



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

**Sylvester Turner**

Mayor

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September 14, 2020

Subject: Letter of Clarification No. 8  
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 38 and 39 of 121, with attached pages 38 and 39 of 121 marked revised 9-14-2020”.
  2. There is a revised “Fee Schedule” for Package 5 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 buyers [roy.korthals@houstontx.gov](mailto:roy.korthals@houstontx.gov)

Thank you,

  
Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

REVISED 9-14-2020

marks, spots, dirt, etc., from all vinyl composition tile floors, vinyl sheet covering floors, ceramic tile floors, and brick paver floors. None of the seven (7) satellite locations area shall need the floors to be waxed or buffed.

1.3 General Cleaning – Two Times per Year

1.3.1 All V.C. tile, vinyl, and sheet covering, shall be completely stripped and re-waxed with two - three (2 -3) finish coats of wax. Ceramic floor tile, brick paver, and other hard surfaced floors shall be completely stripped and sealer finished with two - three (2 - 3) coats of finish. Machine-scrub all ceramic tile restroom and shower room floors using grout-hog as necessary to remove all dirt and build-up from grout joints. Restroom, shower room, and locker room floors shall receive two (2) coats of sealer and finish.

1.3.2 There shall not be any dust streaks on desks or other office equipment. If there is any paper on desks, paper shall not be disturbed

1.3.3 Carpet shall be shampooed more frequently, at some locations to maintain cleanliness.

2.0 CLEANING SCHEDULE FOR THE FLEET MANAGEMENT DEPARTMENT (FMD):

2.1 100 Japhet: Buildings A-B-C-I-J

Day cleaning services shall be performed Monday through Friday, and cleaning shall be conducted between the hours of 7:00 a.m. and 3:00 p.m., CST.

- 2.1.1 Administrative Offices – 1<sup>st</sup> and 2<sup>nd</sup> Floors.
- 2.1.2 Building I – Lube Shop Offices.
- 2.1.3 Building I – Tire Shop Offices.
- 2.1.4 Building I - Breakroom, Restrooms (2), and Superintendent Area.
- 2.1.5 Building B – State Inspection Office/Restroom.
- 2.1.6 Building C – Welding Shop Office / Restroom.
- 2.1.7 Building J - Parts Room.

2.2 802 Burress

Day cleaning services shall be performed only Monday and Thursday, and cleaning shall be conducted between the hours of 7:00 a.m. and 3:00 p.m., CST **for up to 2 hours.**

- 2.2.1 Break Room (One restroom).
- 2.2.2 Upstairs Office
- 2.2.3 Downstairs Office, Stairs, and Hallway.
- 2.2.4 Small Office in Garage.

2.3 1700 Crosstimbers

Day cleaning services shall be performed Monday through Friday, and cleaning shall be conducted between the hours of 7:00 a.m. and 3:00 pm CST **for up to 2 hours.**

- 2.3.1 Administrative Offices.
- 2.3.2 Break Room and two (2) Restrooms.
- 2.3.3 Conference Room.
- 2.3.4 Hallways

2.4 2701 Dalton

Day cleaning shall services be performed Tuesday and Friday, and all cleaning shall be conducted between the hours of 7:00 a.m. and 3:00 p.m., CST **for up to 2 hours.**

2.4.1 Break room and two (2) Restrooms.

2.5 5500 McCarty

Day cleaning services shall be performed Monday through Friday, and all cleaning shall be conducted between the hours of 7:00 a.m. and 3:00 p.m., CST for up to 2 hours.

12.5.1 Administrative Offices.

12.5.2 Break Room and two (2) Restrooms.

12.5.3 Conference Room.

12.5.4 Hallways.

2.6 7101 Renwick

Day cleaning shall be performed Monday and Thursday, and all cleaning shall be conducted between the hours of 7:00 a.m. and 3:00 p.m., CST for up to 2 hours.

2.6.1 Break Room, two (2) Restrooms, and an Automotive Service Writer Office.

2.6.2 Three (3) Restrooms Adjacent to the Service Writer Office.

2.7 5900 Teague

Day cleaning services shall be performed on Tuesday and Friday, and all cleaning shall be conducted between the hours of 7:00 a.m. and 3:00 p.m., CST for up to 2 hours.

2.7.1 Break Room and two (2) Restrooms.

2.7.2 Two (2) Administrative Offices

**3.0 WORK VERIFICATION:**

3.1 When scheduled for work, the Contractor's personnel shall check in at the offices of the Facility Managers. The Contractor shall present work orders or schedule. At that time, additional instructions, if any, shall be provided by the Facility Managers. When the work is completed, or upon cessation of work, the Contractor shall return to the Facility Manager and complete the City Service Log describing services and procedures utilized for the schedule work with appropriate follow-up actions if needed. The Facility Manager shall verify and approve the City Service Log (CSL) and the Contractor's work order. A copy of the signed log and work order, with approval signature and employee ID number, shall be submitted with the Contractor's invoice for payment. Invoices submitted without the appropriate City log and work order approval will not be processed for payment until proper documentation is received. The Contractor shall send separate invoices to the individual Facility Managers as requested by Department staff.

**4.0 FMD INVOICING ADDRESS:**

4.1 The Contractor shall invoice the City and the City shall make payment in accordance with Section 3.0, Work Verification, of this Agreement. The Contractor invoices for those costs specified in the Contract Fee Schedule must include itemization justifying the amounts as invoiced. Separate invoices for each facility must be provided. The itemization shall be in accordance with the Contract Fee Schedule and shall include, but is not be limited to the following:

4.1.1 Each invoice (in duplicate) shall be delivered, mailed or emailed to the individual facility managers of the General Services Department. The Contractor is responsible to verify GSD's correct mailing address.