



CITY OF HOUSTON

Strategic Purchasing Division
Administration & Regulatory Affairs
Department

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March 5, 2010

SUBJECT: Letter of Clarification No. 3 to Invitation to Bid No.:S11-L23491 for Automatic Transmission Repair/Exchange Services for Various Departments

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

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

1. In Section A, **remove** page 4 of 40, **replace:** "with attached page 4 of 40 **marked revised 03/ 08/10.**"
2. In Section B, **remove** pages 5, 7-10 of 40, **replace:** "with attached pages 5, 7-10 of 40 **marked revised 03/08/10.**"

The following question and City of Houston responses are hereby incorporated and made a part of the Invitation to Bid:

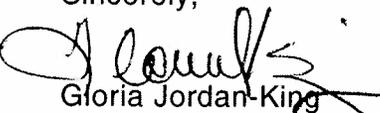
1. **Question:** Have any of the one (1) Ton Chevy/GMC vans, trucks or ambulances had an Allison transmission?

Answer: The ones with Duramax diesel engines had an Allison transmission; currently HPD isn't aware of any Allison transmission in the HPD fleet.

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

Partnering to better serve Houston...

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzales James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford Jolanda "Jo" Jones
Controller: **Ronald C. Green**

CONTRACTOR'S QUESTIONNAIRE

In order to receive bid award consideration, the bidder must be able to demonstrate that they are currently providing or have had at least one contract, as a prime contractor, for that **Automatic Transmission Repair/Exchange Services** is similar in size and scope to this contract. **Bidder must have references documenting that it has performed Automatic Transmission Repair/Exchange Services** The reference(s) should be included in the space provided below. Please attach another piece of paper if necessary. If references are not included with the bid, the bidder shall be required to provide such references to the City of Houston within five working days from receipt of a written request from the City of Houston to do so. **Bidder's capability and experience shall be a factor in determining the Contractor's responsibility.**

1. Name: _____
Address _____
City & State: _____
Name & Phone Number of Contact: _____ Years of Services: _____

2. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years of Services: _____

3. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years of Services: _____

CONTRACT COMPLIANCE:

The City reserves the right to monitor this contract to ensure that the contractor is providing the goods or services required in strict accordance contract specifications as well as complying with the contract terms and conditions

Monitoring may take the form of, but not limited to:

- Inspection, testing, and/or sampling of goods delivered or to be delivered
- Review of deliveries received for accuracy and timeliness
- Review of Supplier's invoices for accuracy
- Review of certifications and/or licenses
- Site visits

The Contract Compliance Section of the applicable department(s) shall be responsible for contract compliance on this contract

SITE INSPECTION:

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

QUALITY AND WORKMANSHIP:

The bidder must be able to demonstrate upon request that it has satisfactorily performed services similar to the services specified herein. The bidder will provide records of warranty and repair services upon request by City. The City of Houston 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.

POST AWARD MEETING:

Once the contract has been approved by City Council, the departments reserve the right to schedule a Post-Award meeting with the successful Contractor(s) and the departments End Users. This meeting will include Procurement, and the departments Contact Management Department, Accounts Payable, and all other matters related to contract administration.

SECTION B
SCOPE OF WORK/SPECIFICATIONS
For
AUTOMATIC TRANSMISSION REPAIR/EXCHANGE SERVICES

1.0 Scope of Services:

The Contractor shall furnish all labor, tools, supplies, parts, materials, equipment, and facilities necessary to provide automatic transmission repair/exchange services for various departments. The services shall include:

- 1.1 Removing the transmission from the vehicle.
- 1.2 Repairing or exchanging the transmission, flushing or replacing coolers rebuild torque converter; replace case if damaged not due to abuse. In the event of case damage due to abuse, the Fleet Manager may at his/her discretion, supply a case to the contractor or authorize the contractor to add an additional charge for a case.
- 1.3 Installing the transmission in the vehicle
- 1.4 Performing road test
- ~~1.5 Delivering the vehicle back to location within City limits as specified by Fleet Manager.~~
- 1.6 Programming/reprogramming the transmission control module.

2.0 Specifications:

All transmissions that are repaired or exchanged must be remanufactured or rebuilt. Valve bodies must be fully tested to meet OEM specification. The electronic solenoids must be replaced under OEM certified components or their equals. A dynamometer testing report, or equivalent electronic hand held or stationary scanner report print-out, must be furnished with every transmission repair/exchange. All remanufactured or rebuilt transmissions must meet or exceed OEM specifications. The Contractor will be held responsible for any damages caused to the vehicle due to mechanic incompetence or negligence and improper service techniques or installation. COH may exercise the option to perform said repairs and bill the contractor. The Contractor is responsible to programming/reprogramming the transmission control module on all vehicles to meet OEM specification.

3.0 Repair Technicians:

The Contractor's repair technicians should be ASE certified or have at least three (3) years of automotive maintenance and repair experience or other specialized work on equipment, small engines or be a graduate of an accredited automotive technical school or college and be able to provide proof to City if requested. The Contractor is responsible for technician's certifications and must provide proof to City within 5 days from receipt of a request from the City to do so.

