



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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Mayor

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October 25, 2012

**SUBJECT:** Letter of Clarification No. 1  
School Buses, Coaches, Mini Buses and Vans Rental Services for the  
Parks & Recreation Department

**REFERENCE:** ITB No.: S37- L24391

**TO:** All Prospective Respondents

**This Letter of Clarification is issued for the following reasons:**

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

1. **Question:** Is the service primarily school bus use?

**Answer:** Yes.

2. **Question:** ~~has~~ Is this a service that has already been in place?

**Answer:** Yes.

3. **Question:** Do you know approximately what the City of Houston spent as a total for the past years service?

<b>Answer:</b>	Coach bus price	\$95.00
	School bus price	\$67.00
	Van rental price	\$65.00
	Late fee cancellation	\$200.00
	Turn around charge	\$250.00
	Additional miles	\$3.45/mile

4. **Question:** On page 7 of the bid, it states a 250 radius. Is this the mileage that our buses may need to drive? Or is this the maximum radius for the company you pick?

**Answer:** Maximum pickup and drop off with return pickup and drop off (total round trip) is 250 miles.

5. On page 9 it states mileage of 100 miles or less. Is that the expected distance for service on a daily basis?

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**Answer:** Yes, for school buses.

6. **Question:** Would it be possible to get 12 months of invoices from the Heights, who handled this contract? I am just trying to get a handle on the frequency and amount of buses needed for the work.

**Answer:** The Heights Transportation contract was cancelled due to vendor non-compliance. Please note that approximately 90% of our bus services occur between the months of May thru July (when schools are out for the summer).

#### **2012 June Bus Trips based on 3.5 to 6 hours for each excursion**

- Senior Line Dance Program (Judson Robinson, Jr.) (1-2 buses)
- Senior Program (Sunnyside) (1-2 buses)
- Older Americas Month Trip (Senior Program Sites) (5 – 7 buses)
- June 12 (Hershey Track & Field): (13 Buses)
- June 12 (Waterworks) - (1 Bus)
- June 13 (Sagemont Opening): (1 Bus)
- June 13 (Waterworks) - (1 Bus)
- June 14 (Lake Houston) - (1 Bus)
- June 18 (Sheldon Lake) - (1 Bus)
- June 18 (Waterworks) - (1 Bus)
- June 19 (Museum of Fine Arts) - (1 Bus)
- June 19 (Waterworks) - (1 Bus)
- June 20 (Lake Houston) - (1 Bus)
- June 20 (Waterworks) - (1 Bus)
- June 21 (Lake Houston) - (1 Bus)
- June 25 (Sheldon Lake) - (1 Bus)
- June 12 (Waterworks) - (1 Bus)
- June 26 (Museum of Fine Arts) - (1 Bus)
- June 26 (Artist Boat) - (1 Bus)
- June 27 (Sheldon Lake) - (1 Bus)
- June 27 (Lake Houston) - (1 Bus)
- June 28 (Lake Houston) - (1 Bus)
- June 29 (Sheldon Lake) - (1 Bus)

7. **Question:** On the Compliance with Pay or Play, who do we pay \$1.00 too and why?

**Answer:** The program applies to contracts for services in which the total expenditures by the City exceed \$100,000.00. The Contractor “Plays” if he provides health benefits to his covered employees, including covered employees of covered subcontractors or he “Pays” to the City \$1 for each regular hour of work performed above 30 hours per week by covered employees, including covered employees of covered subcontractors. All payments received under the Pay or Play Program are deposited into the Contractor Responsibility Fund in order to defray the costs of providing health care services to

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uninsured persons in the Houston area and the program administrative costs as described in the Mayor's Executive Order No. 1-7 Revised.

8. **Question:** Since we are a large corporation, who can I have sign papers where it says owner signature?

**Answer:** Any authorized officer of your company may sign the documents.

9. **Question:** I think I read that you need all forms in duplicate to be turned in? Can the duplicate be copies of the original notarized forms? Or must both copies have the stamp?

**Answer:** The second copy can be a duplicate of the original notarized form.

10. **Question:** On the Pay or Play forms, is it POP-1 and POP-2 from the list?

**Answer:** The Pay or Play forms are both POP-1 and POP-2.

11. **Question:** Is there a way you can tell me exactly what forms need to be filled out turned in person and what forms can be done electronically? The invitation to bid is very confusing as to this. Thanks for your help.

**Answer:** All of the forms below which are listed in TABLE 1 - REQUIRED FORMS (except for the Copy of valid Commercial Driver's License as defined by the U.S. Department of Transportation):

Affidavit of Ownership.doc  
Fair Campaign Ordinance.doc  
Statement of Residency.doc  
Conflict of Interest Questionnaire.doc  
Pay or Play Program Acknowledgement Form  
Pay or Play Certification of Agreement to Comply w' the Program  
Contractor's Questionnaire  
Hire Houston First Application and Affidavit (which must be notarized)

can be found on our web site at the following link:

<http://purchasing.houstontx.gov/forms.shtml>

Most of the forms can be filled out electronically but cannot be submitted electronically except for the Hire Houston First Application & Affidavit which may be submitted via email to HHF-MOBO@houstontx.gov or fax to (832) 393-0952.

12. **Question:** The Hire Houston First form looks like it needs to be notarized. How do I submit that electronically?

**Answer:** After the Hire Houston First form has been completed and the affidavit has

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been notarized, the form/affidavit may be submitted via email to HHF-MOBO@houstontx.gov or faxed to (832) 393-0952.

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,

*Joyce A. Hays*

Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8723

cc: File:L24391

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