



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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December 9, 2008

Subject: Letter of Clarification No. 3  
Forms, Continuous for the Police Department

Reference: Invitation to Bid (ITB) No.: S06-S23051

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reasons:

- To extend the bid closing date from December 11, 2008 to December 18, 2008.
- To answer the following questions:

1. Question: "Could you please tell me who the last supplier was for this bid and what the bid tab was?"

Answer: "Forms World is the current Supplier." "The bid tab can be downloaded at the existing website <https://purchasing.houstontx.gov>. View Formal Bids & RFPs, key in S22602 for key words- click search and go to bid description click on bid tab."

2. Question: "Will the bid opening date change since the pre-bid conference date has moved to 12/9/08?"

Answer: "Yes, see above."

3. Question "Is it possible to get samples of each item mailed to me?"

Answer "No, The Police Department does not stock these items."

This Letter of Clarification will be considered part of the solicitation referenced above.

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

Handwritten signature of Tywana L. Rhone in black ink.

Tywana L. Rhone  
Purchasing Manager  
Strategic Purchasing Division  
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TLR:DRH

Cc: John Erdeljac/PO

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