

## Solicitation Amendment No. 001

<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
	July 21, 2009
<b>Project Title:</b>	<b>Project No.:</b>
Glass Windows and Entrance Doors Cleaning Services	09-50
<p>Description of Solicitation Amendment:</p> <p>The Invitation For Bids (#09-50) for Glass Windows and Entrance Doors Cleaning Services is hereby amended as described herein.</p> <p>I. <u>Schedule of Items and Prices, Attachment No. 2</u></p> <ul style="list-style-type: none"> <li>Delete Page Nos. 12-15 contained in the original solicitation document and replace these Pages with the revised Page Nos. 12-16 (dated July 21, 2009), attached hereto.</li> </ul> <p>II. <u>Scope of Services, Attachment No. 3</u></p> <ul style="list-style-type: none"> <li>Delete Page Nos. 16-25 contained in the original solicitation document and replace these Pages with the revised Page Nos. 16-27 (dated July 21, 2009), attached hereto.</li> </ul> <p>Except as provided herein, all items and conditions of the solicitation, as heretofore changed, remains unchanged and in full force and effect.</p>	
<b>Acknowledgement of Amendment No. 001 by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>

REVISED DOCUMENT

**ATTACHMENT NO. 2**  
**AMENDMENT No. 001 (Cont'd)**

**SCHEDULE OF ITEMS AND PRICES**

**For Glass Windows and Entrance Doors Cleaning Services**

The Bidder/Contractor shall furnish all resources and services necessary and required to perform Glass Windows and Entrance Doors Cleaning Services in accordance with the scope of services (**Attachment No. 3**) and the general terms and conditions of the sample contract for the bid prices listed herein. Revised: July 21, 2009.

	<b>Description</b>	<b>QTY</b>	<b>UNIT</b>	<b>EACH CLEANING</b>	<b>ANNUAL AMOUNT</b>
01	Window Cleaning Services for System Administration Building & Parking Garage ( <b>All Interior &amp; Exterior Windows for Floors 1-2</b> ) ( <b>Per the Scope of Services, Attachment No. 3</b> )	12	Mo.	\$	\$
02	Window Cleaning Services for System Administration Building ( <b>All Windows for Floors 3-12</b> ) ( <b>Per the Scope of Services, Attachment No. 3</b> )	4	Qtr.	\$	\$
03	Window Cleaning Services for Northeast College Automotive Technology Center Bldg. A ( <b>All Interior &amp; Exterior Windows Floors 1&amp;2</b> ) & Bldg. B ( <b>Entrance Doors</b> )	4	Qtr.	\$	\$
04	Window Cleaning Services for Northeast College-Codwell Hall ( <b>All Interior Windows for Floors 1 through 3</b> ) Science and Technology Building ( <b>All interior Windows for Floors 1 through 3</b> ) Roland Smith ( <b>All Interior Windows for Floors 1 through 2</b> )	4	Qtr.	\$	\$
05	Window Cleaning Services for Northeast College-Codwell Hall ( <b>All Exterior Windows for Floors 1 through 3</b> ) Roland Smith ( <b>All Exterior Windows Floors 1 &amp; 2</b> ) Science and Technology Building ( <b>All Exterior Windows Floors 1 &amp; 2</b> )	4	Qtr.	\$	\$
06	Window Cleaning Services for Northline ( <b>All Exterior &amp; Interior Windows Floors 1 through 4</b> )	4	Qtr.	\$	\$

