



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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June 17, 2011

SUBJECT: Letter of Clarification No. 5
Fire and Security Alarm System Maintenance, Inspections, Testing and Monitoring for Various Departments

REFERENCE: Request for Proposal (RFP) S33-T23910

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To provide a response to vendor questions as follows:

ID#	Question	Response
1.	Page 31, Scope of Work for Part 2 – Section 5.15. The Contractor would not know the plans for the Airport Systems growth over the next 5 years and to not be able to increase the staff and costs would be a challenge for any Contractor. Could The City provide the number of employees currently being used for the Houston Airport System? And if any known growth at this time, could be provided?	Under this section the most likely criteria would be the time frame for code inspections, and repairs of sprinkler and fire alarm systems. Although there are several projects planned for the future, it is not known if they will impact this contract.
2.	Page 31, Scope of Work for Part 2 – Section 5.16 What is the process and criteria for The City in selecting the Technicians?	Only in verifying qualifications under contract requirements, and passing security background check.
3.	Page 37, Scope of Work for Part 2 – Section 13.3 The City employs thousands of workers, could The City limit the number of attendees to a mutually agreed upon number?	Yes, this would only apply to personnel associated with contract responsibility. Typically less than Eight.
4.	Page 38, Scope of Work for Part 2 – Section 16.0 Is there a fee for utilizing the Contractor parking lot and what is the number of vehicles that can use this lot?	At this time there are no fees. There are no restrictions on number of vehicles, however parking is limited.
5.	Page 39, Scope of Work for Part 2 – Section 18.1 When does the Current Contract expire?	The contract for the Houston Airport System expires July 7, 2011
6.	Page 40, Scope of Work for Part 2 – Section 19.0 Can selected Contractor assume that this section for Phase-Out will apply? Will current Contractor be required to follow these actions?	Yes

Partnering to better serve Houston

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver
Pennington Edward Gonzalez James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O.
"Brad" Bradford Jolanda "Jo" Jones **Controller: Ronald C. Green**

ID#	Question	Response
7.	Page 45, Scope of Work for Part 3 – Section 2.0 Could The City please define Newly Deployed Service Enhancements? Does this pertain to software, hardware, or servicing procedures?	Most commonly it would apply to software upgrades; however it could apply to new hardware upgrades when old equipment is replaced upon failure. Service procedures should always be of latest procedures.
8.	Letter of Clarification – Question and Answer number 19 and 20 Could successful Contractor partner with the installing Contractor and warranty holder to address all warranty repairs and programming. Test and Inspect would be performed by successful Contractor.	There are no restrictions at this time.
9.	Exhibit III – Sample Price Sheet/ Fee Schedule On page 64 items 4, 5, and 6 the example is asking for unit pricing on maintenance, inspections and testing. Please clarify exactly what the COH is designating as and the difference in maintenance, inspections and testing of Fire Alarm systems.	Maintenance is preventive maintenance at the time of the annual inspection and could be considered reactive maintenance for repair needs between annual inspections. Inspection is the annual required system inspections and a less involved inspection of the system if contractor is called out to make repairs. Testing of certain system components is required on a periodic basis.
10.	Will an equipment list be provided for the sprinkler systems and components in Section 1?	No, we encourage the contractor to confirm all systems and components and there condition.
11.	By bidding a unit price per month and not knowing the total inspection or contract price how can an 11% MWBE be calculated or achieved?	Every property identified has a fire alarm system that will need an annual inspection. Number of properties X cost for inspection + monitoring cost + anticipated repair cost = total contract cost.
12.	Within the RFP a Project Manager has to report to the Air Port 4 days a week. Does this Project Manager have to stay on site with the HAS the entire time?	If contract coverage is 24/ 7 the answer is yes. However, if it is less than 24/7 it is the contractors responsibility to make that assessment in his/her proposal.
13.	Do you have a full job responsibility list for the Project Manager?	Project manager responsibility can be found in Section 5.11, page 31.
14.	Section 13.0 Do all employee's have to have HAZCOM training and how is to assume the cost?	All employees need basic MSDS , and hazcom introduction. This would be at proposers expense
15.	Are you stating in your answer to ID #13 that any and all service calls emergency and non-emergency that arise during normal business hours and after business hours, in between inspections will be included in the monthly cost and will not be allowed to be billed separately per call?	Yes
16.	In ID #19 you state "YES" to the question that states bidding contractor must submit a letter that they are a manufacturers representative of Notifier. You also state that the bidder must be able to buy and warranty parties for Notifier. Through out this contract there are many proprietary systems such as Simplex, Notifier, FCI Siemens to name a few, there is not one Fire Alarm company that is a manufacturers representative for all systems, as stated in ID #17 one vendor will be awarded both sections. BY stating "must able able to buy and to warranty repairs; does that mean that you do not have to be a manufacturers representative, however, are capable of servicing and obtaining any and all manufacturers equipment?	Capable of servicing and obtaining any and all manufacturer's equipment. Within the specified timeframe in the contract.
17.	Page 14, Scope of Services – Section 1.1 and Page 15 Section 3.1.2 Regarding the 2 hour onsite emergency response: Could The City please define what it considers to be an Emergency?	An Alarm or a system that is not operational.
18.	Page 14, Scope of Work – Section 1.4 If travel or trip charges cannot be applied for service calls, how does the Contractor recover the cost of fuel, vehicle, and travel time for all the locations listed?	Build it in to your monthly cost.
19.	Page 15, Scope of Work – Section 3.3.2 and Number 13 from CL3. Could the city please define what they consider call out service and repairs between inspections?	During the annual inspection the contractor can charge the COH for any and all necessary repairs to make the system compliant with Fire and governmental codes. Between these annual inspections, there will be no charges to the OH for service calls/repairs unless damage is caused by others.

