



CITY OF HOUSTON
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Strategic Procurement Division

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October 29, 2014

Subject: Letter of Clarification No. 1
Barcoded Traffic, Non-Traffic Parking Citations and Meter Receipt Paper for
Various Departments

Reference: Invitation to Bid (ITB) No.: S06-S25064

To All Prospective Bidders:

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follow:
- To answer the following questions:

1. Question: *"Is the public pricing for these products public knowledge?" Also for the (6) rolls of meter receipt paper required, do they need to be custom printed with your logo and the exact wording of the disclaimer on the back?"*

Answer: "Yes. For the six (6) rolls of meter receipt paper required, the City will assign certain colors to be used as a stripe on the roll to identify who the paper belongs to. The bidder will not need to do a custom receipt paper for testing purposes."

2: Question: *"Do the locations that will be receiving deliveries have loading docks or will the locations require the trucker to make inside delivery?"*

Answer: "The locations receiving deliveries have loading docks and inside delivery is required."

3. Question: *"Please advise the equipment manufacturer and model number for the handheld parking citations, pages 73-75 Item 11.0."*

Answer: "The equipment manufacturer is O'Neil and the model number is OC3."

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4. Question: *The handheld parking citations, pages 73-75 Item 11.0, indicates 18 pound white paper. We would like to confirm if it is in fact paper and not a synthetic substrate which is waterproof and difficult to tear?*

Answer: *"The paper is synthetic and difficult to tear."*

5. Question: *"Must all products be bid or is it possible to select just 3-4 items to quote?"*

Answer: *"The bidder is requested to bid on items in which they specialize to be considered for award."*

6. Question: *Page 95, Item 5.0. If the vendor is not located in the Houston area is it mandatory that the vendor rent warehouse space within the geographical area identified rather than delivering directly from the manufacturing plant 3-4 days after receipt of an order which will increase product costs?*

Answer: *"Refer to Page 95 of 104, Provision **5.0 LOCAL PRESENCE/SOURCE**."*

7. Question: *"Item #8 neon green citation envelopes reads 740,000 boxes. How many are in a box?"*

Answer: *"There are 500 per box."*

8. Question: *Item #9 neon green citation envelopes reads 25,000 cartons. How many envelopes are there in a box and then how many boxes are in the 25,000 cartons?'*

Answer: *"There are 500 per box and 5,000 per carton."*

9. Question: *"Item #11 handheld parking citations states 66,000 each. Is that 66,000 tickets or 66,000 rolls?"*

Answer: *"That would be 66,000 rolls with 100 tickets per roll."*

10. Question: *"Item #12 red meter receipt paper reads 2,500 each. Is that 2,500 rolls or 2,500 boxes containing 4 rolls per box?"*

Answer: *"That would be 2,500 rolls."*

Partnering to better serve Houston

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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11. Question: "Item #13 blue meter receipt paper reads 12,000 each. Is that 12,000 rolls or 12,000 boxes containing 4 rolls per box?"

Answer: "That would be 12,000 rolls."

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 Procurement 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.



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