



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

John Gillespie
Chief Procurement Officer
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April 21, 2016

SUBJECT: Letter of Clarification No. 1

REFERENCE: Invitation to Bid No. S74-L25766
PARTS IMMERSION CLEANING SERVICES

TO: All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

A) Replace page 2, and replace with page 2 marked "**REVISED**" April 21, 2016.

1. BID INVITATION NO. shall now read: "**S74-L25766**"

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 Bidder to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Bid, Bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this Bid.

Should you have any questions or need further clarification regarding this Bid, please contact Elnora Williams at elnora.williams@houstontx.gov, or at 832.393.0209.

Sincerely,

A handwritten signature in blue ink that reads "Elnora Williams".

Elnora Williams
Senior Procurement Specialist/Finance-SPD
Houston, Texas 77002
Phone: 832.393.0209

EW:RM:ew

Handwritten initials in blue ink, possibly "RM".



**PARTS IMMERSION CLEANING SERVICES
FOR VARIOUS DEPARTMENTS
BID INVITATION NO.: S74-L25766
NIGP CODE: 926-42**

To The Honorable Mayor
and Members of the City Council
of the City of Houston (the "City"), Texas:

The undersigned Bidder hereby offers to contract with the City upon the terms and conditions stated in that certain "**Contract for PARTS IMMERSION CLEANING SERVICES for a three-year period with two (2) one-year option periods to extend for VARIOUS DEPARTMENTS,**" which was distributed by the City together with the "Notice to Bidders" and is hereby incorporated herein by this reference (the "contract"). This offer is made at the prices stated on the electronic bid form. When issued by the City of Houston, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the Bidder to ensure that it has obtained all such letters. By submitting a bid on this project, Bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.

The City may accept this bid offer by issuance of a contract covering award of said bid to this Bidder at any time on or before the 180th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing.

The City of Houston reserves the option, after bids are opened, to increase or decrease the quantities listed, subject to the availability of funds, and/or make award by line item.

If the City accepts the foregoing offer, this Bidder promises to deliver to the City Chief Procurement Officer of the City, five (5) original counterparts of said contract duly executed by this Bidder (as "Contractor") in accordance with this paragraph, proof of insurance as outlined in Article II of the contract, all on or before the tenth (10th) day following the day this Bidder receives from the City the unsigned counterparts shall be executed so as to make it binding upon the Bidder, and all of the applicable requirements stated in the document entitled "Instructions for Execution of Contract Documents," (which was distributed by the City) shall be complied with.

The City reserves the right to cancel this ITB, accept or reject, in whole or in part, any or all bids received and to make award on the basis of individual items or combination of items, as it is deemed in the best interest of the City.

If the City accepts the foregoing offer, this Bidder shall furnish all labor, supervision, materials, supplies, equipment and tools necessary to provide **PARTS IMMERSION CLEANING SERVICES** for the City in accordance with attached specifications.

Documents/forms must be downloaded from the City's Website at <http://purchasing.houstontx.gov/forms.shtml>