



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

**Annise D. Parker**

Mayor

Lourdes Coss  
Chief Procurement Officer  
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Houston, Texas 77251-1562

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<https://purchasing.houstontx.gov>

July 8, 2015

**Subject:** Letter of Clarification No. 2 to Invitation to Bid No. S63-N25285 to Furnish and Install a Digital Minilab Photographic System for the Houston Police Department

**To:** All Prospective Bidders:

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

- **Remove Page No. 17 and replace with Page No. 17 marked, REVISED 7/8/15:**
- **To answer the following questions:**

1. **Question:** Does the Houston Police Department want consumable pricing included in the bid?

**Answer: No**

2. **Question:** Is a photo lab only requiring 110V power acceptable to the Houston Police Department?

**Answer: Yes**

3. **Question:** Please confirm that a hard copy bid (only) is acceptable.

**Answer: Both an electronic bid and a hard copy of the bid should be submitted to the City. Once your electronic bid has been submitted, the official signature page should be printed and attached to your hard copy bid and signed in blue ink.**

4. **Question:** On Page 11, section 2.18 of the technical specifications, it calls for power requirements of 220 Volt. Would it be acceptable to submit a bid for a system that operates on a standard 110 Volt which could be plugged into any standard outlet with no special electrical or wiring requirements?

**Answer: Yes**

**Note: No further questions will be accepted after the publication of this Letter of Clarification.**

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

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
**Controller:** Ronald C. Green

**Letter of Clarification No. 2 to Invitation to Bid No. S63-N25459**

Furnish and Install a Digital Minilab Photographic System for the Houston Police Department

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 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

## Letter of Clarification No. 2 to Invitation to Bid No. S63-N25459

Furnish and Install a Digital Minilab Photographic System for the Houston Police Department

**REVISED 7/8/2015**

### 12.0 **INSURANCE: (See City of Houston's website for sample certificate)**

12.1 The Contractor/Supplier shall have insurance coverage as follows:

- Commercial General Liability shall be \$500,000 per occurrence; \$1,000,000 aggregate, per 12-month policy period.
- Automobile Liability Insurance for autos furnished or used in the course of performance of this Contract. Including Owned, Non-owned, and Hired Auto coverage. (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If no autos are owned by The Contractor/Supplier, coverage may be limited to Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by The Contractor/Supplier, Scheduled Auto coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF THIS CONTRACT MUST BE COVERED IN THE LIMITS SPECIFIED. \$1,000,000 - Combined Single Limit per occurrence; \$1,000,000 aggregate, per 12-month policy period.
- **Worker's Compensation** including Broad Form All States endorsement shall be in statutory amount.
- **Employer's Liability:** Bodily Injury/Accident \$100,000; Bodily Injury/Disease \$100,000 (per employee); Bodily Injury/Disease \$100,000 (policy limit).

12.2 The issuer of any policy (1) shall have a Certificate of Authority to transact insurance business in Texas or (2) shall be an eligible non-admitted insurer in Texas, and shall have a Best's rating of at least B+, and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide.

12.3 All insurance policies required by this Contract, except Worker's Compensation and Employer's Liability, shall require on their face that 1) the City of Houston is named as an additional insured; 2) the insurance carrier waives any rights of subrogation against the City; and 3) it shall give thirty (30) days written notice to the City before any policy required by this Contract is cancelled. Within such thirty (30) day period, The Contractor/Supplier covenants that it will provide other suitable policies in lieu of those about to be cancelled so as to maintain in effect the coverage required under the provisions hereof. Failure or refusal of the Contractor/Supplier to obtain and keep in force the above-required insurance coverage shall authorize the City, at its option, to terminate this Contract at once.

### 12.4 **REQUIREMENTS FOR CERTIFICATE OF INSURANCE:**

12.4.1 Certificate must not be more than 30 days old.

12.4.2 Name and Address of Producer writing coverage.

12.4.3 Name of each insurance company providing coverage (as listed or on company's Certificate of Authority on file with the Texas Department of Insurance, or in Best's Key Rating Guide.)

12.4.4 Name and address of insured (as shown on policy).

12.4.5 Letter in the column must reference the insurer of the policy being described.

12.4.6 Must be a policy number; no binders will be accepted.

12.4.7 Date policy became effective.

12.4.8 Expiration date must be at least **60** days from date of delivery of certificate.

12.4.9 Name and file number of project (Bid Name and Bid Number).

12.4.10 Name of project manager (Buyer).

12.4.11 Signature or facsimile signature of authorized representative of Producer (blue ink preferred).

12.5 **Prior to award and/or starting work, The Contractor/Supplier must present a Certificate of Insurance evidencing the insurance coverage specified above. This is a mandatory requirement.**

Forward to Buyer at:

City of Houston  
Strategic Procurement Division  
P.O. Box 1562  
Houston, Texas 77251-1562