



CITY OF HOUSTON

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Mayor

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Chief Procurement Officer
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October 17, 2014

SUBJECT: Letter of Clarification No. 2
Drinking Water Facilities Clarifier Maintenance, Repair and Replacement Services

REFERENCE: Invitation to Bid No. S17-T25117

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reason:

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

1. Page 1 shall be revised to include the following:

BID OPENING

Sealed bids (labelled with the company name, address and bid number), in duplicate, and one (1) additional electronic CD copy of the bids will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until **10:30 a.m., Thursday, October 16 ~~30~~, 2014** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of:

CLARIFIER MAINTENANCE, REPAIR AND REPLACEMENT SERVICES FOR DRINKING WATER OPERATIONS FOR THE PUBLIC WORKS AND ENGINEERING DEPARTMENT

BID INVITATION NO.: S17-~~L25196~~ L25117

NIGP CODE: 890-13

Remove Page 1 and replace with attached Page 1 marked Revised – October 17, 2014

2. Page 2 shall be revised to include the following:

CLARIFIER MAINTENANCE, REPAIR AND REPLACEMENT SERVICES FOR THE PUBLIC WORKS AND ENGINEERING DEPARTMENT

BID INVITATION NO.: S17-~~L25196~~ L25117

NIGP CODE: 890-13

Remove Page 2 and replace with attached Page 2 marked Revised – October 17, 2014

• **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:**

1. Page 2 Section A; states services for a three year period with two one-year option periods; page 12 of section C under contract term states expiration 3 years after starting date.

Can clarification be made on contract time period?

Answer: Contract will be for a 3 year term. City of Houston reserves the right to consider an extension of the contract, and will seek the successful bidder's agreement to extending it for the proposed period of time, no longer than two years.

**LETTER OF CLARIFICATION 2
DRINKING WATER FACILITIES CLARIFIER
MAINTENANCE, REPAIR AND REPLACEMENT SERVICES
SOLICITATION NO. S17-T25117**

2. 1.38 All clarifier drive units, valves, rakes or other parts subject to corrosion or rust with peeling paint or rust shall be sandblasted. The cost of sandblasting shall be included as a part of the base cost of any repair.

Page 10 – 1.38: Valves and Rakes are not included within bid schedule, will these repairs /re-coating items be performed as “other services”?

Answer: Any repairs to the rake arms would fall under “Additional Services.”

3. Will this cost be negotiated on actual cost plus markup?

ANSWER: Cost to inspect and prepare scope of work would be a line item in the repair estimate. If we don't repair are not approved, this cost would be covered under Line item 6- Non Repairable Shop Cost? This is not an item for which cost plus markup is applicable.

4. 1.46 The Contractor shall provide to the City a full set of repair record (including completed teardown sheets, work performed on the unit, and test run results including vibration levels at all bearings of the drive and prime mover) upon completion of work, if requested by the UDR and/or CTR. The Contractor shall establish and maintain the repair records for at least three (3) years from the date when the unit passed acceptance inspection and/or test. Page 10 – 1.46: Shop test run requirements and procedures along with vibration tolerances are not outlined within specifications.

Please verify if in shop test run is required? If yes, can procedures and tolerances be provided?

Answer: If the contractor has the complete drive unit, we would expect the unit to be tested with vibration levels and tolerances per OEM specifications.

5. 3.4 If the clarifier or unit cannot be repaired at City location, the Contractor shall notify the UDR. Within forty-eight (48) hours, the Contractor shall disassemble the unit from the drive, remove from foundation, and load on Contractor's vehicle, and transport/deliver the unit to contractor's repair facility. The Contractor shall ensure that all openings to pipes, inlet and discharge of fluids, and housing openings, are blocked/covered to prevent entry of rain, dirt, rodents, birds, and crawling animals. The covers for the openings shall be made of metal or plywood of sufficient thickness, strength, rigidity, and shall be secured to resist damage by wind and rainstorm.

Page 11-12, Section 3.4: The above specified work tasks are included within bid item No. 1 for year 1 group 1:

Is this cost to include all crane and rigging required for removal at COH location or will that cost be designated under item 20 “Crane and Rigging”?

Answer: Include Crane and Rigging under line item for Crane and Rigging

6. Rigging operations vary greatly between clarifier units and will affect pricing of line items 1 and 5. If crane and rigging operations are to be included within costs of items 1 and 5 can an estimated weight of bridge structure be provided for Group II and Group III clarifiers?

Answer: Use line item for Crane and Rigging

7. In the event that clarifier units must be removed, will COH operations drain basins and remove sludge from basin prior to removal of drive units?

Answer: In most cases, the basins will be drained and sludge removed. When not feasible, any additional work will be billed as “Additional Services”.

