



CITY OF HOUSTON

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August 25, 2011

SUBJECT: Letter of Clarification No. 3

REFERENCE: Bid No.: S10-L24032 for

**MEDIUM VOLTAGE ELECTRIC MOTOR REPAIR SERVICES FOR THE
PUBLIC WORKS AND ENGINEERING DEPARTMENT**

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

A. Section A, Selection Criteria (Evaluation of Bid), Page 5 of 64 under "Changing Multiplier to two (2) groups," Item Nos. 4-7 have been deleted.

• **The following questions and City of Houston responses are hereby incorporated and made a part of this Bid:**

1. Vendor Question: "Does the Contractor working on your equipment have to submit work timecards for their employees to us, or can the Contractor quote the subbed work--and if the quote is reasonable—to accept the job and have the employees complete this work? Further, is this for all 'time' to be worked, or for machine-work only?"

COH Answer: *"The Article addressing this subject will remain the same, as written in the solicitation. If a subcontractor submits a flat quote for a job, it is not the same as submitting actual hours performed for an 'hourly work' job." In this case, the Contractor would submit the subcontractor's quote/invoice as a backup.*

2. Vendor Question: "How shall the worked hours of subcontractors be verified? How do you determine how many hours of machine work it takes to perform a specific job? And what is the standard you are using?"

COH Answer: *"If the subcontractor provides a flat quote, the verification of hours worked would not apply; otherwise, the Contractor would follow the directions, per Section 1.15 of this solicitation.*

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- Article 1.0, General Requirements and Scope of Services, Page 7 of 64, Provision 1.8, the following Provision has been **revised**, and now shall read:

“The electric motors at City facilities are purchased and installed under the City’s Master Specifications, Section 15171, Medium Voltage Motors, GHWP, dated 6/28/2005 or latest edition, and requires compliance with the applicable sections of the following standards and codes.”

- Article 1.0, General Requirements and Scope of Services, Page 8 of 64, Provision 1.2.2, the following Provision has been **revised**, and now shall read:

“The Contractor shall advise the City’s UDR/CTR of the name(s) and location(s) of shop(s) that will be used for subcontracted work, and shall obtain written approval from the City’s UDR/CTR before subcontracting the work.”

- Article 2.0, Explosion-Proof Units (Motors Suitable for NEC Class I, Division I, Group D), Page 9 of 64, Provision 2.1.3, the following Provision has been **revised**, and now shall read:

“Shafts, flanges, end bells, flame paths and/or other applicable parts as approved by the UDR shall be reworked for repair of UL-approved units.”

- Article 4.0, Specific Tasks, Page 11 of 64, Provision 4.5, the following Provision has been **revised**, and now shall read:

“The Contractor shall measure insulation resistance to the ground (or windings) and accessories with a 1000 volts megohmmeter (EASAAR100-2010 4.2.2).”

- Article 5.0, Electric Motor Inspection and Repair, Page 16 of 64, Provision 5.4.5, the following Provision has been **revised**, and now shall read:

“Dated repair quotes are due within ten (10) working days of the date a motor is delivered to the repair shop. Picture(s) of the motor shall be taken by the Contractor prior to disassembly, which will document the overall condition and any removable parts. Delivery of a motor to the repair shop shall be Contractor’s authorization to disassemble, inspect, and prepare quotes. The repaired motor shall be ready for City’s final witness test within a designated time frame of the quote approved by the City’s UDR/CTR (See Section 14.8). In the event that a long lead time for repair parts are required, the City’s UDR and/or CTR shall grant an appropriate time extension to the repair deadline. Request for time extensions shall be included in the repair quote.”

- Article 5.0, Electric Motor Inspection and Repair, Page 15 of 64, Provision 5.3.16, the following Provision has been **revised**, and now shall read:

“The finished stator winding insulation-in-ground shall be checked with a 1000 volt megohmmeter. The minimum acceptable insulation resistance reading shall be 10 megohmmeter.”

- Article 6.0, Standard Response Times, Page 17 of 64, Provision 6.4 has been **revised**, and now shall read:

“Contractor shall start an emergency job within four (4) hours upon notification without scheduling delays, and shall not be restricted to normal working hours. The City’s UDR shall coordinate the emergency and overtime work upon the CTR’s approval.”

