



**CITY OF HOUSTON**  
Strategic Purchasing Division  
Finance and Administration  
Department

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Mayor

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September 6, 2007

**SUBJECT:** Letter of Clarification No.1  
700/800 MHz Trunked Radio & Communication System for the Information Technology  
Department

**REFERENCE:** Request for Proposal No.: S29-T22459

**TO:** All Prospective Proposers

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. Volume 1, Page 1, Cover Page, NPIG CODE 906-84 shall be revised to read as follows: "**NIGP CODE 906-84**". Remove Page 1 and replace with attached Page 1 marked Revised – September 6, 2007.
2. Volume 1, Pages 2 & 5 Pre-Proposal Conference, Houston Emergency Center (HEC), 5320 N. Shepherd Dr., Media Room Ground Floor, Houston, Texas 77091 shall be revised to read as follows: "**City of Houston, 611 Walker, Garden Room Auditorium (Tunnel Level), Houston, Texas 77002**". Remove Pages 2 & 5 and replace with attached Pages 2 & 5 marked Revised – September 6, 2007.
3. Volume 1, Page 19 Proposal Outline and Content, First Paragraph, To help facilitate the review process and to obtain the maximum degree of comparability, the proposal must follow the outline as set forth below and, at a minimum, contain the information as requested. Proposers are encouraged to include additional relevant information as needed. The City is requiring that your proposal include three primary parts, as follows, (1) a full system proposal in the format shown below, (2) a point-by-point response to the RFP document (the RFP will be provided in Adobe PDF to help facilitate this requirement), and a completed Proposal Response section as outlined in Section 13 of Volume 2 of this RFP, shall be revised to read as follows: "To help facilitate the review process and to obtain the maximum degree of comparability, the proposal must follow the outline as set forth below and, at a minimum, contain the information as requested. Proposers are encouraged to include additional relevant information as needed. The City is requiring that your proposal include three primary parts, as follows, (1) a full system proposal in the format shown below, (2) a point-by-point response to the RFP document (the RFP will be provided in "**MS Word**" to help facilitate this requirement), and a completed Proposal Response section as outlined in Section 13 of Volume 2 of this RFP. Remove Page 19 and replace with attached Page 19 marked Revised – September 6, 2007

• The following questions and City of Houston responses are as follows:

1. Are new coverage shape files for the 700/800 MHz Trunked Radio & Communication System available?

**ANSWER:** Yes, please visit *The City of Houston Strategic Purchasing Website* at [http://purchasing.houstontx.gov/Bid\\_Display.aspx?id=T22459](http://purchasing.houstontx.gov/Bid_Display.aspx?id=T22459) to download a copy of the Zip Files (T22459 Required 30 db In-Building Coverage) or contact Douglas Moore to have a CD mailed.

2. Can the City provide a word document of Volume 2 Scope of Work?

**ANSWER:** Yes, please visit *The City of Houston Strategic Purchasing Website* at [http://purchasing.houstontx.gov/Bid\\_Display.aspx?id=T22459](http://purchasing.houstontx.gov/Bid_Display.aspx?id=T22459) to download a copy of the Zip File (T22459 Proposal Volume 2, Word Version Scope of Work (SOW) or CD copies will be made available to proposers at the Pre- Proposal Conference.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me.

Sincerely,



Douglas Moore  
Senior Procurement Specialist  
City of Houston, Strategic Purchasing Division  
713-247-1073

**S29-T22459**

**CITY OF HOUSTON**

**FINANCE & ADMINISTRATION DEPARTMENT**

**STRATEGIC PURCHASING DIVISION**

**CITYWIDE 700 / 800 MHz TRUNKED RADIO SYSTEM**

**FOR THE**

**CITY OF HOUSTON  
INFORMATION TECHNOLOGY DEPARTMENT**

**NPIG NIGP CODE: 906-84**

**PROCUREMENT  
REQUEST FOR PROPOSAL – Volume 1**

Page 1, Revised  
September 6, 2007

NOTICE OF  
REQUEST FOR PROPOSAL FOR  
CITYWIDE 700/800 MHz TRUNKED RADIO SYSTEM

S29-T22459

THE CITY OF HOUSTON

The City of Houston Finance & Administration Department invites prospective contractors to submit a written proposal for a new citywide 700 / 800 MHz trunked radio system for the City of Houston. Proposals are solicited for this service for the City of Houston in accordance with the terms, conditions and instructions as set forth in this Request for Proposal (RFP).

- This Proposal is available on the Internet from: <http://www.houstontx.gov/purchasing/>

In the event you do not have download capability, the RFP document may be obtained from the Finance & Administration Department, Strategic Purchasing Division, Basement Level, Room B121A, City Hall, 901 Bagby, Houston, Texas 77002.

The City of Houston, Texas will receive proposals at the City Secretary's Office, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002 until **Friday, December 7, 2007 at 2:00 P.M.** No proposals will be accepted after the stated deadline.

