



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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March 13, 2012

SUBJECT: Letter of Clarification No. 1 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: ~~March 16, 2012 at 10:00 A.M., CST, Jesse Jones, Central Library, 500 McKinney, Houston TX 77002, Concourse Level Conference Room~~ shall be revised to read as follows: March 23, 2012 at 10:00 A.M., CST, City Hall Annex, 900 Bagby St., Houston, TX 77002 - 3rd Floor - Legal Department Conference Room.

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

DM Eric Alexander
Senior Procurement Specialist
Strategic Purchasing Division
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END OF LETTER OF CLARIFICATION 1

Partnering to better serve Houston

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