

**CITY OF HOUSTON  
HOUSTON PUBLIC WORKS  
INFORMAL BID DOCUMENT**

**I006330 ITT i-Alert® 3 Vibration Monitoring Sensors with Mounting Kits.**

Houston Public Works is requesting bids for Twenty-Four (24) ITT i-Alert® 3 Vibration Monitoring Sensors with Twenty-Four (24) 316 Stainless Steel Mounting Brackets.

All prospective bidders are encouraged to contact, in writing, the buyer, Steven Martin at [steven.martin@houston.tx.gov](mailto:steven.martin@houston.tx.gov) for any questions regarding this solicitation.

## **PART I – OVERVIEW**

### **1.0 General Information**

1.1 Soliciting bids for the purchase of Twenty-Four (24) ITT i-Alert® 3 Vibration Monitoring Sensors with Twenty-Four (24) 316 Stainless Steel Mounting Brackets in accordance with this solicitation and the attached data sheet. Please include Free On-Board Destination Pre-paid in your bids. **Another Make or Model proposed as a substitute will not be accepted.** Supplier shall provide all necessary supervision, labor, parts, equipment, and materials to install I-Alert3 units as directed by City of Houston Staff. This includes mounts, installation, configuration, and integration into existing AI platform.

### **2.0 Solicitation Schedule**

<b>EVENT</b>	<b>DATE</b>
DATE OF SOLICITATION OPENS	<i>10/14/2022 08:00 AM CST</i>
QUESTIONS FROM BIDDERS DUE TO COH	<i>10/17/2022 12:00 PM CST</i>
LAST DATE TO SUBMIT BIDS (ON-LINE)	<i>10/18/2022 12:00 PM CST</i>
NOTIFICATION OF AWARD (ESTIMATED)	<i>10/19/2022</i>

## **PART II – SCOPE OF WORK**

### **1.0 Technical Specifications**

#### **1.2 Dimensions:**

- ~2.24-inch length x 1.54-inch width x 1.04-inch height.

#### **1.2 Measurements:**

- Temperature.
- 3 Axis Vibration (Acceleration & Velocity).
- Machine run-time counter.
- Fast Fourier Transform (FFT).
- Time Waveform (TWF).
- Motor Electric Health Trending.

- 1.3 **Sensors:**
- Flux Sensing
  - Flux Range: .13/1.6mT (auto)
  - Temperature Resolution: 0.1°C
  - On-Board FFT Calculation
  - On-Board Kurtosis Calculation
  - 3-axis accelerometer
  - Dynamic Range: 20g
  - Frequency range (x,y,z direction): 4 Hz – 5000 Hz/ 2500 Hz (selectable)
  - Frequency resolution: 0.5 Hz / 2 Hz
  - Temperature sensor is -40°C to +84°C.
- 1.4 **Memory:**
- x, y, z velocity rms, kurtosis, temperature
  - Short term: 1 hour for 170 days
  - Long term: weekly summary (min, max, average) for 5 years
  - FFT & TWF on alarm: last 3 in x, y, z.
- 1.5 **Environment:**
- Ambient temperature -40°C to +84°C.
  - IP68 water and dust protected.
  - Intrinsically Safe.
  - Class I, Division I.
  - ATEX Zone 0 AEx ia IIB Ga (Groups C & D).
- 1.6 **Battery & Power:**
- Lithium Battery.
  - Replaceable.
  - Life expectancy: 2-3 years (use dependent).
- 1.7 **Materials:**
- Shell material: Nylon 12
  - Mounting Stud: 316 Stainless Steel
  - Mounting Plate; 316 Stainless Steel
- 1.8 **Display:**
- Green LED for unit ON
  - Red LED for unit in ALARM
  - Blue LED for Bluetooth radio transmitting
- 1.9 **Wireless Synching:**
- Bluetooth 5, up to 50KB/s throughput
  - Syncing range: 30-100 meters
  - Mobile App available for Android, iPad, and iPhone devices.

- Syncing devices: Android, iPad, and iPhone devices.

## **2.0 Mounting Kits.**

- Twenty-Four (24) each i-Alert ® 3 316 Stainless Steel MOUNTING KITS.
- Mounts directly to Motors or Pumps with Epoxy.

