



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

Bill White
Mayor

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

F. 832.393.8755
<https://purchasing.houstontx.gov>

Date: November 13, 2009

Subject: Letter of Clarification No. 2 for Bar Screen Maintenance, Repairs and Replacement Services for the Public Works & Engineering Department
Reference: Bid Inv. No: S30-L2344

To: All Prospective Contractors:

This Letter of Clarification is issued to for the following reasons:

- **To delete pages 1, 5, 8, 11, 16 of 55, and replace with pages 1, 5, 8, 11, 16 and 17A of marked revised November 13, 2009.**
- **To notify that the bid due date is changed from November 12, 2009 to December 3, 2009.**
- **To answer questions asked by prospective bidders**

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 832-393-8736.

Sincerely,

A handwritten signature in cursive script that reads "Richard Morris".
Richard Morris
Senior Procurement Specialist
832-393-8736

Attachments: 1) Pages 1, 5, 8, 11, 16 and 17A of 55 marked revised November 13, 2009.
2) Answers to Questions Submitted by Bidders

Partnering to better serve Houston

Attachment 1



CITY OF HOUSTON INVITATION TO BID

Issued: October 9, 2009

BID OPENING

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until **10:30 AM Thursday December 3, 2009** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of:

**BAR SCREEN MAINTENANCE, REPAIR AND REPLACEMENT SERVICES
FOR THE PUBLIC WORKS & ENGINEERING DEPARTMENT
BID INVITATION NO.: S30-L23440
NIGP CODE: 936-91**

BUYER

Questions regarding this solicitation document should be addressed to Richard Morris, at 832-393-8736, or e-mail to richard.morris@cityofhouston.net

ELECTRONIC BIDDING

In order to submit a bid for the items associated with this procurement, you must fill in the pricing information on the "**PLACE BID**" page.

PRE-BID CONFERENCE

A Pre-Bid Conference will be held for all Prospective Bidders at the City Hall Annex, Strategic Purchasing Division, 901 Bagby, Conference Rm. 1 Tunnel Level, Houston, Texas 77002 at **9:00 AM on Thursday, October 22, 2009**.

All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed the solicitation documents prior to the Pre-Bid Conference. Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.

Bidding forms, specifications, and all necessary information should be downloaded from the Internet at <https://purchasing.houstontx.gov/>. By registering and downloading this solicitation document, all updates to this solicitation document will be automatically forwarded via e-mail to all registered bidders. This information may also be obtained from the Supplier Assistance Desk, Strategic Purchasing Division, 901 Bagby, Concourse Level, and Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph (b), (5) of Section 15-3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph (b), (6) of said Section 15-3.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

City Employees are prohibited from bidding on this solicitation in accordance with the Code of Ordinances, Section 15-1.

*CONTENTS:

- SECTION A: OFFER
- SECTION B: SCOPE OF WORK/SPECIFICATIONS
- SECTION C: GENERAL TERMS & CONDITIONS

***NOTE 1: Actual page numbers for each Section may change when the solicitation document is downloaded from the Internet or because of Letters of Clarification. Therefore, Bidders must read the bid document in its entirety and comply with all the requirements set forth therein.**

***NOTE 2: To be considered for award, please submit the electronic bid form and the forms listed in Section A, including the Official Signature Page, which must be signed by a company official authorized to bind the company.**

PRE-PERFORMANCE MEETING

Subsequent to contract approval/execution, the contractors shall be required to attend a performance **meeting**. The Strategic Purchasing Division or the primary user department will host the pre-performance conference. The purpose of the pre-performance conference is for the contractor to introduce his or her project manager to the City staff and for City staff to introduce the contract end-users, contract compliance and accounts payable representatives.

SITE INSPECTION

The City reserves the right to inspect the Bidder's current place of business to evaluate equipment conditions and capabilities, staff experience, and training and storage capabilities as they relate to the performance of this Contract.

The Contractor and its subcontractor(s) shall be ready for the City's "Inspection Team" within 72 hours of a verbal or written notification from the City Purchasing Agent of designee.

ALL TOOLS, ALL EQUIPMENT, AND THE QUALIFIED STAFF REQUIRED TO DO THE WORK SPECIFIED BY THIS CONTRACT SHALL BE IN PLACE AND FULLY OPERATIONAL AND MEETING THESE SPECIFICATIONS DURING A "SHOP INSPECTION" OF THE BIDDER'S/CONTRACTOR'S REPAIR FACILITY AND ITS SUBCONTRACTORS.

