

QUESTIONS AND ANSWERS

REQUEST FOR PROPOSAL

PROJECT NO. 14-01

PROJECT TITLE: JANITORIAL SERVICES

Date: October 25, 2013

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Request for Proposals, HCC **Project No. 14-01**

1. Question: Could you please provide the current contract price for this contract?

Answer: \$3.8 million per year

2. Question: Does HCC currently use an outside vendor or is the current Janitorial service in-house?

Answer: This service is outsourced

3. Question: What is the current contract number?

Answer: Project# 08-19

4. Question: Can you provide the previous bid price tab including successful bidder?

Answer: You will need to do a formal open records request, please follow the link below:

<http://www.hccs.edu/hccs/business-community>.

Question: Who is a current contractor providing service at these facilities? How long has the current service provider had the contract?

Answer: ABM, 10 years

6. Question: Is this contract value including the cost of supplies?

Answer: Yes, all inclusive

7. Question: Is it possible to get the current supply usages from the current contractor?

Answer: Refer to Exhibit A of the RFP

8. Question: Is the scope/size of this bid identical with the current contract?

Answer: No it is not the same scope or size.

9. Question: Is bid to include stripping and waxing?

Answer: Yes please refer to the RFP

10. Question: How much is the college currently paying for custodial services at the locations outlined in the current RFP?

Answer: Refer to question number 4

11. Question: Is there a way to see a list of vendors participating in the bid proposal.

Answer: The pre-proposal attendance list and site visits attendance sheets are posted on the HCC's website. Follow the link below:

<http://www.hccs.edu/hccs/business-community/procurement-operations>

12. Question: Please confirm the following question where it asks for a reference list of **ALL** our customers we have performed work during the past three years.

Answer: You should provide enough information to fulfill the requirements of the RFP. Respondents should provide information in the quantity and of the quality Respondent deems accurate and representative.

13. Question: Payment Bond – you mean a performance bond right? It's an annual bond?

Answer: No, bonding is required

14. Question: Current staff level for each campus/building?

Answer: As per current contract under Project No. 08-19 plus any additions to contract

15. Question: Will there be required evening cleaning on the weekends if there are evening porters on the weekends?

Answer: Yes, please review the RFP for weekend and evening schedules

16. Question: How does HCC plan to address the Affordable Care Act due to begin Jan. 1, 2014. Should we price in the cost ?

Answer: It is the proposer's responsibility to adhere to all local, State and Federal laws.

17. Question: Can you provide a breakdown of vct tile/ carpet/ terrazzo for each building?

Answer: No

18. Question: Could you please confirm that no site visit acknowledgement form is required with the proposal. This was discussed during the walk-through. Just want to confirm it is not necessary as it is noted in the RFP.

Answer: A memo thanking each participant will be provided in place of the site visit acknowledgement form

19. Question: Could you please confirm the cleanable square footage for Fannin (3601 Fannin) listed under the Central Campus on Attachment 2. There was mention of the 24,924 sq ft listed as possibly being amended down during the site tours.

Answer: 24,924 Sq. Ft. is correct

20. Question: On Attachment 2 under Miscellaneous Group, could you provide the cleanable square feet for the Fannin Warehouse (9424 Fannin).

Answer: The area is 1,000 square feet

21. Question: Could you confirm that HCC wishes to have pressure washing of all areas within 10 feet of all facilities 1 x per month.

Answer: Yes, as per RFP

22. Questions: Could you confirm that Attachment 7 Small Business Development Questionnaire is to be in a separate envelope.

Answer: Yes it should be

23. Question: Could you confirm if the quantities listed in Exhibit A are monthly or annual amounts.

Answer: Monthly Usage

24. Question: Under the Cleaning Requirements and Frequency Schedule, Section 12 - PARKING GARAGE AREAS ELEVATOR CAB/EXTERIOR STAIRWELLS AND LANDINGS states Strip, Seal/Wax Tile Floors (6 Coats) – Weekly.

Answer: Quarterly Service

25. Question: Under the Cleaning Requirements and Frequency Schedule, Section 14 - NEO MARKET AND BAKERY states Clean and Degrease Vent Hoods Over Stoves, walls behind stoves and cooking equipment. Also clean and degrease wall behind grill and floor areas around grill - Weekly. Is this correct?

Answer: Yes

26. Question: There was mention of day porters making coffee in the break rooms at 3100 Main during the site tour. Could you confirm if this is required at any other campus location and/or if there are any other non-custodial duties expected of the day porters to ensure we understand how they support HCC.

Answer: Porters are NOT required under contract to make coffee, they are to clean the break rooms and restock coffee supplies at 3100 Main some other campuses may not need restocking of supplies

27. Question: We are interested in getting information on becoming a sub-contractor... Is it still necessary to complete the same particular bid packet?

Answer: No, as a sub-contractor you would need to work with a prime contractor and visit HCC's website for a list of attendees.

28. Question: When will the contract start once awarded?

Answer: Anticipated February 2014

29. Question: Have there been any changes from the previously awarded contract to current request for bid?

Answer: Yes new buildings and renovated floors. However that information is part of the square footage included in the RFP.