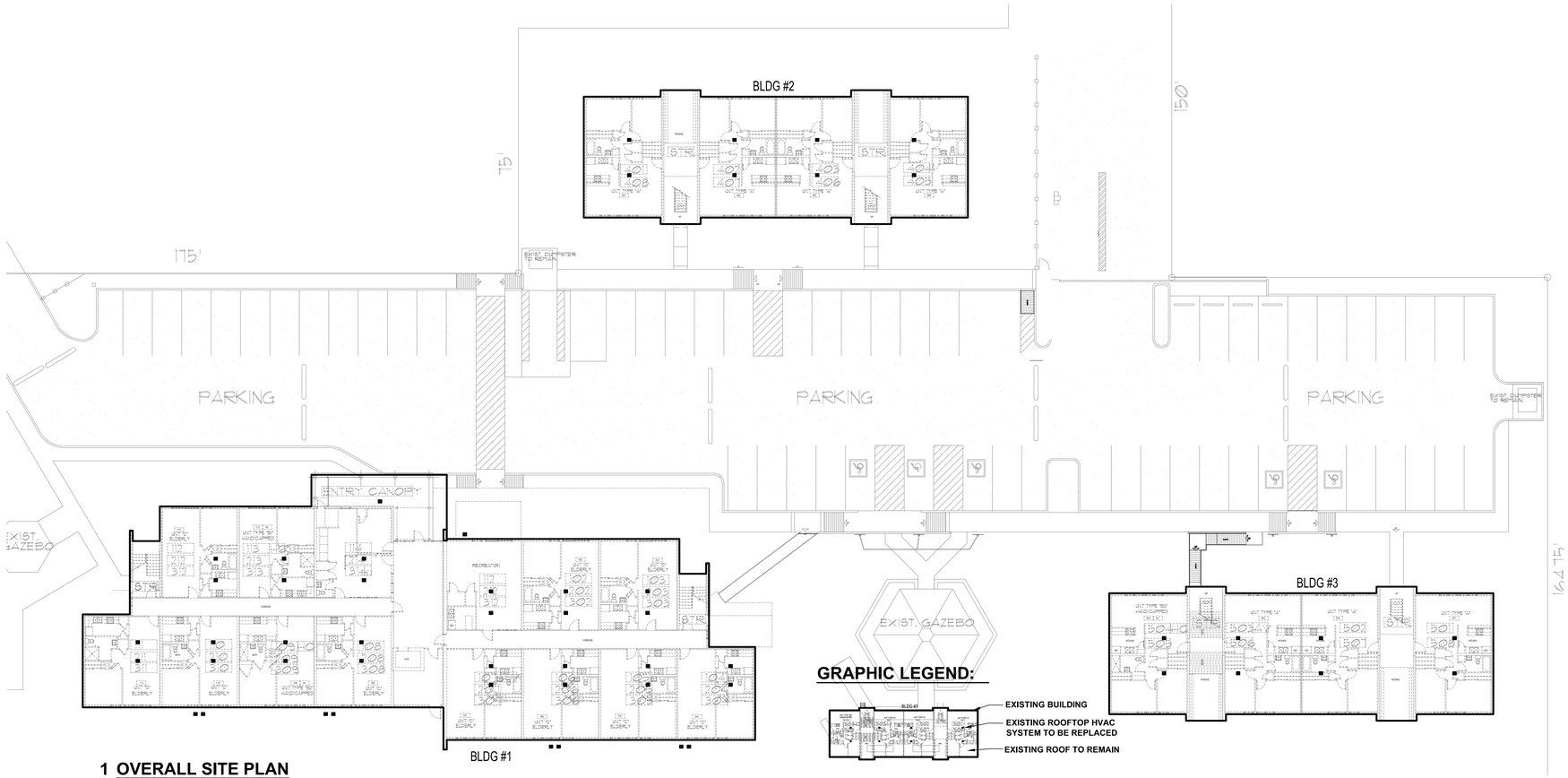
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CHECKED BY : RMA

SHEET NO. :

A-1.0

CONSTRUCTION DOCUMENTS



1 **OVERALL SITE PLAN**
SCALE: 1" = 60'-0"

