

## **ADDENDUM No. 1**

### **RFP No. 25-35**

#### **Clothing Swap and Sustainable Textile Engagement**

**Due: August 15, 2025 at 2:00 P.M. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes four (4) pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document should be included in submitted proposal:**

- **Attachment A – Legal Status of Offeror**
- **Attachment B – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment C - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form of the RFP Document**

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### **I. QUESTIONS AND ANSWERS**

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: With regard to the tasks of educational programming and data collection, do you want a pitch in the RFP for how to get those things done, or are you just looking for willingness of the vendor to do this?

Answer 1: A pitch including a proposed way to get these tasks done would make for a stronger proposal, but it is not a requirement of the proposal.

Question 2: Is the City open to some of the work in this scope, such as bi-weekly check-ins, being done virtually?

Answer 2: The City is open to work being completed virtually where it makes sense. There are key tasks including the swaps events and pre-event donation collections that will require the vendor to be on site.

Question 3: What is a viable budget range that the City anticipates this project might fall under?

Answer 3: As an upper end of a possible budget, The City is considering \$75,000 from start to finish, however, we are seeking firms to make their own fee proposal.

Question 4: Is the intention for educational programming on sustainable textiles to build off of what the City has already done in this area?

Answer 4: What is being requested in this RFP in terms of educational programming is largely

something new that has not been done as part of the City's swap programming before. The end result would ideally achieve creating measurable behavior change around consumption, including progress towards moving towards a local, circular economy.

Question 5: For the project start timeline, if the winning bidder goes to City Council in September or October, when would the work begin?

Answer 5: This is dependent on how long the administrative process to onboard the new vendor takes, including accepting the award, going to City Council, meeting insurance requirements, and signing the contract. The City anticipates that the work outlined in the RFP will begin in October.

Question 6: How do we know when the addendum is published?

Answer 6: The addendum can be found on the City's Request for Proposals website, the same location that the RFP can be found. The addendum will be included in the RFP # column under the link to the RFP document. The addendum is set to be published by the end of the week of July 28, 2025.

Question 7: Since the City is already hosting swap events, are you still looking for new creative ideas?

Answer 7: Yes, we are seeking creative ideas that result in behavior change, measurable impact, and impact storytelling.

Question 8: Will the skill building workshops be held separately, or in conjunction with the swap events?

Answer 8: We would like skill building workshops to be held in conjunction with swap events.

Question 9: Would mending or other skill building workshops be at all pop-up swaps?

Answer 9: Not necessarily. Which pop-up swaps include skill building workshops and which do not is something that should be decided collaboratively between the chosen vendor and OSI.

Question 10: Do all monthly swap events take place at City Hall?

Answer 10: Yes, at this time, our monthly swaps take place on the third Thursday of each month at City Hall.

Question 11: What kind of attendance does the City get at monthly swaps?

Answer 11: We kicked off monthly swaps on July 17, 2025 and welcomed around 40 attendees. This first swap was during (yet separate from) Ann Arbor Art Fair, which may have influenced attendance. Additionally, we are in the process of building our audience with this new monthly swap format, so we may see different attendance in the future.

Question 12: Are there separate donation drop-off events before swap events?

Answer 12: For monthly swaps, there is no pre-event drop-off, we ask attendees to bring their donations with them to the event. For some swaps, such as the swap festival, a pre-event drop-off should be explored.

Question 13: What day do you plan on hosting monthly swap events?

Answer 13: The monthly swap events currently take place on the third Thursday of the month, and we do not anticipate this changing in the near future.

Question 14: What is the feel of the monthly swap events?

Answer 14: We intend for the monthly swaps to feel like a gathering space where attendees can build community. We have music at the swaps and we are able to have them outside when the weather permits.

