



# CITY OF HOUSTON

## Houston Health Department

Sylvester Turner

Mayor

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[www.houstontx.gov](http://www.houstontx.gov)  
[www.houstonhealth.org](http://www.houstonhealth.org)

**DATE:** May 23, 2023  
**SUBJECT:** Letter of Clarification No. 2  
**REFERENCE:** Houston Health Department / Organizational Development Workforce Initiative # I06770

This letter of clarification No.2 is for the following purpose:

- To answer questions posted by some vendors

**Question # 1** - Is there already a preferred vendor identified?

**Answer:** *The user department may have a preferred vendor; however, the City is required to carefully evaluate each bid/ submission and select the most advantageous vendor for the contract.*

**Question # 2** - Is there a preferred format for the submission?

**Answer:** *Vendors interested in participating in the e-bid solicitation should submit a written proposal on the e-bid portal. See link [https://purchasing.houstontx.gov/Bid\\_Display.aspx?id=I06770](https://purchasing.houstontx.gov/Bid_Display.aspx?id=I06770)*

**Question # 3** - Have any additional information/documentation been circulated for this solicitation?

**Answer:** *No.*


All bid submissions must be uploaded onto the City of Houston (COH) e-bid system prior of closing day of May 31, 2023, at 04:00 P.M. Central Time Zone. The COH is not responsible to receive informal bids if bids are submitted in any other way. Contractor must have a COH Supplier Login to be able to upload bids on the e-bid system. [Strategic Purchasing Division \(SPD\)- Logon \(houstontx.gov\)](#)

**Footer Notes:**

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their bid proposal.

If further clarification is needed regarding this solicitation, please contact me,

Sincerely,

DocuSigned by:  
  
E74B3504415F467...

Robert Velandia  
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City of Houston, Houston Health Department