PROJECT SCOPE OF WORK: HVAC SYSTEM REPLACEMENT FOR ALL BUILDINGS:

PROJECT SCOPE OF WORK:

SCOPE OF WORK:
Ruthmary Price Place Apartments, 4117 Gollihar Rd., Corpus Christi, Texas 78411, is soliciting proposals to replace the existing HVAC systems of all 3 Two and Three story buildings. The project has 56 units, Leasing Office and Recreation Room. The scope of work includes furnishing labor, ALL equipment, and ALL material to properly install a complete HVAC system with Programmable Thermostats. Exterior Tamper proof caps will need to be installed to ALL exterior units and anchored to meet all Windstorm requirements. Also, the Roof top units will need to have a new HVAC roof top Curb as per the manufacturer or as approved and anchored to meet all Windstorm requirements. The new roof curb is to be waterproofed so as not to allow for any moisture to enter under the existing roof. Proper flashing will be required for the roof top units. The Contractor is responsible to obtain all windstorm certifications. A site plan of Ruthmary Price Place is provided to outline number and approximate location of proposed improvements. Concerns prior to bidding, should be directed to the Procurement Department, 3701 Ayers St., Corpus Christi, Texas 78405.

Contractor is responsible to field verify all existing conditions, quantities of units and all other associated conditions prior to bid submittal. Contractor is responsible to modify the existing closet to accommodate the new system, such as but not limited to adjustment, repair or replacement to the platform, Re-insulate any damaged insulation on line set, install new float switch and ensure all condensate drains are operable and re-insulate along with any other mounting requirements for the new system should it be required. The contractor is to inspect and replace or repair as required all low voltage wiring associated with the installation of the new unit. All new HVAC units to meet SEER rating requirements for Energy Star/LEEED Certification. Level all exterior concrete pads and replaces any damaged concrete pads as needed. Contractor is responsible to patch and repair any portion of the roof that has been affected by the installation of the roof top units.

Contractor is to ensure that the HVAC system be functional at the end of each work day.

SPECIFICATIONS:

HVAC UNIT ONE:
1-1/2 TON UNIT - GAS
AHU - GOODMAN MODEL #GR9S80060603BN, 60MBTU, 115V/1, FACTORY FILTER RACK
COIL - GOODMAN MODEL #CAPTA 1818B3, R-32 WITH TXV
CU - GOODMAN MODEL #GLX4BA1810, 18 MBTU, 208/240V/1, SEER2, R-32 REFRIGERANT, MCA=10.9, MOCP=15

HVAC UNIT TWO:
2 TON UNIT - GAS
AHU - GOODMAN MODEL #GR9S800603BN, 60 MBTU, 115V/1, FACTORY FILTER RACK
COIL - GOODMAN MODEL #CAPTA 2424B3, R-32 WITH TXV
CU - GOODMAN MODEL #GLX4MA2410, 60 MBTU 240V/1,
SEER2, R-32 REFRIGERANT, MCA=10.9, MOCP=15

HVAC UNIT THREE
2-1/2 TON UNIT - GAS
AHU - GOODMAN MODEL SS-GR9S80-803BN, 80 MBTU, 115V/1, FACTORY FILTER RACK
COIL - GOODMAN MODEL #CAPTA 3030B3, R-32 WITH TXV
CU - GOODMAN MODEL #GLX4MA3010, 208/240V/1,
SEER2, R-32 REFRIGERANT, MCA=15, MOCP= 25

HVAC UNIT FOUR
3-1/2 TON UNIT - GAS
AHU - GOODMAN MODEL SS-GR9S80-803BN, 80 MBTU, 115V/1, FACTORY FILTER RACK
COIL - GOODMAN MODEL #CAPTA 4242B3, R-32 WITH TXV
CU - GOODMAN MODEL #GLX4MA4210, 208/240V/1,
SEER2, R-32 REFRIGERANT, MCA=18.95, MOCP= 30.95, MOCP= 30

