



**DATE:** September 10, 2018  
**SUBJECT:** Letter of Clarification  
**RE:** Elevator-Escalator Maintenance and Repair Services RFP  
**TO:** All Prospective Proposers

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the Elevator-Escalator Maintenance and Repair Services RFP to answer questions timely received and clarify the certain portions of the Elevator-Escalator Equipment Exhibit in the manner set forth below :

**QUESTIONS AND ANSWERS**

**Question 1:** Is HFC exempt from sales tax?

Answer: Yes. The Contractor cannot submit invoices including state sales and use tax.

**Question 2:** Are parts billable under the contract?

Answer: Please refer to Section 3.5 of the agreement. Parts affixed to units are to be reimbursed to the Contractor at cost. Prior approval is required if a part will cost over \$25,000, or if the sum of all parts for a facility is expected to exceed \$50,000.

**Question 3:** Are reports submitted online or hand delivered?

Answer: Reports to General Managers may be submitted by email.

**Question 4:** What are the penalties for a unit being out of service for an extended period?

Answer: HFC has elected not to include liquidated damages as part of the contract for these services, although the Contractor is responsible for prompt performance and liable for their negligent acts and omissions.

**CLARIFICATIONS**

Manufacturer and Model/Serial information on Units at Partnership Tower, Avenida North Garage, and Avenida South Garage is now available and has been added to the tables provided below:

<b>Partnership Tower</b>		
<b>Model/Serial No.</b>	<b>Manufacturer</b>	<b>Description</b>
KHF--1398	Fujitec	Escalator (1E)
KHF--1399	Fujitec	Escalator (2E)
KHF--1400	Fujitec	Escalator (3E)

VCOP—2A-480	Fujitec	Passenger Elevator (P1)
VCOP—1A-480	Fujitec	Passenger Elevator (P2)
VCOP—1A-480	Fujitec	Service Elevator (S1)
HK--61183499	Kelley Entrematic	Dock Leveler (North)
KDL68-8—15044 2/16	Kelley Entrematic	Dock Leveler (South)

<b>Avenida North Garage</b>		
<b>Model/Serial No.</b>	<b>Manufacturer</b>	<b>Description</b>
VCOP—2A-480	Fujitec	Elevator (G1)
VCOP—1A-480	Fujitec	Elevator (G2)
VCOP—1A-480	Fujitec	Elevator (G3)
VCOP—1A-480	Fujitec	Elevator (G4)

<b>Avenida South Garage</b>		
<b>Model/Serial No.</b>	<b>Manufacturer</b>	<b>Description</b>
KHF--1401	Fujitec	Escalators (ES4)
KHF--1402	Fujitec	Escalators (ES5)

Letters of Clarification become a part of the Request For Proposals automatically upon issuance and supersede any previous specifications and/or provisions in conflict therewith. By submitting a proposal, all proposers are deemed to have received all Letters of Clarification and to have incorporated them into their proposal.