



CITY OF HOUSTON
Strategic Purchasing Division
Administration & Regulatory Affairs
Department

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Mayor

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June 25, 2008

SUBJECT: Letter of Clarification No.4
Audio Control System Services for the Houston Airport System

REFERENCE: Invitation to Bid No.: S29-L22906

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

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

1. To extend the bid due date from Thursday, June 26, 2008 to Thursday July 3, 2008 and change Buyers from Latrice Williams, Sr. Procurement Specialist, at (832) 393-8731, or e-mail to latrice.williams@cityofhouston.net to **Eric S. Alexander, Sr. Procurement Specialist at (832) 393-8704 or email to eric.alexander@cityofhouston.net**
2. Bid Form Items Nos. 5, 12, 19, 26 and 33 has been revised as follows:
Changed from On-site Analysis to **On-site Analysis (IAH&HOU)**
3. Bid Form Items Nos. 7, 14, 21, 28 and 35 has been revised as follows:
Changed from MARK-UP CAN NOT EXCEED 10% to **MARK-UP CAN NOT EXCEED 20%**
4. Page 5, 2.0 PERFORMANCE WORK STATEMENT, item 2.1.1; should be revised to read as follows: "2.1.1 Contractor shall respond immediately to a request from the Director for emergency services and perform all steps reasonably necessary to protect persons and property from risk of harm due to a problem with the Audio Control System. Response time shall be thirty minutes for remote connectivity and ~~two~~ **three** hours to be on-site." Remove Page 5 and replace with attached Page 5 marked **Revised** – June 25, 2008.

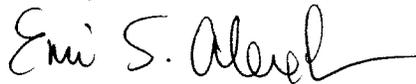
LETTER OF CLARIFICATION 4
AUDIO CONTROL SYSTEM SERVICES
SOLICITATION NO. L22906

5. Page 7, 3.5 CONTRACTOR-FURNISHED PARTS, item 3.5.1; should be revised to read as follows: "3.5.1 Cost of parts, materials, and components used in the performance of the Agreement shall be charged to the department at cost plus ~~10%~~ 20% mark-up". Remove Page 7 and replace with attached Page 7 marked Revised – June 25, 2008.

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 bid.

If you have any questions or if further clarification is needed regarding this Invitation for Bid, please contact me.

Sincerely,



Eric S. Alexander
Sr. Procurement Specialist
City of Houston, Strategic Purchasing Division
832-393-8704

Attached Revised Page: 1,5 & 7

**LETTER OF CLARIFICATION 4
AUDIO CONTROL SYSTEM SERVICES
SOLICITATION NO. L22906**

under this contract.



**CITY OF HOUSTON
INVITATION TO BID**

Issued: May 9, 2008

BID OPENING

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until **10:30 AM Thursday, June 5, July 3, 2008** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of:

**AUDIO CONTROL SYSTEM SERVICES
FOR HOUSTON AIRPORT SYSTEM
BID INVITATION NO.: S39-L22906
NIGP CODE: 035-22**

BUYER

Questions regarding this solicitation document should be addressed to **Latrice Williams, Sr. Procurement Specialist, at (832) 393-8731, or e-mail to latrice.williams@cityofhouston.net, or Eric S. Alexander, Sr. Procurement Specialist at (832) 393-8704 or email to eric.alexander@cityofhouston.net**

ELECTRONIC BIDDING

In order to submit a bid for the items associated with this procurement, you must fill in the pricing information on the "PLACE BID" page.

PRE-BID CONFERENCE

A Pre-Bid Conference will be held for all Prospective Bidders at the City Hall, Strategic Purchasing Division, 901 Bagby, Conference Rm. 2 (Basement), Houston, Texas 77002 at **10:00 AM on Tuesday, May 20, 2008**.

All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed the solicitation documents prior to the Pre-Bid Conference. Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.

Bidding forms, specifications, and all necessary information should be downloaded from the Internet at <https://purchasing.houstontx.gov/>. By registering and downloading this solicitation document, all updates to this solicitation document will be automatically forwarded via e-mail to all registered bidders. This information may also be obtained from the Supplier Assistance Desk, Strategic Purchasing Division, 901 Bagby, Concourse Level, Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph (b), (5) of Section 15-3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph (b), (6) of said Section 15-3.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

City Employees are prohibited from bidding on this solicitation in accordance with the Code of Ordinances, Section 15-1.