8. Will basins remain out of service during re-build / repairs of drive units at offsite facility

**LETTER OF CLARIFICATION 2
DRINKING WATER FACILITIES CLARIFIER
MAINTENANCE, REPAIR AND REPLACEMENT SERVICES
SOLICITATION NO. S17-T25117**

Answer: Except for rare emergencies.

9: Will basins be drained and cleaned during re-installation of drive units?

Answer: See as responses Q8 and Q9 above.

10. 3.5 The Contractor shall furnish hoist, crane, etc. for loading and unloading of the unit at City facilities and at Contractor's facility.

Page 12, Section 3.5: Same as above is the cost of crane and rigging to be included within bid sections 1 and 5 or within section 20 "Crane and Rigging" mark-up?

Answer: Use line item for Crane and Rigging

11. 3.16 The Contractor shall determine what parts are to be machined or replaced with new parts. As a minimum the Contractor shall replace all roller element bearings and seals when the original unit was furnished with such items.

4.8 "The cost does not include the cost of the bearings or lip seals, damaged or broken or worn parts (which are reimbursable) if authorized by the UDR"

Bearings and seals are to be replaced during break down of units, can it be confirmed that these items along with all mandated replacement parts are reimbursable under section 18 "Parts and material" as cost plus items

Answer: Parts supplied will be covered under parts and materials. Contractor expected to submit supporting documentation on all purchases.

7.10 The weir leveling shall be accomplished to equalize the overflow from this clarifier as well as all the other clarifiers, which are in service to prevent a short-circuiting of the clarification process.

12. If weir leveling is required from existing setup, will this be covered under "additional services"?

Answer: CTR or UDR will determine if weir leveling is required at setup,. In such instances, will be treated as a separate item and billed as "additional services".

13. Section 10, Page 17-19, Preventive and Predictive Maintenance, will all clarifier units be made available at each of the three facilities for preventive and predictive maintenance during the same timeframe / trip?

Answer: Availability will depend on operational needs of each facility. The Contractor will need to coordinate with UDR and facility manager, especially if PM/PdM requires shut down of the clarifiers.

14. (2) Sample gear oil and submit to a COH DWO pre-approved certified lab for testing for metal as necessary or if grit is felt in the oil. See 12.0 below

Section 11 – 2, page 18, Can a listing of DWO approved labs be provided?

Answer: There is no pre-approved list. Bidder would need to submit lab of choice for approval.

15. 12.3 Contractor must submit oil lubricant sample to COH DWO pre-approved certified lab for testing; lab is required to submit a separate copy of test results directly to COH UDR, CTR, immediately upon completion of testing. Contractor shall submit a detailed report of its findings within fifteen (15) days of completion of PdM to COH UDR, CTR.

Can requirements for oil testing be defined as to which testing procedures need to be followed and what outputs need to be shown?

**LETTER OF CLARIFICATION 2
DRINKING WATER FACILITIES CLARIFIER
MAINTENANCE, REPAIR AND REPLACEMENT SERVICES
SOLICITATION NO. S17-T25117**

Answer: Specified testing protocol from approved lab protocol for oil sample testing for motors, pumps or gear boxes will be acceptable. These tests usually include water content, viscosity, contaminants (and what size they are), metals etc.

16. For items within year one group 1, Items # 1 and #5 then going through each group and year for the similar items, disassembly and re-installation of clarifier drives:

Is this line item to include crane and rigging costs?

Answer: See line item for crane and rigging.

17. Item # 14 within year one group I, continuing through bid document into other sections:

For contractor owned crane hourly rate, are there sizing requirements for this crane?

Answer: Contractor will need to determine sizes of cranes likely to be needed.

18. Is this pricing to include operator?

Answer: Pricing must include all costs incidental to the operation of the crane. COH will not be paying additional costs for operator.

19. Item #15 and #16 within year one group I, continuing through bid documents.

Can clarification be provided in "yearly" unit of measure and quantity?

For example there are 3ea drives within group 1 (52' to 80') on schedule BB however a quantity of 8ea units on the bid sheet. On group 2 (90' to 150') there are 39ea drives on schedule BB however a quantity of 75 units on the bid sheet. On group 3 (150' to 180') there are 4ea on schedule BB however a quantity of 16ea on the bid form.

Answer: The quantities of all units are bid estimates. The contractor will only perform PM's or PDM's per CTR/UDR requests. Also, some clarifiers have dual pinions, so for a particular clarifier there may be 2 speed reducers, 2 worm drives.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal 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 at 832-393-8725.

