



ADDENDUM 1

ISSUE DATE: June 24, 2022

PROCUREMENT TITLE: FY22-RFP-007
Operator, Dispatch, and CSR Uniform Program

ISSUING AND USING AGENCY: Bloomington-Normal Public Transit System
Hereinafter Connect Transit
Attn: Brady Lange
Procurement Director
351 Wylie Dr.
Normal, IL 61761

QUESTIONS AND CLARIFICATIONS

The following questions and clarifications were formally submitted via email. This Addendum must be signed and included in the complete proposal package. If further clarification is necessary, please notify Connect Transit's Procurement Director immediately.

Clarification (Section 7.1):

The contractor shall provide uniforms for drivers, dispatchers and customer service representatives which include: initial sizing and outfitting, on-hand inventory, weekly delivery, replacements, size adjustments, garment tracking report. The Proposer will provide everything necessary including, but not limited to furnishing shirts, pants, caps, jackets, coats, winter coats, shorts, sweaters, and safety vests, as required herein, in accordance with schedules established hereunder for approximately 110 employees.

In this section are you requiring on site fittings and weekly delivery usually means that the contract is for a rental program.

Answer: This is an oversight. The requirement for weekly delivery and on-site fittings was removed from other areas of the scope of work, but was not removed from this section. The following is replacement language for Section 7.1:

The contractor shall provide uniforms for drivers, dispatchers and customer service representatives which include: initial sample garments for every type and size, fulfillment of monthly orders placed by employees, and garment delivery and tracking reports. The Proposer will provide everything necessary including, but not limited to furnishing shirts, pants, caps, jackets, coats, winter coats, shorts, sweaters, and safety vests, as required herein, in accordance with schedules established hereunder for approximately 110 employees.

Clarification (Section 7.5):

Contractor must:

- *Ensure that delivered items are grouped together by each employee.*
- *Obtain a signature of the Connect Transit representative receiving the delivery.*
- *Provide a copy of the delivery list to a Connect Transit representative.*

We normally ship via UPS. Will this work for this requirement?

Answer: Yes, however shipping, tracking, and signature information should be supplied to Connect Transit.

Question: What is the total annual promotional spend for this bid?

Answer: To clarify, there is not promotional spending for this program. These are uniforms used by employees. Historically, Connect Transit has spent approximately \$16,000 per year. Connect Transit recently increased the uniform allowance for employees, so we are estimating annual spending to increase to \$20,000 - \$25,000.

Question: What is the budget per employee?

Answer: Budget per employee is as follows:

- Startup (New Employee)
 - Operators: \$450
 - Dispatchers: \$300
 - Customer Service Representatives: \$300
- Annually
 - Operators: \$250
 - Dispatchers: \$200
 - Customer Service Representatives: \$200
- Employees are allowed to rollover up to \$500 in uniform expenses

Question: How many logos/brands are covered in the scope of services?

Answer: Only one brand/logo will be covered by this contract.

Question: Do you have any existing inventory that the awarded supplier will be expected to take on?

Answer: No

Question: Standard production time may be over 2 weeks. Are their repercussions based on delivery lead time?

Answer: While there are no repercussions defined, ongoing extended delivery times will not be acceptable. Connect Transit is willing to work with the chosen contractor to address lead time concerns on a case-by-case basis.

Question: Due to supply chain shortages, some inventory could be delayed. Are we able to find substitutions and bill accordingly?

Answer: Generally speaking, no. Connect Transit requires that our uniforms remain uniform in appearance. If, however, there is a substitution that is very similar in appearance Connect Transit may approve its usage, but the price will need to remain consistent with the contract price.

Question: Is embroidery the preferred decoration method for uniforms?

Answer: Yes, however Connect Transit relies on its vendors to be the experts and if the Proposer thinks they can provide a better option they should propose that as an alternative. They should still include standard pricing to include embroidery.

Question: Is offering monthly on-site fittings a requirement of this bid?

Answer: No, however as noted in Section 7.3, the contractor shall provide one sample of each style and size of all garments to allow employees to “try on” uniforms prior to ordering.

Question: Will uniform items be ordered bulk/monthly, or on an as needed bases by individuals?

Answer: Ordering will take place monthly for any employee that has placed an order in that month. Invoicing, however, will need to on a per-employee basis.

Question: In section 7.1 does “sizing adjustments” mean returns/exchanges, or tailoring?

Answer: Section 7.1 was not updated to reflect the correct language to eliminate the need for initial sizing and on-site sizing. In this case, “size adjustments” would only mean in the situation of an incorrect order. Since the contractor will be supplying sample garments of each type and size, Connect Transit believes the only time there will be a size adjustment required is in the event that the wrong size is included with an order or sizing on a garment is drastically different than the sample garment.

This Addendum must be signed and returned with your proposal.

Authorized Signature of Proposer

Company Name