CITY OF SAN ANTONIO
P.O. Box 839966
SAN ANTONIO, TEXAS 78283-3966

ADDENDUM III


DATE: October 15, 2009

THE ABOVE MENTIONED BEST VALUE BID IS HEREBY AMENDED AS FOLLOWS:

1. The proposal deadline has been extended. All Submittals must be received in the City Clerk’s office no later than 1:00 p.m. on Thursday, October 22, 2009. All other dates regarding the submittal shall remain unchanged.

**THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID PACKAGE**

Denise D. Gallegos, CPPB
Purchasing & Contracts Administrator
Purchasing & General Services Department

Date ____________________________
Company Name ____________________________
Address _______________________________________
City/State/Zip Code ____________________________

________________________________________
Signature
CITY OF SAN ANTONIO
P.O. Box 839966
SAN ANTONIO, TEXAS 78283-3966

ADDENDUM II


DATE: October 8, 2009

THE ABOVE MENTIONED BEST VALUE BID IS HEREBY AMENDED AS FOLLOWS:

1. Remove Attachment F, Price Worksheet and replace with New Attachment F, Price Worksheet (Rev. 1). New Price Worksheet (Rev. 1) is posted separately. Changes to the New Price Worksheet include:
   1. Price Worksheet - Item 38B - color correction from White to Khaki.
   2. Price Worksheet - Removed Row 47B. The item is a Unisex Cargo Short - no need for two Male/Female rows.
   3. Price Worksheet - Converted Item 78 into Items 78A and 78B.
      3.1 Descriptions are as follows: 78A is FR Work Pant - Male, 78B is FR Work Pant - Female.
   4. Price Worksheet - Item 81A. - should be Item 81- (there was no Item 81B)
      4.1: Color is Dark Denim Jean
      4.2: Fabric type is 100% Cotton, Excel
   5. Price Worksheet - Removed Item 81B because it has been discontinued and is not available.
   6. Price Worksheet - Item 86 - changed Type of Fabric to 7.5 oz 65% polyester / 35% Cotton
      6.1: Button type should be 10 button Pearl-Buttons
   7. Price Worksheet - Items 101 through 112, removed "Grey" from the general description

2. BVB page 18, Section VI, Best Value Bid Submission Requirements, Add Items;
   Item 13, Supplier Qualification Work sheet, page 31-32
   Item 14, Supplier Information, page 34

3. BVB page 18, Section VI, Best Value Bid Submission Requirements, Change Item 1 to Read;
   BID PACKAGE: Bidder must complete, sign and submit page 2, signature page, of bid document.
   Note - Page 2, signature page, of the BVB must be signed. Failure to sign BVB document will disqualify the BVB response from consideration.

   Changes to the New Checklist include:
   o Tab 11 - U.S. Communities Administration Agreement, sign unaltered
   o Tab 13 - Supplier Qualification worksheet
5. BVB, page 15, Item 25, Amend Item 25 to Read: Minimum Order Threshold: There shall be a minimum order threshold of $100.00 per order for all purchase orders issued to the awarded Bidder for this BVB. City and/or PPA shall order a minimum of $100.00 per purchase order.

6. Addendum I, Item 1, Section II, General Requirements, Item 15; Change Last Sentence To Read: All deliveries must be labeled with the City and/or PPA name, employee’s name and accompanied by a copy of the packing list.

7. BVB, page 17, Item 32, Change To Read: Bidder shall submit pricing for each line item on Attachment E, Pricing Schedule, and Attachment F (Rev. 1), Price Worksheet, to be eligible for contract award. Any Bidder that submits a “No Bid” for any line item on Attachment F (Rev. 1), Price Worksheet, will receive zero (0) points for Section X, Evaluation Criteria, Item C, Price.

8. BVB, page 5, Item 11, Add (h): The Prompt Payment Discount shall not apply if the City and/or PPA chooses to process a payment by a P-card.

9. BVB, page 75, Pricing Schedule, first paragraph, Change To Read: The pricing proposal shall include manufacturer’s catalogs, a published wholesale or retail price guide, which is widely distributed to the marketplace, or other product literature which describes all the products being offered. The bid prices should provide for either: 1) a single percentage discount from published retail price guide(s), or 2) a single percentage markup from published wholesale price guide(s). During the term of the contract, new published price guides must be submitted in accordance with Item 18, Revision of Manufacturers Price List. The single percentage discount or markup shall include all sizes of garments including non-stock and custom made garments.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION IX, POINT OF CONTACT AND COMMUNICATION:

Question 1: In the Addendum on Page 1 it is stated that; "All deliveries must be labeled with the City and/or PPA name, employee’s name and accompanied by a copy of the actual invoice." Can this be revised to say Packing List instead of Invoice?
Response: Refer to this Addendum II, Item 6, modification to delivery specification.

Question 2: Will the City reconsider a minimum order threshold of $100.00?
Response: Refer to this Addendum II, Item 5 for modification to minimum order threshold.

Question 3: On page 18, in item 1, Bid Package it states: “Bidder must complete, sign and submit the entire bid document.” Could you please define entire? Does that mean all 242 pages of the bid package to include Attachment H?
Response: Refer to this Addendum II, Item 2 and 3 for modification to Best Value Bid Submission Requirements.

Question 4: Addendum I, page 4, Question 20; this question was in regard to "POLICE PATCHES" being provided by the Bidder. Does the City wish to have bidders add an unknown additional cost to the garment cost that may or may not even be used by the City or a PPA?
Response: The Bidder shall insert garment customization charges, if any, for the application of patches and/or emblems, or any other customization charges, on the Bidders Garment Customization Price List.