**AMENDMENT No. 001 (Cont'd)**

**Schedule of Items and Prices, Attachment No. 2**

	<b>Description</b>	<b>QTY</b>	<b>UNIT</b>	<b>EACH CLEANING</b>	<b>ANNUAL AMOUNT</b>
07	Window Cleaning Services for Pinemont Center <b>(All Interior &amp; Exterior Windows for 1<sup>st</sup> Floor)</b>	4	Qtr.	\$	\$
08	Window Cleaning Services for Coleman College -Health Science Center <b>(All Interior &amp; Exterior Windows Floors for 1 through 5 &amp; All Interior &amp; Exterior Windows located on the roof)</b>	4	Qtr.	\$	\$
09	Window Cleaning Services for Southeast College - Felix Morales <b>(All Windows for Floors 1 through 3)</b> , Angela Morales <b>(All Windows for Floors 1 through 3)</b> , T-Bldg. <b>(All Windows for 1<sup>st</sup> Floor)</b> , Crosswalk Windows <b>(Between Felix Morales and Angela Morales, 2<sup>nd</sup> floor)</b>	4	Qtr.	\$	\$
10	Window Cleaning Services for Southeast College -Eastside Annex - Main Building <b>(All Windows for 1<sup>st</sup> Floor)</b> , Fine Arts Center <b>(All Windows for Floors 1 through 2)</b> , and T-Bldg. <b>(All Windows for 1<sup>st</sup> Floor)</b>	4	Qtr.	\$	\$
11	Window Cleaning Services for Southeast College -Learning Hub Building <b>(All Windows for floors 1 through 3).</b>	4	Qtr.	\$	\$
12	Window Cleaning Services for Southeast College - Drennan Building, 301 North Drennan. <b>(All Windows for Floors 1 through 2)</b> , <b>Scheduled Opening Jan 5, 2010</b>	4	Qtr.	\$	\$
13	Window Cleaning Services for Southwest College - West Loop Center <b>(All Windows for Floors 1 through 2 and above EFIS walkway).</b>	4	Qtr.	\$	\$
14	Window Cleaning Services for Southwest College - Gulfton Center <b>(All Exterior &amp; Interior Windows for Floors 1 through 2).</b>	4	Qtr.	\$	\$

**AMENDMENT No. 001 (Cont'd)**

**Schedule of Items and Prices, Attachment No. 2**

	<b>Description</b>	<b>QTY</b>	<b>UNIT</b>	<b>EACH CLEANING</b>	<b>ANNUAL AMOUNT</b>
15	Window Cleaning Services for Southwest College - Alief Center, 2811 Hayes Road <b>(All Windows for 1<sup>st</sup> Floor)</b> .	4	Qtr.	\$	\$
16	Window Cleaning Services for Southwest College - Alief Center, 2811 Hayes Road <b>(All Windows for 2<sup>nd</sup> to 4th Floors)</b> .	2	Semi-Annual	\$	\$
17	Clean skylight annually (interior and exterior) at the Alief Center.	1	Yr.	\$	\$
18	Window Cleaning Services for Southwest College - Alief Continuing Education Center, 13803 Bissonnet Street. <b>(All Windows for 1<sup>st</sup> Floor)</b> .	4	Qtr.	\$	\$
19	Window Cleaning Services for Southwest College - Learning Hub Building, 10041 Cash Rd. <b>(All Exterior &amp; Interior Windows for Floors 1 through 3)</b>	4	Qtr.	\$	\$
20	Window Cleaning Services for Southwest College – Stafford Center, Scarcilla Bldg., Learning Hub Building, 10141 Cash Rd. <b>(All Exterior &amp; Interior Windows for 1st Floor including courtyard, entrance windows at front of the building, and front entrance hallway gable panels)</b> .	4	Qtr.	\$	\$
21	Window Cleaning Services for Southwest College - Stafford Campus, 9910 Cash Road, Stafford, TX 77477 <b>(All Windows for 1<sup>st</sup> Floor)</b> .	4	Qtr.	\$	\$
22	Window Cleaning Services for Southwest College -Stafford Campus, 9910 Cash Rd. <b>(All windows in Buildings A,B,C,D,&amp; F)</b> .	4	Qtr.	\$	\$
23	Window Cleaning Services for Southwest College -Applied Technology Center <b>(All windows in Buildings A &amp; B)</b> .	4	Qtr.	\$	\$

**AMENDMENT No. 001 (Cont'd)**

**Schedule of Items and Prices, Attachment No. 2**

	<b>Description</b>	<b>QTY</b>	<b>UNIT</b>	<b>EACH CLEANING</b>	<b>ANNUAL AMOUNT</b>
24	Window Cleaning Services for Southwest Campus – Greenbriar Annex <b>(All windows)</b> .	4	Qtr.	\$	\$
25	Window Cleaning Services for Southwest College – Missouri City Center <b>(All windows on 1<sup>st</sup> &amp; 2<sup>nd</sup> floors)</b> .	4	Qtr.	\$	\$
26	Window Cleaning Services for Central College –San Jacinto Building <b>(All windows and doors)</b> .	4	Qtr.	\$	\$
27	Window Cleaning Services for Central College – West Wing and Learning Hub Buildings <b>(All windows)</b> .	4	Qtr.	\$	\$
28	Window Cleaning Services for Central College – CIC Building <b>(All windows)</b> .	4	Qtr.	\$	\$
29	Window Cleaning Services for Central College – BSCC Building <b>(All windows and doors on floors 1 through 3)</b> .	4	Qtr.	\$	\$
30	Window Cleaning Services for Central College – JDB Building <b>( All windows and doors on floors 1through 3)</b> .	4	Qtr.	\$	\$
31	Window Cleaning Services for Central College – Fine Arts Building <b>(All windows and doors on floors 1through 3)</b> .	4	Qtr.	\$	\$
32	Window Cleaning Services for Central College – Heinen Building <b>( All windows and doors on floors 1 through 3)</b> .	4	Qtr.	\$	\$
33	Window Cleaning Services for Central College – Theater One Building <b>(All windows and doors on floors 1 through 3)</b> .	4	Qtr.	\$	\$
34	Window Cleaning Services for Central College – Cross walk between Theater One and Heinen Building <b>(All windows)</b> .	4	Qtr.	\$	\$

