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Strategic Purchasing Division

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Date: June 17, 2013

Subject: Letter of Clarification No. 3
Apparel, Uniforms for Various Departments

Reference: Invitation to Bid (ITB) No.: S32-S24519

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 - To extend the bid opening date from July 18, 2013 to July 25, 2013.
- 1. Under Special Instructions to the Offeror, Page 2, Table 2 - Documents and Forms, the Houston Fire Department Inventory List is available for downloading at <http://purchasing.houstontx.gov/bids/S24519/S24519%20Inventory%20Listing.pdf>
- 2. Under Special Instructions to Offerors, Page 5, **add** Item No. 12.0, Criminal Justice Information Systems (CJIS) Compliance.
 - 12.0 CRIMINAL JUSTICE INFORMATION SYSTEMS (CJIS) COMPLIANCE (Applicable to Houston Police Department (HPD) Occupied Facilities:

The Houston Police Department recognizes that by allowing physical or logical (electronic) access to HPD facilities or network resources, people may gain access to information or systems they are statutorily prohibited from accessing. To comply with state and federal regulations, the Houston Police Department is required to document and investigate access requests to be sure access is necessary and permitted. Bidders/Respondents, therefore, agree to review the Criminal Justice Information Systems (CJIS) process and related documents located at <http://www.houstontx.gov/police/cjis/hpdvendorcertification.htm> and shall comply with the terms and requirements therein.
- 3. Under Specifications/Scope of Work, Page 9, Item No. 2.0, Scope of Service, **revise** the second sentence to read as follows:
 - 2.1 The contractor shall maintain operating hours of 7:00 a.m. through 5:00 p.m., Monday through Friday, with the exception of designated City holidays to allow classified personnel the opportunity to pick-up their orders and/or to have any changes or alterations made to their ordered apparel.

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Council Members: Helena Brown Jerry Davis Ellen Cohen Wanda Adams Dave Martin Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford
Jack Christie **Controller:** Ronald C. Green

3. Under Specifications/Scope of Work, Page 9, Item No. 2.0, Scope of Service (continued):

2.4 **Revise** to read as follows:

The inventory to be managed and stocked by the Contractor is inclusive of all items worn by classified personnel for station wear. The non-customized items shall be made available to classified staff within the delivery time specified in Item No. 12.0, Uniform Availability Standards.

Dress uniforms are custom fitted and altered and shall have a maximum delivery of 70 calendar days from order to delivery date.

For items that require customization; such as, embroidery, heat seal, silk screening, etc., the delivery shall be five (5) business days.

For all clothes, a size run shall be kept at the Contractor's facility to assist in ordering. We realize various manufacturer sizes differ, so it is imperative that classified staff have access to determine the size best suited for that member within each manufacturer's sizing.

2.13 **Change** last sentence as follows:

All inquiries shall have a response time of 48 hours or two (2) business days.

4. Under Specifications/Scope of Work, Page 10, Item No. 6.0, Computerized Inventory System, **add** the following:

6.2 **Add** the following:

Offeror may also provide a link to their site, in lieu of CDs, for assessment as long as it provides all of the necessary information to review their software abilities and compatibility with City of Houston requirements.

5. Under Specifications/Scope of Work, Page 11, Item No. 8.0, Repair, Replacement and Alteration Requirements, **change** second sentence to read as follows:

8.0 Minor alterations and repairs to a uniform item of clothing must be completed within two (2) business days from the time, as reflected on the claim ticket, that the HFD employee leaves the item at the designated location for repair or alteration.

6. Under Specifications/Scope of Work, Page 11, Item No. 10.0, Inventory Changes, **add** the following:

In the unlikely event that the Houston Fire Department (HFD) makes a change to the uniform items, which might subsequently render a uniform item obsolete, the supplier will receive 60 calendar days advance notice to allow sale of any items that might be in stock. HFD will not buy any existing supplier inventory.

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7. Under Specifications/Scope of Work, Page 12, Item No. 12.0, Uniform Availability Standards, **add** the following item to this section as follows:

12.4 Upon award to the successful bidder, HFD will work with the awarded contractor to designate a list of the exact items that fall within each of the parameters of 12.1, 12.2 and 12.3. HFD will provide a history of items purchased to be made available, once an award is made. The items listed within the bid are already based on the past history of purchases.

8. Under Specifications/Scope of Work, Page 10, Item No. 6.0, Computerized Inventory System, **add** the following:

6.2 **Add** the following statement as sentence seven (7) in this paragraph:

The Offeror may submit their Internet web link for review, in lieu of the referenced CDs. The link must allow the bid review committee the full ability to assess the firm's current ordering and tracking system software.

9. Under Specifications/Scope of Work, Page 45, Item No. 38.0, Breast Badge, **change** to read as follows:

38.1 Design

Style B555 and related styles manufactured by VH Blackinton & Co., Inc. or equal.

38.2 Size and Construction

Breast badge should be 3-1/8" at the highest point and 2-1/8" at the widest point. Solid construction with back of satin finish. Panels are applied with hard silver solder. Panel number is B653.

10. Under Specifications/Scope of Work, Page 46, Item No. 40.0, Collar Insignia, **change** the second sentence to read as follows:

The insignia shall be lettered "HFD".

11. Under Specifications/Scope of Work, **add** to Page 66, Item No. 56.0, as follows:

56.0 Gloves

56.1 Description

5.11 tactical applications glove, style #59340 or equal. Synthetic suede palm, breathable stretch nylon back panel, synthetic leather grip pads, neoprene and velcro wrist closure. Color shall be black in men's sizes small through XX large.

