CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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September 17, 2020

Subject: Letter of Clarification No. 11
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 9-17-2020".

  2. In Part I – General Information, **replace:** "page 4 of 121, with attached page 4 of 121 marked revised 9-17-2020".

  3. In Part II – Scope of Work, **replace:** "pages 13 and 14 of 121, with attached pages 13 and 14 of 121 marked revised 9-17-2020".

  4. In Exhibit B-2 – Cleaning and Janitorial Services (Package Two), **replace:** "page 81 of 121, with attached page 81 of 121 marked revised 9-17-2020".

  5. There is a revised "Fee Schedule" for Package 2 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

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

Thank you,

Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

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Controller: Chris B. Brown

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:	**August 12, 2020** @ 4:00 P.M. CST
Solicitation Due Date:	~~September 24, 2020~~ **October 15, 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

Sept 17, **2020**

Date

PART I – GENERAL INFORMATION

A. General Information

The City of Houston ("City") is currently seeking services of qualified Contractors to submit proposals related to Cleaning and Janitorial Services for various City departments. Proposals are solicited for this service for the City of Houston in accordance with the specifications, terms, and conditions as set forth in the Request for Proposal (RFP).

This RFP has been broken into five (5) separate packages as shown in Exhibits B-1 through B-5, pages 73-89 to allow for greater participation. Proposers may bid on as many or as few packages as they choose. It shall be at the City's discretion to award one or more packages to qualified Proposers. However, no single Proposer shall be awarded all five (5) packages.

During the contract period, the Contactor shall establish a close working relationship with the City and shall provide cleaning and janitorial services that will meet the City's requirements.

The Contractor shall have a minimum of five (5) years experience in providing Cleaning and Janitorial Services similar in size and scope in this RFP.

As part of the Work, the Contractor shall furnish and assume full responsibility for everything required for the orderly progress and proper execution and completion of all work services, to include all labor, supplies, materials, parts, transportation, insurance, and incidentals.

The Contractor shall only employ persons duly licensed by the State of Texas to perform the work required under this contract for which applicable Texas law requires a license.

B. City of Houston Background

The City is the fourth largest City in the United States and is composed of 23 departments with multiple physical locations throughout the geographical boundaries of the City. The City has approximately 23,000 employees with approximately 500 employees involved in the procurement and/or contracting process. Contracts where the City must pay in excess of $50,000 are routed to City Council for approval. The annual volume of contracts and purchase orders issued by the City in the last five years has ranged from 19,000 to 23,000.

C. Solicitation Schedule

Listed below are the important dates for this Request for Proposals (RFP).

EVENT	DATE
Date of RFP Issued	July 3, 2020
Pre-Proposal Conference	July 15, 2020
Questions from Proposers Due to City	August 12, 2020
Proposals Due from Proposers	~~September 24~~ **October 15,** 2020
Notification of Intent to Award (*Estimated*)	~~November 27~~ **November 27,** 2020
Council Agenda Date (Estimated)	~~December 2, 2020~~ **January 13, 2021**
Contract Start Date (*Estimated*)	~~January 7, 2021~~ **January 28, 2021**

21.0 CODES, ORDINANCES, AND REGULATIONS:

21.1 All work performed under this Contract shall be subject to applicable local, state, and federal codes, laws, ordinances, and regulations; and the Contractor shall be responsible for ascertaining whether or not the work defined by these specifications complies with the aforementioned.

22.0 CONTROL OF PREMISES:

22.1 Access to the areas within the City facilities by Contract employees shall be limited to those employees whose names are on file with Director/Designee of each respective department as being assigned to that site, or as the Contractor's off-site support personnel who may be called upon to assist on-site staff in accomplishing work.

22.2 The Contractor, and its employees shall adhere at all times to security and identification measures established and implemented by the City and each respective department at these facilities.

22.3 The Contractor shall keep a record of any and all keys distributed to its employees and provide the Facility Superintendent or Designee with the same records.

22.4 Routine cleaning and janitorial maintenance services shall be performed, and the Contractor shall have access into the buildings, throughout the twenty-four (24) hours in each day and on each of the seven (7) days of the week, including holidays.

22.5 Although the Contractor shall have access to the building twenty-four (24) hours per day, routine cleaning and janitorial services shall be scheduled during normal office hours in the facility's administrative sections of certain facilities.

22.6 The Contractor shall confer with the Facility Superintendent or Designee to coordinate work schedules of cleaning and janitorial crews around times of anticipated high activity and occupancy level in various areas throughout the facility

22.7 When necessary, cleaning and janitorial personnel shall work behind locked doors in areas requiring extra security measures, as designated by the Facility Superintendent or Designee and/or Director. All doors in these areas shall be closed and locked when cleaning is complete. In addition, at no time shall any door be propped open. All lights, when appropriate, shall be turned off in unoccupied areas immediately after completing cleaning and janitorial work.

