March 16, 2018

S26515 Attachment III – Bidders’ Questions and Responses

Human Portable Radiation Detection (Backpacks)

1. **Does the City require a USB thumb drive with each device, or with each shipment?**
   
   One per device

2. **Can the City define what low operator visibility means?**
   
   A low light environment such as a poorly lit room or where no ambient light exists and officers are using flashlights to see with

3. **What does the City anticipate the useful life of the HPD to be?**
   
   We expect this equipment to last ten years or longer if properly maintained

4. **Is there a target date after award for integrating into the STC Information Sharing Environment?**
   
   We do not have this time frame defined yet. Once the DHS environment is completed and specifications provided, we would expect for this capability within three months of this date. Our expectation is that the equipment will already be in use but may need a software update or a firmware update to compete this requirement.

5. **Data output asks for location – is the N42 files supposed to include GPS coordinates?**
   
   N42 files will need GPS coordinates but this can be obtained via the data hotspot/phone. The backpack system is not required to have internal GPS but may rely on the hotspot to provide that information if needed.

6. **City asks for mounting hardware – can the City elaborate on the use cases for how/where it intends to mount the case?**
   
   One of the possible uses of this equipment in is the maritime environment. Most of the patrol boats are in the 25-foot length range and do not have the facilities to permanently mount rad detection gear. Instead, we intend to install mounts that can be used to hold the detector when needed. Other possible use of mounts could be as a portal monitor where the detector is placed at a checkpoint or entry gate. If you have several ideas of mounting mechanisms, please include each (tripod, wall etc. type mounting).

7. **In keeping with DHS’ mandate of minimizing the use of He3 as neutron detector, would an alternate technology be preferred if it has demonstrated equal or better performance while still meeting all the other requirement, including ANSI N42.43?**
   
   In our conversations with DHS, I am being told that government supplied He3 for backpack systems is no longer happening. My understanding is that the price of He3 is considered low enough to be viable but this is just what has been told to us. Alternative technology is acceptable as long as it meets standards and if it has superior capabilities, please note this and how this has been verified. For this procurement, both He3 and non-He3 methods of neutron detection will be considered.
8. **Quantity Pricing:** Section C, General Terms and Conditions, Paragraph 1.2 states that the City “does not guarantee to purchase any specific quantity of any item”. Attachment II “Bidder’s Questions and Responses” states that “[The City] anticipates buying a minimum of 40 units over the contract period”. The electronic bid form currently requests pricing for a quantity of 50 units. Could the City please confirm if the intention is still for the supplier to provide pricing for an order quantity of 50 units on the electronic bid form?

The intent is to purchase a minimum of 40 units at first but this number is subject to grant funding and spending authorities from the grant. Additional units may be procured once a gap analysis is performed. Although there is an expectation of future years of STC grants, this is not guaranteed.

9. **There are several documents that require the vendor to report their state of residency.** From a bid compliance perspective, can a non-US entity cross out “State of” and write in “Province of”?

You can cross(X) “State of” and replace with “Province of”

10. **There are several documents in the bid package that request a “Short Project Name”**. Could the City please advise on what the Supplier should use in these fields?

    S26515 – Human Portable Radiation Detectors

11. **There are several documents in the bid package that request a “File/I.D. No”**. Could the City please advise on what the Supplier should use in these fields?

    S26515 (note: *S26515 is a bid number also can be used as File/I.D. No*)

12. **There are several documents in the bid package that request a “WBS No.”**. Could the City please advise on what the Supplier should use in these fields?

    Disregard WBS No.

13. **The Affidavit of Ownership and Control references the “Orig. Dept.”.** Could the City please advise on what the supplier should use in this field (e.g. Mayor’s Office of Homeland Security)?

    Mayor Office of Public Safety and Homeland Security

14. **The Bidder’s Statement of Residency form states that it is not required if the Project will receive federal funding.** Could the City please confirm if the document required for this solicitation?

    a. If the Bidder’s Statement of Residency form is required, is the vendor required to provide documentation that its jurisdiction does not preferentially procure from local vendors?
    b. If the Bidder’s Statement of Residency form is required, will “Document 00210 – Supplementary Instructions to Bidders” be provided?
    c. If the Bidder’s Statement of Residency form is required, could the City please provide “Project No. [GFS/CIP/AIP/File No.]”?

    If the business indicates in Canada, put “N/A” cross the statement of residency form

15. **The Conflict of Interest Questionnaire states that we do not have to provide it if we do not have a conflict of interest; however, there is no field to indicate that it is "not applicable".** Are vendors that do not have a conflict of interest required to provide a statement to that effect in lieu of the form or is the lack of a form with our bid sufficient to indicate that we do not have a conflict of interest?

    On the conflict of interest questionnaire form put “NON-APPLICABLE” cross on the form
16. On the Early Payment Discount form, there is no option to indicate that the vendor does not offer an early payment discount. If we do not offer such a discount, are we required to provide documentation to that effect or is the lack of providing a form with our bid sufficient to indicate that we do not offer the early payment discount?

