



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

**Annise D. Parker**

Mayor

Calvin D. Wells  
City Purchasing Agent  
P.O. Box 1562  
Houston, Texas 77251-1562

F. 832.393.8755  
<https://purchasing.houstontx.gov>

October 16, 2015

**SUBJECT:** Letter of Clarification No. 1  
Internet Bandwidth Connectivity Services

**REFERENCE:** RFP No.: S17-L25572

**TO:** All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- 1. To change the location of the Pre-Bid Conference replace page 1 in its entirety with the attached page marked "Revised, October 16, 2015".**

**PRE-BID CONFERENCE**

A Pre-Bid Conference will be held for all Prospective Bidders at ~~901 Bagby Houston, Texas 77002 City Hall Tunnel Level (Basement) SPD Conference Room-2~~ **18600 Lee Road Humble, Texas 77338 Room-124 at 2:00 p.m. on October 19, 2015.**

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 respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

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

Sincerely,

Handwritten signature of Murdock Smith III.

Murdock Smith  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8725

**END OF LETTER OF CLARIFICATION 1**



# CITY OF HOUSTON INVITATION TO BID

Issued: October 9, 2015

## **BID OPENING**

Sealed bids (labeled with the company name, address and bid number), in duplicate, and one (1) additional electronic CD copy of the bids will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 901 Bagby, Houston, Texas 77002, until **10:30 a.m., Thursday, November 5, 2015** 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:

**INTERNET BANDWIDTH CONNECTIVITY SERVICES  
FOR THE HOUSTON AIRPORT SYSTEM  
BID INVITATION NO.: S17-L25572  
NIGP CODE: 915-51**

## **BUYER**

Questions regarding this solicitation document should be addressed to Murdock Smith at **832.393.8725**, or e-mail to [murdock.smith@houstontx.gov](mailto:murdock.smith@houstontx.gov).

## **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.

## **PRE-BID CONFERENCE**

A Pre-Bid Conference will be held for all Prospective Bidders at ~~901 Bagby Houston, Texas 77002 City Hall Tunnel Level (Basement) SPD Conference Room-2~~ **18600 Lee Road Humble, Texas 77338 Room-124 at 2:00 p.m. on October 19, 2015.**

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, and terms and conditions as stated herein.

Bidding forms, specifications, and all necessary information should be downloaded from the Internet at <https://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.