



DEPARTMENT OF FINANCE
Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director

July 2, 2019

ADDENDUM NO. 1

INVITATION FOR BID #19-1880-6YMD

SUBJECT: Uniforms and Accessories

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Invitation for Bid:

This IFB and any addenda are available on the County of Henrico website at: <https://henrico.us/finance/divisions/purchasing/>. To receive an email copy of this document please contact dan23@henrico.us.

The Invitation for Bid due date has been extended to 2:00 p.m., July 11, 2019.

Page 3, B. SPECIFICATIONS: Item 4,

Change last sentence from: Men's Regular sizes XS-4XL

To read: Men's Regular sizes S-4XL

Pages 3, B. SPECIFICATIONS: Items 1 and 2 and Pages 21-22 of the Bid Form, Items 1 and 2 lists incorrect information for the embroidery and silk screening of the logos. The logos shall be embroidered on the left sleeve for the polo shirt and silk screened on the left breast for the T-shirt. Size should be approx. 3 1/4" x 1 1/4 " and should read:



HCPS

Henrico County Public Schools
School Nutrition Services

See Attachment E for sample logos for shirts, caps and visors. Bidder shall note that the embroidered logo for the cap and visor should be placed on the front of the garment and size should be approx. 3 1/4" x 1 1/4 ".

Page 4, item #8, currently reads:

- 8. The cost for the embroidery of "HCPS School Nutrition Services" logo on the shirts, T-shirts, caps and visors shall be included in the cost of the product.

Shall be changed to read:

- 8. The cost for the embroidery or silk screen printing of the logos on the shirts, T-shirts, caps and visors shall be included in the cost of the product.

Page 23, Bid Form, Delete Item 4a. - XS Regular 10 each, as the specified product is not sold in this size.

See attached "Questions and Answers".

Please acknowledge the receipt of Addendum No. 1 dated July 2, 2019 on your BID FORM when returning your Bid package. If your bid has already been delivered, please return this addendum under separate cover referencing the IFB number, due date and time on the outside of the envelope. Failure to acknowledge this addendum may result in your bid being declared non-responsive. All other general terms, conditions and specifications shall remain the same.

Sincerely,

Yvonne M. Daniel, CPPB
Asst. Division Director
804-501-5686
dan23@henrico.us

Signature: _____

Print Name: _____

Company: _____

Date: _____

IFB #19-1880-6YMD

**Uniforms and Accessories
Questions and Answers**

July 2, 2019

- Q1. Can you provide the dst/embroidery file for the logo to be embroidered on each item? If unavailable, are you able to provide a "vector" file of the exact logo so that bidders can estimate the stitch count? If this is not available, we can work with a pdf file.
- A1. See Addendum No. 1 and Attachment E.
- Q2. Please confirm which items do not require a logo.
- A2. Items 3, 4, and 5 and their sub lines do not require a logo.
- Q3. Please provide delivery address for contracted items.
- A3. Delivery address is 3751A Nine Mile Road, Henrico, VA 23223
- Q4. Is there a delivery bay at this location so that a lift gate is not needed?
- A4. No, there is not a bay at this location.
- Q5. Is inside delivery required?
- A5. Yes, inside delivery is required.
- Q6. Please clarify the color of the Polo.
- A6. The color is Red.
- Q7. The Cherokee Scrub pants do not come in XS. Please advise.
- A7. That is correct and that size has been deleted from the IFB. See Addendum No. 1.
- Q8. Are there any restrictions on the location of the bidder? Do we have to be licensed in Henrico County or within a certain radius?
- A8. No, there are no restrictions on the location of the bidder. See page 9, Item, L for the County's License Requirement.