

City of Houston



Administration &  
Regulatory Affairs

**Pre-Bid Conference**  
**S46-L23659 – Janitorial, Porter, Window-Washing,**  
**Recycling and Associated Services Best Value Bid**  
**Friday June 4, 2010**

**Presented by**  
**Eric S. Alexander**

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# Welcome and Introductions:

- ❖ Eric Alexander – Sr. Procurement Spec.
- ❖ Department Subject Matter Expert (SMEs)
- ❖ Affirmative Action and Contract Compliance

General Services	
Houston Airport System	
Parks and Recreation	
Public Works & Engineering	

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# Bid Overview and Associated Documents

The City of Houston is seeking a contractor for all labor, supervision, materials, supplies and equipment for a City-wide Janitorial, Porter, Window-Washing, Recycling and Associated Services Contract. S46-L23659 – is a Best Value Bid (BVB)

Bid and associated documents can be downloaded from the City's Website: <http://purchasing.houstontx.gov/>

Document Name	Purpose
L23659 - Terms and Specifications.pdf	This file contains all of the bid requirements.
Janitorial-Window Cleaning - Recycling Service Matrix.xls	This file provides all of the service requirements per location
L23659 - Vendor Question Template.xls	This file should be used when submitting questions

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City of Houston -- Strategic Purchasing Division -- Bids & RFPs - Windows Internet Explorer

https://purchasing.houstontx.gov/Bid\_Search.aspx

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Strategic Purchasing Division (SPD) Home > Bids & RFPs > Search Engine

**Vendor Services**

- VENDOR HOME View/Manage online bids
- BID SEARCH Search for Bids & RFPs
- ACCOUNT INFO Update Your Profile and Password
- COMPANY INFO Update Your Company Profile
- LOGOUT

**Bids, RFPs and Tabulations Search Engine**

**NEW!** Our site has changed! We are now accepting Online and RFPs. To support this, we are requiring vendors to create an account with username and password. [Click here for details!](#)

**Search for Bids, RFPs, Tabulations**

Status:

Bid Type: ALL

Keywords: L23659

Search Type: Match ANY word

Only the top 100 results will be displayed.

**Sealed Bids**

BID NO.	BID DESCRIPTION	DEPARTMENT	DATE DUE	TIME LEFT	BUYER EMAIL
L23659	Janitorial, Window Washing, Recycling Services and Other Associated Services	Airport, General Services, Parks, Public Works	6/24/2010	22 days, 20 hrs, 37 mins, 24 secs	eric.alexander@houstontx.gov

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**Bid Files Display - Windows Internet Explorer**

https://purchasing.houstontx.gov/Bid\_Display.aspx?id=L23659

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City of Houston  
The Official Site for Houston, Texas

HOME | I WANT TO... | GOVERNMENT | RESIDENTS | BUSINESS | DEPARTMENTS | VISITORS

Search Website: Entire Site... My ZIP Code: 77002

Strategic Purchasing Division (SPD) Home > Solicitation Files

**Vendor Services**

- VENDOR HOME View/Manage online bids
- BID SEARCH Search for Bids & RFPs
- ACCOUNT INFO Update Your Profile and Password
- COMPANY INFO Update Your Company Profile
- LOGOUT

**Solicitation Files**

The following documents are for Solicitation **L23659** :

Buyer Email: eric.alexander@houstontx.gov

**51 Vendors have downloaded this bid.**

DATE	SIZE	DOCUMENT/FOLDER
5/27/2010 8:23:06 AM	489KB	L23659 - Terms and Specifications.pdf
5/27/2010 8:23:12 AM	18KB	L23659 - Vendor Question Template.xls
5/27/2010 8:25:16 AM	254KB	Janitorial-Window Cleaning - Recycling Service Matrix.xls
5/27/2010 10:02:09 AM	50,566KB	Pre-bid Flyer.ppt

PLACE OR VIEW ONLINE BID HERE

View PreBid Conference Roster

**Please remember that it is still a City policy that a sealed, signed bid be submitted to the City Secretary by the due date. After you submit your bid online, please PRINT and SIGN and SUBMIT to the City Secretary.** More details...

