



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

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February 11, 2016

Subject: Letter of Clarification No. 1  
Copy Paper and Miscellaneous Paper Products for Various Departments

Reference: Invitation to Bid (ITB) No.: S06-S25605

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
  1. At the E-Bid website on the Official Bid Form, Group I, Items 1 and 2, quantities have changed.
- To answer the following questions:
  1. Question: "How are they going to order this product? *Marketplace? PCard?*"  
Answer: *"The departments will order these products via purchase order, pcard through the City's SAP system or Marketplace."*
  2. Question: *"If Staples is successful, how would we separate accounts for paper only?"*  
Answer: *"The City of Houston cannot dictate a Supplier's business process."*
  3. Question: *"What UOMs will users be allowed to order?" ie. Colored copy paper by the ream? By the case only?*  
Answer: *"The users will be allowed to order UOMs as specified on the Official Bid Form at the E-bid website."*
  4. Question: *"How frequently will paper orders be placed?"*  
Answer: *"The departments will place orders on an as needed basis."*

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5. Question: "Is Diversity spend through purchases important to the City of Houston?"

Answer: "Yes."

6. Question: "How often are truckloads purchased and of what skus?"

Answer: "Orders will be placed on an as needed basis as determined by the various departments and the purchase order will reflect the descriptions as specified at the E-bid website's Official Bid From."

7. Question: "Which Index within the Producer Price Index does the City of Houston wish to use as a reference?"

Answer: "Section B, pages 6 thru 7 of 19, Provision **2.0 PRICE ADJUSTMENT** specifies the Producer Price Index to be used."

8. Question: "How many locations does this paper bid deliver to?"

Answer: "The delivery locations will be citywide per departments purchase orders."

9. Question: "Can I get the bid tab from the last time you ran this bid please?"

Answer: "The bid tab may be downloaded from the Strategic Procurement Division website at <http://purchasing.houstontx.gov>. Go to the Search tab, click status, select closed bid and enter bid number S22834 in the keywords section, select the tab attached."

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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