



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

**Annise D. Parker**

Mayor

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

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

Date: January 2, 2014

Subject: Letter of Clarification No. 1  
Automobiles, Vans, Utility Vehicles, and Light Duty Trucks for Various  
Departments

Reference: Invitation to Bid (ITB) No.: S38-N24807

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
  1. To extend the bid opening date from Thursday, January 9, 2014 to Thursday, January 16, 2014.
- Due to the aforementioned change(s) to the e-bidding items you may need to edit your bid. To do so, please select the "Bid Number" and proceed accordingly.

This Letter of Clarification will be considered part of the solicitation. 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).

Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.

Sincerely,

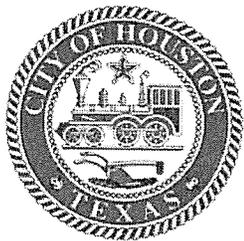
A handwritten signature in blue ink, appearing to read "Lena Farris".

Lena Farris  
Senior Procurement Specialist  
Strategic Purchasing Division  
(832) 393-8729

Buyer LF:SRD:lf

*Partnering to better serve Houston*

**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Dave Martin Al Hoang Oliver Pennington Edward Gonzalez  
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford  
Jack Christie **Controller:** Ronald C. Green



# CITY OF HOUSTON INVITATION TO BID

Issued: December 6, 2013

## **Bid Opening:**

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until 10:30 a.m. Thursday, **January 16, 2014** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 a.m. on that date for the purchase of:

**AUTOMOBILES, VANS, UTILITY VEHICLES, AND LIGHT DUTY TRUCKS  
FOR  
VARIOUS DEPARTMENTS  
BID INVITATION NO. S38-N24807  
NIGP: 071-06**

## **Buyer:**

Questions regarding this solicitation package should be addressed to, **Lena Farris** at **832-393-8729**, or e-mail to **lena.farris@houstontx.gov**

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

## **Electronic Bidding:**

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

## **Pre-Bid Conference:**

A Pre-Bid Conference was held for all Prospective Bidders in the Strategic Purchasing Division, Conference Room No.1, City Hall/City Hall Annex Tunnel, 900 Bagby, at **1:00 P.M. on Wednesday, December 18, 2013.**

**All Prospective Bidders were urged to be present. It is the bidder's responsibility to ensure 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, terms and conditions as stated herein.**

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.**