



# CITY OF HOUSTON

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August 7, 2014

**SUBJECT:** Letter of Clarification No. 2 Heating, Ventilation and Air Conditioning Services for Various Departments

**REFERENCE:** Invitation to Bid No. S30-L25056

**TO:** All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

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

- Additional bid line items have been added to General Services for "Full Maintenance," "Full Maintenance Certified," and Preventative Maintenance." All bids submitted on or before August 7, 2014 must be re-submitted.
- The "HVAC Equipment List" on the website has been updated.
- "Questions and Answers" listed below

## **Questions and Answers**

**Question 1.** There is an initial inspection that takes place within 45 days. Is all of the equipment on the contract on day one, and are we paid monthly on Full Service, Full Service Certified and Quarterly on PM from day one (regardless of whether the equipment is out of service)?

**Answer:** No. we have captured the majority of the equipment; however there is probably some smaller pieces that we may have missed. Yes you will be paid monthly on the full maintenance service. Yes PM quarterly 4 times per year.

**Question 2.** Since Full Service and Full Service Certified is quoted as 12 times per year and PM will be quoted as 4 times per year you will receive 16 invoices on each piece of equipment that is under Full Service or Full Service Certified. Is that your intent?

**Answer:** Yes – you will invoice once the service has been provided.

**Question 3.** Would you tell us who the current Water Treatment Company is?

**Answer:** Water Treatment Services Incorporated

**Question 4.** Full Service includes all parts, labor and materials with no cap on parts correct?

**Answer:** Correct

**Question 5.** If we inspect the equipment prior to taking responsibility for it and we find major problems internally on a chiller we have no way of knowing what internally may be wrong

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**Heating Air Conditioning and Ventilation Services for Various Departments**  
**SOLICITATION NO. S30-L25056**

without spending 40 hrs tearing it apart. The flat fee may only cover 20% of the labor cost. In the past contracts -that line( Section 3, 2.4) stating that we will be paid only for parts and not labor was taken out . Would you consider taking that clause out?

**Answer:** NO. If you find that there is a major problem with the unit during your inspection; you will bring it to the attention of the facility manager along with a proposal. We are not paying for the labor to do the assessment.

**Question 6.** You have filter changes only on the annual inspections not the quarterly inspections. If it is necessary to change the filters more frequently we will be paid based on negotiated rates?

**Answer:** Under the STOP portion of the Quarterly Inspection report it reads replace all air filters mark installation date on filters.

**Question 7:** I need to know how to tell what is considered “critical HVAC equipment specified in Exhibit B, Part 3”?

**Answer:** The items listed on the spreadsheet under Full Maintenance and or Preventative Maintenance

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 proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

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

*Richard Morris*

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**END OF LETTER OF CLARIFICATION 2**