



City of Doral

ITB No. 2022-17 – Purchase of Citywide Uniform

Addendum No. 1

Below are questions/ clarifications that were received regarding this project as well as the City's responses. This Addendum is and does become a part of the above-mentioned solicitation. This addendum is issued to modify the subject solicitation as follows:

DEADLINE FOR SUBMITTALS AND OPENING OF BIDS

JUNE 23rd, 2022, AT 10:00 A.M.

*Updated Schedule of Events on Page 8

1. Will there be any preference for SBE or WMBE owned business?
 - No preference will be applied to this solicitation.
2. Do you require a sample of the stitch out for the City Seal along with the Samples of brands along with the submittal of the Bid?
 - Yes, we do require a sample of the stitch out. The bid submittal cover sheet is included below which is to be completed and affixed to the exterior of the package being submitted.
3. Please clarify section 2.6 Pricing and Fees:
If all Garments are to be priced with patches, and/or embroidery and/or reflective strips sewn on garments, can you please include the image of the logo, size requirements and location?
 - Reference section 3.4 – Silk Screen and Embroidery for the image, size requirements and locations. All items are to be priced with embroidery of the City Seal on the left chest and see pricing sheet for breakdown of line embroidery on right chest.
4. If you require a patch please provide the PDF along with placement, and size for each garment?
 - The awarded vendor will be required to provide PDF/ vector file of embroidery markup as per details provided within section 3.4.
5. How many locations will each garment get this embroidery?
 - The City Seal will only be embroidered on the left chest and name and department on the right chest area which is optional.
6. If you require reflective strip to be added to specific garments, please provide the specifications.
 - We are not requesting reflective striping.
7. Per 2.6 Please clarify “The City reserves the right to negotiate lower pricing for the additional term (s) based on market research information or other factors that influence price. The City reserves the right to apply any reduction in pricing for the additional terms based on the downward movement of the applicable index.”
 - The City reserves the right to negotiate lower pricing if the industry allows.
8. If Names are to be included on each garment, can you please indicate location and size?
 - Right chest, Arial Narrow (font) and 2.626 in. (width) and 0.654 in (height). Prior to production, the awarded firm will be required to provide digitized images of artwork as well as pre-production samples.

9. Can the contract allow for shorter payment terms for SBE organizations if the awarded company is an SBE?
 - The City will process in accordance with Florida Statue; however payment terms may be discussed during negotiations.
10. Can you please provide an excel document listing for each line item the vendor requirement, style, sizes and colors for each price line item? Pricing for 2xl and above require a different line item with most vendors. How do you want that to be submitted?
 - Excel sheet has been emailed and has also been uploaded to all platforms.
11. In Section 2.6 titled Pricing and Fees, it states that the prices quoted by the Bidder shall remain fixed and firm. Due to the current instability of the supply chain and rising cost of goods, will the City accept an adjustment upwards or downwards in price if the supply chain index from manufactures changes industry wide?
 - The City is seeking fixed pricing for the initial term of the contract but is open to price adjustments for renewal term(s).
12. In Section 2.9 titled Award of Contract, If a bidder decides not to participate in bidding in a group, should the group be left blank, crossed out or another method?
 - Please write “No Bid” across the group.
13. For this ITB, is business auto liability applicable from the Bidder, if delivery is made by third-party carriers.
 - No, it will not be applicable if firm is utilizing third party delivery carriers.
14. If a Bidder has a Workers Compensation Exemption will that be acceptable to the City for this ITB?
 - Yes, exemption certification must be noted in acknowledgement of Minimum Insurance Requirements form.
15. If an item in the pricing sheet is currently discontinued or replaced by the manufacturer, what is the appropriate manner to respond to that item?
 - Provide proof of discontinuation, and price a substitute /replacement item. Note that a sample must be provided of substitute /replacement item.
16. If certain items within a group are not items that we sell, how do we properly mark the input box for those items?
 - “No Bid”. Do note that Award will be made to the lowest priced responsive, responsible bidders in the aggregate based on the total price offered on a group-by-group basis as per section 2.9 – Award of Contract.
17. Is the initial pricing to be fixed or for three (3) years?
 - Yes.
18. Do the vendors need to have a store in Miami Dade County for visits, fitting, etc.? Section 3.1, bullet point 5.
 - No, a store within the City of Doral or Miami Dade County is preferred, but not required.

