



Solicitation Amendment No. 001

To: Prospective Bidder/Offeror:		Date:	
Prospective Proposers		May 31, 2019	
Project Title:		Project No.:	
Environmental Services (Janitorial Cleaning Services)		RFP 19-54	
<p>Description of Solicitation Amendment:</p> <p>The Request for Proposal (Project No. 19-54) is hereby amended as set forth below:</p> <ul style="list-style-type: none"> • Page#2 Table of Contents is hereby replaced in its entirety: <ol style="list-style-type: none"> 1- Appendix No. 3 Staffing Requirements has been added and attached. 2- Solicitation Schedule revised to include Site Visit schedule & Routing (attached). 3- Proposal submittal due date has been changed from June 18, 2019 by 2:00 pm (local time) to June 27, 2019 by 2:00 pm (local time). <p>Please visit our website at https://www.hccs.edu/about-hcc/procurement/</p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>			
Acknowledgement of Amendment No. by:		Date:	
Company Name (Bidder/Offerer):			
Signed by:			
Name (Type or Print):		Title:	

**Appendix No. 3
Staffing Requirements**

Listed below are the minimum staffing requirements for cleaning personnel for each facility. The number of porters specified is the minimum required at each facility. A designated lead person for day staff must be identified and on site to oversee employees and schedules on a daily, weekly and monthly basis. The lead person will be responsible for coordinating the daily duties between the day staff and the campus managers.

Note: Please indicate below both the number of employees and the total combined hours to be worked per day for cleaning personnel only, excluding the stated mandatory day porter hours. Porters shall not double as night cleaners during set hours listed below.

Note: At all locations that list (2) Day porters (1) male and (1) female is preferred to assist in maintaining restrooms throughout the day

System wide night cleaning to start from 5 PM to 10 PM – note some areas can start as early as 4 PM depending on building and class schedules

1. SYSTEM ADMINISTRATION BUILDINGS:

HCC ADMINISTRATION BUILDING, 3100 MAIN STREET (BASEMENT THROUGH 13TH FLOOR)

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

HCC OFFICE BUILDING, 3200 MAIN STREET

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Supervisor 8:00 AM – 5:00 PM (Mon.-Fri.) 1 Person
 - Day Porter(s) 7:00 AM – 4:00 PM (Mon.-Fri.) 2 People
 8:00 AM – 5:00 PM (Mon.-Fri.) 2 People
 2:00 PM – 6:00 PM (Sat.) 1 Person *
 8:00 AM – 12:00 PM (Sun.) 2 People
- (1) 8 hour day porter (2) days a month to cover Board Meeting dates
The day of week will vary depending on schedule
- Night cleaning hours of service 6 PM to 10 PM (M- F)

Note: Porters listed above will service all areas at both, 3100 Main and 3200 Main to include but not limited to; All public areas, office space, Conference Services - Auditorium, all tenant spaces (overall as needed) to include the following ; maintain entrances, police perimeter of buildings, police parking garage/lots for trash and debris, check and maintain all restrooms for throughout the day

Saturday Porter * – to cover but not limited to events on the 2nd Floor Conference Services – service restrooms, public areas and help with set ups hour are pending on event schedules – on days there are no events porter maybe given other duties as needed / hours maybe carried over to cover future events as needed.

Sunday Porters – clean all but not limited to public areas as needed in order to have areas clean, ready for Monday morning daily building operations.
Weekend day porter hours of service maybe altered depending on scheduled events

CENTRAL COLLEGE

1.1 CENTRAL CAMPUS

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Supervisor 8:00 AM – 5:00 PM (Mon.-Fri.) 1 Person
- Day Porter(s) 6:00 AM – 3:00 PM (Mon.–Fri.) 15 People
9:00 AM – 6:00 PM (Mon. – Fri.) 5 People
8:00 AM – 4:00 PM (Sat.) 4 People
9:00 AM – 6:00 PM (Sun.) 2 People
- Night cleaning hours of service 5 PM to 10 PM (M – Sat.)

