



# CITY OF HOUSTON

Administration & Regulatory Affairs Department  
Strategic Purchasing Division

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Mayor

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Date: September 17, 2012  
Subject: Letter of Clarification No. 5  
Reflective and Non-Reflective Material for Various Departments  
Reference: Invitation to Bid (ITB) No.: S06-S24081

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
  - 1) To extend the Bid Opening date from **September 20, 2012 to September 27, 2012.**
  - 2) On the City's e-bidding website Official Bid Page, the original Item Nos. 1, 3, 4, 6 and 7 have been **deleted.**
- To answer the following questions:
  1. *Question: "Plugging in approximate market values in the price sheets, we have come up with over \$2 million. Is this within the City's allocated budget (3 years)? If not, what is the City's budget for this contract?"*  
*Answer: "The expenditures for this solicitation are based upon historical spend. The funds for the expenditures are budgeted each fiscal year. Therefore, please submit your response accordingly and it will be evaluated with all responses received."*
  2. *Question: "The Clarification 3 says Types III and IV have been deleted. Nevertheless, major portion of type IV (Item 5, 180,326 sft) is still in the price sheets. Is this supposed to be deleted?"*  
*Answer: "Item No. 5's description has **changed** entirely."*
  3. *Question: "UOM (Unit of Measure) is not consistent with the quantity, ie, for Item 2, UOM is "Each" and volume 250750?"*  
*Answer: "The UOM is equal to per square foot quantity. This has been **added** to the description of Line Item No.2 and the description has been corrected."*
  4. *Question: "Item 7: Description says "Type III-C" and "Type XI. Which type is correct?"*  
*Answer: "Item No. 7 has been **deleted** in its entirety."*
  5. *Question: "Item 15: 24" roll cannot be punched. Is this no-punched?"*  
*Answer: "The roll must be punched."*

*Partnering to better serve Houston*

**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez  
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford  
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Subject: Letter of Clarification No. 5  
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Page 2 of 2

6. *Question: "How do Sample Pricing Items work in the bid/contract? Are these "or equal" base?"*

*Answer: "Sample Pricing is used for the purpose of evaluation of the various product lines bid; therefore, **please enter your price list's lowest unit cost before your applied percent of adjustment (plus, minus, or net.)** You can bid or equal to the price list specified."*

7. *Question: "I just want to confirm for the above mentioned bid as we are not a MWBE or Minority Owned business are we still required to comply with the 3%. I am asking because we requested it be waived as we do not contract with anyone and all our shipments are sent through common carrier fed ex etc.?"*

*Answer: "Refer to Letter of Clarification No. 2".*

- Due to the aforementioned change to the e-bidding description 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 on the first page of this document. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s).

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



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CDW/DRH/tr

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