



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker
Mayor

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

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

March 26, 2010

Subject: Letter of Clarification No. 1 to Invitation to Bid No. S50-C23580 for HVAC Replacements for the Public Works and Engineering Department

To: All Prospective Contractors: This letter of Clarification is being issued for the following reasons:

- **To revise the above referenced solicitation as follows:**

NOTICE TO BIDDER

The bid opening date has changed from April 8, 2010 to April 15, 2010, 10:30 AM.

1. The last day to forward questions for clarification has changed from March 26, 2010 to April 9, 2010, 4:00 PM.
2. Section "A" - OFFER:
Delete page 3 of 25, and replace with the revised page 3 of 25, marked, Revised 03/25/2010.
3. Per the pre-bid meeting held 3/24/10, Attached hereto is the consent form needed for the City to perform a background check on the individuals that plan to visit the East Water Purification Plant (EWPP) to inspect the (4) HVAC units slated for replacement. The date proposed for all contractors interested in visiting the site is Friday, April 2, 2010 at 10:00am. All interested parties must submit the consent form to Shandra Jones at the following email address shandra.jones@cityofhouston.net by COB Tuesday, March 30, 2010. Please note that each person planning to attend the site visit shall fill out a consent form. The site visit will allow for each contractor to better understand the scope of work, requirements and review the existing equipment.

When issued, Letter(s) of Clarification shall automatically become a part of the bid 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 bidders to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation.

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

Arturo Lopez

Arturo Lopez
Senior Procurement Specialist
832-393-8731

Attachments:

1. Revised page 3 of 25, marked, Revised 03/25/2010.
2. Disclosure & Consent for Release of Information Form

Partnering to better serve Houston

**S-50-C23580 – LETTER OF CLARIFICATION NO. 1
HVAC REPLACEMENTS
FOR THE PUBLIC WORKS AND
ENGINEERING DEPARTMENT**

REVISED 03/25/2010

SECTION A

**Documents/forms must be downloaded from the City's Website
<http://purchasing.houstontx.gov>**

Additional Required Forms to be Included with this bid:

In addition to the electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:**

Table 1
Affidavit of Ownership
Fair Campaign Ordinance
Statement of Residence
Conflict of Interest Questionnaire
10% Bid Bond
Contractor References

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful bidder:

Formal Instructions for Bid Terms
Sample Insurance Certificate / Over \$50,000
<i>2010 Building Construction Wage Rate</i>
Bonds for Construction, (Performance, Maintenance and Statutory Payment)
Drug Forms

Questions concerning the Bid should be submitted in writing to: City of Houston, Strategic Purchasing Division, 901 Bagby, Room B506, Houston, TX 77002, Attn: Arturo Lopez or via fax: 832-393-8759 or via email (preferred method) to arturo.lopez@cityofhouston.net no later than **4:00 PM, Friday, April 9, 2010.**

**S-50-C23580 – LETTER OF CLARIFICATION NO. 1
HVAC REPLACEMENTS
FOR THE PUBLIC WORKS AND
ENGINEERING DEPARTMENT**



CITY OF HOUSTON
Public Works & Engineering
Public Utilities Division

Disclosure & Consent for Release of Information

Applicant Name: (First, Middle, Last)	Current Address: (Street Address)
(1) Other Name(s) Used: (Like Maiden)	City: State: Zip:
(2) Other Name(s) Used:	(1) Former Address:
Driver's License No. State Issued:	City: State: Zip:
Date of Birth:	(2) Former Address:
Place of Birth: (City, County, State, & Country)	City: State: Zip:

Applicant Instructions: Please read this disclosure and consent form carefully before signing. You will be provided a copy of this form at any time upon request.

DISCLOSURE AND CONSENT CONCERNING CONSUMER REPORTS AND CRIMINAL BACKGROUND CHECKS.

Read carefully. This consent and release has been provided to you for the City of Houston to request a copy criminal background check, employment records, consumer report, or investigative consumer reports in connection with your services as a contractor for the City of Houston.

The Applicant acknowledges that the City of Houston may now, or at any time while providing contract services, verify information within the application. The verifications and/or checks may include but not limited to: driving record, employment records/references, personal references, any educational and licensing institution and to receive any criminal record information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency in any State of the United States of America. A photocopy or telephonic facsimile (Fax) of this Disclosure and Consent authorization for Release of Information shall be valid as the original. The results of this verification process will be used to determine eligibility to provide contract services to the City of Houston. All results will be kept CONFIDENTIAL. The information obtained will not be provided to any parties other than to designated City of Houston personnel.

CONSENT STATEMENT:

I have carefully read and understand this disclosure and consent form and by my signature consent to the release/copy of criminal background check, employment records, consumer report, or investigative consumer reports, as defined above. I further understand this consent will apply during the course of my services as a contractor to the City of Houston, and that such consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that any and all information contained by the City of Houston may be utilized for the purpose of obtaining a criminal background check, consumer reports or investigative consumer reports requested by the City of Houston and confirm that all such information is true and correct.

I, the undersigned applicant, do hereby certify that the information provided by me is true and complete to the best of my knowledge. I understand that any false statements will be considered as a cause for denied access to any City of Houston property to provide contract services.

I authorize the City of Houston and any of its agents/personnel, to disclose orally and in writing the results of this verification process and/or interview to authorized representatives. I do hereby agree to forever release and discharge the City of Houston, and personnel to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information.

Signature: _____

Date: _____

Print Name: _____

A PDF Version of the Disclosure & Consent Form can be viewed at:
<https://purchasing.houstontx.gov/buyer/BidDocumentManager.aspx?id=C23580>

END OF DOCUMENT