



**OFFICE OF THE CITY CONTROLLER  
CITY OF HOUSTON  
TEXAS**

**RONALD C. GREEN**

October 6, 2010

**SUBJECT:** Letter of Clarification No. 2  
Professional Independent Internal Audit and Consulting Services

**REFERENCE:** Request for Qualifications and Proposal No. Q23763

**TO:** All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

- **To revise the above referenced solicitation as follows:**

**Specification and Terms & Condition:**

1. Delete page 27 of 52 and **replace** with the attached page 27 of 52 marked revised October 6, 2010.

**Letter of Clarification No. 1**

2. Change reference number from CTR-091010 to **Q23763**.

**Note: The changes that were made were clerical errors only and will not affect the bid process.**

When issued, Letters of Clarification shall automatically become a part of the bid documents and shall supersede any previous specification and/or provision in conflict with the Letter of Clarification. It is the responsibility of the bidders to ensure that it has obtained all such letters. By submitting a bid on this project, bidders shall be deemed to have received all Letters of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me at 832-393-3510.

Sincerely,

David Schroeder  
City Auditor  
832-393-3510

**901 BAGBY, 6<sup>TH</sup> FLOOR • P.O. BOX 1562 • HOUSTON, TEXAS 77251-1562**

Council Members: Brenda Stardig, Jarvis Johnson, Anne Clutterbuck, Wanda Adams, Mike Sullivan, Al Hoang, Oliver Pennington, Ed Gonzalez, James G. Rodriguez, Stephen C. Costello, Sue Lovell, Melissa Noriega, C.O. "Brad" Bradford, Jolanda "Jo" Jones

Professional Independent Internal Audit and Consulting Services

**ATTACHMENT "B"**

**SAMPLE LETTER OF INTENT**

THIS AGREEMENT IS SUBJECT TO BINDING ARBITRATION ACCORDING TO THE TEXAS GENERAL ARBITRATION ACT.

TO: City of Houston  
Purchasing Agent

**MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) AND SUPPLIER  
LETTER OF INTENT**

Contract Bid Number: \_\_\_\_\_

Bid Title: \_\_\_\_\_

Bid Amount: \_\_\_\_\_

M/WBE Participation Amount: \$ \_\_\_\_\_ M/WBE GOAL \_\_\_\_\_%

1. \_\_\_\_\_ agrees to perform work/supply goods and/or services  
Name of Minority/Women Business Enterprise  
in connection with the above-named contract and \_\_\_\_\_ as:  
**Name of Prime Contractor**

- (a) \_\_\_\_\_ An Individual
- (b) \_\_\_\_\_ A Partnership
- (c) \_\_\_\_\_ A Corporation
- (d) \_\_\_\_\_ A Joint Venture

2. \_\_\_\_\_ status is confirmed by M/WBE Directory made available  
**Name of Minority/Women Business Enterprise**  
through the City of Houston Affirmative Action Division. Certification # \_\_\_\_\_.

3. \_\_\_\_\_ and \_\_\_\_\_ intend to  
work on  
**Name of Prime Contractor** **Minority/Women Business Enterprise**  
the above-named contract in accordance with the M/WBE Participation Section of the City of Houston  
Contract Bid Provisions.

The Terms and conditions of Attachment "C" attached hereto are incorporated into this Letter of Intent for all purposes.

\_\_\_\_\_  
Signed-Prime Contractor

\_\_\_\_\_  
Signed-Minority/Women Business Enterprise

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title