



CITY OF HOUSTON
Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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September 27, 2010

SUBJECT: Letter of Clarification 1

REFERENCE: Invitation to Bid No.: S30-L23733 Lighting Maintenance Services for Houston Airport System

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

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

- 1). **Remove pages 6, 17 and 32 of 62 and replace with pages 6, 17 and 32 of 62 marked Revised September 27, 2010**
- 2) **Electronic Bid Line Items**

Line items have been changed to the electronic bid form. All bids submitted before September 28, 2010 must be resubmitted.

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. It is the responsibility of the proposers to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation.

If you have any questions or if further clarification is needed regarding this ITB, please contact Richard Morris at 832-393-8736.

Sincerely,

A handwritten signature in black ink that reads "Richard Morris".

Richard Morris
Senior Procurement Specialist
City of Houston, Strategic Purchasing Division

DM

Attachment: Pages 6, 17 and 32 of 62 marked Revised September 27, 2010

**SECTION B
SCOPE OF WORK/SPECIFICATIONS**

1.0 BACKGROUND

- 1.1 This Agreement is for lighting maintenance services for the Houston Airport System (hereinafter referred to as "HAS"). These services serve a vital role in the efficient operation of the Houston Airport System.
- 1.2 The Houston Airport System (HAS) operates the City of Houston's three (3) Airports:
- George Bush Intercontinental Airport/Houston (IAH)
 - William P. Hobby Airport (HOU)
 - Ellington Airport (EFD)
- 1.3 The Contract Agreement for Lighting Maintenance Services is for three (3) years with two one-year option periods. Services include on-site staff to perform Work at IAH during shifts as directed by HAS.

2.0 PERFORMANCE WORK STATEMENT

2.1 GENERAL

- 2.1.1 For and in consideration of the payment specified in the Agreement, the Contractor shall provide Lighting Maintenance Services, i.e. "The Work" for the Houston Airport System (HAS).
- 2.1.2 The Contractor shall provide all services, management, supervision, labor, parts, equipment, materials, tools, instruments, supplies, expendable items, incidentals, insurance, transportation, and training necessary to provide lighting maintenance services.
- 2.1.3 All Work shall be in accordance with the highest standards prevailing in the industry, as well as applicable codes, rules, regulations, laws, and practices governing the Work. These standards will be achieved by continuous improvement through open communications with HAS, regular management reviews and industry guidelines.
- 2.1.4 The Contractor shall respond immediately **during normal work hours** (30 minutes or less at IAH) to a request from the Director or designee for emergency services and perform all steps reasonably necessary to protect persons and property from risk of harm due to a problem with the lighting. The Contractor shall give first priority to HAS requests for emergency service.
- 2.1.5 The Contractor shall provide designated on-site staff to perform Work at IAH during shifts as directed by HAS.
- 2.1.6 The Work provided by the Contractor under this Agreement shall include Basic Services and Other Work/Services.

8.5.2 All on-site personnel of Contractor, including subcontractors performing Work under the Agreement will be required to have a 10-year security background check. The Contractor shall provide at its expense, Airport security-approved clearance for each individual assigned to perform service under the Agreement.

8.5.3 The Contractor shall obtain HAS badges for its supervisors and the lead persons for each of its crews performing work at the Airport. Contractor's personnel must wear an identification badge in the chest area at all times while on the Airport. Currently, the cost of such badges is \$45.00 each at IAH and HOU. The cost of badges at EFD is \$6.00. Costs for the security background check are reflected in the cost of the badges. The Contractor is responsible for the cost of badges, including replacements thereof. Personnel losing badges will be charged for replacement badges at the then current rate. All badges are required to be turned in immediately upon employee separation from work.

8.5.4 The Contractor shall reimburse the City for any fines or penalties incurred by the City as a result of Contractor's non-compliance with security regulations.

8.6 AIRPORT CUSTOMS SECURITY AREA **BOND**

8.6.1 The Contractor shall obtain an Airport Customs Security Area Bond in order to have access to the Federal Inspection Station (FIS) located at George Bush Intercontinental Airport (IAH). The bond amount is determined by calculating \$1,000.00 times the number of employees needed to provide the service. Please refer to Exhibit L.

Example: 10 Employees

Bond Amount: \$10,000

8.7 PUBLIC RELATIONS

8.7.1 The Contractor agrees that neither it nor its agents, subcontractors or employees shall issue or make any statements on behalf of the City with respect to any incident occurring at the Airport, or at any City facility, except when requested to do so by the Director.

8.8 TRANSPORTATION AND PARKING

8.8.1 The Contractor shall park its vehicles in areas designated by the Director at Contractor's cost, if any. The Contractor shall provide all transportation required by Contractor or its subcontractors to perform the Work under the Agreement. All Contractor and subcontractor vehicles must be clearly marked with identification indicating Contractor's/subcontractor's name. Such identification must be placed on both sides of each vehicle and may be removable (i.e. magnetic). All vehicles must be registered with HAS. Parking in the terminal area will be provided to the contractor at the current rate.

LOCATION	RESPONSIBILITY	EXCEPTION
USDA Plant/Customs Inspection Building 19591 Lee Rd./North Rd.	All interior & exterior including, obstruction lights, pole street/parking lighting, and street graphic signs	As directed by the director or his designee.
Customs Fumigation Building/Parking Lot North Road	All interior & exterior including, pole/obstruction lighting	As directed by the director or his designee.
Central Plant Maintenance Building 3200 Meacon Rd.	Exterior lights including pole/graphic sign	As directed by the director or his designee.
Central Plant Switchgear Building	All interior and exterior lighting	As directed by the director or his designee.
Security Gates and Security Booths	All interior & exterior including pole/graphic sign	As directed by the director or his designee.
North, South, West Electrical Vaults	All interior & exterior lighting/ obstruction lighting	As directed by the director or his designee.
Lift Stations 1,2,3,4,5,6,7 & 8	All interior & exterior lighting/obstruction lighting	As directed by the director or his designee.
East Cargo Area	All pole lighting on ramp/ blast fence/ obstruction lights & designated street lights outside AOA	As directed by the director or his designee.
JFK/Will Clayton/AOA & General Service Roads/ Hardy Toll Ramp	Graphic Signs/Designated pole lights, <u>light spikes,</u> <u>radiant fountain lights</u>	As directed by the director or his designee.
Planning and Design Construction Satellite Office Lee Rd.	Interior & exterior lighting	As directed by the director or his designee.
HAS Electrical Warehouse & Security Office Lee Rd.	Interior & exterior lighting/parking lot	As directed by the director or his designee.