

# CITY OF HOUSTON

FINANCE DEPARTMENT  
Strategic Procurement Division

**Annise D. Parker**

Mayor

Lourdes Coss  
Chief Procurement Officer  
P.O. Box 1562  
Houston, Texas 77251-1562

F. 832.393.8755  
<https://purchasing.houstontx.gov>

July 21, 2014

**SUBJECT:** Letter of Clarification No. 2

**REFERENCE:** Invitation to Bid No. S10-L24787

GROUNDS MAINTENANCE AND LANDSCAPING SERVICES FOR THE  
CITY OF HOUSTON

**TO:** All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:**

**Q1. Vendor Question:** "Upon inspection of most locations, there is no existing mulch. The current contract states that the locations would be maintained with at least 3 inches of composted materials? Will the locations be turned over with or without mulch? Article 7.1 of the current contract states that all flower and shrub beds shall be mulched annually with at least three (3) inches of composted materials, depending upon loss of mulch and climatic conditions. The amount of mulch added, and the required frequency of service may vary."

**COH Answer:** *"It will be the contractor's responsibility to bring those properties up to the minimum required 3" of composted materials; and to annually maintain them from that day forward per the contract."*

**Q2. Vendor Question:** "At most of the locations, there are weeds in beds, tree wells, shrub lines, etc. Is the current contractor going to "clean up" these items, or will the contractor to be awarded the new contract expected to clean up these properties? Article 7.2 of the current contract states that all beds and planters (whether flower or shrubs), shall be kept in a neat condition, edged, and virtually free of weeds and undesirable growth at all times. Such beds and planters shall be watered *as often as necessary* to maintain

healthy plants. And Article 9.4 of the current contract states that lawns shall be fertilized, treated for weeds, and watered *as often as necessary*, but not less than three (3) times a year in order to maintain a healthy appearance and to promote good growth. “*As often as necessary*” shall be interpreted to mean meeting the standards in the ditches, and paved areas such as parking lot/sidewalks and areas within the contract boundaries. Flowerbeds shall be maintained so that undesired plant material is only found to exist in no more than ten (10) percent of the total surface area of the bed. All playground surfaces shall be kept free of weeds, grasses, and other undesirable growth at all times. Weeds shall be removed as needed as part of routine operations. For turf areas, a chemical weed control shall be used only if undesirable growth exceeds 25% of the turf area, or if undesirable growth is not controlled by mowing operations.”

**COH Answer:** “GSD will work with the contractor to get properties in the required condition as stated in the contract.”

**Q3. Vendor Question:** “In our meeting, Irrigation systems were briefly discussed. Please provide a list of the locations with irrigation and the zone count.”

**COH Answer:** “It will be up to the contractor to determine the number of zones; however below lists the locations with irrigation:”

- 1) Holcombe lab – 2250 and 2252 Holcombe Dr.
- 2) Environmental – 7411 Park Place
- 3) Hiram Clark MSC – 3810 Fuqua
- 4) Denver Harbor MSC – 6402 Market
- 5) Northeast MSC – 9720 Spaulding
- 6) Fifth Ward MSC – 4014 Market
- 7) Police Academy, 17000 Aldine Westfield
- 8) Clear Lake Police Station, 2855 Bay Area Blvd
- 9) HPD Property Room, 1202 Washington
- 10) Kingwood Police Station, 3915 Rustic Woods Drive
- 11) McNair Police Station, 2202 St. Emanuel
- 12) HPD Mounted Patrol, 5005 Little York
- 13) North East Police Station, 8301 Ley Road
- 14) Police Memorial, 100 Memorial
- 15) Southeast Command Station, 8300 Mykawa
- 16) Westside Police Station, 3203 South Dairy Ashford
- 17) Midwest Police Station, 7277 Regency Square
- 18) South Gessner Police Station, 8605 Westplace

**Q4. Vendor Question:** “How many times (if ever) has the current contractor been “penalized” according to Articles 21.1.1 thru 21.1.5 of the current contract? [(21.1.1) Contractor shall not be paid for missed units of service; (21.1.2) Fifty percent (50%) of the unit service cost shall be deducted for not cleaning the flowerbeds; (21.1.3) Fifty percent (50%) of the unit service cost shall be deducted for leaving grass cuttings behind; (21.1.4) Liquidated damages of one unit service

