



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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September 20, 2016

Subject: Letter of Clarification No. 6
Beverages, Electrolyte Replenishment for Various Departments

Reference: Invitation to Bid (ITB) No.: S65-S25820

To All Prospective Bidders:

This Letter of Clarification is issued for the following reason:

- To answer the following questions:

1. Question: *"What is the official address and contact person to send the samples to?"*

Answer: *"Samples will not be required, until after the bid closing date. If samples are requested by the City, shipping instructions will be provided."*

2. Question: *"Also I am not finding where the official signature page that is to be sent with the bid is located."*

Answer: *"The official signature page is the last page of the official bid form and must be manually signed by an authorized representative of the bidder. All pages should be submitted in duplicate to the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002."*

3. Question: *"The electronic bidding form identifies two different units of measure for Item #1 and Item #2: "case" and "each." Does the "each" for Item #2 also mean case (ie., 36 lbs of drink mix) since "each" is defined as 24/24 oz packages?"*

Answer: *"For Item #2, the unit of measure 'Each' refers to 'Case.' Please bid per case."*

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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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DRH: cg

cc: PWE; SMW; HPD; HAS, HHD; FMD; HFD; File