Refer to BVB page 75, Attachment E, Pricing Schedule, paragraph six; “A list of garment customization service options offered by each bidder should be provided as part of the pricing proposal.
on a separate document titled “GARMENT CUSTOMIZATION PRICE LIST”. The list of services must include a description of the service, and the price for performing the service.

Note: New Attachment F, Price Worksheet (Rev.1), must be completed and submitted by Bidder with BVB response. The Price Worksheet shall be used for pricing evaluation purposes. Bidder must submit manufacturer catalogs with their BVB response.

**Question 5:** Annual Price Adjustments, Since the BVB will not be awarded until mid November, does the City plan to use or not use the fiscal year calendar for annual price adjustments?

**Response:** Refer to this Addendum II, Item 9.

**Question 6:** Is Insurance required for this BVB?

**Response:** There are no insurance requirements for the BVB.

**Question 7:** Should the city of San Antonio find that there is more of a benefit or value in a uniform rental service for some divisions, and decide that they would prefer to focus on a rental service, would it effect the Purchase Agreement? Or would the city continue to honor the length of the agreement and let it expire before considering other options. Are we allowed to submit a Proposal for a Rental Program in addition to a Proposal for a Purchase of uniforms?

**Response:** The City currently has an active Uniform Rental contract. This BVB is for the Purchase of Uniforms, alternate proposals for a Rental Program shall not be considered.

**Question 8:** “Prompt Payment Discount”. When the city or PPA pays by p-card, they are already receiving a discount. Is it the intention of the bid to collect both discounts? Can the Prompt Payment Discount be offered only when the city or PPA does not pay by p-card?

**Response:** Refer to this Addendum II, Item 8.

**Question 9:** Was page 36 intentionally left blank?

**Response:** Yes, BVB page 36 is intentionally left blank.

**Question 10:** In Addendum 1, Questions Submitted in Accordance with Section V Pre-Bid Conference, Question 15, you respond: “The intent of this Best Value Bid is to establish a purchase of uniforms contract to be utilized by the City and/or PPA’s. The Bidder should submit a bid response that incorporates usage of the purchase of uniforms nationwide.” Will the city and U.S. Communities reconsider the no minimum order quantity?

**Response:** Refer to this Addendum II, Item 5 for modification to minimum order threshold specification.

**Question 11:** On page 10, in item 22, Insurance it states: “If required, specific insurance provisions will be included in these bid specifications. An original, completed insurance certificate and all applicable endorsements, meeting the requirements set forth in these specifications, must be submitted within 10 days of a request from the City. The successful vendor must maintain, at all times during performance of the contract, the insurance detailed in these bid specifications.” There are no insurance requirements listed anywhere in the BVB. What are they? Do we need to include Proof of Insurance in our BVB Proposal? Once awarded the contract, do the certificates need to include both the City of San Antonio and US Communities as additional insurers?

**Response:** There are no insurance requirements for the BVB. Bidders are not required to submit proof of insurance with their BVB response.

**Question 12:** If a Supplier signs that they wish to participate in Affiliate Programs/Canadian Communities is this required to begin at the same time as the US Communities start date? Or, does the supplier have the flexibility to set its own start date?

**Response:** If a supplier signs the Affiliate programs addendum, the supplier would be expected to begin the program in 6 to 9 months.
Question 13: If I understand correctly (pages 27-28), according to the Master Agreement, I have to match prices that I have for other Public Agencies to whatever prices I bid for this uniform bid. If that is the case, I have 2 specific Public Agency bids (SAWS and VIA) who have similar items to the COSA bid. Would I have to price items for COSA and the US communities based on bids that were created several years ago and under very different conditions?
Response: The pricing under the U.S. Communities program would need to be the lowest overall pricing (net to purchaser) that the supplier offers to public agencies. If a supplier holds a contract that offers lower pricing than US Communities and that customer requests to be transitioned over to U.S. Communities they would be required to match that price under the master agreement for that customer and report the sales under the purchases under the U.S. Communities contract.

Question 14: If I understand the category “Supplier Sales” on page 29 correctly, the U.S. Communities expects the vendors to foot the costs of nationwide advertising as well as attendance at trade shows. It states “encouraged” to do so, but are we capable of not participating in this method of marketing? If this is the case, it would be a very costly investment for small, local businesses that may or may not generate business?
Response: Yes, the awarded supplier would be responsible for marketing the U.S. Communities program on a national basis.

Question 15: Am I to understand that for my current Public Agency contracts that if my prices for this bid are below what I offer to current customers, I have to present the Master Agreement to my current customers for them to choose if they want to take advantage of those prices?
Response: Yes, the supplier would be responsible for advising all public agencies that are current customers the value and pricing benefits offered under the Master Agreement and transition such public agency to the pricing, terms and conditions of the master agreement if requested.

Question 16: Are we allowed to leave a price blank and if we do so is it grounds for disqualification?
Response: Refer to this Addendum II, Item 7.

Question 17: Is this bid considered high profile or not? (for the Discretionary Contracts Disclosure Form)
Response: A1465-10-JW, Best Value Bid for the Purchase of Uniforms is designated as High-Profile.

Question 18: Do we create our own garment customization price list or do we only fill the categories that you have supplied?
Response: Bidder shall provide the Bidders garment customization price list with their BVB response. Refer to BVB page 75, Attachment E, Pricing Schedule, paragraph six; “A list of garment customization service options offered by each bidder should be provided as part of the pricing proposal on a separate document titled “GARMENT CUSTOMIZATION PRICE LIST”. The list of services must include a description of the service, and the price for performing the service.