4.0 Replacement Parts:

The Contractor shall supply all original equipment manufactured (OEM) parts or their equal. Or equal parts must be of equal quality or better than the OEM part and must be approved by the department before substituted. Transmissions repaired or exchanged using equal parts without approval by the department Fleet Manager will not be accepted by the City. Therefore, if unapproved or equal parts were used to repair or exchange a transmission, the contractor shall be required to replace those parts with OEM parts at no additional cost to the City. Transmissions that have been repaired or exchanged using OEM substitutes or "equal" parts without approval from the corresponding department will redo the job using OEM parts at their own expense.

EXHIBIT "BB" VEHICLE TYPES

10.0 **Fleet:**

The following vehicles will be initially involved in this service contract.

Vehicles	Production Years	Police Dept.	Fire Dept.	PWE
		Est. Qty.	Est. Qty.	Est. Qty.
Buick Century	1998-2005	6	NA	N/A
Buick Regal	1999-2005	5	NA	N/A
Buick Roadmaster	1993	NA	NA	1
Chevy Camaro	1994-1999	6	NA	N/A
Chevy Cavalier	1995-1999	2	NA	3
Chevy Impala	2000-2009	290	2	N/A
Chevy Lumina	1990-1998	4	NA	2
Chevy Lumina	1995-2005	66	NA	1
Chevy Malibu	1998-2007	10	53	N/A
Chevy Malibu Hybrid	2009	10		N/A
Chevy Monte Carlo	1995-2005	11	NA	N/A
Chevy Astro Van	<u>1990</u> -2005	17	NA	9
Chevy Suburban	1994-2009	5	42	N/A
Chevy Tahoe	1997-2009	15	NA	2
Chevy S-10 Truck	1995-2005	2	NA	1
Chevy/GMC ½ Ton Truck/Van	<u>1990</u> -1998	55	NA	6
Chevy/GMC ½ Ton Truck/Van	<u>1992</u> -2009	25	NA	5
Chevy/GMC ¾ Ton Truck/Van	1990-2009	20	29	10
Chevy/GMC 1 Ton Truck/Van	<u>1988</u> -2009	7	75	16
Chevy/GMC 1 Ton Ambulance	2007-2009	NA	56	N/A
Chevy C-3500 (4x4)	1996-1999	NA	7	N/A
Chevy Trailblazer	2008	3	N/A	1
Chevy 1/2 Ton Suburban	<u>1996</u>	N/A	N/A	1
Chevy 3/4 Ton Suburban	<u>1995-2002</u>	N/A	N/A	4
Chevy S10 Blazer	<u>1992-2002</u>	N/A	N/A	3
Chevy S10 Blazer 4x4	<u>1990-1994</u>	N/A	N/A	3

Vehicles	Production Years	Police Dept.	Fire Dept.	PWE
		Est. Qty.	Est. Qty.	Est. Qty.
Chevy Corvette	1995	1	N/A	N/A
Chevy Z71	1999	1	N/A	N/A
Chevy Uplander	2007	1	N/A	N/A
Chevy Malibu Hybrid	2009	10	N/A	N/A
Pontiac Trans Am	2001	1	N/A	N/A
Cadillac Seville	1998-2000	2	N/A	N/A
Cadillac Escalade	2002-2004		N/A	N/A
Dodge Avenger	2009	NA	4	N/A
Dodge Dakota ½ Ton	1996-2005	13	NA	1
Dodge Intrepid	1996-2005	7	NA	N/A
Dodge Neon	1996-2005	8	NA	4
Dodge Stratus	2000-2005	77	NA	1
Dodge 2500 – Model Torque Flight	1997-2001	NA	6	1
Dodge ½ Ton Truck	1995-2005	12	NA	2
Dodge ½ Ton Van	1990-2005	8	NA	1
Dodge ¾ Ton Truck	1995-2009	25	NA	7
Dodge ¾ Ton Van	1990-2005	6	1	2
Dodge 1 Ton Truck	1990-2005	15	2	4
Dodge 1 Ton Van	1990-2008	7	1	3
Dodge Venture	2009	NA	4	N/A
Dodge Caravan	1990-2009	12	4	7
Dodge Charger-Marked Hemi	2007	10	N/A	N/A
Dodge Charger-Unmarked 6 cyl.)	2007-2008	237	N/A	N/A
Dodge Sprinter Van	2008	6	N/A	N/A
Dodge Durango	2000-2008	9	N/A	N/A
Dodge Shadow	1993	N/A	N/A	1
Ford Aerostar Van	1993-2005	15	NA	4
Ford Crown Victoria (non-police)	1995-2008	51	NA	NA
Ford Crown Victoria Police/Fire Pursuit	1995-2009	1669	28	NA
Ford Contour	1995-2005	3	NA	N/A
Ford Escape	2001-2009	5	NA	2
Ford Escape Hybrid	2006-2008	18	N/A	3
Ford Explorer	2000-2009	N/A	N/A	6

