



**ADDENDUM
INVITATION FOR BID (IFB)
SHARED USE CONSUMABLE SUPPLIES AND SPARE PARTS
CITY OF AUSTIN, TEXAS**

IFB: PAX0045

Addendum No: 3

Date of Addendum: May 8, 2014

This addendum is incorporating the following change, questions, and answers to the above-referenced IFB.

- 1.0 Q) Since there was an addendum to change the bid due date to 5-30-14, is the question and answer deadline going to be extended as well?
(A) Section 0400, item 1. All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by email to sai.xoomsai@austintexas.gov no later than close of business ten calendar days before the proposal due date.
- 2.0 (Q) Section 0500, Scope of Work. 3.1.13.5 Item K states the system should have the ability to accept contract account (Pro-cards) online for City staff orders. Are these to be normal credit cards? Do they process anywhere VISA, MC or AMEX are accepted?
(A) Yes, these are normal credit cards.
- 3.0 (Q) Does this contract have any staffing requirements?
(A) Yes. Please review Section 0500. This contract is for uniforms, supplies, sewing, and alterations.
- 4.0 (Q) Is there any facility requirements?
(A) The Contractor is required to operate a storefront within the Austin Corporate City Limits and an online ordering system with recordkeeping capabilities.
- 5.0 (Q) Is the workplace conditions document signature required for all products listed on the entire bid, specific individual items or group of items?
(A) We are requiring workplace conditions from the Contractor only, not individual suppliers.
- 6.0 (Q) Section 0500, item 3.1.13.1, item B - Can the City clarify the requirements? Are the requirements just what is listed within this section or is there a more detailed listing?
(A) Correct. The requirements are as listed under all items under section 3.1.13.
- 7.0 (Q) Section 0500, item 3.1.13.1, item D – Can the City clarify what constitutes approval? Is it one person that will approve, like a city contract Manager? If an order is rejected, what is the process after?
(A) The Contract Manager from each department will have the final approval of the order. If the order is rejected, then the order cannot be purchased.
- 8.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Request for Proposal.

APPROVED BY:

Sai Xoomsai, Senior Buyer
Purchasing Office

05/08/2014
Date

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

RETURN A COPY OF THIS ADDENDUM to the City of Austin Purchasing Office with your proposal. Failure to do so may constitute grounds for rejection of your offer.