

## Purchasing Division

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**July 22, 2017**

### **ADDENDUM #2**

**BID No. PW-17-45 – Uniform Rental, Purchase and Laundry Services**  
**Scheduled Bid Closing Date: August 10, 2017**

To All Bidders of Record:

Acknowledge receipt of this addendum by attaching a signed copy of this addendum with your bid. Failure to do so may subject bidder to disqualification. Revisions/clarifications to the bid specifications and documents are as follows:

### **Questions & Answers:**

- We see approximate quantities. We are assuming these are estimated annual quantities. However, how many pieces on average are you purchasing per order? How often do the orders occur?

**These will be purchased as needed**

- Polo shirts reference a patch. Need to verify you want a patch and not direct embroidery (recommended). Additionally, will you accept no-pocket polos?

**Embroidered patch. We will not accept a no-pocket polo**

- T-shirts reference a patch. These are normally screen printed.

**Screen Printed**

- Lined Service Jacket reference a patch. Did you want embroidered?

**Embroidered patch**

- Low shrink hoodie reference a patch. Did you want embroidered?

**Embroidered**

- Lined water resistant jacket reference a patch, did you want embroidered?

**Yes, embroidered**

- Solid safety vest reference a patch, usually these are screen printed or not logos.

**Screen printed**

- Hi visibility safety jacket reference a patch, usually these are screen printed or not logos.

**Screen printed**

- Knit Cap references no logo, usually these are embroidered.

**Embroidered**

- The city says it will not pay flat rate charges on mats and towels. The city will only pay for soiled items picked up. The intention from the vendor's perspective is to set the inventory at the amount that is most likely to be used. Therefore we plan on exchanging as close to all of the inventory provided. Due to the verbiage in the bid, the city may request an inventory far about the necessary amount needed and the vendor would not be able to charge for these items unless they were used and picked up as soil. My question would be, does the vendor have the ability or right to set the inventory themselves to best fit the need of the city department? For example: city request that their inventory to be 1,200 towels but only uses 100. The vendor would only be able to charge for 100?

**No, the vendor cannot set the inventory**

- Will the city pay flat rate charges on rental garments or is that based on soil turn in like the towels appear to be?

**It is leased on soil turn in**

- There is a request for both 3x4 and 3x5 mats. Can 3x4 mats be substituted for the 3x5 mat? Most vendors do not carry 3x5 mats in their normal inventory.

**Yes, 3x4 can substitute 3x5**

- On addendum #1, a question was asked in regard to the city emblem. As a vendor and noting that the city wants us to provide at no charge to the city its emblem on the rental shirts, it is important to take a look at what is expected for the emblem. I think even a scan of the expected emblem would be helpful as that piece will help us determine the best price for shirts on the bid.

Most vendors outsource their emblem needs to a third party and it is important to know the cost of it. Is it possible to at least send a scan out of the current or intended City emblem?

**Please see attached embroidery specifications.**

Addendum #1 received: Date \_\_\_\_\_

Received by: \_\_\_\_\_

Name & Title, printed: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number, including Area Code: \_\_\_\_\_

Fax Number, including Area Code: \_\_\_\_\_