CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner
Mayor

Jerry Adams
Chief Procurement Officer
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http://purchasing.houstontx.gov

July 16, 2020

Subject: Letter of Clarification No. 1
Cleaning and Janitorial Services for Various Departments

Reference: Request for Proposals (RFP) No.: S19-T29509

To All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:

  1. In the Title Page, **replace:** page 1 of 121, with attached page 1 of 121 marked revised 7-16-2020".

  2. In Exhibit B-4 (Package 4), **replace:** "page 86 of 121, with attached page 86 of 121 marked revised 7-16-2020".

  3. There is a revised "Fee Schedule" for Package 4 for all Proposers to submit. The Revised "Fee Schedule" is located at the following link. https://purchasing.houstontx.gov/Bid_Display.aspx?id=T29509

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 Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response to this solicitation, Proposers shall be deemed to have received all Letter(s) of Clarification and to have received all Letter(s) of Clarification and to have incorporated them into this Proposal.

If you should have any questions, please contact Roy Korthals at (832) 393-8734 or via email at buyers roy.korthals@houstontx.gov

Thank you,

Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Council Members: Amy Peck Jerry Davis Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Greg Travis Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer Sallie Alcorn
Controller: Chris B. Brown

REVISED 7-16-2020

CITY OF HOUSTON

REQUEST FOR PROPOSALS (RFP)
CLEANING AND JANITORIAL SERVICES
SOLICITATION NO.: S19-T29509

Date Issued:	July 3, 2020
Pre-Proposal Conference:	July 15, 2020@ 2:00 P.M CST Pre-Proposal Via Conference Call Conference Call # (936) 755-1521 Conference ID # 649 631 005 (Telephone must be on mute during meeting)
Pre-Proposal Questions Deadline:	July 20, 2020 @ 4:00 P.M. CST
Solicitation Due Date:	August ~~13~~ **20**,2020 @ 2:00 P.M., CST
Solicitation Contact Person:	Roy Korthals roy.korthals@houstontx.gov 832-393-8734

Project Summary: This is for a three (3) year contract with two (2) one-year options to renew annually, for a maximum five-year contract term for Cleaning and Janitorial Services for various Departments.

Project Description: This RFP is for one or more contracts for Cleaning and Janitorial Services to provide Cleaning and Janitorial Services for various departments including Houston Public Works, Fleet Management, and the Houston Airport System.

NIGP Code: 910-39 **MWBE Goal: 15%**

Jerry Adams, Chief Procurement Officer

_____, 2020

36	Northeast Water Purification Plant (#1 - Operations) - NEWPP	12550 Water Works Way (1-Floor)	HPW	20,000	DP	N	3	Monday, Wednesday, Friday	7:00AM to 3:00PM
37	Northeast Water Purification Plant (#2 - Education) - NEWPP	12550 Water Works Way (1-Floor)	HPW	7,350	DP	N	3	Monday, Wednesday, Friday	7:00AM to 3:00PM
38	Lake Houston Facility (Admin. Bldg.)	22627 Shorewood (1-Floor)	HPW	2,675	DP	N	1	Monday	7:00AM to 3:00PM
39	Annex Laboratory	1770 Sidney St. (1-Floor)	HPW	12,500	DP	N	5	Monday-Friday	7:00AM to 3:00PM
	SQ FT SUBTOTAL			**176,907**					
	OTHER HPW LOCATIONS								
40	Customer Accounts Services	4200 Leeland (3-Floors) - Main Building	HPW	30,400	DP	N	5	Monday-Friday	7:00AM to 6:00PM
41	Customer Accounts Services - Meter Shop	2700 Dalton (2 floors)	HPW	15,893	DP	N	5	Monday-Friday	7:00AM to 6:00PM
42	Purchasing Services Branch	2805 McKinney (4-Floors)	HPW	44,000	DP	N	5	Monday-Friday	7:00AM to 3:30PM
43	Customer Accounts Services	2805 McKinney (3rd-Floor)	HPW	Included Above	DP	N	5	Monday-Friday	6:30AM to 3:00PM
44	**EB Cape Center**	**4501 Leeland**	**HPW**	**27,000**	**DP**	**N**	**5**	**Monday-Friday**	**11:00 AM – 7:00 PM**
	SQ FT SUBTOTAL			**~~90,293~~ 117,293**					
	HPW TOTAL SQUARE FOOTAGE			**~~506,600~~ 533,600**					

PACKAGE 5 – OVERVIEW
General Location: Various
Department: Houston Public Works (HPW)
Total Square Footage: 506,600
Types of Services: Janitorial, Porter, Recycling, OWS

Legend:
DP: Day Porter Service
EC: Evening Crew Service
NC: Night Crew Service
RC: Roving Crew Service
FCO: Floor Care Only Service