



DeKalb County
Department of Purchasing and Contracting



Talisa Clark, MBA, CPPO, Interim Chief Procurement Officer

October 28, 2016

TO: All Bidders under Invitation to Bid (ITB) No. 16-100767
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Invitation to Bid (ITB) No. 16-100767, Rental of Uniforms for DeKalb County Sanitation Dept. (Multi-Year Three Year Contract with 2 Options to Renew) is hereby amended as follows:

A. Modifications to the Bid:

1. Attachment 1, identified as "Replacement Costs for Lost or Damaged Uniforms" is included in this Addendum for Bidders to submit line item pricing.
2. General Requirements (page 20), 2nd paragraph is modified as follows: "The number of uniforms required is eleven (11) instead of ten (10)."
3. General Requirements (page 20), 4th paragraph is modified as follows: "The Contractor shall have all requirements in place in order to have the Uniform Rental Program completely installed and fully functional within forty-five (45) to sixty (60) days after the sizing of the last department".
4. Qualification Requirements (page 20 of 65), 2nd bullet is modified as follows: The requirement for certification in the hypo-allergenic process is hereby deleted, and replaced with the following language:

"Each garment shall be laundered to the highest industry standards, in a manner to sterilize, remove all dirt, grease, and soils. All garments must be rinsed in a manner that removes any residual chemicals used in the laundering process that may have an adverse reaction to the wearer. Individuals with specific allergies to cleaning agents should be handled on a case by case basis".

In addition, on the Price Schedule Summary Page (page 44 of 65), Notes to Supplier, Note 2 is hereby deleted.

5. The Price Schedule Summary Page (page 44) is modified and attached to this Addendum to allow for detailed pricing of ancillary items. **Bidders must submit pricing on this revised page in order to be considered responsive.**
6. Paragraph M – Pricing, on page 11 of 65, bullet 3, is modified as "For Line Items 64-69, Bidder shall enter the price for each item listed".

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B. The following questions were received pertaining to this Invitation to Bid. The questions and the resulting answers appear below:

1. **Question:** Will a bidding company be automatically disqualified if we do not participate in the LBSE or First Source Jobs programs?

Answer: Bidders must submit documents as described in the ITB, including the Checklist for Good Faith Efforts. A Bidder may be deemed non-responsive if there is not LSBE participation or good faith efforts demonstrated.

2. **Question:** How many people will be renting uniforms? Different numbers were stated during the pre-bid meeting.

Answer: Approximately 550 employees will be participating in the uniform rental program.

3. **Question:** Term (Page 11) – With this size of account, commencing work within 10 days is not feasible. Please define what “commencing work” means in this paragraph. Would making contact to schedule the sizing constitute “commencing work”?

Answer: As stated in the bid documents, commencement of the contract begins within ten (10) days of acknowledgement of the Notice to Proceed; yes, making contact to schedule the sizing constitutes “commencement”.

4. **Question:** Termination of Agreement (Page 14). I assume that this ties together with the Buy Back Schedule on Page 22 and should the County terminate early, then the buy back terms would apply?

Answer: Yes, the Buy Back Schedule and terms would apply.

5. **Question:** What is the percentage of turnover for these work groups?

Answer: Rental setup for new employees will not take place until after they have been employed for a minimum of thirty (30) days. Employee turnover rate varies for the different operations – average turn over rate is less than 15%.

6. **Question:** A set of 10 garments (Page 20) is highly unusual in this industry. For wearers working 5 day workweeks, 11 sets of garments are typically provided. 5 dirty being turned in, 5 clean being delivered, 1 worn by the individual at the time of the exchange.

Answer: The quantity is changed to eleven (11) sets of garments. **Please see Modification Item No. A. 2 above.**

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7. **Question:** 45 days from contract signing to installation (Page 20) is a very aggressive timeline for an account this size. I recommend 45-60 days from the sizing of the last department.

Answer: The requirement for installation is modified to 45-60 days from the sizing of the last department. **Please see Modification Item No. A.3 above.**

8. **Question:** Will you accept a substitute for the hypo allergenic wash process requirement (Page 20)?

