



CITY OF HOUSTON

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Mayor

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March 5, 2014

Subject: Letter of Clarification No. 5
Emergency Medical Equipment, Supplies and Pharmaceuticals for Various Departments

Reference: Invitation to Bid (ITB) No.: S21-S24712

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To answer the following questions:

1. Question: *"Many of our manufacturers do not produce a list price, can we submit a link to our website that gives you list pricing for our products?"*

Answer: "No."

2. Question: *"If we do not participate in the 340B Program, will our pricing for the other groups be considered?"*

Answer: "Yes."

3. Question: *"Is there a formal instruction guide for Price Lists?"*

Answer: "Yes, the form is posted at the e-bid website."

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).

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

Laura A. Guthrie, Procurement Specialist
Strategic Purchasing Division
(832) 393-8735


LG:DRH:lg

PRICE LIST AWARD NOTE:

Bids for the various items shall be based on adjustments (plus or minus) applied to the cited Manufacturer's Catalog and/or Price List or the most current published revision. The percent adjustment offered shall remain firm for the period of the award. In order to receive bid award consideration, Bidders must bid their percent adjustment applied to the lowest price column shown in their catalog and/or price list. This price will apply to all items irrespective of quantity ordered on individual purchase orders.

All Bidders must state on the Electronic Bid Form the percent of adjustment applied to the lowest price column and whether it is plus, minus, or net. **THE AMOUNT OF ADJUSTMENT MUST BE INDICATED IN THE PERCENT OF ADJUSTMENT APPLIED "SPACE" PROVIDED ON THE ELECTRONIC BIDDING FORM.**

Special Catalog(s) or Price List(s) printed for the purpose of this offer, showing only the net price to the City of Houston or reference to previous submissions, are not acceptable.

SAMPLE PRICING:

Sample Pricing is used for the purpose of evaluation of the various product lines bid; therefore, please enter your price list's lowest unit cost before your applied percent of adjustment (plus, minus, or net). The e-bidding system will calculate the unit price after the applicable adjustment (if any) is applied. In case of a discrepancy between the unit cost before adjustment for the sample pricing item and the actual amount listed in the manufacturer's published catalog or price list submitted, the manufacturer's published catalog or price list submitted will govern. THIS INFORMATION IS ESSENTIAL FOR BID EVALUATION AND SHOULD BE SUBMITTED EVEN IF BIDDING AS SPECIFIED. FAILURE TO PROVIDE THIS INFORMATION MAY BE JUST CAUSE FOR REJECTION OF YOUR BID FROM FURTHER CONSIDERATION.

SAMPLE PRICING QUANTITIES:

The items and quantity shown as **SAMPLE PRICING ITEMS** are for award evaluation only and should not be considered to show actual items or quantities that may be purchased under this award.