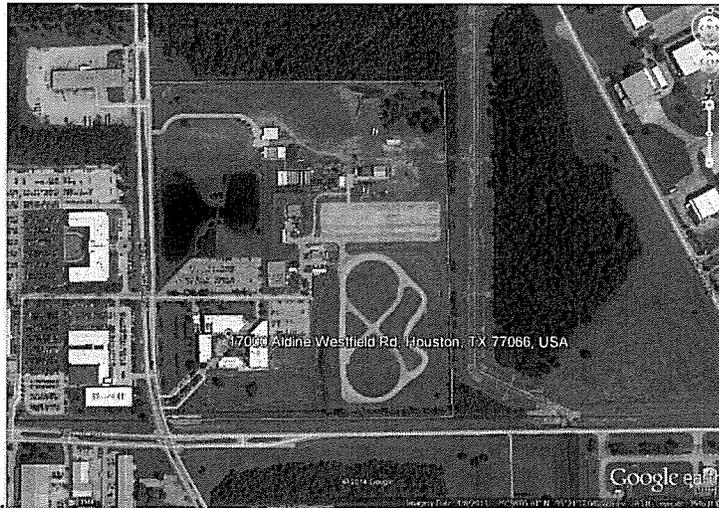
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cost shall apply for missed fertilization; and (21.1.5) Liquidated damages of one unit service cost shall apply for missed mulching.]”

**COH Answer:** *“Request the information from the City Secretary’s office under the Open Records Request. Note: Contractor will be held to the Articles mentioned.”*

**Q5. Vendor Question:** *“Would you please provide a Google map of the boundaries at the 1700 Aldine Westfield location. Also, the shrub line on the right side of the property is semi-maintained. Will this be completed prior to the turning over of the current contract?”*

**COH Answer:** *“Contractor will be required to maintain the properties as stated in the contract. This diagram is not to scale.”*



- E-bid Form, City of Houston Website, Section 2D: Line Item No. 31 added.
- E-bid Form, City of Houston Website, Section 2D: Line Item Nos. 10 & 11, quantities changed from 9 to 24.
- E-bid Form, City of Houston Website, Section 3G (Labor 3.2): Line Item No. 3 added, for a total of four line items in this Section.
- Scope of Work, Exhibit B1, Page 25 of 62, **replace:** With attached page 25a of 62, now marked “Revised Page 25a of 62, Dated July 21, 2014.”
- Scope of Work, Exhibit B1, Page 26 of 62, **replace:** With attached page 26a of 62, now marked “Revised Page 26a of 62, Dated July 21, 2014.”

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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  
Jack Christie **Controller:** Ronald C. Green

1. Article 2.3, TABLE 1 – REQUIRED BID FORMS, Page 2 of 62, the required item: “Five (5) Electronic CD Copies” has been **deleted**, as it is not a Form.

2. Article 2.0, Hours of Operation, Scope of Work, Page 8 of 62, the following Provision has been **revised**, and now shall read:

*“2.1 Normal work hours are defined as the hours between 7:00 a.m. and 6:00 p.m., [Houston Police Dept. service locations are from 7:00 a.m. to 4:00 p.m.], Monday through Friday (not exclusive of City holidays).”*

3. Article 3.0, Contractor Responsibility, Scope of Work, Page 8 of 62, the following Provision has been **revised**, and now shall read:

*“3.3 The Contractor shall be given keys upon the start of the contract, with the exception that Houston Police Department does not issue keys to their gates. It is the Contractor’s responsibility to report any keys that are lost or stolen immediately. Any lost keys shall be the Contractor’s responsibility to purchase and replace within a 48-hour period.”*

4. Article 3.0, Contractor Responsibility, Scope of Work, Page 9 of 62, the following Provision has been **revised**, and now shall read:

*“3.10 All Contractor employees shall be required to wear a uniform identifying the name of the company/logo on their shirt, and wear a visible badge. T-shirts displaying the firm’s company name/logo on their shirt is acceptable.”*

5. Article 8.0, Watering and Irrigation, Scope of Work, Page 11 of 62, the following has been added, and shall read:

*“8.3 All Retention Ponds on the properties shall be included in the landscape maintenance of this contract.*

6. Article 15.0, Fence-line Cleaning, Scope of Work, Page 14 of 62, the following Provision has been **revised**, and now shall read:

*“15.1 Contractor shall clear and maintain fence lines at all times. Fence-line cleaning shall include removal of all unwanted vegetation within thirty-six (36) inches of the fence, including vegetation grown in and on the fence.”*

7. Article 17.0, Sprinkler System Maintenance, Scope of Work, Page 14 of 62, the following Provision has been **revised**, and now shall read:

*“17.1 Contractor shall conduct a bi-annual inspection of irrigation systems, to include adjustments of sprinkler heads, control devices, valves, and time clock at the currently-known locations.”*

8. Article 33.0, Security Clearance, Scope of Work, Page 19 of 62, the following Provision has been **revised**, and now shall read:

*“33.2.2 All costs associated with the background checks and/or badging shall be the responsibility of the Contractor.”*

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When issued, Letter(s) of Clarification shall automatically become a part of the Bid 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 Bidder to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Bid, Bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this Bid.

If you should have any questions or if further clarification is needed regarding this Bid, please contact Greg Hubbard at [greg.hubbard@houstontx.gov](mailto:greg.hubbard@houstontx.gov), or at 832.393.8748.

Sincerely,

*Greg Hubbard*

Greg Hubbard  
Senior Procurement Specialist  
City of Houston, TX  
Phone: 832.393.8748

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