

## Solicitation Amendment No. 002

<b>To: Prospective Proposer/Offeror:</b>	<b>Date:</b>
Prospective Proposer	March 4, 2019
<b>Project Title:</b>	<b>Project No.:</b>
Window and Glass Cleaning Services	RFP-C 19-22

The Request for Proposal (Project RFP-C No. 19-22) is hereby amended as set forth below:

**REQUEST FOR PROPOSAL**  
**PROJECT NO. RFP-C 19-22**  
**WINDOW AND GLASS CLEANING SERVICES**

**QUESTIONS AND ANSWERS No. 001**

See responses below from questions posed by perspective proposers.

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

<b>Company Name (Bidder/Offeror):</b>	
<b>Signed by:</b>	<b>Date:</b>
<b>Name (Type or Print):</b>	<b>Title:</b>

**REQUEST FOR PROPOSAL**  
**PROJECT NO. RFP-C 19-22**  
**WINDOW AND GLASS CLEANING SERVICES**

**QUESTIONS AND ANSWERS No. 001**

Date: March 4, 2019  
To: Prospective Respondents  
From: Procurement Operations Department, Houston Community College  
Subject: Questions and Answers Responses

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Q1. After inspecting, the HCC facilities there are windows that have Hard Water stain on the glass at the present time. Will the prices submitted in the HCC bid **exclude** the removal of Hard Water Stain from the glass?

**Response:** No. The Proposer must provide equipment, labor, supervision, materials, supplies, and tools to perform all Services required under this RFP.

Q2. Are the prices submitted to HCC for using a soap and water solution only to remove topical dirt from the glass?

**Response:** No. The Proposer must provide equipment, labor, supervision, materials, supplies, and tools to perform all Services required under this RFP.

Q3. Clarification on interior window cleaning. Will the interior window cleaning of any facility with an atrium exclude cleaning the atrium windows on the commons area side and the classroom side?

**Response:** The requirements under the RFP includes the perimeter of the building only. The Contractor may provide pricing for atriums as additional services as an option. The college may request the additional services needed basis.

Q4. Can HCC provide exterior window anchor certification clarification for the following properties:

- 1900 Pressler – Coleman Building
- 1919 Pressler – Coleman Tower
- 8001 Fulton – Northline Campus
- 3100 Main – System Admin Building

**Response:** OSHA Anchorage Requirement Certifications will be provided to the successful contractor(s) prior to work starting and after contract award.

Q5. There is a page titled "Section 2 - Price Proposal" but the instructions on Page No. 1 do not list this as part of what needs to be submitted, is it part of Attachment No. 1?

**Response:** The Contractor is required to complete the Exhibit No. 2, Schedule of Items and Pricing Spreadsheet. The information from Exhibit 2 must be transferred to the group totals and annual total on the "Price Proposal" price summary. The Price Proposal must also be signed and returned with the spreadsheet as a final annual bid.

Q6. On Attachment No. 2, there is a blank to fill in a number for Small Business Participation Goal. Is there a required minimum for this number?

**Response:** HCC encourages the use of small-certified business and when no specific goal is requested, respondents should make a "Best Effort" to include small business enterprises.

Q7. The instructions say to submit Exhibits No. 1 – No. 4. They are blank and open-ended and unclear to me what is needed on these, please advise? They include Campus Mapping, Schedule of Items and Prices Worksheet, Window Cleaning Plan of Service, and HCC Sample Form Services Agreement. Given there are over 50 buildings I am not sure what these are looking for.

**Response:** The exhibits provided are as follows;

1. Exhibit No. 1 - Campus Mapping is may be used as a tool to assist the respondent with finding the various HCC campuses and locations that requires windows and glass cleaning services.
2. Exhibit No. 2 - Schedule of Items & Pricing Spreadsheet is an itemized spreadsheet to be completed by the respondent and returned as your annual total bid.
3. Exhibit No. 3 - HCC Window Cleaning Plan of Service is to be completed and provided by the selected fir(s) if awarded a contract.
4. Exhibit No. 4 - Form Services Agreement for Business. This is HCC's sample contract service contract agreement provided to all contractors to review. If awarded the service agreement will be signed by all parties.

Q8. What is the square footage of the windows interior or exterior for each location that needs to be cleaned?

**Response:** HCC will provide no estimated quantities or square footage information. Each proposer has the opportunity for site visits.

Q9. Some locations have cleaning specifications, which does not clean with regular cleaning; is this considered an additional cost?

**Response:** No. The Proposer must provide equipment, labor, supervision, materials, supplies, and tools to perform all Services required under this RFP,

When issued, "Questions & Answers" shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Questions & Answers. All revisions, responses, and answers incorporated into the Questions & Answers are collaboratively from both the Procurement Operations and the applicable HCC Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Questions & Answers and to have incorporated them into this solicitation and resulting proposal response.

Furthermore, it is the responsibility of each Contractor to obtain any previous Questions & Answers associated with this solicitation.

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