Note: Porters will service all buildings, as needed during the day; if needed assist at 3601 Fannin

Note: Sunday coverage will only be needed at the following buildings:

Fine Arts, San Jacinto, Heinen Theater, Theater One and Learning HUB

Porters are only needed for the Fall & Spring Semester.

1.2 3601 FANNIN

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.–Fri.) 1 Person
- 9:00 AM – 4:00 PM (Sat.) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M – Sat.)

1.3 WILLIE LEE GAY HALL

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 7:00 AM – 4:00 PM (Mon.–Fri.) 1 Person
8:00 AM – 1:00 PM (Sat.) 1 Person
2:00 PM – 5:00 PM (Mon. – Fri.) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M – Sat.)

1.4 South Campus Workforce

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 8:00 AM – 5:00 PM (Mon.–Sat.) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M – Sat.)

2. **NORTHEAST COLLEGE**

2.1 **ACRES HOMES**

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	8:00 AM - 4:00 PM (Mon.–Fri.) 1 Person	
	9:00 AM – 2:00 PM (Sat.) 1 Person	
• Night cleaning hours of service	5 PM to 10 PM (M- Sat.)	

2.2 **NORTHLINE building A Main**

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	6:00 AM – 3:00 PM (Mon.–Fri.) 2 People	
	10:00 AM – 4:00 PM (Sat. Sun.) 2 People	
• Day Porter(s)	9:00 PM – 5:00 PM (Mon.–Fri.) 1 Person (note below)	
• Night cleaning hours of service	4 PM to 10 PM (M- Sun.)	

2.3 **NORTHLINE building E Academic**

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	7:00 AM – 4:00 PM (Mon.–Fri.) 1 Person	
• Day Porter(s)	8:00 AM – 5:00 PM (Sat.) 1 Person	
• Night cleaning hours of service	4 PM to 10 PM (M- Sat.)	

Note: Building "A" Day porter schedule from 9 AM (M-F) will assist as needed at both buildings

2.4 **AUTOMOTIVE TECHNOLOGY TRAINING CENTER**

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	8:00 AM – 5:00 PM (Mon.–Thu.) 1 Person	
• Day Porter(s)	8:00 PM – 4:00 PM (Fri.) 1 Person	
• Night cleaning hours of service	5 PM to 10 PM (M- Fri.)	

2.5 CODWELL HALL/ROLAND SMITH TRUCK DRIVING/PSI/ PSI Showers

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	6:00 AM – 3:00 PM (Mon.–Fri.) 2 People	
•	11:00 AM –5:00 PM (Mon.–Fri.) 2 People	
•	8:00 AM –5:00 PM (Sat & Sun.) 2 People	

Note: Porters will service all buildings, as needed during the day

- Night cleaning hours of service 4 PM to 10 PM (M- Sun.)

2.6 LEARNING HUB / COOLING PLANT

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	6:00 AM – 3:00 PM (Mon.–Fri.) 2 People	
•	11:00 AM – 5:00 PM (Mon.–Fri.) 1 Person (note below)	
•	10:00 AM – 5:00 PM (Sat. & Sun.) 1 Person	

Note: Porters will service both buildings, as needed during the day

Note: Day porter schedule at 11 AM (M-F) will assist as needed at Global building

- Night cleaning hours of service 4 PM to 10 PM (M- Sun.)

2.7 GLOBAL "SCIENCE AND TECH"

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	6:00 AM – 3:00 PM (Mon.–Fri.) 1 Person	
• Day Porter(s)	10:00 AM – 5:00 PM (Sat. & Sun.) 1 Person	

Note: Day porter schedule at Learning HUB at 11 AM (M-F) will assist as needed both buildings

- Night cleaning hours of service 4 PM to 10 PM (M- Sun.)

