

**Addendum #1**

**IFB 25-SRM-004  
Athletic Uniforms**

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

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

1. **QUESTION:** You say “If you are interested in participating, please access the IFB document on our bid site”

I have done that several times and have printed the bid and saved the the dates for question deadlines, pre bid conference, bid submittal date and bid opening date. BUT I just wanted to be sure there is nothing I need to click or do just to say “YES I AM INTERESTED” correct? I have not done that for either bid and certainly do not want to miss that!?!?

**ANSWER:** Notice of intent to bid is not a requirement to bid. To submit a bid, please follow the instructions in the bid documents.

2. **QUESTION:** After BID opening when will bids be awarded , I am guessing immediately? In turn when will bid winners be able to start producing gear for the schools?

**ANSWER:** Once the bid is opened, all responses will be reviewed for responsiveness and responsibility. The length of time for review will be dependent on the responses received. Bidders will be notified once a decision has been made.

3. **QUESTION:** Was this also sent to our Bid Department?

**ANSWER:** Please reach out to your Bid Department to verify confirmation of receipt of the Bid Notice.

4. **QUESTION:** Is this a one-to-one RFP request between Harford County Public Schools and BSN SPORTS (and other companies) or part of a cooperative like OMNIA Partners?

**ANSWER:** This bid is not part of a cooperative.

5. **QUESTION:** I read through the bid and was wondering if you had any artwork examples for the uniforms? I want to make sure we submit what that school is looking for. There are a lot of

schools that wear a more traditional sideline cheer uniform and schools that need a competition uniform which can be very different.

**ANSWER:** For Bid Form Item #4, please provide pricing for a sideline type cheer uniform similar to those in this picture:



6. **QUESTION:** Can you expand on what you mean and are expecting from bidders in regard to the Webstore Commission Rates & Structure? Are you referring to the fundraising aspect of setting up a webstore?

**ANSWER:** Please provide all information regarding the bidder's webstores capabilities. Webstore will be used for miscellaneous uniform needs including swimsuits, accessories, shirts for golf team, etc.

7. **QUESTION:** \*From Page 38 – References  
Would it be possible to submit everything requested EXCEPT for the actual dollar amount spent?

**ANSWER:** The actual dollar amount spent is not required, however, an approximate dollar amount spend is required to ensure that references provided have a contract of similar size and scope.

8. **QUESTION:** \*From Page 38 – References  
Also, because we've been doing business with HCPS directly, may we consider you one of our references?

**ANSWER:** No.

9. **QUESTION:** \*From Page 38 – References  
There is one Maryland Schools contract that BSN was awarded, called Omnia, in which schools buy from. Would any member be able to serve as a reference?

**ANSWER:** Yes, as long as the reference meets the criteria provided in on Page 28, Section 16.4 of the bid.

10. **QUESTION:** \*Regarding 'EMBROIDERY' service requirements. Can you provide what the expected stitch count should be. If there is a range, please advise.

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

11. **QUESTION:** \*If awarded the BID Contract, would the vendor be provided with approved artwork to use for each sport?

**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.

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

**ANSWER:** No.

13. **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.

14. **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](http://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.

15. **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 21, 2024, 2:30 pm local time.

This is a Thursday.

I hereby acknowledge receipt of Addendum #1 dated November 7, 2024, to IFB 25-SRM-004 Athletic Uniforms.

\_\_\_\_\_  
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**

<b>Bid Title:</b>	<b>Athletic Uniforms Pre-Bid</b>
<b>Bid #:</b>	25-SRM-004
<b>Bid Opening Date:</b>	October 29, 2024
<b>Bid Opening Time:</b>	10:00 am

Attendees	Company Name
Lori Schreck	HCPS
Sara Rowe	HCPS
Brian Shiflett	<a href="mailto:shiflettandhorn@gmail.com">shiflettandhorn@gmail.com</a>
Mike Lotocki	<a href="mailto:Mike@allproteamsports.com">Mike@allproteamsports.com</a>
Tim Parks	<a href="mailto:tim@yt-apparel.com">tim@yt-apparel.com</a>
Sharon Tennyson	<a href="mailto:stennyson@thespoiledoffice.com">stennyson@thespoiledoffice.com</a>
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Shawn Cudzilo	<a href="mailto:scudzilo@bsnsports.com">scudzilo@bsnsports.com</a>
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Buyer Signature: <i>Sara Rowe</i>	Date: 10/29/24
Witnessed By: <i>Lori Schreck</i>	Date: 10/29/24