



**DATE:** January 25, 2022  
**SUBJECT:** Letter of Clarification  
**RE:** Window-Cleaning Services Invitation to Bid  
**TO:** All Prospective Bidders

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the referenced Window-Cleaning Services Invitation to Bid to answer questions timely received in the manner set forth below:

**Question 1:** What kind of equipment is needed to perform this kind of work?

Answer: HFC defers to contractors to determine and provide all equipment necessary to perform the services.

**Question 2:** Is the scope of services for residential or commercial buildings?

Answer: The scope of services consists of commercial facilities operated by HFC. Please review the Invitation to Bid, available online at <https://www.houstonfirst.com/do-business>, for details.

**Question 3:** Is there a bid tab from the prior invitation to bid that can be made available to potential bidders?

Answer: No.

**Question 4:** Will the proposal of the contractor awarded the expiring contract bid be made available to potential bidders?

Answer: This solicitation, and the previous solicitation for window-cleaning services, were invitations to bid, rather than requests for proposals.

**Question 5:** Will any additional in-person site visits be scheduled?

Answer: No.

Letters of Clarification become a part of the Invitation to Bid automatically upon issuance and supersede any previous specifications and/or provisions in conflict therewith. By submitting their bid, Bidders are deemed to have received all Letters of Clarification and to have incorporated them into their bid.