



# CITY OF HOUSTON

Strategic Purchasing Division

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Mayor

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February 27, 2013

Subject: Letter of Clarification No. 2  
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 reasons:

- To revise the above referenced solicitation as follows:
  1. At the City's Electronic website, the total estimated expenditure has been **changed** from \$342,824.51 to \$857,090.00.
  2. The bid solicitation No.S24507 issued February 1, 2013 has been replaced in its entirety with the attached bid solicitation No.S24507 marked revised February 27, 2013.
- To answer the following questions:
  1. Question: Am I correct in understanding that the only real bid in this solicitation is the percent off of our listed catalog price which should be entered above the list of 13 sample items?  
  
Answer: Yes.
  2. Question: Also, on those 13 sample items, I am supposed to enter the lowest published price in the field provided along with a page number and Alt Part Number?  
  
Answer: Yes.
  3. Question: If our catalog is online, how do I reference that since there would actually be no page numbers? Do I just type the website address to our catalog in the field above the Sample Pricing Items?  
  
Answer: Yes. Refer to Section C, page 12 of 21, Provision 5.3 for additional information.

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**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Dave Martin Al Hoang Oliver Pennington Edward Gonzalez  
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford  
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4. Question: I want to make sure there are no actual line items to bid on...only the 13 sample items used as a gauge buy the City of Houston, and the percent off to be entered into the field provided?

Answer: Correct. There are a total of 15 sample pricing items and they are for award evaluation only.

5. Question: Also, do you have any projected quantities so that I may take this to the manufacturer and possibly get ever further discounted pricing?

Answer: Refer to section C, page 11 of 21, Provision 1.2.

6. Question: Can you please provide quantities for the Jan/San bid S24507?

Answer: See answer to question no. 5.

7. Question: Is the amount \$342,000 for 1 year?

Answer: No. The estimated expenditures are for the term of the award.

8. Question: How many dilution control dispensers are required?

Answer: See answer to question no. 5.

9. Question: Would we be able to bid a wall-mounted dispensing system?

Answer: Yes. Refer to section B, page 6 of 21 for the technical specification of the chemical proportioning system.

- 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.

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**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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Strategic Purchasing Division  
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