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January 20, 2011

SUBJECT: Letter of Clarification No. 2
Calibration & Repair of Truck Platform Scales for the Public Works & Engineering Department

REFERENCE: Request for Proposal No. S37-L23811

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

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

1. **Page 5, SCOPE OF WORK/SPECIFICATIONS, SECTION 1.1** should be revised to read as follows:

   The Contractor shall furnish all labor, materials, equipment, tools, parts and supervision necessary to efficiently provide quarterly preventive maintenance audits, annual inspections (including adjustment and calibration), certifications (Compliance and Inspection), and repair service (including emergency repair services as needed) for Truck Platform ~~and Rail~~ Scales for the Department of Public Works and Engineering.

2. **Page 10, SCOPE OF WORK/SPECIFICATIONS, SECTION 6.0** should be revised to add the following sub-section 6.5:

   6.5 For some of the facilities, the Contractor's field technicians shall be required to obtain a swipe card for access to the scales prior to performing services. This requires, among other things, going to the ID office at 611 Walker, providing personal information for a security check, and having a photo ID taken.

3. **Page 10, SCOPE OF WORK/SPECIFICATIONS, SECTION 7.1** should be revised to read as follows:

   7.1.5 Perform weight load test - perform strain-load test utilizing the heavy duty test truck and certified 25,000 lb. weight ~~chart~~ cart.

4. **Pages 12-13, SCOPE OF WORK/SPECIFICATIONS, SECTION 7.5, Truck Rail Scales** should be deleted in its entirety:

   ~~**Truck Rail Scales**~~

   ~~**7.5 Preventive Maintenance Audit - Quarterly and Semi-Annually**~~

   ~~7.5.1 Check scale height and position~~

   ~~7.5.2 Check scale zero - perform zero adjustment if required~~

   ~~7.5.3 Test scale with approved test weights and record test weight readings~~

~~7.5.3.1 Weight test cart must be utilized with rail wheel attachments to audit scale performance.~~

~~7.5.3.2 Test weight capacity 30,000 lb.~~

~~7.5.4 Perform weight shift test~~

~~7.5.4.1 Perform scale section test with 10,000 lb. and 30,000 lb.~~

~~7.5.5 Perform increase weight load test~~

~~7.5.6 Perform return to zero test~~

~~7.5.7 Visual inspection:~~

~~7.5.7.1 Printer condition~~

~~7.5.7.2 Printer operation~~

~~7.5.7.3 Initiate test print~~

~~7.5.7.4 Carriage and ribbon assembly~~

~~7.5.7.5 Print Head Assembly~~

~~7.5.8 Examine cable and connections:~~

~~7.5.8.1 Check exposed cables for nicks, cuts and abrasions~~

~~7.5.8.2 Check connections for proper fit, corrosion and contamination~~

~~7.5.9 Test keyboard/indicator operational functions~~

~~7.5.10 Produce a scale condition and test report which includes:~~

~~7.5.10.1 Weight test results~~

~~7.5.10.2 Scale condition report~~

~~7.5.10.3 Service recommendations~~

~~7.5.11 Affix service/calibration stickers~~

~~7.5.12 Issuance of Certificates of Compliance upon successful completion~~

5. **Page 17, SCOPE OF WORK/SPECIFICATIONS, SECTION 7.5** should be revised to read as follows:

12335 Almeda Road- ~~Avery~~ B-Tek CT-12010, B-Tek model D-410 Weigh-Tronix, Model 1310 (Pit Scale) ~~SN 0704066789~~

When issued, Letter(s) of Clarification shall automatically become a part of the proposal 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 it has obtained all such letter(s). 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 proposal.
If you have any questions or if further clarification is needed regarding this Invitation for Bid, please contact me.

Sincerely,

Joyce A. Hays

Joyce Hays
Senior Procurement Specialist
joyce.hays@houstontx.gov
832-393-8723

Attachments: Revised ITB Pages 5, 10, 12, 13 & 17

SECTION B
SCOPE OF WORK/SPECIFICATIONS

1.0 **Scope of Work:**

1.1 The Contractor shall furnish all labor, materials, equipment, tools, parts and supervision necessary to efficiently provide quarterly preventive maintenance audits, annual inspections (including adjustment and calibration), certifications (Compliance and Inspection), and repair service (including emergency repair services as needed) for Truck Platform ~~and Rail~~ Scales for the Department of Public Works and Engineering.

