



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker
Mayor

Calvin D. Wells, Deputy Director
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

F. 832.393.8755
<https://purchasing.houstontx.gov>

March 18, 2013

SUBJECT: Letter of Clarification No. 1
Solid Waste Disposal & Equipment Services for Houston
Airport System and Portable Toilet Rental & Services for
Various Departments

REFERENCE: Bid No.: L24291

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reason:

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

1. Can you further explain the types of badges that will be required at each department (Parks; Solid Waste), and at EACH airport?

Answer: AIRPORTS – As specified in 14.4.3 of Section B part 1 and 7.4 of Section B part 2.
SOLID WASTE - No badges are required.

PARKS

The Contractor shall furnish adequate certification papers and documentation of the personnel qualifications for the Onsite Staff and shall provide to each respective department designee, upon award of Contract; written approval must be granted by department designee prior to assigning these personnel to the assigned facilities. By written approval of department designee the Contractor may change personnel only with equally classified and qualified personnel. It shall be the responsibility of the Contractor to maintain fully qualified personnel on all shifts, in accordance with all applicable codes, ordinances, policies and practices governing and/or appurtenant to waste disposal industry standards.

All personnel shall have a security background check as a condition of assignment to a HPARD facilities for work under this Contract. The results of background checks on Contractor employees shall be submitted to each respective department's designated representative for approval prior to each individual's assignment to selected facilities.

Any and all costs associated with the background check and security badges shall be the responsibility of the Contractor and at no cost to the City.

It is understood and agreed to by the Contractor and the departments that if the Director/Designee refuses to approve any personnel assignments, or requests removal of any of the Contractor's personnel, the Director/Designee shall do so in writing, stating the reason(s) or cause(s) for not approving the employee's assignment and/or requesting removal of any personnel from the work.

The Contractor and its employees shall be required to comply with any and all building security measures deemed necessary by the Director of each respective department, to ensure that the integrity of confidential and highly sensitive work is maintained and secured.

Partnering to better serve Houston

**LETTER OF CLARIFICATION 1
SOLID WASTE DISPOSAL & EQUIPMENT SERVICES FOR HOUSTON AIRPORT SYSTEM AND
PORTABLE TOILET RENTAL & SERVICES FOR VARIOUS DEPARTMENTS
SOLICITATION NO. S23-L24291**

Each respective department shall provide the Contractor with the necessary information and instructions regarding any facility security restrictions.

The Contractor is responsible for training its employees, both on-site staff and its off-site support personnel, in security matters pertaining to these facilities.

Repeated failure or refusal by the Contractor and/or its employees to comply with facility security measures enacted by the City of Houston may be cause for termination of this Contract.

The Contractor shall obtain and pay for all badges, franchise fee, licenses, permits and certificates required by any statute, ordinance, rule or regulation of any regulatory body having jurisdiction over the conduct of its operations hereunder.

2. Can you give more detail on the number of "events" (over and above permanent location) that require toilet service (# of events and # of toilets)?

Answer: Although any Department can request short term rentals Airports and the Mayors office holds most of the special events approximately 44 per year (1-year usage). The estimate for the entire City is as follows:

- a. Standard Toilets approximately 225
- b. ADA Toilets approximately 65

Additionally, the quantities listed above for Standard and ADA Portable Toilets are included in the estimated quantities for Short Term Rentals Part 2 Group 5.

3. How many years/times has the COH exceeded the \$15,000 cap for annual toilet replacement?

Answer: 1 or 2 Times in the last ten year by Parks Department.

4. Can you further explain the pricing line requesting, "Labor Rate for other Work/Services not covered by scope"?

Answer: Please reference 13.0 of Exhibit "B-2" Part 2.

5. Can you supply a copy of the current contract for these services?

Answer: See Executed OA 4600008647 Solid Waste Disposal & Equipment Services & Executed OA 4600008649 Portable Toilet Leasing Services attached to Online E-bid L24291.

6. Can you supply the pricing sheet that was submitted the last time this was out for bid?

Answer: See "Section H Fees and Cost" of Executed OA 4600008647 and Executed OA 4600008649 attached to Online E-Bid L24291.

7. Section 3.4 requires the contractor to comply with all standards established by the COH's H & H Services Department. Can you give more detail?

Answer: City of Houston Code of Ordinances - Chapter 39 - Solid Waste and Litter Control

City of Houston Code of Ordinances - Chapter 47 – Water and Sewer; Article XI. – Transportation and Treatment of Certain Wastes

Partnering to better serve Houston

**LETTER OF CLARIFICATION 1
SOLID WASTE DISPOSAL & EQUIPMENT SERVICES FOR HOUSTON AIRPORT SYSTEM AND
PORTABLE TOILET RENTAL & SERVICES FOR VARIOUS DEPARTMENTS
SOLICITATION NO. S23-L24291**

City of Houston Code of Ordinances - Chapter 20 - Food and Drugs; ARTICLE II. - Food Establishments; DIVISION 1. - Sec. 20-21.20. - Garbage and Refuse

Link: <http://www.houstontx.gov/codes/>

8. Can you identify “all applicable Federal rules governing security at the Airports” that contractor will comply with?

Answer: HAS operating Instructions 05.02 & 05.03 refer to Federal laws 49 CFR1540 and 1542. Training is supplied by HAS through the Badging Office. All requirements are handled in the HAS Badging Office and are taught by HAS.

9. Can you offer alternate language to “all records produced and maintained on file shall become the property of HAS” (i.e. all records dealing with weights/loads/service info is theirs)?

Answer: No

10. What exactly is the COH looking for in the “Quality Control Plan”?

Answer: Reference 18.2 Quality Control Plan (OCP) of Section B part 1.

11. Would the COH consider deleting item 29.1 of the section titled, “Interlocal Agreement”?

Answer: No

12. Can you tell me how much COH spent on portable toilet replacement units?

Answer: Last purchase was approximately \$2500 for Regular Portable Toilets and \$3,400 for ADA Portable Toilets. (Approximately 6 years ago.)

13. There is an exhibit BB-1 & BB-1-1 picture inside the equipment but is not listed inside the bid for quantity. Can you confirm the need of these units?

Answer: See Part 2 Group 8 for years 1 thru 5 Items 1, 2 and 3 of the Online bid and yes the units are needed. (Reference Exhibit “B-2” Part 2, sections 2.10, 2.11 and 2.12.

Note that on Item 2 of Part 2 Group 8 please Quote an each price for box with two liners delivered and the City will dispose of the boxes and trash after the event.

14. In respect to submission of the subject Bid, would it be acceptable for United Site Services of Texas, Inc. to Submit a copy of the Contract Agreement with modifications for consideration or would that result in our submission to be considered non-responsive?

Answer: If a Bidder takes, exception to a material requirement or any Part of the Solicitation, including terms and conditions their bid may be rejected.

Partnering to better serve Houston

**LETTER OF CLARIFICATION 1
SOLID WASTE DISPOSAL & EQUIPMENT SERVICES FOR HOUSTON AIRPORT SYSTEM AND
PORTABLE TOILET RENTAL & SERVICES FOR VARIOUS DEPARTMENTS
SOLICITATION NO. S23-L24291**

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 bids.

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

Sincerely,

Roy Breaux

Roy Breaux
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8728

END OF LETTER OF CLARIFICATION No 1

Partnering to better serve Houston