



CITY OF HOUSTON
FINANCE DEPARTMENT
 Strategic Procurement Division

Sylvester Turner

Mayor

Jedediah Greenfield
 Interim Chief Procurement Officer
 P.O. Box 1562
 Houston, Texas 77251-1562

T. 832.393.9126
<http://purchasing.houstontx.gov>

July 13, 2022

Subject: Letter of Clarification No. 1
 Cabling Installation Services

Reference: Invitation to Bid (ITB) No.: P14-L31266

To All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

1. **To change the ITB due date from July 21, 2022, to August 4, 2022, due by 10:30 AM (CT).**
2. **The following questions and City of Houston responses are hereby incorporated and made part of the Invitation to Bid:**

1.	Question:	How long is the contract for?
	Response:	The contract term will be for three (3) years with two (2) one (1) year renewal options, for a total of five (5) years.
2.	Question:	Any chance of this being extended over and over with good business practices?
	Response:	The contract may be extended for the two (2), one (1) year renewal options.
3.	Question:	How much work (roughly) would we be getting from the city?
	Response:	Work varies on a monthly basis. Historically, the averages have been \$30k-\$60k per month.
4.	Question:	If let's say I set up a team just for the city, how many guys would it "keep busy" with just the city work?
	Response:	The City will rely on the expertise of the vendor to determine the resources required. Work volume may vary on a monthly basis.
5.	Question:	Lastly, do we have a cost estimate on Gross Contracts with the city for a year?
	Response:	A cost estimate will not be provided at this time.
6.	Question:	What constitutes an electronic request, email, SNOW ticket assignment?

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	Response:	Email may be considered a primary method. Information Technology Service Management "ITSM" access and/or integration may be considered but not guaranteed.
7.	Question:	Is there a particular cabling manufacturer that the City of Houston must be certified to install?
	Response:	The vendor shall, at a minimum, be certified to install Coming optical cable and Commscope for copper communication cable.
8.	Question:	Will we be terminating to existing patch panels and if so, are they going to be 110-style or modular patch panels?
	Response:	The site requirements will vary. The Contractor will be expected to terminate cables into a variety of termination equipment.
9.	Question:	Is the lift a scissor lift and if not, what style lift is required to for pricing?
	Response:	The site requirements will vary. Lift requirements may exceed the capability of a standard scissor lift.
10.	Question:	Are the city "contracts" on a per job basis?
	Response:	The contract will cover multiple jobs over the life of the contract. Work orders will be on a per job basis, but the work order may be either Time & Materials or Fixed Bid, which will be at City of Houston's discretion.
11.	Question:	Or is there any billable hourly work involved for say troubleshooting, service calls, night calls, small jobs etc. Usually that would be how we bill. Hourly for troubleshooting, tech work, service calls etc. and then on larger jobs (say even X amount of dollars) we would bill on a per job basis. Is something like that possible with the City?
	Response:	The solicitation request both hourly rates as well as fixed price for standard tasks such as lateral ethernet cable drops.
12.	Question:	How much of the city's material (purchases, inventory, etc.) will we need to store off site?
	Response:	The City will not store materials and the City will not pay for excess materials without prior consent per the solicitation. The Contractor is expected to manage all material required for completion of each work order.
13.	Question:	Do we need to store all the city's material for this job that we (or the city) provide off-site, or will we have any type of city building etc. as say a (homebase) for large projects like at the HITS building? Or is that our responsibility?
	Response:	The City will not store materials and the City will not pay for excess materials without prior consent per the solicitation. The contractor is expected to manage all material required for completion of each work order.

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14.	Question:	What is our jurisdiction for projects and technical support?
	Response:	Worksites/Facilities may be located at any City of Houston facility and is not bound to one geographic area.
15.	Question:	What are some examples of the 24hr service needs? A critical line broke? working with say IT guys troubleshooting systems? What else would we encounter?
	Response:	24-hour requests are rare but may be required to fulfill operation needs including, but not limited to, public safety operations, emergency repairs due to physical damage, emergency response efforts, etc.
16.	Question:	Are we able to bill like contractors normally would that do 24-hour emergencies? Normally time and a half or double time.
	Response:	The Contractor will provide hourly rates according to the contractual fee schedule.
17.	Question:	What types of "environments" will we be working in? Large Downtown GOV buildings primarily? Post office size? Any outdoor facilities we are responsible for?
	Response:	Facilities can range from large towers downtown to small outposts, outdoor facilities, and work within the public right of way.
18.	Question:	After getting the contract are we bidding against other contractors for jobs or are we solely the HITS cabling firm?
	Response:	The contract is not an exclusive agreement.
19.	Question:	Are you able to help me find the materials list required for this bid? am working to quote a few contractors and was having some trouble finding the exact list so that I can quote my customers correctly.
	Response:	The materials required may vary from job to job and may consist of anything from ground bus bars to patch panels, cabling, ladder racking, etc.
20.	Question:	The 7.35% MWBE needed. How much does my SBE go towards this? As for the other MWBE I have some contractors that qualify but are not certified. Do they count towards this goal?
	Response:	1). The bidder may NOT substitute SBE Participation towards the MBE and/or WBE goal(s) because SBEs are not allowed to participate on a professional service or goods and services contract. 2). No. Only certified MWBE firms count toward the MWBE goal.

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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 Tia Jordan at (832) 393-9153 or via email at tia.jordan@houstontx.gov.

Sincerely,



Jedediah Greenfield, Interim Chief Procurement Officer
Finance/Strategic Procurement Division

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