



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

**Annise D. Parker**

Mayor

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September 22, 2012

**Subject:** Letter of Clarification No. 2 to Invitation to Bid No. S12-S24357 Chemical, Liquid Ammonium Sulfate for the Public Works and Engineering Department

**To:** All Prospective Bidders:

This letter of Clarification is being issued for the following reasons:

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

- 1) **The Solicitation's electronic bid form has been revised from one to three bid items. Please go to [http://purchasing.houstontx.gov/Bid\\_Display.aspx?id=S24357](http://purchasing.houstontx.gov/Bid_Display.aspx?id=S24357) to view and resubmit the revised City of Houston electronic bid form.**
- 2) **Replace the originally advertised bid document page 17 of 25 with the attached revised page 17A of 25 marked "Revised 09/22/2012".**
- 3) **On page 22 of 25, Provision 29.0 - Rejections, Add sub-section 29.3 as follows:**

**29.3 In the event that a shipment is rejected for failure to meet specifications, the supplier is to furnish an emergency shipment to the Water Purification Plants within twenty-four (24) hours. Any additional expense associated with the emergency shipment over and above the Contract price shall be at the expense of the supplier.**

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 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 bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation and resulting bid.

Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.

*Martin L. King*

Martin L. King  
Senior Staff Analyst  
832-393-8705

*Partnering to better serve Houston*

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

## 11.0 DELIVERY:

- 11.1 The Supplier agrees to make deliveries only "**after**" receipt of duly signed and approved Purchase Orders issued by the City of Houston, "**and only after ordered by an authorized representative of the user department.**"
- 11.2 Unless otherwise stated in the Bid Form or Specifications, deliveries must consist only of new and unused merchandise.
- 11.3 Full tare must be allowed and no charges made for packages.
- 11.4 In the event that the deliveries of the supplies covered in the proposal are not made within the number of days specified, or in the event that the supplies delivered are rejected, and are not removed and replaced within the number of days specified in the official notice of rejection, the City reserves the right to terminate. The defaulting Contractor/Supplier will be deemed non-responsible and will be disqualified from bidding on the contract if it is re-let by the City within ninety (90) days of such termination.
- 11.5 The Bidder must demonstrate its ability to secure and deliver any item within 24-hours after order request notification. Forty-eight (48) hour delivery services may be required in some instances; therefore, the Bidder must be able to provide such service.
- 11.6 The Supplier agrees to make deliveries only "after" receipt of duly signed and approved Purchase Orders issued by the City of Houston City Purchasing Agent, "**and only after ordered by an authorized representative of the user department.**" **Deliveries are required to check in with the East Water Purification Control Center at 713-330-2561 1-hour before delivery and give all necessary information required.**
- 11.7 Deliveries will be made to the following facilities or other City of Houston facilities, which may become necessary during the life of the Award:
  - 11.7.1 Acres Homes Plant - 1810 Dollywright
  - 11.7.2 Bellaire Braes Plant - 12423 Bellarie Blvd.
  - 11.7.3 Jersey Village Plant - 7207 Fairview
  - 11.7.4 Katy Addicks Plant - 11500 Old Katy Rd.
  - 11.7.5 Katy Addicks Re-pump - 1456 Brittmore
  - 11.7.6 Southwest Plant - 4410 Westpark
  - 11.7.7 Spring Branch Plant - 9400 Kempwood
  - 11.7.8 Sims Bayou - 13840 Croquet
  - 11.7.9 **Northeast Water Purification Plant - 12121 North Sam Houston Parkway**
  - 11.7.10 **Park Glen - 10923 Stancliff Rd.**
- 11.2 Deliveries shall be made to the Houston Water Purification Facilities at such intervals as specified in the purchase orders issued by the user department's authorized representative. It is the responsibility of the Supplier to ensure that the carrier has all necessary equipment such as tools, fitting, minimum 40' hoses, coupling, and off-loading equipment to effect a safe and timely unloading so as not to disrupt routine purification plant operations. The Supplier will ensure that carrier vehicles are equipped with a suitable vehicle mounted pump to allow for product offloading. The Supplier assumes responsibility and liability for damage to any City property, including but not limited to chemical offloading equipment, gates, vehicles, concrete, and storage tanks.
- 11.4 Deliveries are to be made to the appropriate purification facility between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday, with standard provisions to be made for deliveries on holidays and weekends, during these same hours, and during periods of high product demand. These hours are subject to change upon Operations needs. Supplier must have a Certificate of Analysis with the bill of lading at time of delivery. The successful Bidder must make adequate provisions for product supply and transportation, and must maintain close contact with the user department's authorized representative at all times. Additionally, the successful Bidder must make provisions for emergency delivery within 24-hours of the above listed normal delivery hours, at all times, to maintain adequate supply. Additional supplies may occasionally be required on an emergency basis.