**AMENDMENT No. 001 (Cont'd)**

**Schedule of Items and Prices, Attachment No. 2**

	<b>Description</b>	<b>QTY</b>	<b>UNIT</b>	<b>EACH CLEANING</b>	<b>ANNUAL AMOUNT</b>
35	Window Cleaning Services for Central College – SIS Building <b>(All windows and doors on floors 1 through 3).</b>	4	Qtr.	\$	\$
36	Window Cleaning Services for Central College – Educational Development Center <b>(All windows and doors on floors 1 through 3).</b>	4	Qtr.	\$	\$
37	Window Cleaning Services for Central College – J.B. Whitely Building <b>( All Interior &amp; Exterior windows and doors on floors 1 through 2).</b>	4	Qtr.	\$	\$
38	Window Cleaning Services for Central College – Willie Gay Hall <b>(All Interior &amp; Exterior windows and doors on 1<sup>st</sup> floor).</b>	4	Qtr.	\$	\$
39	Clear Skylight (interior and exterior) at Willie Gay Hall.	1	YR.	\$	\$
40	Window Cleaning Services for Northwest College-Katy Campus <b>( All Interior &amp; Exterior windows).</b>	4	Qtr.	\$	\$
41	Window Cleaning Services for Northwest College-Katy Campus - Atrium <b>( All Interior &amp; Exterior windows on 1<sup>st</sup> floor).</b>	2	Semi-Annual	\$	\$
42	Window Cleaning Services for Northwest College-Spring Branch Campus-Main Building; Science Hall; and Performing Arts Center. <b>( All Interior &amp; Exterior windows).</b>	4	Qtr.	\$	\$
<b>Total Amount of Bid ( Items 01-42 )</b>					\$

**AMENDMENT No. 001 (Cont'd)**

**ATTACHMENT NO. 3**

**Scope of Service**

**For Glass Windows and Entrance Doors Cleaning Services**

Revised: July 21, 2009

**I. Scope:**

This scope of service covers the requirements for the Contractor to furnish all labor and material and any other resources required to provide Glass Windows and Entrance Doors Cleaning Services to Houston Community College System. All services required herein shall be performed in a workmanlike manner. Window cleaning includes windows on the roof, all offices, labs and other rooms and areas containing windows throughout the building.

**II. Requirement:**

The Contractor shall perform window cleaning service at the facilities listed herein as follows:

**A. Houston Community College - System Administration Building**

3100 Main Street

Contact Person: Virginia Parras (713-718-8085)

1. Schedule: Monthly (First Week of the Month – Floors 1 & 2)

Tasks:

**a. Parking Garage**

- Clean the windows (interior and exterior) on the first floor of 3220 Main Parking Garage.

**b. System Administration**

- Clean the windows (interior and exterior) on the first and second floor of 3100 Main Street including the spandrels and exterior vents.

**c. System Administration**

- Clean the windows (interior and exterior) on the walk-way bridge between the Administration Office Building and Parking Garage. Clean the Columbia blue colored glass (exterior) above and beneath the windows on the walk-way bridge (weekend only). Clean the walk-way bridge sliding glass doors.

## **AMENDMENT No. 001 (Cont'd)**

### **Scope of Services, Attachment No. 3**

#### **Requirement (cont'd)**

##### **d. System Administration**

- White support beams & landing under sky bridge & white panels under sky bridge.

#### **2. Schedule: Quarterly (First week of January, April, July and October – Floors 3 – 12)**

##### **Schedule/Tasks:**

##### **a. System Administration Building Area**

- Clean the windows (interior and exterior) on floors three through twelve.
- Clean the smoked glass panel directly beneath the windows on floors two through twelve (floors 2 – 12).
- Clean exterior columns of the building and exhaust vents. Columns extend from ground to second floor around perimeter of the building.

