



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

**Annise D. Parker**

Mayor

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February 18, 2015

**SUBJECT:** Letter of Clarification No. 2 to Invitation to Bid No. S32-L25259 for Mail Processing Services for Various Departments

**TO:** All Prospective Bidders

This Letter of Clarification is issued for the following reason:

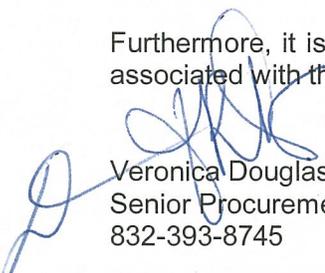
- To respond to a question posed by a perspective bidder:

**Question No. 1:** Under Section 2.0, Performance Work Statement, is the Contractor required to provide postage upfront and bill the City for it?

**Answer:** Yes

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. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation and resulting bid.

Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.

  
Veronica Douglas, CPPB  
Senior Procurement Specialist  
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*Partnering to better serve Houston*

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
**Controller:** Ronald C. Green