



September 6, 2024

**Addendum #2  
FOR IMMEDIATE ATTENTION**

TO: ALL BIDDERS

RE: **IFB #002-0-2025SMB – Clothing, Uniform Shirts and Visors for NNPS CNS**

1. Responses to Offerors questions are as follows:

- Who is the current encumbered vendor?

**Empire Printing**

- Can you provide prospective bidders a PNG file of the requested logo?

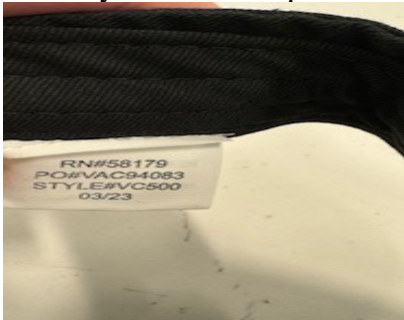


**Please refer to attached PNG and JPEG files**

- Please provide an EPS file of the logo.

**Please refer to attached EPS file.**

- Would you be able to provide a separate photo of the visor item number?



VC500

**Please refer to attached PNG and JPEG files**

- Delivery Timeline: What is the desired delivery time after receipt of order?  
When do the items need to be delivered? Understanding the timeline is crucial for planning our production and delivery schedule.

**August 10, 2025**

- The bid requests an earliest firm delivery date, but that date will be dependent on the award and initial order date from NNPS. Can prospective bidders provide “x number of days from order” rather than a specific date?
- If there is no fixed date then would you accept delivery in 50 days after receipt of order?  
**A delivery required by/need by date will always be submitted on the purchase orders.**
- Is the embroidered logo required only on the polos, or should the visors and aprons have the embroidered logo as well?  
**Embroidered logo is only required on the polos.**
- What is the size of the logo on the visor?  
**No logo**
- Please provide an approximate of quantities ordered annually.

<b>Yearly Totals</b>	
X-Small	20
Small	100
Medium	200
Large	200
X-Large	200
2X-Large	100
3X-Large	50
4X-Large	15
5X-Large	10
6X-Large	5
Visors	500
Aprons	450

- Under Scope of Work- A-Requirements read that “the quantities indicated are an estimate for the next 5 years...”. Does this mean that the quantities given on the pricing page are NOT annual estimated quantities, reading as a 5-year total estimation?
- Are the listed quantities on the pricing schedule estimated annual quantities?  
**The listed quantities on the pricing schedule are estimated totals for the contract term.**
- Will this be a bulk order to include all items ordered once?  
**All items will be ordered in bulk, once annually.**
- Will deliveries be to in one central location or multiple locations?  
**Deliveries will be to one central location.**

- On the first page, the document states “OPENING DATE: September 5, 2024,” while on the fifth page, it mentions “NNPS requires delivery to be made on or prior to September 5, 2024.” Please confirm the exact opening and delivery dates.

**Please refer to publicly posted addendum #1. OPENING DATE is Friday, September 20, 2024. NNPS requires delivery of samples to be made on or prior to the bid opening date.**

- Please provide measurement of the required logo.  
**3.82” X 1.67”**

- What is the brand and model of visor that is currently being utilized? The “black with grey under the bill” reads like a specific model.

**Valucap Cotton Twill Adjustable Visor #VC500**

- Will NNPS accept a normal black visor with black under the bill? Is the expected color of the visor full black? The solicitation states black with grey under the bill. Please confirm.  
**Yes**

- Are there any reference brands, models, pictures, or samples that could be provided for the visor?



**Please refer to attached PNG and JPEG files**

- Will NNPS be able to provide better quality of the art work upon awarding the contract?  
**Yes**

- Does NNPS require the embroidery cost to be included in the garment unit price? The pricing page looks like it has a place to give the embroidery price separately, when reading the item description for the polo’s embroidery is included.  
**Yes**

- Does NNPS intend to award to one (1) vendor?

**Please refer to the section Special Instructions to the Bidder, letter J.**

- Can electronic signatures be utilized to sign the bid documents?  
**Yes**
- If we are delivering the items via FedEx, UPS, etc. will the automobile liability insurance still be required?  
**No**
- What is the delivery address?  
**Delivery address after award of bid is  
Newport News Public Schools  
Attention: Child Nutrition Services  
12551 Patrick Henry Dr. Suite A  
Newport News, VA 23602**
- Current supplier is Port Authority. Inquired about the K500 polo the deep berry is currently out of stock with no ETA on when the items will be restocked. This may be an issue for multiple bidders that are trying to supply the item. Will NNPS accept an alternate?  
**Yes, as long as items are Port Authority K500 in burgundy.**
- Per Port Authority the PMS 367C is a lime color. Do NNPS want the deep berry or the lime color in the K500 polo?  
**Please reference the previous question and answer.**
- If stock is low or completely out, would vendor be okay to substitute or is it required to wait for stock to be replenished?  
**Yes, as long as items are Port Authority K500 in burgundy.**
- Are substitutes allowed?  
**Substitutes are allowed with prior approval from Contract Administrator only. NNPS is open to review other colors if deep berry is unavailable, specifically burgundy.**
- What is the thread supplier number in relation to the thread colors called out in the solicitation? There appear to be Madeira Polyneon threads, please verify.  
**NNPS is requesting a thread that will not shrink when washed and cause the logo within the shirts to pucker.**
- Does the pricing have to be provided on a flash drive?  
**Bidder shall submit one (1) copy of their bid on a new and unused Flash Drive completed electronically in excel and fully compatible with a Microsoft Windows working environment.**
- Can I submit a print out of the excel sheet with the pricing?  
**As long as the bid submittal is issued in accordance with the Bid Submittal Requirements any additional submitted information will be accepted.**
- What is attachment B & C mentioned in section II scope of work, general requirements?  
**NNPS hereby updates the following in section II, Scope of Work, under the Pricing tab "Pricing for the requested items under this contract must be provided to NNPS in the format of the table in Attachment A and the Excel Pricing Schedule on a new**

