



# CITY OF HOUSTON

Housing & Community Development Department

## CLARIFICATION 1 SOLICITATION NO. Q24052

**Annise D. Parker**  
Mayor

Neal Rackleff  
Director  
Housing & Community  
Development Department  
601 Sawyer  
Houston, Texas 77007

April 29, 2014

**SUBJECT:** Letter of Clarification No. 1  
**REFERENCE:** Housing & Community Development Architectural Barrier  
Removal Program (RFQ-Q24052)  
**TO:** All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- **To revise the above referenced solicitation date for requests for additional information and questions as follows:**

### 1. RFQ, Page 1 of 46 Submittal Procedures

Three (3) hardcopies, including one (1) printed original (clearly marked "Original") signed in BLUE ink by an individual(s) legally authorized to bind the construction firm and two (2) copies (clearly marked "Copy") shall be submitted in a 3-ring binder, tabbed in sections. In addition, one (1) electronic copy on disc or flash/jump drive, (bookmarked to identify each section) is also required for submittal.

The RFQ checklist and electronic copy are to be submitted in a sealed envelope bearing the assigned Control Number Q24052:

Mail or hand deliver to: City of Houston  
Housing and Community Development Department  
601 Sawyer, Suite 400  
Houston, Texas 77007

The deadline for submitting a response is 3:00 p.m., Wednesday, April 30, 2014. No submittals will be accepted after the deadline. Failure to complete all required documents and/or submit the required number of copies as stated above may be subject for disqualification from the selection process.

### 2. RFQ, Page 12 of 46 Special Terms and Conditions:

#### 6.0 BID BOND:

6.1 The Repair Contractor shall be required to provide and submit with the Proposals a Bid Bond in the amount of \$2,500.00. The Bid Bond shall be in the same form as that distributed by the City, and attached hereto, EXHIBIT XI, all duly executed by this Repair Contractor (as "Principal") and by a corporate surety company licensed to do business in the State of Texas, and if the amount of the bond is greater than \$100,000.00 the surety must hold a certificate of authority from the United States Secretary of the Treasury, or a Cashier's or a Certified check in a like amount. Company or personal checks are not acceptable.

#### Revision:

### 1. RFQ, Page 1 of 46 Submittal Procedures

Three (3) hardcopies, including one (1) printed original (clearly marked "Original") signed in BLUE ink by an individual(s) legally authorized to bind the construction firm and two (2) copies (clearly marked "Copy") shall be submitted in a 3-ring binder, tabbed in sections. In addition, one (1) electronic copy on disc or flash/jump drive, (bookmarked to identify each section) is also required for submittal.

The RFQ checklist and electronic copy are to be submitted in a sealed envelope bearing the assigned Control Number Q24052:

Mail or hand deliver to: City of Houston  
Housing and Community Development Department  
601 Sawyer, Suite 400  
Houston, Texas 77007

The deadline for submitting a response is **1:00 p.m., Friday, May 2, 2014**. No submittals will be accepted after the deadline. Failure to complete all required documents and/or submit the required number of copies as stated above may be subject for disqualification from the selection process.

**2. RFQ, Page 12 of 46 Special Terms and Conditions:**

**6.0 BID BOND:**

**6.1** The Repair Contractor shall be required to provide and submit with the Proposals a Bid Bond in the amount of **\$10,000.00**. The Bid Bond shall be in the same form as that distributed by the City, and attached hereto, EXHIBIT XI, all duly executed by this Repair Contractor (as "Principal") and by a corporate surety company licensed to do business in the State of Texas, and if the amount of the bond is greater than \$100,000.00 the surety must hold a certificate of authority from the United States Secretary of the Treasury, or a Cashier's or a Certified check in a like amount. Company or personal checks are not acceptable.

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. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a qualifications packet on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their qualifications packet.

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

Sincerely,

*Derrick McClendon*

Derrick McClendon  
Sr. Procurement Specialist  
City of Houston, Housing and Community Development Purchasing Division  
713-868-8369