



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker

Mayor

Calvin D. Wells
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

F. 832.393.8755
<https://purchasing.houstontx.gov>

July 8, 2011

SUBJECT: Letter of Clarification No. 6
HVAC Operation and Maintenance Services for the Houston Airport System (HAS)

REFERENCE: Request for Proposal (RFP) S33-T23961

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To remove Exhibit XI - HVAC Equipment List 2011 in its entirety and replace it with HVAC Equipment List marked Revised July 8, 2011. See document titled HVAC Equipment List Revised July 8, 2011 on website. Please note: Changes were made to the Hobby location only.
2. To provide a response to vendor questions as shown on page 2, 3 and 4 of this document.

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,

A handwritten signature in cursive script, appearing to read "Conley Jackson", followed by a horizontal line.

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

DAW
Cc: S33-T23961 Solicitation File

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
1.	Ref. RFP Section 4.3 and 4.4 (Page 80) Please clarify which personnel are designated as Key Personnel at the Project level.	Key personnel are project leadership personnel who are assigned and fully responsible in this project, e.g., CEO, President, Managers, Supervisors.
2.	Please clarify minimum staffing/manning requirements of RFP Sections: a.) 6.11.4 (Page 32) b.) 6.11.5 (Page 33) c.) 6.12.3 (Page 33) e.g., are these the total number of employees or minimum employees per shift?	6.11.4 Eight 6.11.5 Eight 6.12.3 Nine Above are the minimum staffing.
3.	Ref. RFP Section 2.1.3 (Page 82) How important (e.g., how much evaluation weight) is the COH HAS placing on an offeror having Airport O&M experience, e.g., contracts of similar scope, size & complexity?	20% of the evaluation criteria.
4.	Ref. RFP Section 2.1.1 and Section 2.1.3 (Page 82) In addition to the experience of the offeror, will the COH HAS consider the experience of an offeror's proposed Key Personnel to satisfy the experience requirement?	Both, offeror and key personnel.
5.	Ref. RFP Section 2.1.1 and Section 2.1.3 (Page 82) In addition to the experience of the offeror, will the COH HAS consider the experience of an offeror proposed Team members and subcontractors to satisfy the experience requirement?	Both, offeror and key personnel.
6.	Ref. – general. Are the incumbent employees subject to a Union/Collective Bargaining Agreement? If so, please provide agreement itself or information as to how to access. If no agreement is in place, are offerors required to pay only prevailing wages?	No. Offeror's are required to pay prevailing wages.
7.	Ref. – general. Is there any requirement to provide Right of First Refusal for/to incumbent personnel?	No.
8.	Ref. RFP Section 5.5.1.1 (Page 21) The materials, supplies & replacement parts (e.g., belts, filters, hoses, etc...) are these items reimbursable under A-1 of the fee schedule (Page 96)?	No.
9.	Ref. RFP Section 3.1.4.3 & Clarification Letter No. 5, Q&A #6. To ensure compatibility, what is the current Maintenance Management System (MMS) HAS has in place? In other words, is HAS's MMS Maximo also?	HAS and Contractor are currently using Maximo.
10.	Ref. RFP Section 5.0 (Page 18). Is there a Limit or Level of Liability (threshold) associated w/Basic Services, e.g., PM's, i.e., per maintenance action? If so, please provide labor hours and materials cost. What we're trying to determine is if under the Basic Service portion of the Contract, on a PM or Service Call is there dollar limit or ceiling (for labor and/or materials) that the Contractor is responsible for providing under the Basic Service portion of the Contract? In other words, when (if ever) and under what circumstances does a PM or Service Call become classified as Other Work/Services?	Other Work Services are those specified under Section 22.3, page 52 of the Scope of Work.
11.	Ref. – general. Can the COH please identify by name & service (e.g., water treatment) any subcontractors (M/WBE and otherwise) the current contractor is using?	Current chemical sub contractor is "Chemcal"
12.	Ref. RFP Section 6.11.3 (Page 32). Is the Terminal Maintenance Manager (various refs.) the same position as the Terminal Maintenance Supervisor?	No, two separate positions.
13.	Ref. RFP Section 3.0 (Page 14). What Tab section of the proposal response are the questions and answers to be provided? See Section 8.0 (Page 81)	Information requested in Section 3.0 pages 14-16 should be included in the proposer's response to Sections 4 & 5, page 80 – Proposal Outline and Minimum Content Requirements.

