



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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December 3, 2009

Subject: Letter of Clarification No. 4
Disposable Paper Products for Various Departments

Reference: Invitation to Bid (ITB) No.: S21-S23323

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follows:
 1. At the City's Electronic website line items have been **changed** as follows:
 - Group I, Item No. 5 description has been **revised**.
 - Group II, Item No. 1 description has been **revised**.
- 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 referenced above.

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

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Partnering to better serve Houston