

DATE: February 7, 2002
SUBJECT: Clarification Letter No. 1
Internet Auction Services for the
Finance & Administration Department

PROPOSAL #TC-2-0739-029-13560

PROPOSAL DUE DATE: March 1, 2002

To All Prospective Proposers:

For the benefit of all prospective proposers and to avoid possible confusion in proposing, we wish to clarify the Request for Proposal (RFP) document as follows:

**The Proposal Due Date has been changed From: Friday, February 22, 2002.
To: Friday, March 1, 2002. The time remains 2:00p.m.**

SECTION II. SCOPE OF WORK

1. Revised Contract Term:

The initial term of the contract will be two (2) years with three (3) twelve-month renewal options for a total of five (5) years.

2. Revised M/WBE Component (see attachments):

After further review of the scope of work it has been determined that each proposer must agree that if awarded the contract, the proposer will make good faith efforts to award subcontracts or purchase agreements of at least 15% of the total value of the contract to M/WBE firms certified by the City's Affirmative Action Division. Evidence of this Good Faith Effort must be included in the proposal. See Attachments "A" through "D" of this Letter of Clarification for the necessary forms. Please note that Attachments "A" and "C" should be included with the proposal. A possible area of participation, even considering that a totally outsourced solution could involve proprietary software, might be web application development. For a directory of City-certified M/WBEs and assistance in meeting this M/WBE requirement, please contact the Office of Affirmative Action, Ms. Velma Laws, (713) 837-9018 or Gordon Goss at (713) 837-9009. The Office of Affirmative Action is located at 611 Walker, 20th Floor, Houston, 77002.

3. Additional Information from the Pre-proposal Conference:

- a. The City is looking for a turnkey solution.
- b. The vendor is not responsible for warehousing.
- c. The City will bear the responsibility for advertisement of public auctions.
- d. The City will provide photographs of sale items in a digitized format.
- e. Buyer registration and maintenance is the responsibility of the Vendor.
- f. The City anticipates a payment deadline of 1-2 hours.
- g. Collection of bad debts is the responsibility of the City.
- h. The City will be responsible for reconciliation of accounts.
- i. The City will look at proposals offering either “on” or “off-site” integration.
- j. Tax liability is the responsibility of the City.
- k. Reports to the City are due on a monthly basis.

4. Statistical Reports and Current Auctioneer Contract (see attachments):

- a. Three (3) Sales History Reports
- b. Year-to-Date Revenue Report
- c. Copy of current Auctioneer Contract

When issued, Letters of Clarification shall automatically become a part of the proposal document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the Proposer to ensure that it has obtained all such letters. By submitting a proposal on this project, Proposer shall be deemed to have received all Letters of Clarification and to have incorporated them into its proposal.

Please call D Ambres at (713) 437-6110, if you have any questions.

Darcell “D” Ambres, CPPB
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