

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

**Sylvester Turner**

Mayor

Jerry Adams  
Chief Procurement Officer  
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July 30, 2020

Subject: Letter of Clarification No. 5  
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:

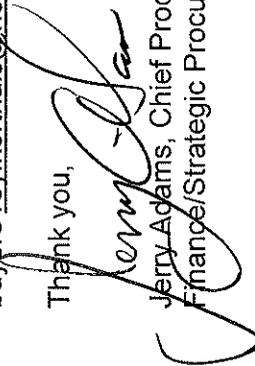
- To revise the above referenced solicitation as follows:

1. In Exhibit B-4 (Package 4), **replace**: “pages 84, 85, 86, and 87 of 121, with attached pages 84, 85, 86, and 87 of 121 marked revised 7-30-2020”.
2. In Exhibit B-5 (Package 5), **replace**: “page 88 of 121, with attached pages 88 of 121 marked revised 7-30-2020”.
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](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 [roy.korthals@houstontx.gov](mailto: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 Karia Cisneros  
Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer Sallie Alcorn  
**Controller:** Chris B. Brown

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**EXHIBIT B-4  
CLEANING AND JANITORIAL SERVICES - PACKAGE FOUR  
HOUSTON PUBLIC WORKS**

Count	Location	Location Address	Dept	Sq.ft	Type of Service	Paper Products (Y / N)	Number of Days per Week	Days of Operation	Times Of Operation
	<b>HPW WASTEWATER OPERATIONS</b>				DP				
1	Southwest WWTP (Admin. Bldg.)	4211 Beechnut (2-Floors)	HPW	12,000	DP	Y	3	Monday, Wednesday, Friday	7:00AM to 3:00PM
2	Southwest WWTP (Elect. Bldg.)	4211 Beechnut (1-Floor)	HPW	4,000	DP	Y	3	Monday, Wednesday, Friday	7:00AM to 3:00PM
2	WasteWater Operations Lab	10500 Bellaire (1-Floor)	HPW	31,000	DP	Y	5	Monday-Friday	7:00AM to 4:00PM
3	Cullen Service Center (Admin. Bldg.)	7440 Cullen (2-Floors)	HPW	24,000	DP	Y	5	Monday-Friday	6:30AM to 2:30PM
4	Cullen Service Center (Modular Bldg.)	7440 Cullen (1-Floor)	HPW	5,500	DP	Y	5	Monday-Friday	6:30AM to 2:30PM
5	Almeda Sims WWTP (Maint. Bldg.)	12319 1/2 Almeda Rd. (First Floor)	HPW	4,500	DP RC	Y	2	Tuesday & Thursday	7:00AM to 3:00PM
6	Almeda Sims WWTP (Admin. Bldg.)	12319 1/2 Almeda Rd. (1-Floor)	HPW	5,000	DP RC	Y	2	Tuesday & Thursday	7:00AM to 3:00PM
7	Almeda Sims WWTP (Sludge Processing Bldg.)	12319 1/2 Almeda Rd. (Second Floor)	HPW	4,000	DP RC	Y	2	Tuesday & Thursday	7:00AM to 3:00PM
8	Groveyway Administration Bldg.	4545 Groveyway (2-Floors)	HPW	22,000	DP	Y	5	Monday-Friday	7:00AM to 3:30PM
10	<del>Groveyway Trailer</del>	<del>4545 Groveyway (1-Floor)</del>	<del>HPW</del>	<del>5,500</del>	<del>DP</del>	<del>Y</del>	<del>5</del>	<del>Monday-Friday</del>	<del>7:00AM to 3:30PM</del>
9	<b>Groveyway Modular Building</b>	<b>4550 Groveyway (1-Floor)</b>	HPW	5,500-5,000	DP	Y	5	Monday-Friday	7:00AM to 11:00AM
10	Sims Bayou WWTP - Bldg. C (Operations Bldg.)	9500 Lawndale (1-Floor)	HPW	4,000	DP	Y	5	Monday-Friday	8:00AM to 12:00PM
11	Sims Bayou WWTP - Bldg. D (Maint. Bldg.)	9500 Lawndale (2-Floors)	HPW	2,000	DP RC	Y	3	Monday, Wednesday, Friday	8:00AM to 3:00PM
12	Northwest WWTP	5423 Magnum (2-Floors)	HPW	9,000	DP	Y	3	Monday, Wednesday, Friday	7:00AM to 3:00PM 11:00AM
13	Sims South WWTP (Elect. Bldg.)	3100 Old Galv. Rd. (1-Floor)	HPW	7,000	DP	Y	2	Tuesday & Thursday	7:00AM to 3:00PM 11:00AM
14	Sims South WWTP (Eng. Bldgs. 1A & 2A)	3100 Old Galv. Rd. (1-Floor)	HPW	6,700	DP RC	Y	3	Monday, Wednesday, Friday	7:00AM to 3:00PM
15	Sims South WWTP (Admin. / Maint. Bldg.)	3100 Old Galv. Rd. (1-Floor)	HPW	4,000	DP	Y	2	Tuesday & Thursday	7:00AM to 3:00PM 11:00AM
16	Sims South WWTP (Eng. Bldgs. 1B & 2B)	3100 Old Galv. Rd. (1-Floor)	HPW	2,700	DP RC	Y	3	Monday, Wednesday, Friday	7:00AM to 3:00PM
17	<b>Sims South WWTP (Modular Bldg. D)</b>	<b>3100 Old Galv. Rd. (1-Floor)</b>	HPW	5,000	RC	Y	3	Monday, Wednesday, Friday	7:00AM - 3:00PM
18	69th Street Sludge Facility (Admin. Bldg.)	2525 S/Sgt Macario Garcia (1-Floor)	HPW	14,500	DP RC	Y	3	Monday, Wednesday, Friday	7:00AM to 3:00PM

