



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

Mayor

Lourdes Coss
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

F. 832.393.8755
<https://purchasing.houstontx.gov>

August 14, 2014

SUBJECT: Letter of Clarification No. 1
Conveyance Systems Operations and Maintenance Services

REFERENCE: Best Value Bid (BVB) No.: S33-L25071

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To replace paragraph 2, page 2 of the Solicitation document with the following language:

“Site visit at George Bush Intercontinental Airport (IAH) will be held ~~Monday~~, Thursday, August 28, 2014. Site visit will start at 18600 Lee Road, Humble, Texas 77338 immediately after the pre-bid conference. Transportation will be provided by The Houston Airport System. Bidders shall be responsible for the transportation to William P Hobby Airport (HOU) held Monday, August 28, 2014 at 2:00 P.M., 7800 Airport Blvd. Houston, TX 77061, in the main lobby, contact Ron Turtzo at 713-845-6636.”

2. Replace page 2 of the solicitation document in its entirety with the attached page 2, marked “Revised, August 14, 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 Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Handwritten signature of Conley Jackson in black ink.

Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 1

SPECIAL INSTRUCTIONS TO OFFEROR(S)
SOLICITATION NO. S33-L25071

1.0 SITE VISIT:

- 1.1 Although the site visit is not mandatory, the Bidder is responsible for obtaining the information discussed at the site visit.

Site visit at George Bush Intercontinental Airport (IAH) will be held ~~Monday~~, Thursday, August 28, 2014. Site visit will start at 18600 Lee Road, Humble, Texas 77338 immediately after the pre-bid conference. Transportation will be provided by The Houston Airport System. Bidders shall be responsible for the transportation to William P Hobby Airport (HOU) held Monday, August 28, 2014 at 2:00 P.M., 7800 Airport Blvd. Houston, TX 77061, in the main lobby, contact **Ron Turtzo at 713-845-6636**.

2.0 SUBMITTAL PROCEDURE:

- 2.1 Sealed bids, Seven (7) hard copies the Bid package, one signed in ink on the Official Signature Page by an authorized officer of the Offering Company. Additionally, the Bid package must include one (1) electronic flash drive copy of the Bid pages as referenced in Section 2.3 below are required to be submitted in a sealed envelope/box bearing the assigned Solicitation Number, located on the first page of the BVB document to:

City Secretary's Office
City Hall Annex, Public Level
900 Bagby St.
Houston, Texas 77002

- 2.2 The deadline for the submittal of the Bid to the City Secretary's Office is no later than the date and time as indicated on the first page of the BVB document. All bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby St. at 11:00 AM on the solicitation due date. Failure to submit the required number of copies as stated above may be subject for disqualification from the BVB process.
- 2.3 Respondents may elect to either mail or personally deliver their Bids to the City Secretary's Office.
- 2.4 The City of Houston shall bear no responsibility for submitting responses on behalf of any Offeror. Offeror(s) may submit their Bid to the City Secretary's Office any time prior to the stated deadline.

3.0 BEST VALUE BID FORMAT:

- 3.1 The Bid should be electronically generated, printed and signed in original ink. The bid should not be submitted in elaborate or expensive binders. Legibility, clarity, and completeness are important and essential.
- 3.2 The Bid must be signed by an individual(s) legally authorized to bind the Offeror(s), and the City may accept this bid offer by issuance of a Contract to the said Offeror(s) at any time on or before the 180th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing.

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