
May 19, 2023

ADDENDUM 1

To: All Prospective Offerors
From: Scott Bachtell, Supervisor of Purchasing
Reference: 2023-44 WCPS Logo Uniforms and Logo Apparel

Bid Due Date & Time: June 1, 2023 by 11:30 AM Eastern Time

Addendums are issued to provide additions, corrections, clarifications, and answers to questions raised in reference to the original RFP packages and any resultant contracts for the above bid.

Clarification

1. The requirement for Food and Nutrition Services (FNS) items is to have a local store(s) that WCPS FNS employees can visit to try on and purchase the items listed in the Price Proposal. This store as part of its normal business should provide the types of items being requested.

Questions

1. Question: What are the requirements for the fitting rooms?

Answer: The fitting room(s) should be a private room where WCPS staff can try on clothes, similar to fitting rooms at department stores.

2. Question: Does it need to be wheelchair accessible?

Answer: Yes, the store should be ADA-compliant.

3. Question: Does it need to be open for certain hours and certain days?

Answer: The awarded vendor should have regular normal Monday through Friday (consistent) business hours as part of its business operation.

4. Question: Will you tell us how much inventory we will be required to have on hand for purchase?

Answer: WCPS is not able to tell vendors how much inventory will be required to have on hand. It is WCPS's expectation that Food Service staff can visit a store location and try on a variety of clothing and shoe options and will be able to purchase the items at that time. The exception should be that a vendor has to order an item and have it picked up later.

5. Question: Will we be asked to renew the contract after year 1 or will it automatically renew assuming WCPS is happy with our service?

Answer: Please see Section II, Number 3.

6. Question: Do the garments need to be made in the USA or just the decoration? The items listed on the spreadsheet are not made in the USA.

Answer: WCPS is required by Maryland State law to request pricing for garments that are made in

the USA. The items listed are examples of what has previously been purchased. Vendors may price the item listed and/or a USA-Alternate and/or an Import-Alternate.

7. Question: Are weekly deliveries of the storefront items to the WCPS acceptable?

Answer: Yes

8. Question: Is there only 1 webstore?

Answer: Yes, the webstore will only be used for WCPS staff who want to purchase logo apparel (Ordered and Paid for by WCPS Employees).

9. Question: If an item has an estimated bulk purchase quantity will that item just be ordered 1 time during the contract for the estimate bulk quantity?

Answer: The bulk quantity listed is the approximate amount that would be ordered in a single order. Departments may order that quantity more than once per year. Estimated Annual Quantities are the amount WCPS estimates will be ordered over a one-year period.

10. Question: Will all bulk purchase items be ordered at the same time?

Answer: No

11. Question: There are a few that say “to be ordered as needed” does that mean we would be getting small orders that add up to the estimated bulk purchase rather than 1 large order?

Answer: WCPS Departments will place bulk orders for those items for the approximate quantities listed.

12. Question: Note: storefront items would be taxable.

Answer: WCPS is tax-exempt. Any orders placed for and paid for directly by WCPS staff on the webstore are subject to any appropriate Maryland State tax.

13. Question: Can we have a backup brand in case the first choice brand is not available?

Answer: Please see Section II, Number 7, Letter g. If an awarded item has been discontinued WCPS and the awarded vendor will agree to a new option and price for an item that is available. If an agreement cannot be reached, the item awarded will be canceled and may be purchased from another source.

Sincerely,

Scott Bachtell

Scott Bachtell
Supervisor of Purchasing

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