



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

**Annise D. Parker**  
Mayor

Carolyn Hanahan  
Acting Chief Procurement Officer  
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Houston, Texas 77251-1562  
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November 30, 2015

MEMORANDUM FOR: ALL PROSPECTIVE PROPOSERS

FROM: Finance Department Strategic Procurement Division

SUBJECT: Addendum No. 1 to **RFP S67-T25616**

**This Letter of Clarification is issued to change the Pre-Proposal Conference to:**

**December 14, 2015 @ 10:00 AM**  
**City Hall**  
**900 Bagby Street, Conference Room 1 (Tunnel Level)**  
**Houston, Texas 77002**

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 should have any additional questions or required further clarification, do not hesitate to contact me at (832) 393-8723 or via email [brenda.chagoya@houstontx.gov](mailto:brenda.chagoya@houstontx.gov).

Sincerely,

*Brenda Chagoya*

Division Manager

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack  
Christie

**Controller:** Ronald C. Green