



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

Mayor

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February 24, 2015

SUBJECT: Letter of Clarification No. 4 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 reasons:

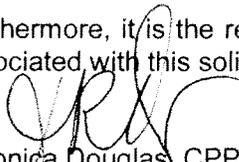
1. NOTICE TO BIDDER:

The bid opening date is hereby changed from February 26, 2015 at 10:30am to **March 5, 2015 at 10:30am.**

2. The Electronic Bid Form has been revised in its entirety.

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