

**PRE-BID CONFERENCE CHECK LIST**

**PORT OF PORT ARTHUR  
NAVIGATION DISTRICT**

**Construction of Improvements to Cathodic Protection System for Bulkhead at Berths 3 & 4**

**June 17, 2020; 9:00 AM**

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1. List of Attending and Introductions \_\_\_\_\_
2. General Description of Project \_\_\_\_\_
3. (a) Bid in duplicate (with *original* signatures). (Section B, Item 1). \_\_\_\_\_  
(b) Discuss 5% Bid Security: *Certified or Cashier's or Bid Bond from a corporate surety authorized to do business in the state of Texas. Checks of all except 3 lowest bidders will be returned upon award of contract* (Section B, Item 2; Section H, Item 30-04) \_\_\_\_\_
4. Separated bid for sales tax exemption. (Section B; Section C) \_\_\_\_\_
6. Time of Completion after written *Notice to Proceed*. *Contractor to specify time.* (Section B, Item 11; Section C; Section H, Item 80-02) \_\_\_\_\_
7. 100% Performance Bond [if contract amount exceeds \$25,000]. (Notice to Bidders; Section B, Item 3; Section F; Section H, Item 30-05) \_\_\_\_\_
8. 100% Payment Bond [if contract amount exceeds \$25,000] (Notice to Bidders; Section B, Item 3; Section F; Section H, Item 30-05) \_\_\_\_\_
9. Insurance requirements. (Notice to Bidders; Section B, Item 5) \_\_\_\_\_
10. Apparent low bidder shall supply names and addresses of major material suppliers and subcontractors, if requested. (Section B, Paragraph 15) \_\_\_\_\_
11. Most Current David-Bacon Prevailing Wage Rates. \_\_\_\_\_
12. Retainage [10%]. (Section H, Item 90-06) \_\_\_\_\_
13. Specifics of Project:  
(a) Working within an active Port. Area surrounding the Project Area is used frequently for Port operations (warehouse and wharf). Must schedule around vessel traffic. \_\_\_\_\_  
(c) Workers need to check in with Port Security. TWIC cards are required. \_\_\_\_\_

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- (h) Contract time: *Contractor Specifies time in Bid – Consecutive Calendar Days*  
(Section B, Paragraph 11; Section C; Section E, Article 2;  
Section H, Paragraph 80-07) \_\_\_\_\_
  - (i) Liquidated Damages. (*\$500.00/day.*)  
(Section B, Paragraph 2; Section C; Section H, Item 80-08) \_\_\_\_\_
  - (j) Existing and future Port activities will require the use of the site. \_\_\_\_\_
  - (k) Please consider the use of local labor and vendors within the Navigation  
District. \_\_\_\_\_
14. Site Visits are recommended and available upon request.  
Please contact Michael Schneider at 409-351-3270. \_\_\_\_\_
15. General Information Reminders:
- (a) **BIDS DUE:** Wednesday, June 24, 2020 @ 9:00 A.M \_\_\_\_\_
  - (b) **LOCATION:** Port of Port Arthur Navigation District  
221 Houston Avenue  
P.O. Box 1428  
  
Port Arthur, Texas 77641 \_\_\_\_\_
  - (c) **BIDS OPENED:** Immediately thereafter during Port Commissioners Meeting  
Port of Port Arthur Navigation District  
221 Houston Avenue  
P.O. Box 1428  
Port Arthur, Texas 77641 \_\_\_\_\_