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11. Under Specifications/Scope of Work, **add** to Page 66, Item No. 56.0, as follows (continued):

56.0 Gloves (continued):

56.2 Features and Design

Reinforced finger joints and palm patches, lightweight and fast drying. Sweat wipe panel on thumb. Neoprene and Velcro write closure. Reinforced pull tab. Full finger wrist length duty glove. Heavy-duty stitching throughout. Double stitching at critical wear points.

56.3 Labels

Sewn-in style/care/content/origin/size label. Heavy duty header card with barcode sticker, style number, and UPC number.

12. Under Specifications/Scope of Work, Page 62, Item No. 48.0, **delete** Item No. 48.1.8.
13. At the City's electronic website, Group Nos. 4, 6, 8-12, 15 and 16, **change** the term to read as follows:

Estimated expenditure shall be for thirty-six (36) months with two (2) one (1) year options.

- To answer the following questions:

1. **Question:** *“Section 10.0, Inventory Changes, states the department can change products during the contract. What are the department's expectations or obligations for any inventory held by the Contractor which is rendered obsolete by the change? Will the Contractor be allowed to sell through existing inventory? If not, will the department buyout the existing inventory?”*

Answer: *“HFD would provide the awarded contractor with 90 to 120 days notice, if the event arose that we decided to change our uniform/uniforms. Most changes to our uniforms over the past decade result from adding new items or replacing brands that are no longer manufactured. The awarded supplier would have that 90 to 120 day period to sell the existing stock. HFD would work with the awarded supplier in advance, in the event any uniform change might occur, to determine the effect on a supplier's inventory and our requirements. The department would not buyout any existing inventory from the supplier.”*

“In correlation to this question about buying inventory rendered obsolete by change, HFD has worked to make our uniforms more generic to enhance availability and make items less unique to just HFD in detail. We believe most of these bid items should be able to be sold to other entities, as long as no Houston Fire Department identification is on the apparel.”

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2. **Question:** *“Under Item No. 7.0, Item Tracking/Customer Support, do you expect to view a complete audit history on each of the items listed?”*

Answer: *“HFD expects access to view the contractor’s website with regard to HFD orders for review and periodic monitoring on history of all items listed in this section, as we deem necessary, from contract inception through expiration of contract. HFD intends to have access to only view information and not the ability to affect entries or modifications. For 7.1.22, HFD will track repair trends.”*

3. **Question:** *“Does the complete sizing plan require the contractor to measure each uniformed person individually, prior to start-up?”*

Answer: *“The sizing plan shall be defined as the sample run of clothing that is provided as examples for classified staff to either try-on or examine to determine the best size for that individual. This can be done, as the orders are placed into system records. This does not require completion, prior to start-up.”*

4. **Question:** *“In several bid price sections online, manufacturers’ price lists are requested, “or latest edition, or approved equal, for any quantity as needed, per specifications.” Please confirm that only the items listed within the bid specifications can be selected for purchase from the requested manufacturer’s price list.”*

Answer: *“No, the items will not be limited to only the items listed as sample pricing. The discount or mark-up is offered for the entire supplier’s catalog and not limited to the items listed as sample pricing.”*

5. **Question:** *“The following online bid items do not provide enough details to source the items. Please provide full information on manufacturers, item numbers and descriptions or a picture of each item for Group Nos. 1 and 2, Group No. 5, Group No. 7, Group Nos. 9 and 10 and Group No. 17.”*

Answer: *“For Group No. 1, the bidder should consult the following pages out of the Specifications/Scope of Work, page 16, Item No. 25.0; page 18, Item No. 26.0; page 21, Item No. 27.0; page 24, Item No. 28.0; page 26, Item No. 29.0; page 29, Item No. 30.0; page 31, Item No. 31.0; and page 34, Item No. 32.0.”*

“For Group No. 2, the bidder should consult the following pages out of the Specifications/Scope of Work, page 37, Item No. 33.0; page 39, Item Nos. 34.0 and 35.0”.

“For Group No. 5, the bidder should consult the following pages out of the Specifications/Scope of Work page 47, Item No. 43.0.”

“For Group No. 7, the bidder should consult the following pages out of the Specifications/Scope of Work page 58 Item No. 47.0.”

“For Group No. 9, the bidder should consult the following pages out of the Specifications/Scope of Work page 62, Item No. 49.0.”

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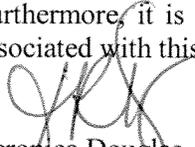
Answer: “For Group No. 10, the bidder should consult the following pages out of the Specifications/Scope of Work page 64, Item No. 50.0.”

Manufacturer Names and Country of Manufacture are listed as follows:

Group	Description	Manufacturer	Country of Mfr.
1.	Badges, Collar Brass, Shoulder Boards, Epaulettes and Patches	Blackinton or Premier	USA, Various countries
2.	Belts, Black Leather	Dutyman	Imported, Various countries
2.	Operator Mesh Belts	5.11	Imported, Various countries
3.	Rain Jackets and Pants	Outdoor Outfits	Canada
4.	Dress Uniform Items	Canterbury	USA
5.	Winter Jackets	Gerber	USA
6.	Tee Shirts and Tactical Pants	5.11	Imported, Various countries
7.	Hats and Caps for HFD	Midway	USA
8.	Tee Shirts and Polo Style Shirts	Blauer	USA
9.	Coats and Jackets	Gerber	USA
10.	Ballcaps	Pierside Promotions	USA & Imported
11.	Belts, Unisex Black	Dutyman	Imported, Various countries
12.	Work Shirts and Polo Style Shirts	Elbeco	USA & Imported
15.	Work Pants	Dickies	USA & Imported
16.	Dress Pants	Horace Small	USA & Imported

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document. 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).

Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.


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