## **3.0 Delivery and Installation. Vendor Services.**

- 3.1 Shipping charges must be included in unit pricing. FOB Destination Freight Prepaid.
- 3.2 Product must be delivered to 69<sup>th</sup> Street Wastewater Treatment Plant, Staff Sgt. Macario Garcia, Houston TX 77020.
- 3.3 Delivery must be made Monday through Friday from the hours of 7:00 am and 3:30 pm (except City of Houston holidays). Forklift available on site if required.
- 3.4 Supplier shall provide all necessary supervision, labor, parts, equipment, and materials to install I-Alert3 units as directed by City of Houston Staff. This includes epoxy installation, configuration, and integration into existing AI platform.
- 3.5 Supplier shall provide training sessions for the I-Alert 3 Equipment Health Monitor units. The training sessions should be coordinated with City of Houston Personnel upon award.

## **4.0 Required Documents.**

- Vendor must provide general liability, auto and workers' compensation insurance that list the City of Houston as an additionally insured as well as a waiver of subrogation for general liability and auto policy. All documents must be submitted within (1) one week of bid closing or upon request. No vendor will be allowed on City property prior to receipt of ALL requested documents.
- COH Drug compliance forms.

## **5.0 Invoicing.**

- 6.1 Contractor shall submit invoices for payment by e-mail (electronic mail) to [finaccountspayable@houstontx.gov](mailto:finaccountspayable@houstontx.gov) on Contractor's company stationary with the original signed by an authorized agent of the company. The invoice number shall not be duplicated during the term of the contract.
  - 6.1.1 Each invoice shall detail the following information:
    - 6.1.2 City of Houston purchase order number
    - 6.1.3 Detailed description of services rendered
    - 6.1.4 Labor hours and rates (if applicable)
    - 6.1.5 Subtotal costs
    - 6.1.6 Total invoice costs

- 6.2 All unit quoted prices for products and services, if applicable shall be easily identified against the contract pricing.
- 6.3 Submit invoices to the following:
  - 6.3.1 [finaccountspayable@houstontx.gov](mailto:finaccountspayable@houstontx.gov)
  - 6.3.2 City of Houston Public Works (HPW)  
Finance Business Office – Accounts Payable Service Contracts  
P. O. Box 3685 Houston, TX 77251-3685
- 6.4 COH Contact listed on the purchase order

### **PART III – SOLICITATION PROVISIONS.**

#### **1.0 Informal Bid Terms and Conditions.**

- 1.1 All shipping, handling, or freight costs that the bidder may charge as a result of the City's receipt of goods or fulfillment of services, must be included in the bidder's bid price. If the cost is estimated, it is recommended that the bidder's estimate exceed the expected dollar amount to avoid insufficient recoupment of the expenses. The City of Houston will only pay the dollar amount listed on the awarded bid and will not increase the amount or pay separate invoices for these charges after receipt of good or services.
- 1.2 All prices quoted shall be made on the form(s) provided by the City of Houston. The use of other forms will not be considered unless you specifically indicate otherwise.
- 1.3 By submitting a response to the City of Houston, you certify that all items to be furnished to the City of Houston, will not infringe any valid patent or trademark, and if you receive a purchase or contract from the City of Houston, you will (at your own expense) defend any and all actions of suits charging such infringement and save the City of Houston harmless in case of any such infringement.
- 1.4 When a brand or trade name appears in any specification(s) provided by the City of Houston, it is understood that the brand or trade name referred to, or its approved equal shall be furnished. If, however, you propose similar but not identical items, you must furnish full particulars. If no mention is made of any exception(s), it is assumed that you are offering the item(s) specified and not an approved equal and will be required to furnish and deliver the exact item(s) specified.
- 1.5 You are required to submit with your response, descriptive literature of equipment or supplies, if the equipment or supplies is from a different manufacturer than those specified by the City of Houston. Should the description(s) furnished in the literature differ from the specification(s) specified by the City of Houston, and no mention is

made to the contrary, it shall be construed to mean that you propose to furnish equipment or supplies in accordance with such description(s) and not in accordance with the City's specification(s).