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19	69th Street Sludge Facility (Plant Bldg.)	2525 S/Sgt Macario Garcia (3rd & 4th-Floors)	HPW	3,000	DP RC	Y	3	Monday, Wednesday, Friday	7:00AM to 3:00PM
20	69th Street WWTP (Admin. Bldg.)	2525 S/Sgt Macario Garcia (1-Floor)	HPW	24,000	DP	Y	5	Monday-Friday	7:30AM to 4:00PM
21	69th Street WWTP (Maint. Bldg.)	2525 S/Sgt Macario Garcia (2-Floors)	HPW	13,000	DP	Y	5	Monday-Friday	7:30AM to 4:00PM 12:00PM
22	Keegans Bayou WWTP (Sludge Control & Operations Bldgs.)	9400 White Chapel Ln. (1-Floor)	HPW	5,500	DP	Y	2	Tuesday & Thursday	7:00AM to 3:00PM 11:00AM
23	Upper Braes Bayou WWTP	13525 W. Houston Center Blvd. (1-Floor)	HPW	5,500	DP	Y	3	Monday, Wednesday, Friday	7:00AM to 11:00PM
24	Northbelt WWTP	14506 Smith Rd. (1-Floor)	HPW	2,500	DP	Y	3	Monday, Wednesday, Friday	7:00AM to 3:00PM 10:00AM
25	Int. Airport WWTP	2450 Rankin Rd. (1-Floor)	HPW	3,000	DP	Y	3	Monday, Wednesday, Friday	7:00AM to 3:00PM 11:00AM
26	Beltway WWTP	10518 Bellaire (1-Floor)	HPW	5,500	DP	N	1	Wednesday	7:00AM to 3:00PM 10:00AM
27	Willowbrook WWTP	7101 W. Greens (1-Floor)	HPW	4,000	DP	N	1	Wednesday	7:00AM to 3:00PM 10:00AM
28	Japhet Service Center (Modular Bldgs. K & L)	100 Japhet (1-Floor)	HPW	6,000	DP	Y	5	Monday-Friday	7:00AM to 12:00PM
29	Japhet Service Center (Modular Bldg. 2)	400 Japhet (1-Floor)	HPW	3,000	DP	Y	5	Monday-Friday	7:00AM to 3:00PM
	<b>SQ FT SUBTOTAL</b>			<b>239,900</b>					
	<b>HPW DRINKING WATER OPERATIONS</b>								
29	Central	105 Sabine (2-Floors)	HPW	7,200	DP	N	5	Monday-Friday	7:00AM to 3:00PM
30	Maintenance Management Facility (MMF) (Leed Certified - Green Building)	7027 Ardmore (2-Floors)	HPW	67,000	DP	N	5	Monday-Friday	7:00AM to 3:00PM
31	East Water Purification Plant (EWPP)	12555 Clinton Rd. (2-Floors)	HPW	20,814	DP	N	5	Monday-Friday	7:00AM to 3:00PM
32	East Water Purification Plant (EWPP)	2300 Federal Rd. (3-Floors)	HPW	18,574	DP	N	5	Monday-Friday	7:00AM to 3:00PM
33	Southeast Water Purification Plant (SEWPP)	3100 Genoa Red Bluff (1-Floor)	HPW	17,238	DP	N	5	Monday-Friday	7:00AM to 3:00PM
34	Southeast Water Purification Plant (TM2 Bldg.)	3100 Genoa Red Bluff (1-Floor)	HPW	3,556	DP	N	5	Monday-Friday	7:00AM to 3:00PM