Note: New Attachment F, Price Worksheet (Rev.1), must be completed and submitted by Bidder with BVB response. The Price Worksheet shall be used for pricing evaluation purposes. Bidder must submit manufacturer catalogs with their BVB response.

Question 19: Will a bid response be disqualified if we do not submit financial statements?
Response: Failure to complete and provide any the Best Value Bid submittal requirements may result in the Bidders submittal being deemed as non-responsive and therefore disqualified from consideration.

Question 20: Does the committee that prepared this Best Value Bid feel that these are the most economic and fair specifications for a uniform bid?
Response: Yes.
**THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID PACKAGE**

[Signature]

Denise D. Gallegos, CPPB
Purchasing & Contracts Administrator
Purchasing & General Services Department

Date ___________________________

Company Name _________________________

Address _____________________________

City/State/Zip Code ______________________

______________________________
Signature
CITY OF SAN ANTONIO
P.O. Box 839966
SAN ANTONIO, TEXAS 78283-3966

ADDENDUM I


DATE: October 5, 2009

THE ABOVE MENTIONED BEST VALUE BID IS HEREBY AMENDED AS FOLLOWS:

1. BVB, page 13, Section II, General Requirements, Item 15; Change To Read:

   “Uniform/garment delivery to the City and/or PPA after receipt of purchase order shall be:

   Standard sized garments  Delivery within fourteen (14) working days
   Non-standard sized garments  Delivery within six (6) to eight (8) weeks
   Custom made sized garments  Delivery within ten (10) to twelve (12) weeks

   It will be the responsibility of the awarded Bidder to communicate with the ordering entity all delivery details. Delivery shall be made during normal working hours of the individual ordering entity. All deliveries must be labeled with the City and/or PPA name, employee’s name and accompanied by a copy of the actual invoice.”

2. BVB, page 15, Section II, General Requirements, Item 22; Change To Read: “The intent of this contract is not to involve the services of local stores or tailors as part of the BVB. Bidder shall provide sizing sample garments for each category to each department and/or division for City and/or PPA at no charge upon request. The sample garments will be utilized for fitting and sizing of City and/or PPA employees. The Bidder shall be responsible for the shipment and freight for delivery of all sizing sample garments. The City and/or the PPA shall have thirty (30) days to return the sizing sample garments to the Bidder. The Bidder shall provide the City and/or PPA with Return Material Authorization information for the return of sizing sample garments to Bidder. Bidder shall invoice City and/or PPA for said samples upon failure of City and/or PPA to return samples in thirty (30) days, deeming the samples as property of City and/or PPA.”

3. BVB, page 17, Section II, General Requirements, Add New Item 35: “Bidder may provide alternate uniform/garments for items that been discontinued from the manufacturers catalog during the term of the contract awarded from this BVB. The proposed alternate uniform/garments must meet the product specifications (Attachment II) of the BVB. The awarded Bidder may submit to the City alternate uniform/garments, to replace discontinued items, on a quarterly basis for review and consideration. The Bidder must provide written documentation, in the form of an authorized letter from the manufacturer, verifying uniform/garments that have been discontinued. The City reserves the right to approve or reject Bidders proposed alternate items.”
4. BVB, page 14, Section II, General Requirements, Item 16; **Change To Read:** “Approval for delivery of partial or incomplete orders must be obtained from the City and/or PPA that submitted the order, prior to delivery. Partial deliveries without approval may not be accepted and any charges incurred (freight, restocking fees, etc.) shall be the responsibility of the Bidder. (Exceptions to delivery times may be granted for long lead time items by the individual who placed the order provided the successful bidder contacts the City or PPA within seven (7) calendar days after order is placed to request approval for extended delivery schedule). Failure to comply with delivery requirements may result in termination of the contract in whole or in part.”

5. BVB, page 13, Section II, General Requirements, Item 6; **Change To Read:** “City and/or PPA will be responsible for all charges and a one (1) time setup fee for any new designs, emblems and/or logos. Artwork is defined as a design, logo or emblem for a daily wear uniform. The Bidder shall provide artwork samples for review and approval by the City and/or PPA before production. The City and/or PPA shall be responsible for any additional art charges and setup fees incurred, for any changes to artwork requested by City and/or PPA, after City and/or PPA approval of first sample.”

6. BVB, page 17, Section II, General Requirements, **Add New Item 36:** “The Bidder shall provide the City and/or PPA with a Return Authorization Material number prior to return of uniform/garments to Bidder, where Bidder is responsible for freight as defined in this BVB.”

**PRE-BID CONFERENCE QUESTIONS AND RESPONSES**

On September 29, 2009, the City of San Antonio hosted a Pre-Bid Conference to provide information and clarification for A1465-10-JW, Best Value Bid for the Purchase of Uniforms. Below are a list of questions that were asked during the conference, and the Small Business Economic Development Advocacy (SBEDA) presentation. The City’s official response to questions asked is as follows:

**Question 1:** Can a Bidder submit a bid for uniform/garments that do not meet the product specifications listed in the bid document?

**Response:** No, uniform/garments must meet the product specifications listed in the bid document. Refer to BVB Attachment H, Product Specifications.

**Question 2:** Are the requirements listed in BVB page 31, Supplier Qualification Worksheet, mandatory requirements?

**Response:** Yes.

**Question 3:** BVB page 31, Supplier Qualification Worksheet; is the U.S. Communities revenue sales requirement $50 million? Does this conflict with City of San Antonio Small Business Economic Development Advocacy (SBEDA) Program weighting/grading?

