



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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November 7, 2011

Subject: Letter of Clarification No. 1  
Paints, Solvents, Supplies and Equipment for Various Departments

Reference: Invitation to Bid (ITB) No.: S21-S24044

To All Prospective Bidders:

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follows:
  1. At the E-bidding website, the quantities have been **changed** for Line Items, Item No. 1 and 2; and Price List Rustoleum has been **added**.
  2. In Section C, page 11 of 20 replace with attached page 11 of 20 marked revised November 4, 2011. Sub-paragraph 5.4 Price List has **changed**.

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

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

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LM:DRH:lm

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**5.0 PRICE LISTS (ITEM NOS. 1 THRU 8):**

**5.1 Internet-Based Catalog/Price List**

5.1.1 It is the City's desire that all price lists be provided electronically; therefore, if the Supplier is submitting a bid on any price list item as an **INTERNET-BASED CATALOG**, it is mandatory that pricing is in a secure format, available to the City of Houston in an **INTRANET** fashion. No custom software should be required to access the electronic catalog. The Supplier shall provide the ability for unlimited amount of users to order via on-line communication with the supplier's computer system by the City of Houston's PC terminals, printers, fax, or telephone. The supplier shall also provide the capability to conduct orders using the City of Houston Charge Card.

5.1.2 Supplier shall provide initial and on-going training and the set-up of PCs for City of Houston end-users.

5.1.3 Supplier's electronic catalog should include the following features:

5.1.3.1 Support open technology and standards such as Open-Buying on the Internet (OBI)

5.1.3.2 Flexible and robust product search methods

5.1.3.3 Account and user profile control including dollar limit processing

5.1.3.4 On-line ordering using a shopping cart utility

5.1.3.5 On-line order/usage history reporting

5.1.3.6 Notification of price changes in accordance with City of Houston terms and conditions

5.1.3.7 Help functions

5.1.3.8 Order processing using the City's Procurement Card

5.2 The Supplier shall furnish Price Lists to the Pricing Section of the Strategic Purchasing Division for distribution to all ordering departments, divisions and sections of the City of Houston requiring these items. Within ten (10) working days from written notification by the City Purchasing Agent, the Supplier shall furnish to the Pricing Section of the Strategic Purchasing Division, the number of required copies of its price list(s) bid for use by City Departments. Failure to timely furnish such price lists may result in rescinding the award. Each time a Supplier submits a revised price list it shall furnish the number of revised price list(s) required to the Pricing Section within ten working (10) days of such revision. Failure to do so may result in rescinding the award. **THESE PRICE LIST(S) SHALL BE FURNISHED AT NO COST TO THE CITY OF HOUSTON.**

5.3 Original, unaltered, manufacturers' price lists and revisions are requested. If all originals cannot be obtained, at least one (1) original plus photocopies of the original price list may be furnished provided each photocopy is certified as a true and accurate unaltered reproduction of the original. Each reproduced price list must have a notarized signature of authority that is certifying on the face thereof the copy is a true and accurate unaltered reproduction of the original. Although copies may be accepted, **IT IS A MANDATORY REQUIREMENT TO SUBMIT AT LEAST ONE (1) ORIGINAL PRICE LIST OR ACCESS TO THE MANUFACTURER'S INTERNET BASED CATALOG IN ORDER FOR YOUR BID TO BE CONSIDERED FOR AWARD RECOMMENDATION.**

5.4 A MINIMUM OF TWENTY-FIVE (25) PRICE LISTS WILL BE REQUIRED FOR EACH ITEM AWARDED FROM THE SUCCESSFUL SUPPLIER(S) PRIOR TO AWARD. **THIS IS ONLY A MINIMUM REQUIREMENT OF THE NUMBER OF PRICE LISTS AND IS SUBJECT TO INCREASE ACCORDING TO THE REQUIREMENTS OF THE DEPARTMENTS.** THE SAME OR LIKE QUANTITIES WILL BE REQUIRED FOR SUBMITTAL OF REVISED PRICE LISTS.

5.5 Price lists furnished for these items shall include but shall not be limited to OEM descriptive catalogs and/or supplemental publications that clearly define each part number cost. Electronic media versions are preferred.

5.6 **THE CITY OF HOUSTON RESERVES THE RIGHT TO DUPLICATE THE PRICE LISTS AWARDED FOR DISSEMINATING TO THE DEPARTMENTS.**