

CITY OF HOUSTON

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Mayor

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September 10, 2013

SUBJECT: Letter of Clarification No. 2 Landscape and Horticultural Services for the HAS Department

REFERENCE: Bid Invitation No. S55-L24543

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

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

1. Page 1, Provision Bid Opening has been revised to read as follows:

Sealed bids, in duplicate, and one (1) additional electronic CD copy of the bids will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until ~~10:30 a.m., Thursday, September 12, 2013~~ **10:30 a.m., Thursday, September 19, 2013** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of:

**LANDSCAPE AND HORTICULTURAL SERVICES
FOR THE HOUSTON AIRPORT SYSTEM
BID INVITATION NO.: S55-L24543
NIGP CODE: 918-73**

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). 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 Request for Proposal, please contact me.

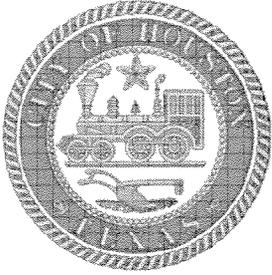
Joseph Badell

Joseph Badell
Senior Procurement Specialist
Strategic Purchasing Division
832-393-0209

cc: Alan Cline, HAS

Attachment: Revised Page 1

END OF LETTER OF CLARIFICATION 2



CITY OF HOUSTON INVITATION TO BID

Issued: August 23, 2013

BID OPENING

Sealed bids, in duplicate, and one (1) additional electronic CD copy of the bids will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until ~~10:30 a.m., Thursday, September 12, 2013~~ **10:30 a.m., Thursday, September 19, 2013** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of:

**LANDSCAPE AND HORTICULTURAL SERVICES
FOR THE HOUSTON AIRPORT SYSTEM
BID INVITATION NO.: S55-L24543
NIGP CODE: 918-73**

BUYER

Questions regarding this solicitation document should be addressed to Joseph Badell at 832.393.0209, or e-mail to joseph.badell@houstontx.gov.

ELECTRONIC BIDDING

In order to submit a bid for the items associated with this procurement, vendor must fill in the pricing information on the "PLACE BID" page.

PRE-BID CONFERENCE

A Pre-Bid Conference will be held for all Prospective Bidders at 18600 Lee Road Humble, Texas 77338 Conference Room #113 at 9:00 a.m. on August 28, 2013. Site visits for George Bush Intercontinental Airport (IAH) will begin immediately after the pre-bid conference and will start at 18600 Lee Road, Humble, Texas 77338. Transportation to IAH will be provided by the City. Contractors are required to have valid identification card for security clearance when making site visits. Site visits for William P. Hobby Airport (HOU) will start promptly at Old FAA Building Parking Lot, 8800 Paul B. Koonce, Houston, TX 77061 at 10:00 a.m. on September 4, 2013. If a contractor is running late please contact Jesus Duran @ 713-417-0722. Site visits for Ellington Airport (EFD) will start promptly at 11602 Aerospace, Houston, TX 77034 at 1:30 p.m. on September 4, 2013. If a contractor is running late please contact Jeff Overby @ 281-433-5446. Contractors shall be responsible for scheduling their own site visits at William P. Hobby Airport (HOU) and Ellington Field (EFD) by contacting the HAS representative as listed below.

Ellington Field	William P. Hobby Airport
Address: 11602 Aerospace Houston, TX 77034 Contact: Jeff Overby @ Office: 713-847-4207 or Cell: 281-433-5446 Time of Visit: 12:30 p.m. to 2:00 p.m.	Address: 8800 Paul B. Koonce, Houston TX 77061 Contact: Jesus Duran @ office: 713-641-7737 or Cell: 713-417-0722 Time of Visit: 2:30 p.m. to 4:00 p.m.

All Prospective Bidders are urged to be present. It is the Bidder's responsibility to ensure that they have secured and thoroughly reviewed the solicitation documents prior to the Pre-Bid Conference. Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, and terms and conditions as stated herein.

Bidding forms, specifications, and all necessary information should be downloaded from the Internet at <https://purchasing.houstontx.gov/>. By registering and downloading this solicitation document, all updates to this solicitation document will be automatically forwarded via e-mail to all registered Bidders. This information may also be obtained from the Supplier Assistance Desk, Strategic Purchasing Division, 901 Bagby (Concourse Level), Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph (b), (5) of Section 15-3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph (b), (6) of said Section 15-3.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

City Employees are prohibited from bidding on this solicitation in accordance with the Code of Ordinances, Section 15-1.

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SECTION A: OFFER
SECTION B: SCOPE OF WORK/SPECIFICATIONS
SECTION C: GENERAL TERMS & CONDITIONS