



CITY OF HOUSTON
Strategic Purchasing Division
Administration and Regulatory Affairs
Department

Bill White
Mayor

Calvin D. Wells
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

F. 713.247.2136
<http://purchasing.houstontx.gov>

June 26, 2009

SUBJECT: Letter of Clarification No. 1
Facility Operations, Maintenance and Repair Services for the
Convention & Entertainment Facilities Department

REFERENCE: RFP #S37-T23295

TO: All Prospective Contractors

This Letter of Clarification is issued for the following reasons:

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

All page numbers correspond to the pages in the RFP document, unless otherwise indicated.

1) Page 2: The next to last paragraph should be revised to read as follows:

Questions concerning the Proposal should be submitted to Strategic Purchasing, High Technology, Room B500, City Hall, 901 Bagby, Houston, Texas 77002, Attn: Joyce Hays, Sr. Procurement Specialist, phone: (832) 393-8723, fax—832.393.8759, joyce.hays@cityofhouston.net, no later than 5:00 p.m., ~~Thursday, July 2, 2009~~ **Friday, July 3, 2009**.

2) Page 19: The following typographical errors should be corrected as indicated:

3.7.4 Indicate the actual amount spent on training per employee for ~~2003~~**2008** for comparable employees to those who will support the City account.

The last sentence of Section 3.8 should be revised as follows:

This same information must be provided for any significant business partners or subsidiaries, and subcontractors, if the value of the subcontractor's contract is ~~\$100,000~~**200,000** or more.

3) Page 183: Attachment F, CERTIFICATE of VOTE:

THE CERTIFICATE OF VOTE IS NOT REQUIRED. PLEASE DISREGARD IT.

4) A potential proposer at the pre-proposal conference asked us to provide information about the total dollar amount for the expiring contract. Although that information is provided as Attachment "A" to this Letter of Clarification, it should be noted that facilities have been added to and deleted from the Department in the past five years, and **the new agreement will be different from the expiring agreement.** Proposers who are interested in viewing the expiring agreement may purchase a copy from the City Secretary's Office, whose address is provided on page 11 of the RFP. Bidders who wish to make such a request should ask for the TDIndustries contract attached to City of Houston Ordinance number 2004-968.

5) Bidders may call the managers listed in Attachment "B" to this Letter of Clarification, for the sole purpose of scheduling tours of the Facilities. The schedule for additional tours is limited. If your schedule conflicts with the scheduled tours, it is recommended that you carefully review Attachment "E" of the RFP, "Equipment Lists Detailed by Facility," to better understand the quantity and types of equipment located at each of the Facilities. Additional facts about the Facilities, including event schedules, can be found on the Department's website: <http://www.houstontx.gov/cef/index.html> . Bidders are welcome to drive by each of the Facilities to gain a better understanding of the magnitude of the Agreement. While tours of the Facilities are encouraged, they are not mandatory and are not necessary in order to submit a proposal.

6) **Question:** 1. Does this contract currently exist with another vendor? If so, is this the end of contract term?

Answer: Yes, a similar agreement is in place now, with TDIndustries, Ltd. The fifth and final year of that agreement expires September 30, 2009.

7) **Question:** Would it be possible to request an extension to complete RFP?

Answer: At this time, we do not anticipate extending the proposal due date.

ATTACHMENT "A'

TDIndustries, Ltd. maximum contract amount								
	Total All Services from TDI's estimated budget with 2.87% estimated annual increase	Estimated average annual 2.87% increase in CPI	Transition costs totaling \$57,320 times three years	+ Base Management Fee	+ At-risk Management Fee	Subtotal (Total All Services + Transition expenses + All Management Fees)	+ 20% allowance for Special Services	Total
Year 1	\$2,794,388.00		\$57,320.00	\$170,113.19	\$113,408.79	\$3,135,229.99	\$627,046.00	\$3,762,275.98
Year 2	\$2,874,586.94	\$80,198.94	\$57,320.00	\$174,654.94	\$116,436.63	\$3,222,998.50	\$644,599.70	\$3,867,598.20
Year 3	\$2,957,087.58	\$82,500.65	\$57,320.00	\$180,259.84	\$120,173.23	\$3,314,840.65	\$662,968.13	\$3,977,808.78
Option Year 1	\$3,041,955.99	\$84,868.41		\$184,740.93	\$123,160.62	\$3,349,857.54	\$669,971.50	\$4,019,829.04
Option Year 2	\$3,129,260.13	\$87,304.14		\$192,592.42	\$128,394.95	\$3,450,247.50	\$690,049.50	\$4,140,296.99
	\$14,797,278.64		\$171,960.00	\$902,361.32	\$601,574.21	\$16,473,174.18	\$3,294,634.83	\$19,767,809.00

Note: The 20% allowance for Special Services was added by the City and was not included in the amounts that were proposed. Although the City will probably add an allowance for Special Services to the new agreement, the percentage amount will not exceed 25% of the total amount proposed.

