



CITY OF HOUSTON

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September 24, 2013

SUBJECT: Letter of Clarification No. 4
Maintenance, Repair and Testing of Emergency Power Units for Various
Departments

REFERENCE: Invitation to Bid No. S30-L24698

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reason(s):

- **Bid line item No. 148 has been changed. All bids submitted on or before September 24, 2013 must be withdrawn and resubmitted on SPD's E-bid system.**
- **The following questions and City of Houston responses are hereby incorporated and made part of the bid solicitation.**

1. **Question/Request:** Will Annual Load Bank Testing be allowed to be scheduled during same trip as the scheduled routine?

Answer: Yes, Police locations must be scheduled or coordinated before any load bank testing.

2. **Question/Request:** Can you please confirm that required duration of transfer testing is 2 hours?

Answer: Yes.

3. **Question/Request:** Will transfer test be performed during each tri-annual routine or annually?

Answer: Annually.

4. **Question/Request:** If annually, can the tri-annual routines be scheduled like this but not in this particular order?

Answer: Annual Routine (oil & filter change), Inspection Routine with Load Bank Test, Inspection Routine with Transfer Test. This would be okay as long as it doesn't exceed the four months between inspections.

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5. Question/Request: It was stated that all Police Department transfer test would need to be scheduled after hours or on the weekends. Can you please confirm?

Answer: Every police station has a time they want to transfer their power over, depending on their slowest day or night. This transfer period can either be late at night or the weekend, but probably wouldn't happen during the weekday. Plan on doing this after hours.

6. Question/Request: Bid does not identify Police Departments. Can a list of Police Department locations be provided in order to accurately quote the afterhours transfer test in the bid?

Answer: Police locations are bid line item nos. 4, 6, 7, 31, 32, 33, 34, 35, 39, 40, 42, 45, 68, 69, 70, 78, 84, 85, 86, 87, 88, 102, 115, 120, 121 and 136.

7. Question/Request: Can a list of the portable generators be provided so that cost for transfer testing will not be added for those units?

Answer: Portable generators are line item nos. 19, 21, 22, 23, 26, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63

8. Question/Request: Line 14.1 states that contractor shall invoice monthly while Line 14.3 states invoices need to be submitted within 3-5 business days. In the meeting it was determined that Line 14.1 was referring to the routines and Line 14.3 was referring to additional repairs. Can you please confirm?

Answer: This is correct Line 14.1 is for routines and Line 14.3 is referring to additional repairs.

9. Question/Request: Within the bid, under General Services Annual Load Test (for each year) the quantity is listed as 3. When entering a cost will it be calculated once or three times the amount entered?

Answer: Your annual Cost should include your PM's and Annual Load Test; the average for the three times entered. Example : if each PM is 100.00 and the load test is 300.00 then each trip cost would be $(100 \times 3) + 300 = 600/3 = 200.00$

10. Question/Request: Under Public Works and Engineering: Monthly Load Testing – Is this to perform load bank testing or transfer testing?

Answer: Transfer Testing

11. Question/Request: Site #148 13349 Vicksburg has quantity of 1 instead of 3 like the other locations. Is this accurate?

Answer: Fire Station # 53, should be three.

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12. Question/Request: Parking - Will designated parking be provided for service trucks for all locations while on site?

Answer: At every site the Contractor will need to check in at the office to sign in and let them know your working on the generator. Most sites will let you park right by the generator to service it. If not contact the facility manager to obtain a parking area.

13. Question/Request: If contractor must pay for parking, is that something that can be reimbursed.

Answer: No.

14. Question/Request: Section 7.1 Parts and supplies included – if antifreeze is discovered as scaled and needs full flush and change-out – would this be considered as a quoted repair and above PM rates?

Answer: This would be a quoted.

15. Question/Request: This list of parts as part of Tri-Annual – is it expected to change out these parts each year of contract? Radiator caps, belts, battery cables and plugs, etc. Yearly, or as needed during contract period?

Answer: Replace as needed during Tri- Annual inspection.

16. Question/Request: Section 6.1 Annual loads testing as part of Tri-annual maintenance – if the city requires a second trip or after hours on the load testing, can we add as a line item to recover extra costs for second trip?

Answer: No.

17. Question/Request: Section 2.1 - Under Scope of Services: States monthly load test but under Section 3.1 Annual load testing is stated. Is section 2.1 just referring to the annual load test being performed at sites each month until all are completed?

Answer: Monthly loading testing is required by PWE; General Services Only requires the annual load testing

18. Question/Request: Section 6.0 Annual Load Test: Under 6.6 Mentions testing transfer switch for proper operation. Will transferring the building load to generator be done during normal business hours or after normal hours?

Answer: Most of the HPD facilities and communication sites would have to be schedule after hours or weekends. Fire Stations can be done during the normal visit.

19. Question/Request: What is the time duration expected for the transfer test while under building load?

Answer: Minimum one hour.

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20. Question/Request: Section 10.3 & 10.4 - Response Time: Is the 3 hour and 1 hour response time referring to time to respond to a call or time expected to actually be on site once the call is received?

Answer: 10.3.1 Within the allotted time the contractor shall have contacted the COH with an approximate arrival time and a truck in route to the location.

Answer: 10.4.1 Within the allotted time the contractor shall have contacted the COH and have a truck in route to the location with an approximate arrival time, within the 3 hour time frame.

21. Question/Request: Section 5.0 Tri Annual Maintenance Specifications and Inspections: This section list items expected to be replaced during inspections such as worn hoses and battery cables and in Section 7.0 request they be included with the bid. Shouldn't these items be something that should be quoted on an as needed basis?

Answer: Quoted as needed.

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 Invitation for Bid, please contact me at 832-393-8736.



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