



## CITY OF PALO ALTO

### PURCHASING AND CONTRACT ADMINISTRATION

250 HAMILTON AVENUE  
PALO ALTO, CA 94301

P.O. BOX 10250  
PALO ALTO, CA 94303

Date: October 21, 2009

Subject: Addendum Number One to City of Palo Alto Request for Proposal (RFP) Number 131565

Project Title: Work Uniform Rental/Laundry Service

Department: Administrative Services/Purchasing Division

Bid Opening Date: 3:00 p.m., Tuesday, October 27, 2009

Please note the following changes, corrections, and clarifications that are hereby incorporated to the requirements of the RFP:

**Section 3.4 – Submission of Proposals** - The Proposal Opening Date of 3:00 P.M. Tuesday, October 27, 2009 remains unchanged.

**Section 3.4 is revised to read: Samples** of Items 1-10 listed in Section 1 and Items 1-5 listed in Section II of Attachment E – Cost Proposal & Bid Response Sheets are to be submitted, in boxes, with manufacturer specifications at time of submittal of the response to the Request for Proposal.

#### **Section 4 – Proposed RFP Timeline changes as follows:**

RFP Issued	October 2, 2009
Pre-Proposal Meeting	October 8, 2009
Deadline for questions, clarifications	October 15, 2009
Proposals Due	October 27, 2009
Finalist Identified	Week of October 26, 2009
Consultant Interviews	Week of October 26, 2009
Consultant selection and contract preparation	Week of <b>November 9, 2009</b>
Council approval	Week of <b>December 7, 2009</b>
Contract awarded	Week of <b>December 8, 2009</b>
Work commences	Week of <b>December 14, 2009</b>

To all prospective Proposers:

SECTION III - Misc. Charges - Bid Response Sheet

Please provide your cost for the following additional services:

Item	Cost
Providing and affixing patches with City name	\$
Providing and affixing patches with individual name	\$
Affixing City provided logo patches	\$
Environmental Fees	\$
Garment Preparation for size change	\$
Garment Preparation for color change	\$
Garment Preparation for new employee after initial installation	\$
Depreciation scale	\$
Other - enter any additional charges not listed in the proposal. Any charges not listed in the proposal or herein will not be paid.	\$

Clarification on items being provided -

1. On the Flame Resistant Specs "Poly" is listed as a material used in the construction of the garment. This should be high tenacity nylon? We may have covered this in the meeting I just wanted to clarify as polyester is not allowed in FR garments. - **Poly is only shown on the FR Jacket and is a blend of 88% poly/12% cotton.**

2. In the specs, the FR pants are listed with an ARC rating of 13.7, but then in the pricing it's listed as 11-13.7. I am wondering what ARC rating is being required because an ARC rating of 13.7 is extremely high and with the Specs listed I don't believe there is anything available with the rating. - **Please give us pricing on a rating of 13.7.**

3. Where are the Specs coming from on many of these FR garments? Is that from a particular manufacturer? Is there a preferred manufacturer of these FR items or a manufacturer whose Specs you have used to create this RFP? - **The specs were compiled from various vendor sites most of whom use the same manufacturer.**

4. Reflective Vests: Are we looking at Class 2 or 3, or both? - **Both - Class 2 for Daytime, Class 3 for Nighttime Illumination.**
5. The vests should be a direct purchase item for the city not a rental. - **We want to lease the vests.**
6. From a cost standpoint it will be immensely cheaper to purchase these items. - **We need to see the lease cost and we can go from there.**
7. Industrial laundering will greatly diminish the life of the vest and it will lose the reflective properties. - **When that occurs, we expect the garment to be swapped out and replaced.**
8. We also have noted when renting these type of vests to other clients that they are seldom turned in for cleaning. They do not get turned in as often because they are an over garment. - **Then that should reduce the W&T and less laundering which will prolong the life of the vest and its reflective properties. As with the other garments in this lease program, the vests have a "normal" wear and tear period and we expect each item to be replaced in time as needed due to wear and tear, damage or loss.**
9. Lastly on this note, rental of these vests will increase your inventory needed with the turnaround on washing. I have reviewed pricing on this style vest versus a purchase of this vest and you would be better off purchasing bi-annually and simply discarding the vests when they have worn out. - **I don't believe the City can take a "purchase" hit bi-annually to replace all vests simultaneously; it seems more cost-effective for the City to have these garments on a lease basis, replacing them where necessary.**
10. If rental is the way you finally decide to go, please specify the manufacturer where your specs have been pulled from as they are not easy to meet and would be an outsourced item. - **We have stated the specs needed for the vests so it will be up to each Proposer to find items that meet these specs whether they are outsourced or inventory items.**
11. I really would like exact final Specs on everything FR with the manufacturer as well. Some of the ARC ratings are extremely low and some are higher than what is available in the industry. I would simply like clarification on those necessary ratings. - **The Using Departments Project Managers have reviewed the specs**

