



CITY OF HOUSTON
Administration and Regulatory Affairs Department
Strategic Purchasing Division

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September 1, 2011

SUBJECT: Letter of Clarification 2

REFERENCE: Request for Proposal: S37-T24005 for Fleet/Vehicle and Equipment Maintenance Services for the Houston Airport System

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- **To change the specifications as shown below:**

1. Section B, **Scope of Work**, Page 15: **Replace** with attached page 1 marked "Revised Page 15, dated September 1, 2011."

ADD Section **4.1.2** **All fuel island maintenance will be performed by others.**

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 proposers to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation.

If you have any questions or if further clarification is needed regarding this RFP, please contact Joyce Hays at 832-393-8723.

Sincerely,

Joyce A. Hays

Senior Procurement Specialist
City of Houston, Strategic Purchasing Division

cc: T24005 Solicitation File

Attachment: Revised page15

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S37-T24005

3.3 All maintenance work must be performed in accordance with the latest edition of OEM manuals, technical/service bulletins, and best fleet practices. Maintenance must comply with all OEM Warranties and Emissions requirements.

4.0 BASIC SERVICES

4.1 Proposer's sole payment for Basic Services shall be as follows:

4.1.1 "Fully burdened" Flat Monthly Basic Services Fee including but not limited to all management, supervision, clerical, early detection program (EDP), preventive maintenance (PM), remedial maintenance (RM), mobile truck service, oil analysis, equipment, tools, expendables, office supplies, office equipment and all services as specified below:

- 4.1.1.1 Preventive Maintenance (PM)
- 4.1.1.2 Remedial Maintenance (RM)
- 4.1.1.3 Minimum Staffing
- 4.1.1.4 Early Detection Program (EDP)
- 4.1.1.5 Wash Services
- 4.1.1.6 Mobile Truck Services
- 4.1.1.7 Oil Analysis
- 4.1.1.8 Miscellaneous Basic Services
 - 4.1.1.8.1 Inspections & Certifications
 - 4.1.1.8.2 Security & Badging
 - 4.1.1.8.3 Transportation & Parking
 - 4.1.1.8.4 Phase-in & Phase-out
 - 4.1.1.8.5 Coordinated Performance
 - 4.1.1.8.6 Disposal of Used Parts
 - 4.1.1.8.7 Maintenance / control of Facilities
 - 4.1.1.8.8 Records & Reports
 - 4.1.1.8.9 Maintenance Manuals
 - 4.1.1.8.10 Hazardous Material / Chemical use
 - 4.1.1.8.11 Safety
 - 4.1.1.8.12 Material Safety Data Sheets (MSDS)
 - 4.1.1.8.13 Quality Control Program
 - 4.1.1.8.14 Warranty of Services

4.1.2 All fuel island maintenance will be performed by others.

5.0 PREVENTIVE MAINTENANCE

5.1 As part of Flat Monthly Basic Services the Contractor shall provide "labor" for preventive maintenance (PM). A sample list of equipment is shown in **Exhibit XIII**. The final list of equipment for PM shall be approved by HAS.

5.2 Preventive maintenance on equipment shall be performed in accordance with the latest OEM specifications / recommendations.