



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>

November 24, 2009

Subject: Letter of Clarification No. 3
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. At the Electronic website, Line Item No. 9 has been **added**.
 2. In Section B, page 4 of 75, Provision No. 1.0 the following sentence has been **added** "The line item unit price shall be bid per form as specified".
 3. In Section B, page 61 of 75, Provision No. 12.0 has been **added** as follows:

12.0 Foreign Language Translation and Printing:

- 12.1 Supplier must be able to accurately print and/or translate all citations (traffic, non-traffic and parking) and information packet test in English and Spanish when required.
 - 12.2 Supplier will be required to accurately update current Spanish version of citations and information packets.
 - 12.3 Supplier must be able to certify translations as accurate and appropriate.
 - 12.4 The cost of translation services shall be included in the price bid for each item as specified.
- 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.

Partnering to better serve Houston

Subject: Letter of Clarification No. 3
Barcoded Traffic, Non-Traffic and Parking Citations for Various Departments

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.



Valerie Player-Kaufman
Sr. Procurement Specialist
Strategic Purchasing Division
832-393-8749


VPK:DRH:vpk