**Response:** The U.S. Communities revenue sales requirement of $50 million does not conflict with the City of San Antonio Small Business Economic Development Advocacy (SBEDA) point system. (Refer Question 4 and Response.)

**Question 4:** What is the threshold or annual maximum revenue to remain a qualified or certified as a Small Business for the City of San Antonio?

**Response:** The City of San Antonio contracts with the South Central Texas Regional Certification Agency (SCTRCA) to administer certification of small, minority, women and African American Business Enterprises (SMWAABEs). To determine if a business is certifiable as a small business enterprise (SBE), the SBE utilizes the Small Business Administration (SBA) Table of Small Business Size Standards. Size standards are the average annual receipts or the average employment of a firm. The non-manufacturer size standard of 500 employees is used for the purposes of Government procurement of supplies. There is no annual maximum revenue to qualify as a small business enterprise.
Question 5: Is it a mandatory requirement for a supplier/subcontractor to have a national sales force or dealer network in over 40 U.S. states?
Response: Yes. Refer to BVB page 31, Supplier Qualification Worksheet, Item C.

Question 6: Is there a time frame for roll out for Participating Public Agencies in over 40 U.S. states?
Response: The implementation period is typically 30-60 days depending on the complexity of the Master Agreement. Once the implementation is completed the program would be rolled out to the 38,000 registered public agencies.

Question 7: If a uniform/garment has been discontinued will the awarded Bidder have the option to provide an alternate uniform/garment?
Response: Refer to this Addendum I, Item 3 for discontinued uniform/garments specification.

Question 8: BVB Attachment F, Price Worksheet, references T-shirts colors such as white, navy, and gray. Will other colors for T-shirts be included?
Response: Attachment F, Price Worksheet will be used for price evaluation purposes only. Note: BVB Attachment E, Pricing Schedule; Bidder shall submit catalog pricing for uniform/garments. All uniform/garments in catalog(s) submitted by the awarded Bidder will be available from the contract.
Note: This BVB does not include any type of footwear or accessories.

Question 9: Will U.S. Communities issue any other BVB for uniforms in the future?
Response: No, U.S. Communities does not plan to issue a solicitation for commodities with a current active U.S. Communities contract.

Question 10: Should there be a different weighting system for non-local vendors versus local vendors for this national contract?
Response: No, all bid responses meeting the minimum bid requirements shall be evaluated by the same criteria. Refer to BVB, Section X, Evaluation Criteria.

Question 11: Is it mandatory that all members of U.S. Communities utilize this contract?
Response: No, use of the U.S. Communities program is voluntary.

Question 12: Will all the City departments be utilizing this contract?
Response: The intent of this BVB if to create a purchase of uniforms contract for the City and/or PPA. The City of San Antonio departments shall utilize the contract if the uniform/garments specifications meet the needs of the department.

Question 13: If there are uniform/garments that are not in the contract, can the City of San Antonio departments go outside the contract?
Response: Yes. Note: The uniform/garments specifications must meet the needs of the department. Refer to BVB Attachment E, Pricing Schedule; Bidder shall submit catalog pricing for uniform/garments. All uniform/garments in catalog(s) submitted by the awarded Bidder will be available from the contract.
Note: This BVB does not include any type of footwear or accessories.

Question 14: Will the San Antonio Police Department, Airport Police and Parks and Recreation Police be required to purchase off the contract awarded from this Best Value Bid?
Response: Refer to BVB, Section II, General Requirements and Specifications, Item 19; "... at this time the City police officers receive a uniform allowance and purchase such items independently; the City reserves the right to utilize the contract for such purpose in the future. However, other PPAs may utilize the awarded contract for such uniforms at any time during the term."

Question 15: BVB, Section II, General Requirements, Item 15; will the fourteen (14) day delivery time for non-standard sizes of uniform/garments be extended?
Response: Refer to this Addendum I, Item 1 for modification to delivery schedule specification.
Question 16: BVB, Section II, General Requirements, Item 22; will the vendor be responsible for freight and delivery of sizing sample uniform/garments?
Response: Refer to this Addendum I, Item 2 for modification to delivery of sizing samples specification.

Question 17: Will participating agencies outside the City of San Antonio issue their own Purchase Orders when ordering off the contract? How will Bidder receive payment?
Response: Refer to page 25, BVB, Master Agreement, Item 4, Participating Public Agencies; The Supplier(s) must communicate directly with any Participating Public Agency concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing, and payment.

Question 18: Will the Pre-Bid Attendance List be posted to the City of San Antonio website.
Response: No. Please send an email to jennifer.wood@sanantonio.gov to request a copy of the Pre-Bid Attendance List.

Question 19: Will the vendor be able to invoice the City and/or PPA for sizing samples?
Response: Refer to this Addendum I, Item 2 for modification to delivery of sizing samples specification.

Question 20: Will the City furnish patches? How does that affect the shipping timeline if the City can’t provide the patches in time? Public Safety patches, how will they ship those patches to the vendor for customization, and how is that going to affect shipping dateline?
Response: No, the City will not furnish the patches. The Bidder is responsible for providing the patches and installation on to the uniform/garment. Refer to BVB Attachment H, Product Specifications, for examples of City patches. As the City will not furnish the patches to the Bidder, the additional questions regarding shipping patches to Bidder are not applicable.

Question 21: Will the City provide a better definition of Art work? Is the Vendor expected to provide, design art work? What is it that City of San Antonio is asking for when referring to Art Work?
Response: Refer to this Addendum I, Item 5 for modification to artwork specification.

