



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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Mayor

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June 13, 2012

**SUBJECT:** Letter of Clarification No. 5 Delinquent Parking Citations  
Collection Services for the Administration and Regulatory Affairs Department

**REFERENCE:** Request for Proposal No. S46-T24314

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

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

The City of Houston response to Question 69 release in Letter of Clarification 3 is hereby revised as follow:

69. Uniform Instructions to Offeror(s), Page 5, Part 4.0, would the offeror's financial statements and IRS tax returns be considered a Trade Secret for purposes of this section?

**Answer:** No. Yes, provided the financial statements and IRS tax returns are submitted under separate cover and marked as "CONFIDENTIAL".

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*

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Strategic Purchasing Division  
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DM

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LETTER OF CLARIFICATION 5

DELINQUENT ACCOUNT COLLECTION SERVICES  
SOLICITATION NO. S46-T24314

END OF LETTER OF CLARIFICATION 5

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**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