



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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Mayor

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December 5, 2008

Subject: Letter of Clarification No. 1  
Automotive, Police Car Decals for the Police Department

Reference: Invitation to Bid (ITB) No.: S06-S23100

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
  1. At the City electronic website, line Item Nos. 1, 14, 18, 25 and 26 have **changed**.
  2. On page 1 of 26, **replace**: "with attached page 1 of 26, marked revised December 2, 2008."
  3. In Section A, Page 2 of 27, **replace**: "with attached page 2 of 27 marked revised December 2, 2008".
  4. In Section B, Page 5 of 27, Provision 6.2 GRAPHIC KITS **add**: "6.2.4 The Graphic Kit consists of the following components:
    - 6.2.4.1 One (1) Windshield Decal, #10022272.
    - 6.2.4.2 One (1) Right Front Fender Decal, to include Shield, #10014840.
    - 6.2.4.3 One (1) Left Front Fender Decal, to include Shield, #10022262.
    - 6.2.4.4 One (1) Right Front Door Decal, #10014839 (includes the word HOUSTON above).
    - 6.2.4.5 One (1) Left Front Decal, #10022263 (includes the word HOUSTON above).
    - 6.2.4.6 One (1) Right Rear Door Deal, #10014841.
    - 6.2.4.7 One (1) Right Rear Quarter Panel Decal, #10022265 (includes phone number 713 884 3131 slanted for right side).
    - 6.2.4.8 One (1) Right Rear Quarter Panel Decal, #10022266 (includes phone number 713 884 3131 slanted for left side).
    - 6.2.4.9 One (1) Trunk Lid Decal, #10022267 (HOUSTON POLICE –two different pieces
    - 6.2.4.10 One (1) Emergency 911 Decal, #10022268 (slanted for right side installation).
    - 6.2.4.11 One (1) Emergency 911 Decal, (slanted for left side installation).

*Partnering to better serve Houston*

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5. In Section B, Page 7 of 27, **add**, "Provision 9.0 Dispute Resolution, The successful supplier will be required to meet at the 52 Reisner, Houston Texas location within 48 hours of request anytime there is a problem that can't be resolved over the phone or by e-mail."
  6. In Section C Page 10 of 27, "Provision 4.0 Local Presence Source **delete** in its entirety."
- To answer the following questions:
    1. Question: "How may vehicles will need graphics kits per order? Are they doing a certain amount of cars at a time? Will you only be purchasing specific parts of the kit?"

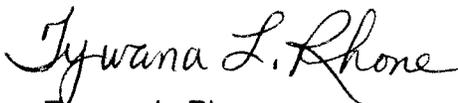
Answer: "The Police Department orders approximately 275 to 300 vehicles per year and will need approximately 300 kits per year. Complete kits are purchased to decal new cars. Individual pieces are purchased to repair wrecks."
    2. Question: "How did the P.O.'s read the last time?"

Answer: "The Purchase Order was for \$70,000.00 for 300 complete kits which were purchased for a year. Smaller orders were issued for individual pieces used to repair wrecked vehicles."
    3. Question: "What are the specifications for the roof numbers and letters"? What inch by what inch?"

Answer: "Page 7 of 27, Provision 8.0 Roof/Black Number and Letter Decal should **read** Roof/Black Number and Letter Decal (See Exhibit G, dimensions are 13" W x 24" H and Black and White Shop Number and Letter decal (see Exhibit H, dimension are 2" W x 2"L)."
  - Due to the aforementioned change(s) 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.



Tywana L. Rhone  
Purchasing Manager  
Strategic Purchasing Division  
832-393-8754



TLR:DRH

cc: John Erdeljac/Police  
Attachments



## CITY OF HOUSTON INVITATION TO BID

Issued: November 24, 2008

### Bid Opening

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002 until **10:30 a.m. Thursday, December 11, 2008**, and all bids will be opened and publicly read in the City Council Chamber at 11:00 A.M. on that date for the purchase of:

### **AUTOMOTIVE, POLICE CAR DECALS FOR THE POLICE DEPARTMENT BID INVITATION NO. S06-S23100 NIGP CODE-255-30**

### Buyer

Tywana L. Rhone is the Buyer for this solicitation and she may be reached at 832-393-8754. Any questions regarding this solicitation should be submitted in writing to 832-393-8760 (fax) or via e-mail at [tywana.rhone@cityofhouston.net](mailto:tywana.rhone@cityofhouston.net).