19. Could you kindly advise whether we are required to provide pricing for each line item with basic embroidery screen printing?
- Yes, each line item within Group no. 1 – Shirts and Polos, Group no. 3 – Jackets and Outerwear, and hats or caps within Group no. 4 – Accessories and Miscellaneous must be priced with the City Seal embroidered.
20. Do we only need to provide samples with bid submittal, only if we are substituting something?
- Yes, samples are only required for substitute/ replacement items.
21. In regard to leads times for stocking purposes, you mentioned 200+ employees, but how many items will each employee get?
- It will vary by City department. Some departments will purchase on an as need basis, other departments will purchase for bulk orders.
22. Due to the nature of inventory, we have been faced with the delay of merchandise as they are shipped out of different warehouses across the US. A 5-day turnaround may not be feasible, if you require a 5-day turnaround time, would the City consider expedited shipping?
- The City is willing to accept 14 calendar days for turnaround time, and a shorter timeframe for expedited requests.
23. What are the steps in the measurement process? Do you place orders with exact measurements? Can they come to the store for measurements?
- Departments will request sizing samples so that staff is able to fit to determine sizing. Some departments may visit local (Doral) stores to try available samples for measurements.
24. Is there any other patchwork, silk screening, or embroidery needed for sample only saw City Seal under 3.1 Scope of work, but under 3.4 SILK SCREENING AND EMBROIDERY The official City Seal is shown below? The Seal should be no less than 2-1/2 inches across and shall not be modified without written instruction from the Procurement Management Division. The Seal is available in Vector format upon request. Full Multi-Color City of Doral Seal – On Front of any item - Set up for Embroidery and Screen Printing at no additional cost.
- a. Does that mean the seal is also screen-print?
 - That is a possibility in the future but all items to include the seal requires embroidery.
 - b. If so same size? Also, same location? Any clarification would be helpful since we need to price item with customization built into the price.
 - Not applicable.
25. Under section 3.1 Ability for employees to inspect/try-on uniform onsite prior to purchase does this need to be a brick-and-mortar location, or can the vendor come onsite with material to fit and show City employees?
- The vendor can come onsite for measurements and try-ons.
26. Can you please provide the bid tabulation from the current contract?
- The City currently does not have a uniform contract. This is the City's first time going out to bid for these items.

27. Can customizations be listed on a separate line? We would like to provide the best pricing available, and if certain items are customized differently for different units this will allow all the pricing to be reflected accurately.
- a. For example, the same shirt may receive an embroidered logo for one unit, or a screen print with a name strip for another unit. We do not have a way to distinguish that on one line of the bid if all the customization is rolled into the price of the shirt.
 - See attached excel spreadsheet.
28. Kindly provide us Total Expenditures incurred for the current contract for the past 5 years.
- There is no contract currently in place. This is the City's first time going out to bid for these items.
29. Kindly send us the current Bid Tabulation.
- This is the City's first time going out to bid for these items.
30. Who Is the current awarded vendor?
- N/A
31. How many employees are served under this contract?
- An estimated amount between 150-200 City employees.
32. Is the quantity stated a onetime order or is it based on an as needed basis?
- The quantities provided are an annual estimated amount. Each department will purchase on an as needed basis.
33. Do we need to submit samples of items with the bid submission?
- You will only need to submit samples for substitute/ replacing items you are proposing.
34. Do you have any vendor preference?
- No, there are no preferences that will be considered with the award of this solicitation.
35. Do we need to bid for all items, or can we bid for group wise items?
- Firms do not need to bid for all items. They can bid on the group that are applicable to items provided.
36. Do you require online ordering portal?
- No.
37. Do you need a shoe mobile facility?
- No, but we are open if available.
38. How many references (reference survey forms) do you need? Is it compulsory to submit reference survey forms with bid submission?
- Yes, it is required and a minimum of three (3) references are required preferably from a municipal entity.

