



DATE: August 26, 2022
SUBJECT: Letter of Clarification 2
RE: Janitorial Cleaning Services Best Value Invitation to Bid
TO: All Prospective Bidders

Houston First Corporation (“HFC”) issues this Letter of Clarification 2 regarding the referenced Janitorial Cleaning Services Best Value Invitation to Bid to make certain clarifications to the Janitorial Cleaning Services Agreement and answer questions timely received from potential bidders pertaining to the solicitation in the manner set forth below:

CLARIFICATIONS

The answers to questions number 3, 20 and 23 in the Letter of Clarification dated August 19, 2022 are hereby clarified and revised as follows:

- The current custodial hourly rate billed is \$22.22, not \$18.22.
- The current contractor has stated that they use Aramark Uniforms and Ace Imagewear to provide employee uniforms.
- The current contractor has further stated that employees are allowed to launder their uniforms currently.

QUESTIONS

Question 1: Are the current employees covered by a collective bargaining agreement?

Answer: Yes. A copy of the current agreement, which HFC is informed has been extended into 2022, is available on the website.

Question 2: Will the successful bidder need to recognize a collective bargaining agreement, and is there an obligation to offer employment to the current staff assigned to full-time positions?

Answer: HFC is not a party to the collective bargaining agreement; therefore, any agreement to provide wages, benefits, or other working conditions is a matter that must be negotiated by the successful bidder and the SEIU. HFC’s requirement is that all bidders pay the minimum hourly rates, as set forth in the Invitation to Bid. HFC recommends that potential bidders review the collective bargaining agreement carefully with their own legal counsel.

Question 3: Would an irrevocable letter of credit be an acceptable alternative to the performance bond requirement?

Answer: Yes.

Question 4: Is this opportunity subject to City of Houston procurement or benefits policies?

Answer: No. HFC requirements are as stated in the Invitation to Bid.

Question 5: What are the subcontractor insurance requirements?

Answer: Minimum insurance requirements for subcontractors are as provided in the Janitorial Cleaning Services Agreement. Contractors may wish to require additional policies of insurance or higher amounts of coverage.

Question 6: Can you provide the square footage for the facilities?

Answer: Square footage estimates are searchable online at <https://hcad.org/>; however, HFC cautions potential bidders from using such figures to formulate their bid, as service needs will vary depending on event and other factors, as noted in the Invitation to Bid.

Question 7: Will the contractor be responsible for purchasing and/or receiving deliveries of cleaning supplies?

Answer: No. Cleaning supplies are purchased by HFC and delivered to each major HFC facility.

Question 8: Will the contractor need to pick up cleaning supplies from a warehouse?

Answer: No. Cleaning supplies are stored at major HFC facilities and distributed daily on an as-needed basis to contractor personnel.

Question 9: Does each facility have its own stock of equipment/supplies?

Answer: An inventory of cleaning supplies is maintained at each major facility, though sharing of supplies and equipment does occur.

Question 10: Is the contractor responsible for transporting and distributing equipment/supplies?

Answer: No. Contractor personnel are responsible for using cleaning supplies to provide the services in the manner set forth in the Janitorial Cleaning Services Agreement.

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.