



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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October 18, 2011

Subject: Letter of Clarification No.1 to Invitation to Bid No. S50- L23951 for Ice Machine Rental Service for Various Departments

To: All Prospective Bidders:

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

- **To revise the Scope of Work/Specifications and to provide responses to questions posed by prospective bidders:**

- 1.) Section B, Scope of Work/Specifications has been revised: Remove pages 3, 11 & 14 of 45 and replace with the attached pages 3, 11 & 14 of 45 marked, "Revised 10/17/2011".
- 2.) The following questions and City of Houston responses are hereby incorporated and made a part of the Invitation to Bid:

Question No. 1 Could you please provide the details of the play or pay program to us.

Answer: See the attached Pay or Play Program document.

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 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 pages 3, 11& 14 of 45 marked, Revised 10/17/2011.
2.) Pay or Play Program document.

Partnering to better serve Houston

SECTION A

REVISED 10/17/2011

Documents/forms must be downloaded from the City's Website

<http://houstontx.gov/purchasing/index.html>.

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 – Required Forms
<u>Affidavit of Ownership.doc</u>
<u>Fair Campaign Ordinance.doc</u>
<i>Hire Houston First Application and Avidavit</i>
<u>Statement of Residency.doc</u>
<u>Conflict of Interest Questionnaire.doc</u>
Contractors Questionnaire Document (pg 5)
Pay or Play Form 1a - Acknowledgement

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:

Table 2 – Documents & Forms
<u>Drug Forms.doc</u>
<u>MWBE.doc</u>
<u>Sample Insurance Over \$50,000.pdf</u>
<u>Formal Instructions for Bid Terms.doc</u>
<u>EEOC.doc</u>
Pay or Play Form 2 Certification
Pay or Play Form 3 Subcontractors Listing

NOTE:

1. 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@houstontx.gov no later than **4:00 PM, Monday, October 17, 2011.**
2. Although it is the intent of the City to award one contract as results of this invitation to bid, the City reserves the right to award by line item/group.

S50-L23953 Letter of Clarification No. 1 – Ice Machine Rental Services for Various Depts.

SECTION BB

LIST OF LOCATIONS

REVISED 10/17/2011

DEPARTMENTS REQUIREMENTS (Estimates)/(Locations):

Department Name	250 lb	500 lb	1,000 lb.	1,500 lb.	2,000 lb.	270 lb Counter-Type
Aviation	11	6	0	0	0	
General Services	36	5	0	0	0	
Controllers			0	0	0	
GSD- Health & Human Svc	5	1	0	0	0	
Legal			0	0	0	
Mayor	1	0	0	0	0	
Parks & Recreation	21	11	6	0	1	
Planning/Develop.		0	0	0	0	4
Police	11	2	0	0	0	
Public Works	15	18	40	0	1	
Solid Waste	7	0	8	0	0	
Fleet Management	7	1	0			
Possible Additions	10	10	2	1	1	4
Total	124	54	56	1	3	8

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>SIZE</u>	<u>QTY.</u>	<u>AIR/NON-AIR</u>
Aviation	IAH Internal Affairs 16930 JFK BLVD	250 LB.	1	Air
Aviation	IAH SCM 18600 LEE RD.	250 LB.	1	No Air
Aviation	IAH A&G LUNCH ROOM 4500 WILL CLAYTON PKWY	500 LB.	1	Air
Aviation	IAH A&G BAY # 5 4500 WILL CLAYTON PKWY	500 LB.	1	No Air
Aviation	IAH A&G TOOL AREA 4500 WILL CLAYTON PKWY	500 LB.	1	No Air
Aviation	IAH PPM BREAKROOM 4500 WILL CLAYTON PKWY	500 LB.	1	Air
Aviation	IAH TERM A RACOM/BADGING BREAK ROOM 2800 NORTH TERMINAL RD.	250 LB.	1	Air
Aviation	IAH PUBLIC SAFETY 2800 NORTH TERMINAL RD.	250 LB.	1	Air
Aviation	IAH ARFF STATION # 54 19006 ALDINE WESTFIELD	250 LB.	1	No Air
Aviation	IAH ARFF STATION # 92 4301 WILL CLAYTON PKWY	250 LB.	1	No Air
Aviation	IAH ARFF STATION # 99 18580 CHANUTE RD.	250 LB.	1	No Air
Police	1500 West Dallas	250 LB.	1	Air
Police	7525 Sherman Street	500 LB.	1	Air

