



Finance Department

Purchasing Services

210 Martin Luther King Jr. Blvd., Rm. 407

Madison, WI 53703-3346

Phone (608) 266-4521

www.Cityofmadison.com/finance/purchasing

DATE: June 4, 2014

**RE: ADDENDUM No. 1
RFP 8300-0-2014/MM
Uniform Management Program**

Notice to All Bidders:

Please note the following updates to the referenced RFP:

The following responses are provided to questions received pertaining to the RFP.

#		Questions and Answers
1.	Q:	Would it be acceptable if we just submitted copies of statements already on file with the City for manufactures on the current City contracts?
	A:	Bidders must ensure that bidder disclosure statements submitted for this RFP are up to date. This will be a requirement during the contract performance period as well.
2.	Q:	If we currently hold a uniform contract for a City department, and do not change any items specified in the RFP, is it necessary to resubmit sweatshop forms?
	A:	Yes. This RFP is a new process and requires new submittals of any required information.
3.	Q:	Is it necessary to submit pricing on all sections - Fire, Transit, Police, Cottonwear, etc. if we are not interested in certain sections or will this disqualify us? (Is it all or nothing?)
	A:	It is the City's preference to award the contract as a whole. However, the City will consider awarding in part either by categories, sections, departments or however deemed in the best interest of the City.
4.	Q:	We have a small shared office/store space in Madison with limited public hours. Would this qualify us as a local vendor preference for the 5% points?
	A:	No. The following requirements must be met to be considered for local preference: <ol style="list-style-type: none">1. The first requirement is to have the primary physical business location within Dane County.2. In addition, a vendor must meet 2 out of 3 additional criteria:<ul style="list-style-type: none">• Portion of its employees working at facilities in the local area (minimum 50% to be considered local);• Portion of ownership vested in residents of the local area (minimum 50% to be considered local);• Portion of business sourcing within the local area (minimum 15% to be considered local). Sourcing includes the local acquisition of supplies and raw materials or support services like contract employees, accounting, advertising, banking, printing, etc.
3.	Q:	Does Purchasing maintain sweatshop affidavits on file for items specified in RFP's or is it again

		necessary to obtain copies from manufacturers as there are many vendors listed throughout the RFP?
	A:	The Purchasing Office maintains bidder disclosures on file. However, this RFP is a new process and requires new submittals of any required information.
4.	Q:	Section 6 of the Contract for Purchase of Services requires prior written approval of contractor's subcontractors, if any. Can the City please confirm whether the contractor will, indeed, be required to gain the City's written approval in advance of proposal response? If not, can this section be stricken from the Contract for Purchase of Services?
	A:	The contractor is not required to gain the City's written approval of subcontractors in advance of proposal response. The contract for purchase of services is a standard form which shall serve as the basis of the contract with the <u>awarded</u> contractor resulting from this RFP. No changes to this standard form will be made during the RFP phase. The terms of this template contract shall become the obligations of the <u>awarded</u> contractor.
5.	Q:	Can Sections 23 and 24(7) of the Contract for Purchase of Services be stricken since there is no not-to-exceed compensation amount referenced by the RFP?
	A:	No changes to this standard form will be made during the RFP phase. Modifications, if any, to this template contract, shall be made at the time of contract negotiation with the vendor most susceptible for award, and only as deemed necessary by the City.
6.	Q:	Does the living wage requirement in Section 29 of the Contract for Purchase of Services also apply to the employees of the contractor's subcontractors, if any?
	A:	<p>The living wage requirement in Section 29 of the City's template Contract for Purchase of Services applies primarily to purchase of services. While the resulting contract from this RFP will be for the purchase of commodities, i.e., uniforms, the following Madison General Ordinance 4.25, Procurement of Items of Apparel Policy has a Wages and Benefits provision that applies to the contractor's subcontractors:</p> <p style="padding-left: 40px;">Wages and Benefits. Contractors should recognize that wages are essential to meeting employees' basic needs. Contractors shall pay employees, at minimum, wages and benefits which comply with all applicable laws and regulations, and which provide for essential needs and establish a dignified fair wage for workers and their families. This must always meet or exceed any applicable minimum wage, or other "fair wage," "living wage" or other law that requires a wage that exceeds the applicable minimum wage, whichever is higher.</p>
7.	Q:	Can the City please clarify what is meant by "they" as used in the first sentence of the RFP 8300-0-2014/MM Section 1.15.5?
	A:	<p>Section 1.15.5 is revised as follows:</p> <p>1.15.5. The selected vendor agrees to hold the City harmless for any damages arising out of the release of any proposal information and materials submitted by proposers. In the event the designation of confidentiality of this information is challenged, the selected vendor also agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and, further, agrees to hold the City harmless from any penalties, costs, damages and fees, including attorneys fees, awarded to the requestor and ordered to paid by the City, in any such legal action.</p>
8.	Q:	Can the City please confirm there is no conflict between sections 1.18 and 1.19 of the RFP 8300-0-2014/MM with regard to exceptions taken and that exceptions are allowed; it seems that 1.18 allows for exceptions while 1.19 does not?
	A:	The City discourages submittals of exceptions, and will review requested exceptions only as materially relevant or advantageous for the City. Any requests for exceptions or changes to the City's standard clauses will require approval by the City legal department. Such requests will be considered at the

