



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Procurement Division

**Annise D. Parker**

Mayor

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October 29, 2015

**Subject:** Letter of Clarification No. 2: - S63-L25460 for Electrical Maintenance, Repair, Automation Support and Technical Services for the Department of Public Works and Engineering

**To:** All Prospective Bidders:

This letter of Clarification is being issued for the following reason:

- **To revise the bid document and respond to questions posed by perspective bidders.**

1. Remove Page No. 3 of 90 and replace with Page No. 3 of 90, marked **REVISED 10/29/2015.**
2. The following questions and the City of Houston responses are hereby incorporated and made part of the Invitation to Bid:

**Question No. 1** "We feel the city should consider a unit item with a specific markup to apply to specialty manufactures field representatives or subcontractors employed by the contractor in the performance of the task order contract, or fixed price quotations approved by the city representative to be applied to specialty tasks in the performance of the contract were supervised by the hourly electrical contractor employees. Would the City consider adding a Unit Item per the statement referenced above?"

**Answer:** **Reference Page 16 of 90; Additional Services, items 8.1 thru 8.3**

**Question No. 2** "What are the percentages required for the Performance Bond and the Maintenance bond?"

**Answer:** **Reference page 4 of 90 – Performance Bond and Maintenance Bond**

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 bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be

Letter of Clarification No. 2 – Invitation to Bid No. S63-L25460 – Electrical Maintenance, Repair, Automation Support and Technical Services

deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation and resulting bid.

Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.

*Yesenia Chuca*

Yesenia Chuca  
Procurement Specialist  
832-393-8727

**Documents/forms must be downloaded from the City's Website at <https://purchasing.houstontx.gov/>**

**Additional Required Forms to be included with this Bid:**

In addition to the Electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due.** When submitting bids via UPS/FedEx, etc. please label it with the name: Office of the City Secretary, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, along with the bid/proposal number:

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Conflict of Interest Questionnaire.doc
Pay or Play Program Acknowledgement Form 1a
Contractor's Questionnaire

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful bidder:

<b>TABLE 2 - DOCUMENTS &amp; FORMS</b>
Drug Forms.doc
EEOC.doc
Formal Instructions for Bid Terms.doc
M/WBE.doc
Sample Insurance Over \$50,000./Insurance Endorsements
Pay or Play Certification of Agreement to Comply w' the Program, Form No.2
Pay or Play List of Participating Subcontractors, Form No.3
Annual Performance and Maintenance Bonds

**Notes:**

1. Questions concerning the Bid should be submitted in writing to: City of Houston, Strategic Procurement Division, 901 Bagby, Room B405, Houston, TX 77002, Attn: Yesenia Chuca and Martin King or via fax: 832-393-8759 or via email (preferred method) to [yesenia.chuca@houstontx.gov](mailto:yesenia.chuca@houstontx.gov) and [martin.king@houstontx.gov](mailto:martin.king@houstontx.gov) no later than 4:00 PM, **Monday, November 2, 2015.**
2. Although it is the intent of the City to award one contract as results of this invitation to bid, the City reserves the right to award by line item/group.