

Solicitation Amendment No. 001

No. of Pages 6

To:	Date:
Prospective Bidder/Offeror:	June 16, 2006
Project Title:	Project No.:
Interior Plant Installation and Services	06-11
<p>The solicitation is hereby amended as follows:</p> <ol style="list-style-type: none"> 1) Reference Page 11 of Request for Proposal, Attachment No. 2 (cont'd), Schedule of Items and Prices. Delete Page 11 in its entirety and replace with the revised page 11 dated 06/16/06, attached hereto. 2) Reference Page 17, Paragraph 11.B of the Request for Proposal. Paragraph 11.B is hereby changed to read as follows: “B. At the start of contract term and at the direction of the Director of Maintenance, the Contractor may be required to install new plants, containers, and blooming plant.” 3) Reference Page 17, Paragraph IV.1, Guaranty and Replacement of Plants. Paragraph IV.1 is hereby changed to read as follows: <ol style="list-style-type: none"> 1. Guaranty: <ol style="list-style-type: none"> a. Any new plants provided by the successful contractor shall be guaranteed for a period of one (1) year from the date of installation and acceptance by HCC. b. Any damaged plants approved by the Director of Maintenance for removal and replacement by the successful contractor shall also be guaranteed for a period of one (1) year from the date of installation and acceptance by HCC. c. Any existing plants that are damaged, missing or destroyed due to theft, vandalism, day to day wear, etc, shall be reported to the HCC Director of Maintenance by the successful contractor at the earliest possible date. 4) Remove Page Nos. 20 and 21 contained in the Request for Proposal and replace with the attached revised Page Nos. 20 and 21 dated 06/16/06. 5) Questions and Answers: Attached is a list of questions submitted by prospective proposers and Houston Community College System responses thereto: 	
Acknowledgement of Amendment No. 1 by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

ATTACHMENT NO. 2 (cont'd)

SCHEDULE OF ITEMS AND PRICES
(Revised: 06/14/06)

Item No.	Description (Plants)	Est. Qty	Unit	Unit Price	Extended Price
009	Supply Red Poinsettias, Size: 6", on an "as needed" basis.	1,000	EA	\$ _____	\$ _____
010	6" Blooming Plants (To be changed once per season) (4 Total)	Price Per Season: \$ _____			
SEASON		PLANTS		Number Of Plants Per Floor	
Fall	(Oct)	Mixed Mums		4	
	(Nov)	Mixed Mums		4	
		Poinsettias*		(Please see above)	
Winter	(Dec)	Poinsettia		(Please see above)	
	(Jan)	Bromeliad**		4	
	(Feb)	Begonia		4	
	(Mar)	Mixed Bulbs		4	
		Azalea		4	
Spring	(Apr)	Kalanchoe		4	
		Caladium		4	
	(May)	Bromeliad		4	
	(Jun)	Zebra Plant		4	
Summer	(Jul)	Croton		4	
	(Aug)	Kalanchoe		4	
	(Sep)	Bromeliad		4	

- 1) *Deliver the Monday before Thanksgiving
- 2)**Deliver week after Christmas

Blooming plants are located in the lobby areas of the following floors:

- Basement
- 1st Floor
- 2nd Floor
- 3rd Floor
- 4th Floor
- 11th Floor
- 12th Floor

ATTACHMENT NO. 4

MAINTENANCE FREQUENCY SCHEDULE

PROJECT NO. 06-11

Revised: 06/16/06

DESCRIPTION	NUMBER OF OCCURREN CES	FREQUENCY
Provide general plant maintenance for each interior plant	52	Once every week
Water each plant weekly. Do not over-water. Modify watering to match plant needs to maintain healthy and thriving conditions.	52	Once every week (Mandatory) *Additional watering as required to maintain healthy plants.
Check and treat, if necessary, for insects and disease.	52	Check once a week and treat as needed
Check for and remove yellow leaves and trim brown tips as needed.	52	Check once a week and treat as needed
Fertilize plants	4 (Minimum)	As needed to maintain green and healthy.
Clean, dust and provide top dressing as needed for each plant and container.	52	Once every week
Check shape and form of plant and prune plant to maintain shape and appearance	52	Check shape and form once a week and prune as needed
Replace plants when requested by Director of Maintenance or other approved representative.	4 (Minimum)	As needed
Quality Control meetings	12	Once a month
Water Red Poinsettias as required.	4	Once every week

ATTACHMENT NO. 5

Interior Plant List For System Administration Building - 3100 Main Street

Revised: 06/16/06

Quantity	Description of Plants	SIZE	Location
1	Draceana Cane	5'-6' ht., 14"	Front Lobby
1	Spathiphyllum	5'-6' ht, 14"	Front Lobby
1	Aglaonema, Silver Bay	3' ht., 14"	Front Lobby
1	Dracaena, Janet Craig	5'-6' ht., 10"	Front Lobby
1	Draceana Cane	5'-6' ht., 14"	Offices
1	Calathea	8"	Offices
1	Draceana Lisa Cane	4'-5' ht., 10"	Single Office

Questions and Answers

Project No. 06-11

Interior Plant Installation and Services

Date: June 16, 2006

To: All Prospective Respondents

From: Houston Community College System, Procurement Operations

Subject: Information Letter #1 – Request for Proposal (RFP) for Interior Plant
Installation and Services

The following written questions regarding subject RFP were received in the procurement operations department.

Question #1:

Is four (4) bloomers per change the correct number of flowers to be bid on page 11 of the RFP, or should the quantity be different?

Answer #1:

This requirement has been revised, please see revised Attachment No. 2 (cont'd). (Amendment No. 001)

Question #2:

Could you please provide a clarification of guarantee/replacement expectations of new plants provided by the successful contractor versus plants that currently exist on your projects and that do not meet guarantee standards at time of proposal and/or upon takeover of a new contract.

Answer #2:

The requirement has been revised, see Amendment No. 001.

Question #3:

Regarding page 21 of RFP, Attachment No. 5: The question was brought up that these plants were not to be found in this area. Where would we find these plants?

Answer #3:

This will be a new plant installation requirement.

Question #4:

I am reading on page 6, Item #10, Small Business Development Program (SBDP) in section B. it references "13 CFR Part 121" which defines Small Business.

What exactly does this state?

Answer #4:

Please refer to the Code of Federal Regulations at the following link:

<http://www.sba.gov/library/cfrs/13cfr121.html>

Note: The assigned goal (**15%**) for small business participation, applies to all prime contractors, whether they are a large or small business.

Question #5:

All of the campuses are listed on the price form that we have to turn in, but not all of those locations have plants, correct?

Answer #5:

Yes, that is correct. Stafford has plants and the types and numbers are in the RFP. Gulfton has all personal plants. Hayes Road is listed, (no plants).