



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

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March 4, 2016

**Subject: Sales and Use Tax Audit Services for the Finance Department
Letter of Clarification No. 4**

Reference: Request for Proposal (RFP) No. S66-T25698

To: All Prospective Proposers

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.

Please see the following questions from vendors and the City's responses, which are in blue:

1. On the cover page of the RFP it indicates questions are due on Friday March 4, 2016 at 2:00 p.m.. On page 11 of 32, Part VI B. indicates questions are to be submitted no later than February 2, 2016 at 2:00 p.m.
 - a. Since this RFP was issued after February 2nd we assume March 4th is the correct date?
The March 4, 2016 at 2:00 PM CST is correct.
2. On page 8 of 32, IV.A.1. indicates proposals are to be mailed to City Secretary's Office, City Hall Annex, 900 Bagby, Houston, Texas 77002, however it No. 6 Timely delivery of Proposals it indicates they are to be sent to the City of Houston Chief Procurement Officer.
 - a. Please clarify where proposals are to be delivered and addressed to.
**The correct location is City Secretary's Office, City Hall Annex, 900 Bagby
Houston, Texas 77002**

Regards,

A handwritten signature in blue ink, appearing to read "Shannon Pleasant".

Shannon Pleasant, CTPM
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