



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

**Bill White**  
Mayor

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

F. 832.393.8755

<https://purchasing.houstontx.gov>

July 21, 2009

Subject: Letter of Clarification No. 1  
Chemical, Inorganic Metal Salt Coagulant (Ferric Sulfate) for the Public Works  
& Engineering Department

Reference: Invitation to Bid (ITB) No.: S12-S23038

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reason:

• **To revise the above referenced solicitation as follows:**

1. **Extend the bid opening date from July 23<sup>rd</sup>, 2009 to Thursday, August 06<sup>th</sup>, 2009.**
2. **Delete line item No. 2, Ferric Chloride from the Official Bid Form.**
3. In Section B, Technical Specifications, **remove any reference to "50% and 24-28%".**
4. In Section B, Technical Specifications, **remove any reference to "East Water Purification Plant (EWPP), Plant I and II – 12555 Clinton Drive and Plant III – 2300 Federal Rd.**
5. **Add the following to Section C., General Terms and Conditions:**

38.0 Site Visit:

When deemed necessary an inspection may be made by the Public Works & Engineering Department to determine whether a bidder actually has a facility at the location they have listed in the bid document.

39.0 Post Award Meeting:

Once the contract has been approved by City Council, PW&E will schedule a Post Award Meeting with the successful Vendor and the PW&E End Users. This meeting will cover procurement, PW&E contacts, vendor invoicing, vendor payment, and all other matters related to contract administration.

40.0 Contract Compliance:

1. The Department of Public Works & Engineering reserves the right to monitor this contract for compliance to ensure legal obligations are fulfilled and that acceptable level of services are provided.
2. Monitoring may take the forms of, but will not necessarily be limited to:
  - 2.1 Site visits
  - 2.2 Review of deliveries received for accuracy and timeliness
  - 2.3 Review of contractor's invoices for accuracy
3. The responsibility for monitoring compliance rests with the Contract Compliance Section, Management Support Branch of the Office of the Director, Department of Public Works and Engineering.

*Partnering to better serve Houston*

Council Members: Toni Lawrence Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan M.J. Khan, P.E. Pam Holm Edward Gonzalez  
James Rodriguez Peter Brown Sue Lovell Melissa Noriega Ronald C. Green Jolanda "Jo" Jones Controller: Annise D. Parker

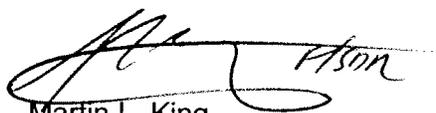
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Chemical, Inorganic Metal Salt Coagulant (Ferric Sulfate) for the Public Works & Engineering Department (Cont.)

6. In Section C., General Terms and Conditions, 3.0 Optional Extension, **revise the term period referenced from "one additional 6-month period" to "two additional 12-month periods".**
7. In Section C., General Terms and Conditions, 11.0 Deliveries, **Add the following:**
  - 5.11 "At no time will a side discharge trailer be allowed to deliver to any DWO Plant. **Rear discharge trailers ONLY.**"

This Letter of Clarification will be considered part of the solicitation referenced above.

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

A handwritten signature in black ink, appearing to read 'M. L. King', with a stylized flourish extending from the end of the signature.

Martin L. King  
Sr. Staff Analyst  
Strategic Purchasing Division  
832-393-8788

MLK:SDR:mlk