



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

**Sylvester Turner**

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**June 13, 2016**

**SUBJECT: Letter of Clarification No. 3**  
**REFERENCE: RFP: S69-T25834 Parking Pay-By-Phone/App System**  
**TO: All Prospective Proposers**

**CLARIFICATION NO. 3**

**FOR**

**REFERENCE: SOLICITATION: S69-T25834**  
**REQUEST FOR PROPOSALS (RFP) FOR PARKING PAY-BY-PHONE/APP SYSTEM**

For which responses for clarification are scheduled to be received to the  
 Finance Department Strategic Procurement Division,  
 2:00 p.m., Central Time on June 16, 2016.

The following changes and/or revisions are incorporated into the above referenced RFP Document as noted. All other provisions and requirements as originally set forth remain enforce and are binding.

1. To ADD SAMPLE CONTRACT.
2. The following questions and requests for clarification were submitted in accordance with the instructions provided, Communications between the City and Respondents. The City's response (**in bold italics**) follows each question or request for clarification in the table below:

**CLARIFICATIONS TO QUESTIONS**

Question 1:	Regarding the last section of page 1 of the offer and submittal form: <ol style="list-style-type: none"> <li>a. Who is the affiant?</li> <li>b. What is the Notary Public in and for?</li> <li>c. What does it mean, commission expires?</li> </ol>
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<b>COH Response:</b>	<b><i>Exhibit 1, OFFER AND SUBMITTAL is a required form that must be completed and submitted with your proposal. It must also be legally notarized by a Notary Public or Public Notary who shall fill-in the bottom four lines on the form labeled as "Signature, Name and title of Affiant," "(Notary Public in and for)," and "My Commission Expires."</i></b>
Question 2:	<p>You list a MWSBE goal of 24%. Can you please clarify this requirement? Does this mean that 24% of the value of all sub-contracted work must come from MWSBE certified organizations? We have three sub-contractors (<i>depending on your definition of a sub-contractor</i>) and they are as follows:</p> <ol style="list-style-type: none"> <li>a. Amazon (web hosting services)</li> <li>b. Braintree (payment processing services)</li> <li>c. Company x, y or z (undecided) (signage manufacturing and display services)</li> </ol> <p>We cannot do anything about changing a or b, however, we may be able to search for a signage manufacturing company that has a MWSBE certification. Additionally, we may be able to find a company that has a MWSBE certification to display our signage around the city, as agreed upon. Is this all we would be required to fulfill in order to comply with the MWSBE requirements? Please clarify.</p>
<b>COH Response:</b>	<b><i>The 24% value is based on the total paid to the prime where opportunities exist. If company A &amp; B have no opportunities for MWBE participation then you really look like your only opportunity would be for company C in this instance. You would look for companies that could help you meet the goal for this subcontracting opportunity and document your efforts. If you are unable to meet the full 24% as advertised then submit your good faith efforts showing what you did to find participation and the amount of MWBE participation you will be able to achieve. You may also want to see if contract B has any subcontracting opportunities in which an MWBE could work through them as well. Maybe some of the supplies they use for payment processing can be obtained by a certified MWBE if the pricing is competitive.</i></b>
Question 3:	<p>Can you please provide the city's standard terms and conditions? We would like to review to make sure we do not have any exceptions. If we do have exceptions, we would like to report them in our response.</p> <p>Can you please post the standard terms and conditions as an addendum item or clarification to the RFP solicitation?</p>
<b>COH Response:</b>	<b><i>SAMPLE CONTRACT.pdf has been added to the Solicitation folder.</i></b>

### END OF CLARIFICATION NO. 3

Should you have any additional questions or request further clarification regarding this proposal please contact Regina Spencer at [regina.spencer@houstontx.gov](mailto:regina.spencer@houstontx.gov) or (832) 393-8707.

Sincerely,



Regina Spencer  
Sr. Procurement Specialist

/rs

cc: File