



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker
Mayor

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February 16, 2011

SUBJECT: Letter of Clarification No. 4
Cleaning & Janitorial Services for the Convention & Entertainment
Facilities Department

REFERENCE: Invitation to Bid No. S50-L23546

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

• **To revise the above referenced solicitation as follows:**

1. **Extend the bid opening date from Thursday, February 17, 2011 to Thursday, February 24, 2011 at 10:30 a.m.**
2. **RETRACT the change on Page 8, BID BOND. The BID BOND shall remain as follows:**

The Bidder shall provide a bid bond in the amount of **\$50,000.00**. The bid bond shall be in the same form as that distributed by the City, and shall be duly executed by Bidder (as "Principal") and by a corporate surety company licensed to do business in the State of Texas. Cashier checks made payable to the City is also accepted. Bid bonds will be held by the City until an award is approved. **(See the revised attached City of Houston Bid Bond Document)**

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 proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Invitation for Bid, please contact me.

Sincerely,

Calvin D. Wells, Deputy Director
City Purchasing Agent

Attachment: Revised City of Houston Bid Bond Document

Partnering to better serve Houston

CITY OF HOUSTON -- BIDDER'S BOND

(Must be in an amount of \$50,000.00.)

THE STATE OF TEXAS
COUNTY OF HARRIS

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KNOW ALL MEN BY THESE PRESENTS:

THAT WE, _____ as principal and the other subscriber hereto as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal corporation in the sum of \$_____ Dollars (\$_____).

The condition of this obligation is that: ---

WHEREAS, the said principal is submitting to the City of Houston his or its bid for the doing for the City of Houston of certain work and construction of which the following is a brief description, to-wit: ---

Bid No. L23546
EVENT CLEANING AND JANITORIAL SERVICES

In accordance with the plans and specifications for such work upon which such bid is made, to which plans and specifications reference is made for a more full description of the work and construction referred to.

NOW, THEREFORE, if the said bidder is awarded the contract for such work, the said bidder will, within the time provided in the specifications, enter into a contract with the City therefore upon the form and to the purpose and intent provided in the specifications, will furnish insurance as required in the specifications and will furnish a good and sufficient performance surety bond executed by said bidder and one corporate surety organized under the laws of the State of Texas or authorized to do business in the State of Texas and having a fully paid up capital stock of not less than \$100,000.00 and duly licensed and qualified by the Board of Insurance Commissioners of the State of Texas, which bond shall be for an amount equal to \$1,500,000.00 and shall be conditioned in accordance with the requirements stated in the specifications upon which such bid is being submitted.

In the event said bidder is unable or fails to execute said contract for the work proposed to be done, is unable or fails to furnish insurance as specified or is unable or fails to furnish said performance bond in the amount and condition as aforesaid, the undersigned principal and surety shall be liable to said City of Houston for the full amount of this obligation which is here and now agreed upon and admitted as the amount of the damages which will be suffered by the City of Houston on account of the failure of such bidder to so comply with the terms of this bid.

Executed this _____ day of _____, A.D. 2011.

PRINCIPAL

By _____

By _____

Surety

END OF DOCUMENT