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Parks & Recreation	Lake Houston Park - 22031 Baptist Encampment - New Caney	250 lb.	1	Air
Parks & Recreation	Forestry Maintenance - 12025 Sowden Road	1000 lb.	1	Air
Parks & Recreation	502 Rusk, Downtown Maintenance Facility	250 lb.	1	Air
Fleet Management	50 Riesner - Garage	500 lb	1	Air
Fleet Management	3203 S Dairy Ashford	250 lb.	1	Air
Fleet Management	8300 Mykawa Road	250 lb.	1	Air
Fleet Management	8301 Ley Road	250 lb.	1	Air
Fleet Management	11500 South Post Oak-Shop	250 lb.	1	Air
Fleet Management	5617 Neches Street-Shop	250 lb.	1	Air
Fleet Management	1502 Central Street-Shop	250 lb.	1	Air
Fleet Management	1245 Judiway-Shop	250 lb.	1	Air
Fleet Management	1205 Dart, Building B Lunch Room & Parts Hallway	250 lb	2	Air
Street & Drainage Division	5500 McCarty	500 lb	1	Air
Street & Drainage Division	1700 East Crosstimbers	2000 lb	1	Air
Street & Drainage Division	5500 McCarty	1000 lb	1	Air
Street & Drainage Division	2701 Dalton	1000 lb	1	Air
Street & Drainage Division	747 Evergreen	500 lb	1	Air
Street & Drainage Division	747 Evergreen	1000 lb	1	Air
Street & Drainage Division	8430 Newcastle	1000 lb	3	Air
Street & Drainage Division	8430 Newcastle	500 lbs	1	Air
Street & Drainage Division	5900 Teague	1000 lb	1	Air
Street & Drainage Division	22615 W. Shorewood Loop	500 lb	1	Air
Street & Drainage Division	8002 Airline	500 lb	2	Air
Street & Drainage Division	8002 Airline	1000 lb	1	Air
Wastewater	12319 ½ Almeda Road	1000 lb	1	No Air
Wastewater	4211 Beechnut	1000 lb	1	No Air
Wastewater	10500 Bellaire	1000 lb	1	No Air
Wastewater	10518 Bellaire	1000 lb	1	No Air
Wastewater	7440 Cullen	1000 lb	3	No Air
Wastewater	6301 W. Fuqua	1000 lb	1	No Air
Wastewater	3100 Galveston Road	250 lb	1	No Air
Wastewater	3100 Galveston Road	500 lb	1	No Air
Wastewater	4550 Groveway	500 lb	1	No Air
Wastewater	255 Isolde	1000 lb	1	No Air
Wastewater	100 A Japhet	250 lb	2	No Air
Wastewater	7440 Cullen	250 Lb	1	No Air
Wastewater	9610 Kingspoint	500 lb	1	No Air

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Pay or Play Program

This proposal may be subject to City's Pay or Play program. Pursuant to City of Houston ordinance 2007-534 and Executive Order 1-7, the purpose of the Pay or Play Program (POP) is (1) to create a more level playing field among competing contractors so that those who provide health benefits to their employees are not disadvantaged in the bidding process; and (2) to recognize and account for the fact that there are costs associated with the health care of the uninsured.

The program covers the contracts advertised after July 1, 2007, which are valued at or above \$100,000 for prime contractors and \$200,000 for sub-contractors (covered contract), and are not primarily for the procurement of property, goods, supplies or equipment.

The program applies to employees of a covered contractor or sub contractor, including contract labor, who are over age 18, work at least 30 hours per week and work any amount of time under a covered city contract or sub contract.

Compliance with the program means that the contractor either:

- "Pays" by contributing \$1.00 per covered employee per hour for the work performed under the contract with the City;

Or

- "Play" by providing health benefits to covered employees. Health benefits must meet or exceed the following standards:
 1. The employer will contribute no less than \$150 per covered employee per month toward the total premium cost.
 2. The employee contribution, if any amount, will be no greater than 50% of the total monthly premium cost.

The contracting department will administer the POP program requirements to ensure compliance, for the purpose each City department has a POP liaison and they can help you with the program compliance and related issues. The list of POP liaison is hereunder:

Note: For the multi-department or citywide contracts please call **Robert Gallegos 832-393-0614** or e-mail your questions with pertinent details at **robert.gallegos@houstontx.gov**

END OF DOCUMENT