- Question 15: How do you market the monthly swap events and is the Ann Arbor community aware that they exist?
- Answer 15: The City may advertise monthly swap events via radio interviews, press releases, the Office of Sustainability and Innovation's newsletter and social media accounts, as well as other channels. We believe the information is generally accessible to the Ann Arbor community, however, we are open to additional communication channels that are suggested.
- Question 16: Are children's clothing, shoes, and purses accepted at the current monthly swaps at City Hall?
- Answer 16: Yes, all clothing and accessories that are clean and in good condition are accepted at our monthly swap events.
- Question 17: Is the City hoping to only host monthly swaps at City Hall, or is the plan to branch out to different locations?
- Answer 17: We are intending to keep monthly swap events at City Hall as a consistent location. Our other 'pop-up' swaps are intended to be embedded in various community events across the city.
- Question 18: Will the fee proposal need to be inclusive of all anticipated costs, including supplies like shopping bags?
- Answer 18: All costs, including supplies, should be factored into the fee proposal. For shopping bags specifically, our goal is to keep sustainability and circular economy practices embedded into the events. We have not had a need to buy bags for any swaps in the past.
- Question 19: If the vendor is interested in bringing in other OSI collaborators, would the vendor be responsible for this coordination?
- Answer 19: If it is decided to bring OSI collaborator to the swaps, this can be handled primarily by OSI, with support from with the winning firm. If the winning firm has ideas, this can be discussed in more detail with OSI.
- Question 20: For future monthly swaps, how many attendees do you foresee?
- Answer 20: We anticipate 100-150 attendees per event during our first year of monthly swaps. Our hope is that through various efforts, this number continues to increase. For reference, our first monthly swap saw 40-50 attendees.
- Question 21: Does the City have space to store supplies for swap events such as garment racks?
- Answer 21: We are working on getting more storage space. Right now, we have limited materials and storage, but we are hoping to expand. There is nothing guaranteed in regard to storage space at the moment.
- Question 22: What happens to leftover clothing from the monthly swaps?
- Answer 22: We keep some of the leftover clothing as a starter for our next swap and the rest we donate to places in Ann Arbor like Kiwanis.
- Question 23: Do you donate leftover clothing to any particular group?
- Answer 23: Historically we have donated to Kiwanis Club of Ann Arbor, but we are open to donating to a variety of places.
- Question 24: Are there any evaluation criteria for items being dropped off at monthly swaps?
- Answer 24: We have suggested limits on number of items attendees may bring to five items, plus accessories. For the most part, this has prevented attendees from bringing items in bad condition. Additionally, we have a check-in process where staff can do a simple scan of donated items.

- Question 25: Where can guests try things on during the monthly swap events?  
Answer 25: At the monthly swaps at City Hall, attendees can try clothes on in the City Hall bathrooms. For pop-up events, we will need a different solution.
- Question 26: Do you have mirrors at the monthly swap events?  
Answer 26: Yes.
- Question 27: For the monthly swap events, will you have anything more elaborate for holidays?  
Answer 27: We would like to have a regifting themed holiday swap in late fall.
- Question 28: How did the Ward Party swaps go?  
Answer 28: From OSI's perspective, they went very well.
- Question 29: How have pop-up swaps gone at University of Michigan athletic events?  
Answer 29: This has not been done by the City yet, this would be a new activation.
- Question 30: Do you provide volunteers, or would the winning firm be responsible for recruiting volunteers?  
Answer 30: If volunteers are needed, the winning firm would be responsible for all aspects volunteer management.
- Question 31: Where would the skill building workshops be taking place?  
Answer 31: We would like skill building workshops to take place indoors during the monthly swaps. Skill building workshops may also be incorporated into other swaps where it makes sense.
- Question 32: What kind of workshops would you like to see?  
Answer 32: Clothing repair, shoe repair, natural dyeing etc. The goal is to give attendees ways to keep clothing in use longer.
- Question 33: If, for example, bedazzling workshops are included in the firm's proposed workplan, should those supplies be in the proposal and budget?  
Answer 33: All costs should be included in the fee proposal.
- Question 34: Would the selected vendor lead marketing efforts for the swap events?  
Answer 34: The City will be the lead in branding and marketing with strong support from the selected vendor.
- Question 35: What does the City use for file sharing?  
Answer 35: The City uses Microsoft Office Suite primarily, including SharePoint.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.