

ADDENDUM NO. 3

DATE: May 8, 2020
TO: All Proposers
FROM: Julie Smith Maxwell, Procurement Specialist
SUBJECT: Addendum No. 3 – Uniform Purchase
PROPOSALS DUE: May 19, 2020, at 11:00:00 a.m. Eastern Time

This addendum is being published to respond to questions asked by potential proposers regarding the above-referenced Request for Proposals. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

Question 1: Which entity or entities currently has the contract for this program?

Response: The current contract is with Galls.

Question 2: Who will determine which styles of apparel will be chosen?

Response: Each Department will approve offerings (as well as colors based on availability, logos (logo colors, embroidered, screen print or heat press) for that department's employees.

Question 3: Will each department choose their own apparel offerings?

Response: Yes.

Question 4: Are these items required uniforms for certain departments? (i.e KAT)

Response: No requirement for Parks and Recreation or Engineering. Public Service only requires City logo to be worn on outside clothing layer at all times. Clothing items listed on KAT's listing are consistent with bus operator uniform policy. Bus operators may choose from the different styles KAT management has authorized to be placed on the Contractor's web site listing for KAT's account.

Question 5: If they are required uniforms, what is the uniform program and how does it work? (i.e so many pants, shirts, etc. per employee)

Response: KAT establishes uniform standards through written policy. Operators, using their uniform allowance, choose which items and quantity of items they need to comply with KAT's uniform policy while on duty.

Question 6: How many employees does this bid cover?

Response: See Addendum 1

Question 7: How are you currently servicing each department?

Response: Each department has a project manager who works directly with the contractor representative. Employees order online and contractor ships items purchased.

Question 8: We have all brands and price points, how do you propose we bid these items? For example, when you state minimum of 5 pairs of pants for men- are we to suggest 5 different types of pants that we choose? If so, how will you compare apples to apples on pricing/quality/style from all vendor who respond?

Response: This procurement is a request for proposals. Proposals will be evaluated based on the evaluation criteria noted in the RFP. Vendors are encouraged to provide offerings similar in quality to those noted in the RFP.

Question 9: Will city contact pick up the on line orders or do we ship to individual homes /office location? If shipping, are we able to charge the shipping cost?

Response: Items are shipping to either a City of Knoxville office location or the employee's home. All shipping costs are expected to be included in the price of the clothing items. Vendors are encouraged to take into consideration shipping costs when quoting prices.

Question 10: Do we need to stock any portion of this program?

Response: Contractor is not expected to keep any particular percentage of items in stock. However, the vendor's online store should give the employee an indication of "in stock" or "expected delivery date".

Question 11: The bid states that more than one vendor can be awarded the bid. How do you plan to integrate vendors to one online store?

Response: Vendors will provide their own online store. Employees shop on the supplier's site.

Question 12: For the bid, will you need to see the online store for the City or can an example of another company store be represented to show you look and mechanics?

Response: An example is sufficient. Vendors should be prepared to provide a

demonstration of both the customer ordering side and administration side of the platform (creating/exporting reports, user allowance reports, etc.) to show how the system works, what it can do, etc. Vendors may be asked to provide a presentation, which leads the evaluation committee through their website, share clothing samples, and answer questions.

END OF ADDENDUM NO. 3