



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/>

July 2, 2010

SUBJECT: Letter of Clarification 5

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:**

The bid-tab for the City of Houston S46-L23659 – Janitorial, Porter, Window-washing, Recycling and Other Associated Services Best Value Bid has been changed to reflect locations that were added to and deleted from this solicitation. These changes will require you to update your bid. If you have previously submitted your bid; please withdraw it and resubmit your pricing based on the updated bid items. It is **very important** that you review and update your bid prior to your final bid submissions.

The following locations are added to the City of Houston S46-L23659 – Janitorial, Porter, Window-washing, Recycling and Other Associated Services Best Value Bid solicitation. Please review the final list of items on the bid tab prior to submitting your bid.

Service Type	New Bid Item #	Locations
Porter	34	Animal Regulation and Care (BARC)
Porter	35	Acres Homes Multi Service Center
Porter	36	Environmental Health
Porter	37	Fifth Ward Multi Service Center
Porter	38	Hiram Clark Multi Service Center & Vinson Library
Porter	39	Kashmere Multi Service Center
Porter	40	Magnolia Health & Multi Service Center
Porter	41	Metropolitan Multi Service Center
Porter	42	Northside Health Center
Porter	43	Northwest W. I. C.
Porter	44	Riverside Health Center
Porter	45	Sunnyside Health Center
Porter	46	Sunnyside Multi Service Center
Porter	47	Third Ward Multi Service Center
Porter	48	West End Health Center
Porter	49	West End Multi Service Center
Porter	50	Airport Police K-9 Unit
Porter	51	Gerson Building
Porter	52	South Central Police Station

Service Type	New Bid Item #	Locations
Porter	54	HPD Midwest

Here is some general information regarding providing a bid for the Porter Service requirements. The porter services tab has been updated to indicate the days and type of services required. At the bottom of the porter service matrix tab we have provided the following definitions to assist in bidding:

- DP3 = Day Porter 3 hours
- DP4 = Day Porter 4 hours
- DP6 = Day Porter 6 hours
- DP7 = Day Porter 7 hours
- DP8 = Day Porter 8 hours

Service Type	New Bid Item #	Locations
Janitorial	123	HPD Fleet Transportation

Service Type	New Bid Item #	Locations
Window Washing	78	Houston Transtar

The following locations are deleted from the City of Houston S46-L23659 – Janitorial, Porter, Window-washing, Recycling and Other Associated Services Best Value Bid solicitation. Please review the final list of items on the bid tab prior to submitting your bid.

Service Type	Old Bid Item #	Locations
Janitorial	100	Taxi Lounge Parking Lot

Service Type	Old Bid Item #	Locations
Porter	23	Police Fleet Maintenance

Service Type	Old Bid Item #	Locations
Window-washing	64	Hobby Pump Station

Page 46. Section B. SCOPE OF WORK. Part 1A IS REVISED TO ADD THE FOLLOWING DETAILS FOR THE FIRE ACADEMY AS FOLLOWS:

42.0 FIRE ACADEMY, 8030 Braniff, Houston, Texas

42.1 The Fire Training Academy consists of seven buildings; which each building requires various levels of service. Refer to the matrix for Janitorial hours, and days of operation.

42.2 Building Information is as follows:

42.2.1	2 story Building	2,000 Square Ft 2 story building Carpet Extraction Quarterly 2 restrooms
42.3.2	Building I - Administration 1 Story Building	5,000 Square Ft. Janitorial Service 2 restrooms 1,600 sq. ft. Tile 3,400 sq ft Carpet
42.2.3	Building II - Gym 1 Story Building	8,200 Square Ft. Janitorial Service 2 restrooms 7,000 sq. ft. Tile 1,200 sq ft Carpet
42.2.4	Building III 1 story building	2,500 Square Ft. Janitorial Service 2 restrooms and Showers 200 sq. ft Tile 2,300 sq. ft Carpet
42.2.5	Building IV - Offices 1 Story Portable Building	1,600 Square Ft. Janitorial Service 2 classrooms, 2 offices 2 restrooms 200 sq. ft. Tile 1,400 sq. ft. -Carpet
42.2.6	Building V - Class Rooms 1 story building	1,500 Square Ft. Carpet Extraction Quarterly
42.2.7	Building VI 1 story building	1,600 Square Ft. Carpet Extraction Quarterly

• To clarify the above referenced solicitation to response to vendor questions as follows:

