



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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May 20, 2013

SUBJECT: Letter of Clarification No. 5 Janitorial Cleaning and
Associated Services for Houston Police Department

REFERENCE: Best Value Bid (BVB) No. S46-L24596

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

To revise the above referenced solicitation:

1. **Page 37, Section 33.0 –SECURITY AND BADGING** of the “SPECIFICATIONS/SCOPE OF WORK,” has been deleted in its entirety and shall be replaced with the revised Section 33.0- The following contract will be subject to Criminal Justice Information System (CJIS) Compliance.

33.0 — SECURITY AND BADGING

~~33.1 — All Contractors' personnel shall be required to obtain a badge to provide janitorial and associated service at all locations for the Houston Police department. In addition contractors will be required to adhere to the Houston Police Department's Criminal Justice Information Services (CJIS) security policy which can be found at the following website:~~

~~<http://www.houstontx.gov/police/cjis/hpdvendorcertification.htm>~~

33.0 The following contract will be subject to Criminal Justice Information System (CJIS) Compliance.

~~33.1 The Houston Police Department recognizes that by allowing physical or logical (electronic) access to HPD facilities or network resources, people may gain access to information or systems they are statutorily prohibited from accessing. To comply with state and federal regulations, the Houston Police Department is required to document and investigate access requests to be sure access is necessary and permitted. Bidders/Respondents, therefore, agree to review the Criminal Justice Information Systems (CJIS) process and related documents located at <http://www.houstontx.gov/police/cjis/hpdvendorcertification.htm> and shall comply with the terms and requirements therein.~~

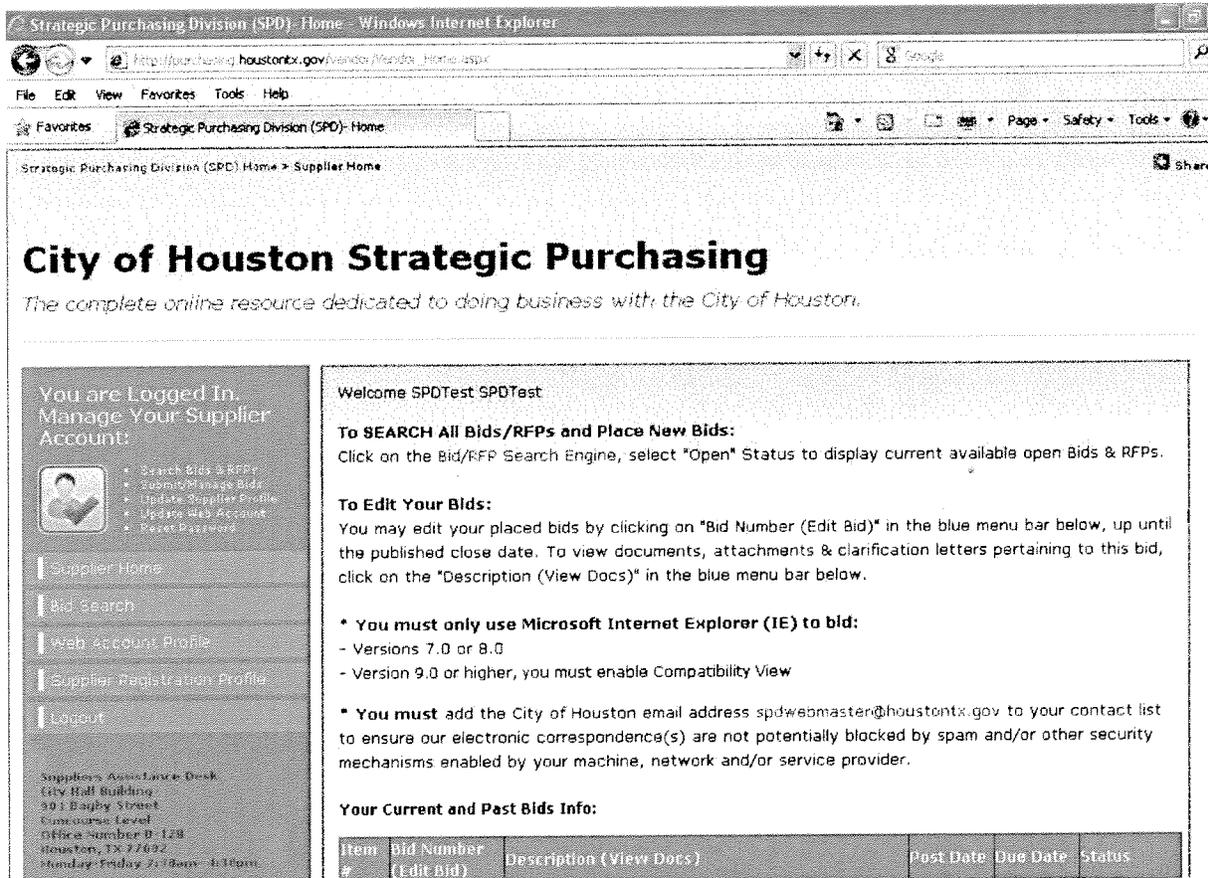
2. Visual Bidding Instruction

The City has received multiple inquires questioning whether its e-bid system is functioning properly. The Houston Information Technology Services (HITS) has checked the e-bid system and found it to be in good working order. During this process, however, it became apparent that users were not following the bidder instruction found on the Strategic Purchasing website “Welcome Page”. Therefore, the following instructions have been prepared to assist bidders in submitting their bids.

