



CITY OF HOUSTON

Strategic Purchasing Division
Administration and Regulatory Affairs
Department

Bill White

Mayor

Calvin D. Wells
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

F. 713.247.3039
<http://purchasing.houstontx.gov>

December 10, 2008

Subject: Letter of Clarification No. 1

Reference: Request for Proposal (RFP) S17-T23907
Parking Management System

To: All Prospective Respondents:

This Letter of Clarification is issued for the following reason:

To provide the following supplemental information

1. The time for the pre-proposal conference has changed. There will be a **Pre-Proposal Conference on Wednesday, December 17, 2008 at 11:30 A.M.** in the Strategic Purchasing Division, Conference Room No. 1, located at 900 Bagby, City Hall Annex, Tunnel Level, Houston, Texas 77002.

When issued, Letter(s) of Clarification shall automatically become a part of the RFP 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 proposer 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 their proposal.

Thank you,

A handwritten signature in black ink that reads "Murdock Smith III".

Murdock Smith III
Sr. Procurement Specialist
City of Houston
Strategic Purchasing Division
Murdock.smith@cityofhouston.net

DM

Attached Revised Pages of RFP S17-T23907: 2, 5

END OF LETTER OF CLARIFICATION NO. 1

**NOTICE OF
REQUEST FOR PROPOSAL FOR
PARKING MANANGEMENT SYSTEM**

S17-T23907

THE CITY OF HOUSTON

The City of Houston Administration & Regulatory Affairs Department invites prospective contractors to submit a written proposal for a parking management 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://purchasing.houstontx.gov/>

In the event you do not have download capability, the RFP document may be obtained from the Administration & Regulatory Affairs 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, January 9, 2009 at 2:00 P.M.** No proposals will be accepted after the stated deadline.

There will be a **Pre-Proposal Conference on Wednesday, December 17, 2008 11:30 A.M.** in the Strategic Purchasing Division, Conference Room No. 1, located at 900 Bagby, City Hall Annex, Tunnel Level, Houston, Texas.

Questions concerning the Proposal should be submitted to, Strategic Purchasing, High Technology, Room B522, City Hall, 901 Bagby, Houston, Texas 77002, Attn: Murdock Smith, phone: (832) 393-8725, fax: (713) 247-3039, murdock.smith@cityofhouston.net no later than 5:00 P.M., Friday, December 19, 2008.

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.

Calvin D. Wells
City Purchasing Agent

Date

SECTION I. GENERAL INSTRUCTIONS

1.0 Submittal Procedure:

- 1.1 Seven (7) copies of the proposal, including one (1) printed original, signed in BLUE ink, are to be submitted in a sealed enveloped 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
- 1.2 The deadline for the submittal of the proposal to the City Secretary's Office is no later than **Friday, January 9, 2009 at 2:00 P.M.** Failure to submit the require number of copies as stated above may be subject for disqualification form 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 signed in ink. They 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 A Pre-Proposal Conference will be held **Wednesday, December 17, 2008 at 11:30 A.M.** in the Strategic Purchasing Division Conference Room No. 1, City Hall Annex, located at 900 Bagby, Tunnel Level, Houston, Texas. 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.