



# CITY OF HOUSTON

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**February 5, 2014**

**Subject:** Letter of Clarification No. 8 to Invitation to Bid No. S50-C24730 for the Generator Readiness Improvement Project Citywide for the Public Works and Engineering Department

**To:** All Prospective Bidders:

This letter of Clarification is being issued for the following reasons:

- **To extend the bid, revise Section “B” Scope of Work/Technical Specifications and revise the Electronic Bid Form:**
- 1.) Remove Page Nos. 3, 17 & 18 of 43 and replace with Page Nos. 3, 17 & 18 of 43 marked, REVISED 2/3/2013.
  - 2.) See the revised Electronic Bid Form. All bidders are advised to pick up all bids from the City Secretary’s Office and re-submit.

**Note: No further questions will be accepted after the publication of this Letter of Clarification.**

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.

*Arturo Lopez*

Arturo Lopez  
Senior Procurement Specialist  
832-393-8731

Attachments: Revised Page Nos. 3, 17 & 18 of 43.

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for the Generator Readiness Improvement Project Citywide  
for the Public Works and Engineering Department

**SECTION A**

**REVISED 2/3/2014**

**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:**

<b>Table 1</b>
Affidavit of Ownership
Fair Campaign Ordinance
Statement of Residence
Conflict of Interest Questionnaire
M/WSBE Documentation
Pay or Play Contract Compliance Acknowledgement Form 1a
Contractor References
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:

<b>Table 2</b>
Formal Instructions for Bid Terms
Drug Forms
Insurance Certificates Over \$50,000.00 / Insurance Endorsements
OCP Insurance Certificate Over \$100,000.00
Pay or Play Form 2 / Certification of Agreement to Comply
Pay or Play Form 3 / List of Subcontractors
Performance, Maintenance and Statutory Payment Bonds
2013 Engineering Construction Wage Decision
2013 Building Construction Wage Decision

**Note:**

- The City has scheduled the following dates to provide site visits at all generator locations; December 16, 17, 18, 20, 23 & 30, 2013.***  
*A PDF version of the Generators (Types & Locations & Schedule of Site Visits) can be viewed on the following web link*  
**<https://purchasing.houstontx.gov/buyer/BidDocumentManager.aspx?id=C24730>**
- 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@cityofhouston.net](mailto:arturo.lopez@cityofhouston.net) no later than 4:00 PM, Monday, January 6, 2014.***
- Contract will be awarded by Group or, in total.***

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All repair and services shall be performed in a manner to comply with the applicable sections of the above standards and codes.

### **5.0 SECURITY PROTOCOL:**

- 5.1 The Contractor shall be required to comply with the Public Works and Engineering Policy and Procedure guide on background checks of Employment Applicants, Employees, Contractors, Suppliers and follow the Department Standard Operating Procedures (SOP) for Contractor Badge Issuance and Access to Critical Infrastructure Sites. (See the link below)

**A PDF version of the Department Standard Operating Procedures**

<https://purchasing.houstontx.gov/buyer/BidDocumentManager.aspx?id=C24730>

#### **5.2 *Security Badge Procedures for Site Visits:***

- 5.2.1 *Forms must be submitted 48 hour in advance before the name is added to the front gate list.***
- 5.2.2 *Background Consent Form – (Only) Good for name on front gate list for 90 days.***
- 5.2.3 *Background Consent Form is needed to obtain badge (Good for 1 year). The Contractor must call and make an appointment with Tammy Spriggs (Office (832) 395-5175, Fax (832) 395-5187) to get picture taken and pick up badge.***
- 5.2.4 *Include with the Background Consent form a copy of the front and back copy of a applicant's current driver's license.***
- 5.2.5 *The Contractor applying for Background Consent must include the subject completed forms and a copy of their driver's license to Fred Stroud at [fred.stroud@houstontx.gov](mailto:fred.stroud@houstontx.gov). The City will forward the completed information (along with a list of facilities) to the appropriate security personnel who will in turn process the background check and return the results back. The City will distribute the results back to the appropriate Contractor, compile the list of security approved personnel, and reschedule the site visits. All site visits for the purposes of bid information, be it a plant with on-site security or un-manned sites, will be escorted by Drinking Water Operations personnel.***

**A PDF version of the Background Consent Form**

<https://purchasing.houstontx.gov/buyer/BidDocumentManager.aspx?id=C24730>

### **6.0 PERFORMANCE TIME:**

- 6.1 ***The Contractor shall have no more than 720 calendar days to complete the work delineated in the scope of work and technical specifications***

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**7.0 WARRANTY:**

7.1 The Contractor shall warranty all parts, labor, materials and workmanship for one year subsequent to certification, testing and acceptance of the equipment by the City of Houston.

**8.0 SPECIFIED EQUIPMENT OR EQUIVALENT:**

8.1 Wherever in the specifications any materials or processes are indicated or specified by patent of proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the performance, materials and/or processes desired and shall be deemed to be followed by the words, "or equivalent", if not so stated in the specifications herein.

8.2 The burden of proof shall rest with the bidder, in the course of a technical evaluation, to prove that the proposed item(s) are equivalent to the performance, materials, processes, or articles specified. DETERMINATION AS TO WHETHER THE ITEM (S) BID IS (ARE) EQUIVALENT TO THOSE SPECIFIED SHALL REST SOLELY WITH THE CITY PURCHASING AGENT AND THE RECEIVING DEPARTMENT.

**9.0 BRAND NAME OR TRADE NAME:**

9.1 Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other Contractors/Suppliers, but are intended to approximate the quality design or performance that is desired. Any bid that proposes like quality, design or performance, will be considered. Equivalent products will be considered, provided a complete description and product literature is provided. Unless a specific exception is made, the assumption will be that the item bid is exactly as specified on the Invitation to Bid.

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**END OF SECTION**

**END OF DOCUMENT**