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The Strategic Purchasing Division Bidding System requires the use of Microsoft Internet Explorer (IE) as your internet browser when placing your bid. Other browsers, such as Firefox and Chrome, will prevent bidders from viewing and bidding on the entire 5 years and cause other compatibility problems.



If you are currently using Microsoft Internet Explorer (IE) versions 7 or 8, there are no additional steps.

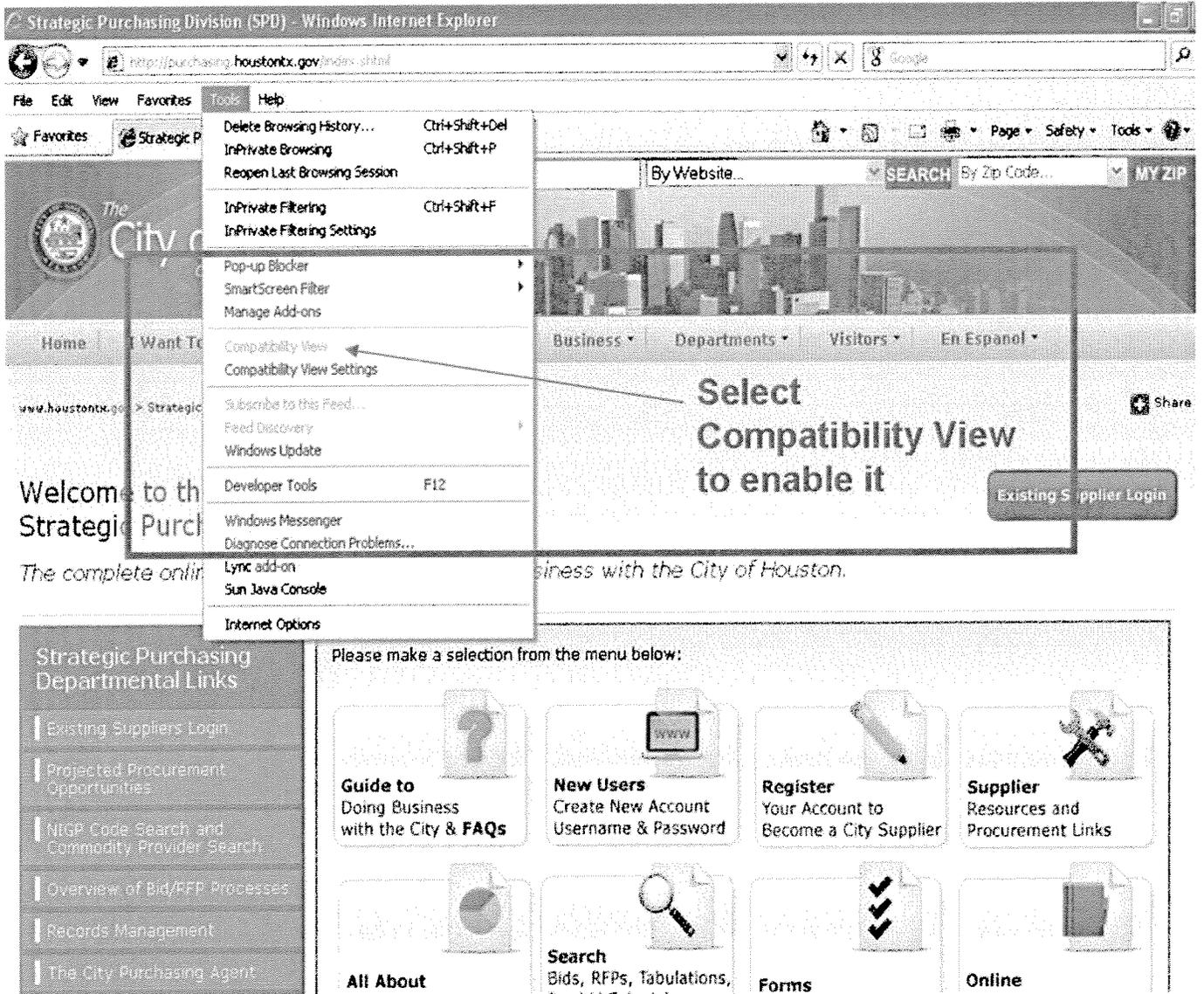
However, if you are using Microsoft Internet Explorer (IE) versions 9 or 10, you must enable the compatibility view of your browser and follow these steps before starting the bidding process.

1. On the menu bar located at the top of your browser, select Tools
2. Once you select Tools, look for a dropdown for Compatibility View
3. Select Compatibility View from the dropdown

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The image below is an illustration of the steps:



This will ensure that you see the complete list of locations required to bid.

The service requirements for Solicitation L24596 – Janitorial Cleaning and Associated Services comprised of the followings:

1. Janitorial Services - Years 1 through 5
2. Porter Services - Years 1 through 5
3. Recycling Services - Years 1 through 5
4. Window Washing Services - Years 1 through 5

Once you have completed and submitted your bid pricing via the e-bid system, please review and print your bid. A properly entered bid should have a total of 12 pages including the Official Signature Page.

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When issued, Letter(s) of Clarification shall automatically become a part of the proposal 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 BVB, please contact me

Eric Alexander

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END OF LETTER OF CLARIFICATION 5

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