23.0 CONTRACTOR'S ON-SITE ~~OFFICE~~/STORAGE:

23.1 The City shall provide the Contractor with on-site ~~**office space, workroom, and**~~ storage, at a location where such space is available.

23.2 Use of this space by the Contractor, for its **storage area** ~~**use as an office and work area**~~ shall be for the term of the Contract period.

23.3 Use of any other space or areas on-site by the Contractor shall be at the discretion of the Facility Superintendent/Designee.

23.4 The City shall not be responsible or liable for any lost, stolen or damaged equipment or supplies belonging to the Contractor which are stored on-site for the term of the Contract.

23.5 The Contractor agrees, at the end of the Contract period or upon Contract termination, to return to the City all ~~shop space,~~ storage areas~~, and workspace~~ in a condition equal to or better than it was when first provided to the Contractor for its use.

24.0 UTILITIES:

24.1 The City shall provide the Contractor with utilities as required to perform the work specified herein at existing outlets and connections at no cost to the Contractor.

24.2 The Contractor shall be permitted use of the facilities sanitary and storm sewer systems, at no cost to the Contractor in the performance of the work.

24.3 Solid waste pickup services shall be provided at no cost to the Contractor for materials related to service performed at the facility. Larger items, such as old parts, crates, and broken equipment shall be disposed of off-site at Contractors expense.

24.4 Electrical power at existing receptacles and natural gas at existing distribution valves shall be provided at no cost to the Contractor.

24.5 The Contractor shall arrange and be responsible for all other services and costs unless otherwise agreed to by the Director and/or Designee of each department.

25.0 UNIFORMS:

25.1 All Contractor employees, as well as any employees of the Contractor's subcontractors, shall wear a distinctive uniform and identification card bearing a recent color photograph of the employee. The Contractor shall provide such uniforms and identification cards.

25.2 All uniforms shall be the same and contain the name of the Contractor and the employee.

25.3 Uniforms worn by the Contractor's employees must be different, in both design and color, from those worn by City employees. Uniforms shall be subject to approval by the City prior to the start of the contract.

26.0 REPAIR OF DAMAGE TO CITY PROPERTY:

26.1 The Contractor is responsible for and bears the cost of all damage to City property caused by the Contractor, its employees, or by other personnel associated with the Contractor, including, but not limited to, the Contractor's agents and subcontractors. Such responsibility includes, but is not limited to, damage due to the carelessness or neglect of the Contractor or its agent, employees, or subcontractors.

26.2 The Contractor shall report to the Facility Superintendent or Designee, without delay, any and all damage to the City's equipment, furnishings or property caused by the Contractor's employees.

26.3 The Contractor shall be liable for any and all necessary repairs or replacements to property damaged by its employees.

26.4 The Contractor shall not place chairs, wastebaskets, coat trees, or similar items on tables, desks, work surfaces, cabinets, or other furnishings belonging to the City.

26.5 The Director or Designee shall have the final authority when resolving any issues regarding the responsibility for repairs under this Contract. This is inclusive of the determination of

12	HAS Fuel Farm (Restroom) - Disinfecting	9016 Randolph St. 9016 Randolph St. Houston, TX 77061	HAS	60	Disinfecting	N	10 (2x daily M-F)	10 (2x daily M-F)	10 (2x daily M-F)	RC 8:00 a.m. – 4:00 p.m.; EC after 4:00 p.m.
13	Price Compressor Facility (2 Restrooms)	7752 Braniff St, Houston, TX 77061	HAS	264	RC; EC	N	7	5	3	RC 8:00 a.m. – 4:00 p.m.; EC after 4:00 p.m.
14	Price Compressor Facility (2 Restrooms) - Disinfecting	7752 Braniff St, Houston, TX 77061	HAS	264	Disinfecting	N	10 (2x daily M-F)	10 (2x daily M-F)	10 (2x daily M-F)	RC 8:00 a.m. – 4:00 p.m.; EC after 4:00 p.m.
15	Main Terminal Nonsterile - Disinfecting	7800 Airport Blvd., Houston, TX 77051	HAS	~~48,580~~ **149,389**	Disinfecting	N	14 (2x daily)	14 (2x daily)	14 (2x daily)	RC 8:00 a.m. – 4:00 p.m.; EC after 4:00 p.m.
	HOBBY AIRPORT (HOU) TOTAL SQUARE FOOTAGE			**~~114,678~~ 215,487**						

OTHER WORK SERVICES

OWS LABOR FEES	UOM	YR 1	YR 2	YR 3	YR 4	YR 5
Labor Straight Time	hr.					
Labor Holiday	hr.					
Labor Overtime	hr.					
Labor Emergency	hr.					

PACKAGE 2 – OVERVIEW
General Location – Hobby Airport (HOU)
District: I
Department: Houston Airport System (HAS)
Total Square Footage – ~~114,678~~ **215,487**
Types of Services: Janitorial, Porter, Recycling, OWS, Disinfecting

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