Vehicles	Production Years	Police Dept.	Fire Dept.	PWE
		Est. Qty.	Est. Qty.	Est. Qty.
Ford Excursion	2004-2005	6	34	N/A
Ford Excursion (4X4)	2000	NA	1	N/A
Ford Expedition	1995-2008	80	11	4
Ford Focus	2000-2005	12	8	N/A
Ford Fusion	2000-2008	NA	8	N/A
Ford Freestar	2004-2005	4	NA	N/A
Ford Mustang	1995-2007	14	NA	N/A
Ford Ranger ½ Ton Truck	1994-2005	12	NA	9
Ford Taurus	1995-2006	348	35	5
Ford Windstar ½ Ton Van	1998-2005	4	4	1
Ford F150 ½ Ton Truck	1990-2007	64	NA	8
Ford F250 ¾ Ton Truck	1990-2005	8	8	11
Ford F350 1 Ton Truck (4x4)	1997-2006	5	4	N/A
Ford F350 1 Ton Ambulance (Diesel)	2004	10	42	N/A
Ford F350 1 Ton Truck	1990-2007	20	4	14
Ford E250 ¾ Ton Van	1990-2007	5	1	NA
Ford E350 1 Ton Van	1990-2007	30	NA	NA
Ford E350 1 Ton Van (Diesel)	2006-2008	NA	3	NA
Ford F550 (Diesel)	2003-2007	1	3	NA
Ford F450 1½ Ton Truck	1997	N/A	N/A	1
Ford F350 SD 1 ½ Ton Truck /	1997	N/A	N/A	1
Ford F550 1 ½ Ton truck	1997-2009	N/A	N/A	10
Ford 1 ½ Ton Van	1998-2008	N/A	N/A	3
Ford ½ Ton Van	2007	N/A	N/A	1
Ford 1 Ton Van	1995-2009	N/A	N/A	10
Ford ¾ Ton van	1995-1998	N/A	N/A	2
Jeep Cherokee (4-Wheel Drive)	1993-2005	35	NA	9
Lincoln Town Car	1998-2005	5	NA	NA
Pontiac Grand Prix	2000-2005	15	NA	NA
Pontiac Grand Am	2004-2005	7	NA	NA
Pontiac Trans AM	2001	1	NA	NA
Toyota Prius(Hybrid Synergy Drive, (HSD)	2001-2009	50	117	6
Toyota Camry Hybrid	2009	10	N/A	N/A
Toyota Highlander Hybrid	2009	6	N/A	N/A

Vehicles	Production Years	Police Dept.	Fire Dept.	PWE
		Est. Qty.	Est. Qty.	Est. Qty.
Nissan Maxima	1993 – 2005	2	N/A	N/A
Nissan Infinity	1999 – 2006	3	N/A	N/A
Nissan Xterra	2000 – 2002	2	N/A	N/A
Nissan Altima	2005	1	N/A	N/A
Nissan Q56	2005	1	N/A	N/A
Mirsubishi Lancer	2003	1	N/A	N/A
Honda Accord	1996 – 2006	6	N/A	N/A
Honda Civic	2001	1	N/A	N/A
Lexus	1998 – 2007	3	N/A	N/A
BMW X5	2000 – 2002	3	N/A	N/A
BMW 365	2005		N/A	N/A
Mazda Protégé	2000	1	N/A	N/A
Mercedes S5000	2000	1	N/A	N/A
Toyota Camry	2000-2007	3	N/A	N/A
Toyota Tundra	2000	1	N/A	N/A
Toyota Tacoma	2003	1	N/A	N/A
Isuza Rodeo	2001 – 2002	2	N/A	N/A
Kia Sorrento	2004	2	N/A	N/A

NOTE: Police/Fire Pursuit Vehicles (cars equipped with P71 police package) require more frequent repair/exchanges.

11.0 Warranty:

A minimum 24-month/75,000 mile warranty is required for Police/Fire Pursuit Cars and Ambulances. A 36-month/36,000 mile warranty is required for all other vehicles.

11.1 The warranty period shall commence at the time of final vehicle acceptance by the City.

11.2 If, during the warranty period, any defect or faulty materials are found, the Contractor shall upon notification by the use department proceed at its own expense to replace and repair same, together with any damages to all finishes, fixtures, equipment and furnishings that may have been damaged as a result of this defective equipment or workmanship. This warranty work must be completed within five (5) business days after receipt of unit.

12.0 Invoicing:

Invoices shall be submitted as follows:

The Contractor shall submit for payment in triplicate (one original and two copies) invoices that are on Contactor's company stationery with original signed by an authorized agent of the company. The invoice number shall not be duplicated during the contract period. On invoices that reflect remedial work were there is a charge for parts/material mark up, vendors will submit with their billing invoice, a copy of the original OEM invoice that reflects what the vendor paid for the OEM parts. Each invoice shall detail the following information:

- 12.1 City contract number and work order number.
- 12.2 Address of facility where services were performed.
- 12.3 Beginning and ending date of service.