



CITY OF HOUSTON
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Strategic Procurement Division

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June 27, 2016

Subject: Letter of Clarification No. 2
Rags and Cleaning Towels for Various Departments

Reference: Invitation to Bid (ITB) No.: S65-S25788

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. To **extend** the Bid Opening date from June 30, 2016, to July 7, 2016.
 2. In the ITB, **replace** Page 1 of 24, with the attached Page 1 of 24 marked revised 06/27/2016.
 3. In Section A, **replace** Page 4 of 24, with the attached Page 4 of 24 marked revised 06/27/2016.
 4. In Section B, **replace** Page 7 of 24, with the attached Page 7 of 24 marked revised 06/27/2016.
 5. On the Bid Form at the City's E-Bidding Website, the description has **changed** for Line item No. 3.

- To answer the following questions:

1. Question: *"The download documents as affidavit are somewhat hard to get, and I am worried how to download. I will appreciate you could give instructions."*

Answer: *"For instructions, 'The Vendor's Guide' can be accessed from the following Website:
http://purchasing.houstontx.gov/SPD_eBid_VendorsGuide.pdf."*

2. Question: *"Cannot get any download forms."*
- Answer: *"In addition to accessing required forms from the Tables at the electronic Bid Form page, necessary forms can be downloaded from the following Website:
<http://purchasing.houstontx.gov/forms.html>."*
3. Question: *"Page 4, Hire Houstonfirstaffidavit.pdf: gives error, not to be found, please send pdf file, or link separate."*
- Answer: *"The application and affidavit for the Hire Houston First Program may be downloaded from the following Website:
<http://www.houstontx.gov/obo/hirehoustonfirst.html>."*
4. Question: *"Where do I find the 2012 Rags and Cleaning towels winning bid information?"*
- Answer: *"The suppliers for the 2011 award are Texas Towel & Supply, Inc. and The Bargain Source. The bid tabulation can be found at the following Website:
<http://purchasing.houstontx.gov/bids/S23777/S23777%20Bid%20Tab.pdf>"*
5. Question: *"What is a Bar Mop, as stated on the Bid Form, Item #3?"*
- Answer: *"The Bar Mop Towel required in this bid is white, 100% cotton grade, narrow ribbed construction, size 16" x 19," weighing 24 ounces."*
6. Question: *"In Section C, is Worker's Compensation insurance required if a common carrier is used to make deliveries?"*
- Answer: *"No. The supplier will be required to furnish a letter stating that all material will be delivered by common carrier."*
7. Question: *"In Section B, 2.0 Definitions, the sterilization process will be pricey. Clarify whether rags and towels really need to be washed in a minimum of 180 Degrees Fahrenheit water? Only a Commercial Washing Machine/Equipment is capable of meeting this standard. Material washed in 180 Degrees is usually for medical use."*
- Answer: *"References to sterilization have been deleted from the ITB. See revised Page 7 of 24."*

8. Question: *"In Section B, 3.0 Minimum Requirements, if the material (rags, towels) furnished is new, is it still required to be sterilized?"*
- Answer: *"References to sterilization have been deleted from the ITB. See revised Page 7 of 24."*
9. Question: *"In Section B, 10.0, Price Adjustment, is the sterilization component factored into the price adjustment/PPI?"*
- Answer: *"References to sterilization have been deleted from the ITB. See revised Page 7 of 24."*
10. Question: *"How is a supplier's bid price affected by the Price Adjustment language in Section B, 10.0? Does the bid price remain the same during the entire term of the contract?"*
- Answer: *"The ITB states that the price is due to change quarterly based on the PPI."*

- Due to the aforementioned change(s) to the e-bidding items you may need to edit your bid. To do so, please select the "Bid Number" and proceed accordingly.

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s).

Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.


Carlethya Guillory
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Strategic Procurement Division
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DRH:cg

cc: SMW; FMD; HPD; PWE; File



CITY OF HOUSTON INVITATION TO BID

Issued: June 10, 2016

Bid Opening

Sealed bids, in duplicate, 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, July 7, 2016**, and all bids will be opened and publicly read in the City Council Chamber at 11:00 A.M. on that date for the purchase of:

**RAGS AND CLEANING TOWELS
FOR
VARIOUS DEPARTMENTS
BID INVITATION NO. S65-S25788
NIGP CODE: 735-60**

Buyer

Carlethya Guillory is the Buyer for this solicitation and she may be reached at 832-393-8713. Any questions regarding this solicitation should be submitted in writing to 832-393-8760 (fax) or via e-mail at carlethya.guillory@houstontx.gov.