1.2 The Contractor shall be responsible for providing all preventive maintenance as specified in the manufacturer manuals, and in accordance with current industry standards as set by NIST Handbook 44.

2.0 **Scope of Work: General**

2.1 The Contractor shall take full responsibility for the accurate operation of all scales referenced herein, for a fixed monthly fee. **All labor and parts necessary to perform the scheduled preventive maintenance are included in the monthly fee. No additional payments will be made for any preventive maintenance repairs.**

2.2 It is the intent of the City to have properly scheduled maintenance so as to maintain these scales in **First Class** operating condition. The City expects optimum operating efficiency because of this professionally schedule maintenance program. Therefore, the Contractor shall be responsible for providing all labor, parts, materials or equipment required to restore a failed, or malfunctioning part of existing equipment to **First Class** operating and maintained condition.

2.3 From an equipment and parts viewpoint, **First Class** condition shall mean "of equal" or "better" quality than installed during the original construction. From a condition of wear viewpoint, **First Class** condition shall be "of equal" or "better" quality than installed during the original construction. From condition of wear viewpoint, **First Class** shall refer to wear within manufacturers tolerances for safe, reliable operation and that the entire scale system(s) operates in accordance with required conditions, and performs the functions intended within manufacturer's tolerances or required practices for close, predictable, dependable performance.

2.4 It is the intent of this contract than in the event of an emergency failure, the Contractor is to provide repair and/or replacement parts associated with the standard and routine preventive maintenance and repair program for the scales described herein. It is incumbent upon the Contractor to exercise expedience as well as quality in repairs.

6.3 If any of the services do not conform to the contract requirements, the City may require the Contractor to perform the services again in conformity with contract requirements, and at no expense to the City or increase in contract amount. When defects in service cannot be corrected by re-performance, the City shall evoke such liability as stated in 6.1 above.

6.4 The Contractor's technician who performs the work under this scope of services shall be certified by the Texas Department of Agriculture. A copy of this certificate indicating the Registration Number shall be submitted to Materials Management, 319 St. Emanuel, prior to issuance of the Notice to Proceed by the Purchasing Agent.

6.5 For some of the facilities, the Contractor's field technicians shall be required to obtain a swipe card for access to the scales prior to performing services. This requires, among other things, going to the ID office at 611 Walker, providing personal information for a security check, and having a photo ID taken.

7.0 Detailed Specifications of Work: Contractor shall repair or replace any part that is defective or that may impair the proper operation of the scales in sections 7.1, 7.2 and 7.3.

Part I - Truck Platform Scales

7.1 Preventive Maintenance Audit -- Quarterly

7.1.1 Scales - Check scale height and position

7.1.2 Check scale zero - perform zero adjustment if required

7.1.3 Test scale with approved test weights - record test weight readings

7.1.4 Perform weight shift test - perform section test with 9,000 lb. and 25,000 lb.

7.1.5 Perform weight load test - perform strain-load test utilizing the heavy duty test truck and certified 25,000 lb. weight ~~chart~~ cart

7.1.6 Perform decrease weight load test

7.1.7 Perform return to zero test

7.1.8 Perform visual inspection

7.1.9 Appraise scale performance for area environmental conditions

7.1.10 Test keyboard/indicator operational functions

7.1.11 Printers (include the following where applicable):

7.1.11.1 Visual inspection:

7.1.11.1.1 printer condition

7.1.11.1.2 printer operation

7.1.11.1.3 initiate test print

7.1.11.1.4 carriage and ribbon assembly

7.1.11.1.5 print head assembly

7.1.11.2 Check Lubrication Points

7.1.11.3 Perform Printer Diagnostics

7.1.11.4 Check and Record Voltages –

7.3.4 Perform scale diagnostics tests

7.3.5 Examine cables and connections:

7.3.5.1 Check exposed cables for nicks, cuts and abrasions

7.3.5.2 Check connections for proper fit, corrosion and contamination

7.3.6 Examine junction boxes, including the conditions of enclosure gaskets

7.3.7 Test keyboard/indicator operational functions

7.4 Preventive Maintenance Inspection -- Annually

Printers (include the following where applicable)