- 1.6 If requested by the City of Houston, samples of items shall be furnished without charge, and if not destroyed, returned upon request at your expense.
- 1.7 Time of proposed delivery should be stated in number of calendar days. General terms such as "stock", "immediately", and "as soon as possible", may be cause for rejection.
- 1.8 Prices should be itemized. The City of Houston reserves the right to award by item or by total bid. In case there is a discrepancy between the unit price(s) and the extension(s), the unit price(s) shall govern.
- 1.9 The City of Houston reserves the right to reject any or all quotes, or any part(s) thereof.
- 1.10 The City of Houston is exempt from all Federal Excise Taxes. Consequently, DO NOT include these taxes in your price(s) or invoice(s). Taxable items must be so designated, and the City will supply you with a Tax Exemption Certificate. If you believe that certain taxes are payable by the City of Houston, you should list the taxes directly below each item.
- 1.11 All prices quotes shall be F.O.B. Destination unless otherwise stated by the City of Houston and will be irrevocable for ninety (90) days.
- 1.12 All invoices shall be submitted to the address listed on the City of Houston purchase order.
- 1.13 If you elect not to respond to the solicitation, please sign and indicate that on the solicitation, and return it to return the Buyer along with the reason(s).
- 1.14 Submission or attachment of QUOTATION FORMS containing your terms and/or conditions is not acceptable and may result in your response being considered non-responsive.
- 1.15 The City of Houston's standard payment term is to pay 30 days after receipt of invoice or receipt of goods or services, whichever is later, according to the requirements of the Texas Prompt Payment Act (Tx. Gov't Code, Ch. 2251). However, the City will pay in less than 30 days in return for an early payment discount from vendor as follows:

1.15.1 Payment Time - 10 Days: 2% Discount

1.15.2 Payment Time - 20 Days: 1% Discount

1.16 A vendor may elect not to offer a discount for early payment and the City will make payment net 30 days. Discounts will not be considered in the award evaluation.

1.17 If the City fails to make a payment according to the early payment schedule above but does make the payment within the time specified by the Prompt Payment Act, the City shall not receive the discount, but shall pay no other penalty. When the payment date falls on a Saturday, Sunday, or official holiday when City offices are closed and City business is not expected to be conducted, payment may be made on the following business day.

**2.0 Hire Houston First.**

THIS PROCUREMENT IS SUBJECT TO THE HIRE HOUSTON FIRST PROGRAM, WHICH GIVES A PREFERENCE TO CERTAIN LOCAL BIDDERS IN AWARD OF THE PROCUREMENT. FOR MORE INFORMATION, GO TO:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

**Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the Hire Houston First Application and Affidavit ("HHF Affidavit") to the Director of the Office of Business Opportunity and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if possible.

Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

Submit the completed application forms to: Office of Business Opportunity, Houston Business Solutions Center (HBSC), 611 Walker, Level, Houston, TX 77002 or Applications may be submitted via e-mail to [HoustonBSC@houstontx.gov](mailto:HoustonBSC@houstontx.gov) or faxed to 832.393.0952.

**Award of Procurement under \$100,000 for Purchase of Goods:**

The City will award this procurement to a "City Business," as that term is defined in section 15-176 of the City of Houston Code of Ordinances ("The Code")

- If the bid of the City Business is the lowest responsible bid or is within 5% of the lowest bid received, and
- unless the user department determines that such an award would unduly interfere with contract needs, as provided in section 15-181 of the Code.

If there is no bid of a City Business that meets these criteria, the City will award the procurement to the lowest responsible bidder.

## **PART IV – BIDDER INSTRUCTIONS**

### **1.0 BIDDER REGISTRATION**

The City of Houston's Houston Public Works can only accept bids from registered Suppliers who have an established online Supplier Account, have completed the online Supplier Registration Form, submitted a signed IRS W-9 and received a valid Supplier Number generated by our system. Please complete all the steps required in order to receive your valid Supplier Number by clicking on [https://purchasing.houstontx.gov/Bid\\_RegForm.aspx](https://purchasing.houstontx.gov/Bid_RegForm.aspx)

### **2.0 Electronic Bid Submission**

All bids should be submitted online through the City of Houston Strategic Purchasing Electronic Bids and RFPS web page. Bids made on other forms will not be considered unless statement to this effect is included: "In accordance with this Invitation to Bid and subject to all terms and conditions thereof we quote as follows:"

### **3.0 No Contact Period**

Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council

agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

**4.0 Letters of Clarification**

All Letters of Clarification and interpretations to this solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City. Only information supplied by the City in writing or in this ITB should be used in preparing bid responses.

**5.0 Cancellation**

The City has sole discretion and reserves the right to cancel this ITB, or to reject any or all bids received prior to contract award.

Attachments  
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