- Article 9.0, Labor Rate, Page 18 of 64, Provision 9.2.3 has been **added** to read as follows:

“The fees charged for work performed by any subcontractor, including the Contractor’s markup shall not exceed the vendor’s fee schedule within the upcoming contract.”

- Article 9.0, Labor Rate, Page 18 of 64, Provision 9.2.4 has been **added** to read as follows:

“The additional services referenced under Article 9.0 shall include but are not limited to services that might be required to facilitate the operation of these motors. Some examples would include onsite concrete repair work, motor pads, control panels and onsite field technicians.”

- Article 13.0, Warranty of Services, Page 20 of 64, Provision 13.5, the following Provision has been **revised**, and now shall read:

*“During the warranty period, ALL failed units shall be re-repaired or replaced at Contractor’s expense, if failure occurs under normal operating conditions or if the failure shall be due to faulty parts or negligence of the Contractor. **The initial warranty shall not be extended beyond the twelve (12) month period, as a result of any warranty work.**”*

- Article 13.0, Warranty of Services, Page 21 of 64, Provision 13.11 has been **added** to read as follows:

“Any expenses incurred during warranty work as related to the motor shall be the burden of the Contractor and/or the motor manufacturer.”

- Article 15.0, Post-Award Meeting, Page 19 of 63, Provision 15.1, the following Provision has been **revised**, and now shall read:

“Once the contract has been approved by City Council, the Public Works and Engineering Department shall schedule a post-award meeting with the Contractor and the City’s CTR. This meeting shall include procurement, City contact lists, Contractor pricing, payment procedures, and all other matters related to contract administration.”

- Article 17.0, Local Presence/Source, Page 21 of 64, Provision 17.1, the following Provision has been **revised**, and now shall read:

“With respect to the low voltage electric motor repair services, Contractor shall have a local authorized facility located within the Greater Houston Metropolitan Area.”

- Article 18.0, Local Warehouse and Shop Facility Requirements, Page 21 of 64, Provision 18.1, the following Provision has been **revised**, and now shall read:

“The Contractor must satisfy the City’s UDR by having a local authorized facility located within the Greater Houston Metropolitan Area. This shall apply to any subcontractors used under this contract.”

- Article 21.0, Equipment Tracking, Page 22 of 64, Provision 21.3, the following Provision has been **revised**, and now shall read:

“The City’s UDR/CTR shall ensure that the Maintenance Management System (MMS) procedures for tracking the Division’s equipment are strictly followed.”

- Article 21.0, Equipment Tracking, Page 23 of 64, Provision 21.4 has been **added** to read as follows:

“The City’s UDR/CTR shall ensure that contracted repair expenses (labor, material, equipment, and warranty) are to be inserted into the MMS, and shall update the MMS history.”

- Article 32.0, Mechanical Work, Page 25 of 64, Provision 32.6.1, the following Provision has been **revised**, and now shall read:

*“All motor rotors shall be two-plane, dynamically-balanced with complete rotating assembly. Where keyway is provided, the rotor shall be balanced with a half-key, and without any other item on the shaft. Then, if there is a pulley, coupling half, impeller, external fan, or any other item, these items shall be installed one at a time, and balanced. Balance weights, when required, shall be added to a permanent and stable portion of the rotor--to balance rotor only. If balancing weights are added to the rotor, they shall be permanently secured by an approved method. Grinding on the rotor is **not** acceptable.”*

- Article 32.0, Mechanical Work, Page 26 of 64, Provision 32.8.4, the following Provision has been **revised**, and now shall read:

“After assembly, the motor exterior shall be cleaned while removing all grease, loose paint and other foreign material. The motor shall be spray-painted in the paint booth with epoxy and/or equivalent paint. The paint color shall be designated by the proper color designation, according to specifications.”

When issued, Letter(s) of Clarification shall automatically become a part of the Bid 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 Bidder to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a Bid on this project, Bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this Bid.

If you should have any questions or if further clarification is needed regarding this Bid, please contact me at greg.hubbard@houstontx.gov, or at 832.393.8748.

Sincerely,

Greg Hubbard

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cc. David Guernsey, PWE; Delbert Nave, PWE; Julio Montes, Sr., PWE; File