The Bidder/Contractor shall furnish the City Inspection Team valid documents indicating the facility meets the current OSHA, safety requirements, current EPA, and TNRCC requirements for air and water pollution as related to the equipment at the facility.

FAILURE OF THE BIDDER/CONTRACTOR TO SATISFY THIS REQUIREMENT OF THE CITY INSPECTION SHALL DISQUALIFY THE BIDDER/CONTRACTOR FROM FURTHER CONSIDERATION.

CONTRACTOR'S FACILITY AND INSPECTION

The City intends to inspect the work on its equipment during the course of its repair. This facility shall be equipped to provide the services specified and shall be staffed with qualified personnel. **THIS REQUIREMENT SHALL APPLY TO ALL SUB-CONTRACTORS THAT WILL PERFORM WORK RELATED TO THIS CONTRACT FOR THE CONTRACTOR.**

The successful Bidder shall satisfy the City that the Bidder maintains a repair facility to allow monitoring and inspection of the Contractor's work by User Department Representative (UDR) and/or Contract Technical Representative (CTR), or City of Houston designee. The successful bidder shall maintain a repair facility within one (1) hour driving radius from City Hall located at 901 Bagby, to allow for delivery, pickup, monitoring and inspection of bar screens at Contractor's location (workplace) by City of Houston Personnel. The City of Houston will monitor the repair of its bar screens on regular basis.

The facility shall meet all Federal, State, and Local Building Codes, regulations of the City of Houston Fire Department and/or local regulations, ordinances, codes, and standards which ***govern such facilities and the equipment therein.***

The facility shall have an area designated as **storage area** for safe storage of the bar screen under repair, bar screen components, and the repaired bar screen(s) awaiting shipment. This area shall be weather-protected and isolated from teardown, sandblasting, steam cleaning and similar sources of contaminants that could damage the components or the bar screens. The parts and bar screens shall be kept off the ground.

The facility shall have an area designated as **teardown area**. The teardown area shall be weather-protected and isolated from storage and assembly areas.

The facility shall have an area designated as **"assembly area."** The assembly area shall be weather

Institute of Electrical and Electronic Engineers (IEEE)
National Electrical Code (NEC)
National Electrical Manufacturers Association (NEMA)
American Society of Mechanical engineers (ASME)

- B.00.11 Wherever this document refers to the following codes and standards, then that specific sections of the code/standard shall apply to the repairs being carried out by the Contractor:
- Steel Structures Painting Council (SSPC)
 - Anti-Friction Bearing Manufacturing Association (AFBMA)
 - American Society for Non-Destructive Testing
 - City of Houston Electrical Code
 - American Society for Testing and Materials (ASTM)
- B.00.12 The installed bar and rotary screens at City facilities and bar or rotary screens to be purchased in future are manufactured by the following (but not limited to) companies:
- B.00.12.01
- HELLMUT GEIGER
 - INFILCO DEGREMONT
 - FMC LINK BELT
 - ANDRITZ
 - HYCOR
 - US FILTER
 - DONTECH
 - HYCOR WATERLINK
 - HEADWORKS IDI
- B.00.13 ALL MARKUPS SHALL BE BASED ON PART VENDOR'S OR SUB-CONTRACTOR'S ACTUAL ORIGINAL INVOICED DOCUMENTS. THE CONTRACTOR SHALL SUBMIT THESE ACTUAL ORIGINAL INVOICES, AS ATTACHMENTS, WITH THE FINAL INVOICE FOR PAYMENT BY CITY FOR THE WORK PERFORMED THE CONTRACTOR.
- B.00.14 All equipment removed from any City facility shall be documented on a City Equipment Release Form, see Example Exhibit "B".
- B.00.15 At Contractor's repair facility, the Contractor shall disassemble the unit, inspect it and prepare a scope of work to repair and replace parts with *new* **Original Equipment Manufacturers (OEM)** parts *or equal*.
- B.00.16 If the Contractor plans to use any part other than an OEM specified part; the Contractor shall obtain, in advance of the use of such part, written permission/approval from UDR and/or Contract Technical Representative (CTR).
- B.00.17 The City reserves the rights to pick up all bar screen parts that are quoted by the Contractor to be replaced. This includes, but is not limited to pivot arms, movable carriage, rakes, conveyor, hopper and screens other items of a bar screen unit. Non-repairable units do not need to be reassembled.
- B.00.18 If requested by the CTR, Contractor shall furnish parts needed for maintenance activities of bar screen units by City personnel. Contractor shall charge the same price for these parts as scheduled in the Bid Forms under "Parts and Material".
- B.00.19 Contractor shall ensure the Equipment Inventory number (EI) tag remains attached to the equipment. Contractor shall notify the CTR if the (EI) tag is damaged or missing.

