



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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September 2, 2020

Subject: Letter of Clarification No. 6
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 9-2-2020".
 2. In Part I, Subsection C, **replace:** "page 4 of 121, with attached page 4 of 121 marked revised 9-2-2020".

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,

Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

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 10, 2020~~ September 24, 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

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).

<u>EVENT</u>	<u>DATE</u>
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 10 September 24, 2020
Notification of Intent to Award (<i>Estimated</i>)	October 23 November 6, 2020
Council Agenda Date (<i>Estimated</i>)	December 2 December 23, 2020
Contract Start Date (<i>Estimated</i>)	December 30, 2020 January 7, 2021