



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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January 5, 2018

SUBJECT: Letter of Clarification No. 2 to Request for Proposal No. S75-T26402 for Biomonitoring & Analytical Laboratory Testing Services.

TO: All Prospective Proposers::

This Letter of Clarification is issued for the following reason(s):

1. **Bidder Question:** Pg. 4 section B of RFP states "shall have an analytical lab in Harris County to perform non-Wet testing." Can you clarify our laboratory can participate in bidding for this RFP given our laboratory facility is in neighboring Fort Bend County?

COH Answer: *"The purpose of this requirement is to ensure that analytical samples can be picked up or delivered within established hold times. In this case yes."*

2. **Bidder Question:** Can the Laboratory substitute alternate analytical methods for the determination of analytes from those listed in "Tables of Parameters" Section 4?

COH Answer: *"Yes, as long as the method is approved by the EPA (as per Title 40 Part 122, 136, and 260 of the Code of Federal Regulations or other State or Federal Mandated Requirements) and the City is informed and agreeable."*

3. **Bidder Question:** Page 48, "miscellaneous section." Can you clarify the 3 line items TRE/TIE request asking for pricing for reports? Is this cost for reports only, or if this would include the cost of treatments and subsequent WET screens. Also inclusive of quarterly reports and/or other report types needed.

COH Answer: *"The cost is inclusive of WET / TIE testing, plans, and reports to TCEQ. We understand that the conditions which affect the pricing may vary; therefore we ask for best estimates."*

4. **Bidder Question:** The "analytical chemistry test prices" table notes: "all prices are per analyte, unless otherwise noted." Several of the analytes listed

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will be performed or grouped by the laboratory within a single method analysis. Example: 625 method will provide results for many analytes listed for a single sample submitted. Can you clarify how we should best represent pricing for a sample submitted with multi-analyte testing supported by a single method? Can we submit a single price by identifying a group of analytes supported by a common method? Example: "Group A Method 625" = \$200.00

COH Answer: ***"The RFP was sent to many vendors. Making changes to the pricing tables will create confusion. You may submit pricing for a single method as additional information. Therefore, there will be no changes to the pricing table."***

- **5. Bidder Question:** Can you provide an estimate of the Total Spend per year for this contract?

COH Answer: ***"No."***

- 6. Bidder Question:** Can the Pricing Table be provided in Excel format?

COH Answer: ***"Yes."***

- 7. Bidder Question:** Page 42, Submission Requirements - No. 9 states "Provide audited financial statements for the past two years." Typically this is not a requirement of privately held companies. If we do not have audited financials can we provide financials signed off by our CPA?

COH Answer: ***"On page 42 of 103, B. Submission Requirements, No.9, this section shall be changed to reflect the following:"***

a) "Provide the audited financial statements for the past two years; OR b) submit either the Federal Tax Forms filed to the Internal Revenue Service (IRS) for the past two fiscal years(or) your firm's Dunn and Bradstreet Report. (At a minimum include the letter of opinion, balance sheet, schedules, and related auditor's notes.)"

When issued, Letter(s) of Clarification shall automatically become a part of the Bid documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Bidder to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response to this Bid, Bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this Bid.

Should you have any questions or need further clarification regarding this Bid, please contact Kristen Elliott at Kristen.elliott@houstontx.gov, or by phone at 832-393-9131.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jerry Adams".

Jerry Adams
Chief Procurement Officer
Houston, Texas 77002

JA:ke