



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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December 12, 2012

SUBJECT: Letter of Clarification No. 1

REFERENCE: ITB No.: S10-L24346 for

DOOR REPLACEMENT AND MAINTENANCE SERVICES FOR VARIOUS DEPARTMENTS

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above-referenced solicitation as follows:
 1. ***The electronic Bid items have been changed, and so Bids entered prior to December 12, 2012 will need to be re-entered online.***
 2. The E-bid Form has been **changed** as follows:
 - At the City's electronic website, Line Item Nos. 5-8 have been changed for all five-year Bid Form categories "Labor Rates" to reflect "1-Man Crew Rates" line items.
 - At the City's electronic website, the "Description" for Line Item No. 1 under Bid Form category "Parts and Materials for Remedial Work for Replacement of Equipment" has been changed for all five years on the Bid Form to read:

"Parts, Materials, and Replacement of Any Equipment and All Doors, and for Any Additional Subcontracted Services, Such as Electrical, Finished Carpentry, Locksmith, Iron Work/Welding, etc. (The Percentage is Defined as Cost of Parts/Materials Markup.)"
 3. Section B, Scope of Services has been **changed** as follows:
Article 11.0, AVAILABILITY OF PARTS, Page 11 OF 40, Provision 11.1, the following Provision has been **revised**, and now shall read:

Partnering to better serve Houston

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Door Replacement and Maintenance Services for Various Departments

“The Contractor shall maintain a stock of commonly-used service parts to ensure immediate availability, and to have a system in place that will ensure that repair parts are on-hand for installation within a twenty-four (24)-hour period. If custom/fabricated parts are ordered to complete a job, Contractor shall guarantee to make partial repairs on damaged overhead doors, at a minimum, in order to secure the building. In addition, all doors shall be secured for the Houston Fire Department (HFD) and to allow an ambulance and/or other emergency apparatuses to respond to emergency calls until permanent repairs can be made. Contractor shall have sufficient access to ordered parts (excluding custom/fabricated parts) to complete repairs within five (5) calendar days upon receipt of a Purchase Order (PO) or upon authorization by an approved City Department Representative. Contractor shall also have sufficient access to ordered parts to complete custom/fabricated parts repairs within ten-to-fifteen (10-15) calendar days.”

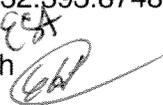
When issued, Letter(s) of Clarification shall automatically become a part of the Invitation to Bid (ITB) documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Bidder to ensure that they have obtained any such previous Letter(s) associated with this solicitation. 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.

Should you have any questions or need clarification regarding this Bid, please contact Greg by e-mail (greg.hubbard@houstontx.gov), or by telephone at 832.393.8748.

Sincerely,

Greg Hubbard

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GH:EA:gh 

cc. Steve Girardi, (GSD); David Guernsey, (PWE); File