***CONTENTS:**

SECTION A:	OFFER
SECTION B:	SCOPE OF WORK/SPECIFICATIONS
SECTION C:	GENERAL TERMS & CONDITIONS

***NOTE 1: Actual page numbers for each Section may change when the solicitation document is downloaded from the Internet or because of Letters of Clarification. Therefore, Bidders must read the bid document in its entirety and comply with all the requirements set forth therein.**

***NOTE 2: To be considered for award, please submit the electronic bid form and the forms listed in Section A, including the Official Signature Page, which must be signed by a company official authorized to bind the company.**

Page 1
Revised – June 25, 2008

**LETTER OF CLARIFICATION 4
AUDIO CONTROL SYSTEM SERVICES
SOLICITATION NO. L22906**

**SECTION B
SCOPE OF WORK/SPECIFICATIONS**

1.0 BACKGROUND

- 1.1 This Agreement is for AUDIO CONTROL SYSTEM SERVICES for the Houston Airport System (hereinafter referred to as "HAS"). These services serve a vital role in the efficient operation of the Houston Airport System.
- 1.2 The purpose of the Audio Control System Services is to maintain the inter-terminal public address and paging system at George Bush Intercontinental and William P. Hobby airports. This Agreement consists of replacement parts including, but not limited to, central processing units, channel cards, hard drives, power supplies, analysis cards, control cards, and other miscellaneous components.
- 1.3 The Houston Airport System (HAS) operates the City of Houston three (3) major Airports:
 - 1.23.1 George Bush Intercontinental Airport/Houston (IAH)
 - 1.23.2 William P. Hobby Airport (HOU)
 - 1.23.3 Ellington Field (EFD)
- 1.4 Management of the airports includes coordination with FAA, air carriers, and other Federal and State agencies to maintain the highest standards of service and safety to Airport patrons.
- 1.5 The Audio Control System Services provided by the Agreement is for a three-year contract with two one-year options. Contractor will be paid for work on a time and materials basis as provided herein.

2.0 PERFORMANCE WORK STATEMENT

2.1 GENERAL

- 2.1.1 For and in consideration of the payment specified in the Agreement, Contractor shall provide Audio Control System Replacement Parts and Maintenance Services for the Houston Airport System (HAS).
- 2.1.2 Contractor shall provide all services, management, supervision, labor, parts, equipment, materials, tools, instruments, supplies, expendable items, incidentals, insurance, transportation, and training required for responsive Audio Control System Services on an "as-needed" basis.
- 2.1.3 All work shall be in accordance with the highest standards prevailing in the industry, as well as applicable codes, rules, regulations, laws, HAS Information Technology standards, and practices governing the work. These standards will be achieved by continuous improvement through open communications with HAS, regular management reviews, and industry guidelines.
- 2.1.4 Contractor shall respond immediately to a request from the Director for emergency services and perform all steps reasonably necessary to protect persons and property from risk of harm due to a problem with the Audio Control System. Response time shall be thirty minutes for remote connectivity and ~~two~~ three hours to be on-site.

**LETTER OF CLARIFICATION 4
AUDIO CONTROL SYSTEM SERVICES
SOLICITATION NO. L22906**

- 3.4.5 Contractor shall recommend software and/or firmware updates.
- 3.4.6 Contractor shall review error logs and make any system adjustments necessary.
- 3.4.7 Contractor shall run diagnostics and notify Director of the results.
- 3.4.8 Certification of all applicable service patches shall be available within a month of public release.
- 3.4.9 Contractor shall create a complete backup of HAS Audio Control System. This back-up shall be performed monthly and shall be retained in Contractor's corporate office for recovery procedures in the event of a system failure.
- 3.4.10 Contractor shall inform HAS of new messages/recordings (up to 5 per year) as they becomes available. Upon HAS approval, messages will be customized to HAS requirements during the term of the Agreement.

3.5 CONTRACTOR-FURNISHED PARTS

- 3.5.1 Contractor shall develop and maintain a spare parts inventory sufficient to maintain the highest levels of performance and service. Contractor warrants that all parts, components, supplies, and equipment replaced or newly installed shall be new or not more than a year old, and free from defects in material and workmanship and must conform to OEM specification.
- 3.5.2 Cost of parts, materials, and components used in the performance of the Agreement shall be charged to the department at cost plus ~~10%~~ 20% mark-up.

3.6 DISPOSAL OF USED PARTS

- 3.6.1 Contractor shall dispose of all worn/defective scrap parts, waste or hazardous materials resulting from the Work under the Agreement in strict accordance with federal, state and local environmental regulations. Contractor shall act prudently in all aspects of handling, transporting, and disposal of worn/defective scrap parts and waste or hazardous materials to ensure the highest level of safety to the environment and to public health.
- 3.6.2 Contractor shall secure all licenses and permits and provide any required documentation associated with hazardous materials as required by law.
- 3.6.3 Contractor must ensure that any disposal facilities to which any scrap parts, waste or hazardous materials is moved are in full compliance with federal, state, and local laws and regulations.
- 3.6.4 Contractor shall not store worn or defective parts on Airport premises. Contractor shall notify the Director when these parts will be removed from HAS property.

4.0 TRAINING

- 4.1 Contractor shall provide an annual five-day factory training course for HAS personnel (maximum of four employees). The course shall include an overview of products, such as hardware and software, and operational training at Contractor's facility. Training course cost includes hotel, food, local travel, and training.

**LETTER OF CLARIFICATION 4
AUDIO CONTROL SYSTEM SERVICES
SOLICITATION NO. L22906**

END OF LETTER OF CLARIFICATION NO. 4