



CITY OF HOUSTON

Annise D. Parker

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone - Dial 311
www.houstontx.gov
<http://purchasing.houstontx.gov>

November 3, 2015

SUBJECT: Letter of Clarification No. 2 to Invitation to Bid No. S19-L25508 for Full-Service HVAC Pool Maintenance and Repair Services for the General Services Department

TO: All Prospective Bidders:

This Letter of Clarification is being issued for the following reasons:

- Revise Section "B" Scope of Work/Specifications and respond to questions posed by perspective bidders.
1. Remove page 9 of 42 and replace with page 9 of 42 marked, REVISED 11/3/2015.
 2. The following questions and City of Houston responses are hereby incorporated and made part of the invitation to bid.

Question No. 1: Approximately when do you expect this contract to start.

Answer: By or before February 2016.

Question No. 2: What is the frequency of filter changes at present.

Answer: Air filters are changed monthly.

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 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.

Roy Korthals

Roy Korthals
Procurement Specialist
Strategic Procurement Division
832-393-8734

END OF LETTER OF CLARIFICATION 2

- 2.2 Contractor and representatives of the General Services Department (GSD) shall review the report and determine what deficiencies are relevant to the FMSA.
- 2.3 All HVAC equipment will be brought back to like-new condition within the first 35 Days from the time Contractor begins work at the facility (less any deficiencies).
- 2.4 The FMSA program will be initiated, scheduled, administered, monitored and updated by the Contractor. The service/preventative maintenance activities will be directed and scheduled on a regular basis by the Contractor; based on manufacturer's recommendations, equipment, application, and type.
- 2.5 The City of Houston shall be informed of the program's progress and results on a continuing basis through a detailed Service Report, presented monthly. A Draft of the report shall be given to the GSD Administrator for approval prior to the first month report. The report will outline all work performed and will include dates, times, employees involved, units worked on and projected causes.
- 2.6 The monthly Service Report will be turned in to GSD on or before the fifth (5th) day of each month.
- 2.7 Contractor is responsible to obtain all permits required to service, repair and maintain the equipment.
- 2.8 The Contractor shall have access to create work orders on the GSD "Sprocket Work Order System". Refer to the Section 10.0
- 2.9 Contractor shall schedule/coordinate equipment shutdowns and start-ups with the Facility Administrator as necessary to perform required services.
- 2.10 Contractor shall schedule/coordinate equipment shutdowns and start-ups with the Facility Manager as necessary to perform required services.

3.0 PREVENTATIVE MAINTENANCE:

- 3.1 The Contractor shall perform quarterly Testing, Inspections and preventive maintenance services within a calendar year. Such service shall commence within 10 days of receiving the bid award. After each preventive maintenance service, the HVAC equipment will be in like-new condition.
- 3.2 Clean, align, calibrate, tighten, adjust, lubricate and paint equipment.
- 3.3 Cleaning coil surfaces, fan impellers and blades, electrical contacts, burner orifices, passages and nozzles, pilot and igniter, chiller, condenser and boiler tubes, etc.
- 3.4 Aligning belt drives, drive couplings, air fins, etc. Changing air filters Type: Merv 7 or 8.
 - 3.4.1 Air filters shall be changed monthly.
- 3.5 Adjusting belt tension, refrigerant charge, super heat, fan RPM, burner/fuel/air ratios, gas pressure, et point of controls and limits, compressor cylinder un-loaders, damper close off, evaporation condensers, etc.,
- 3.6 Lubricating motors, fan and damper bearings, valve stems, damper linkages, fan vane linkages and all contact wearing points to operate freely and without undue wear.
- 3.7 Water treatment for water cooled equipment.
- 3.8 Maintain Pool Pak unit; Operation specifications may be obtained from <http://www.poolpak.com/index.php/search-product-2/swhp/poolpak-model-sr>