There will be a **Pre-Proposal Conference on Friday, October 5, 2007 at 9:00 A.M. at Houston Emergency Center (HEC), 5320 N. Shepherd Dr., Media Room Ground Floor, Houston, Texas 77094 City of Houston, 611 Walker, Garden Room Auditorium (Tunnel Level), Houston, Texas 77002.**

Prior to Pre-Proposal Conference Questions concerning the Proposal should be submitted to, Strategic Purchasing, High Technology, Room B406, City Hall, 901 Bagby, Houston, Texas 77002, Attn: Douglas Moore, phone: (713) 247-1073, fax: (713) 247-2136, [douglas.moore2@cityofhouston.net](mailto:douglas.moore2@cityofhouston.net) (preferred method) no later than 5:00 P.M., Friday, September 21, 2007. All Post Conference Questions concerning the Proposal shall be submitted no later than 5:00 P.M., Friday, November 2, 2007.

All proposals will be required to comply with City Council Ordinance No. 78-1538, passed August 9, 1978, relating to Equal Employment Opportunity Contract Compliance. The City reserves the right to reject any or all proposals or to accept any proposal or portion of a proposal deemed to be in the City's best interest.

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Calvin D. Wells  
City Purchasing Agent

\_\_\_\_\_  
Date

## SECTION I. GENERAL INSTRUCTIONS

### 1.0 Submittal Procedure:

1.1 Eight (8) printed copies of the proposal, including one (1) printed original, signed in [BLUE](#) ink, are to be submitted in a sealed package bearing the assigned Control Number located on the first page of the RFP document to:

1.1.1 City Secretary's Office  
City Hall Annex  
900 Bagby  
Houston, Texas 77002

Eight (8) electronic soft copies of the entire proposal shall be provided on DVD media.

1.2 The deadline for the submittal of the proposal is no later than **Friday, December 7, 2007 at 2:00 P.M. (CST)**. Failure to submit the required number of copies as stated above may be subject for disqualification from the proposal process.

1.3 Respondents may elect to either mail, or personally deliver, their proposals to the City Secretary's Office.

1.4 The City of Houston shall bear no responsibility for submitting responses on behalf of any Proposer. Respondents may submit their proposal to the City Secretary's Office any time prior to the above stated deadline.

### 2.0 Proposal Format:

2.1 The Proposal should be electronically generated and the printed original shall be signed in [BLUE](#) ink. It should not be submitted in elaborate or expensive binders. Legibility, clarity and completeness are important and essential.

2.2 The proposal must be signed by individual(s) legally authorized to bind the Proposer(s) and must contain a statement that the proposal and the prices contained therein shall remain firm for a period of one hundred-eighty (180) days.

### 3.0 Pre-Proposal Conference:

3.1 A Pre-Proposal Conference will be held **Friday, October 5, 2007 at 9:00 A.M. (CST)** at ~~Houston Emergency Center (HEC), 5320 N. Shepherd Dr., Media Room Ground Floor, Houston, Texas 77094~~ **City of Houston, 611 Walker, Garden Room Auditorium (Tunnel Level), Houston, Texas 77002**. Interested Proposers should plan to attend. It will be assumed that potential Proposers attending this meeting have reviewed the RFP in detail and are prepared to bring up any substantive questions, which have not already been addressed by the City.

### SECTION III. PROPOSAL OUTLINE AND CONTENT

To help facilitate the review process and to obtain the maximum degree of comparability, the proposal must follow the outline as set forth below and, at a minimum, contain the information as requested. Proposers are encouraged to include additional relevant information as needed. The City is requiring that your proposal include three primary parts, as follows, (1) a full system proposal in the format shown below, (2) a point-by-point response to the RFP document (the RFP will be provided in ~~Adobe PDF~~ **MS Word** to help facilitate this requirement), and a completed Proposal Response section as outlined in Section 13 of Volume 2 of this RFP.

For the point-by-point response, each paragraph in the RFP has been individually numbered for reference purposes. At the end of each RFP section, there is a response line with three possible responses, which include: Fully Compliant, Partially Compliant, and Non-Compliant. Proposers are to select and check one of the three responses that accurately reflects the proposed offering.

Fully Compliant    Partially Compliant    Non-Compliant

If your response is "Fully Compliant", no additional response is necessary for that section.

If your response is "Partially Compliant", a detailed response shall be provided at the end of the affected RFP Section clearly describing how the proposed offering is not fully compliant. The explanation shall specifically reference the paragraph(s) that are not fully compliant by paragraph number.

If your response is "Non-Compliant" a detailed response shall be provided at the end of the affected RFP Section clearly describing how the proposed offering is not compliant. The explanation shall specifically reference the paragraph(s) that are not compliant by paragraph number.

Note, "Fully Compliant" means fully compliant. Do not use the statement that a section "*is fully compliant with the following clarification.....*".

The purpose of the point-by-point response is to help develop a clear understanding of the proposed system offering for evaluation purposes and to help avoid conflicts later in the project.

The purpose of *Volume 2 Section 13 – Proposal Response*, is to obtain concise answers to specific questions about the proposed offering. Fill-in blanks are provided within the Section for the proposed responses. All questions are to be answered as requested.

#### **Full-System Proposal Format**

The submitted proposal document shall be organized in the following format:

**END OF CLARIFICATION NO. 1**