



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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August 6, 2012

SUBJECT: Letter of Clarification No. 1 to Invitation to Bid No. S50-C24279 for the Re-location of Emergency Back-Up Generator Systems for the General Services Department

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- **To revise SECTION "A" and to extend the bid opening date.**

1.) **NOTICE TO BIDDER**

The bid opening date has changed from 10:30 A.M. August 16, 2012 to 10:30 A.M., August 30, 2012.

- 2.) Remove pages 3, 4 & 10 of 289 and replace with pages 3, 4 & 10 of 289, marked **REVISED 8/6/2012.**

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation and resulting bid.

Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.

Art Lopez

Art Lopez
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8731

Attachments: Revised pages 3, 4 & 10 of 289.

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LETTER OF CLARIFICATION 1
Re-location of Emergency Back-Up Generator Systems for the General Services Department
SOLICITATION NO. S50-C24279

SECTION A

REVISED 8/5/2012

Documents/forms must be downloaded from the City's Website
<http://www.houstontx.gov/purchasing/index.html>

Additional Required Forms to be Included with this bid:

In addition to the electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:**

Table 1
Affidavit of Ownership
Fair Campaign Ordinance
Statement of Residence
Conflict of Interest Questionnaire
Contractors References
Pay or Play Contract Compliance Acknowledgement Form
10% Bid Bond

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful bidder:

Table 2
Formal Instructions for Bid Terms
Drug Forms
Insurance Certificates Over \$50,000.00
Insurance Certificate Endorsements
OCP Insurance Certificate Over \$100,000.00
Performance, Maintenance and Statutory Payment Bonds
Construction 2012 Engineering Wage Decission
Construction 2012 Building Wage Decission
Pay or Play Certification of Agreement to Comply with Program
Pay or Play Form 3 / List of Participating Contractors

NOTE:

- 1.) **Questions concerning the Bid should be submitted in writing to: City of Houston, Strategic Purchasing Division, 901 Bagby, Room B506, Houston, TX 77002, Attn: Arturo Lopez or via fax: 832-393-8759 or via email (preferred method) to arturo.lopez@houstontx.gov no later than 4:00 PM, Thursday, August 16, 2012.**
- 2.) **M/WBE COMPLIANCE:**
For M/WBE goal information, see SECTION C, Document 00800, SUPPLEMENTAL CONDITIONS, Article 3 entitled "THE CONTRACTOR" on page 18 of 27.
- 3.) **All bidding contractors should be aware that the City is asking for a turn-key project.**

LETTER OF CLARIFICATION 1

**Re-location of Emergency Back-Up Generator Systems for the General Services Department
SOLICITATION NO. S50-C24279**

REVISED 9/3/2012

QUALITY AND WORKMANSHIP:

The bidder must be able to demonstrate upon request that it has performed satisfactorily, services similar to the services specified herein. The bidder will provide records of warranty and repair services performed for others upon request. The City of Houston shall be the sole judge whether the services performed are similar to the scope of services specified herein.

PERMITS/ELECTRICAL WORK REQUIRED:

The main building permit will be purchased by the City of Houston. All other permits are the responsibility of the Contractor.

Successful Contractor shall be responsible for securing any electrical permits and all permits for proposed work. Any fee charged for these permits should be the responsibility of the Contractor and not the City of Houston.

CITY BUILDING CODES:

All work performed or equipment installed shall be in strict accordance with the City of Houston Building Codes. The Contractor will immediately correct any deficiencies discovered during work or after completion. Failure to correct deficiencies will result in the City having corrections made at the Contractor's expense.

BID BOND:

The Contractor shall be required to provide and submit with the bid a Bid Bond in the amount of 10% of the total amount bid by the Contractor. The Bid Bond shall be in the same form as that distributed by the City, and attached hereto, all duly executed by this Bidder (as "Principal") and by a corporate surety company licensed to do business in the State of Texas, and if the amount of the bond is greater than \$100,000.00 the surety must hold a certificate of authority from the United States Secretary of the Treasury, or a Cashier's or a Certified check in a like amount. Company or personal checks are not acceptable.

PERFORMANCE BOND and PAYMENT BOND:

The successful Contractor(s) shall be required to provide a Performance and Payment Bond in the total amount (100%) of the Contract if the award is in excess of \$25,000.00.

The Performance and/or Payment Bond shall be in the same form as that distributed by the City, and attached hereto, all duly executed by this bidder (as "Principal") and by an incorporated surety company licensed to do business in the State of Texas. If the amount of the bond is greater than \$100,000.00 the surety must hold a certificate of authority from the United States Secretary of the Treasury.

The Contractor(s) shall be required to provide a Performance and/or Payment Bond as outlined above, which will be delivered to the City Purchasing Agent of the City, on or before the tenth (10th) day following the day the bidder receives notice from the City.

MAINTENANCE BOND:

REVISED 8/6/2012

SCOPE OF WORK

1.0 **Summary of Scope of Work:**

1.1 GENERAL

1.1.1 The Contractor shall be required to provide all labor, equipment, tools, supervision, transportation and incidentals necessary to remove one 600KW and one 610KW emergency back-up generator system and associated equipment from the outdoor slab at 62 Riesner, Houston, TX, 77002 and re-install these two generator systems and associated equipment in the Electrical Building at 62 Riesner, Houston, TX, 77002. The Contractor shall also be required to test, program and insure that all systems are in optimum working condition.

1.1.2 *The Contractor shall also be required to fill with diesel fuel both diesel fuel tanks, the main and the day tank.*

2.0 **Performance Time:**

2.1 **The work shall be completed as expeditiously as possible within 120 calendar days after receipt of the City of Houston purchase order. It shall be the Contractors responsibility to schedule and coordinate the work in such a manner as to complete the work within the specified time.**

3.0 **Warranty:**

3.1 The Contractor shall warrant the workmanship for a period of not less than **one-year**.
(See the General Conditions, Section 3.12, Warranty)

END OF LETTER OF CLARIFICATION 1

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