by the CTR. The Contractor shall establish and maintain the repair records for at least three (3) years from the date when the unit passed acceptance inspection and/or test.

- B.00.47 ALL labor to perform teardown inspections, cleaning, and disassembly, sand blasting, balancing, reassembly, painting, shop testing, and documenting shall be included as labor/base price for the clarifier overhaul-repair.
- B.00.48 At a City location, all machinery and equipment that are undergoing maintenance and repair shall be **locked-out/tagged-out (LOTO)** to protect against accidental or inadvertent operation when such operation could cause injury to personnel or damage to equipment. **Authorized personnel only who may include qualified electricians, mechanics, and operators shall carry out LOTO.**
- B.00.49 Contractor shall provide the CTR with monthly written progress reports. These reports may be emailed faxed to CTR.
- B.00.50 The UDR and the Contractor's manager shall meet once a month to review the records of the completed works, works in progress, and any other matter related to this contract. Any discrepancies shall be resolved at the time and all backlogs shall be completed by the tenth of the following month. The UDR shall provide the Contractor with a spreadsheet for tracking the job's cost and progress. The Contractor shall update the spreadsheet to reflect changes in activities by the Contractor and to ensure availability of Funds to perform the work.

B.01 REPAIR AND REPLACEMENT

- B.01.01 The Contractor shall inspect, repair, and/or troubleshoot the bar or rotary screen including accessories (sub-assemblies) of the bar or rotary screen in lieu of replacement unless the repair cost of a unit and or sub-assemblies exceeds seventy (70) percent of the cost for replacing it with a new item. Generally the seventy (70) percent rule applies, but the City reserves the right to purchase or repair units based on bar or rotary screen unit economic evaluation and various operational considerations.
- B.01.02 The Contract shall attach quotes/invoices for UDR review when submitting work scope. For all major components such as shafts, gears, and gear assemblies, the repair work scope shall include the cost of a new item as well as the estimated cost to repair such item. Every work scope shall include the purchase price of a new unit identical/equivalent or better to the one being repaired.
- B.01.03 The CTR must approve in writing, the purchase of a new unit in lieu of repair.
- B.01.04 Replacement units and accessories shall be same size and type as the existing ones, unless otherwise authorized in writing by CTR.
- B.01.05 If the unit is considered to be "non-repairable", the Contractor shall use the schedule in the Contract Fee Schedule under "Non-Repairable Shop Cost" to invoice for the work performed by the Contractor to include all costs associated with teardown, reports, and diagnostic.
- B.01.06 Contractor shall use the Contract Fee Schedule under "Cost to Replace a Unit..." to invoice the replacement cost.
- B.01.07 **For Replacement units, the Contractor shall schedule a 7-day test run with the UDR and the facilities Operations Supervision. The Contractor, UDR, Operations Supervision shall inspect the repaired unit before the 7-day test can begin. The Contractor shall ensure all communication has been established with the UDR for witnessing of the 7-day performance test. The 7-day test run shall be performed in such a manner that the unit meets all OEM specifications and operating conditions/**

not be restricted to normal working hours. The CTR shall coordinate the emergency and overtime work.

B.05 REPAIR TECHNICIANS

- B.05.01 The repair technicians of the Contractor shall be qualified, properly trained in repair-recondition of **bar screens** of the type and sizes specified for this contract.
- B.05.02 The repair technicians of the Contractor shall have a minimum of three (3) years experience in repair-recondition of **bar screens** of the sizes specified in this contract
- B.05.03 The Contractor shall furnish the resume of the technicians to the City Inspection Team during the Team's visit of the Contractor's facility.
- B.05.04 These requirements shall apply to all of the sub-contractors who work for the Contractor.