Answer: Based on further research, and a market survey, the requirements for a hypo-allergenic facility have been removed, and replaced with the language included in **Modification Item A.4** above.

9. **Question:** Test Uniforms – What size of garments and which specific garments would you like to wear test? This needs to be described in a more detailed manner.

Answer:

We would like to test uniform garments for the following:

- a. Refuse Collector (Item #1-3 Size 2X/3X and Item #43-45 38x32 and 36x32)
- b. Welder (Flame Retardant Items #31-36 Light Green 2X and Item #49-51 Spruce Green 36x32)
- c. Administrative Staff (Item #37-42 3X/4X and Item #46-48 40x30 and 46x32)
- d. Tractor Trailer Driver (Button Down Short Sleeve Item #1-3 Size 3X/4X and Item #43-45 44x32)

10. **Question:** Will a laundry bag be required or will soil lockers be acceptable? (Page 21)

Answer: Soil lockers are acceptable.

11. **Question:** Will the department be purchasing or renting lockers? (Page 21) There is no mention of lockers on the pricing sheet with the exception of the cost to set up lockers.

Answer: We would like to rent lockers. A line item is added on the Price Schedule for this expense.

12. **Question:** Please detail which garments will require embroidery, emblems, and screen print.

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Answer:

- a. Embroidery will only be needed on items worn by management, in which there is not a high turnover rate. (Item #16-24, 37-42, 55-57)
- b. Sew-On Patches “DeKalb County Sanitation” will go on all Coveralls, Jackets and Welder Shirts (Item #7-15, 31-36, 52-54)
- c. Sew-On Patches “DeKalb County Fleet Maintenance” will go on all Mechanic Shirts (Item #25-30)
- d. Screen Print will go on High Visibility Shirts (Item #1-6)

13. Question: Page 44

- a. There is no cost of embroidery listed
- b. Line 69 – Replacement costs should be listed for every item
- c. There is no cost of screen-print listed
- d. There is no line for garment preparation (barcoding of garments)
- e. Cost of Sew-On Patches

Answer: (a) The cost of embroidery is already listed on the Price Schedule as Line Item No. 65; (b) Attachment 1, included with this Addendum, provides for Bidders to submit replacement costs for each garment; (c) A line is added to the revised Price Schedule page 44 to allow for pricing of screen print; (d) Pricing for garment preparation (barcoding of garments) should be included on Line Item No. 68 on the Price Schedule; (e) Cost of Sewing on emblems and patches is listed on the Price Schedule as Line Item 66. **Please see Modification A.5 above for revised Price Schedule Summary Page (attached).**

14. Question: For embroidered garments, will the employee’s name be embroidered, or just the county seal and department?

Answer:

- County Seal and Department Name for Embroidery and Screen Print;
- County and Department Name for Sew-On Patches.

15. Question: Please provide the sign in sheet from the Pre-Bid Meeting

Answer: The sign in sheet was posted to DeKalb County’s website on Tues. Oct. 25th.

16. Question: Please be aware that embroidering garments, especially for departments with high turnover, can significantly impact the cost of the program over time. I highly recommend utilizing emblems whenever possible to keep the cost of the program low.

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Answer:

- Embroidery will only be needed on items worn by management, in which there is not a high turnover rate. (Item #16-24, 37-42, 55-57)
- Sew-On Patches “DeKalb County Sanitation” will go on all Coveralls, Jackets and Welder Shirts (Item #7-15, 31-36, 52-54)
- Sew-On Patches “DeKalb County Fleet Maintenance” will go on all Mechanic Shirts (Item #25-30)
- Screen Print will go on High Visibility Shirts (Item #1-6)

17. **Question:** On page 44, it states Replacement of lost or Damaged Uniforms, should we include an addendum to the packet since there are different types of garments which means there will be different pricing. The space only allows for one entry?

