



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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June 28, 2010

Subject: Letter of Clarification No. 4  
Onan Generator Equipment Replacement Parts  
and Repair Services

Reference: Invitation to Bid (ITB) No.: S44-S23583

To All Prospective Bidders:

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follows:
  1. The Bid Opening date will be extended from July 1, 2010 to July 8, 2010.
  2. In Section B, the attached pages marked "REVISED 6/25/2010" shall be incorporated in its entirety.

This Letter of Clarification will be considered part of the solicitation referenced above.

Furthermore, it is the responsibility of each Supplier to obtain any previous Letter(s) of Clarification associated with this solicitation.

A handwritten signature in cursive script that reads "John Tatman".

John Tatman  
Procurement Specialist  
Strategic Purchasing Division  
832-393-8751

*PRH*  
JGT:DRH:jgt

TECHNICAL SPECIFICATIONS FOR ONAN GENERATOR REPLACEMENT PARTS AND REPAIR SERVICES FOR VARIOUS DEPARTMENTS (CONTINUED):

**2.0 SCOPE OF SERVICES:**

The supplier shall furnish all supervision, labor, transportation, tools, equipment and supplies necessary to provide on-site generator preventative maintenance.

**3.0 SERVICES TO BE PERFORMED SEMI-ANNUALLY FOR THE PARKS & RECREATION DEPARTMENT:**

3.1 Basic Preventative Maintenance (PM):

- 3.1.1 Check and fill radiator fluid (includes up to one (1) gallon antifreeze plus water).
- 3.1.2 Drain oil and replace with premium motor oil (up to six (6) quarts).
- 3.1.3 Remove old oil filter and replace with new oil filter.
- 3.1.4 Lubricate chassis (all grease points, replace all broken or non-operational fillings)
- 3.1.5 Check and fill battery fluid if required, clean terminals if needed and replacement of battery if not charging is not sufficient and/or will not function at full capacity as per manufacturer.
- 3.1.6 Check and fill differential fluid (up to one (1) quart).
- 3.1.7 Check air filter and replace if needed.
- 3.1.8 Conduct a full visual inspection of vehicle and report items requiring replacement, adjustment or repair, including identification of fluid leaks.
- 3.1.9 Check belts and hoses and replace if needed.
- 3.1.10 Check all gauges, lights and report needed repairs.
- 3.1.11 Check all tires and fill to maximum pressure. Report replacement if needed.
- 3.1.12 Check fuel filter(s) replace if needed (replacement mandatory after twelve (12) months)
- 3.1.13 Check PCV valve and replace with new valve if needed (replacement mandatory after twelve (12) months).
- 3.1.14 Check engine and supports (report if repairs are needed).
- 3.1.15 Check exhaust system (report if repairs are needed).
- 3.1.16 Check state registration sticker (report if expired).
- 3.1.17 Check for correct voltage output of units to be in accordance with manufacturer(s) specifications (report if repairs are needed).
- 3.1.18 Supplier shall be responsible for disposal of used oil, fluids, filters, batteries and various hazardous items in accordance with all applicable local, state and federal laws.
- 3.1.19 Supplier shall provide a daily work report on each unit detailing services performed (including hour meter readings if applicable). The supplier shall secure a signature from a Parks and Recreation Department representative (with COH employee number) at time of completion of each unit leaving site and/or facility. This shall be done prior to supplier submitting invoice for payment by the department.
- 3.1.20 All items that are to be reported to the department for additional services shall be submitted at time of signature by department for services at each site/facility to the Parks and Recreation Department designated representative. All reports shall be submitted in writing.
- 3.1.21 Supplier shall notify department designated representative seven (7) days prior to starting any services to be performed on each semi-year basis.

TECHNICAL SPECIFICATIONS FOR ONAN GENERATOR REPLACEMENT PARTS AND REPAIR SERVICES FOR VARIOUS DEPARTMENTS (CONTINUED):

**4.0 ACCEPTABLE MOTOR OILS AND LUBRICANTS:**

All oils and lubricants provided by the supplier must meet or exceed American Petroleum Institute (API) Service Specifications SG, SF/CC, and CD. Acceptable brands are:

- ARCO
- Chevron
- Exxon
- Penzoil
- Shell
- Texaco
- Quaker State
- Valvoline
- Citgard

**5.0 WORK REPORT TO BE PROVIDED BY SUPPLIER:**

The daily work ticket per each vehicle shall reflect the following information:

- 5.1 Date service performed
- 5.2 Location (physical address)
- 5.3 Vehicle shop number/license tag number
- 5.4 Check list of services provided with a total of oils/fluids and parts by item listed.
- 5.5 Signature and printed name of person performing service.
- 5.6 Results of visual inspection and all other parts or repairs needed.
- 5.7 Dates of service by location

**6.0 LOCATIONS AND TYPES OF PARKS AND RECREATION DEPARTMENT'S ON-SITE GENERATORS:**

- 6.1 Gragg Building-IT Generator-Stationary  
2999 South Wayside  
Cummins Onan  
Model Number GGHD-4485354  
Serial Number H000136092
- 6.2 North Shepherd Maintenance Facility-Stationary  
4719 North Shepherd  
Houston, TX 77018  
Onan  
Model Number LSG-8751-6003C  
Serial Number 0530764TT
- 6.3 Sabine Maintenance Facility-Stationary  
115 Sabine  
Houston, TX 77002  
Minneapolis-Moline Twin Units  
Model Number HD524  
Serial Number 35500098

TECHNICAL SPECIFICATIONS FOR ONAN GENERATOR REPLACEMENT PARTS AND REPAIR SERVICES FOR VARIOUS DEPARTMENTS (CONTINUED):

**6.0 LOCATIONS AND TYPES OF PARKS AND RECREATION DEPARTMENT'S ON-SITE GENERATORS (CONTINUED):**

- 6.4 Facilities Management and Development-Pull Behind Unit  
6200 Wheeler  
Houston, TX 77023  
Ingersoll Rand  
Power Source G60  
Model Number G60  
Serial Number 373035UFQB55
  
- 6.5 Fleet Maintenance Division-Stationary/Mounted on Trailer  
6200 Wheeler  
Houston, TX 77023  
Cummins Power Generator  
Model Number DKAE-5671544  
Serial Number F040650792
  
- 6.6 Forestry-Stationary  
12025 Sowden  
Houston, TX 77055  
Generac  
Model Number 10080350200  
Type SD150  
Engine D6.8