



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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July 22, 2015

Subject: Letter of Clarification No. 2
EMERGENCY AND SAFETY VEHICLE EQUIPMENT PARTS AND REPAIR
SERVICES FOR THE FLEET MANAGEMENT DEPARTMENT

Reference: Invitation to Bid (ITB) No.: S40-S25303

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. To extend the bid opening date from Thursday July 23, 2015 to Thursday August 6, 2015.
 2. In Section B, **delete**: pages 6 and 7 and **replace** with attached pages 6, and 7, marked revised July 22, 2015.
 3. To correct the e-bid document for installation of graphics.

This Letter of Clarification will be considered part of the solicitation referenced above. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement 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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SECTION B

CITY OF HOUSTON TECHNICAL SPECIFICATIONS FOR EMERGENCY AND SAFETY VEHICLE EQUIPMENT, PARTS AND REPAIR SERVICES FOR THE FLEET MANAGEMENT DEPARTMENT

1.0 EQUIPMENT

- 1.1 The equipment to be purchased and installed will include but is not limited to: emergency lighting, safety/warning lighting, sirens, equipment consoles, prisoner and K-9 containment systems, police radio, and laptop/computer docking stations.

2.0 LOCATION

- 2.1 The supplier must be located within a 30 mile radius of the Central Police Complex to allow for timely and efficient drop-off and pick-up of vehicles.

3.0 FACILITY

- 3.1 Suppliers facility/shop shall have the ability to provide secure inside storage of no less than 50 vehicles at a time and provide build/service stalls or bays for no less than 25 vehicles at a time. The facility/shop shall be monitored with recorded video on the build floor and storage areas. The recorded video will be stored 15 days at a minimum.

4.0 PRICE LISTS

- 4.1 The supplier will provide a percentage discount for all the product catalogues/price lists listed in the e-bid.

5.0 WARRANTY

- 5.1 The supplier will warrant all installations of new equipment purchased for at least the term of warranty on the equipment itself. E.g. Five year warranty on equipment will equal five year warranty on installation.

6.0 CAPABILITIES

- 6.1 The supplier will maintain appropriate staff with proper training to do complete new vehicle up-fits as well as partial up-fits and repairs.
- 6.2 The supplier will be capable of installing and/or removing equipment from major vehicle brands.
- 6.3 The supplier will provide installation, removal, and repair services at the contracted rate for any emergency, warning, safety, and Police equipment new or used without regard as to where and from who the equipment was originally purchased.
- 6.4 The supplier will provide weekly reports for all City and/or Police Department owned equipment/vehicles located on the suppliers premise. This will include at a minimum the unit number and the status/condition of each vehicle as well as inventory/count reports for all City and/or Police department owned parts on the suppliers premise.

7.0 INSTALLATION OF GRAPHICS

- 7.1 Installation of graphics shall include the four-door wrap and lettering of Chevrolet Tahoe Police Pursuit Vehicles as outlined:
- 7.1.1 HPD wrap for four-doors and all decals with installation for Tahoes.
 - 7.1.2 De-install and re-install window trim, door handles and side mirrors.

TECHNICAL SPECIFICATIONS FOR EMERGENCY AND SAFETY VEHICLE EQUIPMENT, PARTS AND REPAIR SERVICES FOR THE FLEET MANAGEMENT DEPARTMENT, CONTINUED:

7.0 INSTALLATION OF GRAPHICS: (CONTINUED)

- 7.1.3 Wrap four doors with white 3M material, install HPD graphics.
- 7.1.4 HPD to provide graphics which include: stripes, phone numbers (911 and non-emergency), designations, roof numbers, shop numbers and badge shields.

8.0 PRICE ADJUSTMENT FOR PRICE LIST(S):

- 8.1 The price percentage adjustment bid shall remain firm during the full term of the award. Price adjustments will be determined from the plus or minus percentage applied to the manufacturer's published price list lowest unit price column as originally bid.
- 8.2 The price list(s) submitted with this bid will be in effect from the date bids are received and opened by the City Secretary. A price list substitution may be made any time after award by City Council. This substitution will be the updated version of the price list submitted with the bid. A letter from the manufacturer stating the new price list submitted is the replacement for the one being replaced must accompany the request. This letter must also state when (date) the new price list was distributed to its distributors/suppliers. **The new price list will not be accepted as a price list substitute if it was distributed and/or in the possession of the Bidder(s) before the bid due date.** A request to substitute the price list(s) with revised price list(s) will be allowed subject to the City Purchasing Agent's approval. Substitute price list(s) may only be later revisions to the original price list(s) bid. Acceptance of any revised price list(s) will be considered after the Supplier submits the following to the City of Houston City Purchasing Agent; Strategic Procurement Division; P.O. Box 1562; Houston, Texas 77251:
 - 8.2.1 A letter clearly stating **PRICE ADJUSTMENT REQUEST AND NAME AND NUMBER OF THE INVITATION TO BID** in the contents and on the outside of the envelope;
 - 8.2.2 Itemized revised price list indicating effective date; and
 - 8.2.3 Multiple copies of the revised manufacturer's price list(s) for distribution to participating City departments.
- 8.3 **Price list substitution(s) shall become effective only upon the Supplier's receipt of express written consent from the City of Houston City Purchasing Agent or his designee. Price list substitution(s) shall not be effective until such written consent is received.** If the Supplier submits a request for price list(s) substitution in accordance with the above revisions and the City Purchasing Agent fails to approve such request, the Supplier may terminate its performance upon 60-day advance notification in writing. This will be the Supplier's only remedy in the event a price adjustment is not approved. The effective date of the price list(s) change shall be no earlier than 30-days following receipt of written request by the City unless otherwise stated in the approval letter from the City Purchasing Agent or his designee. **No retroactive price changes will be honored for delinquent requests.** The price in effect on the date of issue of the purchase order establishes the price to be paid.
- 8.4 The City of Houston's City Purchasing Agent reserves the right to obtain a different source(s) to meet the requirements for any item(s) which has increased in price if said item(s) may be obtained at a lower price and if it is deemed in the best interest of the City to do so.