Answer: Attachment 1 is included with this Addendum to provide for pricing of replacement garments. **Please see Modification A.1 above.**

18. **Question:** We would like to confirm again, that Dekalb County will only accept screen print for the hi-vis shirts and embroidery for all shirts going to management and verify the only emblems that would be allowed are on the jackets and coveralls.

Answer: Please see response to questions no. 12 & 16 above.

- C. It is the responsibility of each Bidder to ensure that he/she is aware of all addenda issued under this ITB.
- D. Please sign and return this addendum with your bid submittal. You may call Beverly D. Williams, Sr. Procurement Agent, at 404-371-3648 before the bids are due to confirm the number of addenda issued.

All other conditions remain in full force and effect.

Beverly D. Williams

Beverly D. Williams, CPPO, CPPB

Sr. Procurement Agent

Department of Purchasing and Contracting

Acknowledgement of this Addendum is following on page 6. The acknowledgement must be signed and submitted with the bid.

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ACKNOWLEDGMENT

Date: _____

The above Addendum is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

bdw:ph 

**PRICE SCHEDULE
RENTAL OF UNIFORMS
DEKALB COUNTY SANITATION DEPT.
SUMMARY PAGE**

Addendum No. 1

Bidder shall enter the Total Amount (Sum of Line Item Nos. 1 through 63): \$ _____

For Line Item Nos. 64 – 69, Bidder shall enter the price for each item listed below:

ITEM NO.	ITEM DESCRIPTION	UNIT	PRICE
64.	Cost for Specialty Items above 6X-Large.	Each	\$ _____
65.	Cost of Embroidery	Each	\$ _____
66.	Cost of Sewing on Emblems/ Patches	Each	\$ _____
67.	Cost of Screen-print	Each	\$ _____
68.	Set Up Costs for New Employee, Including Bar Code Preparation	Each	\$ _____
69.	Rental of Lockers	Each	\$ _____

Notes to Supplier

NOTE 1:

All Contractors shall be required to provide, **with their bid**, uniforms for two employees working a four (4) day work week. Contractors shall provide a set of two (2) uniforms per employee to wear during the testing period (two shirts and two pants). Uniforms will be from the summer selection items. Uniforms provided during the wear test will be the same uniforms that will be outlined in this bid. The wear tests will last two weeks.

Contractors that do not participate in the wear test will not be considered for award of a contract.

NOTE 2:

Contractors shall provide historical portfolio of services provided to other customers of the same size as DeKalb County Sanitation Dept or larger. References are to include: company name, contact name and title, phone number and email.

GARMENT REPLACEMENT COSTS FOR LOST OR DAMAGED UNIFORMS:

	ITEM DESCRIPTION	REPLACEMENT COST
1.	High Visibility Safety Short Sleeve Shirt - Pocketed Birdseye Reflective Shirt, Sizes: Small – X-Large, in accordance with minimum specifications (Fluorescent Yellow Green).	
2.	High Visibility Safety Short Sleeve Shirt - Pocketed Birdseye Reflective Shirt, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Fluorescent Yellow Green).	
3.	High Visibility Safety Short Sleeve Shirt - Pocketed Birdseye Reflective Shirt, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Fluorescent Yellow Green).	
4.	High Visibility Safety Long Sleeve Shirt - Birdseye with Comfort Trim by 3M, Sizes: Small – X-Large, in accordance with minimum specifications (Fluorescent Yellow Green).	
5.	High Visibility Safety Long Sleeve Shirt - Birdseye with Comfort Trim by 3M, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Fluorescent Yellow Green).	
6.	High Visibility Safety Long Sleeve Shirt - Birdseye with Comfort Trim by 3M, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Fluorescent Yellow Green).	
7.	Insulated Twill Coverall w/Reflective Strips, Sizes: Small-X-Large, in accordance with minimum specifications (Navy).	
8.	Insulated Twill Coverall w/Reflective Strips, Sizes: 2X-Large - 3X-Large, in accordance with minimum specifications (Navy).	
9.	Insulated Twill Coverall w/Reflective Strips, Sizes: 4X-Large - 6X-Large, in accordance with minimum specifications (Navy).	

