



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

**Annise D. Parker**

Mayor

Lourdes Coss  
Chief Procurement Officer  
P.O. Box 1562  
Houston, Texas 77251-1562

F. 832.393.8755  
<https://purchasing.houstontx.gov>

September 26, 2014

**SUBJECT:** Letter of Clarification No. 3  
Houston Arts and Cultural Plan

**REFERENCE:** RFP No.: S33-T25107

**TO:** All Prospective Respondents

**This Letter of Clarification is issued for the following reasons:**

- 1. To replace page 15 of the solicitation document in its entirety with the attached page 15, marked "Revised, September 26, 2014".**

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 that reads "Conley Jackson".

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

**END OF LETTER OF CLARIFICATION NO. 3**

**SPECIAL TERMS AND CONDITIONS**  
**SOLICITATION NO. S33-T25107**

8.3 If the City fails to make a payment according to the early payment schedule above, but does make the pay no other penalty. When the payment date falls on a Saturday, Sunday, or official holiday when City offices are closed and City business is not expected to be conducted, payment may be made on the following business day.

**9.0 PROCUREMENT TIMELINE/SCHEDULE:**

9.1 Listed below are the important and estimated completion dates and times for this Request for Proposal (RFP).

| <b>9.2 <u>EVENT</u></b>                              | <b><u>DATE</u></b>                        |
|--|---|
| Date of RFP Issued                                   | September 12, 2014                        |
| Pre-Proposal Conference                              | September 30, 2014                        |
| Questions from Proposers Due to City                 | October 3, 2014                           |
| Proposals Due from Proposers                         | October <del>4</del> 23, 2014             |
| Notification of Intent to Award ( <i>Estimated</i> ) | November 10, 2014                         |
| Council Agenda Date ( <i>Estimated</i> )             | <del>December 3</del> November 19, 2014   |
| Contract Start Date ( <i>Estimated</i> )             | <del>December 8</del> , November 21, 2014 |

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