



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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November 24, 2021

Subject: Letter of Clarification No. 1
Lease of Ice Machines and Combination Ice Machines/Water Dispensers for
Various Departments

Reference: Invitation to Bid (ITB) No.: S19-L30011

To All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. In Section B, **replace**: "pages 13, 14, 29, and 37 of 50, with attached pages 13, 14, 29, and 37 of 50 marked revised 11-24-2021".

When issued, Letter(s) of Clarification shall automatically become a part of the Bid 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 Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response to this solicitation, Proposers shall be deemed to have received all Letter(s) of Clarification and to have received all Letter(s) of Clarification and to have incorporated them into this Proposal.

If you should have any questions, please contact Roy Korthals at (832) 393-8734 or via email at buyers roy.korthals@houstontx.gov

Thank you,


Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

2.0 INSTALLATION OF ICE MACHINES

- 2.1 Each ice machine and/or combination ice machines / water dispenser shall be delivered, installed, and must be fully operational within sixty (60) days after notice to proceed is issued by the Chief Procurement Officer. All machines added during the term of the contract shall be delivered, installed, and fully operational within 15 days from receipt of the request from the City. The Contractor shall provide all labor and materials necessary to complete the installation. The City shall provide water, electricity, and drain lines to the immediate area where the ice machine shall be installed.
- 2.2 For each machine installed, the Contractor shall provide two (2) suitable ice scoops. If requested by the user department or division head, the Contractor shall provide one (1) operation manual for each machine installed.
- 2.3 Relocation of an installed ice machine from the point of installation to a new location shall be done as a turnkey operation to include labor, parts, materials, transportation, etc.
- 2.4 All ice storage bins shall be made available with appropriate positive locking mechanisms at no additional cost to the City if requested.
- 2.5 The Contractor shall agree to perform installation only upon receipt of duly signed and approved work orders or Contract releases issued by the Chief Procurement Officer. Installations made without such work order or Contract release shall be at the Contractor's risk and shall leave the City the option of canceling any contract implied or expressed herein.
- 2.6 All ice machines and/or combination ice machines / water dispensers equipment must reflect a healthy and safe environment. The machines shall be made of stainless steel or NSF approved equivalent, therefore no rusty equipment or adverse conditions shall be tolerated at any time. This is the sole responsibility of the Contractor. All service panels, hinges, doors, etc., must be properly secured to the machine according to the manufacturer's specifications. All moving motor parts, etc., must be secured behind original equipment panels that are fastened securely to the ice machine.

3.0 ICE MACHINE SPECIFICATIONS

3.1 Machines production must be in accordance with ARI standards. (+ or – 5%)

- 3.1.1 Machine produces minimum of 200 Pounds/24 hours Factory Bins
- 3.1.2 Machine produces minimum of 250 Pounds/24 hours Factory Bins
- 3.1.3 Machine produces minimum of 270 pounds/24 hours Factory Bins
- 3.1.4 Machine produces minimum of 290 pounds/24 hours Factory Bins**
- 3.1.5 Machine produces minimum of 370 pounds/24 hours Factory Bins
- 3.1.6 Machine produces minimum of 500 Pounds/24 hours Factory Bins
- 3.1.7 Machine produces minimum of 750 Pounds/24 hours Factory Bins
- 3.1.8 Machine produces minimum of 1,000 Pounds/24 hours Factory Bins
- 3.1.9 Machine produces minimum of 2,000 Pounds/24 hours Factory Bins

- 3.1.6 Counter-type model; ice maker/water dispenser, 270. lb Cubelet-Style, air-cooled, self-contained condenser, approximately 282 lbs. ice production w/8/8 lb. built in storage. The machine must provide push button operation with a stainless steel bin and exterior, protected with HoshiGuard antimicrobial agent, approx. 4" legs, 115v/60/1-ph, 8-5 amps.

3.1.10.1 The counter –type model must be installed on an equipment stand, for Ice maker/dispensers, cabinet base with locking door, stainless steel, corrosion resistant exterior, flat top with flanged legs; for use with model 270. (EXAMPLE: DCM-270BAH OR EQUAL)

3.1.11 **Crescent cuber icemaker, air-cooled, built in storage bin, 290 lb., up to 290 lbs. of ice produced per 24 hours, up to 100 lbs. of built in storage capacity, products crescent shaped ice cubes, ice bin opening is ADA complaint, 115v/60/1-ph, 8.4 amps.**

4.0 SUBSTITUTIONS

4.1 The Contract specifications refer to **nine** (9) different size of ice machines; 200 pounds, 250 pounds, 270 pounds, **290 pounds**, 370 pounds, 500 pounds, 750 pounds, 1,000 pounds, and 2,000 pounds. It is possible to select two (2) machines to accomplish the capacity of one (1) machine but not the use of three (3) or more.

