

Questions and Answers
Project No. 09-32
Energy Savings Performance Contract Services

Date: May 8, 2009

To: Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter #1 – Request for Qualifications (RFQ) for Energy Savings Performance Contract Services

The following written questions regarding subject RFQ were received in Procurement Operations prior to the deadline for submitting written inquiries:

Question #1:

Does a responding firm need to complete Attachments 1 and 2 if it is not seeking a waiver of the small business participation requirement and completes and submits Attachment No. 8?

HCC Answer:

If a responding firm completes and submits Attachment No. 8, it is not necessary to complete Attachments 1 and 2.

Question #2:

In light of the fact that the scope and contract amount are not yet defined, are responding firms expected to complete Attachment No. 3 and submit it with their bids?

HCC Answer:

Responding firms are expected to complete Attachment No. 3 and include it in the submission package to HCC. Please note that this procurement process is not a “bid” process.

Question #3:

Can we print on both sides of our 15 page response?

HCC Answer:

No. Please note that the page limitation has been changed to 20 pages plus attachments (see amendment #001 posted on the HCC website).

Question #4:

Are resumes included in the page limit?

HCC Answer:

The submission documents shall be limited to 20 pages plus attachments.

Question #5:

Are tabs included in the page limit?

HCC Answer:

No.

Question #6:

Can we use more than 15 pages?

HCC Answer:

See answer to question #4.

Question #7:

Will HCC consider extending the due date at least one additional week?

HCC Answer:

The submission due date has been extended until May 13, 2009 at 2:00 p.m. (local time). Please refer to Amendment #001 posted on the HCC website.

Question #8:

Some attachments and forms appear to be required after the contract is awarded. Can you please clarify specifically which forms and attachments are required as part of the RFQ?

HCC Answer:

Attachment Nos. 11 and 12 are not required as part of the RFQ. Also, please refer to the answer to question #1.