

Capital Area Transportation Authority



AMENDMENT TO SOLICITATION

1. AMENDMENT NO: 1	2. SOLICITATION NO: 2015-R25	3. SOLICITATION DATE: November 13, 2015	4. EFFECTIVE DATE: December 1, 2015
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5. ISSUED BY
Capital Area Transportation Authority
Purchasing and Contracts Department
4615 Tranter Street
Lansing, MI 48910

Contractors are required to sign this document and return it with their respective bids / proposals.

6. DESCRIPTION OF AMENDMENT

- a. Addendum 1 to Section 2: Statement of Work, is attached.
- b. The Pre-Proposal Meeting Minutes from November 24, 2015, are attached.
- c. All other terms and conditions remain unchanged.

NAME OF OFFEROR (Type or Print)

COMPANY NAME

(Signature of person authorized to sign)

(Date Signed)

SECTION 2: STATEMENT OF WORK (ADDENDUM 1)

1. Specifications / Garment Requirements

- a. Full and open competition is encouraged.
- b. The items, model numbers, and manufacturers listed in Section 2 of the Request for Proposal are for reference purposes only; comparable items to those listed in this section may be submitted.
- c. The manufacturer specifications must be submitted with each “or equal” item proposed.
- d. Additional garment photos are attached.

2. Statement of Compliance

A Statement of Compliance must be submitted with all proposals.

3. Special Accommodation Items

Capital Area Transportation Authority (“CATA”) reserves the right to request and approve special accommodation garments. Special accommodation garments could include maternity clothes, medically required fabrics, or medically necessary shoes. Proposed pricing for special accommodation garments should be included in a separate price list.

All other requirements, specifications, terms and conditions remain unchanged.



RAIN GEAR



WINTER JACKET



Date: November 30, 2015

Re: Minutes of Pre-Proposal Meeting on Capital Area Transportation Authority (“CATA”) Request for Proposal (“RFP”) No. 2015-R25
Operations Uniform Supplier

A pre-proposal meeting was held November 24, 2015 at 10:00 am. Those in attendance were:

Jim Downs, Lansing Uniform Co.
Debra Alexander, CATA Assistant Executive Director
Andrew Brieschke, CATA Director of Operations
Sandy Rios, CATA Customer Service Manager
Susan Holmes, CATA Purchasing and Contracts Manager
Amber Haynes, CATA Operations Secretary

I. Debra Alexander discussed the following:

1. The various administrative functions as well as the RFP process as a whole.
2. Proposals are due at 2:00 PM on December 11, 2015.
3. Criteria used by CATA evaluation committee during proposal evaluation process.
4. Section 2: Statement of Work.
 - The items, model numbers, and manufacturers listed in Section 2 of the RFP are for reference purposes only.
 - Comparable items to those listed in Section 2 may be submitted (“Or Equal”).
 - Full and open competition is encouraged.
 - The manufacturer specifications must be submitted with each “or equal” item proposed.
 - Vendors must address / respond to each individual question and requirement listed in Section 2: Statement of Work (Paragraphs 2-A through 2-I), including each item identified in the Scope of Work Paragraph 2-C).
5. Vendors must be sure to submit a Statement of Compliance with their proposal responses.
6. This solicitation will result in a fixed price contract.
 - All pricing submitted must be fixed pricing.



7. All pricing offered for any item or service outside those listed in the Statement of Work must be included in a separate price list.

- This would include price allowances for deviations from the base price given.
- The vendor is responsible for proposing base prices that will cover the duration of the contract.
- All pricing submitted in the separate price list must be fixed pricing.
- Prices will not be negotiated during the duration of the contract.

II. Questions from Vendors and CATA Responses.

Q. How should changes or discontinued products be communicated to CATA?

A. Any product changes or discontinued items occurring during the duration of the contract may be communicated to CATA's authorized representative. Upon subsequent CATA approval, the vendor may provide proposed "Or Equal" product substitutions and specifications for approval.

Q. How often should rain gear be provided and how much (for example should there be a complete rain suit or just a jacket)?

A. One (1) rain/high visibility jacket should be provided to Street Supervisors with initial hire order. If a Street Supervisor does not currently have a rain/high visibility jacket, one may be ordered for them with approval from CATA.

Q. May screen printing and/or thermal transfers be included in pricing?

A. Proposed prices for screen printing/thermal transfers may be included in a separate price list as outlined. Please indicate a minimum quantity for this service.

Q. What if there is a manufacturer-driven price increase of an item and/or garment during the course of the five-year contract?

A. The vendor is responsible for proposing base prices that will cover the duration of the contract. Pricing allowances for deviations from the base prices should be included in a separate price list. Prices will not be negotiated during the duration of the contract.

Q. Should there be a separate list for alterations?

A. Proposed pricing for any alterations that are above and beyond those covered in the Scope of Work should be included in a separate price list.

Q. Special accommodation garments?

A. CATA reserves the right to request and approve special accommodation garments. Special accommodation garments could include maternity clothes, medically required fabrics, or medically necessary shoes. Proposed pricing submitted for special accommodation garments should be included in a separate price list.

Respectfully submitted,

/s/ Susan C. Holmes

Susan Holmes
Purchasing and Contracts Manager

/sch

Attachment: Pre-Proposal Sign in Sheet

PRE-PROPOSAL SIGN IN SHEET
CATA RFP 2015-R25 – OPERATIONS UNIFORM SUPPLIER
November 24, 2015 at 10AM

Name	Company	Phone	E-Mail
JIM DOWNS	LANSING UNIFORM CO.	517-482-6628	LANSINGUNIFORM@GMAIL.COM
Susan Holmeel	CATA	517-394-1100	sholmeel@cata.org
Amber Haynes	CATA	517-394-1100	ahaynes@cata.org
Andrew Brieschke	CATA	(517)394-1100 x286	abrieschke@cata.org
Sandy Rios	CATA	517-394-1100 x297	srios@cata.org
Debbie Alexander	CATA	517-394-1100	dwallexander@cata.org