



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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November 4, 2014

Subject: Letter of Clarification No. 2
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 answer the following questions:

1. Question: *"Are the estimated quantities listed for the entire 36 month contract or per year?"*

Answer: "Yes, the quantities are estimated for 36 months."

2: Question: *"Can you provide an estimate based upon the previous contract of how much of each item is shipped each time?"*

Answer: "Estimates for the last five (5) Purchase orders were 107,000 Traffic Citations, 72,000 Non-Traffic Citations, 116,000 Traffic Inserts and 35,000 Non-Traffic Inserts. Item Nos. 7 thru 11, H-tickets – 1,000 tickets or 1,000 rolls, P-tickets-1,000 ticket books, V-tickets-500 ticket books, Neon green envelopes–12,000, and Volunteer envelopes 250. Item No. 12 400-500 rolls, Item No. 13 1800-2400 rolls."

3. Question: *"We are finalizing the bid packet for submittal. However, we are running in a slight delay and would like to request a few days extension. Is this possible?"*

Answer: "No the bid due date will not be extended."

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4. Question: *The last paragraph of your letter indicates it is each bidder's responsibility to obtain any previous Letter(s) of Clarification associated with this solicitation. Could you email me copies of any previous letters or advise how I can locate them on your website?"*

Answer: *"All Letter of Clarifications are posted on the website and may be downloaded at <http://purchasing.houstontx.gov>."*

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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TLR:DRH:tlr

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