ADDENDUM No. 1

RFP No. 26-35

Managed Clothing (Uniform) Program

Due: July 14, 2026 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 seven (7) 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 C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D – City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E – Vendor Conflict of Interest Disclosure Form of the RFP Document**

<u>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.</u>

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: We were just wondering if we could get the city logo or logos that will be used on the bid? We are just wanting to see the art files so we can review for this bid.

Answer 1: The City has provided sample embroidery logos in Attachment H of the RFP for proposal review purposes. The City will provide the selected vendor with the applicable digital logo file after award, when needed for garment production.

For purposes of the proposal, here is an additional logo sample. A digital .png file is available upon request via e-mail to CCespedes@a2gov.org. If a vendor anticipates any embroidery setup, digitizing, or related logo costs, those costs should be clearly identified in the fee proposal.

Question 2: Section III limits proposals to 10 sheets (20 sides), not including required attachments and resumes. Section II.E requires submission of catalogs, descriptive literature, and sizing charts. Do catalogs and sizing charts count toward the 10-sheet limit, or may they be submitted as separate attachments? May they be provided electronically on the USB rather than printed?

Answer 2: Catalogs, descriptive literature, product specification sheets, and sizing charts may be submitted as separate supplemental attachments and will not count toward the 10-sheet/20-side proposal narrative limit.

These materials may be provided electronically on the USB/flash drive, preferably in PDF format, and should be clearly labeled or indexed so the City can easily identify the proposed products, sizing information, and related product details.

Please note that proposed pricing, discounts, embroidery charges, shipping charges, or other fee-related information should not be included in the main narrative proposal or supplemental catalog materials unless they are also included in the separately sealed Fee Proposal. All proposed fees and costs should be submitted in the separately sealed Fee Proposal envelope.

Question 3: Confirming submission format: one original plus one USB copy in PDF in the main sealed envelope, the fee proposal in its own separate sealed envelope, and Attachments C, D, and E included in the main narrative rather than the fee envelope. Is that correct?

Answer 3: Correct.

Question 4: Can we request for the previous bid tabulation for this bid?

Answer 4: Details on RFP# 19-15 when this was last solicited can be found publicly at: City of Ann Arbor - File #: 19-0663.

Question 5: FR and arc-rated apparel: Approximately how many of the 213 employees require flame-resistant or arc-rated apparel, and which job classifications? What standards must these garments meet (for example NFPA 2112 for FR and an NFPA 70E arc rating or cal/cm² level)? Are both tops and bottoms required?

Answer 5: Based on the City's current active uniform roster, approximately thirty-two (32) employees currently have FR-related allotment access. These employees are primarily in Water Treatment, Forestry, Signs & Signals, and Solid Waste.

The current roster reflects the following approximate active FR-related allotment access by department: Water Treatment, 17 employees; Forestry, 8 employees; Signs & Signals, 6 employees; and Solid Waste, 1 employee.

Separately, City staff have confirmed that approximately fifteen (15) Signs & Signals employees require arc-rated apparel meeting applicable NFPA 70E requirements. For those employees, both tops and bottoms are required.

The City is not establishing one universal FR standard, arc rating, or cal/cm² level for all garments under this RFP. FR and arc-rated apparel needs may vary based on employee job duties, unit-specific requirements, City policy, and applicable safety requirements. Vendors should clearly identify the applicable safety standards, ratings, cal/cm² levels, and certifications for each proposed FR or arc-rated item.

The quantities above are estimates only and do not guarantee a minimum purchase quantity during the contract term.

Question 6: Would Ann Arbor be open to considering any existing, mutually established terms and conditions as a potential starting point for the agreement, where applicable?

Answer 6: The City's General Services Agreement, a sample of which is included in the RFP Document, will be used as the starting point for the agreement.

Question 7: The RFP states a preference for standard and FR/arc-rated apparel from the same vendor. Is single-vendor sourcing for both required, or will a proposal that fully meets the standard apparel scope and sources FR through a supplier partner still be considered?

