



CITY OF HOUSTON

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Mayor

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March 25, 2014

Subject: Letter of Clarification No. 7
Safety Equipment and Traffic Safety Devices

Reference: Invitation to Bid (ITB) No.: S35-S24498

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 March 27, 2014 to April 10, 2014.**
 2. At the City's Electronic Website, Groups 1 thru 5 have **changed**.
 3. At the City's Electronic Website, Group 4A has been **added**.
 4. At the City's Electronic Website, Group 11 has been **deleted**.
 5. In Section B, page 12 of 28, **delete**: "There is no stenciling or logos for Groups 1 thru 4," **add**: "Some items in the Northern Safety Catalog (safety cone pictured) and Group 4 will require some stenciling and/or logos."
 6. In Section C, page 19 of 28, Provision 8, **Payment**, **delete**: "payment is due thirty (30) days after the City has approved the invoice or after the City has accepted the goods, whichever occurs later."

add:

- 8.1 The City of Houston's standard payment term is to pay 30 days after receipt of invoice or receipt of goods or services, whichever is later, according to the requirements of or receipt of goods or services, whichever is later, according to the requirements of the Texas Prompt Payment Act (Tx. Gov't Code, Ch. 2251). However, the City will pay in less than 30 days in return for an early payment discount from vendor as follows:

- Payment Time - 10 Days: 2% Discount
- Payment Time - 20 Days: 1% Discount

- 8.2 A vendor may elect not to offer a discount for early payment and the City will make payment net 30 days. Discounts will not be considered in the award evaluation.

Subject: Letter of Clarification No. 7
Safety Equipment & Traffic Safety Devices for Various Departments
S35- S24498

8.3 If the City fails to make a payment according to the early payment schedule above, but does make the payment within the time specified by the Prompt Payment Act, the City shall not receive the discount, but shall pay no other penalty. When the payment date falls on a Saturday, Sunday, or official holiday when City offices are closed and City business is not expected to be conducted, payment may be made on the following business day.

- 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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