



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Procurement Division

**Sylvester Turner**

Mayor

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September 13, 2016

Subject: Letter of Clarification No. 1  
Copy Paper and Miscellaneous Paper Products

Reference: Invitation to Bid (ITB) No.: S06-S25854

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
  1. *At the City's electronic website, Group II, Item No. 1 has been **updated**.*
  2. *In Section A, page 5 of 19, Table 1, the Fair Campaign Ordinance has been **added** and must be submitted with the bid. See attachment.*
  3. *In Section C, page 12 of 19, Provision, **11.0 DELIVERIES: Subsection 11:6** has been **added** to read. Deliveries for the Houston Police Department (HPD) should be within two (2) weeks after duly assigned Purchase Orders. Deliveries for Group II, Item No. 1 will require driver assist. Driver assist has the driver bringing pallets to the end of truck using a HPD provided electric pallet jack. All off-loading is done by HPD.*
  
- To answer the following questions:
  1. Question: *"How do we notate on the bid, if we choose to extend it, and additional percentage off these prices for volume?"*  
  
Answer: *"At the City's electronic website, the Official Bid Form has been **updated** to include **CITY'S OPTION AND CITY PICK UP OPTION**.*
  2. Question: *"The bid for paper is dated 2014 and I was also wondering if the amounts for the paper is an annual usage."*  
  
Answer: *"The bid for paper is dated 2016. The quantities are estimated for 60 months.*
  3. Question: *"Group II, Item No. 8 specifies Hammermill, can a bidder bid an approved equal?"*  
  
Answer: *"Yes."*

**Council Members:** Brenda Stardig   Jerry Davis   Ellen R. Cohen   Dwight A. Boykins   Dave Martin   Steve Le   Greg Travis   Karla Cisneros   Robert Gallegos  
Mike H. Laster   Larry V. Green   Mike Knox   David W. Robinson   Michael Kubosh   Amanda Edwards   Jack Christie

**Controller:** Chris Brown

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4. Question: "What items belong to the Houston Police Department?"

Answer: Group II, Item Nos. 1, 10 thru 16, Group IV Item Nos. 1,3, 23 thru 33, Group V, Item Nos. 1, 2 and Group VI, Item Nos. 1 thru 3 and 6 are for the Houston Police Department.

- Due to the aforementioned change 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 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 Procurement Division and the applicable City Department(s).

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



Tywana L. Rhone  
Purchasing Manager  
Strategic Procurement Division  
832.393.8754

<sup>DRH</sup>  
TLR:DRH:tlr

Attachment

## **CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE**

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers and officers-elect). All respondents to this invitation to bid must comply with Houston Code of Ordinances Chapter 18 as amended relating to the contribution and solicitation of funds for election campaigns. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Candidates for city office may neither solicit nor receive contributions except during a period commencing 270 calendar days prior to an election date for which a person is a candidate for such office and ending 90 calendar days after the election date, including run off elections if such candidate is on the ballot.

Further, it shall be unlawful either for any person who submits a bid or proposal to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council.

For the purposes of this Ordinance, a **Contract** is defined as each Contract having a value in excess of \$30,000 that is let by the City for professional services, personal services, or other goods or services of any other nature whether the Contract is awarded on a negotiated basis, request for proposal basis, competitive proposal basis or formal sealed competitive bids. The term **Contractor** includes proprietors of proprietorships, partners having an equity interest of 10% or more of partnerships, (including limited liability partnerships and companies), all officers and directors of corporations (including limited liability corporations), and all holders of 10% or more of the outstanding shares of corporations.

**A STATEMENT DISCLOSING THE NAMES AND BUSINESS ADDRESSES EACH OF THOSE PERSONS WILL BE REQUIRED TO BE SUBMITTED WITH EACH BID OR PROPOSAL FOR A CITY CONTRACT.** Completion of the attached form entitled "**Contractor Submission List**" will satisfy this requirement. Failure to provide this information may be just cause for rejection of your bid or proposal.



Name \_\_\_\_\_  
Officer

\_\_\_\_\_ Address

Name \_\_\_\_\_  
Officer

\_\_\_\_\_ Address

Name \_\_\_\_\_  
Officer

\_\_\_\_\_ Address

**LIST ALL INDIVIDUALS OWNING 10% OR MORE OF OUTSTANDING SHARES OF STOCK OF THE CORPORATION (IF NONE STATE "NONE")**

Name \_\_\_\_\_

\_\_\_\_\_ Address

Name \_\_\_\_\_

\_\_\_\_\_ Address

Name \_\_\_\_\_

\_\_\_\_\_ Address

**I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.**

\_\_\_\_\_  
Preparer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Note: This list constitutes a **government record** as defined by § 37.01 of the Texas Penal Code.

8/23/01