



CITY OF HOUSTON

Annise D. Parker

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone – Dial 311
www.houstontx.gov
<http://purchasing.houstontx.gov>

Date September 24, 2013

Subject: Letter of Clarification No. 1
Forms, Continuous for the Houston Police Department

Reference: Invitation to Bid (ITB) No.: S06-S24551

To All Prospective Bidders:

This Letter of Clarification is issued for the following reason:

To answer the following question:

Question: "Could you supply me with any kind of annual usage numbers? If I have an idea of usage, I can better price the items and decide how much I can discount the items."

Answer:

<i>Description</i>	<i>Annual Quantity</i>	<i>Unit of Measure</i>
<i>Form, 141109 one (1) part 14-78" x 11" 15# sulphite bond</i>	<i>90,417</i>	<i>EA</i>
<i>Form, 951029 one (1) part 9-12" x 11"1/2" marginal 15# white bond</i>	<i>401,042</i>	<i>EA</i>
<i>Form, 951522 tow (2) part carbonless, 9-1/2" x 11" 1/2" marginal</i>	<i>31,875</i>	<i>EA</i>
<i>Form, 9710AS one (1) part 9-1/2" x 11" with 1/2" marginal, 20# white bond</i>	<i>57,375</i>	<i>EA</i>

This Letter of Clarification will be considered part of the solicitation listed 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 Supplier to obtain any previous Letter(s) of Clarification associated with this solicitation.

Tywana L. Rhone
Purchasing Manager
Strategic Purchasing Division
832-393-8754

CDW/DRH/TLR