B.06 ACCEPTANCE OF REPAIR

- B.06.01 **The Contractor shall schedule a 24-hour test run with the UDR and facilities operations supervisions. The Contractor, UDR, operations supervision shall inspect the repaired unit before the 24-hour test can begin. The Contractor shall ensure all communication has been established with the UDR for witnessing of the 24-hour performance test. The 24-hour test run shall be performed in such a manner that the unit meets all OEM specifications and operating conditions.**
- B.06.02 Vibration measurements shall be taken on the completely assembled unit at the DE and ODE, horizontal, axial, and vertical directions on the bearing housings adjacent to the shaft. The measurements shall be performed and recorded for the prime mover as well as the gearboxes.
- B.06.04 Vibration measurements shall be expressed as velocity, unfiltered, and recorded on the Repair Data and Final Test Sheets. Acceptable maximum vibration level as specified by the OEM.
- B.06.03 After the unit is run continuously for at least four hours; the Contractor shall measure/record the vibration at the same spots as the beginning of the test run. Acceptable maximum vibration level as specified by the OEM.
- B.06.05 If deficiencies are detected, the repair work shall be rejected and the contractor shall make the necessary repairs, adjustments or replacements.
- B.06.06 After corrective actions are made, the unit shall go through a new test run before the **bar screen** unit is accepted.
- B.06.07 The repair record and report covering teardown report, photographs of the condition of the **bar screen** unit, specific measurements, and tests such as balancing of rotating elements, vibration measurements, mechanical measurements and others shall be kept for three years by the Contractor, and shall be furnished to the City if requested by CTR.
- B.06.09 The City shall NOT make any payment to the Contractor until ALL corrective actions are made and the equipment repair is accepted.

B.07 SILENCE OF SPECIFICATIONS

The apparent silence of these specifications as to any detail, or apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to

Preventive Maintenance B.09.00

The Preventive Maintenance program at a minimum shall establish the following priorities that determine the severity of a PM problem with a bar screen unit and the urgency in which maintenance actions shall take place:

- (1) Monthly visual physical inspection of the unit, including discussions with COH WWOPS plant operators and maintenance about standard operating procedures, and pictures.
- (2) Make observations for excessivewear, slack, or noise in any moving part(s) of thebarscreenmechanismsuch aschain adjustment andspray pressure.
- (3) Make observations concerning the proper lubrication of the equipment such as bearings, drive trains, etc. as required and assist/train operator and maintenance staff in the proper technique as necessary.
- (4) Provide the required OEM lubricants for COH staff toperform regular lubrication asnecessary.
- (5) Develop andassist COH WWOPS with initiating the use of a site maintenance log and training on bar screen operations and maintenance, to include proper alignment and vibration analysis.
- (6) Prepare a report of findings and submit to COH UDR, CTR and/or designated Operations staff.

Attachment 2: Answers to Questions Submitted by Bidders

Question - Looking at the equipment list page (# 24) there are 2 key pcs of information needed that is not supplied to provide a good cost saving bid for the city of Houston. We need to know the sizes of the climber screens (length and width) and the material they are made of (stainless steel/carbon steel). If we don't know this information we would just have to bid worse case scenario.

Answer - All vendors can request a site visit to ascertain all the information needed to complete their bid. Other than that the vendor can contact the manufacturer of each equipment type on the list to obtain the necessary information to complete the bid.

Question - What is the scope of the 24 hr test run? Turn it on & verify it is operating correctly and then return 24 hrs later and verify that it is still operating correctly and in "OEM" spec.

Answer - (Bid Items 4 & 5): During the 24-hour test run, the contractor is required to perform adjustments as needed and record data to show that the equipment is operating within OEM specifications and optimum operating conditions needed to achieve the required equipment performance standards.

Question - I have not seen a scope of work for items # 23 – 28 which we discussed at the pre bid

Answer - (Bid Items 23-28): The Preventive Maintenance requirements will be added to Section B.09.01, page 17A via a revision to the Bid Specifications.

Question - item # 8 Crane and Rigging (contractor owned)= To me this sounds like if we actually own a crane which we don't so how would this work? This would directly tie with bid items # 1 and # 4, also # 5 to remove carriage.

Answer - (Bid Item 8): If you do not own a crane, then the bid on item 8 is zero (\$0.00). If you do not own a crane, for bid items 1, 4, and 5, line item 6 and subsequent year line items of the "Bid Form Base Cost plus Markup; Crane and Rigging (Rental Original Invoice)" will apply.