Thank you,



Murdock Smith III
Senior Procurement Specialist

**LETTER OF CLARIFICATION 2
DRINKING WATER FACILITIES CLARIFIER
MAINTENANCE, REPAIR AND REPLACEMENT SERVICES
SOLICITATION NO. S17-T25117**

Attachments: Page 1 marked Revised – October 17, 2014
Page 2 marked Revised – October 17, 2014



CITY OF HOUSTON INVITATION TO BID

Issued: September 19, 2014

BID OPENING

Sealed bids (labelled with the company name, address and bid number), in duplicate, and one (1) additional electronic CD copy of the bids will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until **10:30 a.m., Thursday, October 16 ~~30~~, 2014** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of:

**CLARIFIER MAINTENANCE, REPAIR AND REPLACEMENT SERVICES FOR DRINKING WATER OPERATIONS
FOR THE PUBLIC WORKS AND ENGINEERING DEPARTMENT
BID INVITATION NO.: S17-~~L25196~~ L25117
NIGP CODE: 890-13**

BUYER

Questions regarding this solicitation document should be addressed to Murdock Smith at **832.393.8725**, or e-mail to **Murdock.smith@houstontx.gov**.

ELECTRONIC BIDDING

In order to submit a bid for the items associated with this procurement, vendor must fill in the pricing information on the “**PLACE BID**” page.

PRE-BID CONFERENCE

A Pre-Bid Conference will be held for all Prospective Bidders at 900 Bagby Houston, Texas 77002 City Hall Tunnel Level (Basement) SPD Conference Room-2 at **10:00 A.M. on September 30, 2014.**

All Prospective Bidders are urged to be present. It is the Bidder’s responsibility to ensure that they have secured and thoroughly reviewed the solicitation documents prior to the Pre-Bid Conference. Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, and terms and conditions as stated herein.

Bidding forms, specifications, and all necessary information should be downloaded from the Internet at <https://purchasing.houstontx.gov/>. By registering and downloading this solicitation document, all updates to this solicitation document will be automatically forwarded via e-mail to all registered Bidders. This information may also be obtained from the Supplier Assistance Desk, Strategic Purchasing Division, 901 Bagby (Concourse Level), Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph (b), (5) of Section 15-3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph (b), (6) of said Section 15-3.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

City Employees are prohibited from bidding on this solicitation in accordance with the Code of Ordinances, Section 15-1.

***CONTENTS:**

SECTION A: OFFER
SECTION B: SCOPE OF WORK/SPECIFICATIONS
SECTION C: GENERAL TERMS & CONDITIONS

***NOTE 1: Actual page numbers for each Section may change when the solicitation document is downloaded from the Internet or because of Letters of Clarification. Therefore, Bidders must read the bid document in its entirety and comply with all the requirements set forth therein.**

***NOTE 2: To be considered for award, please submit the electronic bid form and the forms listed in Section A, including the Official Signature Page, which must be signed by a company official authorized to bind the company.**



CLARIFIER MAINTENANCE, REPAIR AND REPLACEMENT SERVICES FOR THE PUBLIC WORKS AND ENGINEERING
DEPARTMENT BID INVITATION NO.: S17-~~L25196~~ L25117
NIGP CODE: 890-13

To The Honorable Mayor
and Members of the City Council
of the City of Houston (the "City"), Texas:

The undersigned Bidder hereby offers to contract with the City upon the terms and conditions stated in that certain "**Contract for clarifier maintenance, repair and replacement services for a three-year period with two (2) one-year option periods to extend for the Public Works & Engineering Department,**" which was distributed by the City together with the "Notice to Bidders" and is hereby incorporated herein by this reference (the "contract"). This offer is made at the prices stated on the electronic bid form. When issued by the City of Houston, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the Bidder to ensure that it has obtained all such letters. By submitting a bid on this project, Bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.

The City may accept this bid offer by issuance of a contract covering award of said bid to this Bidder at any time on or before the 180th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing.

The City of Houston reserves the option, after bids are opened, to increase or decrease the quantities listed, subject to the availability of funds, and/or make award by line item.

If the City accepts the foregoing offer, this Bidder promises to deliver to the City Purchasing Agent of the City, five (5) original counterparts of said contract duly executed by this Bidder (as "Contractor") in accordance with this paragraph, proof of insurance as outlined in Article II of the contract, all on or before the tenth (10th) day following the day this Bidder receives from the City the unsigned counterparts shall be executed so as to make it binding upon the Bidder, and all of the applicable requirements stated in the document entitled "Instructions for Execution of Contract Documents," (which was distributed by the City) shall be complied with.

The City reserves the right to cancel this ITB, accept or reject, in whole or in part, any or all bids received and to make award on the basis of individual items or combination of items, as it is deemed in the best interest of the City.

If the City accepts the foregoing offer, this Bidder shall furnish all labor, supervision, materials, supplies, equipment and tools necessary to provide clarifier maintenance, repair and replacement services for the City in accordance with attached specifications.

Documents/forms must be downloaded from the City's Website at <http://purchasing.houstontx.gov/forms.shtml>