



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Procurement Division

**Sylvester Turner**

Mayor

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May 31, 2016

**SUBJECT:** Letter of Clarification No. 1 to Invitation to Bid No. S72-L25814 for Installation and Maintenance of Multi-function Photocopiers Services for the Houston Public Library Department

**TO:** All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

- To extend the bid.

**1. NOTICE TO BIDDER:**

- For solicitation # S72-L25814, the bid due date is hereby changed from June 2, 2016 at 10:30am to **June 16, 2016 at 10:30am.**

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 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.

Yvette Smith  
Procurement Specialist  
832-393-8765

**END OF LETTER OF CLARIFICATION 1**  
*Partnering to better serve Houston*