ID#	Question	Response
14.	<p>Ref. RFP Section 2.1.4 (Page 82). What is the measurement and criteria for "General Conformity with RFP Requirements" is it completion of Exhibit XIII, General Conformity Questionnaire or does this mean conformance to the Contents and Sections of the proposal response?</p>	<p>Conformance to the contents and sections of the proposal response.</p>
15.	<p>Ref. RFP Sections 4.1.1, 4.2.1, 4.3.1, 6.1 (e.g., "minimum staffing only"), 6.11.4.2, 6.11.5, 6.12.1, 6.12.3 & 9.1.6.8, e.g., (HAS required staffing is a minimum staffing only).</p> <p>Question – do the references above prescribe a mandatory minimum level of effort, e.g., min., qtys.? This is especially important considering, RFP Section 20.0 SERVICE CREDITS, p. 47 - deducts for " Staff positions not filled".</p>	<p>Service credits will be applied as agreed by both parties in the final contract.</p>
16.	<p>Ref. RFP Section 5.7.5 At (IAH), Contractor shall have a minimum of 25 spot coolers ranging in size from 1.5 thru 5 tons in various MDF/IFD rooms in the Airport. Contractor shall provide badged personnel to secure doors and verify that all persons entering have current Airport badges and security clearance. (Approximately 20 individuals).</p> <p>Questions: - who provides these spot coolers? For they don't seem to appear on the Equipment List. - is there any historical and/or estimated/projected as to the number and length of these instances? - what is the length of time associated w/this requirement? - will there be storage on-site for these coolers?</p>	<p>The spot coolers are provided for the annual shut down by the Proposer at their own expense.</p>
17.	<p>Ref. RFP Section 5.7.3, e.g., "Contractor shall also And pay outside utility companies that may have to be involved in the shutdown. Annual shutdown will be at Contractor's expense including, but not limited to, spot coolers, trailer mounted DX units with generators capable of handling loads in IDF rooms, badged professional guards, electricity, gas, water, sewage, etc. Airlines, HAS and FIS locations."</p> <p>Question - please provide the historical costs associated with this requirement? If, unavailable, respectfully request that this work be reimbursable IAW Pricing Sheet / Fee Schedule.</p>	<p>Not available at this time.</p>
18.	<p>Reference Clarification Letter No. 4, item 1 – Exhibit XI – HVAC Equipment List dated June 20, 2011. This List does not appear on the referenced website for downloading. Please provide.</p>	<p>The updated list has been replaced with a revised version. See file titled HVAC Equipment List Revised July 8, 2011 on website.</p>
19.	<p>Ref. – various. Is there any historical info./data available that can be provided as to the expenditures associated w/ the Basic Services for the cost of materials, supplies & replacement parts?</p>	<p>No</p>
20.	<p>Ref. RFP Section 1.0 EVALUATION SUMMARY (Page 82) The committee will arrive at a short list of respondents and these short listed respondents may be scheduled for a structured oral presentation and interview</p> <p>Questions: The above (Oral Presentation) is not on the list of Events on p. 12 of the RFP; will there be Oral Presentations scheduled? If so, how much (evaluation weight) will these be given, e.g., for RFP Section 2.0 SELECTION PROCESS also on Page 82 doesn't address?</p>	<p>Selected vendors will be given the opportunity to present their proposal. The amount of time for presentations will be determined at a later date. All vendor's proposals and/or presentations will be evaluated based on the criteria shown in Section 2.0, page 82.</p>

ID#	Question	Response
21.	<p>Ref. Clarification Letter No. 5, Q&A #2 – what is meant by “... lead position only. Remaining hours should be part of vendor’s proposal.”?</p>	<p>Please replace the response found in Clarification Letter No. 5, for Q&A #2 with the following: “The intent is to staff this position 16 hours a day, 6 days a week, for work dispatch.”</p>
22.	<p>We are very interested in working with the City of Houston to provide HVAC Services for the Houston Airport System. We have reviewed the Solicitation in detail and are confident we can offer a proposal for a fixed-cost program which will save a significant amount of money for the City of Houston while improving comfort, system reliability, and eliminate the unexpected unplanned need to replace equipment. In order to be able to offer a fixed-cost option we respectfully request the following be issued in an addendum:</p> <p>Bidders to this solicitation are encouraged to provide a guaranteed fixed-cost pricing option that includes all maintenance, repairs, and replacement of HVAC equipment to guarantee all equipment runs reliably at rated capacities. All proposal pricing should be broken down by airport.</p> <p>This option shall include all work required for the maintenance, service, repair, and replacement of equipment on the HVAC Equipment List. All parts and labor required for the execution of the work is included. Exclusions from this proposal, unless otherwise stated herein, are; equipment not on the equipment list, main power to equipment disconnect, equipment structural supports, cleaning interior of systems, duct work, acts of God, acts of war, acts of vandalism, and motors or starters rated over 480 volts. This proposal would not include responsibility for the design of the system, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, misuse or abuse of the systems, negligence of others (including Owner), failure to properly operate the systems, or other causes beyond control of Contractor.</p> <p>Piping and electrical inspections not included in the HVAC fixed-cost scope of work must still be provided and priced separately along with the guaranteed, fixed-cost option.</p> <p>Bidders who can provide the following type and level of guaranteed contract references as proven expertise and experience will be considered qualified respondents under this RFP. These references are required from any contractor in order to be considered qualified to submit a guaranteed, fixed-cost proposal.</p> <p>Provide a minimum of 10 guaranteed, fixed-cost contracts which include responsibility for all preventive maintenance, repair, and equipment replacement responsibilities.</p> <p>Provide a minimum of 2 guaranteed, fixed const contracts which include responsibility for all preventive maintenance, repair, and equipment replacement responsibilities that are over \$1,000,000 per year and have been in place for a minimum of 7 years.</p> <p>The City of Houston can significantly benefit from this type of agreement. Our customers who have this type of contract all benefit from lower HVAC maintenance costs and improved reliability while eliminating the worry of unplanned capital expenditures for equipment failures</p>	<p>We appreciate your concern and you can submit this proposal as an alternative offer to the HAS requirements of the RFP.</p>