

Small Business Helpful Hints Provided By the City of San Antonio's Transportation and Capital Improvements Department for Construction and Architecture & Engineering Projects:

- If you would like a copy of the City Council Ordinance that awards a project to a prime contractor, please visit the City's website at: <https://sanantonio.legistar.com/Calendar.aspx>. Along with the City Council Ordinance there may be certain documents attached such as the bid documents, unit pricing, bid bond, and the SBEDA subcontractor/supplier utilization plan.
- **Payment Bonds are protection for subcontractors**
 - Payment Bonds are required by the State if a public work contract with a prime contractor is in excess of \$50K and the government entity is a municipality.
 - Before beginning a project, subcontractors are encouraged to obtain a copy of the payment bond from the prime contractor or the City's Contract Services Department and familiarize themselves with its language and stipulations.
 - Information on payment bonds can be found under Chapter 2253 Public Work Performance and Payment Bonds of the Texas Local Government Code here: <http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2253.htm>
 - State statute includes information about if, how and within what timeframe subcontractors must send a preliminary notice of a claim when working on a public construction project.
- **Helpful Contact Information:**
 - *Texas Department of Insurance*
TDI Agency: 1-800-578-4677
HelpLine: 1-800-252-3439
 - *City of San Antonio Contract Services Department*
(210) 207-2146
 - *City of San Antonio Economic Development Department*
(210) 207-3922