



CITY OF HOUSTON

Strategic Purchasing Division
Administration and Regulatory Affairs
Department

Bill White
Mayor

Calvin D. Wells
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

F. 713.247.1811
<https://purchasing.houstontx.gov>

May 13, 2008

Subject: Letter of Clarification No. 3
Apparel, Uniforms for Houston Airport System

Reference: Invitation to Bid (ITB) No.: S32-S22786

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reason:

- To extend the bid opening date from May 15, 2008 to May 29, 2008.
- To revise the above referenced solicitation as follows:
 1. At the City's electronic website, Group No. 16 has been **added**.
 2. At the City's electronic website, the price list date for Group No. 1, Edwards Garment Wholesale Price List has **changed** from 2007 to 2008.
 3. At the City's electronic website, Group No. 13, Line Items, the following verbiage has been **added**, "Supplier pricing shall pertain to each price list that the supplier is awarded."
 4. At the City's electronic website, Group No. 13, Line Items, Item No. 7, the size has been **changed** to 2 ½"H x 11"W.
 5. At the City's electronic website, Group No. 14, Percentage Markup, **add** "Supplier pricing shall pertain to each price list that the supplier is awarded, except for the United Uniform Manufacturers, Inc. Price List."
 6. At the City's electronic website, Group No. 15, United Uniform Manufacturers, Inc. Price List, the title has been **changed** to read, "Discount proposed from United Uniform Manufacturers, Inc. 2008 Dealer Price List for oversize charges."
 7. In Section B, page 4 of 19, Item No. 3.0, Finishing/Pressing, under Section 3.2, **change** the first sentence to read "To minimize wrinkling of garments, supplier shall deliver all blazers on appropriate hangers wrapped in plastic and all shirts/pants folded and placed in boxes."

Subject: Letter of Clarification No. 3 – Page 2
Apparel, Uniforms for Houston Airport System

8. In Section B, page 5 of 19, Item No. 13.0, Price Adjustment for Line Items, **replace** with the following:
- 13.0 Price Increases:**
- 13.1 Suppliers may request a price increase after 12 months from the bid opening date of the bid received by the City Secretary of the City of Houston. Subsequent price increases may be requested 12 months from the date of the previous approved price increase. The amount of the first increase shall not exceed actual documented increase in Supplier's Direct Cost and shall not ever be more than 5% above the previous bid price. The amount of the subsequent price increase shall also not exceed this percentage.
- 13.2 To request a price increase, Supplier must submit a letter setting the amount of the increase, along with an itemized list of any increased prices, showing the Supplier's current price, revised price, the actual dollar difference and the percentage of the price increase by line item. Documentation from the Supplier's supplier(s) showing the actual dollar increase/decrease to the Supplier must accompany this request. Such documentation from the Supplier's supplier must clearly show the dollar increase incurred by the Supplier on the applicable solicitation per item bid. The letter and documentation shall be sent to the following address:
- City Purchasing Agent
City of Houston
P.O. Box 1562
Houston, Texas 77251
- 13.3 If the City Purchasing Agent approves the price increase, he or she shall notify Supplier in writing; no price increase will be effective until Supplier receives this notice. If the City Purchasing Agent does not approve Supplier's price increase, Supplier may terminate its performance upon **sixty (60) days** advance written notice to the City Purchasing Agent. Termination of performance is Supplier's only remedy if the City Purchasing Agent does not approve the price increase.
- 13.4 If, at any time after approving a price increase, the City Purchasing Agent determines that the City can obtain the same item at a lower price from a different source without violating the State bid laws, the City may then purchase the item from the lower price source without any obligation to the Supplier.
9. In Section C, page 10 of 19, Item 3.0, Internet-Based Catalog/Price List, under Section 3.1, **delete** the first two sentences and add the following: "It is the City's desire that all price lists be provided electronically; therefore, if the Supplier is submitting a bid on any price list item as an INTERNET-BASED CATALOG, it is mandatory that pricing is in a secure format, available to the City of Houston in an INTRANET fashion."
10. In Section C, page 13 of 19, Item 11.0, Deliveries, under Section 11.5, **change** the sentence to read "Core Item: Represents the City of Houston's continual purchases or ordering tendencies, pants, shirts, jackets, etc. in standard sizes (listed on the standard sizing grid). Core items shall be delivered within 20 working days after receipt of purchase order."

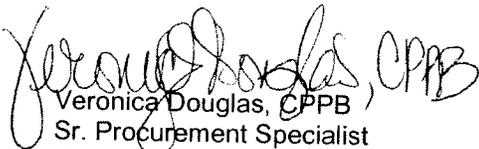
Subject: Letter of Clarification No. 3 – Page 3
Apparel, Uniforms for Houston Airport System

11. In Section C, page 13 of 19, Item 14.0, Restocking, **delete** the second sentence and add the following two sentences: "If the City wishes to return non-personalized items (garments without City-directed logo, name, division) purchased under this award, the Supplier agrees to exchange the items for other items, with no additional charge incurred. Further, if the City wishes to return personalized items (garments with City-directed logo, name, division) that were not designed/constructed as specified by the City, the Supplier agrees to exchange the items for other items, with no additional charge incurred."

Due to the aforementioned change to the e-bidding items you may need to edit your bid. To do so, please select the "Bid Number" and proceed accordingly.

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document.

Furthermore, it is the responsibility of each Supplier to obtain any previous Letter(s) of Clarification associated with this solicitation.



Veronica Douglas, CPPB
Sr. Procurement Specialist
Houston, Texas
832-393-8745


DRH:vrđ