GARMENT REPLACEMENT COSTS FOR LOST OR DAMAGED UNIFORMS:

	ITEM DESCRIPTION	REPLACEMENT COST
10.	Non-Insulated Twill Coverall w/Reflective Strips, Sizes: Small-X-Large, in accordance with minimum specifications (Navy).	
11.	Non-Insulated Twill Coverall w/Reflective Strips, Sizes: 2X-Large - 3X-Large, in accordance with minimum specifications (Navy).	
12.	Non-Insulated Twill Coverall w/Reflective Strips, Sizes: 4X-Large - 6X-Large, in accordance with minimum specifications (Navy).	
13.	Perma-Lined Panel Jacket w/Reflective Strips, Sizes: Small – X-Large, in accordance with minimum specifications (Spruce Green; Navy).	
14.	Perma-Lined Panel Jacket w/Reflective Strips, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Spruce Green; Navy).	
15.	Perma-Lined Panel Jacket w/Reflective Strips, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Spruce Green; Navy).	
16.	Men's Image Knit Polo Short Sleeve Shirts, Sizes: Small – X-Large, in accordance with minimum specifications (Royal Blue).	
17.	Men's Image Knit Polo Short Sleeve Shirts, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Royal Blue).	
18.	Men's Image Knit Polo Short Sleeve Shirts, Sizes: Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Royal Blue).	
19.	Men's Snag Resistant Polo Short Sleeve Shirts, Sizes: Small – X-Large, in accordance with minimum specifications (Royal Blue).	

GARMENT REPLACEMENT COSTS FOR LOST OR DAMAGED UNIFORMS:

	ITEM DESCRIPTION	REPLACEMENT COST
20.	Men's Snag Resistant Polo Short Sleeve Shirts, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Royal Blue).	
21.	Men's Snag Resistant Polo Short Sleeve Shirts, Sizes: Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Royal Blue)	
22.	Men's ProKnit NG Multi-Colored Short Sleeve Shirts, Sizes: Small – X-Large, in accordance with minimum specifications (Navy/White).	
23.	Men's ProKnit NG Multi-Colored Short Sleeve Shirts, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Navy/White).	
24.	Men's ProKnit NG Multi-Colored Short Sleeve Shirts, Sizes 4X - Large – 6X-Large, in accordance with minimum specifications (Navy/White).	
25.	Men's Button Down 100% Cotton Short Sleeve Work Shirts, Sizes: Small – X-Large, in accordance with minimum specifications (Navy).	
26.	Men's Button Down 100% Cotton Short Sleeve Work Shirts, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Navy).	
27.	Men's Button Down 100% Cotton Short Sleeve Work Shirts, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Navy).	
28.	Men's Button Down 100% Cotton Long Sleeve Work Shirts, Sizes: Small – X-Large, in accordance with minimum specifications (Navy).	
29.	Men's Button Down 100% Cotton Long Sleeve Work Shirts, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Navy).	

GARMENT REPLACEMENT COSTS FOR LOST OR DAMAGED UNIFORMS:

	ITEM DESCRIPTION	REPLACEMENT COST
30.	Men's Button Down 100% Cotton Long Sleeve Work Shirts, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Navy).	
31.	Men's Comfort Work Shirt Short Sleeves, Sizes: Small – X-Large, in accordance with minimum specifications (Navy; Light Green).	
32.	Men's Comfort Work Shirt Short Sleeves, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Navy; Light Green)	
33.	Men's Comfort Work Shirt Short Sleeves, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Navy; Light Green)	
34.	Men's Comfort Work Shirt Long Sleeves, Sizes: Small – X-Large, in accordance with minimum specifications (Navy; Light Green).	
35.	Men's Comfort Work Shirt Long Sleeves, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Navy; Light Green).	
36.	Men's Comfort Work Shirt Long Sleeves: Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Navy; Light Green).	
37.	Men's Executive Oxford Long Sleeve Shirts, Sizes: Small – X-Large, in accordance with minimum specifications (White; Light Blue; French Blue; COBALT BLUE).	
38.	Men's Executive Oxford Long Sleeve Shirts, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (White; Light Blue; French Blue; COBALT BLUE).	
39.	Men's Executive Oxford Long Sleeve Shirts, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (White; Light Blue; French Blue; COBALT BLUE).	