**unused Flash Drive completed electronically in Excel and fully compatible with a Microsoft Windows working environment.”**

- Per the Special Terms and Conditions, the contract can be extended. Does NNPS have a formula to address any price increases.

**Please refer to Special Terms and Conditions, Letter G. Escalation/De-escalation clause.**

- At present Sanmar is out of stock on the shirt you are requiring. This is their present inventory at all warehouses. What is NNPS policy regarding an issue like this? Would partial deliveries be accepted and paid for?

**Partial deliveries will be accepted. NNPS will process payment for the partial order received and process payment for the remainder items on back order as they are delivered and invoiced for.**

- Sample is only requested for shirts K500? Or are samples requested for all line items?

**Sample is only requested for Polo.**

- Please share the shipping address for sample delivery.

**NNPS Administration Building  
12465 Warwick Blvd  
Newport News, VA 23606**

- Please also confirm the visor and apron will be brand specific or do we have any specifications for these items?

**The visor and apron are not brand specific.**



- When will the public be notified of the awarded bidder after the opening bid?

**The public will be notified of the awarded bidder within 30 days after the bid opening.**

- Please clarify the accepted method for submitting the proposal. The bid document requests a flash drive. Would you confirm the correct submission method?  
**Each Bid submission shall be submitted to the Issuing Office no later than 11:00 A.M. on September 20, 2024 in accordance with the Bid Submittal Requirements. Bidder shall submit one (1) copy of their bid on a new and unused Flash Drive completed electronically in excel and fully compatible with a Microsoft Windows working environment.**
- Brand Specification: Is there a specific brand that must be used for the clothing? We noticed Port Authority mentioned on the sheet, but wanted to confirm if this is mandatory or if alternatives are acceptable.  
**Port Authority is the brand that must be used for the clothing.**
- Payment Process: Could you please clarify the payment process? Is a deposit required upfront? If not, how long after delivery does it take for the full invoice to be paid? Alternatively, is this aspect open for negotiation?  
**NNPS payment terms are net thirty (30)**
- Logo Application: Will the same logo and size be applied to each item once, or are there variations depending on the item?  
**The same logo and size will be applied to each item once.**
- Can you advise if NNPS will accept embroidered sample with vendor company logo / or any random sample? We need vector art file for Newport News Public Schools.  
**NNPS is requesting NNPS embroidered sample with NNPS logo**
- Do bidder have to be licensed in the State of VA to be eligible to bid?  
**A bidder/offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 will include in its bid or proposal the identification number issued to it by the State Corporation Commission in the space provided below. Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement why the bidder/offeror is not required to be so authorized. Bidder/offeror is to include the VA Code reference authorizing the exemption in said statement.**
- VISOR – Visor Color – Will these be blank or decorated?  
**Visor will be blank.**
- SHIRT – Shirt Color – K500 Spec Sheet attached with PMS Colors. Bid references PMS 367C. This is a lime green color. Deep Berry (also referenced) is PMS 7650C. However, there are inventory issues with this color shirt, with some sizes arriving in late August and September, but some sizes not until December:  
**If deep berry is out of stock, NNPS will accept burgundy as a substitute color.**

<b>Total Inventory</b>	0	496	534	620	303	0	8	0	0	8
	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL

Alternate Options:



BURGUNDY – PMS 7428C – CURRENT INVENTORY BELOW

<b>Total Inventory</b>	411	1386	2902+	2350+	2902+	2965	973	286	163	156
	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL



MAROON – PMS 504C – CURRENT INVENTORY BELOW:

<b>Total Inventory</b>	316	1036	2462	3352	2890	1327	605	152	65	53
	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL

- APRONS - Will these be decorated or blank?  
**Aprons will be blank.**

2. Modified SPECIFIC REQUIREMENTS is hereby modified to include:  
Quantity/Shipment location: Delivery of the items obtained from the awarded bidder will be to one central location, the NNPS Child Nutrition located at 12551 Patrick Henry Dr, Newport News, VA 23602.

Samples: Samples are requested and are needed to verify quality levels or to test materials to determine conformance with the specifications stipulated in the solicitation. Samples may be returned at the bidder's expense. If, after 30 days, the samples have not been picked up and bidders fail to provide disposition instructions, samples may be offered to internal operating departments for use. NNPS requests a sample to confirm specifications. Please ship samples with your bid submittal or on or before the bid close date and time to 12465 Warwick Blvd Newport News, VA 23606 Attn: Shaelee Bailey.

3. All other provisions of the IFB shall remain unchanged.

**Signature:** \_\_\_\_\_

**(BIDDER)**

Sincerely,

Shaelee Bailey,  
Contract Manager