4.1.1 EXAMPLE:

To obtain a 2,000 pound capacity machine, it is possible to provide two (2) 1,000 pound machines. **HOWEVER:** Two (2) 250 pound machines and one (1) 500 pound machine to obtain 1,000 pound capacity is **NOT** acceptable.

6.0 TITLE AND RISK OF LOSS

6.1 Title and risk of loss for ice machines on monthly rental basis shall remain with the Contractor at all times throughout the term of the contract.

6.2 Date of acceptance means the date the ice machine is delivered, installed, and fully operational.

7.0 PREVENTATIVE & REMEDIAL MAINTENANCE

7.1 The Contractor shall be responsible for remedial and preventative maintenance on all ice machines and/or combination ice machines / water dispensers under the contract. The maintenance program shall include but not be limited to cleaning the machine on the outside, cleaning the internal operating mechanism, and checking the electrical operation. The Contractor shall provide the parts and labor to repair the ice machines during the contract period. Timely correction of defects by repair or replacement shall constitute fulfillment of all maintenance obligations on the part of the Contractor. Filters are required and must be replaced and maintained by the Contractor. The monthly rental price shall include: delivery, set-up, and preventative and remedial maintenance services. All technicians must have departmental signoff on the work orders for preventative maintenance by designated department representative.

7.2 Upon receipt of the "Notice to Proceed" and the installation of each machine, the contractor shall provide a schedule to the department detailing the day(s) and approximate time(s) of its monthly preventative maintenance visit(s). The schedule time(s) shall be in coordination with the time(s) available with the user department. Preventative maintenance calls should be scheduled 24 hours in advance by the user department.

7.3 The Contractor shall be required to make at least one (1) preventative maintenance inspection visit per month for machines in non-air conditioned locations. These are the ice machines that are located in a **non-temperature controlled** environment/ outside or in a warehouse.

REVISED 11-24-2021
EXHIBIT B-1
LIST OF ICE MACHINES AND COMBINATION ICE MACHINES / WATER DISPENSERS

DEPARTMENTS REQUIREMENTS (Estimates)

<u>Department Name</u>	<u>200-lb.</u>	<u>250 lb.</u>	<u>270-lb.</u>	<u>290-lb.</u>	<u>370-lb.</u>	<u>500 lb.</u>	<u>750 lb.</u>	<u>1,000 lb.</u>	<u>2,000 lb.</u>
Houston Airport System		9	2			8			
General Services Department		109	2			11		5	
Controllers		1							
Legal						2			
Mayor		1							
Parks & Recreation		15	1			11		7	
Planning and Development Department			1						
Houston Police Department		27				9			
Houston Public Works	4	50	5	1	1	16	1	23	2
Solid Waste Management		9						8	
Fleet Management Department		18				4			
Houston Information Technology Services		2							
Department Neighborhoods			3						
Totals	4	242	14	1	1	61	1	43	2

HOUSTON PUBLIC WORKS

<u>DEPARTMENT</u>	<u>FACILITY</u>	<u>ADDRESS</u>	<u>SIZE</u>	<u>QTY</u>	<u>ICE MACHINE</u>	<u>COMBINATION ICE MACHINE / WATER DISPENSER</u>
Houston Public Works	Drinking Water Ops.	7027 Ardmore	250 lb.	2	X	
Houston Public Works	Drinking Water Ops.	4017 Campbell Road	500 lb.	1	X	
Houston Public Works	Drinking Water Ops.	2300 Federal Road – Electric Shop	500 lb.	1	X	
Houston Public Works	Drinking Water Ops.	2300 Federal Road – Sludge Plant	500 lb.	1	X	
Houston Public Works	Drinking Water Ops.	12555 Clinton Drive – Maintenance Shop	500 lb.	1	X	
Houston Public Works	Drinking Water Ops.	4410 Westpark Drive	250 lb.	1	X	
Houston Public Works	Drinking Water Ops.	10923 Stancliff Road	250 lb.	1	X	
Houston Public Works	Drinking Water Ops.	12550 Water Works Way	370 lb.	1	X	
Houston Public Works	Drinking Water Ops.	3100 Genoa Red Bluff	250 lb.	1	X	
Houston Public Works	Drinking Water Ops.	22627 W. Shorewood Loop	250 lb.	1	X	
Houston Public Works	Drinking Water Ops.	611 Walker	250 lb.	1		X
Houston Public Works	Drinking Water Ops.	1770 Sidney	290 lb.	1	X	
Houston Public Works	PFW-McKinney	2805 McKinney, 2 ND FLR	750 LB	1		X
Houston Public Works	PFW-McKinney	2805 McKinney, WHSE #3101	500 lb.	1	X	
Houston Public Works	CAS(McKinney)	2805 McKinney, 3 rd Floor	250 LB.	1	X	
Houston Public Works	PFW-Whse (W.Hou.)	13211 West Houston Center #104	250 lb.	1	X	
Houston Public Works	FMS-Bob Lanier Bldg	611 Walker	250 lb.	26		X