



**Request for Proposals 2021-096**

**Branded Items Fulfillment and Online Company Store**

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**ADDENDUM No. 1**

**ISSUE DATE: July 13, 2020**

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

## **Delete/Replace Section**

1. **Delete** 5.2.6 Section F – Cost Proposal

### **5.2.6 SECTION F – COST PROPOSAL**

Provide a comprehensive cost schedule breakdown and explanation of all fees anticipated to meet the requirements of this solicitation and include the following:

- Information on a pricing schedule for branded items along with volume price breakdown levels;
- Initial website setup, if any;
- Ongoing website maintenance and hosting;
- Technical support;
- Credit card fee structure.

**Replace** with the following:

### **5.2.6 SECTION F – COST PROPOSAL**

Provide a comprehensive cost schedule breakdown and explanation of **all fees** anticipated to meet the requirements of this RFP and include the following:

- Initial website setup, if any;
- Ongoing website maintenance and hosting;
- Technical support;
- Credit card fee structure;
- Shipping structure;
- Warehouse fees;
- Fulfillment cost.

Complete and submit **Attachment 1, Appendix F – Branded Items Pricing Examples.**

*End of Delete/Replace Section*

## **Question/Answer Section**

1. Can you provide quantities for the items on the RFP?

Answer: We don't have definitive numbers because we've never centralized branded item purchases in the County. We are anticipating it to be at least \$50,000 annually, but not sure how much more.

2. For the 3 levels on the RFP, are quotes for all items within that category required?

Answer: The County does not want to receive pricing for all of the item under Section 4.8.

3. Is there an expectation for standard turnaround time?

Answer: No, we understand production and shipping varies based on many factors, but ask for best effort. We asked for multiple shipping options to accommodate rush orders.

4. Do you expect to house inventory?

Answer: Under Section 5.2.4 Proposed Solution, the County asked for your information on warehousing and fulfillment.

5. What information or pricing do you need from the product categories?

Answer: Please refer to Delete/Replace section.

6. Will all the items you order be branded?

Answer: Yes, the intent is every item is branded.

7. What date do you want the online store available?

Answer: In your proposed solution, we have asked for your implementation timeline.

8. Is there a uniform component in this project?

Answer: No, that is not included in this scope.

9. Do you anticipate sharing the cost to build and implement the online store?

Answer: In the cost proposal, we ask for you to provide all of the costs associated with setup through ongoing maintenance. Please refer to Delete/Replace Section.

10. Will you need integration for single sign-on or procurement system?

Answer: Would like to know the opportunities available in your proposed solution.

11. How long is contract?

Answer: It is two years with three one-year renewals. The total contract could potentially be five years.

12. Will we need to provide samples of everything the we providing pricing for?

Answer: No, we will not need samples during this RFP process.

*End of Question/Answer Section*

## **Attachments**

1. Appendix F – Branded Items Pricing Examples

*End of Addendum No. 1*

## 12 APPENDIX F - BRANDED ITEMS PRICING EXAMPLES

### RFP 2021-096 Branded Items Fulfillment and Online Company Store

#### SUBMIT WITH PROPOSAL

Complete the following and submit in 5.2.6 Section F - Cost Proposal.

Item	Brand	Color	Applied Logo	Quantity	Unit Cost	Total
Hat (embroidered) Adult Unisex Cotton Twill Dad Hat	Yupoong	Light Gray	4-Color Union County Logo	100		
Pen	2-Tone Color Curvaceous Ballpoint	White with Blue Grip	4-Color Union County Logo	1,000		
Drinkware-20 oz. Stainless Steel Double Wall Insulated wit Lid	N/A	N/A- Stainless Steel	4-Color Union County Logo	100		
Polo Shirt - Men's (embroidered)	<a href="#">Port Authorit</a> 1 (KS10I	White	4-Color Union County Logo	\$0		
Polo Shirt - Men's (Level2 - embroidered)	<a href="#">Cutter &amp; Buck (Genre)</a>	White	4-Color Union County Logo	\$0		
Notebook (Embossed)	<a href="#">Moleskine Classic Hard Cover</a>	Sapphire Blue	Union County Embossed Logo	100		