

Addendum #1

**IFB 25-SRM-003
Spirit Wear and Apparel**

TO: ALL BIDDERS
FROM: Sara Rowe, Procurement Agent
DATE: November 7, 2024

The purpose of this addendum is to provide clarification to all prospective bidders.

1. **QUESTION:** What date does the completed bid need to be in your hands by?

ANSWER: Bids must be received in the Procurement e-mail box, bids@hcps.org, on or before the bid opening day and time.

2. **QUESTION:** On the hooded sweatshirt item 3 it is asking for a 85% cotton to 35% polyester blend hood. Do you have a name brand on that item or a product number?

ANSWER: Bidders may submit pricing using 85% Cotton/15% Polyester Blend or a 50% Cotton/50% Polyester Blend for Bid Form Item 3. Please specify which blend in bid submission.

3. **QUESTION:** When is the bid opening since the attachment said 11/20 which was Sunday. If it was today, how do I get the information on the bid so that I can participate.

ANSWER: BID OPENING DATE AND TIME: November 20, 2024, 2:30 pm local time.
This is a Wednesday.

4. **QUESTION:** Can I send over an unofficial bid packet to be reviewed to make sure that everything is filled out correctly.

ANSWER: No.

5. **QUESTION:** I am aware I missed the meetings earlier, is there a chance that the meetings were recorded to be reviewed.

ANSWER: No, the pre-bid meeting was not recorded.

6. **QUESTION:** Please confirm that we are able to use backup Sub-Contractors when fulfilling this contract in the event of an equipment breakdown or unexpected emergency/disaster. This is not to say that we will need to use or are planning on using any contractor for this bid, but

that we are guaranteeing that we can procure services as back-up to ensure timely production and delivery of all purchased goods, with help from back-up contractors in the event of an unexpected emergency.

ANSWER: Please refer to Page 28, Section 15 SUBCONTRACTORS

7. **QUESTION:** Please confirm that we are quoting on (like garments) that are similar to that of the requested brand specified in the document but not expected to use the exact brand when unavailable, like in the global crisis that existed in 2020 where we needed to substitute like brands. **For example:** Gildan and Jerzees are like products with close to the exact cost of each brand that would be similar enough to meet the requirement of each order.

ANSWER: All available brands carried by the bidder must be provided in Attachment A: Pricing Sheet.

8. **QUESTION:** Several documents were mentioned in the BID ANNOUNCEMENT, such as insurance, fair practice, etc. Which of those documents should I prepare and are they to be included when submitting my bid. **For example:** Liability Insurance.

ANSWER: Please review the bid thoroughly to ensure that all requested documents are included with your bid submission. There is a check list provided on page 31 of the solicitation.

9. **QUESTION:** What is the estimated order size per month for this RFP that you foresee? We are asking for clarification, so that we can prepare and employ proper standards and measures that guarantee the products and services being ordered.

ANSWER: This is an Indefinite Delivery/Indefinite Quantities (IDIQ) Contract. An estimated order size per month is not available at this time and will vary based on school needs.

10. **QUESTION:** If the contract is awarded, how and when will we be receiving each school's logo and images? Will these logos and files be made available before the purchase orders are sent out? In order for us to begin printing, we need ready art as in, embroidery files and full vector art files that are print-ready and want to know if we are expected to produce new or unnamed art for these schools?

ANSWER: This will vary by request. Schools may have logos readily available or may need graphic design services. Graphic design information should be provided by the bidder in Attachment B: Qualification Questionnaire.

11. **QUESTION:** Please confirm that all bidding vendors must deliver at no charge and that any shipping expense and or delivery expense be at the bidders cost and should be considered when calculating their price per unit.

ANSWER: For the purposes of BID FORM, all shipping must be inclusive of pricing.

Bidder's shipping information and policies shall be included in Attachment A: Pricing Sheet (Fulfillment Service Information)

12. **QUESTION:** Please email me the bid packages for the above solicitations.

ANSWER: Bidders may obtain the Solicitation Documents by downloading the information at our website: www.hcps.org/departments/BusinessServices/purchasing.aspx. Bidders shall

continue to check the HCPS website for possible addenda to the bid(s) prior to the bid opening date.

13. **QUESTION:** When you have specifications for embroidery, If the price differs for thread count, would you want the break down of pricing per count?

ANSWER: Please provide a full breakdown of all options available with Attachment A: Pricing Sheet. Attach additional pages as needed.

14. **QUESTION:** Screen printing, 1 color vs 3 color pricing?

ANSWER: Please provide a full breakdown of all options available with Attachment A: Pricing Sheet. Attach additional pages as needed.

15. **QUESTION:** How to list the discount?

ANSWER: Please provide a full breakdown of all options available with Attachment A: Pricing Sheet. Attach additional pages as needed.

I hereby acknowledge receipt of Addendum #1 dated November 7, 2024, to IFB 25-SRM-003 Spirit Wear and Apparel.

Company

Name (Print or Type)

Authorized Signature

Date

Note: Bidder shall sign and submit Addendum with bid submission. The same person signing Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.

HARFORD COUNTY PUBLIC SCHOOLS
PROCUREMENT OFFICE

Signature Page

Pre-Bid Meeting

Bid Title:	Spirit Wear and Apparel Pre-Bid
Bid #:	25-SRM-003
Bid Opening Date:	October 29, 2024
Bid Opening Time:	9:00 am

Attendees	Company Name
Lori Schreck	HCPS
Sara Rowe	HCPS
Tom Jones	tom@swagdog.com
Brian Shiflett	shiflettandhorn@gmail.com
Barney Aburn	barney@casportswear.com
Tim Parks	tim@yt-apparel.com
Andrew Boone	boone@mdprinthouse.com
Tom Eller	teller@bsnsport.com
Sabra Spears	info@customizedu.com
Mike Lotocki	Mike@allproteamsports.com
Matthew Rutger	matt@midatlanticscreenprinting.com
Sharon Tennyson	stennyson@thespoiledoffice.com
Matthew Sawyer	Msawyer@bsnsports.com
Tonya Hill	tohill@bsnsports.com

Buyer Signature: <i>Sara Rowe</i>	Date: 10/29/24
Witnessed By: <i>Lori Schreck</i>	Date: 10/29/24