



CITY OF HOUSTON
Administration and Regulatory Affairs Department
Strategic Purchasing Division

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June 9, 2010

SUBJECT: Letter of Clarification 1

REFERENCE: Best Value Bid No.: S46-L23659 for Janitorial, Porter, Window Washing, Recycling and Associated Services for the City of Houston

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- The Bid Form has been changed to reflect the fact that some lines have been added and/or deleted and some Bid Groups have been added. **If you have submitted or filled in your Bid Form, please cancel it and re-submit your bid.**
- **To clarify the above referenced solicitation as follows:**

Page 10. Sub-section 1.1 under Section B. SCOPE OF WORK. Part 1A IS REVISED AS FOLLOWS:

1.1 RECYCLE PROGRAM

The Contractor is responsible for the collection of the recycle products at each facility that participates in the City of Houston Recycle program as shown in Exhibit B-1. The Contractor shall collect the recycle product during the cleaning schedule and place the materials in the assigned containers; the contractor shall assure that the recyclables are stationed in the pickup location on the day(s) listed in Exhibit B-1. The contractor shall supply CLEAR drum liners in areas that require such product.

Page 10. Sub-section 1.3.4 under Section B. SCOPE OF WORK. Part 1A IS REVISED AS FOLLOWS:

1.3.4 Pricing shall be based on square footage of the area being serviced as outlined in (Exhibit B1). Horizontal and Vertical pricing shall include but not limited to permits, labor, equipment and supplies required to achieve service being preformed. Vertical shall include distance up to 25 feet in height. Distances beyond that height that require rental equipment shall be billed under equipment rental services. (Exhibit B1).

Page 19. Sub-section 21.0 under Section B. SCOPE OF WORK. Part 1 A IS REVISED AS FOLLOWS:

21.0 Supplies, Materials and Equipment:

The Contractor shall furnish all cleaning and janitorial maintenance supplies necessary to perform the services specified under this Contract. **Supplies shall be Buckeye or equivalent in accordance to approved Green Friendly Products.** Supplies shall include items such as paper towels, sanitary napkins, tampons, toilet tissue, antibacterial hand soap containing lanolin, deodorizers, disinfectant, plastic trash can liners, and interior and exterior floor mats.

Page 35. Sub-section 24.0 under Section B. SCOPE OF WORK. Part 1 A IS REVISED AS FOLLOWS:

24.0 PENALTIES FOR NON-PERFORMANCE

24.1.10 Where it is not the City's intent to apply monetary penalties; the penalties identified in this section shall apply if the contractor fails to comply with the terms listed in the contract. Prior to any assessment of penalties, the contractor and the facility representative shall meet to resolve any service problems that are not being performed correctly. If the facility representative is not satisfied with the contractor's performance and or remedy, then such penalties maybe applied.

Page 80, under Section B. SCOPE OF WORK. Part 4, IS REVISED AS FOLLOWS:

2.0 Memorial Tennis, Fitness Center and ~~Homor Ford Tennis Center~~ - Additional Services

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation 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 they have obtained any such previous Letter(s) associated with this solicitation. 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 solicitation.

If you have any questions or if further clarification is needed regarding this ITB, please contact Joyce Hays at 832-393-8704.

Sincerely,



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Revised pages 10, 19, 35 and 80

End of Letter of Clarification 1