



# CITY OF HOUSTON

**Annise D. Parker**

Mayor

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August 6, 2013

**SUBJECT:** Letter of Clarification No. 1 – Janitorial Cleaning and Associated Services for the Houston Airport System

**REFERENCE:** Best Value Bid No. S46–L24597

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

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

1. Page 4, Item 4.0 **ADDITIONAL INFORMATION AND SPECIFICATION CHANGES:** has been revised as follows:
  - 4.1 Requests for additional information and questions should be addressed to the Finance Department, Strategic Purchasing Division Buyer, Eric Alexander, telephone: (832) 393-8704, fax: (832) 393-8759, or e-mail (preferred method to): [eric.alexander@houstontx.gov](mailto:eric.alexander@houstontx.gov), no later than **Thursday, August 8, 2013 at 2:00 P.M., CST.** Remove Page 4 and replace with Page 4 marked Revised August 6, 2013.

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.

*Eric Alexander*

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

Attached Revised Page: 4,

**LETTER OF CLARIFICATION 1  
 JANITORIAL CLEANING AND ASSOCIATED SERVICES  
 SOLICITATION NO. S46-L24597**

**Note: Sample Responsive Bid packet can be viewed in E-bid Solicitation Folder L24597 as Exhibit X.**

\* Documents/forms can be downloaded from the City's Website: <http://purchasing.houstontx.gov/forms.shtml>

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful Offeror:

<b>TABLE 2 - DOCUMENTS &amp; FORMS</b>
Drug Forms.doc
EEOC.doc
Formal Instructions for Bid Terms.doc
Sample Insurance Over \$50,000.pdf
Insurance Endorsements
Pay or Play Office of Business Opportunity & Contract Compliance Q & A
Pay or Play Office of Business Opportunity & Contract Compliance Requirements
Pay or Play Contractor/Subcontractor Payment Reporting Form
Pay or Play Contractor/Subcontractor Waiver Request
Pay or Play List of Participating Subcontractors

**3.0 PRE-BID CONFERENCE AND SITE INSPECTION:**

- 3.1 A Pre-Bid Conference will be held at the date, time, and location as indicated on the first page of the BVB document. A recommended site inspection will immediately follow the pre-bid conference. Interested Offeror(s) should plan to attend. It will be assumed that potential Offeror(s) attending this meeting have reviewed the BVB in detail, and are prepared to bring up any substantive questions not already addressed by the City.
- 3.2 Although the site visit is not mandatory, the Offeror is responsible for obtaining the information discussed at the site visit.

Site visit at Bush Intercontinental Airport will be held Thursday, August 1, 2013. Site visit will start in the main lobby immediately following the Pre-Bid Conference. Transportation will be provided by The Houston Airport System. The Site visit at Ellington Airport will be held Friday August 2, 2013 at 10:00 A.M., 10602 Aerospace Road, Houston, TX 77034, contact Pete Fress at 281-433-5689 or Jeff Overby at 281-433-5446. Offeror is responsible for their own transportation.

**4.0 ADDITIONAL INFORMATION AND SPECIFICATION CHANGES:**

- 4.1 Requests for additional information and questions should be addressed to the Finance Department, Strategic Purchasing Division Buyer, Eric Alexander, telephone: (832) 393-8704, fax: (832) 393-8759, or e-mail (preferred method to): [eric.alexander@houstontx.gov](mailto:eric.alexander@houstontx.gov), no later than Thursday, August 8, 2013 at 2:00 P.M. CST

The City of Houston shall provide written response to all questions received in writing before the submittal deadline. Questions received from all Offeror(s) shall be answered and sent to all Offeror(s) who are listed as having obtained the BVB. Offeror(s) shall be notified in writing of any changes in the specifications contained in this BVB.

**5.0 LETTER(S) OF CLARIFICATION:**

**LETTER OF CLARIFICATION 1  
JANITORIAL CLEANING AND ASSOCIATED SERVICES  
SOLICITATION NO. S46-L24597**

**END OF LETTER OF CLARIFICATION 1**