ID#	Question	Response
20.	Page 16, Scope of Work – Section 3.3.5 Will The City provide a list of buildings with stand alone fire alarm systems that require the 9 volt batteries	Contractor interested in participating in the bid process for the contract have been encouraged to make site visits to identify the type of systems in place and the different components of that system.
21.	Page 16, Scope of Work – Section 3-4-2 Will The City please define what it considers “not operation” to be. Example: Is a component of the system not operating or is the complete system down.	Any problem that would cause the system to be yellow or red tagged if it was to be inspected.
22.	Page 25, Scope of Work – Section 4.2.9 Verified Response . This section does not mention if private patrol should be armed or unarmed, however, page 45, section 3.3 regarding invoices, mentions armed security guards. Can you please verify if this is Armed or Un-Armed Security?	The contractor will not be responsible for providing an armed or unarmed security response to a security alarm. The contractor’s Central Monitoring Station (CMS) will follow the procedure that Security Management has established regarding security alarms. Contact sheets with instructions will be provided to the contractor

2. To change the due date from 2:00 p.m., Friday, June 24, 2011 to 2:00 p.m., Friday, July 1, 2011
3. To replace Exhibit III, – SAMPLE PRICE SHEET / FEE SCHEDULE: A-1 Fee Schedule with the document located on page 4 of this letter of clarification:

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. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this RFP.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,



Conley Jackson
 Senior Procurement Specialist
 City of Houston, Strategic Purchasing Division
 832-393-8733

Cc: S33-T23910 Solicitation File

**A-1
 FEE SCHEDULE**

ITEM NO.	DESCRIPTION	MONTHLY PRICE PER UNIT
1.	Fire System Alarm Monitoring and/or Answering Service	\$
2.	Intrusion Alarm System Monitoring	\$
3.	Refrigeration Monitoring	\$
4.	Maintenance Fee (to included the following: Inspection, Testing, Preventive Maintenance, and/or any service required to keep the system operationally compliant)	\$

ITEM NO.	DESCRIPTION	UNIT PRICE PER HOUR
COST APPLIES ONLY FOR REPAIRS MADE AT TIME OF INSPECTION		
1.	Standard Service Rate Each Licensed Technician (routine repairs)	\$
2.	Standard Service Rate Each Unlicensed Helper (routine repairs)	\$
3.	Overtime/Holiday Service Rate Licensed Technician	\$
4.	Overtime/Holiday Service Rate Unlicensed Helper	\$

ITEM NO.	DESCRIPTION	% MARK-UP
1.	Parts and Material (Original Invoice)	%
2.	Replacement Equipment (Original Invoice)	%