## **B. Houston Community College – Northeast College**

#### **1. Automotive Technology Training Center**

4638 Airline (713-718-8100)

Contact Person: Raul Ortegon (713-718-8007)

##### **Schedule/Tasks:**

- Clean the windows (interior and exterior) on the first and second floors of Building A on a quarterly basis.
- Clean the entrance doors only (interior and exterior) of Building B on a quarterly basis.

#### **2. Northeast Campus – Codwell Hall & Roland Smith Bldg./Science & Technology Bldg.**

555 Community College Drive (713-718-8300)

Contact Person: Dr. Abe Bryant (713-718-5536)

##### **Schedule/Tasks:**

- Clean the windows (interior) on floors one through three at Codwell Hall (Bldg. 1) quarterly.
- Clean the windows (exterior) on floor one at Codwell Hall (Bldg. 1) quarterly.
- Clean the windows (exterior) on floors two and three at Codwell Hall (Bldg. 1) quarterly.



## **AMENDMENT No. 001 (Cont'd)**

### **Scope of Services, Attachment No. 3**

#### **Requirement(cont'd)**

- Clean the windows (interior) on floors one through two at Roland Smith (Bldg. 2) quarterly.
- Clean the windows (exterior) on floor one at Roland Smith (Bldg.2) quarterly.
- Clean the windows (exterior) on floor two at Roland Smith (Bldg. 2) quarterly.
- Clean the windows (interior) on floors one to three at Science & Technology Bldg. quarterly.
- Clean the windows (exterior) on floors one to three at Science & Technology Bldg. quarterly.

#### 3. Northline

8001 Fulton

Contact Person: Raul Ortegon (713-718-8007)

##### Schedule/Tasks:

- Clean the windows and doors (interior and exterior) at the entrance quarterly.
- Clean the windows (interior and exterior) on floors one to four quarterly.

#### 4. Pinemont Center

1265 Pinemont

Contact Person: Jackie Howard (713-718-8107)

##### Schedule/Tasks:

- Clean the windows (interior) on the first floor quarterly.
- Clean the windows (exterior) on the first floor quarterly.

## **AMENDMENT No. 001 (Cont'd)**

### **Scope of Services, Attachment No. 3**

#### **Requirement (cont'd)**

### **C. Houston Community College – Coleman College**

1. Coleman Campus – Health Science Center  
1900 Pressler Street

Contact Person: Diana Castillo (713-718-7212)

Schedule/Tasks:

- Clean all windows (interior and exterior) on the first through fifth floors quarterly. Window cleaning includes windows on the roof, all offices, labs and other rooms and areas containing windows throughout the building.

### **D. Houston Community College – Southeast College**

1. Eastside Campus – Felix Morales , Angela Morales, and T- Building. 6815 Rustic.

Contact Person: Christopher Martin (713-718-7565)

Schedule/Tasks:

- Clean all windows (interior and exterior) on the first through third floors in Felix Morales Building quarterly. Window cleaning includes all offices, labs and other rooms and areas containing windows throughout the building.
- Clean all windows (interior and exterior) on the first through third floors in Angela Morales Building quarterly. Window cleaning includes all offices, labs and other rooms and areas containing windows throughout the building.
- Clean the windows and doors (interior and exterior) on the first floor in T-Building quarterly. Window cleaning includes all offices, labs and other rooms and areas containing windows throughout the building.
- Clean all Crosswalk windows (interior and exterior) between Felix Morales and Angela Morales Buildings quarterly. Window cleaning includes all offices, labs and other rooms and areas containing windows throughout the building.

## **AMENDMENT No. 001 (Cont'd)**

### **Scope of Services, Attachment No. 3**

#### **Requirement (cont'd)**

- Clean all windows (interior and exterior) on the first through third floors in the Learning Hub Building quarterly. Window cleaning includes all offices, labs and other rooms and areas containing windows throughout the building.
2. Eastside Annex – Main Building, Fine Arts Center, and T- Building.  
2524 Garland St.  
Contact Person: Christopher Martin (713-718-7565)  
Schedule/Tasks:
- Clean all windows (interior and exterior) on the first floor of the Main Building quarterly. Window cleaning includes all offices, labs, and other rooms and areas containing windows throughout the building.
  - Clean all windows (interior and exterior) on the first and second floors of the Fine Arts Center quarterly. Window cleaning includes all offices, labs and other rooms and areas containing windows throughout the building.
  - Clean all windows (interior and exterior) on the first floor of the T-Building quarterly. Window cleaning includes all offices, labs and other rooms and areas containing windows throughout the building.
3. Drennan Building  
301 North Drennan  
Contact Person: Christopher Martin (713-718-7565)  
Schedule/Tasks:
- Clean all windows (interior and exterior) on the first floor and second floor quarterly. Window cleaning includes all offices, labs, and other rooms and areas containing windows throughout the building.