3. NORTH FOREST CAMPUS

3.1 Includes all buildings (Main, Academic, Workforce and Automotive)

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	8:00 AM – 5:00 PM (Mon.–Fri.) 2 Person	
• Day Porter(s)	11:00 AM – 5:00 PM (Mon. – Fri.) 1 Person 9:00 PM - 2:00PM (Sat.) 1 Person	
• Night cleaning hours of service	4 PM to 10 PM (M- Sun.)	

Note: Porters will service all buildings, as needed during the day

4. NORTHWEST COLLEGE

4.1 SPRING BRANCH

Includes all buildings (Main, Science, Commons and Performing Arts)

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	6:00 AM – 3:00 PM (Mon.–Fri.) 3 People 8:00 AM – 5:00 PM (Mon.-Fri) 2 People 8:00 AM – 4:00 PM (Sat.) 2 People 12:00 PM – 5:00 PM (Sat.) 2 People 12:00 PM – 6:00 PM (Sun.) 1 Person	
• Night cleaning hours of service	5 PM to 10 PM (M- Sun.)	

Note: Porters will service all buildings, as needed during the day

4.2 KATY CAMPUS

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	6:00 AM – 3:00 PM (Mon.–Fri.) 2 People 9:00 AM – 4:00 PM (Sat.) 1 Person 12:00 PM – 6:00 PM (Sun.) 1 Person	
• Night cleaning hours of service	4 PM to 10 PM (M- Sun.)	

4.3 ALIEF CENTER/ WORKFORCE

Includes both (Main and Workforce)

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.–Fri.) 1 Person
11:00 AM - 5:00PM (Mon.–Fri.) 1 Person
8:00 AM - 4:00PM (Sat.) 1 Person

- Night cleaning hours of service 5 PM to 10 PM (M- Sat.)

Note: Porters will service all buildings, as needed during the day

4.4 ALIEF CAMPUS AT HAYES ROAD

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.–Sat.) 3 People
11:00 AM – 5:00 PM (Mon.–Fri.) 2 Person
12:00 PM – 6:00 PM (Sun.) 1 Person

- Night cleaning hours of service 5 PM to 10 PM (M- Sun.)

4.5 WEST HOUSTON INSITITUE AT HAYES ROAD

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.–Fri.) 2 People
8:00 AM – 4:00 PM (Sat.) 1 Person

- Night cleaning hours of service 4 PM to 10 PM (M- Sat.)

5. COLEMAN COLLEGE

5.1 COLEMAN COLLEGE

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.-Fri.) 2 People
11:00 PM – 5:00 PM (Mon.-Fri.) 1 Person
8:00 PM – 5:00 PM (Sat.) 1 Person

- Night cleaning hours of service 5 PM to 10 PM (M- Sat.)

5.2 Coleman Tower

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.-Fri.) 2 People
11:00 AM – 5:00 PM (Mon.-Fri.) 1 Person
8:00 PM – 5:00 PM (Sat.) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M- Sat.)

6. SOUTHEAST COLLEGE

6.1 FELIX MORALES AND ANGELA MORALES

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.–Fri.) 3 People
8:00 AM – 4:00 PM (Sat.) 2 People
3:00 PM – 5:00 PM (Mon. – Fri.) 2 People
- Night cleaning hours of service 5 PM to 10(M- Sat.)

Note: Porters will service both buildings, as needed during the day

6.2 WORK FORCE

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon. - Sat.) 1 Person
3:00 PM – 5:00 PM (Mon. – Fri.) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M- Sun.)

6.3 WORK FORCE 2 AND STUDENT LIFE CENTER

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 8:00 AM – 4:00 PM (Mon. - Fri.) 1 Person
8:00 AM – 5:00 PM (Sat.) 1 Person

- Night cleaning hours of service 5 PM to 10 PM (M- Sat.)

