



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

**Annis D. Parker**  
Mayor

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January 26, 2012

**SUBJECT:** Point of Contact for Site Inspections for the Janitorial  
Cleaning and Associated Services for the Various Departments

**REFERENCE:** RFP No.: S46-L24175

**TO:** All Prospective Respondents

The table below reflects the point of contact(s) for site inspection of the various facilities listed on Janitorial Cleaning and Associated Services Invitation to Bid. Vendors will be required to make contact with the identified City employees in order to schedule your site visit.

Department	Points of Contact: Name	Points of Contact: Name
General Services	Kay Brown	713-696-5915
Parks and Recreation	Pedro Salinas	832-465-7230
	Santiago Medina	713-419-1441
	Walter Guthrie	832-395-7042
Public Works and Engineering	Crystal Debondt	713-881-3009

If you have any questions or need additional information regarding this solicitation, please contact me.

Sincerely,

*Eric Alexander*

Eric S, Alexander  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8704

*Partnering to better serve Houston*

**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez  
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