

CITY OF HOUSTON

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Date: October 24, 2013

Subject: Letter of Clarification No. 7
Apparel, Uniforms for the Houston Police Department

Reference: Invitation to Bid (ITB) No.: S32-S23613

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 October 31, 2013 to November 21, 2013.
 2. To replace page 1 of 52 with attached page 1 of 52, marked revised October 14, 2013.
 3. To replace page 2 of 52 with attached page 2 of 52, marked revised October 14, 2013.
 4. At the City's e-bidding website, all line items have been **deleted** and replaced with Exhibits XX and XL located in the bid documents/forms section of the e-bidding website.
 5. At the City's e-bidding website, disregard **"NOTICE TO SUBMIT BID ELECTRONICALLY"**.
 6. Bidder shall complete the **MANUFACTURER'S PRICE LIST NAME AND PRICE LIST DATE** as identified in Exhibit XX, Price List Bid Form.
 7. Bidder shall complete Exhibit XL, Line Item Bid Form located under the documents section on the City's e-bidding website.
 8. Bidder shall reconcile all final totals from Exhibit Nos. XX and XL and enter them as stipulated in **"Exhibit K", Final Tabulation Sheet**.
 9. At the City's e-bidding website, the Uniform Supply E-Bid Specification Manual has been **added** under the bid documents and forms section.
 10. Under Special Instructions to Offeror(s), page 3, Item No. 4.0, Additional Information and Specification Changes, **change** the question deadline to close of business on November 5, 2013.

11. Under Specifications/Scope of Work, page 8, Item No. 1.1.3, **add** Option C will be awarded by groups.
12. Under General Terms & Conditions\Specimen Contract, page 27, Item No. 8.0, MWBE Compliance, **change** the MWBE goals as follows:

8.0 MWBE Compliance

- 8.1 Option A = 11%
- Option B = 9%
- Option C = 6%

13. Under Evaluation and Selection Process, page 48, Item No. 2.0, Selection Process, **change** to read as follows:

2.1.1 Evaluation Criteria – Option A

2.1.1.1 Pricing

Evidence of firm's submittal of complete pricing information for all items identified in Exhibits XX and XL.

2.2.1 Evaluation Criteria – Option B

2.1.1.1 Pricing

Evidence of firm's submittal of complete pricing information for all items identified in Exhibits XX and XL.

2.3.1 Evaluation Criteria – Option C

2.3.1.1 Pricing

Evidence of firm's submittal of complete pricing information for all items identified in Exhibits XX and XL.

14. Under Specifications/Scope of Work, **add** page 19B of 52.

- To answer the following questions:

15. **Question:** *“Under Specifications/Scope of Work, Page 14, Item No. 20.3, Samples were not available at the pre-bid, when and where can they be viewed?”*

Answer: *“Delete provision 20.3, Sample HPD Uniform Items in its entirety.”*

16. **Question:** *“Under Specifications/Scope of Work, Page 16, Item No. 24.1 states that alterations must be available for order online and that the Service Center must perform these on a “while you wait” basis. More complex alterations shall be completed in five (5) business days. Please define what alterations are expected on a “while you wait” basis and what alterations are considered to be “more complex.”*

Answer: *“Alterations expected on a “while you wait” basis include hemming/inseam alterations and sewing on of patches. Any alteration outside of hemming/inseam alteration and sewing on of patches is considered to be complex.”*

17. **Question:** *“The MWBE requirement of 11% will require significant work on the vendor’s part to achieve based on the technical nature of the services provided. The awarded vendor will need to open a location(s) to service the contract which will create net new jobs for the city. Outsourcing 11% will reduce our headcount by up to 3 employees. We feel a reduction of the requirement to 5% would be attainable and a good balance to meet our mutual goal of providing timely service and supporting small-minority owned business.”*

Answer: *“Reference Item No. 13 to this clarification.”*

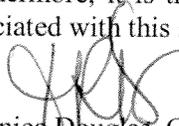
18. **Question:** *“Small Business Goal – Our company believes the 11% goal for small, local business inclusion is reasonable and achievable. We would like to see the goal increased to 17%. This provides a stronger incentive for bidders to find ways to include these businesses that otherwise will be left out. Will the City increase the small, local business goal above the current goal of 11%?”*

Answer: *“Reference Item No. 13 to this clarification.”*

- 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 on the first page of this document. 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.


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