Note: Porters will service both buildings, as needed during the day

6.4 LEARNING HUB / PARKING GARAGE 1ST FLOOR

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon. - Fri.) 2 People
6:00 AM – 3:00 PM (Sat.) 1 Person
12:00 PM – 6:00 PM (Sun.) 1 Person
3:00 PM – 5:00 PM (Mon. – Fri) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M- Sun.)

Note: Porters will service both buildings, as needed during the day

6.5 FELIX FRAGA

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon. - Fri.) 1 Person
9:00 AM – 2:00 PM (Sat.) 1 Person
2:00 PM – 5:00 PM (Mon. – Fri) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M- Sat.)

6.6 FELIX FRAGA STEM

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 8:00 AM – 5:00 PM (Mon. - Fri.) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M- Fri.)

7. SOUTHWEST COLLEGE

7.1 GULFTON CAMPUS

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.–Fri.) 1 Person
8:00 AM – 3:00 PM (Sat.) 1 Person

2:00 PM – 5:00 PM (Mon.–Fri.) 1 Person

- Night cleaning hours of service 5 PM to 10 PM (M- Sat.)

7.2 WEST LOOP CENTER – HISD

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.-Fri.) 4 People
7:00 AM – 5:00 PM (Sat.) 2 People
12:00 PM – 6:00 PM, (Sun.) 1 Person
2:00 PM – 5:00 PM (Mon.-Fri.) 2 people
- Night cleaning hours of service 5 PM to **10:30 PM** (M – Sun.)

Note: Porters will service both HCC and Early College areas as needed during the day

7.3 SCARCELLA SCIENCE AND TECHNOLOGY

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 3:00 PM (Mon.–Fri.) 2 People
8:00 PM – 5:00 PM ((Sat.) 2 People
2:00 PM – 5:00 PM (Mon.–Fri.) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M- Sat.)

7.4 FINE ARTS CENTER

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 6:00 AM – 2:00 PM (Mon. – Fri.) 1 Person
8:00 PM – 5:00 PM (Sat.) 1 Person
2:00 PM – 5:00 PM (Mon. – Fri.) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M- Sat.)

7.5 STAFFORD LEARNING HUB

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	6:00 AM – 2:00 PM (Mon.–Fri.) 3 People 8:00 AM – 5:00 PM (Sat.) 3 People 12:00 PM – 6:00 PM (Sun.) 1 Person 2:00 PM – 5:00 PM (Mon.–Fri.) 2 People	
• Night cleaning hours of service	5 PM to 10 PM (M- Sun.)	

7.6 STAFFORD WORKFORCE

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	7:00 AM – 4:00 PM (Mon.–Fri.) 1 Person 8:00 AM – 4:00 PM (Sat.) 1 Person 8:00 AM – 4:00 PM (Sun.) 1 Person	
• Night cleaning hours of service	5 PM to 10 PM (M- Sun.)	

7.7 BRAYS OAKS

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____
• Day Porter(s)	7:00 AM – 4:00 PM (Mon.-Sat.) 1 Person	
• Night cleaning hours of service	5 PM to 10 PM (M- Sat.)	

7.8 MISSOURI CITY

	Number of Persons	Total Hours
Evening Cleaners	_____	_____
Weekend Cleaners	_____	_____

- Day Porter(s) 7:00 AM – 4:00 PM (Mon.-Sat.) 1 Person
- Night cleaning hours of service 5 PM to 10 PM (M- Sat.)

7.9 Fannin Warehouse

Cleaning services for both building "B" and building "D" as follows;

Once a week preferably on Fridays clean office areas, remove trash as needed; sweep, mop and dust; clean and disinfect, both sets of restrooms (1 set in each warehouse); remove trash as needed, sweep, mop, refill all dispensers – provide all cleaning supplies and paper products.