Question 22: Does the City of San Antonio have to buy T-shirts for promotional events under this uniform contract?
Response: Promotional T-shirts shall not be purchased under the contract awarded from this BVB. T-shirts that are considered as part of daily wear uniform shall be purchased from the contract awarded from this BVB.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION V, PRE-BID CONFERENCE:

Question 1: Would you please provide the previous bid tabulations?
Response: Bid tabulations for similar current contract(s) will be posted to the City of San Antonio Website as Exhibit D.

Question 2: Will a performance bond be required and if so, how much?
Response: A performance bond is not required for this BVB.

Question 3: Please specify your intentions with the manufacturer’s price list?
Response: Refer to BVB Attachment E, Pricing Schedule; the Bidders pricing proposal shall include the manufacturer’s catalogs, a published wholesale or retail price guide. The bid prices should provide for either: 1) a single percentage discount from published retail price guide(s), or 2) a single percentage markup from published wholesale price guide(s).

The Bidders bid price and garment customization charges, if any, shall be the City’s and/or Participating Public Agency (PPA) invoice price.
Question 4: How are measurements and sizing handled currently and through the US Communities programs?
Response: The U.S. Communities program does not currently have a Uniform contract. Employee measurements for the current uniform purchase contracts for the City are handled by use of vendor sizing samples.

Question 5: For San Antonio, are all deliveries to one central location or to multiple locations?
Response: Multiple locations; uniforms shall be delivered to the individual City of San Antonio Departments and/or Divisions.

Question 6: The City of Houston came out with a bid with the exact same number as the A1465-10-JW bid for San Antonio. What does this mean to this contract and how will that process work?
Response: The City of Houston may be posting the City of San Antonio’s Best Value Bid in an effort to achieve a wide circulation. The City of Houston may elect to purchase uniforms from the awarded Bidder as a Participating Public Agency (PPA).

Question 7: What were the previous years spend with the US Communities under this contract?
Response: The U.S. Communities program does not currently have a Uniform contract. The overall sales for purchases made through U.S. Communities for other contracts are; 2005: $717 Million, 2006: $1.012 Billion, 2007: $1.266 Billion, and 2008: $1.433 Billion. This would be the first Uniform contract offered through U.S. Communities.

Question 8: Are municipalities and other agencies encouraged or mandated to use the US Communities purchasing agreement.
Response: Use of the U.S. Communities program is voluntary.

Question 9: How are annual price increases handled and passed on to other agencies or municipalities?
Response: Refer to BVB page 14, Item 18 - Revision of Manufacturer’s Price List(s);
Approved price increases to the contract shall be posted to the US Communities website, Purchases of Uniforms Contract.

Question 10: Since this is an all or none to a provider, and since a “no bid” on an item means “free” to the city, how are discontinued items handled or accounted for?
Response: Refer to this Addendum I, Item 3 for modification to late deliveries specification.

Question 11: Will patches be provided by the city departments?
Response: No.

Question 12: How are discrepancies handled between the departments and the vendor?
Response: Refer to page 25, BVB, Master Agreement, Item 4, Participating Public Agencies; The Supplier(s) must communicate directly with any Participating Public Agency concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing, and payment.

Question 13: Prior to the return of any goods, will the vendor be notified so a return authorization number can be issued and pre-approved?
Response: Refer to this Addendum I, Item 6 for modification to return of material specification.

Question 14: What are the Brands used by the City?
Response: Catalogs/Manufacturers that are currently being used by the City are Blauer, Edwards Garment, Propper, Fechheimer, Cintas, Nardis, Gildan and San Mar.

Question 15: Should the cost of freight to departments across the country be included in the prices charged the City of San Antonio, which can be serviced locally without incurring outbound freight charges?
Response: The intent of this Best Value Bid is to establish a purchase of uniforms contract to be utilized by the City and/or PPA’s. The Bidder should submit a bid response that incorporates usage of the purchase of uniforms contract nationwide.

Question 16: Why should the cost of providing uniform size runs to numerous small departments across the country be priced into the cost of San Antonio’s uniforms when San Antonio employees can be fitted locally?
Response: The intent of this Best Value Bid is to establish a purchase of uniforms contract to be utilized by the City and/or PPA’s. The Bidder should submit a bid response that incorporates usage of the purchase of uniforms contract nationwide.

Question 17: If I choose to bid several manufactures catalogs would I need to submit 10 copies and 10 CD’s on each submittal?
Response: Bidder shall submit a manufacturer’s catalogs, a published wholesale or retail price guide, which is widely distributed to the marketplace, or other product literature which describes all the products being offered, for each manufacturer the Bidder is bidding for this Best Value Bid.

For example; if the Bidder is bidding three (3) manufacturers’ catalogs, than the Bidder must submit the three (3) manufacturer’s catalogs, or published wholesale or retail price guides, or other product literature which describes all the products being offered, with their bid response.

Also Refer to BVB page 27, Item 15.

Along with the required manufacturer’s catalogs, the Bidder must submit with their BVB response, in a sealed package, one (1) original bid response, ten (10) copies of the bid response and ten (10) CDs of the bid response. If any discrepancies exist between the original authorized bid response, the ten (10) copies or the ten (10) CDs, the original authorized bid response will prevail.

The ten (10) CDs shall be submitted in Adobe PDF format, and must be an exact electronic copy of the original authorized bid response and submitted in sequence of Section VI, Best Value Bid Submission Requirements.

