



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

**Bill White**

Mayor

Calvin D. Wells, Deputy Director  
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October 28, 2009

Subject: **Letter of Clarification No. 3,  
Automobiles, Vans, Utility Vehicles, and Light-Duty  
Trucks for Various Departments**

Reference: **Invitation to Bid No.: S34-N23423  
Bid Item No. 17**

To: All Prospective Suppliers:

This letter of Clarification is issued for the following reason:

1. Due to pending revisions in the vehicle specifications, **Bid Item No. 17** has been deleted from the bid.
2. The electronic bid form has been updated.
3. The bid due date of November 5, 2009 has not been changed.

This clarification is hereby incorporated in this bid document and all bidders are directed to bid accordingly.

When issued, Letter(s) of Clarification shall automatically become a part of the bid documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the bidder to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidder shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

If you should have any questions, or if further clarification is needed regarding this Invitation for Bid, please contact me.

A handwritten signature in black ink that reads "Larry Benka".

Larry Benka  
Procurement Specialist  
832-393-8727  
larry.benka@cityofhouston.net

cc: Bid File

Calvin D. Wells, Deputy Director  
City Purchasing Agent

*Partnering to better serve Houston*