



**CITY OF HOUSTON**  
**Strategic Purchasing Division**  
Administration & Regulatory Affairs  
Department

**Bill White**  
Mayor

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June 9, 2008

**SUBJECT:** Letter of Clarification No.1  
Alarm Monitoring, Inspection, Maintenance & Telephone Services for Various Departments

**REFERENCE:** Invitation to Bid No.: S29-L22902

**TO:** All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. Page 1, Bid Opening has been revised to extend the due date from June 12, 2008 at 10:30 AM to June 26, 2008 at 10:30 AM. The Bid Opening provision should be revised to read as follows: "**BID OPENING** Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until 10:30 AM Thursday, **June 12, 26**, 2008 and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of." Remove Page 1 and replace with attached Page 1 marked Revised – June 9, 2008.

When issued, Letter(s) of Clarification shall automatically become a part of the bid 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 bidders to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this Invitation for Bid, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Douglas Moore".

Douglas Moore  
Division Manager  
Strategic Purchasing Division  
832-393-8724

Attached Revised Page: 1

**LETTER OF CLARIFICATION 1  
ALARM MONITORING, INSPECTION, MAINTENANCE & TELEPHONE RESPONSE SERVICES  
SOLICITATION NO. L22902**



**CITY OF HOUSTON  
INVITATION TO BID**

**Issued: May 23, 2008**

**BID OPENING**

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until **10:30 AM Thursday, June 12, 26, 2008** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date for the purchase of:

**ALARM MONITORING, INSPECTION, MAINTENANCE & TELEPHONE RESPONSE SERVICES  
FOR VARIOUS DEPARTMENTS  
BID INVITATION NO.: S29-L22902  
NIGP CODE: 936-09**

**BUYER**

Questions regarding this solicitation document should be addressed to **Douglas Moore, Division Manager**, at (832) 393-8724, or e-mail to [douglas.moore2@cityofhouston.net](mailto:douglas.moore2@cityofhouston.net).

**ELECTRONIC BIDDING**

In order to submit a bid for the items associated with this procurement, you must fill in the pricing information on the "PLACE BID" page.

**PRE-BID CONFERENCE**

A Pre-Bid Conference will be held for all Prospective Bidders at the City Hall Annex, Strategic Purchasing Division, 900 Bagby, Conference Rm. 1 (Tunnel Level), Houston, Texas 77002 at **10:00 AM on Friday, May 30, 2008**.

**All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed the solicitation documents prior to the Pre-Bid Conference. Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the Pre-Bid Conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.**

Bidding forms, specifications, and all necessary information should be downloaded from the Internet at <http://purchasing.houstontx.gov/>. By registering and downloading this solicitation document, all updates to this solicitation document will be automatically forwarded via e-mail to all registered bidders. This information may also be obtained from the Supplier Assistance Desk, Strategic Purchasing Division, 901 Bagby, Concourse Level, Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph (b), (5) of Section 15-3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph (b), (6) of said Section 15-3.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

City Employees are prohibited from bidding on this solicitation in accordance with the Code of Ordinances, Section 15-1.

**\*CONTENTS:**

SECTION A:	OFFER
SECTION B:	SCOPE OF WORK/SPECIFICATIONS
SECTION C:	GENERAL TERMS & CONDITIONS

**\*NOTE 1: Actual page numbers for each Section may change when the solicitation document is downloaded from the Internet or because of Letters of Clarification. Therefore, Bidders must read the bid document in its entirety and comply with all the requirements set forth therein.**

**\*NOTE 2: To be considered for award, please submit the electronic bid form and the forms listed in Section A, including the Official Signature Page, which must be signed by a company official authorized to bind the company.**

**LETTER OF CLARIFICATION 1  
ALARM MONITORING, INSPECTION, MAINTENANCE & TELEPHONE RESPONSE SERVICES  
SOLICITATION NO. L22902**

**END OF LETTER OF CLARIFICATION NO. 1**