



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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October 2, 2012

**Subject:** Letter of Clarification No. 1 to Invitation to Bid No. S50-C24374 to Remove, Furnish and Install Heating Ventilation and Air Conditioning Systems and Associated Equipment for the General Services Department

**To:** All Prospective Bidders:

This letter of Clarification is being issued for the following reasons:

- To extend the bid opening date, revise SECTION "B", Scope of Work/Technical Specifications and respond to questions posed by perspective bidders:

1.) **NOTICE TO BIDDER:**

The bid opening date has changed from **10:30 A.M. October 4, 2012** to **10:30 A.M., October 11, 2012.**

- 2.) Remove pages 9 & 10 of 69 and replace with the revised pages 9 & 10 of 69 marked, **REVISED 10/1/2012.**
- 3.) The following questions and City of Houston responses are hereby incorporated and made a part of the Invitation to Bid:

**Question No. 1** Is temporary spot cooling part of this job? This job will take at least a 4-5 day period and offices will have no a/c for a day or two. Is HPD going to provide temporary cooling?

**Answer:** Temporary cooling shall be the responsibility of the successful contractor. The contractor shall be required to remove and replace only as many RTU's as can be placed in operation each day, and provide temporary cooling to the areas affected on that given day.

**Question No. 2** On two of the units the disconnect is supplying the HVAC unit and flood lighting. When we replace those disconnects as part of this job we will have to get a permit. The code will not allow us to tie the lights into the same disconnect. Do we install an extra disconnect for the lighting on those units?

**Answer:** The two roof-top units, Nos. 5 and 11 with disconnects that are currently being used as a "routing" for lighting circuit are not part of this contract.

**Question No. 3** No sales tax to be charged -correct?

*Partnering to better serve Houston*

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**Answer:** Correct.

**Question No. 4** Test and Balance is necessary even though we are supplying the same CFM units?

**Answer:** The contractor shall be responsible for securing the services of a certified independent balancing organization to perform testing, balancing, and component check. *(See the attached, revised page 9 of 69)*

**Question No. 5** Freon Recovery. Does take place on site or on business location?.

**Answer:** The contractor shall be required to provide refrigerant recovery in accordance to the industry standards and shall be responsible for all City code requirements.

**Question No. 6** How many units can be pull out at the time?

**Answer:** The number of units that can be pulled out at one time is totally dependant on the contractor's ability/capability to remove and replace units in any given day. All units removed must be replaced in the same day and the replacement units must be fully operational in the day it was installed.

**Question No. 7** What is the pay out schedule, is there a draw process?

**Answer:** Full contract payment will be made upon completion and acceptance of the work by City of Houston.

**Question No. 8** Whats the work day schedule? Is there any limit time frame?

**Answer:** The daily work schedule is 7:00 a.m. to 5 p.m.  
*(See the attached, revised page 10 of 69)*

**Question No. 9** Crane: Is placement limited or open, any restricted areas?

**Answer:** There are only two opposite sides of the building that can be accessible for a crane (front and back). A truck mounted crane and a pair of powered lifting dollies, with large pneumatic tires can be used to set the old units near the edge of the building for removal and for placement of the new units.  
*(See the attached, revised page 9 of 69)*

**Question No. 10** Roof: Any area of safety concern in the roof that we need to be aware of?

**Answer:** There have not been any deficiencies reported. The contractor shall be required to protect all areas of roof affected by the project.

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**Question No. 11** It appears that security lights are tapped off of an A/C unit disconnect, which is a code violation. The lights should either be fed by a new branch circuit, or disconnected, but they cannot be fed by an equipment circuit.

Will running a new branch circuit be a part of this scope of work, or should we only disconnect the wiring to them, and allow the City to repair it at a later date?

**Answer:** See the response to Question No. 2 above.

**Question No. 12** If we use spot coolers the drain pan will have to be emptied during the night. Can the janitor or maint guy at the site do that or do we need to go down there at 2 am and do it?

**Answer:** Spot coolers are to be used during the day in the areas affected by equipment replacement for that specific day. Refer to the response to Question No. 6.

**Note: No further questions will be accepted after the publication 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. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation and resulting bid.

Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.

*Arturo Lopez*

Arturo Lopez  
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Attachments: Revised pages 9 & 10 of 69.