RUTHMARY PLACE HVAC RETROFIT PROJECT MATRIX

HVAC UNITS TO BE REPLACED

TOTAL BLDGS	BEDRM. TYPE	# OF BEDRMS	1.5 TON A/C UNIT	2.0 TON A/C UNIT	2.5 TON A/C UNIT	3.5 TON A/C UNIT	TOTALS
	1-BEDRM UNITS	40		34			34
	2-BEDRM UNITS	16			11		11
UNIT TOTALS		**56**		**34**	**11**		**45**
LEASING						1	0
REC RM			1				0
OFFICE S-TOTAL			**1**			**1**	**2**
TOTALS			1	34	11	1	47

HVAC UNITS THAT HAVE ALREADY BEEN REPLACED AND ARE NOT IN CONTRACT

APT #	BEDRM. TYPE	1.5 TON A/C UNIT	2.0 TON A/C UNIT	2.5 TON A/C UNIT	3.5 TON A/C UNIT		TOTALS
106,110,301, 308,310, 312,	1		6				6
404, 405, 406,501, 504	2			5			5
S-TOTALS			**6**	**5**			**11**
TOTALS							**11**

ARCHITECTS:
ARCHITECTS
6800 PARK TEN BLVD. SUITE 216 N.
SAN ANTONIO, TEXAS 78213
TEL: (210) 734-6885 FAX: (210) 734-7504
REGISTERED ARCHITECT LEO A. GUZMAN 25013
EXP. 10/31/2026 7/27/2026
CONSULTANT:

PROJECT:
HVAC RETROFIT UPGRADES
@ RUTHMARYPLACE APARTMENTS
FOR:
CORPUS CHRISTI HOUSING AUTHORITY
3701 AYERS ST. CORPUS CHRISTI, TEXAS

REVISIONS:

DESCRIPTION	DATE

SHEET TITLE:
OVERALL SITE PLAN
PROJECT SCOPE OF WORK
HVAC SYSTEM REPLACEMENT/ RUTHMARY PL

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ANY REPRODUCTION, POSSESSION OR USE OF THESE PLANS OR ANY PART THEROF WITHOUT THE WRITTEN PERMISSION OF AG ASSOCIATED ARCHITECTS IS PROHIBITED AND WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

DATE : 07/27/2026
PROJECT NO. :
DRAWN BY :
CHECKED BY : RMA
SHEET NO. :
RA-2.0
CONSTRUCTION DOCUMENTS

Form of Bid
Attachment C

Invitation for Bid (IFB) #26035

To: Corpus Christi Housing Authority & Coastal Housing Partners
3701 Ayers
Corpus Christi, TX 78415

1. The undersigned is familiar with local conditions affecting the cost of the work, and with the Specifications and Drawings, and Contract provisions as prepared by AG Associates Architects hereby proposes to furnish all labor, materials, equipment, machinery, permits and services including utility and transportation services required to complete the HVAC Retrofit at Ruthmary Price Apartments all in accordance therewith, for the sum of:

   The Total Base Bid with the project to be completed within **60** consecutive days from the date of the Notice to Proceed for all work indicated in the plans and specifications.

   Total Base Bid Proposal

   _____Dollars

   ($_____)

Bidders shall also provide a Schedule of Values of all major cost components totaling the Base Bid Proposal.

Payment will be based on the percentage of work completed during a one-month period.

A ten percent (10%) retainage will be held on each payment request. A separate payment for the retainage will be required at the completion of the project.

2. In submitting this bid, it is understood that the right is served by the Corpus Christi Housing Authority & Coastal Housing Partners to reject any and all bids. Upon written notice of acceptance, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond within (10) days after the contract is presented to him for signature.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

_____
(Contractor Name)

Authorized Representative:

_____ _____
(Print Name) (Title)

By: _____
(Signature)

ADDITIONAL CONDITIONS
Attachment D

1. TEXAS LAW TO APPLY

This Contract shall be construed under in accordance with the laws of the State of Texas and is performable in Nueces County, Texas.

2. AFFIRMATION OF NON-DISCRIMINATION

By entering into a contract or agreement with the Corpus Christi Housing Authority & Coastal Housing Partners, the Bidder affirms and certifies that it will not discriminate against any employee or applicant for employment based on race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws, including but not limited to the Texas Labor Code and Title VII of the Civil Rights Act of 1964.

