



CITY OF HOUSTON

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November 4, 2015

SUBJECT: Letter of Clarification No. 4 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 reason:

- To revise SECTION "B" Scope of Work/Specifications.
1. Remove Page Nos. 8, 9 of 42 and replace with the revised Page Nos. 8, 9 of 42 marked, revised November 4, 2015.

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

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JK Attached: Revised Pages 8, 9 of 42, marked "Revised November 4, 2015"

END OF LETTER OF CLARIFICATION 4

REVISED November 4, 2015
SECTION B
SCOPE OF WORK/SPECIFICATIONS

1.0 SCOPE OF SERVICES:

- 1.1 The Contractor shall furnish all management, supervision, labor, replacement parts, equipment, materials, tools, expendable items, supplies, transportation, licensing and training required for a full service on-going comprehensive maintenance program on the HVAC, Exhaust Fans, **Poolpak dehumidification system** and associated equipment and components for the West Gray Adaptive Recreation Center, located at 1475 West Gray, Houston Texas, 77019.
- 1.2 The Contractor shall provide a Full Maintenance Service Agreement (FMSA) for the Heating, Ventilation and Air Conditioning (HVAC) and shall place all maintenance and replacement responsibility on the Contractor that is selected. Once GSD and the selected Contractor identify deficiencies (via a deficiency report), repair/replace those deficiencies (either in whole or in part) and both parties accept the final inventory of equipment as First Class Condition components, (minus unrepaired deficiencies), the Contractor shall be responsible for 100% replacement should the equipment fail for the term of the Contract.
 - 1.2.1 The deficiency report shall not contain an item that would be repaired, adjusted or replaced during the performance of normal preventative maintenance or service.
 - 1.2.2 The deficiency report shall not include any conditions, findings, and/or recommendations that could be considered as retrofits or enhancements to the existing equipment/system design or operation.
 - 1.2.3 Any deficiencies identified during the course of any inspection that constitutes a safety hazard to either personnel, equipment or the facility, shall be immediately reported to the Facility Manager.
 - 1.2.4 All deficiencies noted in the report shall be corrected as department resources become available, and as the Department deems appropriate. The Department may elect to have any or all the work performed by the Contractor at the price(s) quoted or by other means. The Contractor shall not correct any listed existing deficiency without the expressed written permission of the Facility Manager.
 - 1.2.5 When the department has corrected an existing deficiency, the Contractor shall assume full responsibility for maintenance and repairs to the equipment, except for those repairs which may be covered under a warranty or guarantee agreement, at no additional cost to the department.
- 1.3 The Contractor shall provide maintenance and/or repair services on the following equipment:
 - 1.3.1 Cooling systems, boilers, air handler, hot water pumps, split systems, poolpak dehumidification system, exhaust fans, HW gas and electric heaters and all equipment listed in Exhibit "BB."
- 1.4 The Contractor shall maintain and repair all HVAC equipment and system in accordance with the highest standards in the industry based on original condition, age and as defined by the Building Superintendent and department maintenance standards throughout the Contract performance period.

2.0 CONTRACTOR DUTIES:

- 2.1 Contractor shall have thirty (30) days to create a deficiency report on the equipment and turn it in to GSD on or before the thirty-first (31st) day.

REVISED November 4, 2015

- 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 **Poolpak** unit; Operation specifications may be obtained from <http://www.poolpak.com/index.php/search-product-2/swhp/poolpak-model-sr>