



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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October 23, 2012

SUBJECT: Letter of Clarification No. 1
Diesel and Gasoline Engine Repair Machine Work Services for Fleet Management Department

REFERENCE: Invitation For Bid No. S30-L24362

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

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

1. Page 7, Item 3.1 shall be revised to read as follows:

3.1 Initiation of Services

The Fleet Management Outside Services Group Representative (OSGR) will initiate services only as a result of a Department work order related to engines or components needing repair. A monthly receiving report/ledger (Exhibit BBB) will be maintained by the OSGR until all services are complete. The ledger will be maintained and used to reconcile completed services. ~~and approve payments by the Purchasing Representative. The director/designee will phone when requesting service.~~

Remove Page 7 and replace with attached Page 4 marked Revised – October 23, 2012.

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

3.4.1 The Contractor shall not commence work without an authorized Purchase Order from the City of Houston.

- 3.4.2** Services shall be completed within **ten (10)** working days after acceptance by the Contractor. The Contractor agrees to contact the OSGR when delays are incurred in completion of services. When working on City of Houston equipment, priority should be given to equipment to be repaired for the Houston Police Department and the Houston Fire Department. **City of Houston equipment shall be given priority over other equipment being worked on by the Contractor.**

Remove Page 8 and replace with attached Page 8 marked Revised – October 23, 2012.

Partnering to better serve Houston

**LETTER OF CLARIFICATION 1
DIESEL AND GASOLINE ENGINE WORK MACHINE SERVICES FOR FLEET MANEGEMENT
DEPARTMENT
SOLICITATION NO. S30-L24362**

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

5.1 Certification and Approval:

The OSGR shall be responsible for certifying that the work as billed by the Contractor has been satisfactorily completed. To facilitate this process, Contractor must forward a statement, prior to invoicing to the OSGR for reconciliation of completed services. The OSGR will **then complete Exhibits "BB" and "BBB" and** forward invoice(s) with the required attachments to the Department Director/designee for approval. The Department Director/designee will retain copies and distribute the original invoices to accounting.

Remove page 9 and replace with attached page 9 marked revised October 23, 2012.

4. Page 11, shall be revised to read as follows:

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Remove page 11 and replace with attached page 11 marked revised October 23, 2012

5. Page 12 shall be revised to read as follows:

Exhibit "~~BBB~~"

Remove Page 12 and replace with attached Page 12 marked Revised – October 23, 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

Attached Revised Page: 7, 8, 9, 11 and 12 of 38

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**SECTION B
SCOPE OF WORK/SPECIFICATIONS**

1.0 SCOPE OF SERVICES:

The Contractor shall provide exchange rebuilt engines as requested and/or perform miscellaneous machine work as required on various equipment, diesel engines and gasoline engines as requested. The Contractor shall furnish all labor, supervision, supplies, tools, parts, materials, facilities and transportation necessary to disassemble, inspect, and repair equipment identified in paragraphs 2.3 through 2.4 below. All services requested, will be scheduled on an as needed basis by authorized City of Houston department representatives.

2.0 DESCRIPTION OF WORK:

2.1 General:

Machine work varies depending on repairs needed per component. Such routine work may require reconditioning cylinder blocks, cylinder heads, installing cam bearings, resurfacing and pressure tests etc.

2.2 Removal and replacement of engines in various vehicles as requested.

2.3 Heavy Duty Vehicle Engines Requiring Repairs or Exchange:

- 2.3.1 3208 Caterpillar and Turbo
- 2.3.2 3116 and 3126 Caterpillar Turbo
- 2.3.3 L-10 and C8.3 Cummins
- 2.3.4 6-71, 60 and 50 Series Detroit Diesel
- 2.3.5 VED-7, 215HP Volvo
- 2.3.6 MBE Mercedes-Benz
- 2.3.7 C7 Caterpillar
- 2.3.8 3114 Caterpillar
- 2.3.9 5.9 and 7.8 Cummins
- 2.3.10 7.3, 6.0 and 6.4 International
- 2.3.11 Yanmar Diesel 1.0 & 1.5
- 2.3.12 DT466
- 2.3.13 Duramax 6.6L

2.4 Light Duty Vehicle Engines Requiring Repairs or Exchange:

- 2.4.1 GM (4 cyl 2.2L) (V8-305, 350) (v6-2.8L, 3.5L, 3.9L and 4.3L)
- 2.4.2 Chrysler (v8-360, 5.7L and 6.1L) (v6-3.5L and 3.9L) (4cyl-2.2),
- 2.4.3 GM (V8 - 4.3L, 4.8L, 5.3L, and 6.0L) (4-cyl-2.5L)
- 2.4.4 Ford (V8 - 4.6L) (V6-3.0L)

3.0 PERFORMANCE REQUIREMENTS:

3.1 Initiation of Services:

The Fleet Management Outside Services Group Representative (OSGR) will initiate services only as a result of a Department work order related to engines or components needing repair. A monthly receiving report/ledger (Exhibit BBB) will be maintained by the OSGR until all services are complete. The ledger will be maintained and used to reconcile completed services. ~~and approve payments by the Purchasing Representative. The director/designee will phone when requesting service.~~

3.2 Scheduling/Delivery Pick-Up:

The OSGR may schedule completion of services orally or in writing. Unless, otherwise specified within this contract, engine/component shall be picked up by the Contractor on date scheduled by the parties. Delivery and/or acceptance of the equipment/component to be serviced by the Contractor shall be in writing.