1	Vendor Question	Under porter on the 15th column, the porter is missing. It may be that no porter is wanted but I believe it may be an omission. BARC animal control, Acres MSC, Environmental health Park Place, Fifth ward MSC, John Peavey, Kashmere MSC, LaCasa, Lyons MSC, Magnolia MSC, Metropolitan MSC, Northside Health, Riverside, Sunnyside Wilmington, Sunnyside Cullen, Third Ward, West End Health, West End MSC, Gerson Building Artesian.
	COH Response	Please refer to revised Service Matrix - Day Porter services is required (8 hours)
2	Vendor Question	6th column no night cleaning listed: Hiram Clarke, Sunnyside Wilmington, Sunnyside cullen, Kashmere, Southwest MSC, Sunnyside Wilmington, Sunnyside cullen, Third ward, Airport k9, Fleet Maintenance, Mounted Patrol
	COH Response	Please refer to revised Service Matrix - all locations have been updated.
3	Vendor Question	Jesse H. Jones error. States Monday through Friday, should state Monday through Thursday. The rest is correct.
	COH Response	Yes, the department verified that service is required on Friday.
4	Vendor Question	Would like porter hours required for respective facilities, Health, HPD, etc.... Includes weekends.
	COH Response	Please refer to the Health and HPD requirements listed on pages 32 thru 42.
	COH Response	Houston TranStar is a 24-hour operation with scheduled events at 8:00 a.m. The Porter's presence is required at 7:00 a.m. to ensure that
21	Vendor Question	Pg. 44, 36.3 Would suggest a reduction in hours coverage requirement at this site. (Only 4,362 sq. ft.) 7 hrs Mon-Fri, 3 hrs Sat, 2
	COH Response	No, please provide a cost per the updated service matrix.
22	Vendor Question	Pg. 29, 6.10 Would suggest a daily frequency is expensive and unnecessary. Weekly would be more cost effective and adequate.
	COH Response	This service shall be at a minimum weekly, or on an as need basis.
23	Vendor Question	Pg. 20, 22.6.2 Mats shall be exchanged for cleaning weekly. Pg. 80, 1.9 Mats shall be exchanged for cleaning biweekly? Would suggest
	COH Response	The Parks department wants a weekly cleaning/change out of all interior mats. The department will provide all exterior mats and are to
24	Vendor Question	Window washing portion of bid will the janitorial company be responsible for window exterior high rising cleaning?
	COH Response	Yes.
25	Vendor Question	Day Porter hours: Are there set day porter hours that are not included in bid. If not, do we calculate this on our own. Please provide hours if
	COH Response	Please refer to the revised Matrix
26	Vendor Question	With previous contract, Houston police department price per each building, does that include day porter and nightly janitorial cost?
	COH Response	Pricing refer to bid tab for all pricing requirements

27	Vendor Question	Police HDQ square feet is almost a million sqft. Is the correct sqft?
	COH Response	Yes, however pricing is based on the sq ft provided in the bid scope of work.
28	Vendor Question	There seem to be areas such as the Jesse H. Library where the sqft is different on price list and RFP. Please clarify? Same on the Police
	COH Response	Usable sq ft is 228,169 at the Jess H. Jones Library. Police HDQ refer to question 28
29	Vendor Question	Please confirm the janitorial sqft for police hdq and Jesse H. Library
	COH Response	Please refer to the response to question 28 & 29.
30	Vendor Question	WINDOW WASHING SERVICES FOR ALL THE BUILDING IN THIS PROJECT WILL THE WINDOW CLEANED BE DONE ON THE
	COH Response	Please refer to Section 1.2.2 located on page 10 of the bid.
31	Vendor Question	My inquiry is direction to enable visiting these locations (if possible) in order to prepare an appropriate proposal. HAS locations line 11-14
	COH Response	An additional site visit of the HAS facilities was made available and posted on the City of Houston e-bid site.
32	Vendor Question	Fleet Transportation: 54 Reisner 380 square feet, Monday through Friday 9-1 am. Not listed
	COH Response	Please refer to revised Service Matrix
33	Vendor Question	61 Reisner for window washing is listed as police administration. Does this include 61 Reisner Police Communications, Police Central Patrol,
	COH Response	Please refer to revised Service Matrix
34	Vendor Question	SD property management trades and crafts building 2701 Dalton for window washing. Was this purposely omitted?
	COH Response	Please refer to revised Service Matrix
35	Vendor Question	Hobby Pump Station is closed
	COH Response	This facility is closed.. We will delete it from the service matrix.
36	Vendor Question	Holcomb Building 2250: states 30,000 square feet, current contract is for approx 13,000 night cleaning (5) days per week. No day porter
	COH Response	Please refer to revised Service Matrix
37	Vendor Question	Holcomb Building 2252: States 8,000 square feet, current contract is for approx. 1,500 night cleaning (1) day per week. No day porter
	COH Response	Please refer to revised Service Matrix
38	Vendor Question	HPD Midwest 7277 Regency Square ommitted from matrix: 40,000 cleanable, night clean (5) days, day porter (5) days (8) hours, Sat./
	COH Response	Please refer to revised Service Matrix
39	Vendor Question	Fire Training Academy 8030 Braniff listed as (3) days per week RC service 9,600 square feet: is this new building in process, advise

