



**CITY OF HOUSTON**  
**FINANCE DEPARTMENT**  
 Strategic Procurement Division

**Sylvester Turner**

Mayor

Jerry Adams  
 Chief Procurement Officer  
 P.O. Box 1562  
 Houston, Texas 77251-1562

T. 832.393.9126  
<http://purchasing.houstontx.gov>

July 23, 2020

**Subject:** Letter of Clarification No. 3  
 Cleaning and Janitorial Services for Various Departments

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

To All Prospective Proposers:

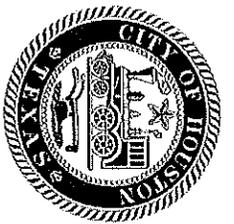
This Letter of Clarification is issued for the following reasons:

- To schedule site visits for the above referenced solicitation as follows:
  1. To schedule site visits at the Fleet Management Department (FMD), Houston Public Works (HPW), and the Houston Airport System (HAS).

Fleet Management Department:

All proposers attending scheduled site-visits shall be required to wear face masks and gloves. Proposers shall also be required to coordinate with the FMD due to strict requirements of visitors.

Location	Date	Time	Person of Contact	Telephone Number
5900 Teague	7/29/2020	9:00 AM	Richard Caston	832-395-3968
5500 McCarty	7/29/2020	10:00 AM	Patrick Marcus	832-395-4797
1700 Crosstimbers	7/29/2020	11:00 AM	Brian Feller	832-395-4186
2701 Dalton	7/29/2020	12:00 Noon	Miller Griffin	832-395-5377
100 Jahpet (Lube)	7/30/2020	10:30 AM	Tuong Lam	832-395-4320
100 Japhet (Light Duty)	7/30/2020	9:30 AM	Paulino Orozco	832-395-4272
802 Burress	7/30/2020	8:30 AM	Carlos Del Toro	832-395-4088
100 Japhet (Heavy)	7/30/2020	10:30 AM	John Fendley	832-395-4269



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**Houston Public Works:**  
Proposers shall be required to meet the following criteria to participate in site visits.

- Vendor is required to e-mail Darcia Moon ([darcia.moon@houstontx.gov](mailto:darcia.moon@houstontx.gov)) their date, time and location(s) of the sites that the Vendor plans to visit.
- Only one representative per site visit (it **does not** have to be the same person for each visit).
- All Vendors are required to wear the proper protective gear (masks and gloves).
- There are only 5 spaces available per time period (that is a total of 10 for each location).

FACILITY	ADDRESS	DATE	START TIME (1st Walk thru)	START TIME (2nd Walk thru)	SITE CONTACT
WWO - 69th Street - Complex	2525 S/Sgt Macario Garcia (1-Floor)	8/3/2020	9:00 AM	11:00 AM	Ilanga Priyanke
WWO-Groveyway Administration Bldg.	4545 Groveyway (2-Floors)	8/3/2020	1:00 PM	3:00 PM	Navella Richard
DRK WTR-Ardmore Complex	7027 Ardmore	8/4/2020	9:00 AM	11:00 AM	Mike Fielden
DRK WTR-East Water Purification Plant	2300 Federal Rd	8/4/2020	1:00 PM	3:00 PM	Patsy Wheatfall
Customer Accounts Services	4200 Leeland	8/5/2020	9:00 AM	11:00 AM	Donald Bell
EB CAPE	4501 Leeland	8/5/2020	1:00 PM	3:00 PM	Robert Williams
Transp & Drainage Ops	2200 Patterson	8/6/2020	9:00 AM	11:00 AM	John Brown
Transp & Drainage Ops	2701 Dalton	8/6/2020	1:00 PM	3:00 PM	Ivan Marquez
Purchasing Svc Branch/CAS	2805 McKinney (4-Floors)	8/7/2020	9:00 AM	11:00 AM	Albert Reyes

**Council Members:** Amy Peck Jerry Davis Abbie Karim 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  
**Controllor:** Chris B. Brown



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Houston Airport System:

All proposers attending scheduled site-visits shall be required to wear face masks and gloves. Person of contract for site visits is Aaron Hussain (281-233-7363 or [aaron.hussain@houstontx.gov](mailto:aaron.hussain@houstontx.gov)). Proposers shall also be required to bring their own vehicles and follow HAS personnel.

FACILITY	ADDRESS	DATE	TIME
Intercontinental Airport (IAH)	111 Standifer	7-27-2020	8:00 AM
Hobby Airport (HOU)	8800 Paul B Koonce	7-27-2020	11:00 AM
Ellington Field (EFD)	11602 Aerospace Blvd.	7-27-2020	1:00 PM

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](mailto:roy.korthals@houstontx.gov)

Thank you,

Jerry Adams, Chief Procurement Officer  
 Finance/Strategic Procurement Division