

INVITATION TO BIDDERS

RECEIPT OF BIDS. Sealed bids (3 copies) for the Greenhouse Repair and Design Build Services **Project # FWBG2026-3** will be received by the Fort Worth Botanic Garden until 2:00 P.M. CST, Wednesday, December 31, 2025, as further described below:

Deborah Moncrief Garden Center- Admissions Desk
Attn: Bob Byers
3220 Botanic Garden Boulevard
Fort Worth, Texas 76107

Prequalification of bidders is not required for this invitation. Bids will be accepted by: US Mail, Courier, FedEx or hand delivery at the address above; Bids to be addressed to Bob Byers, and shall be enclosed in an opaque sealed envelope, marked with the Assigned Project Number if any, Project title, the name and address of Bidder, and accompanied by the Bid security and other required documents. Bid should contain the following in separately labeled sections, in order as shown:

- Completed Proposal Form (provided with bid documents)
- Completed Bid Form (provided with bid documents)
- Proposed Schedule with starting and completion dates
- Three (3) examples of similar work
- Bid Bond in the amount of 5% of proposed bid

If the Bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "SEALED BID ENCLOSED" on the face of it. Bids will be publicly read aloud at 2:15 PM CST on December 31, 2025, in the Garden Center Iris Room.

GENERAL DESCRIPTION OF WORK: Major components of the work (approximate) are: Repairs to cooling, reverse osmosis and misting systems, design and installation of rainwater collection and lighting systems, completion of restroom in staff office facility, electrical and plumbing, and design and construction of storage sheds and greenhouses.

GENERAL COMMENTS: Bidders are expected to confirm all information in bid documents including dimensions, quantities, volumes, logistics, etc. Incorrect bid proposals due to failure to verify site conditions, materials, and all other requirements will not release bidder from responsibility to fulfill all parts of an accepted bid. Bidders are further advised to read and fully comply with the Instructions to Bidders, included with other bidding information at <https://fwbg.org/business-opportunities/>

DOCUMENT EXAMINATION AND PROCUREMENTS: The Bidding Documents may be examined or obtained on-line by visiting the FWBG website at <https://fwbg.org/business-opportunities/>. Documents may be downloaded, viewed, and printed by interested contractors and/or suppliers.

EXPRESSION OF INTEREST: To ensure potential bidders are kept up to date with any new information pertinent to this project, all interested parties should email Expressions of Interest in this procurement to FWBG's Project Manager as noted below. The email should include the company's name, contact person and that individual's email address and phone number. All Addenda will be distributed directly to those who have expressed an interest in the procurement and will also be posted on the FWBG/BRIT website at <https://fwbg.org/business-opportunities/>.

PRE-BID MEETING: A non-mandatory pre-bid meeting will be held at the following date, and time: Wednesday, December 17, 2025, 11:00 a.m. Meet at Moncrief Garden Center, 3220 Botanic Garden Blvd, 76107. Work is located at two sites and attendees should allow until approximately 1:00 p.m. in order to visit and review each site. Presentations and any questions and answers provided at the pre-bid conference will be issued as an Addendum to the invitation for bids. Prospective bidders may also e-mail questions or comments to the project manager at the e-mail addresses listed below. Emailed questions will suffice as "questions in writing." If necessary, Addenda will be issued pursuant to the Instructions to Bidders.

AWARD: FWBG reserves the right to waive irregularities and to accept or reject any or all bids. FWBG will award a contract to Bidder considered to have presented the lowest price, best qualifications and competencies.

FUNDING: Any contract awarded under this Invitation to Bidders is funded by private support and/or from revenues generated from City of Fort Worth 2022 Bond Funds and reserved for this Project.

INQUIRIES: All inquiries relative to this bid invitation should be addressed to:

Attn: Bob Byers, Botanical Research Institute of Texas

Email: bbyers@fwbg.org

Phone: 817-463-4190