



**CITY OF HOUSTON**  
**FINANCE DEPARTMENT**  
Strategic Procurement Division

**Annise D. Parker**

Mayor

Lourdes Coss  
Chief Procurement Officer  
P.O. Box 1562  
Houston, Texas 77251-1562

F. 832.393.8755  
<https://purchasing.houstontx.gov>

January 21, 2015

**SUBJECT:** Letter of Clarification No. 3

**REFERENCE:** RFP Invitation No. S12-T25267, Aviation Gasoline (AVGAS) Fuel Supplier Services

**TO:** All Prospective Respondents:

This Letter of Clarification is issued for the following reasons:

- **The following questions and City of Houston responses are hereby incorporated and made a part of the RFP:**

1. **Vendor Question/Comment:**

In regards to the City's insurance requirements, in order to be branded with aviation fuel distributors the following is required:

An Airport Liability policy must be in place with the airport or airport authority as the named insured. The limits of the policy must be \$1,000,000 CSL with no bodily injury sub-limit to include Products and Completed Operations. The policy must name the fuel manufacturer and distributor as additional insureds.

In exchange for the \$1,000,000 underlying policy, the fuel manufacturer will extend to the airport \$50 million of excess coverage for any fuel related loss; environmental Workers Compensation losses are however excluded.

**COH Response:**

**HAS will take the aforementioned into consideration and will negotiate the insurance requirements with the successful respondent.**

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.

*Martin L. King*

Martin L. King  
Senior Staff Analyst  
Strategic Procurement Division  
832-393-8705

**(END OF LETTER OF CLARIFICATION 3)**