



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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Date: October 5, 2009

Subject: Letter of Clarification No. 1 for Moving & Storage of Household Goods for the Housing and Community Development Department

Reference: Bid Inv. No: S23-L23395

To: All Prospective Contractors:

This Letter of Clarification is issued for the following reasons:

1. The bid due date is extended from October 8, 2009 to **October 15, 2009** and electronic bids entered prior to October 5, 2009 will need to be re-entered.
2. **Replace pages 6, 11, 14, 20 and 44 of 44 with pages 6, 11, 11A, 14, 20 and 44 of 44 marked revised October 5, 2009.**
3. See attached pages "Questions and Answers"

This clarification will be considered part of the solicitation.

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

A handwritten signature in black ink, appearing to read "Roy Breaux".

Roy Breaux  
Procurement Specialist  
832-393-8728

**Attachments: Pages 6, 11, 11A, 14, 20 and 44 of 44 revised October 5, 2009  
Questions and Answers**

*Partnering to better serve Houston*

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**Houses to be moved range in size:**

Two bedroom houses are 1000 sq ft to 1500 sq ft

Three bedroom houses are 1501 sq ft to 2000 sq ft

Four bedroom houses are 2001 sq ft to 2500 sq ft

Five bedroom houses are 2501 sq ft to 3000 sq ft

**1.1 Bidders as a minimum must:**

- 1.1.1 be able to comply with the required moving & storage schedules, taking into consideration all existing business commitments;
- 1.1.2 Have adequate financial resources, or the ability to obtain such resources as required during the performance of the Agreement;
- 1.1.3 Provide proof of financial stability by submitting your company's audited annual financial statements, prepared by a certified public accountant for the past two years or copies of your Federal Tax forms filed to the Internal Revenue Service (IRS) for the past two years;
- 1.1.4 Have a satisfactory record of past performance and contract compliance;
- 1.1.5 Have necessary personnel and management capability to perform the services required by the Agreement, as more fully described in Section "B" herein entitled Scope of Services.
- 1.1.6 Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the Agreement requirements;
- 1.1.7 Provide a complete inventory of all equipment and tools owned by your company.
- 1.1.8 Provide color photographs of uniforms to be used in the performance of the of the contract, if awarded; and be qualified and eligible to receive the contract award under applicable laws and regulations.
- 1.1.9 Bids shall be considered only from bidders who can demonstrate that they are currently providing or have had one contract for moving service that's similar in size and scope to this contract and is or have performed these services satisfactorily. The City shall be the sole judge as to whether the services performed are similar to the scope of services contained herein and whether the bidder is capable of performing such services.
- 1.1.10 The successful contractor shall be required to provide its employees with uniforms that have the company and employees thereon.

Note: The information required under "**Bidders at a minimum must**" must be submitted with the bid or within five (5) days after requested by the City in writing. Any information the bidder considers confidential shall be placed in a separate envelope marked "CONFIDENTIAL" and submitted with the bid.

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carriage in drawers, chests, dressers, trunks, etc., these and similar items will be packed carefully into regular cartons, which will be properly sealed at residence. Clothing, normally on hangers in closets, and draperies will be packed in wardrobes, as follows:

- 8.5.1 Upright wardrobes will be used.
- 8.5.2 DELETED
- 8.5.2 DELETED
- 8.6 Rugs - Rugs and rug pads will be properly rolled (not folded) for shipment and will not be subsequently folded or bent to an extent that may cause damage to the rug.

### **9.0 INVENTORY**

- 9.1 Contractor will prepare a legible general inventory of Household Goods that are moved from the home to the temporary place of residence that can be checked off as the items are loaded and unloaded.
- 9.2 Contractor will prepare a detailed and legible list of items to be received into storage using extreme care in listing article of furniture and packing containers. Describe, in as much detail as possible, items of furniture; e.g., television sets should be identified as being either "color" (C) or "black and white" (B & W) and console or portable, as appropriate. On the inventory please indicate: CD – Disassembled by Carrier, DBO – Disassembled by Owner , CP – Packed by Carrier PBO – Packed by Owner

### **10.0 DAMAGED GOODS**

- 10.1 The Contractor shall be responsible for filing, processing and collecting all damage claims. However, to assist the vendor in the expeditious handling of damage claims, the HCDD ordering office will:
  - 10.1.1 Record any evidence of visible damage on all copies of the carrier's delivery document.
  - 10.1.2 Report damage (visible or concealed) to the contractor, confirming such reports, in writing, within fifteen (15) days of delivery, requesting that the carrier inspect the damaged merchandise.
  - 10.1.3 Retain the item and its shipping container, including inner packing material, until inspection is performed by the carrier and disposition given by the contract supplier.
  - 10.1.4 Provide the vendor with a copy of the carrier's Bill of Lading and Damage Inspection Report.