GARMENT REPLACEMENT COSTS FOR LOST OR DAMAGED UNIFORMS:

	ITEM DESCRIPTION	REPLACEMENT COST
40.	Men's Executive Oxford Short Sleeve Shirts, Sizes: Small – X-Large, in accordance with minimum specifications (White; Light Blue; French Blue; COBALT BLUE).	
41.	Men's Executive Oxford Short Sleeve Shirts, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (White; Light Blue; French Blue; COBALT BLUE).	
42.	Men's Executive Oxford Short Sleeve Shirts, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (White; Light Blue; French Blue; COBALT BLUE).	
43.	Men's Comfort Work Pants (No Pleats), Waist Sizes: 28 - 42, in accordance with minimum specifications (Spruce Green; Black).	
44.	Men's Comfort Work Pants (No Pleats), Waist Sizes: 44 - 54, in accordance with minimum specifications (Spruce Green; Black).	
45.	Men's Comfort Work Pants (No Pleats), Waist Sizes: 56 - 60, in accordance with minimum specifications (Spruce Green; Black).	
46.	Men's Cargo Relaxed Fit Pants, Waist Sizes: 28 - 42, in accordance with minimum specifications (Black; Khaki; Navy).	
47.	Men's Cargo Relaxed Fit Pants, Waist Sizes: 44 - 54, in accordance with minimum specifications (Black; Khaki; Navy).	
48.	Men's Cargo Relaxed Fit Pants, Waist Sizes: 56 - 60, in accordance with minimum specifications (Black; Khaki; Navy).	
49.	Men's Cotton Pants, Waist Sizes: 28 - 42, in accordance with minimum specifications (Navy).	

GARMENT REPLACEMENT COSTS FOR LOST OR DAMAGED UNIFORMS:

	ITEM DESCRIPTION	REPLACEMENT COST
50.	Men's Cotton Pants, Waist Sizes: 44 - 54, in accordance with minimum specifications (Navy).	
51.	Men's Cotton Pants, Waist Sizes: 56 - 60, in accordance with minimum specifications (Navy).	
52.	Non-Insulated 100% Cotton Coveralls, Sizes: Small – X-Large, in accordance with minimum specifications (Post Blue).	
53.	Non-Insulated 100% Cotton Coveralls, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Post Blue).	
54.	Non-Insulated 100% Cotton Coveralls, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Post Blue).	
55.	Ladies' Image Knit Polo Short Sleeves, Sizes: Small – X-Large, in accordance with minimum specifications (Blue).	
56.	Ladies' Image Knit Polo Short Sleeves, Sizes: 2X-Large – 3X-Large, in accordance with minimum specifications (Blue).	
57.	Ladies' Image Knit Polo Short Sleeves, Sizes: 4X-Large – 6X-Large, in accordance with minimum specifications (Blue).	
58.	Ladies' Cargo Pants, Cathy Fit, Sizes: 0 - 12, in accordance with minimum specifications (Black).	
59.	Ladies' Cargo Pants, Cathy Fit, Sizes: 14 - 24, in accordance with minimum specifications (Black).	

GARMENT REPLACEMENT COSTS FOR LOST OR DAMAGED UNIFORMS:

	ITEM DESCRIPTION	REPLACEMENT COST
60.	Ladies' Cargo Pants, Cathy Fit, Sizes: 26 - 36, in accordance with minimum specifications (Black).	
61.	Ladies' Comfort Work Pants, Cathy Fit, Sizes: 0 - 12, in accordance with minimum specifications (Black; Spruce Green).	
62.	Ladies' Comfort Work Pants, Cathy Fit, Sizes: 14 - 24, in accordance with minimum specifications (Black; Spruce Green).	
63.	Ladies' Comfort Work Pants, Cathy Fit, Sizes: 26 - 36, in accordance with minimum specifications (Black; Spruce Green).	