### Electronic Bidding

In order to submit a bid for the items associated with this procurement, you must fill in the pricing information on the "PLACE BID" page.

### Pre-Bid

A Pre-Bid Conference will be held for all Prospective Bidders in the Strategic Purchasing Division, Basement, City Hall, 901 Bagby, Houston, Texas 77002 at 10:00 a.m. Tuesday, December 2, 2008 in Conference Room #2.

All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed all aspects of the bidding documents prior to the Pre-Bid Conference. **Any revisions to be incorporated into this bidding document arising from discussions before, during and subsequent to the pre-bid conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. No verbal responses will otherwise alter the specifications, terms and conditions as stated herein.**

Bidding forms, specifications and all necessary information should be downloaded from the Internet at <https://purchasing.houstontx.gov>. By registering and downloading this bid document, all updates to this bid document will be automatically forwarded via e-mail to any registered bidder. This information may also be obtained from the office of the City Purchasing Agent, 901 Bagby, Basement, Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph B (5) of Section 15-3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph B (6) of said Section 15-3.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

**CITY EMPLOYEES ARE PROHIBITED FROM BIDDING ON THIS SOLICITATION IN ACCORDANCE WITH THE CODE OF ORDINANCES SECTION 15 - 1.**

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SECTION A. - OFFER  
SECTION B. - TECHNICAL SPECIFICATIONS  
SECTION C. - GENERAL TERMS & CONDITIONS

SECTION A.



**AUTOMOTIVE, POLICE CAR DECALS  
FOR THE  
POLICE DEPARTMENT  
BID INVITATION NO. S06-S23100**

Honorable Mayor and City Council Members:

The undersigned hereby proposes to furnish and deliver **automotive, police car decals, FOB destination point as listed on the electronic bid form and on the individual Purchase Orders**, in accordance with the Net Prices and other conditions shown herein, and in accordance with the City's Specifications and General Terms and Condition Specifications. When issued, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that it has obtained such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid. THE MANUFACTURER'S NAME, PRODUCT NAME AND PRODUCT NUMBER MUST BE DESIGNATED IN THE SPACE PROVIDED IF BIDDERS ARE BIDDING AN "OR EQUAL" ITEM.

The City may accept this bid offer by issuance of a Notice of Award Letter and/or a Purchase Order covering award of said bid to this Bidder at any time on or before the 120th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 120 days after the bid opening or for 90 days after City Council awards the bid, whichever comes last, but this period may be extended by written agreement of the parties.

The City of Houston reserves the option, after bids are opened, to increase or decrease the quantities listed, subject to the availability of funds, and/or make award by line item.

**BIDDING AND AWARD:**

It is the intent of the City to award, on the basis of overall low net bid meeting specifications for the entire award; however, the right is reserved to accept or reject in whole or in part any or all bids received and to make an award on the basis of individual item, combination of items or overall best bid, as it is deemed in the best interest of the City.

**THIS IS A THIRTY (36) MONTH AWARD WITH TWO, ONE YEAR OPTIONS TO EXTEND**

**FIRM PRICES ARE TO BE QUOTED FOR THE FIRST TWELVE (12) MONTH PERIOD**

**SPECIAL BIDDERS NOTE:**

These bid documents are to be bid exactly as published or amended by any letter(s) of clarification that may be issued pertaining thereto.

**LINE ITEM BIDS:**

Only one item may be bid for each referenced line item. To bid the referenced line item and an alternate, bidder must submit a separate bid form for each alternate item(s) with its own original signature page. Multiple bids for the same line item on one bid form will be just cause to reject a bid from further consideration.