Electronic Bidding

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

Pre-Bid

A Pre-Bid Conference will be held for all Prospective Bidders in the Strategic Procurement Division, Basement, City Hall, 901 Bagby, Houston, Texas 77002 at **11:00 a.m. Thursday, June 23, 2016, Conference Room Two**.

All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed all aspects of the bidding documents prior to the Pre-Bid Conference. **Any revisions to be incorporated into this bidding 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. No verbal responses will otherwise alter the specifications, terms and conditions as stated herein.**

Bidding forms, specifications and all necessary information should be downloaded from the Internet at <http://purchasing.houstontx.gov/>. By registering and downloading this bid document, all updates to this bid document will be automatically forwarded via e-mail to any registered bidder. This information may also be obtained from the office of the Chief Procurement Officer, 901 Bagby, Basement, 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.

CONTENTS

SECTION A. – OFFICIAL BID FORM
SECTION B. - TECHNICAL SPECIFICATIONS
SECTION C. - GENERAL TERMS & CONDITIONS

SECTION A. OFFICIAL BID FORM FOR RAGS AND CLEANING TOWELS FOR VARIOUS DEPARTMENTS, CONTINUED:

NO CONTACT PERIOD (CONTINUED):

the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

HIRE HOUSTON FIRST:

THIS PROCUREMENT IS SUBJECT TO THE HIRE HOUSTON FIRST PROGRAM, WHICH GIVES A PREFERENCE TO CERTAIN LOCAL BIDDERS IN AWARD OF THE PROCUREMENT. FOR MORE INFORMATION, GO TO:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

Designation as a City Business or Local Business

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit ("HHF Affidavit")** to the Director of the Office of Business Opportunity and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

Submit the completed application forms to: Office of Business Opportunity, Houston Business Solutions Center (HBSC), 611 Walker, Level, Houston, TX 77002 or Applications may be submitted via e-mail to HoustonBSC@houstontx.gov or faxed to 832.393.0952.

Award of a Procurement of \$100,000 or More for Purchase of Goods:

THE CITY WILL AWARD THIS PROCUREMENT TO A "CITY BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE")

- IF THE BID OF THE CITY BUSINESS IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 3% OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A CITY BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

SECTION B.

CITY OF HOUSTON TECHNICAL SPECIFICATIONS FOR RAGS AND CLEANING TOWELS FOR VARIOUS DEPARTMENTS

1.0 SPECIFICATIONS:

The Supplier shall furnish all labor, tools, supplies, parts, materials, equipment, and facilities necessary to provide rags and cleaning towels (material). The general purpose of the material is for daily dusting and cleaning of equipment, oil spills, grease, solvents, and paint.

2.0 DEFINITIONS:

Terminology used in this specification is intended to be generic in nature and consistent with meanings that have been defined through general use and/or accepted trade practices.

2.1 Clean Pick Material: Rag materials that, by inspection, appear to be clean.

3.0 MINIMUM REQUIREMENTS:

3.1 Material furnished under this specification shall meet or exceed the following requirements:

3.1.1 The material shall be white, dry, 100% cotton, and very absorbent.

3.1.2 The material shall be free from objectionable odor and mildew.

3.1.3 The material shall be unconditionally guaranteed to be absorbent.

3.1.4 The material shall be clean pick material.

3.1.5 The material shall weigh approximately 2.0 to 6.0 ounces per square yard exemplified by "T-shirt" or "polo shirt" knitted material.

4.0 SIZE REQUIREMENTS:

4.1 Material furnished under this specification shall meet the following size requirements:

4.1.1 The minimum size of material shall be nine (9) inches by nine (9) inches (size 9" x 9").

4.1.2 The maximum size of material shall be no more than one (1) quarter of a regular men's T-shirt (size 20" x 28").

5.0 COLOR REQUIREMENTS:

5.1 Material furnished under this specification shall meet the following color requirements:

5.1.1 Material shall be white, bleached or unbleached.

5.1.2 Material shall not be in color.

5.1.3 Material shall not be mixed or assorted colors.