Attachment "B"

**CITY OF HOUSTON
CONVENTION & ENTERTAINMENT FACILITIES DEPARTMENT
P.O. BOX 61469
HOUSTON, TEXAS 77208**

**CONTACT LIST FOR FACILITY TOURS
FACILITY OPERATIONS, MAINTENANCE AND REPAIR SERVICES
Request for Proposals #S37-T23295**

George R. Brown Convention Center, historic homes, and related property (surface parking, Convention District Garage)

1001 Avenida de las Americas
Houston, Texas 77010

	<u>phone</u>	<u>cell phone</u>
David Osterhout, Facility Manager	713-853-8013	713-859-1913
david.osterhout@cityofhouston.net		
Tim Smith, Assistant Facility Manager	713-853-8247	713-748-9562
tim.smith@cityofhouston.net		
Charmaine Pilgrim, Admin. Asst.	713-853-8018	
charmaine.pilgrim@cityofhouston.net		

**Theater District Parks and Fountains
AND Talento Bilingue de Houston (call to schedule tour on another day)**

(offices are located at Wortham Theater Center)

	<u>phone</u>	<u>cell phone</u>
Brian Watson, Theater District Parks Manager	713-250-3666.....	713-859-2611
brian.watson@cityofhouston.net		
Pamela Powers, Asst. Field Supervisor	713-250-3646	
Pamela.powers@cityofhouston.net		

Wortham Theater Center

510 Preston
Houston, Texas 77002

	<u>phone</u>	<u>cell phone</u>
Michael Williams, Facility Manager	713-250-3655.....	832-465-6905
michael.williams@cityofhouston.net		
Larry Larson, Asst. Facility Manager	713-250-3633.....	713-859-2426
larry.larson@cityofhouston.net		

Theater District Parking

511 Rusk (Theater District Parking garage office—green level)
Houston, Texas 77002

	<u>phone</u>	<u>cell phone</u>
Lannie Leshar, Parking Manager Lannie.lesher@cityofhouston.net	713-236-5760.....	832-465-6901
Reginald Randolph, Asst. Manager Reginald.randolph@cityofhouston.net	713-236-5760.....	832-465-6902

Jesse H. Jones Hall for the Performing Arts

615 Louisiana, Suite 101
Houston, Texas 77002

	<u>phone</u>	<u>cell phone</u>
Vivian Montejano, Facility Manager vivian.montejano@cityofhouston.net	713-236-5705	832-465-6903
Randy Toler, Asst. Facility Manager randy.toler@cityofhouston.net	713-236-5704	713-859-2866
Kerry Warner, Custodial Leader	713-236-5707	713-679-8249

Miller Outdoor Theatre

100 Concert Drive
Houston, Texas 77030-1702

	<u>phone</u>	<u>cell phone</u>
Shawn Hauptmann, Facility Manager shawn.hauptmann@cityofhouston.net	713-533-3275	713-859-9745
Tim Dickson, Admin. Assistant	713-533-3264	
tim.dickson@cityofhouston.net		

Houston Center for the Arts

3201 Allen Parkway
Houston, Texas 77019

Note: Larry Larson's office is located at the Wortham Theater Center.

	<u>phone</u>	<u>cell phone</u>
Larry Larson, Facility Manager larry.larson@cityofhouston.net	713-250-3633	713-859-2426
Michael Williams, Facility Manager (Wortham) michael.williams@cityofhouston.net	713-250-3655	832-465-6905

All City of Houston e-mail addresses use this format:

firstname.lastname@cityofhouston.net

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 Request for Proposal, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joyce Hays".

Joyce Hays, Sr. Procurement Specialist
Administration & Regulatory Affairs Department
Strategic Purchasing Division
901 Bagby, City Hall Concourse Level
Houston, Texas 77002
Direct: 832.393.8723
General: 832.393.8800
Email: joyce.hays@cityofhouston.net