

SECTION 00020

INVITATION TO BID

PART 1 GENERAL

1.01 SECTION INCLUDES

This section gives notice to bidders of the intention of First United Methodist Church Boerne, to let a contract for private improvements in Boerne, Texas.

1.02 OWNER/OWNER'S REPRESENTATIVE

First United Methodist Church Boerne  
c/o Mr. Bill Boyle  
205 E James St.  
Boerne, TX 78006

1.03 ENGINEER

Matkin-Hoover Engineering & Surveying  
Attn: Carson Keller, P.E.  
8 Spencer Road  
Boerne, TX 78006  
(830) 249-0600; ckeller@matkinhoover.com

1.04 DATE: May 1, 2026

1.05 POTENTIAL BIDDERS:

- A. Your company has been invited to submit an offer to the owner/developer for construction of private infrastructure improvements for First United Methodist Church in Boerne, Texas before close of business on Friday, May 15, 2026.
- B. Plans in PDF format are available to download from the provided link. If you have any questions or need help in obtaining a set of plans, please contact our office.
- C. Refer to other bidding requirements described in Section 00100 – Instructions to Bidders and Section 00200 – Information Available to Bidders.
- D. Submit your offer on the Bid Form provided. Schedule of Quantities – List of Unit Prices included is to assist in bidding. Bidders are responsible for confirming all items. Bids must be complete and include all required materials and labor for completion of the project. Bidders may supplement this form as appropriate.
- E. Your offer will be required to be submitted under a condition of irrevocability for a period of a 60 days submission.
- F. The Owner reserves the right to accept or reject any or all offers.

END OF SECTION

## SECTION 00100

### INSTRUCTION TO BIDDERS

#### **PART 1 FORM OF INSTRUCTIONS TO BIDDERS**

- 1.01 The instruction in this document amend or supplement the Instructions to Bidders and other provisions of the Bidding and Contract Documents.

#### **PART 2 BID DOCUMENTS AND CONTRACT DOCUMENTS**

##### 2.01 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation to Bid, Instruction to Bidders, Information Available to Bidders, Bid Form Supplements to Bid Forms and Appendices identified.
- B. Bid, Offer, or Bidding: Act of submitting an offer under seal.
- C. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

##### 2.02 CONTRACT DOCUMENTS IDENTIFICATION

The contract documents, prepared by Matkin-Hoover Engineering & Surveying, are identified as:

- A. Schedule of Quantities – List of Unit Prices (excel and PDF)
- B. Construction Plans – First United Methodist Church Boerne (9 sheets)
- C. Geotechnical Investigation – First United Methodist Church Boerne (by Arias & Associates, Inc.)
- D. CAD File (available upon receipt off CAD release)
- E. Addendum (if applicable)

##### 2.03 EXAMINATION

- A. Upon receipt of Bid Documents verify that documents are complete. Notify Matkin-Hoover Engineering & Surveying should the documents be incomplete
- B. Immediately notify Matkin-Hoover Engineering & Surveying upon finding discrepancies or omissions in the Bid Documents
- C. Bidders may submit betterments or identify areas to reduce cost.
- D. Bidders are asked to submit a sample pay application and a cost loaded payout schedule.

##### 2.04 INQUIRIES/ADDENDA

- A. Direct questions must be in writing to Matkin-Hoover Engineering & Surveying; Carson Keller, P.E.;  
Email: ckeller@matkinhoover.com

- B. Addenda may be issued during the bidding period. All addenda become part of the Contract Documents. Include resultant costs in Bid Amount
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not less than 5 business days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients and others.

## 2.05 PRODUCT/ ASSEMBLY/ SYSTEM SOLUTIONS

- A. In submission of substitutions to products specified, bidders shall include in their bid all changes required in the Work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by use of substitutions shall not be considered.
- B. The submission shall provide sufficient information to determine the acceptability of such products.
- C. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- D. Provide products as specified unless substitutions are submitted in this manner and accepted.