The Bidder further affirms that it is committed to providing equal employment opportunities in all aspects of its business, including recruitment, hiring, training, promotions, compensation, and other conditions of employment. The Bidder also agrees to comply with all applicable laws and regulations regarding non-discrimination, equal opportunity, and affirmative action, as required by the State of Texas.

The Bidder acknowledges that violation of this non-discrimination requirement may result in the termination of its contract or business relationship with the Corpus Christi Housing Authority & Coastal Housing Partners, as well as potential disqualification from future opportunities with the State of Texas.

By signing this affirmation, the Bidder agrees to abide by this non-discrimination policy and to ensure that its practices and policies reflect the principles of equality and fairness in all business operations.
Does Bidder agree? YES, _____ Initials of Authorized Representative of Bidder

3. PROHIBITION AGAINST POLITICAL CONTRIBUTIONS

By entering into a contract or agreement with the Corpus Christi Housing Authority & Coastal Housing Partners, the Bidder affirms and agrees that it will not make, either directly or indirectly, any political contributions to any candidate, political action committee (PAC), political party, or political committee, in connection with the contract or agreement with the State of Texas, or use any funds provided by the State for such purposes.

The Bidder further agrees that no state funds or resources will be used to influence the outcome of any election, including any local, state, or federal elections, or to support any political party or political candidate. This prohibition applies to all forms of political contributions, whether in cash or in kind, and whether made to candidates, political action committees, or other political entities.

In compliance with Texas state law, including the Texas Election Code, the Bidder understands that any violation of this prohibition may result in the termination of its contract or business relationship with the Corpus Christi Housing Authority & Coastal Housing Partners, disqualification from future opportunities with the State of Texas, and/or other legal actions as deemed appropriate.

By signing this agreement, the Bidder certifies that it will comply with this prohibition against political contributions and acknowledges that any violation of this provision may result in immediate corrective action, including the termination of the contract.
Does Bidder agree? YES, _____ Initials of Authorized Representative of Bidder

4. NO LOBBING CLAUSE

By entering into a contract or agreement with the Corpus Christi Housing Authority & Coastal Housing Partners, the Bidder affirms and agrees that it will not engage in any lobbying activities, either directly or indirectly, in connection with any state or federal legislative matters related to the contract or agreement with the State of Texas. This includes, but is not limited to, influencing the introduction, enactment, or modification of any legislation, rule, regulation, or executive order through direct or indirect communication with members of the legislative or executive branches of government.

The Bidder further agrees not to use any funds or resources provided by the State of Texas to engage in lobbying activities. The Bidder acknowledges that lobbying activities, as defined by the Texas Lobby Registration Act, are prohibited in relation to state contracts or agreements.

In the event that the Bidder engages in lobbying activities, it shall comply with all applicable state and federal laws, including registration and reporting requirements under the Texas Lobby Registration Act and the federal Lobbying Disclosure Act. The Bidder understands that failure to comply with this non-lobbying requirement may result in the termination of the contract, disqualification from future business with the State of Texas, and/or other penalties as deemed appropriate under applicable law.

By signing this agreement, the Bidder certifies that it will comply with this non-lobbying provision and will not engage in lobbying activities related to its contract or relationship with the Corpus Christi Housing Authority & Coastal Housing Partners.

Does Bidder agree? YES, _____ Initials of Authorized Representative of Bidder

5. EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

By entering into a contract or agreement with the Corpus Christi Housing Authority & Coastal Housing Partners, the Bidder affirms and agrees to provide equal employment opportunities to all individuals, regardless of race, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

The Bidder will ensure that no person is discriminated against in its hiring practices, promotion decisions, compensation, benefits, training, or any other terms and conditions of employment. This commitment to equal employment opportunity applies to all employees and applicants for employment and is consistent with the requirements of federal and state law, including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), the Texas Labor Code, and other applicable anti-discrimination laws.

The Bidder also agrees to take affirmative action to ensure that all qualified individuals receive equal consideration for employment, without discrimination based on any of the protected characteristics mentioned above.

