



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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August 29, 2012

SUBJECT: Letter of Clarification No. 1
Car Wash Services for the Fleet Management Department

REFERENCE: Invitation For Bid No. S30-L24344

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

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

1. Bid line items have been changed, any bid submitted before August 29, 2012 must be withdrawn and submitted again.
2. Page 7, Item Nos. 1.1.3 and 2.2.3 have been added.

1.0 Scope of Services for Car Washes for City of Houston Light Duty Car, Trucks, Vans and SUV's:

1.1 Automated Car Washes

- 1.1.1 The contractor shall have multiple locations (northeast, northwest, southeast and southwest quadrants) throughout the City of Houston and surrounding counties where City of Houston personnel can bring City vehicles for automated wash service. Quadrants boundaries are I-45 and I-10 respectively.
- 1.1.2 Locations should have vacuums available.

1.1.3 City vehicles shall not wait more than 30 minutes to be serviced.

1.2 Hand Wash Service

- 1.2.1 The contractor shall provide labor, supplies and equipment necessary to provide full service vehicle car washes at multiple locations throughout the City of Houston and surrounding counties.
- 1.2.2 Contractor must be capable of washing all types of vehicles including those that have light bars, antennas, exterior lights and any other exterior modification to a vehicle without damaging the unit in the process.

2.2.3 City vehicles shall not wait more than 1 hour minutes to be serviced.

Remove page 7 and replace with Page 7 marked Revised - August 29, 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.

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
Controller: Ronald C. Green

**LETTER OF CLARIFICATION 1
CAR WASH SERVICES FOR THE FLEET MANAGEMENT DEPARTMENT
SOLICITATION NO. S30-L24344**

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

DM


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

Attached Revised Page: 7

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Jack Christie **Controller:** Ronald C. Green

SECTION B
SCOPE OF WORK/SPECIFICATIONS

- 1.0 **Scope of Services for Car Washes for City of Houston Light Duty Car, Trucks, Vans and SUV's:**
- 1.1 Automated Car Washes
 - 1.1.1 The contractor shall have multiple locations (northeast, northwest, southeast and southwest quadrants) throughout the City of Houston and surrounding counties where City of Houston personnel can bring City vehicles for automated wash service. Quadrants boundaries are I-45 and I-10 respectively.
 - 1.1.2 Locations should have vacuums available.
 - 1.1.3 City vehicles shall not wait more than 30 minutes to be serviced.**
 - 1.2 Hand Wash Service
 - 1.2.1 The contractor shall provide labor, supplies and equipment necessary to provide full service vehicle car washes at multiple locations throughout the City of Houston and surrounding counties.
 - 1.2.2 Contractor must be capable of washing all types of vehicles including those that have light bars, antennas, exterior lights and any other exterior modification to a vehicle without damaging the unit in the process.
 - 2.2.3 City vehicles shall not wait more than 1 hour minutes to be serviced.**
- 2.0 **Detailed Specifications – Full Service Car Washes for Houston Police Department Vehicles:**
- 2.1 **Marked Patrol Car** to include full exterior wash, hand drying, vacuuming the front passenger compartment (floor board and seat) and wipe down the dashboard.
 - 2.2 **Marked Patrol Car** full exterior wash and hand dry only without cleaning the interior.
 - 2.3 **Unmarked Car** to include full exterior wash, hand drying, vacuuming the front passenger compartment (floor board and seat) and wipe down the dash board.
 - 2.4 **Vans, Pickups and SUV's** to include full exterior wash, hand drying, vacuuming the front passenger compartment (floor board and seat) and wipe down the dashboard.
 - 2.5 **Marked Patrol Car or Unmarked Car that has been soiled with human vomit, urine or feces** to include full exterior wash, hand drying, vacuuming the front passenger compartment (floor board and seat), wipe down the dashboard and cleaning rear seat compartment.
 - 2.5.1 All hazardous waste removed from back seat must be disposed of in compliance with EPA regulations regarding the disposal of hazardous waste.
 - 2.5.2 The City of Houston assumes no liability for exposure to any of the contractor's employees in the process or removing hazardous waste from a City of Houston vehicle.
 - 2.6 **All Vehicles** trunks will remain locked and no service preformed to trunks.
- 3.0 **Detailed Specifications – Full Service car washes for non Houston Police Department Vehicles:**
- 3.1 Provide a full exterior wash, hand drying, vacuuming the front and rear passenger compartments (floor boards and seat) and wipe down entire interior.
- 4.0 **Special Services for All City of Houston Vehicles:**
- 4.1 From time to time it may be necessary to steam clean the interior seats of a City of Houston Vehicle. The charge for these services will be shown as an extra charge to the standard hand wash services and will be included in Exhibit "H", Fees Schedule.
- 5.0 **Method of Payment:**
- 5.1 **Automated Car Wash/Hand Wash**
 - 5.1.1 **Invoices shall be submitted monthly to the Fleet Management Department**
 - 5.1.2 **Invoices shall show vehicle unit #, license plate #, date of service and type of service (automatic or hand wash).**