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**Remove, Furnish and Install Heat Ventilation and Air Conditioning Systems and Associated Equipment for the General Services Department**

**SECTION B REVISED 10/1/2012**

**SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

**1.0 Summary of Scope of Work:**

**1.1 GENERAL**

1.1.1 The Contractor shall be required to provide all labor, equipment, tools, supervision, transportation and incidentals necessary to remove and properly dispose of three existing Carrier 50TFF-006-601YA, 5-ton roof-top package units (RTU's), two Carrier 50TFF-008-611BA, 7.5-ton RTU's, two Carrier 50TFF-012-601BA, 10-ton RTU's and eight Carrier 50TTJ-016-681YA, 15-ton RTU, heating ventilation and air conditioning (HVAC) systems and associated equipment at the Houston Police Department's Midwest Command Station, located at 7277 Regency Square Blvd., Houston, TX 77036. The Contractor shall also be required to furnish and install one new mini-split 12,000 BTU/H wall mounted air conditioning system, (Reference: Mitsubishi mini-split MSY-GE12NA-8 and MUY-GE12NA), to include a secondary drain system in the server room, three Carrier 50TFF-006-601YA, 5-ton RTU's, two Carrier 50TFF-008-611BA, 7.5-ton RTU's, two Carrier 50TFF-012-601BA, 10-ton RTU's and eight Carrier 50TTJ-016-681YA, 15-ton RTU, HVAC systems and associated equipment, or City approved equals at the aforementioned location.

1.1.2 The Contractor shall be required to disconnect and reconnect (soldering) all the copper condensate lines and furnish and install new "Armaflex" pipe insulation and wrap, furnish and install hail-guards to protect the unit coils on the fifteen (15) new RTU's, the four existing Carrier 50TFF012-801BA, RTU's and the one Carrier 55CEX060000ACAA, RTU installed during Phase I. The Contractor shall also be required to flush out the condensate lines of all twenty (20) RTU.'s. and clean all debris and algae from the roof top storm drains where the condensate lines drain. The Contractor shall also be required to test, program and ensure that all systems are in optimum working condition.

***Note: The Contractor shall be responsible for all hoisting (craning). The Contractor shall also be required to place plywood down on the roof prior to rolling dollies to remove and install the RTU's while working, to avoid damage to the roof.***

1.1.3 The Contractor shall be responsible for securing the services of a certified independent balancing organization to perform testing, balancing, and component checks.

**1.1.3.1 Perform checks before testing and balancing.**

**1.1.3.2 Perform balancing in accordance with AABC 12173.**

**1.1.3.3 ASHRAE Compliance: Applicable requirements in ASHRAE 62.1-2004, Section 7.2.2 - "Air Balancing."**

**1.1.3.4 ASHRAE/IESNA 90.1-2004 Compliance: Applicable requirements in ASHRAE/IESNA 90.1-2004, Section 6.7.2.3 - "System Balancing."**

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#### 2.0 Specified Equipment, or Equivalent:

**REVISED 10/1/2012**

- 2.1 Wherever in the specifications any materials or processes are indicated or specified by patent of proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the performance, materials and/or processes desired and shall be deemed to be followed by the words, "or equivalent", if not so stated in the specifications herein.
- 2.2 The burden of proof shall rest with the bidder, in the course of a technical evaluation, to prove that the proposed item(s) are equivalent to the performance, materials, processes, or articles specified. DETERMINATION AS TO WHETHER THE ITEM (S) BID IS (ARE) EQUIVALENT TO THOSE SPECIFIED SHALL REST SOLELY WITH THE CITY PURCHASING AGENT AND THE RECEIVING DEPARTMENT.

#### 3.0 Brand Name or Trade Name:

- 3.1 Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other Contractors/Suppliers, but are intended to approximate the quality design or performance that is desired. Any bid that proposes like quality, design or performance, will be considered. Equivalent products will be considered, provided a complete description and product literature is provided. Unless a specific exception is made, the assumption will be that the item bid is exactly as specified in the Invitation to Bid.

#### 4.0 REPLACEMENT EQUIPMENT:

- 4.1 *Existing equipment being replaced is Carrier brand, to be replaced with current models using Puron 410a refrigerant. It is the intent on this project to have same or similar replacement equipment that fits the existing footprint of the roof curb without modifications, in addition to electrical and plumbing connections needed. If "or equal" equipment is provided and accepted by the City, the Contractor shall be responsible for all necessary curb adaptors, all electrical and plumbing modifications necessary to make their equipment operational.*

- 4.2 **EER (ENERGY EFFICIENCY RATING)**  
**Replacement equipment must meet or exceed the following EER:**

- 5 ton                    12.45
- 7.5 ton                 12.2
- 10 ton                  11.7
- 15 ton                  12.2

#### 4.0 Performance Time:

- 4.1 The work must be completed as expeditiously as possible within 72 calendar days after receipt of the purchase order. It shall be the Contractors responsibility to schedule and coordinate the work in such a manner as to complete the work within the specified time.
- 4.2 *The equipment installation shall be completed within three weeks after receipt of the equipment from the manufacturer. Availability of equipment shall determine full contract term. The contractor shall be required to provide a letter from the manufacturer indicating lead time for equipment delivery, not to exceed 72 calendar days, lead + installation time combined.*

#### 5.0 Warranty:

- 5.1 The Contractor shall warranty all materials, equipment and workmanship for one-year from the date of full acceptance of the work.