Pre-Bid Conference

Janitorial Cleaning and Associated Services

S46-L24177 – HPD Facilities managed by the General Service Department

Friday January 20, 2012

Presented by
Eric S. Alexander

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Welcome and Introductions:

- Eric Alexander – Sr. Procurement Spec.
- Calvin D. Wells – City Purchasing Agent
- Department Subject Matter Expert (SMEs)
- Mayor's Office of Business Opportunity

Houston Police	

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Bid Overview and Associated Documents

The City of Houston is seeking a contractor for all labor, supervision, materials, supplies and equipment for Janitorial Cleaning and Associated Services

- **Bid and associated documents can be downloaded from the City's Website: http://purchasing.houstontx.gov/**

L24177 – HPD facilities managed by GSD
L24177 - Terms and Specifications.pdf
Exhibit B-1 – Service Requirement Matrix.xls
L24177- Vendor Question Template.xls

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Bid Submittal Requirements

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, February 2, 2012** 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 CLEANING AND ASSOCIATED SERVICES FOR THE HOUSTON POLICE MANAGED by GENERAL SERVICES DEPARTMENT**
  - **BID INVITATION NO.: S46-L24175**
    NIGP CODE: 910-39

- http://purchasing.houstontx.gov/index.shtml

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Bid Required Documents

- The Bid should be electronically generated, printed and signed in original ink. The bid should not be submitted in elaborate or expensive binders. Legibility, clarity, and completeness are important and essential.
- The Bid must be signed by an individual(s) legally authorized to bind the Offeror(s), and the City may accept this bid offer by issuance of a Contract to the said Offeror(s) at any time on or before the 180th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing.
- The complete Bid packet shall consist of the following items: Required Bid Forms

Signed Official Signature Page	***Conflict of Interest Questionnaire.doc**	**Expertise/Experience/Reliability Statement**
Hard Copy of Electronic Bid Form (Pricing Sheet)	***Pay or Play Program Acknowledgement Form**	**Organizational Chart**
Affidavit of Ownership.doc	**Contractor's Questionnaire**	**Certifications/Licenses (If applicable) & Resumes of Key Personnel**
***Fair Campaign Ordinance.doc**	**List of Subcontractor(s)**	**Financial Statements**
***Statement of Residency.doc**	**M/WBE Attachment A & B Forms**	

Documents can be downloaded http://purchasing.houstontx.gov/solicitation_forms.htm

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Task and Key Dates

Task (s)	Date (s)
Bid Opening	Wednesday, January 18, 2012
Pre-Bid Conference	Friday, January 20, 2012 @ 10:30 A.M.
Vendor Questions are Due	Wednesday, January 25, 2012 @ 12:00 P.M.
Bid Award Date (tentative)	Wednesday, March 21, 2012
Contract Start Date (tentative)	Sunday, April 1, 2012

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Scope of Work (s)

This is a City-Wide contract for janitorial, porter, window-washing, recycling and associated services for the various City of Houston departments as indicated below.

Department (s)	# of Loc.	Type of Service				
		Jan	Port	WW	RC	OWS
Houston Police	52					

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Office of Business Opportunity

- MWBE participant goals for Solicitations (S46 - L24177) for Janitorial Cleaning Associated Services will be 20 percent.
- Hire Houston First
- Pay or Play

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Vendor Questions

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