



# CITY OF HOUSTON

Annise D. Parker

Mayor

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[www.houstontx.gov](http://www.houstontx.gov)  
<http://purchasing.houstontx.gov>

May 8, 2014

**Subject:** Letter of Clarification No. 1 to Invitation to Bid No. S50-C24982 Furnish and Install Automatic Entry Door Openers Citywide for the General Services Department on behalf of the Health and Human Services Department

**To:** All Prospective Bidders:

This letter of Clarification is being issued for the following reasons:

- **To announce site visit contact information and revise SECTION "A" of the Bid Document to remove the requirements of the Pay or Play Ordinance.**

1.) **NOTICE TO BIDDER:**

**Below is the list of site contacts for all general contractors' use in arranging site visits.**

1. Magnolia MSC: Melissa Salinas – 713-928-9832 / Cell N/A
  2. Northside HC: LaWanda Green – 713-696-5967 / Cell N/A
  3. Fifth Ward MSC: Lynelle Jones – 832-393-3806/3800 / Cell 713-458-0792
  4. Northeast MSC: Ebony Victorian – 713-491-5506 / Cell 832-516-1440
  5. La Nueva Casa: Lucy Borja – 713-547-8067 / Cell 713-504-2198
  6. Southwest: Sandra Rodriguez – 832-393-4358 / Cell 281-610-5237
- 2.) Remove Page No. 3 of 41 and replace with Page No. 3 of 41 marked, REVISED 5/8/2014.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation and resulting bid.

Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.

*Arturo Lopez*

Arturo Lopez  
Senior Procurement Specialist / 832-393-8731

**Letter of Clarification No. 1 to Invitation to Bid No. S50-C24982  
Furnish and Install Automatic Entry Door Openers Citywide for the General Services  
Department on behalf of the Health and Human Services Department**

**SECTION A**

**REVISED 5/8/2014**

**Documents/forms must be downloaded from the City's Website  
<http://www.houstontx.gov/purchasing/index.html>**

**Additional Required Forms to be Included with this bid:**

In addition to the electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:**

<b>Table 1</b>
<i>Affidavit of Ownership</i>
<i>Fair Campaign Ordinance</i>
<i>Statement of Residence</i>
<i>Conflict of Interest Questionnaire</i>
<i>Contractor References</i>
<i>10% Bid Bond</i>

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful bidder:

<b>Table 2</b>
<i>Formal Instructions for Bid Terms</i>
<i>Drug Forms</i>
<i>Insurance Certificates Over \$50,000.00 / Insurance Endorsements</i>
<i>OCP Insurance Certificate Over \$100,000.00</i>
<i>Performance, Maintenance and Statutory Payment Bonds</i>
<i>2014 Davis-Bacon Federal Building Construction Wage Decision</i>

**Note:**

1. Questions concerning the Bid should be submitted in writing to: City of Houston, Strategic Purchasing Division, 901 Bagby, Room B506, Houston, TX 77002, Attn: Arturo Lopez or via fax: 832-393-8759 or via email (preferred method) to [arturo.lopez@cityofhouston.net](mailto:arturo.lopez@cityofhouston.net) no later than **4:00 PM, Monday, May 12, 2014.**
2. Although it is the intent of the City to award one contract as results of this invitation to bid, the City reserves the right to award by line item/group.