



Government Support Services – Contracting  
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Dover, DE 19904-8202

March 16, 2015

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM  
NO.: GSS15070-CLOTHING  
CLOTHING, FOOTWEAR AND SCRUBS

***ADDENDUM #1***

The purpose of this addendum is to answer questions that were submitted.

All documents relating to the current contract can be found at:  
[http://contracts.delaware.gov/contracts\\_detail.asp?i=2190](http://contracts.delaware.gov/contracts_detail.asp?i=2190)

1. Can you share any projected purchase quantities for DOC's new uniform, Part 2 Section 1 of the Clothing contract? Additional clarification requested regarding inventory requirements.

The Department of Correction has provided the following additional information in order for vendors to have a better understanding of the uniform transition timeline and expectation.

GSS15070-CLOTHING  
RFP – Addendum 1

The DOC anticipates the roll out to take two calendar years before all officers have been fully outfitted with the new uniform (winter items ordered first; summer items ordered second) with first order being placed after vendor inventory sufficient to conduct fittings and begin order fulfillment (approximately November/December 2015). This timeline would be greatly impacted by a vendor advising less than 4 months of lead time to produce enough inventory to conduct fittings. Cadet class of approximately 40 individuals to graduate (post award – November/December 2015) would receive one (1) Class A (dress) uniform; 5 long sleeve shirts, 5 short sleeve shirts and 5 pair of pants (NOTE: Food Service and Maintenance personnel would also receive 5 polo and/or 5 blue t-shirts). DOC total number of Cos is approximately 1,700. However, it is unlikely all officers will receive all uniform items in FY16 (ends June 30, 2016). After initial outfitting of the new style uniforms, policy directs that only worn out items will be replaced. There is no automatic replacement except for dark navy blue undershirts for personnel in Maintenance. Vendor will need to be familiar with the work environment and product wear to plan uniform replacement inventory accordingly.

2. A number of Parts, Sections state “includes alterations”. We would like a clarification as to what type of “alterations” are being referred to.

Alterations to be included in the cost of clothing items will be: Hemming or shortening of sleeves and/or legs. Appendix E has been added to this solicitation to allow for vendors to submit pricing for other possible uniform “alterations”.

3. For tabs 4D and 7D. How should tabs be filled out if vendor does not have a catalog?

The catalog requested is for the Manufacturer, not the vendor. Vendors should ask Manufacturers they carry and are bidding on to provide them with a PDF of their latest catalog for inclusion with the bid response.

4. In the Footwear section, Part 7, Section 1. Under sizes available (widths) what does the “O” stand for?

“O” stands for other size options.

5. Part 3, Section 1. Shirts have a notation that “Shirts are to be Tailor fitted” Can you clarify? Generally, some individuals require the sides of the shirts to be tapered, while other individuals do not need this done at all. Would you want the price for tapering included in with the shirt or listed as a separate item?

This section applies to the Courts, whom have specifically requested “tailor fit” so please include the cost of “tapering” in the cost of the shirts.

All other terms and conditions remain the same.