**AMENDMENT No. 001 (Cont'd)**

**Scope of Services, Attachment No. 3**

**Requirement (cont'd)**

**E. Houston Community College – Southwest College - Quarterly**

1. West Loop Center  
5601 West Loop South  
Houston, Texas 77081  
Contact Person: William Cathy (713-718-7868)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) both 1<sup>st</sup> and 2<sup>nd</sup> floors and above EFIS walkway quarterly.
  
2. Gulfton Center  
5407 Gulfton  
Houston, TX 77081  
Contact Person: Julian Fisher (713-718-7737)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) both 1<sup>st</sup> and 2<sup>nd</sup> floors quarterly.
  
3. Alief Continuing Education Center  
13803 Bissonnet  
Houston, TX 77083  
Contact Person: Hernan Sergoria (713-718-5348)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) quarterly.
  - Clean skylight annually (interior and exterior).
  
4. Alief Campus  
2811 Hayes Road  
Houston, TX 77082  
Contact Person: Jane Perez (713-718-6911)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) on 1<sup>st</sup> floor quarterly.
  - Clean 1<sup>st</sup> floor partition glass and handrail glass on both sides.
  - Clean all windows (interior and exterior) on 2<sup>nd</sup> to 4<sup>th</sup> floors semi-annually.
  - Clean Atrium windows semi-annually.

**AMENDMENT No. 001 (Cont'd)**

**Scope of Services, Attachment No. 3**

**Requirement (cont'd)**

5. Stafford Center  
10141 Cash Road  
Stafford, TX 77477  
Contact Person: Debra Robinson (713-718-6702)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) including courtyard quarterly.
  - Clean entrance windows at the front of building (interior and exterior) quarterly.
  - Clean front entrance hallway gable panels (interior and exterior) quarterly.
  
6. Learning Hub Building  
10041 Cash Road  
Stafford, TX 77477  
Contact Person: Debra Robinson (713-718-6702)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) including courtyard quarterly.
  - Clean entrance windows at the front of building (interior and exterior) quarterly.
  - Clean all glass handrails on floors 1 and 2.
  
7. Stafford Campus  
9910 Cash Road  
Stafford, TX 77477  
Contact Person: Debra Robinson (713-718-6702)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) on Main Building and buildings A,B,C,D & F quarterly.
  
8. Applied Technology Center  
4010 Bluebonnet  
Stafford, TX 77477  
Contact Person: Debra Robinson (713-718-6702)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) on buildings A & B quarterly.

**AMENDMENT No. 001 (Cont'd)**

**Scope of Services, Attachment No. 3**

**Requirement (cont'd)**

9. Greenbriar Annex  
13645 Greenbriar  
Stafford, TX 77477  
Contact Person: Debra Robinson (713-718-6702)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) quarterly.
10. Missouri City Campus  
5855 Sienna Springs Way  
Missouri City, TX 77459  
Contact Person: Tyrone Cross (713-718-5348)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) on the first & second floors quarterly.

**F. Houston Community College – Central College – Quarterly**

1. San Jacinto Building  
1300 Holman Street  
Houston, TX. 77004  
Contact Person: Tina Young (713-718-6354)  
Schedule/Tasks:
  - Clean all windows and doors (interior and exterior) on the first through third floors quarterly.
2. West Wing & Learning HUB  
1300 Holman Street  
Houston, TX. 77004  
Contact Person: Tina Young (713-718-6354)  
Schedule/Tasks:
  - Clean all windows (interior and exterior) on the first through third floors in both the West and Learning HUB quarterly.
3. CIC Building  
1300 Holman Street  
Houston, TX. 77004  
Contact Person: Tina Young (713-718-6354)  
Schedule/Tasks:

**AMENDMENT No. 001 (Cont'd)**

**Scope of Services, Attachment No. 3**

**Requirement (cont'd)**

- Clean all windows and doors (interior and exterior) on the first floor in CIC Building quarterly.

