



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

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September 16, 2020

Subject: Letter of Clarification No. 10
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 Part III – Evaluation and Selection Process, **replace:** “pages 94 and 96 of 121, with attached pages 94 and 96 of 121 marked revised 9-16-2020”.

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,

A handwritten signature in black ink that reads "Jerry Adams" with a stylized flourish at the end.

Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

- Deciding what policies or procedures they would utilize in order to enable employees to address and complaints they may have with management regarding wages, hours, or other terms and conditions of employment.

3.5 To the degree and the number of Offeror(s) have had unfair labor practice charges against them with the National Labor Relations Board (NLRB) within the last ten years

3.6 To the level of quality of Offerors providing additional information they believe will explain their plan for maintaining labor peace or its history of labor relations.

4.0 Cost: (40 Points)

THE PRICE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE that is clearly marked with the RFP title and solicitation number and the label "Price Proposal".

5.0 M/WBE Participation (Pass/Fail)

Note: The Hire Houston First (HHF) Program can be found in the City of Houston's Code of Ordinances (the "Code"), Ch. 15, Article XI. At the conclusion of scoring Proposals, preference points shall be distributed in the following manner:

- 3 Points: For Proposer whose firm is a local business residing within the local area as defined by section 15-176 of the Code.
- 0 Points: For Proposer whose company does not reside within Houston city limits, or within the local area as defined by section 15-176 of the Code.

F. ADDITIONAL RELATED SERVICES

In submitting its Proposal, Proposer(s) shall indicate a willingness to negotiate future potential additional services deemed appropriate for cleaning and janitorial as provided herein, or deemed necessary and/or desirable by the City.

PART IV – SUBMISSION OF PROPOSAL

A. Instructions for Submission

1. Number of Copies. Submit **two (2)** printed copies of the Technical Proposal, including one (1) printed original signed in BLUE ink, and ~~five (5)~~ **one (1)** non-password protected electronic copy ~~ies~~ of the Technical Proposal on ~~five (5)~~ **one (1) separate thumb drives** sealed in a separate single envelope bearing the assigned solicitation number (located on the first page of this RFP document) to:

City Secretary's Office
City Hall Annex, Public Level
900 Bagby Street
Houston, Texas 77002

Submit **One (1)** printed copies of the Price Proposal/ Fee Schedule in a separate single sealed envelope bearing the assigned solicitation number (located on the first page of this RFP document) and clearly identifying to content as the Price Proposal/ Fee Schedule to the location provided above.

The City shall bear no responsibility for submitting responses on behalf of any Proposer. Proposer(s) may submit their Proposal to the City Secretary's Office any time prior to the stated deadline.

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without the approval of the City. Any approved substitutions must be with personnel of equal or better qualifications. In addition, any other commitments must not conflict with the level of commitment proposed for this project.

- b. Provide names and titles of key personnel and an organizational chart of your proposed project team. Provide professional resumes of all key personnel.
6. Knowledge and Experience: Provide detailed relevant information about Proposer's knowledge and experience, including:
- 6.1 Summarize three or more deployments (in similar size and scope to this RFP), with brief descriptions that demonstrate Proposer's experience providing cleaning and janitorial services for a major metropolitan area;
 - 6.2 Submit a written plan of action on how Proposer will meet the City's cleaning and janitorial services requirements;
 - 6.3 Company track record: Provide a brief summary of company's background history, number of years in business, total number of employees, key personnel and their availability to be deployed on this project for the City.
 - 6.4 Detailed experience in cleaning and janitorial services, that are similar in type, scope, and magnitude of that described in the scope of work.
 - 6.5 Submit a list of key resources and any achievements.
 - 6.6 Experience with any local/state/federal regulatory authorities.
 - 6.7 Submit strength of firm's management, staffing and support staff, and the level of thoroughness and detail provided in the organizational chart showing the chain of command of all proposed key personnel, their functions, and their responsibilities.
 - 6.8 Provide key personnel certifications and/or licenses.
7. Client References: Provide reference name and contact information for three (3) clients for whom Proposer has provided similar services to municipalities within the past three (3) years. Provide size and scope of each project with brief descriptions of the projects. Specifically, provide the following:
- 7.1 Name and location of project(s);
 - 7.2 "CURRENT" reference contact name, telephone numbers, and e-mail addresses;
 - ~~7.3~~ **Total number of spaces managed (off-street and on-street);**
 - ~~7.4~~ **7.3** Deployment completion date(s) or current status;
 - ~~7.5~~ **7.4** List any key cleaning and janitorial services that may distinguish your company from the competition.
8. Management Plan:
- 8.1 Provide a description of management approach and how firm supports accomplishing the work described herein. Describe your organization sufficiently to enable evaluators to understand the proposed structure, staffing, distribution of authority, and distribution of work functions.
 - 8.2 Discuss the use of sub-contractors and illustrate how firm will secure qualified subcontractors and manage their performance; and describe how firm will provide opportunities for small and disadvantaged businesses.
 - 8.3 Describe the approach for the transition from the current contract and achieving full contract capability on the first day of the new contract. Illustrate how firm will ensure the necessary staffing, equipment, materials, supplies, and management systems will be in place.