



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

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Mayor

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December 13, 2022

Subject: Letter of Clarification No. 1  
Security Guard Services

Reference: Request for Proposals (RFP) No.: S19-T32472

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 IV, Evaluation and Selection Process, **replace:** "page 79 of 134, with attached page 79 of 134 marked revised 12-13-2022".
  2. In Part V, Submission of Proposal, **replace:** "page 84 of 134, with attached page 84 of 134 marked revised 12-13-2022".
  3. In Part IX, Required Forms to be Submitted with Proposal, **replace:** "page 91 of 134, with attached page 91 of 134 marked revised 12-13-2022".
  4. In Exhibit X, Profit Bid Form, **add:** "page 134 of 134, with attached page 134 of 134 marked revised 12-13-2022".

When issued, Letter(s) of Clarification shall automatically become a part of the Proposal 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,

Jedediah Greenfield, Chief Procurement Officer  
Finance/Strategic Procurement Division

**REVISED 12-13-22**

- 5.5.1.5 Provide an organizational chart and resumes of key personnel who will have an oversight of the Agreement, including qualification and certification of security personnel.
- 5.5.1.6 Submit proposed ratio of supervisor to security personnel on the same security service similar to Houston Airports.

5.5.2 Firm Expertise and Qualifications (25 Points)

- 5.5.2.1 Provide years in business and proven records that firm is well stabled/established.
- 5.5.2.2 Provide previous contracts showing comparability and complexity in terms of size and scope as the Houston Airports describing five years airport experience in past seven years.
- 5.5.2.3 Provide client references that include the client names, addresses, telephone numbers, and email addresses.

5.5.3 Training (10 Points)

- 5.5.3.1 Provide contractor proposed curriculum for pre-assignment training.
- 5.5.3.2 Describe delivery methodology, materials, and tracking for:
  - a. Pre-Assignment Training
  - b. On-the-Job Training
  - c. Post Order Awareness Training
  - d. Advanced Training
  - e. Other Employee Training Expectations
  - f. Other Training information or Awareness Materials
- 5.5.3.3 Provide employee in your organization who is responsible for tracking and reporting training of employees.

5.5.4 Technology and Value-Added Services (10 Points)

- 5.5.4.1 Describe how innovative work practices, innovative use of technologies, and innovative techniques or value-added strategies could benefit **HAS the City**.

5.5.5 Pricing (30 Points)

- 5.5.5.1 Proposer shall complete and submit Fee Schedule Proposal. THE FEE SCHEDULE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE that is clearly marked with the RFP title and solicitation number and the label "Fee Schedule Proposal."

**6.0 LOCAL PREFERENCE POINTS**

To be eligible for the preference, a company must be designated as a *City Business (CB)* or *Local Business (LB)* under the Hire Houston First Program prior to submittal of proposal. Proposers must provide *Declaration of Hire Houston First Designation* with proposal submission. At the conclusion of scoring Proposals, Hire Houston First preference points shall be distributed in such a way that grants the highest number of points to a City Business

**Tab 5: Training Resources and Capabilities:**

- 1) Provide contractor proposed curriculum for pre-assignment training.
- 2) Describe delivery methodology, materials, and tracking for:
  - a. Pre-Assignment Training
  - b. On-the-Job Training
  - c. Post Order Awareness Training
  - d. Advanced Training
  - e. Other Employee Training Expectations
  - f. Other Training information or Awareness Materials
- 3) Provide employee in your organization who is responsible for tracking and reporting training of employees.

**Tab 6: Technology Solutions and Value-Added Services:**

- 1) Describe any technology offerings or value-added services that are included in the base price as proposed.
- 2) Identify other add-ons that are available from your organization that can be purchased at additional cost (include estimated costs if available).

**Tab 7: Exceptions to Sample Contract:** Provide any exceptions to the Sample contract and include the rationale for taking the exception. If alternate language is proposed, include the proposed language for consideration, along with the corresponding Article Nos. within the RFP.

**Tab 8: Legal Actions:** Provide a list of any pending litigation and include a brief description of the reason for legal action.

**Tab 9: Conflict of Interest:** Provide information regarding any real or potential conflict of interest(s). Failure to disclose any potential conflict of interest at the outset may be cause for rejection of the Proposal.

**Tab 10: Forms and Certifications:** Complete and return all forms and certifications provided in PART VIII – REQUIRED FORMS TO BE SUBMITTED WITH PROPOSAL.

