



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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March 8, 2012

**SUBJECT:** Letter of Clarification No. 2  
Aerial/Ground Ladder Inspection Services for the Houston Fire Department

**REFERENCE:** Invitation For Bid No. S30-L24086

**TO:** All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

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

1. Page 4, CONTRACTOR'S QUESTIONNAIRE, shall be revised to read as follows:

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 aerial and ground ladder inspection services that is similar in size and scope to this Contract. Bidder must have references documenting that it has performed aerial and ground ladder inspection and testing 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. **The Contractor must be able to substantiate that the business has successfully conducted Aerial and Ground Ladder Testing, in similarly-sized municipalities.**

Remove Page 4 and replace with attached Page 4 marked Revised – March 8, 2012.

2. Page 8, Item 3.8, shall be revised to read as follows:

The inspectors who actually conduct the inspections of the units shall be certified as a Level I technician under ASNT, SNT-TC-1A and have, at a minimum, 12 months of experience testing ground ladders with at least six months continuous and verifiable employment with contractor. **The actual person(s) performing the ground ladder inspections may be a Level I, however must be under the direct supervision of a Level II technician under ASNT, SNT-TC-1A and CP189 guidelines for non-destructive testing (NDT).**

Remove Page 8 and replace with attached Page 8 marked Revised – March 8, 2012.

3. Page 9, Item 4.9, shall be revised to read as follows:

Prior to the City issuing the Notice to Proceed, the actual person(s) performing the aerial ladder inspections may be required to present, for the City's review, proof of employee as being certified as a Level II technician under ASNT, SNT-TC-1A and CP189 guidelines for non-destructive testing (NDT). The actual person(s) performing the ground ladder inspections **may be a** Level I technician under ASNT, SNT-TC-1A, and have, at a minimum, 12 months of experience testing ground ladders, with at least six months continuous and verifiable employment with contractor. **The actual person(s) performing the ground ladder inspections may be a Level I, however must be under the direct supervision of a Level II technician under ASNT, SNT-TC-1A and CP189 guidelines for non-destructive testing (NDT).**

*Partnering to better serve Houston*

**LETTER OF CLARIFICATION 2  
AERIAL/GROUND LADDER INSPECTION SERVICES  
SOLICITATION NO. S30-L24086**

Remove Page 9 and replace with attached Page 9 marked Revised – March 8, 2012.

4. Pages 10-11, Provision 8.0 TEST EQUIPMENTS, Item 8.6, 8.15, 8.16 and 8.19 shall be revised to read as follows:

- 8.6 Minimum Used ¾ Ton Truck / Service Body (Chevy 2500 Series)
- ~~8.16~~ 3pc. 600lbs Torque Wrench (**Snap-on**)
- 8.16 250lbs Torque Wrench (**Snap-on**)
- 8.19 ~~Blue Point~~ Metal Straight Edge

Remove Pages 10-11 and replace with attached Pages 10-11 marked Revised – March 8, 2012.

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. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the bidders to ensure that it has obtained all such letter(s). 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 have any questions or if further clarification is needed regarding this Invitation For Bid, please contact me.



Richard Morris  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8736

dm

Attached Revised Page: 4, 8, 9, 10 & 11 of 45

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**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 aerial and ground ladder inspection services that is similar in size and scope to this Contract. Bidder must have references documenting that it has performed aerial and ground ladder inspection and testing 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. **The Contractor must be able to substantiate that the business has successfully conducted Aerial and Ground Ladder Testing, in similarly-sized municipalities, for a minimum of ten years.**

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: \_\_\_\_\_

**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.

**HIRE HOUSTON FIRST**

**Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the Hire Houston First Application and Affidavit ("HHF Affidavit") to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract.

