

**PRE-BID CONFERENCE AGENDA**  
**LYCOMING AIRCRAFT ENGINE REPLACEMENT**  
**PARTS FOR OVERHAULS, AND REPAIR SERVICES**

**May 19, 2023 10:00 AM**



**PRE-BID CONFERENCE AGENDA**  
**MEDICAL HEALTH SCREENING**  
**FOR THE HOUSTON FIRE DEPARTMENT**  
**BID INVITATION NO. S17-N32743**  
**NIGP: 984-55**  
**MWBE GOAL 0%**

- Formal Introduction - Murdock Smith, Sr. Procurement Specialist
- ITB Overview - Murdock Smith
- Project Scope – Houston Fire Department
- City E-Bid Website - Murdock Smith
- Questions Answer - Open Forum
- Closing - Murdock Smith

### **ITB Overview**

The Houston Police Department's Air Support Division is seeking the purchase and delivery of new replacement parts required to overhaul and repair a Lycoming aircraft engine. Lycoming pricing will be based off the Lycoming 2023 Price List of Spare Parts or latest revision. **If the Supplier does not have a published price list and/or a part is not on the price list, a verification letter from the manufacturer indicating the list price will be required. Furthermore, because all parts will not be available via the Lycoming Price List of Spare Parts, the City will have the ability to add additional part(s) as the need arises throughout the life of the award.**

### **Bid Opening:**

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until **10:30 a.m. Thursday, June 1, 2023,** bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 a.m.

### **Additional Questions**

Any questions regarding this solicitation should be submitted in writing via e-mail at [murdock.smith@houstontx.gov](mailto:murdock.smith@houstontx.gov) by no later than **June 1,, 2023 at 5:00 p.m. CST.** Questions received from all Offeror(s) shall be answered and sent to all Offeror(s) who are listed as having obtained the ITB. Offeror(s) shall be notified in writing of any changes in the specifications contained in this ITB.

## BID PACKAGE REQUIREMENTS

***In addition to the Electronic Bid Form the below items must be completed and submitted with the Bid.***

- Official Electronic Bid Form
- Official Signature Page (signed in blue ink)
- Bidders Attachments Supply
- Equal Level Supplier Survey
- Conflict of Interest Questionnaire

***If the vendor is awarded, we will request the below additional forms:***

- Certificate of Insurance
- EEOC Forms
- Criminal Justice Information Services Addendum

### 3. PROJECT SCOPE AND OVERVIEW

#### 4. CITY OF HOUSTON E-BID WEBSITE

<http://purchasing.houstontx.gov>



CITY OF HOUSTON STRATEGIC PROCUREMENT DIVISION

Please make a selection from the menu below

<b>FAQs</b> Guide to Doing Business with the City & FAQs	<b>New Users</b> Create New Acct. User Name / PW	<b>Existing User</b> Register, Log In, or Search
<b>Supplier Resources and Procurement</b>	<b>All About</b> Formal Bids and RFPs	<b>Search Bids, RFPs, Tabs, Pre-Bid Schedules</b>
<b>Forms</b> Business, Pay or Play, Hiring, Etc.	<b>OBO</b> Office of Business Opportunity	<b>Strategic Procurement</b> Buyer Groups
<b>Purchasing Terms and Conditions</b>	<b>State of Texas</b> Bid Law	

CONTACT US

Finance Department  
Strategic Procurement Division  
City Hall Building  
901 Bagby St. Concourse Level  
Houston, TX 77002

Email: [spdwebmaster@houstontx.gov](mailto:spdwebmaster@houstontx.gov)

STRATEGIC PROCUREMENT LINKS

- SPD Home Page
- Chief Procurement Officer
- Existing Suppliers Login
- FY17 Procurement Plan (.pdf)
- NIGP Code Search
- Overview of Bid and RFP Processes
- Records Management
- Employee Directory
- Citywide DPU (Departmental Purchasing Unit) Contact List
- Site Search
- Site Map

Strategic Procurement Division

Division Links

- Online Services
  - Existing Supplier Logon
  - Validate Your Supplier Profile
  - Update Your Supplier Profile
  - Supplier & Material Search
  - New Supplier Registration
  - Supplier Help
  - Restricted Access to City Employees
- Bids/RFPs Services
  - Formal Bids & RFPs
  - Search for Bids/RFPs & Tabulations
  - Solicitation Forms & Attachments
  - Pre-Bid Conference Schedule
- Purchasing Links
  - Purchasing Catalog
  - MWDBE Directory Listing
  - NIGP Living Code
  - Site Search
  - Site Map
- Doing Business with the City
  - Supplier Registration
  - Bid Advertisement
  - Online Bids/RFPs
  - Solicitation Types



The City of Houston, Strategic Purchasing Division, can only accept bids from registered suppliers who have completed the online supplier registration form, submitted a signed IRS W-9 and received a valid bid from our system. We encourage you to complete all the steps required to receive a valid bid for your business and we are looking forward to your online bid. All non-registered vendors must create a website account with username and password. Click

- [View Projected Procurement Opportunities](#)
- [Current Formal Bids & RFPs](#)
- [View the Pre-Bid and Pre-Proposal Conference Schedules](#)
- [Download any Solicitation Forms and Attachments](#)
- [Access the Glossary of Terms](#)
- [Online Bidding Info](#)
- [Construction Bids Over \\$500,000 \(Public Works & Engineering\)](#)

## Search for Bids, RFPs & Tabulations

Status:

Keywords:

Search Type:

# SHOWS ALL OPEN SOLICITATIONS

3agby Street  
ourse Level  
ton, TX 77002

act the City of Houston

Status:

Bid Type:

Keywords:

Search Type:

Only the top 100 results will be displayed.

