

## QUESTIONS AND ANSWERS

PROJECT #09-52

### LANDSCAPING AND GROUNDS MAINTENANCE SERVICES

**Date:** July 29, 2009  
**To:** All Prospective Respondents  
**From:** Houston Community College, Procurement Operations  
**Subject:** Informational Letter #1 – Invitation for Bids for Landscaping and Grounds Maintenance Services, (Project # 09-52)

The following written questions regarding subject IFB were received in the Procurement Operations Department prior to the deadline for submitting written inquiries.

#### **Question #1**

Is there a pre-registration form we need to fill out, or pre-conference that we need to attend to be listed as a qualified bidder before turning in a bid pack to you? Or is all the information you need included in the forms that we turn in along with the bid pack?

#### **HCC Answer**

Vendors are asked to register on-line at [www.hccs.edu](http://www.hccs.edu). Click on Business and Community\Doing Business with HCC\Procurement Operations\Procurement Operations\For Vendors\On-Line Vendor Application. There is not a pre-conference scheduled for this Invitation for Bid. Yes, all of the information is included in the forms provided.

#### **Question #2**

I was wondering if this maintenance package has been bid out before as it is, and if it has been bid if we could see the tabulation of this bid, or the current contract?

#### **HCC Answer**

You may submit a public information request at the following e-mail address: [recordsrequest@hccs.edu](mailto:recordsrequest@hccs.edu).

**Question #3**

We at Choate USA would like to schedule sight visits for all Houston Community College locations.

**HCC Answer**

Requests to schedule sight visits should be e-mail to the Project Manager, Hector Perez at hector.perez@hccs.edu.

**Question #4**

Can you please confirm the bid date and time as August 7, 2009 at 1:00 PM EDT?

**HCC Answer**

Yes, the bid due date and time is August 7, 2009 at 2:00 CDT.

**Question #5**

Has there been a release of any addendum?

**HCC Answer**

No.

**Question #6**

Is there a plan holders list available?

**HCC Answer**

No.

**Question #7**

Please provide me with the annual budget for the project of Landscaping and Grounds Maintenance Services (IFB 09-52).

**HCC Answer**

This information is not available at this time.