



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

Jerry Adams
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.393.9126
<http://purchasing.houstontx.gov>

May 18, 2020

Subject: Letter of Clarification No. 2
Consolidated and Distribution Centers (CRDC's) Services for the Houston Airport System

Reference: Request for Proposals (RFP) No.: S19-T29294

To All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. In Part III (Subsection E), **replace:** "pages 17 and 18 of 55, with attached pages 17 and 18 of 55 marked revised 5/18/2020".

When issued, Letter(s) of Clarification shall automatically become a part of the Bid documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response to this Proposal, Proposers shall be deemed to have received all Letter(s) of Clarification and to have received all Letter(s) of Clarification and to have incorporated them into this Proposal.

If you should have any questions, please contact Roy Korthals at (832) 393-8734 or via email at buyers roy.korthals@houstontx.gov

Thank you,

Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

E. Evaluation Criteria

1. Responsiveness of Proposal (Pass/Fail)

The Proposal shall be responsive to all material requirements that will enable the evaluation committee to evaluate it in accordance with the evaluation criteria and make a recommendation to City officials.

2. Technical Competence/Requirements (80 Points)

The Proposal shall be evaluated based on the extent to which the proposed solution meets the needs of the City, including but not limited to the to the site selection, desired planning, design and implantation of the development/construction and operation of CRDCs at IAH and HOU as expressed in this RFP.

	<u>Points</u>
2.1 <u>Background and Experience:</u>	35
<ul style="list-style-type: none"> • <u>Strength of Proposer's management, staffing, and support staff.</u> • <u>Experience with local/state/federal regulatory agencies.</u> • <u>Experience working with airports of a similar size.</u> • <u>Experience of key personnel who will be assigned to HAS.</u> • <u>Experiences of subcontractors and how the prime will manage them.</u> 	
2.2 <u>Operations and Staffing:</u>	25-30
2.3 <u>Quality of emergency staffing procedures</u>	
2.4 <u>Quality and detail of management plan.</u>	
2.5 <u>Quality of food handling and safety procedures and experience.</u>	
<ul style="list-style-type: none"> • Describe organization sufficiently to enable evaluators to understand the emergency operations staffing procedures, including a twenty-four (24) hour response management contact. • The management plan should identify staff schedule proposing coverage for all operating hours per day up to seven days per week schedule, including management and all full-time and part-time staff. • Describe the standard process if the City may add or reduce staff to meet minimum performance under the contract agreement. • Describe the approach for food handling and food safety procedures training to contractor's personnel to ensure the capability to perform the required services at no cost to the City. 	
2.6 <u>Customer Service:</u>	20-15
<p>Quality and detail of customer service plan. Quality of customer complaint resolution process. Quality of plan for maintaining harmonious relations with HAS and its tenants.</p>	
2.7 <u>Financial Stability of Proposer (Pass/Fail):</u>	
2.7.1 If Proposer is an entity that is required to prepare audited financial statements, Proposer shall submit an annual report that includes:	

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- 2.7.1.1 Last two years of audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;
 - 2.7.1.2 If applicable, last two years of consolidated statements for any holding companies or affiliates;
 - 2.7.1.3 An audited or unaudited accrual-basis financial statement of the most recent quarter of operation; and
 - 2.7.1.4 A full disclosure of any events, liabilities, or contingent liabilities that could affect Proposer's financial ability to perform this contract.
- 2.5 8 If Proposer is a privately-owned entity or sole proprietorship for which audited financial statements are not required, Proposer shall submit an annual report that includes:
- 2.8.1 Last two years of unaudited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;
 - 2.8.2 An audited or unaudited accrual-basis financial statement of the most recent quarter of operation; and
 - 2.8.3 A full disclosure of any events, liabilities, or contingent liabilities that could affect Proposer's financial ability to perform this contract;
- OR
- 2.8.4 Other financial information sufficient for the City, in its sole judgment, to determine if Proposer is financially solvent or adequately capitalized.
- 2.6 9 Reasonableness and Extent of Contract Exceptions Taken by Proposer (if applicable) (Pass/Fail):
- 2.7 10 M/WBE Requirements (Pass/Fail):

3. Price Proposal (20 Point)

THE PRICE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE that is clearly marked with the RFP title and solicitation number and the label "Price Proposal."

Note: The Hire Houston First (HHF) Program can be found in the City of Houston's Code of Ordinances (the "Code"), Ch. 15, Article XI. At the conclusion of scoring Proposals, preference points shall be distributed in the following manner:

- ~~5 Points:~~ ~~For Proposer firm residing within the City of Houston city limits.~~
- 3 Points: For Proposer whose firm is a local business residing within the local area as defined by section 15-176 of the Code.
- 0 Points: For Proposer whose company does not reside within Houston city limits, or within the local area as defined by section 15-176 of the Code.