The Bidder acknowledges that failure to comply with this equal employment opportunity policy may result in the termination of the contract or agreement with the Corpus Christi Housing Authority & Coastal Housing Partners and potential disqualification from future opportunities with the State of Texas.

By signing this agreement, the Bidder certifies that it will comply with this equal employment opportunity policy and will not engage in any discriminatory practices within the scope of its business operations.

Does Bidder agree? YES, _____ Initials of Authorized Representative of Bidder

6. TAX CERTIFICATION FORMS

As a condition of doing business with the Corpus Christi Housing Authority & Coastal Housing Partners, all Bidders must provide proof of compliance with applicable Texas state laws, regulations, and obligations. This includes, but is not limited to, compliance with state tax laws, employment regulations,

licensing requirements, and any other statutory or regulatory requirements set forth by the State of Texas.

Bidders are required to submit the necessary documentation upon request to demonstrate their compliance with these obligations. Failure to provide satisfactory proof of compliance may result in the suspension or termination of the Bidder's contract or business relationship with the Corpus Christi Housing Authority & Coastal Housing Partners.

The Corpus Christi Housing Authority & Coastal Housing Partners reserves the right to verify the compliance status of any Bidder and may require additional documentation or certifications as needed to ensure compliance with all relevant Texas state laws and regulations.
Does Bidder agree? YES, _____ Initials of Authorized Representative of Bidder

7. ACCESS TO RECORDS AND COMPLIANCE WITH TEXAS LAW

The Bidder agrees to provide the Corpus Christi Housing Authority & Coastal Housing Partners, or its designated representatives, with full access to all records, data, and documents required by the State of Texas, including but not limited to those pertaining to IFB 26035. The Bidder shall cooperate with the Corpus Christi Housing Authority & Coastal Housing Partners in providing such access promptly upon request, in compliance with the Texas Public Information Act (Chapter 552, Texas Government Code) or any other applicable state or federal regulations.

In accordance with the Texas Public Information Act, Bidder acknowledges and agrees to the following:

Access to Records: Bidder will make available all relevant records and documents for inspection, copying, or auditing by the Corpus Christi Housing Authority & Coastal Housing Partners or any applicable governmental authority of the State of Texas upon request. This includes but is not limited to financial, operational, and administrative records associated with the performance of services under this Agreement.

Retention and Maintenance of Records: Bidder agrees to maintain all records relevant to the contract for the duration specified by the Texas Government Code and shall ensure that such records are accessible for inspection as required by law.

Notification of Requests: Bidder agrees to promptly notify the Corpus Christi Housing Authority & Coastal Housing Partners of any requests for records made by the State of Texas or any third party under the Texas Public

Information Act and shall cooperate in responding to such requests in accordance with applicable law.

Confidentiality and Exemptions: The Bidder shall identify and segregate any records it believes to be confidential or exempt from disclosure under the Texas Public Information Act. Bidder agrees to cooperate with the Corpus Christi Housing Authority & Coastal Housing Partners to ensure compliance with legal exemptions or to obtain a legal determination of the exemption by the Texas Attorney General, if necessary.

Subcontractor Records: Bidder shall ensure that any subcontractors or third-party service providers comply with these terms and provide access to records in the same manner as described above.

Failure to comply with these obligations may result in the termination of the contract and potential legal consequences as outlined under Texas law.
Does Bidder agree? YES, _____ Initials of Authorized Representative of Bidder

8. TEXAS PUBLIC INFORMATION ACT COMPLIANCE

The Bidder acknowledges and agrees that, in accordance with the Texas Public Information Act (Chapter 552, Texas Government Code), records created or maintained in the course of providing services under this Agreement may be subject to public disclosure.

Access to Records: The Bidder shall cooperate with the Corpus Christi Housing Authority & Coastal Housing Partners in providing access to all records related to the services under this Agreement. Such records shall be available for inspection, copying, or audit by the Corpus Christi Housing Authority & Coastal Housing Partners or any other authorized representative of the State of Texas, in compliance with the Texas Public Information Act.

