



ADDENDUM #1
ITB/RFP NUMBER: 2017001-PW-P
Uniform Purchase RFP

DATE: July 19, 2016

TO: All Potential Bidders/Offerors

City of Harrisonburg's Intelligent Transportation System (ITS) Upgrade RFP, is modified as follows:

1. Question: How should Harsit Patel be addressed?

Answer: Mr. Harsit Patel, Business Services Manager

2. Question: What is the annual stipend for each FTE?

Answer: Approximately \$300 per employee for field operations crews (includes \$125 per employee for boots) and \$150 per employee for administrative assistants (4 employees). Employees have the option to purchase boots and jeans locally.

3. Question: Will each employee be free to order any garments desired?

Answer: The City intends to limit employees to only logo'd shirts, sweatshirts, outerwear, and work jeans/pants.

4. Question: Will department managers choose a "uniform" or limited selections from which department employees may choose (i.e. manager offers staff a choice of a specific style of polo or a specific style of button down shirt in a specific color)?

Answer: Manager will restrict certain items at their discretion (i.e. leather jackets, baseball jackets, beanie hats, gloves, etc.)

5. Question: Please clarify expectations of embroidery pricing as stated in 3.4 and differently in 3.8.

Answer: City shall not be charged a "set up" fee for logo. Offeror should identify the dollar amount per embroidery and if the discount off catalog pricing applies to embroidery cost as well. The City intends to only utilize embroidery colors of black, white and gray. In Section 3.8, the intention was to acquire pricing for any additional embroidery (i.e. multiple colors if utilized in future, or names added under logo, etc.).

All other requirements, terms and conditions of the ITB/RFP remain unchanged.

Addendum page must be signed and returned with your bid/proposal to acknowledge receipt of this addendum.

Authorized Signature

By: Pat Hilliard, CPPB
Procurement Manager