



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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September 10, 2014

SUBJECT: Letter of Clarification No. 3
Conveyance Systems Operations and Maintenance Services

REFERENCE: Best Value Bid (BVB) No.: S33-L25071

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To provide a response to various vendor submitted questions as follows:

- 1 Question Per the Pre-bid meeting we asked if a copy of the incumbents maintenance program would be available prior to bid deadline since the winning company will be required to abide by the existing maintenance schedule for at least the first month of the contract term?
Response Upon request, the program can be provided. Contact IAH – Arturo Gouldburn at 281.230.3060, HOU – Luis Ibarra, office 713.641.7739, cell 713-553-9026 for a copy of maintenance records.
- 2 Question Is an estimated budget available for the above mentioned contract?
Response No, not at this time.
- 3 Question Who are the current vendors and is there public access to the previous bid tab, can you please provide the link?
Response Please submit an open records request to:
finopenrecordsrequest@houstontx.gov
- 4 Question How many call-backs do your facilities receive each year? Do you have a breakdown for each airport?
Response IAH-30 to 35 per week.
HOU – 10 per week.
- 5 Question How will the condition of the escalators and moving walks be surveyed if surveys are scheduled in the middle day?
Response Reference Section 14.3; Equipment Condition at Expiration. Contractor shall repair any equipment not in first-class maintenance condition and perform scheduled PM work on all equipment up to the Notice to Proceed date of the incoming Contractor in accordance with approved PM schedules.
- 6 Question What mechanism will be in place so that pre-maintenance items will be repaired by the incumbent vendor before transition? Will expenses be reimbursed if deficiencies must be corrected?

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie
Controller: Ronald C. Green

- Response Section 14.3.2; States Contractor shall provide HAS a complete final report on the condition of all equipment. The final report must include inspection and test reports, and certified statements signed by an agent of the Contractor testifying to the first-class condition of all equipment and systems. See question 5 above.
- 7 Question How will the Best Value be determined?
Response Please reference Sections 1.0 Evaluation Summary and 2.0 Selection Process; found on Page 83 of the solicitation document.
- 8 Question Will any clarifications/addendums to the legal wording lead to bid rejection?
Response Please read Section 9.3 of the solicitation document.
- 9 Question How many parking spaces will be made available and what is the price per month?
Response IAH -The current rate is \$45 per month as long as there is space at the time. Currently space is limited and must be requested at the time of need. If space is not available in the employee/vendor garage, space will be assigned to the public side of the A/B parking garage at \$75 per month. When space opens up, individuals can be reassign to space in Terminal B employee parking garage areas as needed (\$45). We currently do not have a limit to the number of vehicles.
Spaces on the AOA are available for two company vehicles and two Company golf carts. This special parking is limited, so no more than two vehicles and two golf carts will be allowed. The vehicles must have company logos affixed. There is no charge.
- 10 Question Is there a call-back target that the airport is hoping to achieve?
Response No, however HAS' in-service ratio is 99%. Reference Section 11.0 Performance Standards.
- 11 Question What value will be placed on the vendor's ability to troubleshoot and work on multiple brands of elevators?
Response Significant value will be placed on vendor ability as noted in Section 2.0.
- 12 Question On average, how many MODs a year does the airport undergo?
Response IAH-Two to three projects per fiscal year.
HOU – Two projects per fiscal year.
- 13 Question Is the project manager required to have a valid mechanics license?
Response No; however, the Project Manager must meet the requirements noted in Section 12.5.
- 14 Question Mechanic in Charge position. What does this position do and when to they work?
Response Section 12.3.1 The Mechanic in Charge position will oversee all aspects of work. They must be on site, Sunday 22:30 through Friday 22:30, to specifically oversee PM and RM maintenance. One "Mechanic in Charge" per shift. The "Mechanic in Charge" will have Lead responsibilities for both IAH and HOU, but will be located at IAH.
- 15 Question Will access to existing Maintenance Plan be granted?
Response Yes, vendors that wish to the current maintenance plan may do so by calling Timothy Cobb Conveyance Inspector, Houston Airport System – IAH, O: 281-230-8736, C: 832-508-6050
2. To replace solicitation document L25071 – Terms and Conditions in its entirety with L25071 – Terms and Conditions marked "Revised, September 8, 2014". See website for complete document.
3. To delete section 5.0, Force Majeure and Vandalism, page 15 49 of the solicitation document marked "Revised, September 8, 2014".
4. To delete section 15.0, page 15 of the solicitation document marked "Revised, September 8, 2014".

5. To add section 17.7 to page 33 and 1.11 to page 85. The sections reads as follows:

“Contractor shall obtain an Airport Customs Security Area Bond in order to have access to the Federal Inspection Station (FIS) located at George Bush Intercontinental Airport (IAH). The recommended contractor shall contact the Customs Border Protection Airport Security Office by telephone at 281-230-4641 or email cbpbadgingauthority@dhs.gov in order to obtain the bond form.

The bond amount is determined by calculating \$1,000.00 times the number of employees needed to provide the service”.

6. To delete section 3.0, Renewals, page 49 of the solicitation document marked “Revised, September 8, 2014”.
7. To move "Acceptable Equivalent" to position number 2 on page 54, of the solicitation document marked “Revised, September 8, 2014”.
8. To correct “Airports (s) to read as “Airport(s) and (JAH) to read as (IAH) on page 54 of the solicitation document marked “Revised, September 8, 2014”.
9. To add Exhibit “M” - “Airport Customs Security Area Bond” to page 80.

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. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

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

Sincerely,



Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 3