Retention of Records: The Bidder agrees to retain all records created or maintained in the performance of services under this Agreement for the duration required by applicable state or federal law, including the Texas Public Information Act. Upon request, these records will be made available to the Corpus Christi Housing Authority & Coastal Housing Partners or the State of Texas for inspection or copying in accordance with the law.

Confidentiality and Exemptions: If the Bidder believes any records related to the services are confidential or exempt from disclosure under the Texas Public Information Act, the Bidder shall identify such records and notify the Corpus Christi Housing Authority & Coastal Housing Partners in writing, specifying the legal basis for the exemption. The Bidder agrees to cooperate with the Corpus Christi Housing Authority & Coastal Housing Partners to

ensure any such records are appropriately protected and to seek a legal determination from the Texas Attorney General, if necessary, to confirm an exemption.

Notification of Public Information Requests: The Bidder shall promptly notify the Corpus Christi Housing Authority & Coastal Housing Partners of any request for records under the Texas Public Information Act. The Bidder agrees to assist the Corpus Christi Housing Authority & Coastal Housing Partners in responding to such requests and shall comply with all applicable laws and regulations.

Subcontractors: The Bidder shall ensure that any subcontractors or third-party service providers involved in the provision of services under this Agreement also comply with the requirements of the Texas Public Information Act regarding access to and retention of records.

Liability: The Bidder agrees to indemnify and hold the Corpus Christi Housing Authority & Coastal Housing Partners harmless from any claims, costs, or damages arising from the Bidder's failure to comply with the Texas Public Information Act, including any penalties or legal costs resulting from the disclosure of records that the Bidder fails to properly protect or exempt.
Does Bidder agree? YES, _____ Initials of Authorized Representative of Bidder

BIDDER AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEGED THAT BIDDER CERTIFIES COMPLIANCE WITH ALL PROVISIONS, LAWS, ACTS, REGULATIONS, ECT. AS SPECFICALLY NOTED ABOVE.

Bidder's Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____

Attachments

A. Bid Schedule
B. Project Specifications and Drawings
C. Form of Bid
D. Additional Conditions
E. Contractors Experience Form
F. General Information
G. Form of Proposal
H. Non-Collusive Affidavit
I. Verification and Certifications
J. Certificate of Interested Parties – Form 1295
K. Form CIQ – Conflict of Interest Questionnaire
L. AIA Document A201-2017 – General Conditions of the Contract for Construction By Reference
M. AIA Document G702
N. AIA Document G703
O. Contractor's Affidavit of Release or Waive of Lines
P. Contractor's Certificate and Release

IFB 26035 – HVAC Retrofit at Ruthmary Price Apartments
Contractor Experience Form
Attachment E

List all projects, completed or ongoing, within the last 5 years of similar size, type, and complexity to this project where your company was the prime contractor. Projects must be listed in chronological order with most recent at top. Bidder must use the following sample format:

Project Name, Description & Location	Contact Name/Phone Number/Email	Contract Amount	Completion Date or Percent Complete
HVAC Retrofit *ABC Housing Authority* *Somewhere, USA*	*Name* *Phone* *Email*	*$200,000*	*January 31, 2026, or* *80%*

General Information
Attachment F

1. Name of Firm: _____

   Address of Principle Office: _____

   Phone: _____ Fax: _____

   Form of Business Organization: _____

   Responsible Contact Personnel:

   Name_____ Cell #_____ E-mail_____

   Name_____ Cell #_____ E-mail_____

   Name_____ Cell #_____ E-mail_____

2. How many years has your organization been in business in its current capacity?

3. How many years has your organization been in business under its present name?

4. Under what other or former names has your organization operated?

5. Claims and suits (If the answer to any of the questions below is yes, please attach details).

   5.1 Has your organization ever failed to complete any work awarded to it?

   5.2 Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your organization or its officers?

   5.3 Has your organization filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last fifteen years?

6. Within the last fifteen years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

Form of Proposal
Attachment G

(1) Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the bid submittal.

(2) Debarred Statement. Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes ☐ No ☐ If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(3) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes ☐ No ☐ If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(4) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes ☐ No ☐ If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status. PLEASE NOTE: The Agency reserves the right not to make award to any bidder that has staff who have been convicted of a felony if the Agency feels that doing such is in its best interests.

