



**DATE:** January 18, 2018  
**SUBJECT:** Letter of Clarification  
**RE:** Equipment Purchase and Delivery ITB  
**TO:** All Prospective Bidders

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the referenced Equipment and Delivery ITB to provide additional information:

**ITB Revisions and Clarifications**

In order to meet the delivery date stated in paragraph 1.3, shop drawings shall be delivered no later than three working days after the notice of award and the Architect/MEP engineer shall review, comment, and approve them no later than February 2, 2018.

The “Diversity Commitment” section of the ITB is amended and restated as follows and has been added to the “**EQUIPMENT PURCHASE AND DELIVERY AGREEMENT:**”

While HFC has not set a specific diversity goal for this project, Contractors who intend to subcontract any portion of the work covered by this contract, must take all necessary affirmative steps to assure that small and minority businesses, women’s business enterprises and labor surplus area firms are solicited and used when possible. Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; and
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Letters of Clarification become a part of the ITB automatically upon issuance, and supersede any previous specifications and/or provisions in conflict therewith. By submitting a bid, Bidders shall be deemed to have received all Letters of Clarification and to have incorporated them into their bid.