## **PART 3 SITE ASSESSMENT**

### 3.01 EXAMINATION

- A. Examine the project site before submitting a bid as site constraints may create construction challenges in some areas. The site is accessible by public streets.

## **PART 4 QUALIFICATIONS**

### 4.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualifications for performing the Work of this contract, please submit a statement of qualifications that specifies experience working for church organizations.

### 4.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Bidder to supply list of anticipated subcontractors to be used on this project.
- B. The owner/developer reserves the right to reject a proposed subcontractor for reasonable cause.

## **PART 5 BID SUBMISSION**

### **5.01 SUBMISSION PROCEDURE**

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Email a PDF copy of the executed offer on the Bid Forms provided to [ckeller@matkinhoover.com](mailto:ckeller@matkinhoover.com).

### **5.02 BID INELIGIBILITY**

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the owner/developer, be declared unacceptable.
- B. Bid Forms, Appendices and enclosures which are improperly prepared may, at the discretion of the owner/developer declared unacceptable.
- C. Bids are by invitation, only from selected bidders. Bids from unsolicited bidders may not be considered.

## **PART 6 BID ENCLOSURES/REQUIREMENTS**

### **6.01 INSURANCE**

- A. Provide an executed “Undertaking of Insurance” on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of the Contract Documents.

### **6.02 BID FORM REQUIREMENTS**

- A. Complete all requested information in the Bid Form and Appendices.
  - a. Schedule of Quantities – List of Unit Prices
  - b. Statement of Qualifications
  - c. List of Betterments or Cost Reductions (Optional)
  - d. Sample Pay Application and Cost Loaded Payout Schedule (Optional)

### **6.03 BID FORM SIGNATURE**

- A. The Bid Form shall be signed by the bidder, as follows:
  - 1. Sole Proprietorship: Signature of the sole proprietor in the presence of a witness who will also sign. Insert the words “Sole Proprietor” under the signature. Affix seal.
  - 2. Partnership: Signature of all partners in the presence of a witness who will sign. Insert the word “Partner” under each signature. Affix seal to each signature.
  - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer’s capacity in which the signing by officer acts, under

each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the envelope.

## **PART 7 OFFER ACCEPTANCE/REJECTION**

### **7.01 DURATION OF OFFER**

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.

### **7.02 ACCEPTANCE OF OFFER**

- A. The owner/developer reserves the right to accept or reject any or all offers.
- B. After acceptance by the owner/developer, Matkin-Hoover Engineering & Surveying on behalf of the owner/developer will issue to the successful bidder, a written letter of Contract Award.

**END OF INSTRUCTIONS**

**END OF SECTION**

SECTION 00200

INFORMATION AVAILABLE TO BIDDERS

PART 1 GENERAL

1.01 Construction Drawings:

- A. First United Methodist Church Boerne – BID SET (May 2026) by Matkin-Hoover Engineering & Surveying

1.02 Construction Specifications:

- A. A copy of the City of Boerne Standard Specifications for Public Works Construction is available for download in the below link:  
<https://www.ci.boerne.tx.us/DocumentCenter/View/14205/Standard-Specifications-for-Public-Works-Construction>

1.03 Subsurface Investigation Report:

- A. A copy of geotechnical report with respect to the project is available for viewing in the provided link.
- B. This report identifies properties of below grade conditions and offers recommendations for the design of pavement sections and building foundations, prepared primarily for the use of Matkin Hoover Engineering & Surveying and the owner/developer.
- C. The recommendation described shall not be construed as a requirement of this contract unless specifically referenced in the Contract Documents.
- D. This report, by its nature, cannot reveal all conditions that exist on the site. Should subsurface conditions be found to vary substantially from this report, changes in the design and construction of foundations will be made, with resulting credits or expenditures to the contract price accruing to the owner/developer.