and ratings included in the RFP of which they have researched also and have concluded that these are the minimum standards we want to meet at this time. It is up to the Proposer to at least meet our requirements and submit pricing on the items as specified.

12. For clarification on the emblems for the FR shirts. From what we have seen in the NFPA standard there is nothing stating the emblems need to be FR rated. The standard simply suggests the limiting of patches on the shirts. In an effort to be cost effective FR emblems and thread may not be necessary. We work with many other locations and cities, non of whom mandate these emblems and thread. As I mentioned in the meeting, best practices suggest the limiting of emblems and emblems to be attached with non FR thread so they will burn off and fall to the ground in the event of an Arc Flash. - Our FR using Division is requiring name patches and emblems on the FR shirts- no limitations. As I understood from the meeting, there are FR patches and thread available. This is our requirement to be compliant and insure the FR integrity of the complete uniform.

13. Can we present the various garments to ensure you make the best choice and to educate your Committee on how FR Programs should be managed as well as recommend the best fabrics for the line of work? - Yes, this will be possible should you get an invitation to interview.

14. Print towels: I see that under the towel section there is a towel listed as "print", can you clarify what this towel will be used for, what purpose it serves? What types in ink and/or chemicals will it come in contact with? - These are cotton towels used in our Print Operation to clean our press machines, glazing machine and wipe up ink spills. The soiled towels are then stored in a safety can to contain chemicals until picked up for laundering.

15. I know that being Green is very important to the city. With that said I strongly encourage our potential new customers to visit the facility where their uniforms and facility items are serviced, would it be possible for you to come and take a plant tour of our facility?

Yes, we may want our Sustainability Team to tour the facility of the winning Proposer.

16. When to expect the addendum - (working on that now; will issue tonight) and will that change the timeline for the

deadline of the 15<sup>th</sup> for questions (I stated in the meeting, the deadline remained the same and that I would address all questions upon my return).

17. We want to clarify if you want all the FR wearers in FR shirts and FR vests? - **Yes**

18. Will they be wearing them at the same time? - **This is possible. (They cannot wear a vest without a shirt and the shirt must be FR).**

19. For the FR vests, how often will the workers wear them and what is the length of time they wear them? - **I do not know-I would think it would depend on the job they are doing. I am being told they will wear them daily.**

20. If it is a couple of hours a day we recommend that you not get 5 changes a week as it would be an added cost you do not need. He said in most cases people get 2 changes a week for FR vests unless it is the type of job where it would need to get washed everyday or they wear them for a long period of time. - **We need 2 vests per wearer per week, not 5.**

21. We also want to clarify that the number of items listed in the RFP is including the 5 changes per week rather than the number of employees? - **Yes, that is correct mainly on the work shirts and work pants/jeans.**

22. We do not want to make any mistakes on this as it would be a large difference in price so we want to make sure that the item quantity listed for wearers is including the 5 changes per week. - **Yes, please provide pricing at the rate of 5 changes/week; except on the vests (2/wk) and the miscellaneous supply items.**

23. For the final interview, we would like to know what days you will be conducting the interview if we are one of your finalists so the rep can make arrangements to attend the meeting. - **We will start scheduling interviews as soon as the panel has had time to receive, read, evaluate and review all proposals submitted. This is normally about one week after receipt of proposals.**

Demetria Marrow  
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City of Palo Alto  
Cc: Purchasing - Project Manager