



**CITY OF HOUSTON**  
**FINANCE DEPARTMENT**  
 Strategic Procurement Division

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April 9, 2015

**SUBJECT:** Letter of Clarification No. 6 for Facilities Maintenance Services for the General Services Department

**Ref:** Request for Proposal No. S30-T25319

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:

- 1.) The following questions and the City of Houston’s responses are hereby incorporated and made a part of the RFP.

#	Question
1	The total work orders listed do not match the total quantities from the “Work Order” attachments on the e-bidding website. c) There does not appear to be a “Work Order” attachment for the Bob Lanier Building, please clarify. c) Does the Work order data include all work orders generated by the City and the incumbent Contractors?
Response	Information is not available at this time.
2	Is the Contractor responsible for the cost of window washing davit and anchor inspections or just scheduling the inspections? If the contractor is responsible for the cost please provide equipment quantity and locations.
Response	City of Houston will ensure these inspections are competed. It will be the contractor’s duty to notify the City of impending inspection requirements.
3	Letter of Clarification No. 4, Question 107, part a. references page 286 for a definition of Remedial Work but the wording actually describes what a Remedial Work <b>Work Order</b> is. An example of what our original question was trying to ascertain is does Remedial Work include equipment replacement? Consider the case of a chiller that breaks down beyond economical repair. Since there is no threshold for HVAC services, is the Contractor responsible for the entire cost of replacing the chiller?
Response	There is a (75%) threshold for maintenance/replacement for HVAC systems. The contractor is responsible for repairing HVAC equipment up to replacement. The City will be responsible for equipment replacement should it become necessary.

#	Question
	To better define what “up to replacement” means: If the repair cost equals 75% or greater of the total replacement cost, the City will pay for the replacement. The Contractor will be expected to perform all repairs below that threshold as part of their responsibility under this RFP.
4	Letter of Clarification No. 4, the answer to Question 107, part c. states “YES. However only for those services that do not have a threshold; ie HVAC services. The contractor is responsible for the repairs up to following amount.” It appears the last sentence is not complete as there are no amounts stated. Please clarify
Response	See Response to Question No. 3 above.
5	Letter of Clarification No. 4, Question 123 did not have a response from the City associated with it. This is needed in order to correctly estimate these services.
Response	Page 286 - <u>Cost per EH&amp;S - Investigation, Survey and Sample – price per occurrence</u> . The occurrence may or may not include the entire facility. This will be determined based on the problem. Contractor should be prepared to cover all labor, materials, overhead and profit necessary to complete a thorough analysis for all of the line items listed. To clarify per the RFP, all environmental issues related to <b>air quality, mold, asbestos, lead and water testing</b> will be handled by the City of Houston.
6	Letter of Clarification No. 4, the answer to Question 125 a. states that the Contractor is responsible for emergency generator services at the Bob Lanier Building and HEC. Page 20B provided with the letter states that services are required at the Bob Lanier Building. Please clarify at which buildings emergency generator maintenance, testing and repair services are to be performed.
Response	All sites equipped with Generator’s will be exercised weekly by the selected contractor. Any problems that arise are to be referred to the assigned GSD representative. All other generator maintenance services will be handled by a third party contractor, currently under contract with the City. Facilities with Generators: Bob Lanier, HEC, HPC, Transtar, Holcombe Labs, All 4 PWE Quadrant facilities, and the Julia Ideson Building.
7	Letter of Clarification No. 4, Question 140. The specification for Janitorial included in the letter is very general compared to what is currently in place. Does GSD have any specific requirements as relates to: Day Porters Time that cleaning should be performed Furnishing all supplies (paper towels, hand soap, can liners, etc.) MSDS requirements Quality control Restroom and shower cleaning schedule Weekly general and restroom cleaning schedule Periodic, elevator, floor cleaning schedules Carpet Care Power washing requirements

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Response	The only facilities that what will receive janitorial services will be the Bob Lanier Building and the Houston Emergency Center. See website for Contract No. 4600009741 for cleaning and personnel requirements. When in doubt, use industry standards. Power washing will be requested on as needed bases. Three to four times a year would probably be the average.
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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. 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 at 832-393-8736.

*Richard Morris*

Richard Morris  
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**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez  
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford  
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