END OF SECTION

SECTION 00300

BID FORM

**PART 1 THE PROJECT AND THE PARTIES**

1.01 TO: First United Methodist Church Boerne  
c/o Bill Boyle  
205 E James St.  
Boerne, TX 78006

1.02 FOR: First United Methodist Church Boerne, Boerne, Texas

1.03 DATE: \_\_\_\_\_ (*Bidder to enter date*)

1.04 SUBMITTED BY: (*Bidder to enter name and address*)

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

1.05 OFFER

A. Have examined the Place of The Work and all matters to in the Instruction to Bidders and the Contract Documents prepared by Matkin-Hoover Engineering & Surveying for the above referenced project, we, the undersigned, hereby offer to enter into a Contract to Perform the Work for the unit prices listed in Section 00410 Supplement A – List of Unit Prices having a total project cost of:

\_\_\_\_\_dollars

(\$ \_\_\_\_\_), in lawful money of the United States of America.

B. All applicable Federal and State taxes are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty (60) days from the bid closing date.

1.07 CONTRACT TIME

A. If this bid is accepted we will:

Complete the work in approximately \_\_\_\_\_ calendar days from Notice to Proceed. The projected date for Notice to Proceed could be as early as \_\_\_\_\_ 2026, with this a start date of \_\_\_\_\_ 2026 is expected, and a final project completion date of \_\_\_\_\_.

1.08 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs included in the Bid Sum.

- 1. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_
- 2. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

1.09 BID FORM SUPPLEMENTS

A. The following Supplements are attached to the Bid Form and are considered an integral part of this Bid Form:

- 1. Documents 00410 – Supplement A – List of Unit Prices: Include a listing of unit prices specifically requested by the Contract Documents.

1.10 BID FORM SUPPLEMENTS

The Corporate Seal of

\_\_\_\_\_  
(Bidder - print full name of your firm) (SEAL)

was hereunto affixed in the presence of :

\_\_\_\_\_  
(Authorized signing officer, Title)

\_\_\_\_\_  
(Authorized signing officer, Title)

1.11 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

SECTION 00650

CERTIFICATE OF INSURANCE

Prior to execution of the Contract Documents, the Contractor shall provide the Owner a memorandum, issued by an authorized representative of an insurance company, stating the types, amounts and effective dates of insurance in force for the designed insured. This memorandum shall be included in the Contract Documents at the time of execution. The following is a schedule of insurance required for this Contract.

1. Workmen's Compensation: Statutory including Employer's Liability. Refer to Subsection 1C4 - Workers' Compensation Insurance Coverage.
2. Public Liability: \$1,000,000.00 Umbrella Liability policy with Public Liability as required by the Umbrella Liability Policy. Coverage for the hazard of Explosion, Collapse, Underground, Completed Operations, Personal Injury and Contractual Liability shall be included.
3. Vehicular Liability: \$500,000.00 - Combined Single Limit. This coverage is to include all cars and trucks owned, rented, hired or leased, and others of non-ownership nature used by employees in and around or in connection with this particular contract.
4. Owner's Protective Liability (see Note below): \$1,000,000.00 Aggregate. Contractor shall purchase and maintain, in force, for the duration of the work naming the Owner, the Owner's employees and Matkin-Hoover Engineering, Boerne, Texas as the named insured.
5. Builder's Risk: Adequate to fully cover the insurable portions of the project.

Acknowledgement By Insurance Company:

As the authorized representative for the Insurance Company providing insurance coverage for the project, I have read and understand the full extent of the required insurance coverage required and hereby certify that said insurance coverage has been provided. Further it is agreed, that if for any reason all or any portion of said coverage will cease to be in effect during the life of the contract, the Owner and Matkin-Hoover Engineering will be notified, in writing, 30 calendar days in advance of said cessation of coverage.

(Name of Insurance Company)

By: \_\_\_\_\_  
(Authorized Insurance Company Representative)

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

Firm: \_\_\_\_\_

Note: Particular attention is directed to the requirement for Owners Protective Liability Insurance to be furnished by the Contractor that is separate and in addition to the Public Liability Insurance that is also required to be furnished by the Contractor.

END OF SECTION