7.4.1 Visual inspection:

7.4.1.1 printer condition

7.4.1.2 printer operation

7.4.1.3 initiate test print

7.4.1.4 carriage and ribbon assembly

7.4.1.5 print head assembly

7.4.2 Check Lubrication Points

7.4.3 Perform Printer Diagnostics

7.4.4 Check and Record Voltages -

7.4.4.1 Internal power supplies voltages and test points

7.4.5 Examine cables and connections:

7.4.5.1 Check exposed cables for nicks, cuts and abrasions.

7.4.5.2 Check connections for proper fit, corrosion and contamination.

7.4.6 Test keyboard/indicator operational functions

7.4.7 Produce a scale condition and test report to include:

7.4.7.1 Weight test results

7.4.7.2 Scale Condition Report

7.4.7.3 Service recommendations

Part II - ~~Truck Rail Scales~~

~~7.5 Preventive Maintenance Audit - Quarterly and Semi-Annually~~

~~7.5.1 Check scale height and position~~

~~7.5.2 Check scale zero - perform zero adjustment if required~~

~~7.5.3 Test scale with approved test weights and record test weight readings~~

~~7.5.3.1 Weight test cart must be utilized with rail wheel attachments to audit scale performance.~~

~~7.5.3.2 Test weight capacity 30,000 lb.~~

~~7.5.4 Perform weight shift test~~

~~7.5.4.1 Perform scale section test with 10,000 lb. and 30,000 lb.~~

~~7.5.5 Perform increase weight load test~~

~~7.5.6 Perform return to zero test~~

~~7.5.7 Visual inspection:~~

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~~7.5.7.2 Printer operation~~

~~7.5.7.3 Initiate test print~~

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8.0 Certified Test Weights

Part III. Required Documentation

8.1 Periodic certification as required by state weights and measures law, traceable to NIST.

8.2 Calibration interval may vary depending on the stability of the weight value. Control chart data may indicate the need to shorten, or the possibility for lengthening, the calibration interval. Under no circumstances should the interval established by Weights and Measure be exceeded.

8.3 Typically Weights and Measures requires certification on an annual or biannual basis. While this calibration interval will satisfy the Weights and Measures authorities, it will not satisfy the ISO requirements unless it can be supported by some form of statistical data.

Each test weight must be identified by a serial number or other unique code (Alpha/Numeric). Test weight kits should be identified by kit and not by individual weights.

8.4 Prior to any cleaning, painting or adjustment, a weight must be tested for its "as found" value. The "as found" value must be recorded.

8.5 If the "as found" value is out of tolerance, the weight should be cleaned, painted and adjusted. The "as adjusted" value must be determined and recorded.

8.6 If the weight is within Class F tolerance (NIST Handbook 105-1), then normally no adjustment

17.2 Right-Of-Way Fleet Maintenance:

1700 Crosstimbers - Fairbanks scale with Weigh-Tronix WI-127 Meter.

8002 Airline/Canino - Sooner Low Pro with Weigh-Tronix WI-127 Meter.

5500 McCarty Road - Weigh Tronix 100 Ton (Pit Scale) with Weigh-Tronix WI-130 Meter.

747 Evergreen - Toledo DigiTol Truckmate 100 Ton (Pit less Scale) Model #7560 with 8530 Meter.

17.3 Wastewater Division:

12335 Almeda Road- ~~Avery~~ B-Tek CT-12010, B-Tek model D-410 Weigh-Tronix, Model 1310 (Pit Scale) ~~SN 0704066789~~

12319-1/2 Almeda Road - Almeda Sims Wastewater Treatment Complex – Sooner Low Pro Platform Truck Scale with Weigh-Tronix WI-130 Meter.

2525 S. Sgt. Macario Garcia - 69th St. WWTP, Houston, TX; Sooner Low-Pro Truck Scale with Weigh-Tronix WI-130 Meter.

5900 Teague - Pennsylvania Portable Truck Scales, Model 5600 – General Electrodynamics, MD700218291-A&B, with WI-150 Weigh & Counter Meter.

17.4 Water Production (Drinking Water):

2300 Federal Road - Toledo 100 Truck Model #8530 with Jag Max Instrument.

3100 Genoa-Red Bluff - 777 Cardinal, Capacity: 120,000 lbs X 20 with Weigh-Tronix WI 130 Meter.

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1700 Crosstimbers - Fairbanks scale with Weigh-Tronix WI-127 Meter.

8002 Airline/Canino - Sooner Low Pro with Weigh-Tronix WI-127 Meter.

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