



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

Mayor

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July 1, 2014

SUBJECT: Letter of Clarification No. 1
Temporary Employee Program

REFERENCE: RFP No.: S33-T25055

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To extend the solicitation closing date from Thursday, July 10, 2014 at 2:00 pm., to Thursday, July 24, 2014 at 2:00 p.m.
2. Replace the Request for Proposal (RFP) document in its entirety with the document marked "Revised, June 30, 2014" for the following reason:
 - a. Realign the document page numbers. There was a numbering restart after page 14.
3. Provide vendors with a copies of the following forms:
 - b. New City of Houston Certificate of Insurance form and instructions. See website for document.
 - c. Business Reference Form – See website for document.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. 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). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Conley Jackson", followed by a horizontal line.

Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 1