



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

John J. Gillespie
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

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

May 9, 2016

**Subject: Request for Proposal (RFP) No. S66-T25798 Liquidity Facilities
Letter of Clarification No. 2**

To: All Prospective Proposers

When issued, Letter(s) of Clarification shall automatically become a part of the proposal 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 Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

1. Under **PART IV – SUBMISSION OF PROPOSAL, Section A- Instructions for Submission, 1. Number of Copies**, is revised to read as follows:

1. Format: Proposals should be submitted electronically with the solicitation number in the subject line via email to shannon.pleasant@houstontx.gov. The City of Houston shall bear no responsibility for submitting responses on behalf of any Proposer. Proposer(s) may submit their responses any time prior to the stated deadline.

2. Under **PART VII – REQUIRED FORMS TO BE SUBMITTED WITH PROPOSAL**, is revised to read as follows:

- A. Offer and Submittal
- B. Anti-Collusion Statement

Sincerely,

Handwritten signature of Shannon Pleasant in black ink.

Shannon Pleasant, CTPM
Senior Procurement Specialist
Finance Department – Strategic Purchasing Division
Phone 832.393.8741 Fax 832.393.8759
shannon.pleasant@houstontx.gov