



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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November 17, 2009

Subject: Letter of Clarification No. 1  
Barcoded Traffic, Non-Traffic and Parking Citations for Various Departments

Reference: Invitation to Bid (ITB) No.: S36-S23310

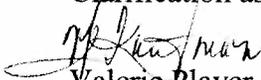
To All Prospective Suppliers:

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follows:
  1. In Section B, page 4 of 75, Provision No. 1.0 the first sentence has been **changed** to “The purpose of this section is to establish the specifications under which the City of Houston may request the Supplier to provide the printing and delivery of barcoded traffic, non-traffic and parking citations as specified by the City departments”.
  2. In Section B, page 47 of 75, Provision No. 7.7.3 has been **changed** to “Citation shall be bound twenty (20) sets per book”.
  3. In Section B, page 61 of 75, Provision Nos. 11.0 and 12.0 thru 12.4 have been **deleted** in their entirety.
  4. In Section B, page 67 of 75, Provision 9.5 the following language has been **added** “The Bidder must have the ability to make partial deliveries and deliver any remaining quantities within seven (7) working days.”
  5. In Section B, **replace** “page 53 of 75, with attached page 53 of 75 marked revised November 17, 2009”.

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.

  
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TECHNICAL SPECIFICATIONS FOR BARCODED TRAFFIC, NON-TRAFFIC AND PARKING CITATIONS FOR VARIOUS DEPARTMENTS, CONTINUED:

**8.0 HANDHELD PARKING CITATION -- SUPPLIER REQUIREMENTS:**

8.1 PRODUCT DESCRIPTION:

- 8.1.1 Supplier will print a one-part citation form, front and back.
- 8.1.2 Colors shall be red ink on the front and gray on the back.
- 8.1.3 Citations shall be printed on 18-pound white paper.
- 8.1.4 Page size shall be a minimum 2-1/4" wide x 6" long.
- 8.1.5 Citations are to be fan-folded.
- 8.1.6 Horizontal perforation shall be every 6", and the perforation shall separate one citation from each subsequent citation.

8.2 ENVELOPE:

- 8.2.1 Supplier will print a citation envelope front and back with black ink.
- 8.2.2 Citation shall be printed on 20-pound fluorescent green paper.
- 8.2.3 Envelope size shall be 3-5/8" wide x 6-1/2" long.