



City of Hanahan

1255 Yeamans Hall Road

Hanahan, SC 29410

Robyn Brown

Procurement and Project Coordinator

(843) 576-5254

TO: All Prospective Offerors
FROM: Procurement
RFQ #: COH# 952024
RFQ TITLE: Fire Department Uniforms

ADDENDUM NUMBER 1 – 2 PAGES

Acknowledge receipt of this addendum by including it in the bid package for receipt of Addenda. Failure to do so may subject Proposer as non-responsive. This addendum should be attached to and become part of the Invitation for Bid.

Questions and Answers:

1. Could you provide the current brands/models that are currently in use? **Cornerstone polo, game 647 job shirt**
2. What is the estimated annual usage? **76 polos 38 job shirts**
3. Please provide a copy of the previous bid tabulation, if available. **N/A**
4. Would the Dept. consider waiving a local rep and staff fittings requirement if the bidder can provide the size run for these items and a custom online ordering portal? **Yes**
5. Would you be able to provide the make and models of the polo and job shirt the agency is currently using so we can quote the exact same thing?
Cornerstone polo, game 647 job shirt
6. Would you also please confirm the payment terms. I did not see that listed in your solicitation. **30 days**
7. Estimate of total firefighters / employees serviced under this quote? **Roughly 38 but may fluctuate based on retention**
8. Estimated total \$\$\$ expenditure on an annual basis? **76 polos annually and 38 job shirts annually**
9. Can you provide the manufacturer name and part number for the polo shirts? **The current brand we use is a Cornerstone polo that meets the specifications outlined**
10. Do you require pricing for long sleeved polos as well? **no**

11. Can you provide the manufacturer name and part number for the job shirts? **The last order we got was for the Game 647, but again as long as it meet specific requirements outlaid it is not brand specific**
12. Can we get a photo of the left chest logo on the polos shirt with the height and width dimensions? **Attached, 3x3**
13. If there are more than one design (for the left chest logo), please include above information for all designs. **Not for the fire department**
14. Will shoulder patches be added to the polos or job shirts? **Nothing beyond embroidery of the patch**
15. If so, do we need to supply the patches or will the Fire Department provide those to us? **n/a**
16. T&C; FIXED PRICING REQUIRED: This solicitation requests fixed pricing for up to 3 total years. Given today's economy and its unpredictability, this can lead to the COH creating a hardship on the awardee during option terms or severe overpayment by the COH when a bid is awarded using the anticipated year 3 costs over the duration of the contract. Can bidders include annual increase terms for the 2 option years? Will this impact the selection of the awardee? **Bidders may include an increase for the 2 option years. Bids will be rated based on meeting the criteria of the solicitation.**
17. PRICE PROPOSAL SUBMITTAL FORM: **"*An Attachment may be included with an approximate price per item, bidder may indicate "see attachment" above." How will the City fairly determine the contract awardee if a bid is submitted with a price per item? Will it be awarded by the specific garment/size combination leading to multiple contracts? This does not indicate a preference to single priced bids. In my experience, a bid that is for 2 distinctly different items (polo & job shirt) that have a significant price difference, separate solicitations would be published. We encourage bidders to submit a complete proposal with individual pricing for all items listed in the proposal.**
18. Is there a guaranteed spend amount as a contract is required when the purchase is above \$5,000? (City of Hanahan Code of Ordinances, Chapter 2, Article IV, Sec. 2-257) **The Chapter referenced (City of Hanahan Code of Ordinances, Chapter 2, Article IV, Sec. 2-257) is stating that any purchase made by the City over \$5000 must be put out for a formal solicitation, unless it is on state contract, cooperative purchase, or sole/single source. "No contract or purchase shall be subdivided to avoid the requirements of this section"**
19. Records of current and past solicitations for the City of Hanahan show that there is **no** history of **any** opportunities related to uniform needs with the exception of Parks & Recreation for sporting uniforms in 2021 (COH#-070621). This would have expired in July 2023 if the option was exercised. **Most uniform vendors that the city uses are state contracts, and/or purchasing coop vendors. In reference to an award for Parks & Rec uniforms, if it was awarded in 2021, given our internal City policy, contracts are good for 3 years and would expire in 2024.**
20. If there is not guaranteed spend, how have departments purchased uniforms prior to the recent solicitation #COH – 952024? Will there be future solicitations released for other departments such as the police department or parks and recreations to be consistent with this solicitation? The items used by these departments are not so exclusive they would qualify for sole sourcing. **If future solicitations are needed for other departments, they will be posted on our website and vendor registry in accordance with (City of Hanahan Code of Ordinances, Chapter 2, Article IV, Sec. 2-259). Each department is able to decide their own needs and preferences.**