



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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September 2, 2015

SUBJECT: Letter of Clarification No. 2 for Street Sweeping Services for
Public Works and Engineering Department

REFERENCE: ITB No.: S23-L25469

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

- **To revise the above referenced solicitation as follows:**
 1. The bid due date is extended from Thursday, September 10, 2015 at 10:30 am **to Thursday, September 17, 2015 at 10:30 am.**
 2. Please add pages 13A of 43 and 13B of 43 attached to **Section B, Scope of Services.**

Questions and Answers

Question 1. It was my understanding that this winner will be determined via best value versus lowest bid. However, this is not mentioned in the bid. Can this be added please?

Answer: The bid was issued as an invitation to bid.

Question 2. Will inspection of the sweepers be included in determining best value?

Answer: Bid will be evaluated in accordance with specifications, terms and conditions of the solicitation.

Question 3. Where does bidder put information on past sweeping contracts?

Answer: This information should be provided in the Vendor's Questionnaire (See page 13A of 43 attached)

Question 4. There is no mention of when invoices are submitted and to whom they are submitted to.

Answer: See page 13B of 43 attached for invoicing requirements, payment address and contact.

Question 5 Are there more streets on the Northwest/Northeast section than what was included in the bid package? Bid package adds up to only 765 curb miles and contract calls for 1401 curb miles. Please advise, thanks.

Answer: The inventory consist of 1400 curb miles to be swept 4 times a year for a total of 5,600 curb miles yearly.

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 respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid. If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Roy Breaux

Roy Breaux
Procurement Specialist
City of Houston, Strategic Purchasing Division
832-393-8728

 Attached pages 13A of 43 and 13B of 43.

CONTRACTOR'S QUESTIONNAIRE

In order to receive bid award consideration, the bidder must be able to demonstrate that they are currently providing or have had at least one contract, as a prime contractor, for **Street Sweeping Services** that is similar in size and scope to this contract. The reference(s) should be included in the space provided below. Please attach another piece of paper if necessary. If references are not included with the bid, the bidder shall be required to provide such references to the City of Houston within five working days from receipt of a written request from the City of Houston to do so. **Bidder's capability and experience shall be a factor in determining the Contractor's responsibility.**

1. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years of Services: _____

2. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years of Services: _____

3. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ Years of Services: _____

20.0 INVOICES

20.1 Contractor shall submit invoices for payment in triplicate (one original and two copies) that are on Contractor's company stationary with the original signed by an authorized agent of the company. The invoice number shall not be duplicated during the term of the Contract periods. Each invoice shall detail the following information:

- 20.1.1 City Contract number and work order number with authorized signature.
- 20.1.2 Detailed description of services rendered, street address(es), and dates of service.
- 20.1.3 Total invoice costs.
- 20.1.4 Unit prices (curb mile or hours) shall be easily identified against the quoted contract pricing.
- 20.1.5 Mail invoices to the following Department:

Mail invoices to the following Departments:

City of Houston
Public Works & Engineering Department
Accounts Payable – Service Contracts
Attn: Craig Foster
P.O. Box 61449
Houston, Texas 77208-1449