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Attachment No. 1	Contract Award Form
Attachment No. 2	Determination of Good Faith Effort Form
Attachment No. 3	Small Business Unavailability Certificate
Attachment No. 4	Contractor & Subcontractor Participation Form
Attachment No. 5	Proposer's Certifications
Attachment No. 6	Conflict of Interest Questionnaire
Attachment No. 7	Financial Interests and Potential Conflicts of Interests

Appendix Number	Appendix Title
Appendix No. 1	Items and Prices for Environmental Services
Appendix No. 2	Sample HCC Agreement
Appendix No. 3	Staffing Requirements

Exhibit Number	Exhibit Title
Exhibit A	Cleaning Product Usages
Exhibit B	APPA's Level 2.5 cleaning
Exhibit C	Cleaning Requirements and Frequency Schedule
Exhibit D	Information Packet

NOTE: All noted Attachments are to be completed and submitted with Proposal, Attachments 1, 5 and 7 must be signed and notarized.

SOLICITATION SCHEDULE

The following is the anticipated solicitation schedule including a brief description for milestone dates:

Solicitation Milestone	Date & Time
RFP released and posted to HCC's & ESBD's websites	May 17, 2019
Pre-Proposal Meeting (Non-Mandatory) will be held by the Procurement Operations Department at 3100 Main Street (2nd Floor Room B) Houston, Texas 77002	May 28, 2019 at 11:00 a.m. (local time)
S Site Visit schedule & Routing	June 10, 2019 till June 14, 2019 from 9:00 am to 3:00 pm (local time)
Deadline to receive written question/inquiries	June 18, 2019 by 2:00 pm (local time)
Responses to written questions/inquiries (estimated)	June 21, 2019
Proposal Submittal Due Date	June 27, 2019 by 2:00 pm (local time)
Anticipated Board Recommendation and Approval	August, 2019

NOTE: Houston Community College reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP and posted on Procurement Operations web site for your convenience.

Site Visit Schedule & Routing
from 9:00 am till 3:00 pm (local time)

Campus	Address	Phone	Site visit schedule	Routing
Acres Homes Campus	630 W. Little York Houston TX, 77091	713.718.6900	Day #1	1
Automotive Technology Training Center	4638 Airline Houston, Texas 77022	713.718.8100	Day #1	2
Northline Campus	8001 Fulton Houston TX, 77022	713.718.8000	Day #1	3
North Forest Campus	6010 Little York Rd. Houston, TX 77016	713.718.5868	Day #1	4
Central Campus	1300 Holman Houston TX, 77004	713.718.6000	Day #1	5
Northeast Campus	555 Community College Dr. Houston TX, 77013	713.718.8300	Day #2	6
District (Administration)	3100 Main St. Houston TX, 77002	713.718.2000	Day #2	7
Felix Fraga Academic Campus	301 N. Drennan St. Houston TX, 77003	713.718.2800	Day #2	8
Eastside Campus	6815 Rustic St. Houston TX, 77087	713.718.7000	Day #2	9
Coleman College	1900 Pressler St. Houston TX, 77030	713.718.7400	Day #3	10
South Campus	1990 Airport Blvd. Houston, TX 77051	713.718.6634	Day #3	11
Missouri City Campus	1600 Texas Parkway Missouri City, TX 77489	713.718.2900	Day #3	12
Stafford Campus	10041 Cash Rd. Stafford TX, 77477	713.718.7800	Day #3	13
West Loop Campus	5601 West Loop South Houston TX, 77081	713.718.7868	Day #4	14
Gulfton Center	5407 Gulfton Rd. Houston TX, 77081	713.718.7760	Day #4	15
Brays Oaks Campus	8855 West Bellfort Houston TX, 77031	713.718.8600	Day #4	16
Alief Bissonnet Campus	13803 Bissonnet St. Houston TX, 77083	713.718.8860	Day #4	17
Katy Campus	1550 Foxlake Dr. Houston TX, 77084	713.718.5757	Day #5	18
Spring Branch Campus	1010 W. Sam Houston Pkwy N. Houston, TX 77043	713.718.5700	Day #5	19
Alief Hayes Campus	2811 Hayes Rd. Houston TX, 77082	713.718.6870	Day #5	20