**Tab 11: Other:** Submit any information the Proposer deems pertinent to demonstrating its qualifications to perform the services being requested, such as memberships in any professional associations, documents, examples, etc.

**Tab 12: Profit Bid Form:** Submit the Profit Bid Form (Exhibit X) for only the Houston Health Department (HHD)

**Note:** In a separate sealed envelope please submit, Cost Proposal, M/WBE Forms listed in Part VIII, Section 2.0, and requirements listed in Part III, Section 5.3 Financial Stability of the Proposer.

**Part VI – EXCEPTIONS TO TERMS AND CONDITIONS**

All exceptions to the Sample Contract shall be submitted in a clearly identified separate section of the Proposal in which the Proposer clearly cites the specific paragraphs within the Sample Contract where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless such exception is specifically approved by the Chief Procurement Officer or designee, City Attorney, Director(s) or designee in a written statement. The Proposer's preprinted

8.0 Anti-Lobbying Certification (Exhibit VII)

9.0 Profit Bid Form (Exhibit X) - Only for the Houston Health Department

**PART X – REQUIRED FORMS TO BE SUBMITTED BY RECOMMENDED VENDOR ONLY**

Required forms shall be supplied to the Contractor after the award recommendation:

- 1.0 Insurance Requirements and Insurance Certificate
- 2.0 Drug Policy Compliance Agreement (Exhibit "B"); Contractor's Certification of No Safety Impact Positions in Performance of a City Contract (Exhibit "C"); Drug Policy Compliance Declaration (Exhibit "D")
- 3.0 City Contractors' Pay or Play Acknowledgement Form (POP-1) <https://www.houstontx.gov/obo/payorplay/pop1.pdf>; Certification of Compliance with Pay or Play Program (POP-2) <https://www.houstontx.gov/obo/payorplay/pop2.pdf>; and Listing of Participating Subcontractors (POP -3) <https://www.houstontx.gov/obo/payorplay/pop3.pdf>
- 4.0 Requested information outlined in the scope of work and other additional relevant/supporting information, or alternate Proposal.
- 5.0 Texas Ethics Commission, Certificate of Interested Parties (Form 1295). Create a certificate at <https://www.ethics.state.tx.us/filinginfo/1295/>.
- 6.0 Performance Bond
- 7.0 Equal Opportunity Clause

REVISED 12-13-2022  
EXHIBIT X  
PROFIT BID FORM

The Annual Profit Bid Form must also expressly include a breakdown identifying the dollar amount of profit in its fee attributable to each proposed costs or hourly rate, the annual project total, and total for the contract term to enable compliance with 2 C.F.R. Section §200.324(b).	Group Total	Company Proposed Profit Percentage %	Profit Total
<b>Houston Health Department (HHD ) Only</b>			
<b>YEAR 1</b>			
Unarmed Security Guard Services			\$ -
Armed Security Guard Services			\$ -
			\$ -
<b>YEAR 1 - Total Cost</b>	\$ -		
Year 1 Proposed Profit Percentage Dollar Amount			\$ -
<b>YEAR 2</b>			
Unarmed Security Guard Services			\$ -
Armed Security Guard Services			\$ -
			\$ -
<b>YEAR 2 - Total Cost</b>	\$ -		
Year 2 Proposed Profit Percentage Dollar Amount			\$ -
<b>YEAR 3</b>			
Unarmed Security Guard Services			\$ -
Armed Security Guard Services			\$ -
			\$ -
<b>YEAR 3 - Total Cost</b>	\$ -		
Year 3 Proposed Profit Percentage Dollar Amount			\$ -
<b>YEAR 4</b>			
Unarmed Security Guard Services			\$ -
Armed Security Guard Services			\$ -
			\$ -
<b>YEAR 4 - Total Cost</b>	\$ -		
Year 4 Proposed Profit Percentage Dollar Amount			\$ -
<b>YEAR 5</b>			
Unarmed Security Guard Services			\$ -
Armed Security Guard Services			\$ -
			\$ -
<b>YEAR 5 - Total Cost</b>	\$ -		
Year 5 Proposed Profit Percentage Dollar Amount			\$ -
<b>OVERALL TOTAL PROJECT PROPOSED PERCENTAGE</b>			
<i>(Calculate above the combined total profit for years 1-5 proposed percentage)</i>			
			\$ -