



CITY OF HOUSTON
FINANCE & ADMINISTRATION
STRATEGIC PURCHASING DIVISION

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Mayor

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February 12, 2014

SUBJECT: Letter of Clarification No. 2 for Plumbing Services for
General Services Department

REFERENCE: ITB No.: S23-L24784

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:

1. **The bid due date remains the same Thursday, February 27, 2014 at 10:30 am.**
2. **Specifications, page 10 of 56, Section 5.0 Response Time ,Subsection 5.4 Emergency Repairs should be changed to read as follows:**

5.4 Emergency Repairs: Contractor will arrive at a facility location and secure it within two (2) hours upon receipt of a call, emailed/fax, or work order from the ordering department. Because work most likely will be after normal work hours a Work Order Number shall be given by the City of Houston Supervisor on the following business day.

Should Contractor's technicians determine that repairs will cost less than \$3,000.00; and if Contractor obtains a **written approval** from the ordering department, repairs must be made immediately. Should Contractor's technicians determine that repairs will **exceed** \$3,000.00, Contractor shall submit a written estimate to the ordering department for approval. Once the Contractor obtains an approval from the ordering department, repairs must be made within four (4) hours. ~~One trip charge will be incurred for this job.~~

Replace last sentence with the following:

A three hour minimum charge will be allowed for each Emergency Callout.

4. Please remove page 10 of 56 of the bid document and replace with page 10 of 56 REVISED DATED 2/12/2014 attached.

Questions and Answers

There is very little in the document about qualifications other than licensing and references. This contract will require a large number of plumbers in the event of multiple emergencies such as freezing weather or storms .

Question 1 Are you requiring that the contractor have a minimum number of plumbers assigned to this contract?

Answer: No. However the company needs to make sure that when called upon they can meet the requirements of the contract.

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Question 2 Is the City going to visit the plumbing company's business address to verify that?

Answer: Yes.

Question 3 Is this the first plumbing service contract for GSD?

Answer: Yes

Question 4 There are backflow certifications and repairs on this contract. That requires a City certification. The chosen contractor must be Backflow Certified-correct?

Answer: Correct. However if the contractor wants to use a sub-contractor to perform the repairs/certification, the contractor shall be responsible for services provided by their sub-contractors.

Question 5 In section 3.0 if we provide a written quote on repairs based on bid rates/mark-ups -are you going outside for additional bids at that time?

Answer: No. our intent is to have a contractor ready as the need presents itself. However, requirements under city, state and federal bid laws will supersede as it would apply.

Question 6 Will the contractor receive service phone calls thru a specific contact for the City or will the calls come from different people at each facility?

Answer: Call will be coming for various GSD employees approximately 10 to 15 of them.

Question 7 What percentage of this service work will the bidder be allowed to sub-contract?

Answer: There is no set percentage other than the MWBE goal.

Question 8 Will the City allow a 2-3 hour minimum on emergency calls?

Answer: In regards to Emergency Response time, no. In regards to minimum hours for each Emergency Call out, yes "3 hours for emergencies only"

Question 9 There is a cost that we incur on our fully equipped plumbing vehicles per hour that covers insurance, gasoline etc. There is no place to put that on an invoice or on the bid without increasing our hourly rate to a Noncompetitive rate. All of the bidders have this cost.

Would it be possible to add a blank for truck charges per hour or per day?

Answer: Sorry. No

Question 10 This contract is for Plumbing Services and the Contractors will be using Plumbing Supplies to complete their jobs. There is a "Plumbing Supplies Contract" in place.

Shouldn't the material used for this contract be sold under the Plumbing Supplies Contract either to the Contractor or to the City?

Answer: The City of Houston does have a parts/supplies contract in place. We cannot however extend our agreement with our Supplier to the Plumbing Contractor. If the Supplier would like to extend the agreed City pricing to the Plumbing Contractor, then the Supplier should contact the Contractor and make arrangements.

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When issued, Letter(s) of Clarification shall automatically become a part of the solicitation 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 respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, respondents 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 solicitation, please contact me.

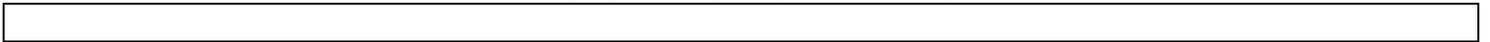
Sincerely,

Roy Breaux

Roy Breaux
Procurement Specialist
City of Houston, Strategic Purchasing Division
832-393-8728

Attached: Page 10 of 56 REVISED DATED 2/12/2014

END OF CLARIFICATION LETTER No. 2



Department Building Maintenance Superintendent with a statement of correction and a time schedule in which the repair(s) must be corrected. Payment and/or the commencement of discount period (if applicable) will not be made until corrective repairs are made and work is re-inspected and approved. Failure to correct the deficiencies within the designated time schedule will result in the City having corrections made at the Contractor's expense.

- 4.3 Should the City of Houston need only an estimate for a job, the City shall request an estimate from the contractor. No cost shall be incurred for this estimate.
- 4.4 Contractor shall not commence work until prior approval is granted, and payment by SRO, PO, EPO, or P-card is in place.

5.0 Response Time

- 5.1 Non-Emergency Repairs - Response Time 4 hours
- 5.2 Emergency Repairs Response within 2 hour.
- 5.3 **Non-Emergency Repairs:** Contractor shall arrive at the location within Four (4) hours upon receipt of a call, emailed/fax, or work order from the ordering department. A Work Order Number shall be given by the City of Houston Supervisor to the contractor prior to the start of work.

Should Contractor's technicians determine that repairs will **exceed** \$3,000.00, Contractor shall submit a **written estimate** to the ordering department within twenty-four (24) hours for approval. Upon receipt of a **written approval** from the ordering department, the Contractor shall complete all repairs within forty-eight (48) hours upon receipt of such authorizations. If repairs cannot be completed within forty-eight (48) hours, the Contractor shall notify the ordering department of the reasons why the repairs cannot be completed within the specified time frame.

- 5.4 **Emergency Repairs:** Contractor will arrive at a facility location and secure it within two (2) hours upon receipt of a call, emailed/fax, or work order from the ordering department. Because work most likely will be after normal work hours a Work Order Number shall be given by the City of Houston Supervisor on the following business day.

Should Contractor's technicians determine that repairs will cost less than \$3,000.00; and if Contractor obtains a **written approval** from the ordering department, repairs must be made immediately. Should Contractor's technicians determine that repairs will **exceed** \$3,000.00, Contractor shall submit a written estimate to the ordering department for approval. Once the Contractor obtains an approval from the ordering department, repairs must be made within four (4) hours. ~~One trip charge will be incurred for this job.~~ A three hour minimum charge will be allowed for each Emergency Callout.