

Window-Cleaning Services

REVISED BID FORM

BIDS DUE: **11:00 a.m. on March 8, 2017** (the “Submission Deadline”)

INSTRUCTIONS: Submit one completed Bid Form and Reference Form in a sealed envelope marked “Window-Cleaning Services”. Bids must be received by mail or personal delivery no later than the Submission Deadline at the following address: Houston First Corporation, Attn: General Counsel, 701 Avenida de las Americas, Ste. 200, Houston, TX 77010.

A. BASE SERVICES: For each item, please enter a Unit Price and Total based on the stated Frequency estimates.

Item	Service	Unit of Measure	Unit Price	Frequency (per year)	Total
A.1	George R. Brown Convention Center (Exterior)	Per task		3	
A.2	George R. Brown Convention Center (Interior, including high dusting)	Per task		3	
A.3	Jones Hall (Exterior, excluding ground-level entrance doors on Louisiana and Texas)	Per task		3	
A.4	Jones Hall (Interior, including the glass elevator, but excluding ground-level entrance doors on Louisiana and Texas)	Per task		3	
A.5	Partnership Tower (Exterior)	Per task		3	
A.6	Partnership Tower (Interior)	Per task		3	
A.7	Skybridges (Exterior)	Per task		2	
A.8	Skybridges (Interior)	Per task		2	
A.9	Wortham Theater Center (Exterior)	Per task		3	
A.10	Wortham Theater Center (Interior)	Per task		3	
Grand Total:					

B. OPTIONAL SERVICES: Pricing is requested on the following two items – subsets of items A3 and A4 above – as these services may be needed on a more frequent basis:

Item	Service	Unit of Measure	Unit Price
B.1	Jones Hall Supplemental (Box office windows, interior and exterior)	Per task	
B.2	Jones Hall Supplemental (Courtyard-level glass, interior and exterior, including garage entrance doors)	Per task	
B.3	George R. Brown Convention Center fifty four (54) interior porthole windows on both sides	Per task	

C. BIDDER INFORMATION: Please provide contact information in the space provided below.

Bidder Name: _____

Address: _____

Contact Name/Title: _____

Phone: _____ Email: _____

Is the Bidder MWDBE or HUB certified? _____

D. BID TERMS AND REPRESENTATIONS: Submission of a bid represents an offer to contract with Houston First Corporation. Bid will remain valid for 60 days from the Submission Deadline.

E. ACKNOWLEDGMENT: By signing below, Bidder represents that all statements made herein by Bidder are true and correct and may be relied upon by Houston First Corporation.

_____ (“Bidder”)

By: _____

Date: _____

Name: _____

Title: _____

REFERENCE FORM

Bidders are required to provide three **current** references for commercial window-cleaning services. Please complete all relevant information for such references in the spaces listed below:

Company/Bidder Name: _____ **Years in Business:** _____

Reference #1

Business Name: _____

Address: _____

Contact Name/Title: _____

Phone: _____ Email: _____

Description of Services _____

Reference #2

Business Name: _____

Address: _____

Contact Name/Title: _____

Phone: _____ Email: _____

Description of Services: _____

Reference #3

Business Name: _____

Address: _____

Contact Name/Title: _____

Phone: _____ Email: _____

Description of Services: _____