(5) Non-Collusive Affidavit. The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other bidder, to fix overhead, profit or cost element of said proposal price, or that of any other bidder or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(6) Bidder's Statement. The undersigned bidder hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided, the undersigned bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Agency, either in hard copy or referenced, including an agreement to execute the attached Sample Contract form. Pursuant to all IFB Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within the areas provided within.

CONTRACTOR:

_____
(Company Name)

By: _____
(Signature)

Printed Name: _____

Title of Authorized Representative: _____

Date: _____

NON-COLLUSIVE AFFIDAVIT

STATE OF TEXAS §
§ Non-Collusive Affidavit of Prime Bidder
COUNTY OF NUECES §

BEFORE ME, on this day personally appeared _____ ("Affiant") who after being by me first duly sworn, deposes and says:

I am _____ (title) of _____, *a* Texas Corporation or General/Limited partnership or an individual, and in such capacity I represent that I have the authority to make this affidavit and this proposal or bid, as follows:

(1) That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and

(2) That no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant.

(3) That such proposal/bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix overhead, profit or cost element of said bid price of affiant or of any other bidder, or to secure any advantage against the Corpus Christi Housing Authority, or against any person interested in the proposed contract; and that all statements in said proposal/bid are true.

_____
Signature and Title

SUBSCRIBED AND SWORN TO before me by affiant, in the capacity and for the purpose And consideration stated herein, on this _____ day of _____, 20_____.

(seal)

_____
Notary Public, State of Texas

Verifications and Certifications

HOUSE BILL 89 – SECTION 2271 VERIFICATION

Pursuant to Section 2271.001, Texas Government Code, as amended:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli- controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, _____, the undersigned representative of _____ being an adult over the age of eighteen (18) years of age, do hereby verify that the company named above, under the provisions of Subtitle F, Title 10, Government Code 2271, as amended:

Does not boycott Israel currently; and Will not boycott Israel during the term of the Contract with the Corpus Christi Housing Authority & Coastal Housing Partners.

SENATE BILL 252 – CHAPTER 2252 CERTIFICATION

Effective September 1, 2017, contracts with companies engaged in business with Iran, Sudan, or foreign terrorist organization is prohibited. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051 or 2252.153. The comptroller shall prepare and maintain, and make available to each governmental entity, a list of companies known to have contracts with or provide supplies and services to a foreign terrorist organization.

I, the undersigned representative of _____ being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, as mended, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153, as amended. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the Corpus Christi Housing Authority and Coastal Housing Partners.

SENATE BILL 13 – CHAPTER 2274 VERIFICATION

Pursuant to Section 2274.001, Texas Government Code, as amended:

1. "Boycott Energy Companies" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
    a. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
    b. does business with a company described by Paragraph (a) above; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, _____, the undersigned representative of _____ being an adult over the age of eighteen (18) years of age, do hereby verify that the company named above, under the provisions of Subtitle F, Title 10, Government Code 2274, as amended:

Does not boycott energy companies currently; and Will not boycott energy companies during the term of the contract with the Corpus Christi Housing Authority and Coastal Housing Partners.

SENATE BILL 19 – CHAPTER 2274 VERIFICATION

Pursuant to Section 2274.001, Texas Government Code, as amended: 1.

"Discriminate against a firearm entity or firearm trade association"

a. means, with respect to the entity or association, to:

   i. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;

   ii. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or

   iii. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and

b. does not include:

   i. the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories;

   ii. a company 's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity 's or association 's status as a firearm entity or firearm trade association; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, _____, the undersigned representative of _____
being an adult over the age of eighteen (18) years of age, do hereby verify that the company named above, under the provisions of Subtitle F, Title 10, Government Code 2274, as amended:

Does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade associations currently; and Will not discriminate against a firearm entity or firearm trade association during the term of the contract with the Corpus Christi Housing Authority and Coastal Housing Partners.

