



# CITY OF HOUSTON

Strategic Purchasing Division

**Annise D. Parker**

Mayor

Calvin D. Wells, Deputy Director  
City Purchasing Agent  
P.O. Box 1562  
Houston, Texas 77251-1562

F. 832.393.8755  
<https://purchasing.houstontx.gov>

February 20, 2013

Subject: Letter of Clarification No. 1  
Janitorial Supplies for Various Departments

Reference: Invitation to Bid (ITB) No.: S48-S24507

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follows:
  1. **To extend the Bid Opening date from February 21, 2013 to March 7, 2013.**
  2. At the City's Electronic website, Item Nos. 2, 4, 6, 7 and 13, the descriptions have been changed.
  3. At the City's Electronic website, Item Nos. 14 and 15 have been added.
- 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. 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.

A handwritten signature in blue ink, appearing to read "Irina Chong".

Irina Chong  
Procurement Specialist  
Strategic Purchasing Division  
832-393-8749

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*Partnering to better serve Houston*

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