



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 October 15, 2013

Subject: Letter of Clarification No. 2
 Printing, Library Cards and Barcode Labels

Reference: Invitation to Bid (ITB) No.: S36-S24562

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. All references to City Purchasing Agent shall be **changed** to Chief Procurement Officer in its entirety.
- To answer the following questions:
 1. Question: *“Is there a picture sample of the computer use only library card?”*
Answer: *“Yes. See Exhibit C”*
 2. Question: *“Does the computer use only library cards need to have a signature panel, and a gloss finish or a matte finish?”*
Answer: *“They do not need a signature panel, and the finish can be either matte or gloss.”*
 3. Question: *“When requesting barcodes in Provision 2.0, will you request them in numerical sequential order?”*
Answer: *“The Library Department will specify a range to use and a beginning number; the supplier will need to perform the calculations to determine the specific numbers for each barcode.”*
 4. Question: *“Will COI-auto liability for hired autos or non-owned autos suffice for coverage under auto liability?”*
Answer: Yes.

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5. Question: *"What is the average quantity per order?"*

Answer: "100,000 for the library card/key tag sets and 50,000 for the computer use only cards."

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 Library Department.

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



Valerie Player-Kaufman
Sr. Procurement Specialist
Strategic Purchasing Division
832-393-8749


VPK:DRH:vpk