



DATE: October 9, 2020
SUBJECT: Second Letter of Clarification
RE: Landscaping Services Best Value Invitation to Bid
TO: All Prospective Bidders

Houston First Corporation (“HFC”) issues this Second Letter of Clarification regarding the referenced Landscaping Services Best Value Invitation to Bid as a reminder to all prospective bidders to carefully review the Landscaping Services Agreement and Pricing Form, and to answer a question omitted from the initial Letter of Clarification issued October 6, 2020:

HFC would like to remind all prospective bidders to carefully review the Landscaping Services Agreement (beginning at page 6 of the Invitation to Bid) and the Pricing Form, complete copies of which are available online at <https://www.houstonfirst.com/do-business>.

Question 1: Does use of the term “at Cost” in Section 2.2 of the Landscaping Services Agreement refer to the contractor’s cost with no markup and no labor, or does it refer to contractor’s cost plus markup plus labor?

Answer: As used in the Landscaping Services Agreement, the phrase “at cost” refers to certain actual expenses incurred by and reimbursable to Contractor, with no markup or other extraneous fees, such as labor. Compensation for services will be based on the amounts bid by the Contractor selected on the Pricing Form.

Letters of Clarification become a part of the RFP 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.