



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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September 11, 2020

Subject: Letter of Clarification No. 7
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 II – Scope of Work, **replace:** “pages 52 and 53 of 121, with attached pages 52 and 53 of 121 marked revised 9-11-2020”.

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

3.38.15 Dust ceilings.

3.39 Routine Work Schedule

The Contractor shall provide HAS with a routine work schedule during Contractor's Phase-In period. The Contractor's routine work schedule shall indicate how the Contractor shall schedule and accomplish the basic services tasks identified in this Agreement and summarized in the cleaning and janitorial work schedule. The Contractor shall avoid scheduling weekly work on City holidays.

3.40 Work Completion and Inspection

The Contractor shall complete all required routine services in accordance with the routine work schedule. HAS shall inspect the Contractor's work immediately following the times designated in the routine work schedule.

3.41 City Modification of Work Schedules

HAS reserves the right to designate the specific cleaning time for those building areas whose occupants require cleaning and janitorial services to be performed during a given time period. At any time during the term of this Agreement, HAS shall give written notice of a change, addition, or deletion in the cleaning time specified. The Contractor shall adjust its routine work schedule accordingly and submit a revised schedule to HAS within five (5) normal working days after receiving a written notice from HAS.

3.42 Contractor Request for Modification of Work Schedules

The Contractor's request for alterations to basic services work schedules shall be submitted in writing to HAS for approval no later than five (5) normal working days prior to the desired effective date. Alterations shall not become effective until approved by HAS.

3.43 Interference with City Business or Personnel

Work shall be scheduled and performed so that interference with HAS business or personnel is minimized.

4.0 PERFORMANCE DEFINITION AND STANDARD – SUPPLIES AND EQUIPMENT:

4.1 The Contractor shall furnish all cleaning and janitorial maintenance supplies necessary to perform cleaning services. Supplies shall include items such as paper towels, toilet tissue, antibacterial hand soap, floor care products, and plastic trash liners, etc.

4.2 All of the services that follow are typical of the services that shall be required. The list may not be all-inclusive to all properties. Any omissions do not relieve the parties providing the services of performing those services required by HAS that are not a part of this list.

~~5.0 GREEN CLEANING FACILITIES:~~

~~5.1 HAS has buildings that are LEED Certified, and shall require Green Cleaning Methods and Green Cleaning Products. The City requires at the very minimum the same level of Green Cleaning Services that are now being provided. The City shall share the Green Cleaning manuals submitted by the current contractor to assist the Contractor with the expected services.~~

~~5.2 HAS may change/add any building listed or any new building to a Green Cleaned building. Upon request, the Contractor shall provide HAS with the cost to provide Green Cleaning at the requested facilities.~~

6.0 DAILY GENERAL CLEANING:

- 6.1 Sweep and damp mop non-carpeted floors.
- 6.2 Vacuum carpets.
- 6.3 Floors shall be cleaned and free of trash and foreign matter.
- 6.4 Carpets shall be free of dust balls, dirt, and other debris.
- 6.5 All trash receptacles shall be emptied, and trash removed from the site and replaced with receptacle liners.
- 6.6 All hard surfaces including doors, walls, floors, and ceramic tiles shall be wiped or mopped clean where liquid or foreign materials have been spilled on the surface.
- 6.7 All glass doors, glass panels, bright metal finishes, and handrails shall be cleaned.
- 6.8 Drinking fountains surfaces shall be clean, sanitized and bright, free of dust, stains, and streaks. Fountains shall be kept free of trash, coffee grounds, etc., and nozzles free from encrustation.
- 6.9 Clean and restock custodial storage space and storerooms.
- 6.10 Clean and service kitchen and coffee rooms.
- 6.11 Clean entrances, clean ashtrays at building entrances, and remove trash at entrance containers.
- 6.12 Clean marker boards.

7.0 DAILY RESTROOM CLEANING:

- 7.1 All restroom fixtures, including sinks, toilets bowls, and urinals, shall be cleaned and disinfected.
- 7.2 Sanitary napkin and tampon receptacles shall be emptied and cleaned.
- 7.3 Soap, towel, and tissue dispensers shall be cleaned and refilled at least once per day.
- 7.4 All mirrors shall be cleaned and polished clear, free of smudges, streaks or watermarks.
- 7.5 All restroom walls and partitions shall be kept from oil spots, smudges, streaks or foreign matter.
- 7.6 All ceramic tile surfaces in showers or other areas of restroom facilities shall be cleaned and polished, kept free of soap film, scale rust, stains, streaks, and mold.
- 7.7 Restrooms shall be cleaned by mopping and rinsing with an approved disinfectant