

**CITY OF HOUSTON  
SCOPE OF WORK  
FOR  
PERMITS  
FOR  
PARKING MANAGEMENT  
BID**

It is the intent of the City of Houston to solicit the lowest and best responsible bid or price under competitive conditions. All materials and/or equipment shall be new unless stated otherwise.

Prospective bidders are advised that this bid is not to be considered restricted to any referenced manufacturer and all bidders are specifically directed to informal bid terms of the "General Conditions of Bidding".

The following are the minimum acceptable specifications:

Work under this contract shall include the furnishing of all labor, materials, supplies, tools, transportation services, supervision, and required insurance.

Item #1:

- 1.1 Tag, Hang, 3.25" x 7.5" Numbered (One Day Scratch Off)  
**Numbered scratch-off daily parking hang tags; 3.2 x7.5", 4 color, 2- sided printing, month, date, and year required on scratch off side, card stock (60 lb. weight), bar-coded (Code 39) numbered (consecutive), sample attached. 3 Years**

Item #2:

- 2.1 Tag, Hang, Parking, 2.75" x 5" (Visitor Residential Permit)  
**plastic hang-tag, 4 color, 2.75 x 5 (approximate size) (sample attached) Numbered (consecutive), one sided printing, in two different colors; 3,000 white. Must have bar code (Code 39) for consecutive numbering / security hologram. Plastic should be fade-resistant durable.**

Item #3:

- 3.1 Decal, 5" x 2.5", Strong Adhesive on Top (Residential Decals)  
**Decal, Strong adhesive on top 1/4 and bottom 1/4, space to write info in middle of decal. Will be positioned from the inside of the windshield. Black & White only. Barcode, numbered (consecutive)**

Item #4

4.1 Tag, Hang, Parking, 2.75" x 5" (Commercial Vehicle Loading Zone Permit)  
**Plastic Hang tag, 4 colors; 2.75" x 5", 2 sided printing in 1 color; Must have bar code (code 39) for consecutive numbering ; security hologram. Plastic must be fade-resistant. Class B - 200**

\*\*\*This is an open purchase order, vendor is expected to provide the minimum order that must be placed at any time. Include shipping costs in estimate.

Proof required for all items prior to printing

Must provide a manufacturer number for each item

Turnaround time for order must be within 4 weeks upon proof approval.  
Bid requests not providing all the information above will not be considered.

Bids must be submitted to via email or fax