



CITY OF HOUSTON
FINANCE DEPARTMENT
 Strategic Procurement Division

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Mayor

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April 6, 2015

SUBJECT: Letter of Clarification No. 5 for Facilities Maintenance Services for the General Services Department

Ref: Request for Proposal No. S30-T25319

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:

1.) Attachment Nos. 1 and 2 are hereby added to the e-bidding website at:
<http://purchasing.houstontx.gov/buyer/BidMenu.aspx?id=T25319>

Attachment No. 1 - Revised Facility OM worksheet – 7 years
 Attachment No. 2 – Performance Report Card

4.) The following question and the City of Houston’s response is hereby incorporated and made a part of the RFP.

#	Question
1	Electrical service was added for all buildings, but now there is a threshold value of \$1,000.00. We are assuming that we price the entire cost of electrical equipment maintenance (annual, etc.) for budget purposes, and we completed all work under \$1,000.00 without the need for authorization, but any cost over \$1,000.00 would require authorization even though it is budgeted for in the costing sheets. For instance if annual maintenance is \$30,000, we would include this on the pricing sheets, but we would not do the work without authorization.
Response	To clarify Plumbing and Electrical services desired by the City of Houston, please consider the following: <ul style="list-style-type: none"> Bob Lanier Building, Houston Emergency Center – Electrical/Plumbing: All necessary Preventive Maintenance annually or biannually based on best practices keeping cost in mind, all lamping, ballast replacements and all plumbing and electrical issues under \$1,000.00 such as toilet backups, faucet leaks, flush valves, bad plugs, failed switches, extra plug install etc. Any work performed will require GSD notification via work order and conversation if necessary. All work over the \$1,000.00 threshold will be performed at owner’s expense but must be approved prior to execution.

#	Question
	<ul style="list-style-type: none"> • Houston Permitting Center, Transtar, Holcombe Labs, Northeast, Northwest, Southeast and Southwest Quadrant facilities – Electrical/Plumbing: All lamping, ballast replacements and all plumbing and electrical issues under \$1,000.00 such as toilet backups, faucet leaks, flush valves, bad plugs, failed switches, extra plug install etc. Any work performed will require GSD notification via work order and conversation if necessary. All work over the \$1,000.00 threshold will be performed at owner’s expense but must be approved prior to execution. • Jesse H. Jones, Julia Idson Building and all Branch Libraries – The City of Houston General Services Department will provide all plumbing and electrical services.

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. 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 Request for Proposal, please contact me at 832-393-8736.

Richard Morris
 Richard Morris
Senior Procurement Specialist

Partnering to better serve Houston

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
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