



City of Lawrence
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RITA V. BROUSSEAU
CHIEF PROCUREMENT
OFFICER

BID ADDENDUM #1

To: All Bidders
From: Rita V. Brousseau, Chief Procurement Officer
Date: October 11, 2016
Re: Clothing Screen Printed and Embroidered IFB

This Addendum modifies and forms a part of the Bid Set documents dated September 26, 2016.

This Addendum consists of the following: Five (5) type pages including two amended bid sheets.

Where any items called for in the bid documents are supplemented here, the supplemental requirements shall be considered as added thereto. Where any original item is amended, voided, or superseded here, the other provisions of such items not specifically amended, voided, or superseded shall remain in effect.

The bid due date has been extended to Friday, October 14, 2016 by 11:00 AM.

I. The following items are the City's responses to Bidder questions:

1. **Question:** We are finalizing our bid and realized there are no Polo Shirts on there. Is that right?
Answer: Yes, that is correct. The City initially did not expect to purchase any of these items, but since the bid has been released, there is now a need for them. Bidders must use the **bid form sheet** included in this addendum.
2. **Question:** In the Screen Printing section, there is a column labeled "1 or 2 colors". Even though the cost for one color is different from the cost of two colors, am I expected to put in one price that will cover both possibilities?
Answer: Yes, that is correct. As you can see from the sample logos in this IFB, most require more than one color.
3. **Question:** Concerning the "Clerk Certificate", I do not have board of directors. I am a sole proprietor. How should I complete this form?
Answer: Wherever it states "officer" you may use the term "sole proprietor."

4. **Question:** For screen printed apparel it does not say light or dark colors (color clothing).
Answer: As listed in the IFB, colors for polo-type shirts are clearly listed and will be ordered accordingly. As for t-shirt, we ask that they be available in a variety of colors. Bidders must include in their bid price, all possibilities.
5. **Question:** None of the products have item numbers your prices could be all over the place.
Answer: It is unclear what the question of item numbers means.
6. **Question:** Will Lawrence split the bid between multiple vendors?
Answer: Yes, multiple vendors may be awarded contracts as the lowest responsive and responsible bid per item category.
7. **Question:** Will Lawrence entertain a bid that relates only screen items and only to embroidered items?
Answer: Yes, you may denote a "NO BID" for the category or item you wish not to submit pricing.
8. **Question:** Do you require a notice of intention to bid?
Answer: No
9. **Question:** **A. Screen printed items.** Can you be more specific for what items will need to be available fluorescent colors? Is it for the outerwear and not for the athletic clothing?
Answer: Yes, that is correct; outerwear only.
10. **Question:** **Men, Women, Unisex requests** for these items listed below, is it required to offer all three (3), Men, Women and Unisex? If items are available in men, women option, do we also need to offer a unisex?
Answer: The needs of each ordering department differ, therefore; all bidders must be able to accommodate by offering men and women or unisex if requested.
11. **Question:** **Men & Women Khaki Pant sizes**, Can you provide waist and inseam lengths for both genders? Do you need pants hemmed to inseam? Sizes provided appear to be for Chest measurements/tops, no pant sizes.
Answer: Khaki pants shall be Unisex with unfinished hems; made of Drill fabric and available in a variety of student sizes from XS to XL. See revised bid form sheet attached.
12. **Question:** Will Estimated Quantities of Polo-type shirts be available?
Answer: Yes, please see attached bid form sheet.

ESTIMATED QUANTITIES: The estimated quantities do not guarantee the actual amount that will be purchased during the year, but the total amount will be used in determining and evaluating the low bidder.

All screen printing or embroidery of logos, lettering or emblem set ups will be determined at time of order and will be forwarded to the vendor at that time. Due to the large amount of locations and departments using differing artwork, it is impossible to have all of this information available in these specifications. Please be sure to factor the cost of embroidery and screen printing into your bid price as separate pricing for these services **will not be considered**.

Bidders must NOT make any changes to the BID PRICING FORM or add any pricing not asked for on ANY sheets as it will be considered non-responsive or conditional and will result in rejection of your bid.

****AMENDED BID PRICING SHEET****

EMBROIDERED APPAREL

ITEM <i>POLO-TYPE UNIFORM SHIRT</i>	STITCH COLOR	STITCH QTY	STITCH COUNT	# OF EMBROIDERED LOCATIONS	COST PER ITEM	ITEM QTY	TOTAL COST	SPECIFY BRAND AND MATERIAL (REQUIRED)	ADDT'L STITCHES RUN CHARGE
	QTY	ITEM	ITEM						
Youth X-Small	Up to 4	Up to 5,000		1	\$	50	\$		
Youth Small	Up to 4	Up to 5,000		1	\$	50	\$		
Youth Medium	Up to 4	Up to 5,000		1	\$	50	\$		
Youth Large	Up to 4	Up to 5,000		1	\$	50	\$		
Youth X-Large	Up to 4	Up to 5,000		1	\$	100	\$		
Adult Small	Up to 4	Up to 5,000		1	\$	200	\$		
Adult Medium	Up to 4	Up to 5,000		1	\$	200	\$		
Adult Large	Up to 4	Up to 5,000		1	\$	200	\$		
Adult X-Large	Up to 4	Up to 5,000		1	\$	200	\$		
Adult XX-Large	Up to 4	Up to 5,000		1	\$	100	\$		
Adult XXX-Large	Up to 4	Up to 5,000		1	\$	100	\$		
TOTAL					\$				

****AMENDED BID PRICING SHEET****

EMBROIDERED APPAREL									
ITEM	STITCH COLOR	STITCH QTY	STITCH COUNT	# OF EMBROIDERED LOCATIONS	COST PER ITEM	ITEM QTY	TOTAL COST	SPECIFY BRAND AND MATERIAL (REQUIRED)	ADDT'L STITCHES RUN CHARGE
KHAKI PANTS									
X-Small (Waist 28-30) (Inseam 29)	Up to 4	Up to 5,000	1	\$	20	\$			
Small (Waist 30-32) (Inseam 30)	Up to 4	Up to 5,000	1	\$	20	\$			
Medium (Waist 32-34) (Inseam 32)	Up to 4	Up to 5,000	1	\$	20	\$			
Large (Waist 34-36) (Inseam 33)	Up to 4	Up to 5,000	1	\$	20	\$			
X-Large (Waist 36-38) (Inseam 34)	Up to 4	Up to 5,000	1	\$	20	\$			
TOTAL							\$		

NOTE TO ALL BIDDERS: YOU MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON YOUR BID SUBMISSION FORM WHERE INDICATE