Question 18: Do I have to bid a complete catalog or can I bid all items on Attachment “F” and that would suffice?
Response: The Bidder must submit a bid response for a complete manufacturers catalog, Attachment F, Price Worksheet, and will be used for price evaluation purposes only.

Question 19: If answer to above question is “Yes”, how would I address oversize charge on Attachment “F”?
Response: Refer to BVB Attachment E, Pricing Schedule; the Bidders pricing proposal shall include the manufacturer’s catalogs, a published wholesale or retail price guide. The bid prices should provide for either: 1) a single percentage discount from published retail price guide(s); or 2) a single percentage markup from published wholesale price guide(s).

City and/or PPA will receive the Bidders manufacturers catalog price, and garment customization charges, if any, as the invoice price.

Question 20: Why should small agencies across the country get the same pricing for their unique uniform programs, in various colors, as a large city such as San Antonio with the economies of large well-defined uniform programs?
Response: The intent of this Best Value Bid is to establish a purchase of uniforms contract to be utilized by the City and/or PPA’s. The Bidder should submit a bid response that incorporates usage of the purchase of uniforms contract nationwide.

Question 21: Freight / Delivery charges might be greater to a PPA member versus the City of San Antonio. How do I address that extra charge?
Response: The intent of this Best Value Bid is to establish a purchase of uniforms contract to be utilized by the City and/or PPA’s. The Bidder should submit a bid response that incorporates usage of the purchase of uniforms contract nationwide.

Question 22: If this solicitation is to truly provide the best uniform value to the City of San Antonio, should not more than 10% weight be given to local San Antonio suppliers that have an investment in San Antonio facilities and a proven history of reliable service to the City of San Antonio?

Response: The Small Business Program is established by City Ordinance No. 2007-04-12-0396 and can not be altered or amended without City Council approval.

Bidders are encouraged to contact the City of San Antonio Economic Development Department for assistance or questions regarding the Small Business Development Advocacy (SBEDA) Program and the Good Faith Effort Plan contained in the BVB Attachment D.

Question 23: Why is it necessary for the supplier of uniforms to the City of San Antonio to have annual revenue of over $50 Million and provide audited financial statements for the last three years, which are not available for most uniform distributors?

Response: Refer to BVB page 31, Supplier Qualification Worksheet, for U.S Communities requirements.

Refer to BVB page 18, Section VI, Best Value Bid Submission Requirements, Item 9, Financial Information. Bidder shall submit a copy of Bidder’s three most recent annual financial statements, prepared in accordance with Generally Accepted Accounting principles, audited by an independent Certified Public Accountant.

Question 24: Must the Best Value Supplier to the City of San Antonio be capable of servicing and calling on Participating Public Agencies in over 40 US states?

Response: Yes. Refer to BVB page 31, Supplier Qualification Worksheet, Item 2.

Question 25: Refer to Page 3 (2-c) - Alternate bids; will the city accept alternate proposals for this solicitation?

Response: Bidders must submit a bid response in accordance with the BVB specifications and requirements.

Question 26: Refer to Page 6 (11-o) - Payment of invoice can only occur once the order is completed; is it the intent of the City that the successful bidder delay the shipment of all in-stock garments until such time that both stock, non-stock, and custom made garments are all available and an order can be shipped complete?

Response: Refer to BVB page 6, Item 11c, third paragraph states; “City will not make partial payments on an invoice where there is a dispute.”

The City will process partial payments provided that the items are received are in good condition, accepted by the City, and provided that the Bidder invoices are submitted in accordance with page 5, Item 11, Invoicing, Payment and Discounts.

Question 27: Refer to Page 13 - (II-6) - Art charges; may we get clarification on this? What if the City or PPA wishes to make post approval changes to a design, emblem or logo?

Response: Refer to this Addendum I, Item 5 for modification to artwork specification.

Question 28: Refer to Page 13 - (II-12) - Bidder agrees to accept for credit any merchandise returned in good condition.....; can good condition be re-worded to say - “first quality and non-customized condition”?

Response: No, the requirement will remain as stated in BVB page 13, Item 12. Also refer to BVB page 16, Item 29: “It is understood that garments with patches and/or embroidery may be returned or exchanged if the garment size is incorrect for a first time purchase, or does not otherwise comply with these specifications.”
Question 29: Refer to Page 13 - (II-15) Routine delivery response for standard and non-standard sized products....; can this be changed to reflect standard industry lead times?
Response: Refer to this Addendum I, Item 1 for modification to delivery schedule specification.

Question 30: Refer to Page 14 - (II-16) Approval for delivery and penalty; can this be removed for a national level program?
Response: Refer to this Addendum I, Item 4 for modification to late deliveries specification.

Question 31: Refer to Page 15 - (II-22) Provide sizing sample garments for each category to each department and/or division at no charge; for a national level program - Does the City wish to absorb escalated per garment costs for providing sample garments for each category to each department requesting them at no charge?
Response: Refer to this Addendum I, Item 2 for modification to delivery of sizing samples specification.

Question 32: Refer to Page 15 - (II-25) The City reserves the right to order as few as one garment per order; can the Minimum Order threshold be changed to $100.00 per order as the City of San Antonio has on its current uniform contract?
Response: There will be no minimum order quantity threshold for the BVB.

**THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID PACKAGE**

[Signature]
Denise D. Gallegos, CPPB
Purchasing & Contracts Administrator
Purchasing & General Services Department

Date __________________________

Company Name __________________________
Address __________________________
City/State/Zip Code __________________________

Signature _________________
Opened: March 14, 2007
For: Annual Contract for Work Uniforms

A229c-07-DR

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Percent of discount offered</th>
<th>Terms</th>
<th>Estimated Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work Uniforms</td>
<td>55% below retail price</td>
<td>Net 30</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Estimated Annual Cost</td>
<td></td>
<td></td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>

The purchase of Work Uniforms will be made by utilizing the TXMAS (Texas Multiple Award Schedule) cooperative contract.
### Exhibit D

**Opened:** 9/7/2007
**For:** Annual Contract for Purchase of Uniforms

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Estimated Quantity</th>
<th>Supplier Name &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Blauer</td>
<td></td>
<td>AmeriForm Inc. 26A Starr Marketing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Expressive T-Shirts 4009 Naco-Perrin</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Nardis Public Safety 2111 West Ave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sterling’s Uniforms 1414 N. Zarzamora</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>511 Uniforms, Inc. 301 S. Jackson St.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Garments To Go, Inc. 410 Probandt</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DAK Services 421 E. Kingbury</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Impact Embroidery Design</td>
</tr>
</tbody>
</table>

**Percent Below Retail Price:**
- Blauer: N/A
- Edwards Garment: 22%
- Propper: 22%
- Fechoamer: 22%
- San Mar: 22%
- Light Colored T-Shirt w/no pocket: 22%
- Dark/Bright Colored T-Shirt w/ no pocket: 22%

**Price Each for Small-XLarge:**
- Blauer: $3.20
- Edwards Garment: $1.70
- Propper: $1.70
- Fechoamer: $1.70
- San Mar: $1.70
- Light Colored T-Shirt w/no pocket: $1.60
- Dark/Bright Colored T-Shirt w/ no pocket: $1.60

**Price Total for Shirts only:**
- Blauer: $1,053.50
- Edwards Garment: $2,241.00
- Propper: $2,241.00
- Fechoamer: $2,241.00
- San Mar: $2,241.00
- Light Colored T-Shirt w/no pocket: $2,241.00
- Dark/Bright Colored T-Shirt w/ no pocket: $2,241.00

**TOTAL PRICE FOR ITEMS 7a & 7b:** $6,830.00

**Prepared by Purchasing:** 10/5/2009
City of San Antonio Bid Tabulation

Exhibit D

Opened: 9/7/2007  
For: Annual Contract for Purchase of Uniforms

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Estimated Quantity</th>
<th>A229-08</th>
<th>DBA Starr Marketing</th>
<th>Nardis Public Safety</th>
<th>Sterling's Uniforms</th>
<th>511 Uniforms, Inc.</th>
<th>Garments To Go, Inc.</th>
<th>K&amp;M Services</th>
<th>Impact Embroidery Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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</tr>
</tbody>
</table>

| B.   | Patches with artwork | $3.00 | $4.75 | $4.00 | $4.00 | $5.00 | No Bid | $5.00 |
| C.   | Direct Embroidery without Dept. & City Logo | $4.50 | $6.00 | $12.00 | $10.00 | $15.00 | $4.00 | No Bid | $5.00 |
| D.   | Direct Embroidery with Dept. Name or City logo | $9.00 | $7.00 | $12.00 | $12.00 | $20.00 | $4.00 | No Bid | $6.00 |

Prepared by Purchasing 10/5/2009
Small Business Program

Objectives

- A strategy to help local businesses grow
- Provides a remedy to remove disparity
- Promote utilization of minority & women-owned businesses through city contracting
- Use of public contracting to expand private sector participation for local businesses
- Grow local small businesses in non-traditional business categories
- Remove obstacles preventing small business from competing for City contracts
- Provide increased competition for City contracts
Key Definitions

- **Local Business Enterprise (LBE)**
  - Headquartered in San Antonio
  - Non-HQ must be within Bexar County (1-year)
  - Branch offices qualify - at least 10 employees
- **Minority Owned Business Enterprise (MBE)**
  - Hispanic, African, American, Asian, Native American and Handicapped
  - Must have 51% ownership
  - Must be local
- **Woman-Owned Business Enterprise (WBE)**
  - Gender Based - regardless of Ethnic Status
  - Must have 51% ownership
  - Must be local
- **African-American Business Enterprise (AABE)**
  - Owned by African-American group member
  - Must have 51% ownership
  - Must be local
Key Definitions (cont.)

- **Small Business Enterprise (SBE)**
  - Tied to specific industry SBA size standard
  - Architecture & Engineering (A&E): less $4,500,000 Annual revenue
  - Construction: Less than $31,000,000

- **Minority & Women-Owned Business Enterprise (M/WBE)**
  - Combined—minority and non-minority women
  - Must have at least 51% ownership
  - Established to promote M/WBE principal ownership

- **Historically Underutilized Enterprise (HUE)**
  - Local (LBE)
  - Minority (MBE including AABE)
  - Women (WBE)
  - Small (SBE)
  - HUE applies to discretionary contracts where preference points are applied

Certification

- **Certifying Agency** – South Central Texas Regional Certification Agency (SCTRCA)

- **Possible Subcontractors**
  - [www.sctrca.org](http://www.sctrca.org) and/or contact EDD Office
  - Research Local organizations

- **Work with EDD Small Business Office to prioritize businesses that need assistance for certification**
  - Refer to “Communication Restrictions”

- **Proof of Certification must be attached to List of Subcontractors**
Performance Standard Percentage Points

