



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Procurement Division

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Mayor

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Date February 24, 2015

Subject: Letter of Clarification No. 5  
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:

1. *Question:* "When it comes to "Material Cost", is it the cost of the actual materials only, or cost of materials plus labor and overhead?"

*Answer:* "Material only."

2. *Question:* "The revised Exhibit I show's 3 characters total, 1 alpha and 2 numeric characters, where the prior exhibit had 2 characters. Can you confirm that the roof "kits" will have 3 total characters or if the letters and numbers will be ordered individually, in the totals (250, 3 character kits or 250 individual characters)? If there are to be 3 characters per "kit", will the characters need to be produced as a set of three or will they be cut individually?"

*Answer:* "The Exhibit I will not be ordered as a Kit. It was submitted to specify the size and how it is applied on the vehicle. The City of Houston will order the letters depending on what letters are needed and the numbers depending on what numbers are needed."

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).

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Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.



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DRH/GG

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
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