



Memorandum

To: Anna Russell
City Secretary

From: Strategic Procurement Division

Date: January 25, 2016

Subject: **Sales and Use Tax Audit Services**
Solicitation No. S66-T25650
Cancellation of RFP

You are hereby advised that solicitation S66-T25650 for **Sales and Use Tax Audit Services** for the **Finance Department** is being cancelled for the following reason:

- All bids received exceed the department director's or purchasing agent's estimated costs, and the director or purchasing agent determines that the bids appear to be excessive; or
- The department director or purchasing agent determines that the project or purchase is no longer required; or
- The department director or purchasing agent determines that the city's design or specifications for the project should be revised and new proposals should be taken.

This RFP cancellation is made pursuant to the delegated authority to the Purchasing Agent by the City Council in City of Houston Ordinance No. 2001-356 which amended Chapter 15, Section 15.46 of the Code Ordinance to allow the City Purchasing Agent to return bid bonds and cancel/reject proposals/bids under any of the circumstances listed above.

If you should have any questions or require additional information regarding this matter, please call Shannon Pleasant at (832) 393-8741

Calvin D. Wells, Deputy Director
City Purchasing Agent

cc: LaToya Jasper - FIN
Silvia Diaz - FIN
Thy-Huyen Ruiz - FIN