Answer 7: Single-vendor sourcing is preferred, but not required. The City will consider proposals that source FR/arc-rated apparel through a supplier partner, provided the primary vendor remains responsible for ordering, billing, customer service, product quality, and overall contract performance.

Question 8: Does the City require the City logo embroidered on FR/arc-rated garments? If so, does the City accept embroidery applied with FR-compatible thread and backing per the garment manufacturer's guidelines?

Answer 8: Yes, when the FR/arc-rated garment is a shirt, sweatshirt, or outerwear item, the City logo must be embroidered as required by the RFP. The City does not require logo embroidery on pants unless otherwise approved or requested by the City.

The City will accept embroidery on FR/arc-rated garments using FR-compatible thread and backing, provided it is applied in accordance with the garment manufacturer's guidelines and does not compromise the garment's safety rating or certification.

Question 9: Carhartt is listed as preferred. Is Carhartt required, or will equivalent work apparel brands be accepted? Should the percentage discount be quoted off Carhartt list pricing specifically, or off each brand's catalog/list pricing?

Answer 9: Carhartt is preferred, but not required. Equivalent work apparel brands will be accepted for consideration, provided the proposed items meet the City's quality, durability, fit, availability, and intended work-use needs.

Vendors should clearly identify the brand, product line, catalog/list price basis, and proposed discount for each proposed item or category. If discounts vary by brand or product category, those differences should be clearly stated in the Fee Proposal.

Question 10: Can the City share the approximate breakdown of the 213 employees by program tier (Tier 1, Tier 2, Tier 3) so we can estimate the mix of shirts versus outerwear?

Answer 10: The approximate breakdown of the 213 participating employees is as follows:

- Tier 1: 106 employees
- Tier 2: 25 employees
- Tier 3: 82 employees

These counts are estimates only and may increase or decrease during the contract term due to staffing changes, transfers, classification changes, unit reorganizations, or updates to the City's Managed Clothing Program Policy.

Question 11: Can the City provide historical annual program spend or approximate annual unit volumes by category? This would help us price the discount accurately.

Answer 11: For general background, Public Services purchase order activity under the current program has averaged approximately $50,000 per year from 2020 through 2026. This figure reflects Public Services only and should not be interpreted as total program spend.

The City is working from an estimated 213 participating employees for this RFP. Actual annual spend will vary based on employee participation, staffing changes, approved product categories, pricing, sizing, replacement needs, and available unit budgets. The City does not guarantee any minimum annual spend or purchase volume under the resulting contract.

Question 12: Will an online system that displays available products, current stipend/allowance balance, and order status satisfy the program management requirement and remove the need for a separately assigned program manager?

Answer 12: An online system that displays available products, current stipend or allowance balance, and order status may satisfy the program management requirement, provided the system also supports employee ordering, approved catalog access, tier or allowance tracking, and reliable order management.

A separately assigned program manager is not required if the online system provides these functions and minimizes administrative burden for the City. However, the selected vendor must still provide a primary point of contact or account support for implementation, customer service, issue resolution, catalog updates, billing questions, reporting, and other program administration needs.

Question 13: Should the vendor's online system track each employee's stipend balance and flag or prevent orders that exceed it? For approved purchases beyond the stipend that are employee-paid, should the employee pay the vendor directly at checkout, or are those handled separately from City billing?

Answer 13: Yes. The vendor’s online system should track each employee’s available stipend or allowance balance and should flag or prevent orders that exceed the employee’s available City-funded balance.

The City prefers that stipend balances and outerwear or other non-stipend allowances be tracked separately, where applicable.

Employee-paid purchases beyond the City-funded allowance are not automatically authorized through this RFP. Any such purchases must be approved by the City and must be handled separately from City billing, including any related shipping, handling, or other charges.

Question 14: Will the City provide the logo as a vector or embroidery-ready digital file? Attachment H shows finished embroidery samples rather than artwork.

Answer 14: This question is addressed in Answer 1.

Question 15: Should the percentage discount be applied to the catalog/list price of blank garments only, with embroidery, shipping, and other ancillary charges listed separately?

