



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

Jedediah Greenfield
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.393.9126
<http://purchasing.houstontx.gov>

May 24, 2023

Subject: Letter of Clarification No. 1
Snow and Ice Removal Services

Reference: Request for Proposals (RFP) No.: S19-T32786

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 74, with attached page 1 of 74 marked revised 5-24-2023".
 2. In Part IV, Evaluation and Selection Process, **replace:** "page 44 of 74, with attached page 44 of 74 marked revised 5-24-2023".
 3. In Part V, Submission of Proposal, **replace:** "page 48 of 74, with attached page 48 of 74 marked revised 5-24-2023".

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.

Thank you,

Jedediah Greenfield, Chief Procurement Officer
Finance/Strategic Procurement Division



CITY OF HOUSTON
REQUEST FOR PROPOSALS (RFP)
SNOW AND ICE REMOVAL SERVICES
SOLICITATION NO.: S19-T32786

Date Issued: 5/19/2023

Pre-Proposal Conference: 5/31/2023 @ ~~4:30~~ **2:30 P.M., (CDT)**
Microsoft Teams Meeting
Join on your computer or mobile app Or call in (audio only)
[Click here to join the meeting](#)
Conference Number: 936-755-1521
Conference ID: 242126100#
(Please mute your phone for the duration of the call)

Pre-Proposal Questions Deadline: 6/5/2023@ 3:00 P.M., (CDT)

Solicitation Due Date: 6/22/2023@ 2:00 P.M., (CDT)

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 term for Snow and Ice Removal Services.

NIGP Code: 968-72

MWBE Goal: 0%

Important Notice About the City’s Early Payment Discount Program: The City’s standard payment term is to pay 30 days after the receipt of invoice or receipt of goods or services, whichever is later, according to the requirements of the Texas Prompt Payment Act (Tx. Gov’t Code, Ch. 2251). However, the City may pay in less than 30 days, at its option, in return for an early payment discount from the vendor.

Jedidiah Greenfield, Chief Procurement Officer

5/19/23

Date

5.5.1.1.4 Experience with any local/state/federal regulatory authorities.

5.5.1.1.5 Safety record for the past five (5) years.

5.5.1.1.6 Provide resumes of key personnel who will be responsible for the delivery of services for project.

5.5.2 Past Performance (5 Points)

5.5.2.1 Respondent shall demonstrate they have performed services similar in size and scope to this project. Respondent shall submit as references a list of previously executed contracts for the removal of snow and ice at the airport operations area (minimum of one (1) and maximum of three (3) contracts) similar in scope and size.

5.5.3 Service and Support (20 Points)

5.5.3.1 Provide a list of staff/technicians and their qualifications and experience in relation to the maintenance, testing and operation of snow and ice removal equipment.

5.5.3.2 Respondent shall provide resumes of key personnel whom will be responsible for the delivery of contract services. Respondent's project team must include at least (one) 1 senior technical, with a minimum of five (5) years' experience in the removal of snow and ice and operation, maintenance, and testing of snow and ice removal equipment.

5.5.4 Quality and Workmanship (10 Points)

5.5.4.1 The respondent must be able to demonstrate upon request that it has satisfactorily performed services similar to the services specified herein. The respondent shall provide records of warranty and repair services upon request by City. The City of Houston shall be the sole judge as to whether the services performed are similar to the scope of services contained herein and whether the proposer is capable of performing such services.

5.5.5 Methodology (15 Points)

5.5.5.1 Provide the process that clearly defines the method of approach that will be utilized in the successful achievement of the RFP's intended scope of work, including a work plan and timeline to meet the requirements.

5.5.6 Cost (30 Points)

5.5.6.1 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."

Tab 5: Service and Support:

- 1) Provide a list of staff/technicians and their qualifications and experience in relation to the maintenance, testing and operation of snow and ice removal equipment.
- 2) Provide resumes of key personnel whom will be responsible for the delivery of contract services. Respondent's project team must include at least (one) 1 senior technical, with a minimum of five (5) years' experience in the removal of snow and ice and operation, maintenance, and testing of snow and ice removal equipment.

Tab 6: Quality and Workmanship:

- 1) Demonstrate upon request that it has satisfactorily performed services similar to the services specified herein. The respondent shall provide records of warranty and repair services upon request by City. The City of Houston shall be the sole judge as to whether the services performed are similar to the scope of services contained herein and whether the proposer is capable of performing such services.

Tab 7: Methodology:

- 1) Provide the process that clearly defines the method of approach that will be utilized in the successful achievement of the RFP's intended scope of work, including a work plan and timeline to meet the requirements.

Tab 8: Financial Stability:

- 1) If Proposer is an entity that is required to prepare audited financial statements, Proposer shall submit an annual report that includes:
 - a. Last two years of audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet.
 - b. If applicable, last two years of consolidated statements for any holding companies or affiliates;
 - c. An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and
 - d. A full disclosure of any events, liabilities, or contingent liabilities that could affect Proposer's financial ability to perform this contract.
- 2) If Proposer is a privately-owned entity or sole proprietorship for which audited financial statements are not required, Proposer shall submit an annual report that includes:
 - a. Last two years of un-audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;
 - b. An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and
 - c. A full disclosure of any events, liabilities, or contingent liabilities that could affect Proposer's financial ability to perform this contract;

OR