3.3 Quality of Work:

The Contractor shall be responsible for ensuring the highest level of quality is maintained when performing all repairs. All work must be performed in accordance with acceptable manufacture, or trade, specifications, standards or tolerances expected for the work performed. The Contractor shall take corrective actions to remedy causes which result in components found substandard or unusable by the OSGR.

3.3.1 Quality of Parts to be furnished when performing all repairs:

Parts supplied by the Contractor will meet or exceed the specifications of the parts furnished originally from the Original Equipment Manufacturer (OEM). If Original Equipment Manufacturer (OEM) parts are not available at time of repairs an acceptable equivalent shall meet or exceed the specification. It will be the responsibility of the Contractor to substantiate and justify any question regarding OEM or equivalent quality at the Contractor's own cost.

The director/designee may at any time disapprove any product and may require a specific substitute to be used. Rebuilt/remanufactured parts must conform to the manufacturer's reconditioning tolerances and carry no less than OEM warranty provisions.

The director or designee will inspect the quality of the materials, supplies, and equipment provided under this contract and will reject items deemed inferior to OEM specifications.

3.4 Completion of Services:

3.4.1 The Contractor shall not commence work without an authorized Purchase Order from the City of Houston.

3.4.2 Services shall be completed within **ten (10)** working days after acceptance by the Contractor. The Contractor agrees to contact the OSGR when delays are incurred in completion of services. When working on City of Houston equipment, priority should be given to equipment to be repaired for the Houston Police Department and the Houston Fire Department. **City of Houston equipment shall be given priority over other equipment being worked on by the Contractor.**

3.5 Additional Requirements:

3.5.1 Work not within the scope of services described or as approved in Exhibit "B" must be circumstances occurring after initiation of services by the Contractor. Contractor must notify the OSGR of repairs or services required, but not covered within the scope of this Contract, prior to proceeding with repairs or services.

3.5.2 Contractor must have facility within the City of Houston or surrounding counties.

3.5.3 Contractor's facility must be able to accommodate large vehicles such as Fire Trucks and Solid Waste Trucks.

3.5.4 Contractor must have the ability to handle repairs on multiple City Vehicles at one time in a timely fashion.

3.6 Inspection & Acceptance of Services:

The contractor must notify the OSGR upon completion of work. Acceptance of completed services will be at the place of origin and/or at the location agreed to by both parties. The Contractor agrees to provide a return delivery ticket for signature by the designated OSGR receiving the completed services. In the event of a dispute, the Department Director/ designee will provide final technical acceptance with respect to quality.

4.0 **LIMITATION AND AUTHORIZATION:**

4.1 Limitation on Contract:

The Contractor shall charge only for those services performed. The Contractor's prices shall be in accordance with the "Fee Schedule".

4.2 Department Director/Designee:

The Department Director/Designee shall administer contract requirements, approve payments, resolve disputes and enforce contract compliance.

4.3 Outside Services Group Representative:

Outside Services Group Representatives are those appointed representatives of the Director who will provide technical assistance in the performance of this contract. Such appointments are set forth in Exhibit "BBB". Outside Services Group Representatives will initiate, schedule, inspect and accept all services as required by this contract and as directed by the Department Director/designee.

5.0 **PAYMENTS:**

5.1 Certification and Approval:

The OSGR shall be responsible for certifying that the work as billed by the Contractor has been satisfactorily completed. To facilitate this process, Contractor must forward a statement, prior to invoicing to the OSGR for reconciliation of completed services. The OSGR will ~~then complete Exhibits "BB" and "BBB" and~~ forward invoice(s) with the required attachments to the Department Director/designee for approval. The Department Director/designee will retain copies and distribute the original invoices to accounting.

5.2 Method of Invoicing:

Contractor shall provide an invoice for each service after acceptance by the OSGR. In addition the Contractor shall provide a monthly statement of all billed services for that month. Invoices should be sent directly to:

Fleet Management Department
Accounts Payable
PO Box 3685
Houston, Texas 77251-3685

For each part purchased, the vendor shall provide the designated City representative a photocopy of the paid supplier's invoice. The Contractor's invoice(s) will not be paid if not accompanied by the supplier's invoice for proof of cost. In addition, Contractor's invoice(s) must show the name of the Department, Division or Section to which merchandise was delivered along with the City's shop number for that unit. Contractor shall provide a "Final Invoice" for services rendered upon contract expiration and/or termination and so state on invoice.

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EXHIBIT "BB"

DEPARTMENT OF _____
RECEIVING REPORT AND LEDGER

CONTRACT NO.: _____ LOCATION: _____

STARTING BAL AMT.: \$ _____

REPORT NO.: _____

MONTH: _____

WO NUMBER	SERVICES RQD	DATE OF SERVICES	DELIVERY TICKET NO.	INVOICE NUMBER	AMOUNT	BALANCE

I certify receipt of the above services. I certify services are authorized under subject contract.

_____ Date: _____
Maintenance Division Manager

_____ Date: _____
Director/Designee

Attached: Completed Direct Payment Voucher
Contractor's Invoice/Statement
Delivery Tickets