



**CITY OF HOUSTON**  
**Administration and Regulatory Affairs Department**  
**Strategic Purchasing Division**

**Annise D. Parker**  
**Mayor**

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

F. 823-393-8755  
<https://purchasing.houstontx.gov/>

June 24, 2010

**SUBJECT:                    Letter of Clarification 3**

**REFERENCE:                Best Value Bid No.: S46-L23659 for Janitorial, Porter, Window Washing, Recycling and Associated Services for the City of Houston**

**TO:                            All Prospective Bidders:**

**This Letter of Clarification is issued for the following reasons:**

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

1. Page 1, BID OPENING; IS REVISED TO READ AS FOLLOWS:

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 AM Thursday, ~~July 1, 2010~~ July 8, 2010** 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:

JANITORIAL, PORTER, WINDOW WASHING, RECYCLING  
 AND ASSOCIATED SERVICES FOR THE VARIOUS DEPARTMENTS  
 BID INVITATION NO.: S46- L23659  
 NIGP CODE: 910-39

- **To add additional site inspections for the Houston Airport System as follows:**

The Houston Airport System's second site visit for potential bidders is 1:00 pm on Monday, June 28th. Bidders are to report to the Administration Building, Reception Desk at 16930 John F Kennedy Blvd., Houston, TX 77032. The receptionist will call Mr. Kevin Williamson. After viewing the first three sites bidders will travel to the Taxi Lounge, at 5051 Wright Road, Houston, TX 77032 wait at the guard booth and call Mr. Ermias Reddy.

Site Name	Address	Contact Name & #	Visit Time
Administration Building	16930 John F Kennedy Blvd., Houston, TX 770322	Kevin Williamson 281-233-1898	1:00pm -1:30pm
Terminal A	2800 North Terminal Road, Houston, TX 77032	Kevin Williamson 281-233-1898	1:45pm – 2:15pm
Terminal B	3100 North Terminal Road, Houston, TX 77032	Kevin Williamson 281-233-1898	2:30pm – 3:00pm
Taxi Lounge	5051 Wright Road Houston, TX 77032	Ermias Reddy 281-740-2585 or 281-230-3256 Richard Godeke 281-684-7651 or 281-233-3129	3:15pm – 3:45pm

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 BVB, please contact Eric Alexander at 832-393-8704.

Sincerely,

*Eric Alexander*

 Senior Procurement Specialist  
City of Houston, Strategic Purchasing Division  
T: 832-393-8704  
F: 832-393-8759

cc: L23659 Solicitation File

**End of Letter of Clarification 3**