



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 5, 2009

Subject: Letter of Clarification No. 2
Disposable Paper Products for Various Departments

Reference: Invitation to Bid (ITB) No.: S21-S23323

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. To extend the bid close date from November 19, 2009 to December 3, 2009.
 2. At the City's Electronic website line items have been **changed** as follows:
 - Group I, Item Nos. 1 thru 5 quantities and descriptions have been **revised**
 - Group I, Item Nos. 6 and 7 have been **removed**.
 - Group II, Item Nos. 1 thru 5 quantities and descriptions have been **revised**.
 - Group III has been **added**.
 - City Options have been **added**.
- 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 above.

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

Laura A. Marquez
Procurement Specialist
Strategic Purchasing Division
(O) 832-393-8735
(F) 832-393-8760

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