



Finance Department

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Purchasing Services

DATE: July 18, 2019

RE: **ADDENDUM #1**
8800-0-2019-BP
Uniform Management Program

Notice to All Bidders:

Please note the following responses to the questions received:

Question 1

Are samples required for Metro uniforms if we are submitting the current uniforms being worn by Metro?

Answer

Yes, Metro is requiring samples from all vendors.

Question 2

What will the expectation be for the interview and demonstration process?

Answer

Typically, final interviews consist of a presentation to the evaluation panel followed by a question and answer period. There may also be a demonstration of the web portal. More information will be made available after the first evaluation has taken place.

Question 3

Can delivery requirements be negotiated?

Answer

Any negotiations will be made with the winning vendor during the contracting process.

Question 4

Is the agency willing to negotiate/accept alternate liquidated damages language?

Answer

Any negotiations will be made with the winning vendor during the contracting process.

Question 5

Please verify RFP pieces to be responded to along with submit dates.

Answer

Please see the revised timeline below.

Submission	Due Date	Format	Number of Copies	Location
General Information and Signatures, Forms A, B, C, and E	<u>July 31, 2019</u>	Electronic	1	bids@cityofmadison.com or on a flash drive
Uniform Samples for Alternate Submissions	<u>July 31, 2019</u>	Physical products	TBD by each agency	Individual agencies listed in section 3.7
Appendix F: Equivalent Alternate Submission Form	<u>July 31, 2019</u>	Electronic	1	bids@cityofmadison.com or on a flash drive
Form D: Cost Proposal	September 6, 2019	Electronic	1	bids@cityofmadison.com or on a flash drive
Appendix E: Technical Questions	September 6, 2019	Physical and Electronic	6 physical 1 electronic	Physical to purchasing office listed in section 1.5 and electronic to bids@cityofmadison.com or on a flash drive
Form F: Sweatfree Bidder Disclosure Forms and Appendix C: Compliance Scoring Workbook	September 6, 2019	Electronic	1	bids@cityofmadison.com or on a flash drive

Presentations will take place in October/November 2019. The award date will tentatively be December 2019. The start date is tentatively for April 2020.

Question 6

Does the rebate still apply to Metro?

Answer

Yes.

Question 7

Is the price all-inclusive & fixed for the length of the opportunity (as stated on the RFP Document) or variable discount acceptable for agreement?

Answer

Please refer to sections 2.11 and 2.12. Any discounts should be offered to the City during the contract, however, price increases will only be considered at contract renewal.

Question 8

Requirements along with technical questions?

Answer

Please see the chart above.

Question 9

Please confirm that the order solution for Madison Metro would be bulk buys with replacement order as needed. NOT mandated storefront requested as stated on the original RFP document.

Answer

A Storefront is not required with Metro's intention to bulk purchase.

Question 10

Please confirm which areas of the RFP need to be completed for Metro ONLY BID.

Answer

All sections of the RFP need to be completed. The only questions that do not need to be completed are: Appendix E, Part B, Questions 7, 8, and 9.

Bidders must acknowledge receipt of this addendum accordingly on RFP Form B, Receipt Forms and Submittal Checklist.

Please direct any other questions to the Purchasing contact person below.

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