

CITY OF HOUSTON

Annise D. Parker

Mayor

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<http://purchasing.houstontx.gov>

February 26, 2014

SUBJECT: Letter of Clarification No. 6 Repair, Inspection And Preventive Maintenance Services of Lab Equipment for Various Departments

REFERENCE: Bid Invitation No. S55-L24549

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

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

1. Page 1, Bid Opening has been changed to read as follows:

BID OPENING

Sealed bids, in duplicate, and one (1) additional electronic CD copy of the bids 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 a.m., Thursday, ~~February 27, 2014~~ March 13, 2014** 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:

2. The following site visit was received pertaining two items on the Bid Form:

Need to schedule site visit to PWE for

Item 50 1000 lbs. Scales

Item 18 Water systems not Under Monthly Maintenance

SITE VISIT

Contractors are required to have valid identification card for security clearance when making the site visit. A consent form will be required for a site visit to the Drinking Water Operations facility. The consent form is included on this Letter of Clarification for downloading and completion prior to the site visit to the Drinking Water Operations Facility. Forms should be returned to Fabian Heaney for processing which takes about a day. Forms could be sent via email to Fabian Heaney at Fabian.Heaney@houstontx.gov.

• **Wastewater Operations / Site Visit**

- **Daniel Chee** is the point of contact for the WWO lab. The site visit is scheduled for **Tuesday, March 4th @ 10 am.**
- **Daniel Chee's contact info is 832-395-5787.**
- **His Supervisor is Zaki Ahmad – contact info. is 832-395-5762**
- **The lab location for site visit is 10500 Bellaire Boulevard. Bidders will need to provide proper identification and must sign in with the front desk at the Administration Building.**

LETTER OF CLARIFICATION No. 6
REPAIR, INSPECTION AND PREVENTIVE MAINTENANCE SERVICES OF LAB EQUIPMENT FOR
VARIOUS DEPARTMENTS
SOLICITATION NO. S55-L24549

- Drinking Water Operations / Site Visit
- Fabian Heaney is the point of contact for the DWO lab. The site visit is scheduled for Wednesday, March 5th @ 10 am.
- Fabian Heaney's contact info is 832-395-6039.
- The lab location is at 2300 Federal Road. 3rd Floor. This location requires a security clearance.

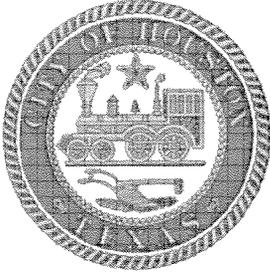
When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

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

Joseph Badell

Joseph Badell
Senior Procurement Specialist
Strategic Purchasing Division
832-393-0209

END OF LETTER OF CLARIFICATION 6



CITY OF HOUSTON INVITATION TO BID

Issued: January 10, 2014

BID OPENING

Sealed bids, in duplicate, and one (1) additional electronic CD copy of the bids 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 a.m., Thursday, ~~February 27, 2014~~ March 13, 2014** 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:

**REPAIR, INSPECTION AND PREVENTIVE MAINTENANCE SERVICES OF LAB EQUIPMENT
FOR VARIOUS DEPARTMENTS
BID INVITATION NO.: S55-L24549
NIGP CODE: 938-56; 938-63**

BUYER

Questions regarding this solicitation document should be addressed to Joseph Badell at **832.393.0209**, or e-mail to joseph.badell@houstontx.gov.

ELECTRONIC BIDDING

In order to submit a bid for the items associated with this procurement, vendor 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 900 Bagby Houston, Texas 77002 City Hall Tunnel Level (Basement) SPD Conference Room-2 at **9:00 a.m. on February 12, 2014.**

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, and 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.

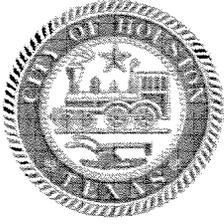
City Employees are prohibited from bidding on this solicitation in accordance with the Code of Ordinances, Section 15-1.

***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.**



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 criminal background check, consumer report, or investigative consumer reports in connection with your services for the City of Houston.

The Applicant acknowledges that the City of Houston may now, or at any time, verify information within the application. The verifications and/or checks may include but not limited to: driving record, employment 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 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 of criminal background checks, consumer, or investigative consumer reports, as defined above. I further understand this consent will apply during the course of my services 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.

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: _____