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**11.0 STORAGE**

11.1 Contractor shall be able to store two, three, four, and five bedroom houses of household goods in vaults and or bubble wrap at contractor's storage facility(ies)for one to six month intervals. Contractor shall be able to store at least 20 houses at any given time.

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of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

20.0 **INVOICING: Moving, Packing and Storage:**

20.1 Moving and Packing Lump Sum

20.1.1 Within seven days after the initial phase of a pack and move of a home the contractor shall send an invoice in the amount of 75% to the approved Lump Sum price for the move to Housing and Community Development to 601 Sawyer, Suite 400 Houston, Texas 77007, Attention Ray Daniels. Once approved by the Department the payment method herein will be followed.

20.2 Storage Fee

20.1.2 Within sevens day after receipt of household goods into storage the contractor shall invoice the approved monthly fee to Housing and Community Development at 601 Sawyer, Suite 400 Houston, Texas 77007, Attention Ray Daniels. Once approved by the Department the payment method herein will be followed.

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**EXHIBITS**

- A. DEFINITIONS
- \* B. SCOPE OF SERVICES
- C. EQUAL EMPLOYMENT OPPORTUNITY
- ' D. MWBE SUBCONTRACT TERMS
- " E. DRUG POLICY COMPLIANCE AGREEMENT
- F. CERTIFICATION OF NO SAFETY IMPACT POSITIONS
- # G, DRUG POLICY COMPLIANCE DECLARATION
- H. FEES AND COSTS
- I. CITY CONTRACTORS' PAY OR PLAY PROGRAM

Note: These Exhibits shall be Inserted into the Contract agreement at the time of Contract execution.

**3.0 PARTS INCORPORATED**

3.1 The above described sections and exhibits are incorporated into this Agreement.

**4.0 CONTROLLING PARTS**

4.1 If a conflict among the sections or exhibits arises, the Exhibits control over the Sections.

**5.0 DEFINITIONS**

5.1 Certain terms used in this Agreement are defined in Exhibit "A".

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SECTION "D"

EVALUATION MATRIX

In determining the Best Value, the City will evaluate each bid on the basis of the following criteria

A.	Bidder's financial stability and proposed fees	30 %
B.	Professional background, qualifications, and experience of the proposer and proposed moving professionals.	25 %
C.	Proven track record of quality moving services at facilities of comparable size. Results of interviews and/or reference checks will be taken into account.	25 %
D.	Bidder's demonstrated level of commitment and ability to provide all services and equipment on an expedited basis as outlined in the ITB, including willingness to agree to all legal requirements included in the ITB	15 %
E.	M/WBE Participation	5 %
	<b>Total %</b>	<b>100 %</b>

**Questions and Answers**  
**Moving & Storage of Household Goods for the Housing and Community Development**  
**Department**  
**S23-L23395**

Question 1: Although 'unpacking' is an unauthorized item, since the folks who will be moving are elderly, handicapped and low income, will there be any provisions to unpack the mattress carton at final destination and or the temporary residence if needed? That is, should we include unpacking of mattresses in our bid price?

Answer: Yes, bidders should include unpacking of mattresses to set up bed(s) at temporary housing. Unpacking other than stated should not be part of the Lump Sum bid price.

Question 2: Once the transferee is ready to move to final residence, should the Packing at temporary residence to move to final residence be included in the bid price?

Answer: Yes, packing at the temporary residence to move to the final residence should be included in the lump sum price bid. Homeowners are encourage to unpack only what they need for their temporary stay and to keep their boxes. The packing for the move to the final residence requires less packing.

Question 3: I see on page 11 of 44, Item 10.0 we, the moving company are responsible for filing the damaged goods claims; does this also mean we are to carry the full liability and Insurance/valuation coverage on each move? Will we be held responsible to settle the claim?

Answer: Yes, the moving company is responsible for filing the damage goods claims although Housing and Community Development will assist as noted on page 11 of 44, Section 10. Yes, the moving company must carry the full liability and insurance/valuation coverage on each move. Yes, the moving company will be held responsible to settle the claim.

Question 4: Please clarify the billing process. What are the terms of payment and invoicing,. ie. is the mover required to submit their invoicing within a certain amount of days past the first move out? And then again monthly for storage and then again within a certain amount of days past the delivery out of storage? And when can the mover expect payment once the invoices are submitted?

Answer: See page 14 of 44 revised October 5, 2009 herein. Within seven days after the initial pack and move phase, the Contractor shall submit an invoice which is 75% of Lump Sum Price for moving and packing to Housing and Community Development. Within seven days after receipt of household goods into the contractor's storage, the contractor shall submit an invoice for the monthly storage fee and each month thereafter. Within seven days after the move to the final residence contractor shall submit and invoice for 25% of the Lump Sum price for the pack and move to the final residence and an invoice for the final monthly storage fee.

Contractor should expect payment 30 days after invoices are received and approved by Housing and Community Development Department.