39. Could you please send us ARTWORK of the Logos / dimension of Embroidery logos/How many locations need to be embroidered on a specific item?
- Awarded firm will be required to provide digitized artwork to include embroidery on the left chest of the City Seal as per dimension noted in section 3.4. Additional embroidery of name and department are optional. Prior to production, the awarded firm will be required to provide digitized images of artwork as well as pre-production samples.
40. Do you have screen printing requirement and if any please provide us details? (artwork & no of colors to be screen printed and How many locations need to be screen printed on a specific item)
- No, there are currently no screen printing requirements.
41. Do you need to add patches? Patches are providing by the departments, Or do we need to produce patches?
- We are expecting direct embroidery of the City Seal however, if needed, patches will be required of the awarded firm.
42. Could you please let us know Price adjustments clauses?
- Prior to, or upon completion of that initial term, the City shall have the option to renew this contract for an additional two (2) years on a year-by-year basis. Prior to completion of each exercised contract term, the City may consider an adjustment to price based on changes in the Consumer Price Index Urban Wage Earners and Clerical Workers, Miami / Ft Lauderdale – All Items; or, if applicable, whatever Department of Labor CPI Index relates to the commodity / service being procured.

It is the Awarded Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the City will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

The City reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The City reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

43. Could you please let us know how to take Measurements?
- Departments will request sizing samples so that staff is able to fit to determine sizing. Some departments may visit local (Doral) stores to try available samples for measurements.
44. Please let us know whether Alternative / Replacements are accepted?
- Yes, however a sample must be provided of substitute /replacement item.
45. Are you placing Bulk Orders / Seasonal Orders or are you placing Orders for single pieces?
- A combination of orders will be placed depending on the needs of each department.

46. Are we able to make Substitutions at the time of bidding?
- Yes, however a sample must be provided of substitute /replacement item.
47. Are price modifications possible during contract renewal?
- Yes.
48. Could you kindly confirm that you require prices for the Garments with the most significant modification and customization (embroidery / screen printing)? If this is the case, please submit an updated price sheet with an addendum detailing the embroidery and screen-printing needs, as well as the number of embroidery Locations?
- See attached excel.
49. Could you please confirm correct style no of Wolverine W1063M I-90 EPX?
- W10788 - Men's Wolverine I-90 EPX Carbonmax Boot.
50. Could you please confirm correct style no of Sport-Tek - LST681? Is it LST685?
- LST685. Item no. 84 from Group 1 is being removed.
51. Please send us correct sizes of below items. These items are available in 2,4, 6.....20,24. Red Kap - PZ33 Red Kap - PC45 Red Kap - PT59
- See revised excel spreadsheet.
52. Please send us correct size of Port Authority - TLJP54. This item is available from LT-4XLT.
- See revised excel spreadsheet.
53. Could you please let us know required colors for all line items?
- Colors varies based on each department and there is flexibility with colors within some departments.
54. "Bidder must provide a uniform catalog and website for online ordering on approved items." Could you please further clarify your requirement.
- Please disregard this requirement.

Solicitation Response Form

BIDDERS MUST ATTACH THIS FORM TO THE EXTERIOR OF THE SEALED PACKET.

Name: ITB No. 2022-17
Due Date: June 23rd, 2022, at 10:00 A.M. EST
Delivery Location: City of Doral
Office of the City Clerk – 1st Floor
8401 NW 53rd Terrace
Doral, FL 33166

Submitted by: _____

(name of company and address)

PLEASE DO NOT TAPE BELOW THIS LINE

For Office Use Only:

Date and Time Received:

Received by: _____

REVISED SCHEDULE OF EVENTS

The City's tentative schedule for this Request for Proposals is as follows:

Deadline for Submittals and Opening of Bids:	June 9th, 2022, at 10:00 A.M. June 23rd, 2022, at 10:00 A.M. Please join my meeting from your computer, tablet or smartphone. https://meet.goto.com/915238309 You can also dial in using your phone. United States: +1 (872) 240-3412 Access Code: 915-238-309
Anticipated Notification of Award Recommendation	August 3rd, 2022, at 10:00 A.M.
Anticipated Award (by the City Council):	August 10th, 2022, at 10:00 A.M.