



CITY OF HOUSTON
Administration and Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker
Mayor

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July 29, 2010

SUBJECT: Letter of Clarification 1

REFERENCE: Invitation to Bid No.: S30-T23683 for Multi-Function Office Machines for Various Departments

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To clarify the above referenced solicitation as follows:

1. Page 1, SOLICITATION DUE DATE; IS REVISED TO READ AS FOLLOWS:

SOLICITATION DUE DATE/TIME

AUGUST 13, 2010 AT 2:00 P.M., CST

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation 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 they have obtained any such previous Letter(s) associated with this solicitation. 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 solicitation.

If you have any questions or if further clarification is needed regarding this ITB, please contact Richard Morris at 832-393-8736.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Morris".

Senior Procurement Specialist
City of Houston, Strategic Purchasing Division

DM

cc: T23683 Solicitation File

End of Letter of Clarification 1