- Clarify Performance Standard Percentage Points – 20% TOTAL
  - SA Headquartered Business: 10% of the selection criteria points
    - Non-Local Prime Contractors can receive points for using local businesses-proportional to amount of work performed by local subcontractors (i.e. 50% to local = 5 points)
    - Primes who have branch office will receive 6% of the selection points
  - Historically Underutilized Enterprises (HUBs): 5% of the selection criteria points
    - Primes who subcontract with HUBs can receive points proportional to amount of work performed by HUBs (i.e., 50% to HUBs = 2.5 points)
    - S/MBBs and/or S/WBEs must be certified by SCTRCA or approved by Director of Economic Development to be considered HUBs.
  - Small Business Program Compliance: 5% of the selection criteria points
    - Submission/approval of List of Subcontractors/Suppliers
    - 1% for meet/exceed MBE goal; 1% for meet/exceed WBE goal; 1% for meet/exceed AABE goal; 1% for meet/exceed SBE goal

Small Business Program Compliance
Contracting Goals

Professional Services
MBE 31%
WBE 10%
AAABE 2.2%
SBE 50%

Small Business Goal Compliance?
(Professional Services Contract)

EXAMPLE

<table>
<thead>
<tr>
<th>NAME OF SUBCONTRACTOR</th>
<th>% LEVEL OF PARTICIPATION</th>
<th>CERTIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontractor A</td>
<td>10%</td>
<td>MBE</td>
</tr>
<tr>
<td>Subcontractor B</td>
<td>13%</td>
<td>MBE/WBE</td>
</tr>
<tr>
<td>Subcontractor C</td>
<td>10%</td>
<td>MBE/AAABE</td>
</tr>
</tbody>
</table>
### Small Business Goal Compliance (cont.)

<table>
<thead>
<tr>
<th>Professional Services Goal</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBE</td>
<td>31%</td>
</tr>
<tr>
<td></td>
<td>33%</td>
</tr>
<tr>
<td>WBE</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>13%</td>
</tr>
<tr>
<td>AABE</td>
<td>2.2%</td>
</tr>
<tr>
<td></td>
<td>10%</td>
</tr>
</tbody>
</table>

Note: Contractor in Full Compliance

### Scoring of Small Business Program Points

- **ASSUMING NON-LOCAL PRIME**
  - LOCAL 3.3
  - HUE 1.65
  - *(33 divided by 5%)*
  - Small Business Program Compliance *(WBE/MBE AABE/List of Subs)* 4
  - **TOTAL POINTS** 8.95

- **ASSUMING LOCAL PRIME**
  - LOCAL 10
  - HUE 1.65
  - *(33 divided by 5%)*
  - Small Business Program Compliance *(WBE/MBE AABE/List of Subs)* 4
  - **TOTAL POINTS** 15.65
**List of Subcontractors/Suppliers**

- **Why is it important to complete fully and accurately?**
  - The extent of good faith effort to utilize certified SBE/MBE/WBE/AABE firms is used in evaluating proposal/bid
  - In fact, Small Business Program Compliance (which includes the List of Subcontractors/Suppliers) is assigned 20 points in the evaluation of proposals
  - Proof of Certification must be attached to List of Subcontractors/Suppliers.

**Contact**

City of San Antonio
Economic Development Department
Small Business Office
Frost Bank Tower
100 W. Houston, Suite 1900
(210) 207-3900
Questions and Answers
LIST OF SUBCONTRACTORS/SUPPLIERS

( FOR CONTRACTS LESS THAN $200,000 )

The Bidder/Proposer, ____________________________, as part of the procedure for the submission of bid/proposals on a project known as ____________________, submits the following list of subcontractors/suppliers for proposed subcontracting areas (use additional sheets if necessary) to be used in the performance of work to be done on said project.

<table>
<thead>
<tr>
<th>NAME OF SUBCONTRACTOR/SUPPLIER</th>
<th>SBE-MBE-WBE-AABE CERTIFICATION NUMBER</th>
<th>PERCENT AND DOLLAR AMOUNT OF SUBCONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIST ALL SUBS (MINORITY &amp; NON-MINORITY) TO BE USED IF AWARDED THIS CONTRACT</td>
<td></td>
<td></td>
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</tbody>
</table>

The following section is to be completed if the contract (Project) is for less than $200,000. Please list subcontracting solicitations to all SBE-MBE-WBE-AABE contractors for participation on project. If none, explain (exclude successful bidders listed above). Use additional sheets if necessary. The contractor is expected to solicit participation on subcontracts from available MBE-WBE-AABE-SBEs under this contract.

<table>
<thead>
<tr>
<th>NAME OF COMPANY PERFORMING WORK</th>
<th>SBE-MBE-WBE-AABE CERTIFICATION NUMBER</th>
<th>REASON FOR REJECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIST ALL SUBS (MINORITY &amp; MINORITY) SOLICITED THAT WILL NOT BE UTILIZED FOR THIS PROJECT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Only companies certified as an MBE, WBE, AABE or SBE by the City of San Antonio or its certifying organization can be applied toward the contracting goals. All MBE-WBE-AABE-SBE subcontractors or suppliers must submit a copy of their certification certificate through the Prime Contractor. Proof of certification must be attached to this form. If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors/suppliers may obtain certification.

It is understood and agreed that, if awarded a contract by the City of San Antonio, the Contractor will not make additions, deletions, or substitutions to this certified list without consent of the Director of Economic Development and Director of the appropriate contracting department (through the submittal of the Request for Approval of Change to Affirmed List of Subcontractors/Suppliers form).

AFFIRMATION

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

NAME AND TITLE OF AUTHORIZED OFFICIAL: ____________________________

SIGNATURE: ____________________________ DATE: ____________________________

List of Subcontractors  Rev. 10/12/04