- 3.3 The examination and test report provided to the city shall specify the points of inspection and the results of such examinations and tests.
- 3.4 All test work outlined in NFPA 1932 shall be conducted.
- 3.5 Inspection shall include a complete visual inspection and a complete horizontal bending test of the ground ladder per NFPA 1932. In addition, the inspector shall repair, on-site, any defects found outside of the manufacturer's specified tolerances such as any loose bolts found to be improperly torqued, as an example, the bolts attaching the roof-hook mounting brackets, paw assembly mounts, the foot claws or tip covers / caps.
- 3.6 An electronic report of each unit tested, preferably in Microsoft format, shall be submitted within 48 hours of the ground ladder being tested, followed by a written inspection report mailed to the address and attention of persons identified by the department (to be determined), within (10) ten business days of test date. This report shall address all areas of NAPA 1932. Each report shall contain all defects found and a recommended course of action concerning each ground ladder to include notations of items repaired on-site by the Contractor's technicians.
- 3.7 The Houston Fire Department shall be responsible for any cleaning of the ground ladder required to conduct a proper test.
- 3.8 The inspectors who actually conduct the inspections of the units shall be certified as a Level I technician under ASNT, SNT-TC-1A and have, at a minimum, 12 months of experience testing ground ladders with at least six months continuous and verifiable employment with contractor. **The actual person(s) performing the ground ladder inspections may be a Level I, but must be under the direct supervision of a Level II technician under ASNT, SNT-TC-1A and CP189 guidelines for non-destructive testing (NDT).**
- 3.9 All welds, rivets/bolts rungs, side rails, hardware, butt spurs and heat sensor labels of each ladder shall be visually inspected for discontinuities and proper installation. Visual inspection shall be supplemented by the following destructive testing utilizing a complete horizontal bending test of the ground ladder per NFPA 1932.
- 3.10 The Contractor examination shall include a complete visual inspection and a complete horizontal bend test per NFPA 1932. The load utilized to complete the horizontal bend test of each ground ladder shall be placed on top of the ground ladder which shall be extended between two saw horses. The Contractor shall explain what precautions shall be taken to minimize the damage incurred to the ladders. If the Contractor knows that a ladder will most likely fail the horizontal bend test and is not repairable by the HFD contractor prior to loading, the Contractor does not have to follow through with the test. HFD repair personnel must agree with the Contractors assessment.
- 3.11 Results
1. Welds. No cracks of any type are permitted.
  2. Rivets/Bolts. Must be tight and snug.
  3. Rungs. Must be tight and snug, free of dents, holes and/or deformation.
- 3.12 A NFPA 1932 Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders, 2004 edition is on file at the Houston Fire Department.
- 3.13 The Houston Fire Department's Supply Depot shall replace defective or worn halyards.
- 3.14 The Contractor shall provide heat sensor labels as needed for all devices. The City reserves the right to decide the appropriate type/brand of heat sensors. The City requires the validity date of each heat sensor to be at least four (4) years from date of service. The City requires the Contractor to install the proper quantity of heat sensors in the proper location, as provided in the latest edition of NFPA 1932.

**4.0 CONTRACTOR REQUIREMENTS:**

- 4.1 No trainees shall be allowed to conduct the actual inspection.
- 4.2 All contractors' employees shall also follow the COH and COH facility rules and regulations.
- 4.3 For waterway system inspections, the Houston Fire Department shall provide the water source.
- 4.4 All HFD ladder trucks shall be visually and non-destructive tested on an annual basis during the term of the contract.
- 4.5 All ground ladders shall be visually inspected and have the Horizontal Bend Test performed on an annual basis during the term of the Contract.
- 4.5 All inspections to be coordinated with designated HFD personnel.
- 4.6 The Houston Fire Department shall observe all testing.
- 4.7 The Contractor shall include a detailed work report that includes, but is not limited to, any metal thickness measurements, bearing clearance and magnetic particle inspections.
- 4.8 The inspectors actually performing the aerial ladder test work on the units shall be, at a minimum, certified Level II technicians under ASNT, SNT-TC-1A and CP189 guidelines for Non-destructive Testing (NDT). The inspectors actually performing the ground ladder test work shall be, at a minimum, Level I technicians under ASNT, SNT-TC-1A, and have, at a minimum, 12 months of experience testing ground ladders, with at least six months continuous and verifiable employment with contractor.
- 4.9 Prior to the City issuing the Notice to Proceed, the actual person(s) performing the aerial ladder inspections may be required to present, for the City's review, proof of employee as being certified as a Level II technician under ASNT, SNT-TC-1A and CP189 guidelines for non-destructive testing (NDT). The actual person(s) performing the ground ladder inspections may be a Level I technician under ASNT, SNT-TC-1A, and have, at a minimum, 12 months of experience testing ground ladders, with at least six months continuous and verifiable employment with contractor. **The actual person(s) performing the ground ladder inspections may be a Level I, but must be under the direct supervision of a Level II technician under ASNT, SNT-TC-1A and CP189 guidelines for non-destructive testing (NDT).**
- 4.10 Travel expenses shall be included in the price per ladder inspection.
- 4.11 Contractor shall provide to the designated City of Houston Fire Department representative a method to contact for an actual employee / technician of the contractor, on an emergency basis, with a 24-hour, 7-days per week, 365-days per year emergency availability.
- 4.12 The Contractor shall have in its possession, at a minimum, the following tolerances, provided by the equipment manufacturer. **NO EXCEPTIONS.** Proof of compliance may be required.
  - 4.12.1 Rotation bearing clearance and backlash.
  - 4.12.2 Critical mounting bolt grade and torque.
  - 4.12.3 Elevation cylinder drift tolerance.
  - 4.12.4 Extension cylinder drift tolerance.
  - 4.12.5 Outrigger cylinder drift tolerance.
  - 4.12.6 Hydraulic relief pressure.
  - 4.12.7 Ladder section twist.
  - 4.12.8 Conductivity and hardness for aluminum devices.
  - 4.12.9 Hollow I-beam base-rails thickness.
  - 4.12.10 Rated load of the device.
  - 4.12.11 Maximum rated working pressure of water system.

**5.0 NECESSITY OF RE-INSPECTIONS:**

- 5.1 If a unit should have minor defects and not be repaired before the Contractor's inspector leaves the area the City shall make necessary repairs and notify the testing company of the completion of the repairs in writing. No re-inspection shall be deemed necessary. The Contractor shall forward a passing report to the Houston Fire Department upon receipt of the documented repair report.
- 5.2 If a unit should have a major defect, the load test shall not be conducted until such time as repairs are made and the repair work is inspected and found to be acceptable by the Contractor. This re-inspection shall be conducted at the repair facility designated by the City of Houston. (Example: City of Houston, Dealer Facility or Manufacturer's Facility - Seagraves, E-One, Smeal, Etc.)

