



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

**Annise D. Parker**  
Mayor

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November 14, 2011

Subject: Letter of Clarification No. 3  
Paints, Solvents, Supplies and Equipment for Various Departments

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

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follows:
  1. To extend the bid opening date from November 17, 2011 to December 1, 2011.
  2. In Section B, replace page 8 of 20 with attached page 8 of 20 marked revised November 15, 2011. Provision 10.0 Quarterly Reports has been **added**.

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.

A handwritten signature in black ink, appearing to read "Laura Marquez".

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

Handwritten initials "LM:DRH:lm" in black ink.  
LM:DRH:lm

*Partnering to better serve Houston*

**8.0 POST AWARD LANGUAGE:**

Once the contract has been approved by City Council, Public Works and Engineering reserves the right to schedule a Post Award meeting the successful supplier(s) and PW&E end users. The meeting will include representatives from Procurement, PW&E Contract Management, Accounts Payable and others as deemed appropriate.

**9.0 DELIVERY LOCATIONS:**

The Supplier agrees to make deliveries within five (5) working days only upon receipt of duly signed and approved purchase orders issued and agrees to make deliveries to the following locations:

9.1 George Bush Intercontinental Airport (Hours of Operation 8:00 am to 4:00 pm)  
Location address listed on Purchase Order  
Houston, TX. 77032

9.2 William P. Hobby Airport (Hours of Operation 8:00 am to 4:00 pm)  
Location address listed on Purchase Order  
Houston, TX 77061

9.3 Ellington Airport (Hours of Operation 8:00 am to 4:00 pm)  
6011 Farley Road  
Houston, TX 77034

9.4 City of Houston Airport System (Hours of Operation 7:00 am to 5:00 pm)  
Supply Chain Management  
18600 Lee Road  
Humble, TX 77338

**10.0 QUARTERLY REPORTS:**

The Supplier shall provide quarterly reports by product/part number for each Department's purchase orders and procurement card transactions (P-Card). The quarterly report will consist of department name, transaction type, product/part number, description and quantity. The quarterly report will be due by the first Friday of every fourth month. The Supplier will submit their quarterly report via email to [laura.marquez@houstontx.gov](mailto:laura.marquez@houstontx.gov) or via post office mail to L. Marquez, 901 Bagby, Suite B200, Houston, Texas 77002.