



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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Mayor

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March 20, 2012

**SUBJECT:** Letter of Clarification No. 2 Delinquent Account Collection  
Services for the Municipal Courts Department

**REFERENCE:** Request for Proposal No. S46-T24217

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

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

1. Page 1, Item PRE-PROPOSAL CONFERENCE: ~~Friday, March 16, 2012 at 10:00 A.M., CST~~, shall be revised to read as follows: Friday, March 30, 2012 at 10:00 A.M., CST. City Hall Annex, 900 Bagby St., TX 77002 – Legal Department Conference Room 3<sup>rd</sup> Floor

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. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). 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.

*Eric Alexander*

Eric Alexander  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8704

**END OF LETTER OF CLARIFICATION 2**

*Partnering to better serve Houston*

**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez  
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford  
Jack Christie **Controller:** Ronald C. Green