		time of contract negotiation with the vendor most susceptible for award, and only as deemed necessary by the City.
9.	Q:	Please confirm whether the PO or Contract for Purchase of Services takes precedent in instances where both are executed; Section 1.20(a) of the RFP 8300-0-2014/MM is not clear on this issue.
	A:	The purchase order is usually issued in conjunction with the contract for purchase of services and it serves as the accounting record for financial transactions.
10.	Q:	Are the rebates outlined in section 2.8.1 of the RFP 8300-0-2014/MM limited to purchases by the City of Madison (and therefore payable to the City only) or are such incentives required to be available to the piggy-backing entities as well?
	A:	The rebates are payable only to the City of Madison for all purchases including those made by any piggy-backing entities.
11.	Q:	Please confirm that the term "any public entity" as used in section 2.8.2 of the RFP 8300-0-2014/MM does not include any entity outside of V.A.L.U.E./WAP/SPC?
	A:	"Any public entity" means any U.S. government organization, to include any state, municipality, county, City, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district or any other public or quasi-public corporation, officer, board or other body having the authority to award public contracts.
12.	Q:	Does the 10 day time frame from Section 3.18.2 of the RFP 8300-0-2014/MM anticipate and incorporate the time required to initially build the customized report before providing it on a regular basis? If not, can the City please extend the initial time frame to account for this disparity?
	A:	The City will work with the awarded contractor to allow for any reasonable extensions to account for any variables required to initially build customized reports.
	Q:	I understand the current Madison Police Department contract with Gall's allows officers to purchase footwear from the Shoebox in Black Earth. Furthermore, a large number of other City of Madison employees, covered under this RFP, purchase footwear from the Shoebox. Is this still going to be an option for the employees under this RFP. If so, the RFP calls for tracking of the clothing allowance for employees who receive one. How will the proposer be informed of purchases made at the Shoebox because that dollar amount will have an influence on the clothing allowance balance shown on the proposer's website.
	A:	MPD will have access to make manual deductions from uniform accounts.
		The following questions refer to clarification of products on Appendix H:
	Q:	Fire Tab- I would like more information reference line item #22, the Gerber 30K1 Madison Parka.
	A:	<p>Gerber Outerwear Chicago 2000 Jacket, No Reflective, Stedair EMS fabric, waterproof/breathable. Outer shell tri-laminate barrier construction. NFPA 1999, 2008 edition certified to stop blood borne pathogens. Tested and Classified by Underwriters Laboratories. Removable Thinsulate quilted liner. Large, two-way cargo pockets with tool holders and flap closures. Patch pockets on both chests with flap closures. Microphone tabs on both shoulders. Athletic cut sleeves for greater comfort and mobility. Adjustable Velcro cuffs. Scotchlite Reflective material package. Reflective imprinting available. Elasticized drawstring waistband. Qualifies for both State and Federal Grant programs. Recognized as Personal Protective Equipment (PPE) by FEMA, Homeland Security and Federal Fire Act Grant personnel.</p>
	Q:	Fire Tab- I would like more information on line item #30 titled "Fit 4 You".



A:	The correct part number is Competition Headwear SCTL800-W144 • Fit4you • Black or Woodland Camo • Chino Twill • 100% cotton • 8 oz. • standard visor • embroidered front logo • US Flag (3534) on back • Stretchfit • One size fits most • S/M or L/XL
Q:	Fire Tab - Who is the current vendor, used by the Fire Department, that produces it's patches listed on lines 77,78,79,80, and 81. It would be easier, and less costly, to use the same vendor.
A:	Lark Uniforms provide the patches. Additional pdf photos of each of the patches are attached.
Q:	Metro Tab- Could I get more information on the hats listed on lines 1 and 2. I could not locate any information on these two items.
A:	Alan 148 Hat: Tight Weave Cap with Thinsulate • "super stretch" hat has THINSULATE lining • makes a perfect duty cap • able to be embroidered • Dark Navy • One size fits most. Albo-Round Hat 100: Navy blue saucer style hat with a long bill • typical type hat worn by pilots, police officers, etc. (Jackie Gleason Bus Drivers Hat)
Q:	Metro Tab- Is the jacket listed on line 43 orange in color?
A:	The color for Jero-9001 is navy blue.
Q:	MPD Ballistic Vests Tab- Could I get more specific information on line item #1?
A:	MPD Tac Carrier (Item #BP01) is a carrier specifically designed for MPD by Point Blank through Galls that allows officers to wear their ballistic panels in a carrier that goes over their shirts.
Q:	Cottonwear Tab- Could I get more specific information for line item #7, Blue Jeans.
A:	100 % cotton • Prewashed indigo • 13.75 oz. heavyweight denim • relaxed fit • Levi's, Wrangler, Arizona, Dickies, Lee or similar
Q:	Cottonwear Tab- How large is the City of Madison Engineering Department Logo listed on line #10.
A:	Engineering logo is approximately 6" diameter.

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

Please direct any other questions to the Purchasing contact below.

Monette McGuire
City of Madison Purchasing Services
Tel: 608-267-4969
mmcguire@Cityofmadison.com





MADISON



FIRE



PARAMEDIC



