



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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January 11, 2012

SUBJECT: Letter of Clarification No. 1
Exhaust Repair Services for the Fleet Management Department

REFERENCE: ITB No.: S30-L24087

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

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

1. Delete pages 6 and 7 of 35, and replace with pages 6 and 7 of 35 marked Revised January 11, 2012.

Note: Vendors may view City vehicles on January 17, 2012 at the Fleet Management Office located at 1205 Dart. Viewing time will be from 9am to 10am.

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. 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 respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Richard Morris

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

Attached: Pages 6 and 7 of 35 marked Revised January 11, 2012.

END OF LETTER OF CLARIFICATION 1

Partnering to better serve Houston

Council Members: Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford
Jack Christie Controller: Ronald C. Green

SECTION B
SCOPE OF WORK/SPECIFICATIONS

1.0 **Scope of Services:**

The Contractor shall furnish all labor, tools, parts and facilities necessary to provide turnkey exhaust repair services (mufflers, tailpipes, catalytic converters, and related hardware, extensions, etc.) for the **Fleet Management** Department. Primarily all work will include repairing of malfunctioning equipment as a result of normal wear and tear. Service will include mechanical repairs, and any other repair services or alterations that may be required. Performance for any services described herein will be initiated by the Contractor after receipt of written authorization from the Fleet Management Department Outside Services Group.

2.0 **Basic Repair Services:**

The Contractor shall make repairs and alterations to any exhaust system identified and presented by the **Fleet Management** Department as requiring turnkey services covered by this contract and as described in the Scope of Services above. Repairs should be specific to the particular problem presented and shall restore the breakdown or malfunction to like new condition.

2.1 **Priorities**

Emergency equipment operated by the **Police and Fire Departments** shall be given priority status for repair depending on the nature and circumstance surrounding the repair. Priority policies shall be directed by Fleet Management Department Outside Services Group and carried out by the Contractor as agreed upon in the contract. Emergency situations may require a 24-hour turnaround.

3.0 **Pick-Up and Delivery:**

3.1 Pick-up and delivery will not be required. The **Fleet Management** Department will provide transportation to and from the Contractor's repair facility.

4.0 **Labor Hours:**

The labor rate offered shall cover all labor required to repair exhaust systems.

5.0 **Repair Estimate/Proposal:**

For each piece of equipment requiring repair, the Contractor shall develop an estimate of the extent of the repairs and a detailed listing of parts and labor associated with the repair. The estimate shall include the repair labor hours and material cost dollars. The Contractor will then provide (**within one (1) working day from receipt of malfunctioning equipment**) to the Fleet Management Department Outside Services Group a written estimate of the repair. The Contractor's estimate/proposal shall include the repair labor hours based on the contract fee "Schedule H". prices for labor and material cost based on the best price available in the market place. In order to determine the total repair estimate/proposal amount, the Contractor shall apply the labor in the contract fee schedule to the estimated labor hours and add the material cost. The Contractor's repair proposal will then be evaluated to determine the reasonableness of the Contractor's proposal. If the Contractor's proposal is determined to be reasonable, the Contractor shall be given written authorization to proceed with the repair by Fleet Management Department Outside Services Group. Any additional work beyond the original proposal amount shall not be performed without prior approval of the Fleet Management Department Outside Services Group. If the additional work is authorized, a supplemental work order or letter of authorization will be provided to the Contractor by the Fleet Management Department Outside Services Group.

6.0 **Replacement Parts:**

6.1 The Contractor shall supply new replacement parts for exhaust repairs. However, the Department reserves the right to supply parts when in the best interest of the department.

- 6.2 The parts furnished shall be the latest product in production to commercial trade, and shall be of the highest quality as to materials used.
- 6.3 A minimum warranty of twelve (12) months from the Contractor and the manufacturer's warranty will be furnished on the materials and workmanship shall be provided. The warranty period shall begin the day the City officially accepts the equipment. Any warranty work is to be completed within five (5) days after receipt of equipment.
- 6.4 Contractor must adhere to O.E.M. Specifications
- 7.0 Completion of Repairs:**
The Contractor shall state in the repair estimate the total turn around time for the repairs after authorization to proceed is given by Fleet Management Department Outside Services Group. All repairs are to be completed within three (3) working days with a maximum of five (5) working days. The Fleet Management Department must approve any repairs requiring longer than five (5) working days.
- 7.1 The City's equipment shall have priority over other vehicle repairs & shall not be used as fill-ins.
- 8.0 Equipment Acceptance:**
Equipment repairs will be inspected at the time the equipment is delivered to the Fleet Manager for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of this specification. In the event deficiencies are detected, the equipment will be rejected to make the necessary repairs, adjustments, or replacements. Payment and/or the commencement of a discount period (if applicable) will not be made until the corrective action is made and the equipment re-inspected and accepted. If the equipment is accepted after delivery and rejected because of deficiencies, it shall be the Contractor's responsibility to make the necessary corrections and resubmit the equipment for re-inspection and acceptance.
- 9.0 Repair Technicians:**
The Contractor's repair technicians should have at least one (1) year of exhaust system maintenance and repair experience.
- 10.0 Repair Facility:**
Contractor shall maintain a repair facility in the City limits of the City of Houston or within a **30**-mile straight line radius (air miles) from the County Court House, 301 Fannin.
- 11.0 Storage of Equipment:**
The equipment must be stored in a secured storage area or a building and must be locked/secured at all times when not being serviced. The Contractor shall be responsible for replacing any/all missing apparatus from the equipment.
- 12.0 Examination of cost sheets:**
The designated representative from the City reserves the right to examine the Contractor's parts/material cost invoices upon request.
- 13.0 Parts/Material Invoices:**
Contractor shall submit invoices for payment in triplicate (one original and two copies) that are on Contractor's company stationary with the original signed by an authorized agent of the company. The invoice number shall not be duplicated during the term of the contract periods. Each invoice shall detail the following information:
- 13.1 All unit prices for labor and parts shall be easily identified against the quoted Contract pricing.
- 13.1.1 City Contract number, Work Order Number and **Unit Number**.
- 13.1.2 Facility address where services were performed.
- 13.1.3 Beginning and ending service dates and number of hours of service.