Answer 15: Yes. The percentage discount should be applied to the catalog/list price of blank garments.

Embroidery, extended sizing, tall sizing, women’s sizing, specialty sizing, alterations, rush charges, and other ancillary charges should be listed separately in the Fee Proposal.

Shipping charges should also be listed separately and are not considered part of the employee stipend or allowance amount.

Question 16: Is the City requesting a single discount percentage across all apparel categories, or may vendors provide different discount percentages by product category (e.g., standard apparel, outerwear, FR apparel, Arc Flash apparel, Carhartt products, etc.)?

Answer 16: The City is not requiring one single discount percentage across all apparel categories.

Vendors may propose the discount structure that best fits their pricing model, including different discounts by product category, brand, item type, or apparel category.

The Fee Proposal should clearly identify the catalog/list price basis and the applicable discount for each proposed category.

Question 17: Since all shirts, sweatshirts, and outerwear require embroidered City logos, should embroidery costs be included within the catalog discount structure or quoted separately as an additional line-item charge?

Answer 17: Embroidery costs should be quoted separately as an additional line-item charge in the Fee Proposal.

The Fee Proposal should clearly identify any per-item embroidery cost, setup cost, digitizing cost, or other logo-related charge. If a vendor includes any embroidery cost in its garment pricing, that must be clearly stated.

Question 18: For shipping, should vendors assume delivery to a single City location, or should pricing account for direct-to-employee shipments? If direct-to-employee shipments are anticipated, should shipping costs be included in the discount structure or identified separately?

Answer 18: Vendors should account for both direct-to-employee shipments and delivery to a City-designated location.

Orders may be shipped directly to employees or to a City-designated delivery location, as determined by the City. If a City delivery location is used, the default location will be Wheeler Service Center, 4251 Stone School Road, Ann Arbor, MI 48108. Shipping costs should be identified separately in the Fee Proposal.

Question 19: If freight charges vary based on order size, destination, or shipment method, would the City prefer a fixed freight schedule, free freight threshold, or separate pass-through freight charges?

Answer 19: The City prefers a fixed freight schedule where feasible, as this helps with budgeting and invoice review.

Vendors may also propose separate pass-through freight charges, provided the Fee Proposal clearly identifies how freight charges are calculated, including any factors such as order size, destination, or shipment method.

Question 20: Is the City requesting that pricing remain fixed for the contract term, or will catalog/list price increases from manufacturers be permitted with the discounted percentage remaining constant?

Answer 20: The City prefers stable pricing. If manufacturer catalog/list pricing changes during the contract term, the vendor's proposed discount percentage must remain fixed, and the City must receive at least thirty (30) days' advance notice before the pricing change takes effect. The City may also ask for written documentation of any manufacturer increases to justify the changes.

Question 21: Will all payments be processed with a PO and NOT a credit card on the on-line platform?

Answer 21: No, City funded purchases may be processed by purchase order/invoice or by City P-card, as determined by the city. Employee-paid purchases beyond an employee's City-funded stipend or allowance are NOT automatically authorized

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Question 22: The proposal is requesting each vendor submit with its proposal, catalogs, descriptive literature, designs and other necessary information to fully describe the material or apparel proposed to be furnished. It is acceptable to submit ONLY specification sheets for each proposed item which would include images, product descriptions, size ranges and available colors?

Answer 22: Yes. Specification sheets are acceptable in place of full catalogs, provided they include enough information to fully describe each proposed item.

At a minimum, specification sheets should include images, product descriptions, size ranges, available colors, material or fabric information, and any applicable safety ratings or certifications for high-visibility, FR, or arc-rated apparel.

Question 23: We will be proposing City of Ann Arbor requested items in a variety of styles and brands. There are many options in the market. Will it be acceptable to recommend additional items based on employee requests if awarded the contract?

Answer 23: Yes. The selected vendor may recommend additional items during the contract term based on employee requests, product availability, or new vendor/product offerings. Any additional item must be reviewed and approved by the City before it is added to the approved catalog or made available for purchase.

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