

# CITY OF HOUSTON

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February 6, 2014

**SUBJECT:** Letter of Clarification No. 2 – Occupational Medical Testing Services for Various Departments

**REFERENCE:** Request for Proposal No. S46\_L24877

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

• **The following questions and City of Houston responses are hereby incorporated and made a part of the Invitation to Bid:**

1. We would like to request a deadline extension in order to formulate a thorough and complete response to the City's RFP. Will the City extend the deadline?

**Answer:** *The City of Houston has elected to extend this solicitation due date for an additional week. The new due date is February 13, 2014.*

2. Do you have a pricing template or spreadsheet we should use for submitting or should we create our own?

**Answer:** *Vendors are required to submit all pricing for this solicitation on the City of Houston e-bid system. Please refer to the following sections of the solicitation regarding "Placing a Bid" instructions.*

## **ELECTRONIC BIDDING**

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

**\*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.**

3. Will the City accept alternative proposals that do not include mobile unit services, or will that disqualify the bid?

**Answer:** *No, it is the City's intent to award a contract to a bidder that can provide both on and off-site Occupational Medical Testing Services.*

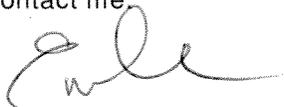
4. Can an estimate of # of services needed in 1 year

**Answer:** *The type of test and estimated quantities per year are indicated on the e-bid system.*

**LETTER OF CLARIFICATION 2  
OCCUPATIONAL MEDICAL TESTING SERVICES  
SOLICITATION NO. S46-L24877**

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.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me

A handwritten signature in black ink, appearing to read 'Eric Alexander', written in a cursive style.

Eric Alexander  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8704

**END OF LETTER OF CLARIFICATION 2**