	COH Response	Please refer to revised Service Matrix
40	Vendor Question	Fire Training Academy 8030 Braniff not listed on Matrix: current service every other Friday floor work, quarterly strip and wax 8,000
	COH Response	Please refer to revised Service Matrix
41	Vendor Question	clarify is this ZEP freeze or equivalent
	COH Response	All cleaning and floor chemicals Supplies used shall be of ZEP, Buckeye International products, S. C. Johnson, Diversified Product
42	Vendor Question	New South Central (Ron McNair) is Monday through Friday (6) hour day porter plus night cleaning. Square footage is Approx. 20,000
	COH Response	Please refer to revised Service Matrix
43	Vendor Question	This location closed and moved into Ripley House. Currently done by City. Advise, if added to list, need square footage.
	COH Response	This location will be deleted from the City of Houston requirements.
44	Vendor Question	Jeanetta Police Store front closed and reopened at 6308 Richmond avenue at a greater square footage which is 3060
	COH Response	Please refer to revised Service Matrix
45	Vendor Question	Willowbrook on Willowchase. This location closed July 7, 2007 and reopened as HPD Willowbrook line # 59
	COH Response	Yes
46	Vendor Question	Marston Library Administration does not list services. Currently night cleaning services are provided.
	COH Response	Please refer to revised Service Matrix
47	Vendor Question	Incorrect square footage: In February 2009 cleanable square footage increased to 15,556.
	COH Response	Please refer to revised Service Matrix
48	Vendor Question	Kingwood Police Substation: Matrix lists 9,000 square feet, page 44 in specifications lists facility at 4502 square feet.
	COH Response	Please refer to revised Service Matrix. Totalsq footage includes the parking lot.
49	Vendor Question	Independence Heights HPD 803 Crosstimbers 1728 square feet not listed on the matrix
	COH Response	Building has been closed. New location is item 51, 910 N. Durham.
50	Vendor Question	Kashmere on the matrix is listed at 26,521 square feet. This is the old square footage, the new square footage was given as 28,884.
	COH Response	Refer to Revised Matrix
51	Vendor Question	Alief WIC, address is 12260 Beechnut
	COH Response	The correct address for the Alief WIC is 12260 Beechnut.

52	Vendor Question	Taxi lounge is approximately 3000 square feet of restrooms, showers and lounge. Service is 2 times per day, 365 days per year. Severe
	COH Response	Taxi Lounge and adjacent trailer is approximately 3000 square feet. Service is M-T-W-Th-F-S-S - 2x daily
53	Vendor Question	With the exception of Jesse H. Jones Library, HPD locations and the Municipal Court, lists only a day shift time frame; however, the
	COH Response	Need HPD Locations being referenced. Municipal Courts is a 24 hour facility with approximately 5,000 people visiting facility per day.
54	Vendor Question	Taxi lounge: is this the entire parking lot, or the area adjacent to the restrooms and lounge.
	COH Response	Taxi Lounge Parking Lot - Delete in its entirety (no service required).
55	Vendor Question	Fleet Transportation: 54 Reisner 380 square feet, Monday through Friday 9-1 am. Not listed
	COH Response	Please refer to COH response to question 33.
56	Vendor Question	61 Reisner for window washing is listed as police administration. Does this include 61 Reisner Police Communications, Police Central Patrol,
	COH Response	Please refer to COH response to question 34.
57	Vendor Question	SD property management trades and crafts building 2701 Dalton for window washing. Was this purposely ommitted?
	COH Response	Please refer to COH response to question 35.
58	Vendor Question	Hobby Pump Station is closed
	COH Response	This facility is closed.. We will delete it from the service matrix.

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,

Om **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 5