



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

Mayor

Lourdes Coss
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

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

Date February 06, 2015

Subject: Letter of Clarification No. 2
Automotive, Police Car Decals for the Fleet Management Department

Reference: Invitation to Bid (ITB) No.: S57-S24559

To All Prospective Bidders:

This Letter of Clarification is issued for the following reason:

To answer the following questions:

- Question:* "Since these are not part of a kit I understand we will need to package them separately. Does each individual decal need its own bag? Or should they be packaged in multiples by item (example: all decals for item "DECAL, 3.417"H X 36.534"L, REAR GLASS", #10051533, go in one bag)?"

Answer: "Decals that are not part of a kit may be packaged together in multiples by item."
- Question:* "I assume the decals will need to be cut individually. Is this the case or are strips or sheets of decals acceptable at the time of delivery?"

Answer: "All decals must be cut individually."
- Question:* "Is it possible to give us a rough idea of the frequency and quantities typically ordered?"

Answer: "Kits are typically ordered once a year in increments outlined in the solicitation form's Section B, Sub-provision 3.5."
- Question:* "We can offer a separate alternative bid with a lower cost, but it would be with a different brand of vinyl. The brand is Orafol Oralite 5600 and it is ASTM D-4956 compliant. Would this be considered in the bid process?"

Answer: "No other alternative brands of vinyl are accepted for the purpose of this bid. Vinyl material must comply with the specifications outlined in Section B, Sub-provision 5.1."
- Question:* "What is the expected lead time from the time the PO is issued?"

Answer: "The expected lead time from the time a PO is issued is 30 calendar days."

Subject: Letter of Clarification No. 2
Automotive, Police Car Decals for the Fleet Management Department

6. *Question:* "On the online bid form, are the Material Cost and Labor Component tables there to explain and breakdown the pricing we provide in the first, itemized table? Or will those costs be added to the pricing we provide in the first, itemized table?"

Answer: "The purpose of the Material Cost and Labor Component tables, at the bottom of the bid form is not to breakdown and explain the separate components of the cost of creating kits or specific items in the bid form. Rather, each one serves a specific purpose, which are outlined below:"

"The Material Cost line serves the purpose of quantifying what the cost of buying bulk material will be."

"The Labor Component line should be quoted as an hourly rate for the completion of miscellaneous tasks that are not outlined anywhere on the bid form. For instance, if the City of Houston needs the supplier to create a decal sample (vector file) from scratch from a JPEG, they can charge the City of Houston based on the hours required to complete the task and the hourly rate the supplier has provided in the bid."

"These costs will not be added to the pricing of the first itemized table. Rather, they allow us some flexibility in using the vendor's resources to complete tasks that are outside the norm. For this reason, both Material and Labor lines must be quoted."

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.



Grady Garrow
Procurement Specialist
Strategic Purchasing Division
832-393-8752


DRH/GG