On the Early Payment Discount form, write “NOT OFFER”

17. Does the City have a preferred format for providing pricing on additional accessories such as the spare batteries and mounting brackets for maritime environments?

An attached sheet with possible accessories will suffice. This should be included in the bid packet behind the quote for the backpack systems for easy reference.

18. Section B, Technical Specifications - Should the supplementary information such as the warranty description, pricing table for accessories, product brochure, etc. be uploaded to the City of Houston Procurement site in addition to being included in the sealed bid package?

Yes. The uploaded packet should contain all of the printed material that is requested except the signed affidavit produced after uploading.

19. Section B, Technical Specifications, Part 1.2 states that "Bidder "must" provide documentation listing its representative manufacturer's name, product name, product serial/model numbers and detailed product specifications, including applicable warranty information." The product model number is known, but the specific serial numbers that identify individual units are generated as the units are manufactured and those numbers are generally not known until the order is placed. Is it acceptable for vendors to provide the product model number with the bid and provide the serial numbers for units in response to individual purchase orders rather than supplying them as part of the bid?

Unique product serial numbers are not required. Make and Model numbers are.

20. Section B, Technical Specifications: Does a product need to meet all of the minimum specifications listed in Table 2.0 or is it acceptable to identify exceptions and explain any non-compliances. In particular, the neutron detection requirements significantly drive size and weight of the system, which is often undesirable from the end-user’s perspective.

If a specification is not meet, please indicate so and a detailed explanation why. Some specifications are mandatory such as ANSI standards and no exceptions are allowed.

21. Section B, Paragraph 4.0 states that “Delivery ticket and other documents and manuals, if requested shall be delivered to the location(s) as stated on each individual purchase order as expeditiously as possible, but no later than thirty (30) calendar days after receipt of City of Houston purchase order.” Can the City clarify what is meant by “Delivery Ticket”?

This references a shipping list or delivery list which is used by the end user to verify that the items ordered match the items delivered. Every shipment should include this.

22. Section B, Paragraph 6.0 states that the supplier shall provide “equipment calibration, preventative and requested maintenance and repair services”. If a system performs automatic energy calibration and does not require any routine preventative maintenance, would the City still prefer to return each system to the supplier on a regular basis for inspection or only return a system if repair is required?

If a system does not require calibrations or factory maintenance routines, please note this. This language is included in order that additional services (if needed) are included in the spending authority.
23. Section C, Paragraph 4.1 states that “Invoicing package must also include laboratory’s analysis and weigh tickets where applicable.” Can the City confirm that there are no laboratory analyses or weigh tickets required for this bid?

Correct. This language is used for other procurement items but is not required for this purchase.

24. Section C, Paragraph 18.1 states that “If performance of this Award requires Supplier to provide labor in addition to supplies, labor, and materials, the Supplier shall have insurance coverage and furnish certificates of insurance showing the City as an additional named insured…” Can the City confirm that since there is no labor component to this solicitation, there are no insurance requirements for any resulting Contract (i.e. that Paragraph 18 in its entirety does not apply)?

This requirement is only needed if a vendor performs work on a city venue. If your equipment does not require on-site installation or maintenance, then this is not needed.

25. The Invitation to Bid references “Section D: Evaluation Matrix”. Will the City of Houston be supplying the Evaluation Matrix or is there a preferred format for the matrix?

This information is only available for the end user evaluation team. The matrix is used in order that all products evaluated are done so in a consistent manner.

26. The on-line bid submission site states that “It is a City policy that Formal Bids be sealed, signed and submitted to the City Purchasing Secretary by the posted due date. To be considered for a bid, you must PRINT, SIGN and either MAIL or HAND DELIVER your formal bid to the City Purchasing Secretary after you submit it online.” Are there any markings that must be placed on the sealed envelopes containing the bid documents?

Name the envelopes as “S26515 – Human Portable Radiation Detectors”

27. Attachment I – Revised Technical Specification
The Revised Technical Specification states that “The HPD shall comply with all requirements of ANSI N42.53, 2013. Any exceptions shall be specifically noted as line items in the response to this RFI.” Does the City require that a separate compliance matrix be provided to address the ANSI requirements in addition to the requirements described in Attachment I?

“The HPD” is a typo. A statement testifying to meeting ANSI specifications or an independent testing report showing compliance is needed. The City of Houston will also rely on previous national laboratory testing for verification that said equipment has passed these standards.

28. Attachment II – Bidder’s Questions and Responses
The response to Question 10, Detector Requirement states that “The requirement for directionality has been removed. If your system has this capability, please note it and any additional costs and weights as an option in the bid packet.” If the product being proposed provides directionality as a standard feature and not as an option, where should we state this in the bid packet?

The directionality requirement has been removed and is no longer a requirement. If your product has this enhanced capability either inherently or as an optional purchase, then please indicate this on the specifications chart (and any additional costs, if any, as well).