4. BSCC Building

1300 Holman Street  
Houston, TX. 77004

Contact Person: Tina Young (713-718-6354)

Schedule/Tasks:

- Clean all windows and doors (interior and exterior) on the first through third floors in the BSCC Building quarterly.

JD Boney Building

1300 Holman Street  
Houston, TX. 77004

Contact Person: Tina Young (713-718-6354)

Schedule/Tasks:

- Clean all windows and doors (interior and exterior) on the first through third floors in the JDB Building quarterly.

6. Fine Arts Building

3517 Austin Street  
Houston, TX 77004

Contact Person: Tina Young (713-718-6354)

Schedule/Tasks:

- Clean all windows and doors (interior and exterior) on the first through third floors in the Fine Arts Building quarterly.

7. Heinen Building

3517 Austin Street  
Houston, TX 77004

Contact Person: Tina Young (713-718-6354)

Schedule/Tasks:

- Clean all windows and doors (interior and exterior) on the first through third floors in the Heinen Building quarterly.

8. Theater One Building

3517 Austin Street  
Houston, TX 77004

Contact Person: Tina Young (713-718-6354)

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**AMENDMENT No. 001 (Cont'd)**

**Scope of Services, Attachment No. 3**

**Requirement (cont'd)**

Schedule/Tasks:

- Clean all windows and doors (interior and exterior) on the first through third floors in the Theater One Building quarterly.
- Clean all the crosswalk windows between Theater One and Heinen Buildings quarterly.

9. SIS Building

3821 Caroline Street  
Houston, TX 77004

Contact Person: Tina Young (713-718-6354)

Schedule/Tasks:

- Clean all windows and doors (interior and exterior) on the first through second floors in the SIS Building quarterly.

10. Educational Development Center

3214 Austin Street  
Houston, TX 77004

Contact Person: Tina Young (713-718-6354)

Schedule/Tasks:

- Clean all the windows and doors (interior and exterior) on the first through third floors in the Educational Development Center quarterly.

11. J. B. Whitely

1301 Alabama Street  
Houston, TX 77004

Contact Person: Tina Young (713-718-6354)

Schedule/Tasks:

- Clean all the windows and doors (interior and exterior) on the first and second floors in the J.B. Whitely Building quarterly.

12. Willie Gay Hall

South Campus  
1900 Airport  
Houston, TX 77004

Contact Person: Sheila LaBome (713-718-6637)

Schedule/Tasks:

- Clean all the windows and doors (interior and exterior)



on the first floor in the Willie Gay Hall quarterly.

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**AMENDMENT No. 001 (Cont'd)**

**Scope of Services, Attachment No. 3**

**Requirement (cont'd)**

- Clean sky light on interior annually.

**G. Houston Community College – Northwest College – Quarterly**

1. Katy Campus

1550 Foxlake Drive

Contact Person: Carolyn Glass (713-718-5726)

Schedule/Tasks:

- Clean all windows (interior and exterior) on the first to third floors quarterly. Window cleaning includes windows on the roof, all offices, labs and other rooms and areas containing windows throughout the building.
- Clean Atrium glass on the 1<sup>st</sup> to third floors public side semi-annually.

2. Spring Branch Campus – Main Building

1010 W. Sam Houston Parkway North

Contact Person: Rose Pena (713-718-5417)

Schedule/Tasks:

- Clean all windows (interior and exterior) on the first floor quarterly. Window cleaning includes windows on the roof, all offices, labs and other rooms and areas containing windows throughout the building.

3. Spring Branch Campus – Science Hall Building

1050 W. Sam Houston Parkway North

Contact Person: Rose Pena (713-718-5417)

Schedule/Tasks:

- Clean all windows (interior and exterior) on the first floor quarterly. Window cleaning includes windows on the roof, all offices, labs and other rooms and areas containing windows throughout the building.



**AMENDMENT No. 001 (Cont'd)**

**Scope of Services, Attachment No. 3**

**Requirement (cont'd)**

4. Spring Branch Campus – Performance Art Center  
1060 W. Sam Houston Parkway North  
Contact Person: Rose Pena (713-718-5417)

Schedule/Tasks:

- Clean all windows (interior and exterior) on the first floor quarterly. Window cleaning includes windows on the roof, all offices, labs and other rooms and areas containing windows throughout the building.



Procurement Operations  
3100 Main St.  
Houston, TX 77002