



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
6613C028

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ALAN CUMMINGS 304-558-2402

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

DIVISION OF HIGHWAYS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

SHIP TO

DATE PRINTED
05/28/2013

BID OPENING DATE: 06/12/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 02		
				ISSUED TO DISTRIBUTE VENDOR QUESTIONS AND AGENCY RESPONSES.		
0001		WK		984-36-01-003		
	1			UNIFORM SERVICE		
				***** THIS IS THE END OF RFQ 6613C028 ***** TOTAL:		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: 6613C028

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Issued to distribute vendor questions and agency responses.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Addendum #2

Uniform Rental Service Contract

RFQ#6613C028

- Question #1 Are the reflective stripes on the flame resistant coveralls also made of flame resistant material?
- Response #1 Yes.
- Question #2 Each wearer will get 11 t-shirts AND 11 button down shirts. Of the button shirts they can choose either long sleeves OR short sleeves. They keep their T shirts through the summer and switch to their button down shirts in the fall. Is this correct?
- Response #2 No, this is not correct. Section 3.1, paragraph two states "One uniform set shall consist of a t-shirt OR workshirt and work pant." A worker will either have a t-shirt OR a workshirt, not both; however, per Section 3.1.1.1, a worker shall have the option of a combination of t-shirts and/or workshirts, but no more than 11 shirts per worker.
- Question #3 Has there been any determination made on the Agreement being for 3 years instead of 1 year Agreement with two 1 year option? Considering the scope of the project, year to year seems risky for both parties. We would prefer a 3 year commitment with a performance guarantee built in for service deficiencies.
- Response #3 The life of the contract is still set at one year with the option to renew for two additional one year periods; however, we are still examining the possibility of a three year term with the option to renew for two additional one year periods. Any Vendor wishing to submit data substantiating the benefits of a three year term versus a one year term is greatly welcomed.
- Question #4 Roughly what % of the wearers participate in the seasonal sleeve change currently?
- Response #4 This varies by District and we currently do not have that percentage.
- Question #5 Do the T-shirts also require the WVDOH Logo/Patch?
- Response #5 Yes, per section 3.1.1.5 "The WVDOH patch.....shall be applied to each shirt....."

Addendum #2

Uniform Rental Service Contract

RFQ#6613C028

To answer Vendor posed questions and to change the bid opening date.

Question #6 The RFQ says the logo should be permanently affixed to the shirt, does this mean they should ONLY be sewn on to the shirts as opposed to affixed some other way?

Response #6 WVDOH does not wish to dictate the Vendor's application. The Vendor's application shall be permanent so that the patch is not removable.

Question #7 For Section 8.3... Our reporting is all online. Its itemized and accessible on demand for our customers from their desktop/laptop. Will this be acceptable?

Response #7 Yes.

Question #8 Is there any way to know roughly what % of employee DON'T use the weekly laundry? If so, what is that number?

Response #8 All workers participate in the weekly mandatory pickup and delivery laundering requirement. As this is a rental program, the Vendor is responsible for reviewing each garment for meeting ANSI standards and the Vendor should use the laundering time for this review.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: 6613C028

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012