

CITY OF HOUSTON

Strategic Purchasing Division
Administration and Regulatory Affairs
Department

Bill White
Mayor

Calvin D. Wells, Deputy Director
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

F. 713.247.1811
<https://purchasing.houstontx.gov>

June 10, 2009

SUBJECT: Letter of Clarification No. 2
Furniture Relocation Services for Various Departments

REFERENCE: Invitation to Bid No.: S11-L23153

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

- **To revise the above referenced solicitation as follows:**

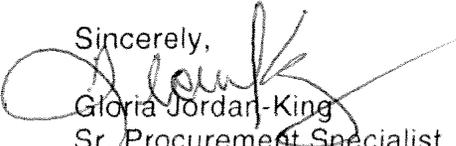
SECTION B SCOPE OF WORK/SPECIFICATIONS:

1. **Remove** page 6 of 47 and **replace** with page 6A of 47 marked revised 06/10/2009.

When issued, Letters of Clarification shall automatically become a part of the bid documents and shall supersede any previous specification and/or provision in conflict with the Letter of Clarification. It is the responsibility of the bidders to ensure that it has obtained all such letters. By submitting a bid on this project, bidders shall be deemed to have received all Letters of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me at 832-393-8750.

Sincerely,


Gloria Jordan-King
Sr. Procurement Specialist
832-393-8750

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2.2.2.4 Overheads and pedestals will be priced per each unit and electrified base panels will be priced per base panel.

2.2.3 PART III TILE OR MONOLITHIC, YEARS ONE THROUGH FIVE

Prices for line items in Part III will cover cost plus for parts and materials, additional work needing to be done by the hour, design and programming services with freehand drawings, design and programming services with computer aided drawings and labor cost for organizing and inventorying of various City of Houston storage areas for modular furniture at the request of the departments performed during normal working hours.

A one time mobilization fee will be charged per job based on the number of technicians assigned to the job. This one- time charge per job covers travel time, service and/or trip charge whether the job takes one or more days to complete.

“Mobilization shall be charged only when flat rate pricing from Part 1 is not part of the complete job”.

The percentage applied to each unit cost for services to be performed other than regular time is a percentage mark-up. Note: The percentage added for services to be performed will not be applied to the cost plus for parts and materials nor the mobilization fee.

3.0 REQUIRED EQUIPMENT

The Contractor shall have the following resources on its repair site:

- 3.1. Sufficient number of delivery trucks and drivers to accommodate each work order in a timely manner.
- 3.2. Sufficient inventory of furniture moving equipment such as flat dollies, carts, etc. to accommodate each work order in a timely manner.

4.0 TECHNICIANS

All technicians working on City owned furniture shall be experienced systems furniture installers.

5.0 REPLACEMENT PARTS

The Contractor shall supply all original manufactured components when required for all furniture repair work. However, the City reserves the right to supply such components when in the best interest of the Department.

6.0 TRANSPORTATION/ASSEMBLY OF WORKSTATIONS

- 6.1 The Contractor shall determine type of workstation layout for new location, measure and confirm fit per drawing provided by requesting Department project manager and create list required for new location installation.
- 6.2 The Contractor shall transport these components from the point of storage to new location for installation.
- 6.3 The Contractor shall assemble the workstation (s) in new location according to approved plan or Work Order as stated above and provide inventory sheets of all workstation components including part numbers and current location to the project manager.

7.0 DISASSEMBLY/TRANSPORTATION/RE-ASSEMBLY OF WORKSTATIONS

- 7.1 The Contractor shall determine type of workstation layout for new location, measure and confirm per drawing provided by department project manager and create list for new location installation.
- 7.2 The Contractor shall disassemble the existing workstations at old location, take inventory of these workstation components, and transport the required components to the new location as well as transport the excess components to City of Houston warehouse.