_____ _____
Signature of Representative Date

_____
Position/Title

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____ , on the _____ day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Must file online at https://prd.tecprd.ethicsfile.com/File/

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____

Signature of vendor doing business with the governmental entity Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF PAGES

TO OWNER: PROJECT: APPLICATION NO: Distribution to:

☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐
☐

PERIOD TO:

FROM CONTRACTOR: VIA ARCHITECT:

PROJECT NOS:

CONTRACT FOR: CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$
2. Net change by Change Orders		$
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$
5. RETAINAGE:		
a. _____ % of Completed Work (Column D + E on G703)	$	
b. _____ % of Stored Material (Column F on G703)	$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$
8. CURRENT PAYMENT DUE		$ 0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	$0.00	$0.00
NET CHANGES by Change Order	$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

CONTRACTOR:

By: _____ Date: _____

State of: County of:
Subscribed and sworn to before me this day of
Notary Public:
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . $ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

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Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	GRAND TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

CONTRACTOR'S AFFIDAVIT OF RELEASE OR WAIVER OF LIENS

TO: Corpus Christi Housing Authority & Coastal Housing Partners 3701 Ayers Street Corpus Christi, TX 78415	Contract No. _____ Contract Date: ___/___/20___
Project No. _____	Project: _____

The State of Texas §
§ Release or Waiver of Liens
County of Nueces §

The undersigned, pursuant to the General Conditions of the Contract for Construction, Specifications, and Additional Conditions, hereby certifies that Release or Waivers of Lien, all Subcontractors, all providers of supplies or materials and equipment, and all performers of Work, labor or services, who may have or have liens against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

Contractor certifies that he is authorized to, and does, have the authority to represent the Contractor herein.

Contractor: (insert name and address of Contractor)

Signed By: _____
Contractor - Title

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned notary public, on this the _____ day of _____, 20____.

(seal)

_____
Notary Public, State of Texas

. . . . . (Recording Information) . . . .

CERTIFICATE AND RELEASE

TO: Corpus Christi Housing Authority & Contract No. _____
3701 Ayers Street
Corpus Christi, TX 78415 Contract Date: ___/___/20___
Project No. _____ Project: _____

The State of Texas §
§
County of Nueces §

1. _____ ("Contractor") hereby certifies that there is due and payable under the contract described above and all approved Change Orders, the undisputed balance of $_____.

2. Contractor further certifies that in addition to the amount set forth in paragraph 1, above, there are outstanding the following items which Contractor claims are just and due by the Corpus Christi Housing Authority ("CCHA) to Contractor:

a. $_____, payable for _____
b. $_____, payable for _____
c. $_____, payable for _____
d. $_____, payable for _____
e. $_____, payable for _____

3. Contractor further certifies that all work required under this contract, including work required under Change Orders numbered _____, has been performed in accordance with the terms of the contract, and that there are no claims of laborers or mechanics for unpaid wages arising out of the performance of this contract, and that the wage rates paid by the Contractor and all sub-contractors were paid in conformity with the contract provisions relating to said wage rates.

4. Except for the amounts stated in paragraphs 1 and 2 above, the Contractor has received all sums payable to the Contractor pursuant to the contract and any Change Orders or modifications thereof.

5. In consideration of the payment of the amount stated above in paragraph 1, the Contractor does hereby release CCHA from any and all claims arising under or by virtue of this contract except the amounts listed in paragraph 2; provided however, that if for any reason the CCHA does not pay in full the amount state in paragraph 1 above, said deduction shall not affect the validity of this release, but the amount so deducted shall be automatically included under paragraph 2 as an amount which the Contractor has not released, but will release upon payment thereof.

6. Contractor further certifies that upon payment of the amounts listed in paragraph 2 above, and of any amount which may be deducted from paragraph 1, Contractor will release the CCHA from any and all claims of any nature whatsoever arising out of said contract or Change Orders or modifications thereof, and will execute such further releases or assurances as the CCHA may request.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument on this the _____ day of _____, 20___.

Contractor: _____
_____
_____

By: _____
Title _____
Printed name: _____

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned authority, by the Contractor, who after being by me duly sworn stated that he was the Contractor or was duly authorized to sign for the Contractor, and that all the foregoing was true and correct and made from personal knowledge.

(seal)

_____
Notary Public, State of Texas

. . . . . (Recording Information) . . . . . .