



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

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February 29, 2016

Subject: Letter of Clarification No. 1
Electrical Switchgear and Motor Controls

Reference: Invitation to Bid (ITB) No.: S60-S25607

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. For specifications and descriptive information go to:

<http://purchasing.houstontx.gov>
 2. At the e-bid website, Instructions for Bidding and Terms and Conditions has been added.
- To answer the following questions:
 1. *Question: "What are the total amounts under each section? In attached, for example under group number 1, the total expenditure is \$302,200. Is that annual or over a 3 year period?"*

Answer: "The total expenditure amount in each group is for a thirty-six (36) month period and may be extended for two (2) additional one (1) year period."
 2. *Question: "Is the pricing based on quantity consumption over 3 years over the above spend number?"*

Answer: "Prices are estimated for the term of the award."
 3. *Question: "Do we offer a list less discount and a net cost and if the list for the manufacturer changes we can revalidate pricing based on that every year?"*

Answer: "Please refer at the Invitation to Bid (ITB), in Section B, page 6 of 18, Provision 2.0."

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos Mike Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh
Amanda K. Edwards Jack Christie **Controller:** Chris B. Brown

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4. Question: "Will the material ship to one delivery address or several?"

Answer: "The material will be delivered to several locations."

5. Question: "Does the bid have to be submitted online and then another copy via FedEx is fine or does it have to be hand delivered?"

Answer: "The bid is to be completed online and a hard copy must be submitted to the Office of City Secretary, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002 at or before 10:30 A.M. on the day bids are due; an early postmark will not suffice. Be sure you have allowed ample time for postal delivery. CAUTION: Bids mailed on the day before bids are due may not be received in time to be considered. For more information please refer to the e-bid website, Instructions for Bidding and Terms and Conditions."

6. Question: "Are minority businesses given a preference for this bid?"

Answer: "No, preference is not given to minority business."

7. Question: "On this bid we have items for stock and a few for 30 days delivery, how soon will the City need them after the PO is sent over?"

Answer: "Please, Refer at the Invitation to Bid (ITB), in section C, page 11 of 18 provision 2.0."

16.1 The Supplier agrees to make deliveries within ten (10) working days only upon receipt of duly signed and approved Purchase Orders issued by the City of Houston City Purchasing Agent or designee.

- Due to the aforementioned change(s) 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(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s).

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


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RSR:DRH:rsr

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