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35	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
36	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
37	Lake Houston Facility (Admin. Bldg.)	22627 Shorewood (1-Floor)	HPW	2,675	DP	N	1	Monday	7:00AM to 3:00PM
38	Annex Laboratory	1770 Sidney St. (1-Floor)	HPW	12,500	DP	N	5	Monday-Friday	7:00AM to 3:00PM
	<b>SQ FT SUBTOTAL</b>			<b>176,907</b>					
	<b>HPW TRANSPORTATIONS DRAINAGE OPERATIONS</b>								
39	Transportation Drainage Operations	5500 McCarty (Administrative Offices, Break Room, Restrooms (2), Conference Room Hallways)	HPW	64,150	DP	Y	5	Monday-Friday	7:00AM – 3:00PM
40	Transportation Drainage Operations	2200 Patterson (Administrative Offices, Break Room, Restrooms (2), Conference Room Hallways)	HPW	37,220	DP	Y	5	Monday-Friday	7:00AM – 3:00PM
41	Transportation Drainage Operations	8002 Airline	HPW	17,910	DP	Y	4	Tuesday - Friday	7:00AM – 3:00PM
42	Transportation Drainage Operations	22615 Shorewood (Administrative Offices, Break Room, Restrooms (2), Conference Room Hallways)	HPW	2,000	DP	Y	5	Monday – Friday	7:00AM – 3:00PM
43	Transportation Drainage Operations	1700 E. Crosstimbers (Administrative Offices, Break Room, Restrooms (2), Conference Room Hallways)	HPW	2,016	DP	Y	5	Monday – Friday	7:00AM – 3:00PM
44	Transportation Drainage Operations	2701 Dalton (Administrative Offices, Break Room, Restrooms (2), Conference Room Hallways)	HPW	21,785	DP	Y	4	Tuesday – Friday	7:00AM – 3:00PM
45	Transportation Drainage Operations	5900 Teague (Administrative Offices, Break Room, Restrooms (2), Conference Room Hallways)	HPW	4,900	DP	Y	5	Tuesday – Friday	7:00AM – 3:00PM
46	Transportation Drainage Operations	747 Evergreen (Administrative Offices, Break Room, Restrooms (2), Conference Room Hallways)	HPW	4,900	DP	Y	5	Monday – Friday	7:00AM – 3:00PM
	<b>SQ FT SUBTOTAL</b>			<b>154,881</b>					

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OTHER HPW LOCATIONS									
47	Customer Accounts Services	4200 Leeland (3-Floors) - Main Building	HPW	30,400	DP	N	5	Monday-Friday	7:00AM to 6:00PM
48	Customer Accounts Services - Meter Shop	2700 Dalton (2 floors)	HPW	15,893	DP	N	5	Monday-Friday	7:00AM to 6:00PM 4:00PM
49	Purchasing Services Branch	2805 McKinney (4-Floors)	HPW	44,000	DP	N	5	Monday-Friday	7:00AM to 3:30PM
50	Customer Accounts Services	2805 McKinney (3 <sup>rd</sup> -Floor)	HPW	Included Above	DP	N	5	Monday-Friday	6:30AM to 3:00PM 7:00AM - 7:00PM
51	EB Cape Center	4501 Leeland	HPW	27,000	DP	N	5	Monday-Friday	11:00 AM - 7:00 PM
SQ FT SUBTOTAL				117,293					
HPW TOTAL SQUARE FOOTAGE				533,600 688,981					

**PACKAGE 5 – OVERVIEW**

General Location: Various  
 Department: Houston Public Works (HPW)  
 Total Square Footage: 533,600 688,981  
 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

**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.					

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**EXHIBIT B-5  
CLEANING AND JANITORIAL SERVICES - PACKAGE FIVE  
FLEET MANAGEMENT DEPARTMENT (FMD)**

Count	Location	Location Address	Dept	Sq. ft.	Type of Service	Paper Products (Y / N)	Number of Days per Week	Days of Operation	Times of Operation
	<b>FLEET MANAGEMENT DEPARTMENT (FMD)</b>								
1	Japhet Fleet Maintenance Facility Service Center (Bldgs. A,B,C,I, J)	100 Japhet, Houston, TX 77020	FMD	62,694	DP	Y	5	Monday-Friday	7:00 a.m. - 3:00 p.m.
2	Burruss Fleet Maintenance Facility Service Center	802 E. Burruss, Houston, TX 77022	FMD	30,249	RC	Y	2	Monday and Thursday	7:00 a.m. - 3:00 p.m.
3	Crosstimbers Fleet Maintenance Facility Service Center	1700 E. Crosstimbers, Houston, TX 77093	FMD	26,150	RC	Y	5	Monday-Friday	7:00 a.m. - 3:00 p.m.
4	Dalton Fleet Maintenance Facility Service Center	2700 2701 Dalton, Houston, TX 77017	FMD	7,500	RC	Y	2	Tuesday & Friday	7:00 a.m. - 3:00 p.m.
5	McCarty Fleet Maintenance Service Center	5440 5500 McCarty, Houston, TX 77013	FMD	26,120	RC	Y	5	Monday-Friday	7:00 a.m. - 3:00 p.m.
6	Renwick Fleet Maintenance Facility Service Center	7101 Renwick, Houston, TX 77081	FMD	7,500	RC	Y	2	Monday and Thursday	7:00 a.m. - 3:00 p.m.
7	Teague Fleet Maintenance Facility Service Center	5900 Teague, Houston, TX 77041	FMD	7,500	RC	Y	2	Tuesday & Friday	7:00 a.m. - 3:00 p.m.
	<b>FMD TOTAL SQUARE FOOTAGE</b>			<b>167,713.00</b>					

**PACKAGE 5 – OVERVIEW**

General Location: Various

Department: Fleet Management Department (FMD)

Total Square Footage: 167,713

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 Service