



**CITY OF HOUSTON  
PUBLIC WORKS & ENGINEERING  
DEPARTMENT  
PWE-MMB-01-JM**

**NOTICE OF REQUEST FOR INFORMATION**

Material Management  
Branch  
319 St. Emanuel  
Houston, Texas 77002  
(832) 395-2467  
(832) 395- 3722 Fax

**Introduction**

The Public Works & Engineering Department (PWE) is seeking information from potential operators to manage and operate the bottle water facility located at the recently constructed City of Houston's Northeast Water Production Plant. The City has decided not to operate the plant and instead prefers to make the bottling facility available to potential bottle water operators. The operator will run the facility for its own business purpose and will enter into an operating agreement for the facilities with the City.

**Scope of Services**

PWE will provide potable water to the bottling facility and grant the operator full access to bottling production equipment and facility space in a secured environment. In exchange, the operator will pay the City a fee, which will be determined by the operator in its proposal. The City asks that each operator bid on the facility and that the winning bid will be based on the highest financial return to the City. The City is prepared to enter into a five year operating agreement.

The operator's responsibility will be to handle all operations, including managerial and supervisory control over its employees and all other business activities related to bottling water. Employees of the operator must pass City security background checks and must adhere to City drug and substance abuse policies and testing. Bottling equipment remains the property of the City and must be returned in good working order, less reasonable wear and tear. Operator must maintain all warranties and maintenance schedules, as documented by the vendor.

The operator will run the facility in a lawful manner and in full compliance with all federal and state regulatory rules and policies. Employees must have appropriate operator licenses.

**Equipment List**

- Bottle washing unit
- Bottle scouring and disinfection unit
- Water filling station
- Ozonation unit
- Bottle capping unit
- Bottle labeling station
- Variable speed conveyor
- Turntables

Please see the attachment for additional details



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**Bottling Facility Space**

The bottling facility is housed in its own production room. The room includes sufficient space for the bottled water production units, storage space for pallets, and ancillary equipment. The bottled water production facility is constructed to provide both five gallon and portable consumer bottles. All of the plumbing, electrical and support infrastructure exists to supply water to the bottled water facility. The facility exists as one process train with a production capacity equivalent to 50-75 bottles per hour for the five gallon size and up to 750 bottles per hour for the portable consumer bottles.

- Floor space: 2,163 ft<sup>2</sup>
- Build-out and mechanicals

Please see the attachment for additional details

**Facility Tour**

PWE will conduct a tour of the building to enable operators to see the equipment and what the facility has to offer. A tour will be scheduled after PWE has received the Letters of Interest.

**Desired Qualifications**

- Prior documented experience in operating bottling facilities.
- Experience or knowledge of the bottling industry.

Once the Letters of Interest are returned, PWE will schedule a tour. Based on feedback and discussions with potential operators, PWE will prepare an RFP to solicit bids. Final RFP specifications will be in the bid packet posted to the City *Procurement website*. The winning bid should anticipate providing at least the following information.

- A description of the firm's capability and experience.
- A description of the firm's approach for maximizing the City's financial return.
- A description of prior operations where the firm has performed similar services.
- References that demonstrate firms' ability to successfully deliver.

Please indicate your interest to Jerry Roberts, Division Manager, by: **COB Friday, May 21, 2010:**

Mail, fax or deliver responses to: City of Houston  
PWE  
319 St. Emanuel  
Houston, Texas 77002  
832-395-3671