Done

start | 11 Microsoft Offi... | Bid Files Display - ... | 4 Microsoft Offic... | 7 Microsoft Offic... | 2 Windows Explor... | Untitled Network Di... | Internet | 100% | 1:54 PM

start | City of Houston -- ... | 4 Microsoft Offic... | 7 Microsoft Offic... | 2 Windows Explor... | Untitled Network Di... | Internet | 100% | 1:52 PM

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# Bid Submittal Requirements

- Sealed bids: two (2) hard copies of the Bid package, including one (1) printed original must be signed in ink on the Official Signature Page by an authorized officer of the company. Additionally, the Bid package must include the hard copy of the Electronic Bid Form and five (5) additional electronic CD copies of the Bid Forms as referenced in Section 2.3 below are required to be submitted in a sealed envelope/box bearing the assigned Solicitation Number, located on the first page of the BVB document to:

City Secretary's Office  
City Hall Annex  
900 Bagby  
Houston, Texas 77002

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# Bid Format Requirements

- The Bid should be electronically generated, printed and signed in original ink. The bid should not be submitted in elaborate or expensive binders. Legibility, clarity, and completeness are important and essential.
- The Bid must be signed by an individual(s) legally authorized to bind the Offeror(s), and the City may accept this bid offer by issuance of a Contract to the said Offeror(s) at any time on or before the 180th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing.
- The complete Bid packet shall consist of the following items: Required Bid Forms

Signed Official Signature Page	*Conflict of Interest Questionnaire.doc	Expertise/Experience/Reliability Statement
Hard Copy of Electronic Bid Form (Pricing Sheet)	*Pay or Play Program Acknowledgement Form	Organizational Chart
Affidavit of Ownership.doc	Contractor's Questionnaire	Certifications/Licenses (If applicable) & Resumes of Key Personnel
*Fair Campaign Ordinance.doc	List of Subcontractor(s)	Financial Statements
*Statement of Residency.doc	M/WBE Attachment A & B Forms	

Documents can be downloaded [http://purchasing.houstontx.gov/solicitation\\_forms.htm](http://purchasing.houstontx.gov/solicitation_forms.htm)

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# Task and Key Dates

Task (s)	Date (s)
Bid Opening	Friday, May 28, 2010
Pre-Bid Conference	Friday, June 4, 2010 @ 10:00 A.M.
Site Inspections	Wednesday June 9 <sup>th</sup> and Thursday June 10 <sup>th</sup>
Vendor Questions are Due	Thursday, June 17, 2010 @ 5:00 P.M.
Bid Award Date (tentative)	Wednesday, September 1, 2010
Contract Start Date	Friday, October 1, 2010

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# Scope of Work (s)

This is a City-Wide contract for janitorial, porter, window-washing, recycling and associated services for the various City of Houston departments as indicated below.

Bid Section/page	Department	# of Loc.	Type of Service				
			Jan	Port	WW	RC	OWS
Part 1 – pg. 7-9	All						
Part 1A – pg. 10-48	General Services	106					
Part 2 – pg. 49- 76	Houston Airports System	22					
Part 3 – pg. 77 - 78	Public Works & Engineering	18					
Part 4 – pg. 79 - 84	Parks and Recreation	15					

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# MWBE Goal



- Solicitation (S46 - L23659) for Janitorial, Porter, Window-washing, Recycling and Associated Services was issued with a *City's of Houston Minority and Women Business Enterprise ("MWBE")* goal of 20 percent. We encourage the vendors seeking this contract to work with our MBWE subcontractors on this bid.

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# Bid Evaluation and Selection Criteria

## EVALUATION SUMMARY:

An evaluation committee will develop a short list of Offeror(s) based upon the initial review of each Bid received. The short listed Offeror(s) may be scheduled for a structured oral presentation, demonstration, site visit and/or interview. Such presentations will be at no cost to the City of Houston. At the end of the oral presentation, demonstration and/or interview, the evaluation of the short listed Offeror(s) will be completed. However, the evaluation committee reserves the right to issue letter(s) of clarity when deemed necessary to any or all Offeror(s). The oral presentations, demonstrations, site visits and/or interview may be recorded and/or videotaped.

## SELECTION PROCESS:

The award of this Contract(s) will be made to the respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of the Offeror(s) to create, modify and implement the required application modules. The Offeror(s) shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the Offeror(s) fails to satisfy the City or the Offeror(s) is deemed unqualified to provide the services contemplated. Each Offeror will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:

2.1.1	Cost	40%
2.1.2	Expertise / Experience / Qualifications	30%
2.1.3	Financial Strength of Offeror	15%
2.1.5	M/WBE Participation	10%
2.1.4	Conformance to BVB Requirements	5%

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# Vendor Questions

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