



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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October 10, 2012

SUBJECT: Letter of Clarification No. 2
Moving and Storage of Household Goods for Housing and Community Development

REFERENCE: ITB No.: L23-L24209

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

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

1. In Section B, Page 14 of 51, Provision 20.0 INVOICING: MOVING, PACKING AND STORAGE Item 20.1.1 has been revised. Remove page 14 of 51 and replace: "with attached page 14 of 51 marked revised October 10, 2012."

ELECTRONIC BID FORM:

2. The City's electronic bid form for this solicitation has been revised in its entirety.

Note: Due to the bid form revisions, all potential bidders who already submitted their pricing must withdraw their bids and re-submit new bids via the City's e-bid system.

- **The following questions and City of Houston responses are hereby incorporated and made a part of the Invitation to Bid:**

1. **Question:** Are you going to add line item pricing to show the move BACK to the home from Storage and the move BACK to the home from relatives home? Or are we to include all of the Packing, moving out/in altogether?

Answer: Yes. The electronic bid form has been revised to address both move out and move back scenarios.

2. **Question:** How do we know how much packing to include on the move BACK to the home once they are at a relative's home?

Answer: Ideally there should be minimal repacking however there may be some packing to be performed on the move back. Please refer to Section B: Services in General, Page 8 of 51, Provision 1.2.

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

3. **Question:** How many copies of the proposal do you want in physical form?

Answer: Please refer to page 1 of 51 of the Invitation to Bid (ITB) first paragraph.

4. **Question:** How many houses are there going to be to move and store?

Answer: See the electronic bid form and estimated quantities.

5. **Question:** Are we still obligated to move window or A/C units?

Answer: Only if the homeowners have them unplugged and uninstalled.

6. **Question:** Is the payment turn around still 30-45 days?

Answer: Payment turnaround time is thirty days from approved invoice by designated Department Representative.

7. **Question:** Are some moves going to temporary houses?

Answer: Yes.

8. **Question:** Will some be packing themselves?

Answer: Yes. All personal items (guns, jewelry, medicine, money, etc...) must be packed by the homeowner and must be kept in the homeowner's possession. Also, it is always the option of the homeowner to pack their belongings and the homeowner will assume sole responsibility of the items, which they packed.

9. **Question:** If awarded the contract, do we need to re-register for the following year?

Answer: This contract will be awarded as a one-year contract with four one-year options. The successful contractor(s) will be required to provide a performance bond or clean letter of credit for 100% of each annual year amount awarded.

10. **Question:** Will line item be added for move coordinator or project manager whose handling Moving project, coordination project with clients of City of Houston, claim management and storage goods, inventory management and responding 24 hours/7/days a week. Making sure project runs efficiently and effective at all times. Move coordinator fee can be flat fee per move or line item for each move. Coordinators are utilized on all major or long term projects. Please clarify and review the above information.

Answer: No. The Lump Sum for each move out and move back will be inclusive of all labor, transportation, fuel, equipment, personnel, boxes, labels, tape packing paper etc. in accordance with scope of services/specifications.

11. Question Fuel surcharge rate for fuel cost? Please clarify will bid include fuel surcharge rate for moving household goods.

Answer: No. Please see answer 10 above

12. Question Will contract have rate increase due to inflation or incremental rate increase after first Year?

Answer: No.

13. Question If we win the bid, are we awarded all 4 quadrants?

Answer: Each quadrant will be awarded to the lowest responsive and responsible bidder meeting specifications.

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 respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, respondents 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 solicitation, please contact me.

Sincerely,


Roy Breaux
Procurement Specialist
City of Houston, Strategic Purchasing Division
832-393-8728

Attached Revised Page 14 of 51

occurring at any of the Facilities. The contractor shall not issue any publicity or communication to the media of any nature that references the Agreement without the prior written consent of the Director. This applies to all forms of communication, whether oral or written, including press releases, brochures, photographic coverage, and announcements.

19.0 NON-PERFORMANCE

- 19.1 In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City may purchase equivalent services on the open market. Any difference in cost between the contract prices herein and the price of open market services shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market services can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

20.0 INVOICING: MOVING, PACKING and STORAGE

20.1 Moving and Packing

20.1.1 The contractor shall send a separate invoice in the amount of 100% of the initial pack and move of the home. Secondly, an invoice of the monthly storage bills thereafter until the final move back is completed. Finally, the contractor will be required to submit the final move back invoice to the City of Houston Housing and Community Development at 601 Sawyer, Suite 400 Houston, Texas 77007, Attention designated representative. Once approved by the Department the payment method herein will be followed.

20.2 Storage

20.2.2 Within seven days of receipt of household goods into storage the contractor shall invoice the approved monthly fee to Housing and Community Development at 601 Sawyer, Suite 400 Houston, Texas 77007, Attention Administrative Assistant. Within seven days after the move to the final residence the contractor shall submit and invoice for the final monthly storage fee. The City shall pay Contractor on the basis of invoices submitted by Contractor and approved by the Director, showing the specific monthly storage fee and the final storage fee once the household goods is returned to the refurbished home of the client. The City shall make payments to Contractor at its address for notices within 30 days upon receipt of an approved invoice.

21.0 INTERLOCAL AGREEMENT

- 21.1 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.

22.0 WARRANTY OF SERVICES:

- 22.1 *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.
- 22.2 "Correction" as used in this clause, means the elimination of a defect.