

CITY OF HOUSTON

Administration & Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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April 3, 2012

Subject: Letter of Clarification No. 1
Automotive Glass and Repair Services for Various Departments

Reference: Invitation to Bid (ITB) No.: S32-S24001

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follows:
 1. To extend the bid due date from April 5, 2012 to April 19, 2012.
 2. At the City's electronic website, Group No. Two (2), Item No. Two (2) has been **revised**.
 3. At the City's electronic website, Group No. Two (2), Item No. Four (4) has been **deleted**.
 4. At the City's electronic website, the verbiage "This bid solicitation shall be awarded to one supplier." has been added to Group Nos. One (1) thru Eight (8).
 5. In Section B, Page 5 of 19, provision 2.0, Guarantee, **change** as follows:

Supplier guarantees all said repairs to never crack or leak for the life of this award.
 6. In Section B, Page 6 of 19, provision 8.0, Site Visit, **change** as follows:

When deemed necessary an inspection may be made by the City to determine whether a bidder actually has a facility at the location they have listed in the bid document.

Partnering to better serve Houston

Council Members: Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford
Jack Christie **Controller:** Ronald C. Green

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7. In Section B, Page 6 of 19, provision 10.1, Compliance, **change** to read as follows:

The Fleet Management and Public Works & Engineering Departments reserve the right to monitor this award for compliance to ensure legal obligations are fulfilled and that acceptable levels of services are provided.

8. In Section B, Page 6 of 19, provision 10.3, Compliance, **change** to read as follows:

The responsibility for monitoring compliance rests with the Fleet Management and Public Works & Engineering Departments.

9. In Section C, Page 15 of 19, provision 25.0, Insurance, **change** to read as follows:

25.0 INSURANCE:

25.1 If performance of this award requires Supplier to provide labor in addition to supplies, labor and materials, the Supplier shall have and maintain in effect insurance coverage and furnish certificates of insurance showing the City as an additional insured, in duplicate form, prior to the beginning of the award. The City shall be named as an additional insured on all such policies except Worker's Compensation. **The issuer of any policy shall have a Certificate of Authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide, Property-Casualty United States.** Comprehensive General Liability including Contractual Liability and Automobile Liability insurance shall be in at least the following amounts: Automobile Liability Insurance for autos furnished or used in the course of performance of this award including Owned, Non-owned, and Hired Auto coverage (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If no autos are owned by Supplier, coverage may be limited to Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by Supplier, Scheduled Auto coverage may be substituted for Owned Auto coverage. **EACH AUTO USED IN PERFORMANCE OF THIS AWARD MUST BE COVERED IN THE LIMITS SPECIFIED - \$1,000,000.00 Combined Single Limit.**

25.2 Worker's Compensation including Broad Form All States endorsement shall be in statutory amount.

25.3 All insurance policies required by this award shall require by endorsement that the insurance carrier waive any rights of subrogation against the City, and that it shall give thirty (30) days written notice to the City before they may be cancelled. Within such thirty (30) day period Supplier, covenants that it will provide other suitable policies in lieu of those about to be cancelled so as to maintain in effect the coverage required under the provisions hereof. Failure or refusal of the Supplier to obtain and keep in force the above-required insurance coverage shall authorize the City, at its option, to terminate this award at once.

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25.0 INSURANCE (Continued):

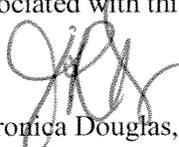
25.4 ONLY UNALTERED ORIGINAL INSURANCE CERTIFICATES, EXCLUDING ANY ALTERATION AND INITIALS REGARDING CANCELLATION WHICH IS MADE TO MEET CITY REQUIREMENTS, AS ENDORSED BY THE UNDERWRITER ARE ACCEPTABLE. PHOTOCOPIES ARE UNACCEPTABLE.

25.5 All certificates of insurance submitted by Contractor shall be accompanied by endorsements for additional insured coverage in favor of the City for Commercial General Liability and Automobile Liability policies; and waivers of subrogation in favor of the City for Commercial General Liability, Automobile Liability, and Worker's Compensation/Employers' Liability policies. For a list of pre-approved endorsement, forms see <http://purchasing.houstontx.gov/forms.shtml>. The Director will consider all other forms on a case-by-case basis.

- Due to the aforementioned change to the e-bidding items you may need to edit your bid. To do so, please select the "Bid Number" and proceed accordingly.

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document. All revisions, responses, and answers incorporated into the Letter of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s).

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


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DRH:vrd

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