## d Bids



BID DESCRIPTION	DEPARTMENT	DATE DUE	TIME LEFT	BUYER EMAIL	Number of Hits
Lycoming Aircraft Engine Replacement Parts, Overhauls, and Repair Services	Police	6/15/2023	26 days, 19 hrs, 2 mins, 3 secs	murdock.smith@houstontx.gov	0

## SUPPLIER SERVICES

[Supplier Logon](#)

[Supplier Help](#)

Finance Department  
Strategic Procurement  
City Hall Building  
901 Bagby Street  
Concourse Level  
Houston, TX 77002

[Contact the City of Houston](#)

## Solicitation Files

The following documents are for Solicitation **N32715** :

Buyer Email: [murdock.smith@houstontx.gov](mailto:murdock.smith@houstontx.gov)

**0 Suppliers have downloaded this bid.**

DATE	SIZE	DOCUMENT/FOLDER
5/19/2023 7:23:21 AM	127KB	ITB N32715 - Lycoming Aircraft Engine Repalcement Parts.docx

[View Interested Suppliers](#)

**Please remember that it is still a City policy that a sealed, signed bid be submitted to the City Secretary by the due date. After you submit your bid online, please PRINT and SIGN and SUBMIT to the City Secretary.**

[More details...](#)

**SUPPLIER SERVICES**

**SUPPLIER LOGIN**  
Place online bids! Update your profile or password.

**SUPPLIER HELP**  
For help with registration, online bidding, and more.

**Place Bid**  
**Bid General Information**

Please remember that it is still a City policy that a sealed, signed bid be submitted to the City Secretary by the due date. AFTER you submit your bid online, please use the "Print Official Bid Form & Signature Page" link to PRINT and SIGN and SUBMIT to the City Secretary. [More details...](#)

NOTE: DO NOT print THIS page. Print the Official Bid Form instead after you submit your bid to the City via the submit button at the bottom of the page. To bid, you must use Microsoft Internet Explorer Version 7.0 or Higher.

TAKES YOU TO THE BID DOCUMENT THAT PROVIDES GENERAL INFORMATION AND LINE ITEMS.

If the City will accept an equivalent bid item, an extra line will be displayed allowing you to enter the desired quantity of the proposed equivalent item.

**Note: The Line Total column will be calculated automatically when you click the Save button (Continued From Last Page) Group I: Lycoming new replacement parts based off the Lycoming List(s) of spare parts or latest edition. If the Supplier does not have a published price list and price list, a verification letter from the manufacturer indicating the list price will be required. Expenditure for this group is \$300,000.00.**

Save Bid to Edit Later

Submit Bid to City

Percent of Adjustment Applied:

THE MANUFACTURER'S PRICE LIST NAME, EFFECTIVE DATE OF THE PRICE LIST AND VERSION NUMBER (IF APPLICABLE) MUST BE DESIGNATED IN THE SPACE PROVIDED, IF BIDDERS ARE BIDDING AN "OR EQUAL" ITEM.

**SAMPLE PRICING ITEMS**

Item #	Description	Page No	Part No	Alt. Part No	Lowest Price Column	City Cost Est. After %	U/M	Line Total
1	Gasket, Rocker Box Cover	<input type="text"/>	67193	<input type="text"/>	<input type="text" value="\$0.00"/> No Bid: <input type="checkbox"/> No Charge: <input type="checkbox"/>	\$0.0050	Each	\$0.00
2	O-Ring, Oil Level Gauge	<input type="text"/>	72312	<input type="text"/>	<input type="text" value="\$0.00"/> No Bid: <input type="checkbox"/> No Charge: <input type="checkbox"/>	\$0.0050	Each	\$0.00



**NOTE: LINE ITEMS CAN NOT BE LEFT BLANK. EACH LINE ITEM MUST HAVE EITHER A NUMERIC VALUE, OR NO BID, OR NO CHARGE.**

## Last Page of Bid

### Additional Required Forms to be Included with this Bid:

In addition to the electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:

Table 1
<a href="#">Ownership Information Form</a>
<a href="#">Conflict of Interest Questionnaire</a>
<a href="#">Bidders Attachments Supply</a>
<a href="#">Equal Level Supplier Survey</a>

Table 2 may list other documents and/or forms that should be viewed/downloaded from the City's website required to be submitted with the bid. The City will specify which documents and/or forms be completed by the City by the successful bidder:

Table 2
<a href="#">Certificate of Insurance</a>
<a href="#">Formal Instructions for Price List Bidders</a>
<a href="#">Formal Instructions for Bid Terms</a>
<a href="#">EEOC</a>
<a href="#">Sample Insurance Endorsements</a>
<a href="#">Criminal Justice Information Services Addendum (CJIS)</a>

**If you elect not to participate in the aforementioned project, please submit the <No Bid Sheet> to the Buyer by the due date for the receipt of the solicitation.**

### Document Upload:

Click the Browse button below to select the document from your local drive. Then click the Add Document button to upload and attach the document to your online bid.

No file chosen

Currently Uploaded Documents:

Select this button to save and edit your Bid at a later date. If you forget to submit your bid electronically, you will receive an e-mail reminder seventy-two (72) and forty-eight (48) hours prior to the closing date of the solicitation.

Select this button to save your response and to submit it electronically to the City of Houston. The next page will allow you to print your Bid Form.

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## QUESTIONS & ANSWERS

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For questions and answers to be a part of this official ITB process, they must be in writing and electronically submitted to the Strategic Procurement Division's designated Representative, Catherine Scott via email to [murdock.smith@houstontx.gov](mailto:murdock.smith@houstontx.gov), no later than **5:00 p.m. CST, on Thursday June 1, 2023.**

Responses to official questions will be posted under the solicitation file as a Letter(s) of Clarification, prior to the ITB due date.