



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

John J. Gillespie
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.393.9126
F. 832.393.8755
<https://purchasing.houstontx.gov>

September 13, 2016

Subject: Letter of Clarification No. 3
Beverages, Electrolyte Replenishment for Various Departments

Reference: Invitation to Bid (ITB) No.: S65-S25820

To All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. In Section A, **replace** Page 2 of 23, with the attached Page 2 of 23 marked revised 09/12/2016.
 2. In the Section C, **replace** Page 13 of 23, with the attached Page 13 of 23 marked revised 09/12/2016.
- To answer the following questions:
 1. Question: *"How many flavors of beverage are required?"*
Answer: *"Section B., 4.0 Availability of Flavors states that the supplier shall furnish at least five flavored beverages (can include ice tea)."*
 2. Question: *"Can more than two flavors of samples be submitted for the blind taste testing?"*
Answer: *"No. Section B., 8.0 Evaluation–Blind Taste Testing states that all bidders will be required to submit samples of lemon-lime and orange flavors for the evaluation blind taste test. If the bidder does not have the above mentioned flavors, the City will select substitute flavors."*

3. Question: *"How are employees supplied water?"*
Answer: *"Filtered water at staging locations, unfiltered tap water, or bottled water."*
4. Question: *"What percentage of employees are diabetic?"*
Answer: *"Employees' medical conditions are not disclosed."*
5. Question: *"What percentage of employees are hypertensive?"*
Answer: *"Employees' medical conditions are not disclosed."*
6. Question: *"Is your hydration program year round or just during summer months?"*
Answer: *"Year round, depending on weather conditions."*
7. Question: *"What is your expected annual volume? and for how many employees?"*
Answer: *"Estimated quantities for a 60-month period are stated in the bid form. Approximately 12,679 employees are expected to consume product during the course of 60 months."*
8. Question: *"How are you currently dispensing electrolyte product?"*
Answer: *"Product is stocked in warehouses and issued upon request by field personnel."*
9. Question: *"Industry is trending towards single serve and away from bulk, primarily for hygienic reasons."*
Answer: *"Our requirements are currently for powdered beverage intended to be mixed in various gallon sizes for field crews."*
10. Question: *"Would a true sugar free product be considered?"*
Answer: *"Specifications for sugar range from 0 to 20 grams per 8 ounce serving. A sugar free product would be acceptable as long as it meets all other specifications."*

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 Procurement Division and the applicable City Department(s).

Letter of Clarification No. 3
Beverages, Electrolyte Replenishment for Various Departments
Page 3

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



Carlethya Guillory
Staff Analyst
Strategic Procurement Division
832-393-8713


DRH: cg

cc: PWE; SMW; HPD; HAS, HHD; FMD; File

**SECTION A.
OFFICIAL BID FORM**



**BEVERAGES, ELECTROLYTE REPLENISHMENT
FOR
VARIOUS DEPARTMENTS
BID INVITATION NO. S65-S25820**

Honorable Mayor and City Council Members:

The undersigned hereby proposes to furnish beverages, electrolyte replenishment, **FOB destination point as listed on individual Purchase Orders**, in accordance with the Net Prices and other conditions shown herein, and in accordance with the City's Specifications and General Terms and Condition Specifications. When issued, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that it has obtained such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid. THE MANUFACTURER'S NAME, PRODUCT NAME AND PRODUCT NUMBER MUST BE DESIGNATED IN THE SPACE PROVIDED IF BIDDERS ARE BIDDING AN "OR EQUAL" ITEM.

The City may accept this bid offer by issuance of a Notice of Award Letter and/or a Purchase Order covering award of said bid to this Bidder at any time on or before the 120th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 120 days after the bid opening or for 90 days after City Council awards the bid, whichever comes last, but this period may be extended by written agreement of the parties.

The City of Houston reserves the option, after bids are opened, to increase or decrease the quantities listed, subject to the availability of funds, and/or make award by line item.

BIDDING AND AWARD:

It is the intent of the City to award, on the basis of overall low net bid meeting specifications for the entire award; however, the right is reserved to accept or reject in whole or in part any or all bids received and to make an award on the basis of an individual item, combination of items or overall best bid, as it is deemed in the best interest of the City.

THIS IS A THIRTY-SIX (36) MONTH AWARD WITH TWO (2) ONE (1) YEAR OPTIONS TO EXTEND

SPECIAL BIDDERS NOTE:

These bid documents are to be bid exactly as published or amended by any letter(s) of clarification that may be issued pertaining thereto.

LINE ITEM BIDS:

Only one item may be bid for each referenced line item. To bid the referenced line item and an alternate, bidder must submit a separate bid form for each alternate item(s) with its own original signature page. Multiple bids for the same line item on one bid form will be just cause to reject a bid from further consideration.

GENERAL TERMS AND CONDITIONS FOR BEVERAGES, ELECTROLYTE REPLENISHMENT FOR VARIOUS DEPARTMENTS, CONTINUED:

5.0 INVOICING:

- 5.1 In order to expedite payment, all invoices must be submitted in triplicate, itemized as to quantity, part number, description, and applicable discount (if any) in the same order and form as in the City of Houston Purchase Order. Variations will only delay payment. In addition, invoices must show the name of the Department, Division or Section to which the merchandise was delivered, and the City of Houston Purchase Order Number.
- 5.2 All delivery tickets must have a description of the commodity delivered.
- 5.3 Mail invoices to the Accounts Payable Section of the department and to the address, as noted on individual purchase orders.
- 5.4 Delivery tickets and packing slips shall contain the same information as the invoice.
- 5.5 All packing slips and delivery tickets must be signed by the receiving employee and must show his/her City employee number.
- 5.6 Invoices for the Department of Public Works and Engineering should preferably be sent to the following electronic mail box address:

Finaccountspayable@houstontx.gov

Alternatively, invoices may be mailed to the following address:

**City of Houston
Department of Public Works and Engineering
Finance Business Office
Accounts Payable
P. O. Box 3685
Houston, TX, 77251-3685**

- 5.7 Invoices for the Solid Waste Management Department should be sent to the following address:

**City of Houston
Department of Solid Waste
Attn: Accounts Payable
P. O. Box 1562
Houston, TX, 77251-1562**

- 5.8 Invoices for the Houston Fire Department should be sent to the following electronic mail box address:

Finaccountspayable@houstontx.gov

- 5.9 Invoices for the Houston Police Department should be sent to the following address:

**City of Houston
Houston Police Department, Office of Budget and Finance
Attn: Accounts Payable - Ellen Lopez
1200 Travis Street, 17th floor
Houston, TX 77002**