**6.0 CERTIFICATION:**

- 6.1 When the aerial unit successfully meets all NFPA 1911, latest edition requirements, as described in (5.1) above, the testing Contractor shall issue a certificate of aerial lift device examination and testing stating the unit is in compliance with NFPA 1911, latest Edition. A certification sticker (self adhesive) shall be mounted in a location approved by HFD, stating the date of test, inspection Contractor and the aerial ladder is in compliance with NFPA 1911.
- 6.2 When the ground ladder successfully meets all the NFPA 1932 latest edition requirements, the testing company shall issue a certificate of ground ladder examination and testing stating the unit is in compliance with NFPA 1932, latest edition.

**7.0 LOCATION OF TESTING:**

- 7.1 The Houston Fire Department shall provide a proper site for testing the equipment. The Houston Fire Department (HFD) shall schedule 2 trucks to be tested per day, weather permitting, until all aerial ladders requiring testing are completed. A 10 day notice shall be given to the testing Contractor for scheduling the next group of aerial ladders/ground ladders due to be tested.
- 7.2 The fire apparatus shall be called into a suitable District Fire station or other suitable Fire Department facility, for ground ladder testing. There shall be approximately 10 – 30 ladders tested per location. HFD personnel shall send non repairable ladders to the City salvage, or as otherwise directed by the Chief of the Fire Department.

**8.0 TESTING EQUIPMENT: (Given only as an example, not meant to be all-inclusive)**

- 8.1 Contractor is require to provide their own testing equipment in order to perform accurate NDT testing
- 8.2 Horizontal Bend Test Equipment
- 8.3 Roof Hook Test Equipment (NFPA Standard 1932)
- 8.4 Hardness Test
- 8.5 Extension Ladder Hardware Test
- 8.6 Minimum Used ¾ Ton Truck / Service Body (Chevy 2500 Series)
- 8.7 Bed Mounted Crane
- 8.8 Ground ladder Testing Equipment Package
- 8.9 Magnetic Particle Testing Equipment

- 8.10 Ultrasonic Testing Equipment
- 8.11 Dye Penetrant Testing Kit
- 8.12 Cal Load Cell
- 8.13 AC /DC Truck Inverter
- 8.14 Rated Certified Strapping
- 8.15 **3pc. 600lbs Torque Wrench**
- 8.16 **250lbs Torque Wrench**
- 8.17 ¾ Drive High Impact Socket Set
- 8.18 ½ Drive High Impact Socket Set
- 8.19 **Metal** Straight Edge
- 8.20 Cal Certified Dial Indicator w/ magnetic base
- 8.21 Assorted Hand Tools (Screw Drivers, Pliers, Clevises, Flash light, Floor creeper, Etc)
- 8.22 ASNT Level I Training Manuals
- 8.23 ASNT Level II Training Manuals
- 8.24 ASNT Level I & II Tech School Course
- 8.25 Labor cost per tech in school
- 8.26 On the Job Training (Fire Service Training, 12 Weeks)
- 8.27 Set of 32" tall metal saw horse
- 8.28 4 Ton Hydraulic Port-a-Power
- 8.29 Roof-ladder hook / ladder-rung hardware equipment

**9.0 ADDITIONS & DELETIONS:**

- 9.1 The City, by written notice from the City Purchasing Agent to the Contractor, at any time during the term of this contract, may add or delete like or similar equipment, supplies, locations and/or services to the list of equipment, supplies, locations, and/or services to be provided. Any such written notice shall take effect on the date stated in the notice from the City. Similar equipment, supplies, services, or locations added to the contract shall be in accordance with the contract specification/scope of services, and the charges or rates for items added shall be the same as specified in the fee schedule. In the event that the additional equipment, supplies, locations and/or services are not identical to the item(s) already under contract, the charges therefore will then be the Contractor's normal and customary charges or rates for the equipment, supplies, locations and/or services classified in the fee schedule.

**10.0 ESTIMATED QUANTITIES NOT GUARANTEED:**

- 10.1 The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of services during the term of this Contract. The quantities may vary depending upon the actual needs of the Department. The quantities specified herein are good faith estimates of usage during the term of this Contract. Therefore, the City shall not be liable for any contractual agreements/obligations the Contractor enters into based on the City purchasing all the quantities specified herein.

**11.0 INTERLOCAL AGREEMENT:**

- 11.1 Under the same terms and conditions hereunder, the Contract may be expanded to other government entities through inter-local agreements between the City of Houston and the respective government entity that encompass all or part of the products/services provided under this contract. Separate contracts will be drawn to reflect the needs of each participating entity.

**12.0 WARRANTY OF SERVICES:**

- 12.1 *Definitions:* "Acceptance" as used in this clause, means the act of an authorized representative of the City by which the City assumes for itself, approval of specific services, as partial or complete performance of the Contract.