



Addendum No. 1

RFP P442-21- EMPLOYEE SCRUBS AND UNIFORMS

The purpose of this Addendum is to notify all potential respondents of any changes to the original RFP and to answer questions regarding the RFP. The answers provided in this Addendum hereby amend and/or modify the original RFP Document and Specifications. All Offerors are subject to the provisions of this addendum.

1. WRITTEN RESPONSES – QUESTIONS AND ANSWERS

Question 1. Exhibit A, Section 2, page 13: Please clarify how an out of state company or online portal system would manage embroidery of 3rd party scrubs?

UNMH RESPONSE: The offeror should include in their proposal what their proposed process is for an online portal, as well as how they will have a presence locally for employees to try on scrubs.

Question 2. Exhibit A, Section 3, Page 13: How many different styles of scrubs should be propose and offer? (1) Style only or multiple should be available?

UNMH RESPONSE: There should be several options for the items the hospital purchases. Generally, we have had 4-6 choices of both tops and pants. For employee purchase, UNMHSC employees like multiple options.

Question 3. Is the future ordering model for employees to only order through the awarded vendor?

UNMH RESPONSE: No, UNMHSC employees who are responsible to purchase their own scrubs cannot be required to purchase from any specific vendor.

Question 4. EXHIBIT A – SCOPE OF SERVICES - Page 15: II. Quality of Service and Web Portal. Uniforms purchased by UNMHSC will be delivered onsite by an employee of the selected vendor to the unit or area the items are purchased. UPS, USPS, Fed Ex, or other delivery services will not be allowed. Can you please provide rationale for exclusion of delivery by standard U.S common carriers, which is customary practice within the industry?

UNMH RESPONSE: UNMHSC does not currently have the manpower/staffing to accept and deliver throughout the hospital via the above mentioned services with our current structure. Many of our current vendors follow this practice currently.

Question 5. EXHIBIT K – Licensing and Logo Requirements: Can you provide insight around how the licensing process works through Affinity? Is it by the number of items or total sales?

UNMH RESPONSE: Information regarding the Affinity process can be found at this link, <https://affinitylicensing.com/licensing> . Within Affinity there is a reporting process for tracking sales, which does include reporting quantity and sales totals. The vendor will work through the Affinity online portal as well as work closely with UNMH marketing regarding design submission and approval.

Question 6. EXHIBIT K – Licensing and Logo Requirements: Is there a licensing fee? If so, what is the cost for the licensing fee?

UNMH RESPONSE: When most recently checked the fee was about \$100 per year to hold a license. This fee varies based on the logo and requirements and may change overtime. The above noted cost is only an estimate.

Question 7. EXHIBIT K – Licensing and Logo Requirements: What is the cost for the annual administrative fee?

UNMH RESPONSE: See the answer to Question 6 above.

Question 8. EXHIBIT K – Licensing and Logo Requirements: What is the percentage of the royalty fee to Affinity and what is the frequency of the royalty payments?

UNMH RESPONSE: Standard royalty rate is 12% of sales, reported and paid quarterly. Some logos, such as our vintage marks, have a higher rate of 15%, and cannot be waived. As noted in the RFP, it is anticipated royalty fees will be waived as all items purchased through this RFP will be used by UNM employees as required to perform their specified jobs. This is not guaranteed so royalty information is still included in RFP. UNMHSC recommends all vendors to price their proposal without the inclusion of royalty fees in pricing, to ensure all proposals are accurately scored with respect to one another.

Question 9. EXHIBIT K – Licensing and Logo Requirements: Will there be multiple suppliers awarded for the licensing?

UNMH RESPONSE: UNMHSC in its sole discretion may make a single award or multiple awards.

Question 10. EXHIBIT J - COST PROPOSAL – page 30, Item number 6 - Men’s Long Sleeve top (NO LOGO) XS-XL: Can you please clarify what you consider a Long Sleeve top? Are you referring to an under scrub? Or a long sleeve button up shirt? Or a long-sleeve scrub top?

UNMH RESPONSE: Blouse, work shirt, and/or polo shirt. The organization does not purchase under scrub shirts.

Long sleeve work shirts

Long sleeve polo’s

Short sleeve polo’s

Scrub Pants

Scrub Tops

Employees should have several options for scrub pants and tops.

See updated cost chart below, it has been updated to provide clarity on the long sleeve tops. Also please reference bullet 5, 6, 7, in Exhibit J Cost Proposal. This market basket chart will only be used for scoring purposes, in order to determine an estimated total annual cost.

Question 7. Could you provide the brand of uniforms your employees are currently wearing?

UNMH RESPONSE: Polo’s-Generation; Hospital purchased scrubs- Cherokee, Panda, Wonderwink.

UPDATED EXHIBIT J- COST PROPOSAL CHART	Sizes	Total Annual Est. Usage for SRMC and UNMHSC (Estimate)	Price EA	Price Total A	Sizes	Total Annual Est. Usage for SRMC and UNMHSC (Estimate)	Price EA
Ladies Scrub Short Sleeve top (NO LOGO)	XS-XL	200	\$	\$	2XL-5XL	50	\$
Ladies Scrub Short Sleeve top (WITH LOGO)	XS-XL	200	\$	\$	2XL-5XL	50	\$
Men's Scrub Short sleeve top (NO LOGO)	XS-XL	200	\$	\$	2XL-5XL	50	\$
Men's Scrub Short sleeve top (WITH LOGO)	XS-XL	200	\$	\$	2XL-5XL	50	\$
Ladies Scrub Jackets (NO LOGO)	XS-XL	125	\$	\$	2XL-5XL	25	\$
Ladies Scrub Jackets (WITH LOGO))	XS-XL	125	\$	\$	2XL-5XL	25	\$
Men's Scrub Jackets (NO LOGO)	XS-XL	125	\$	\$	2XL-5XL	25	\$
Men's Scrub Jackets (WITH LOGO)	XS-XL	125	\$	\$	2XL-5XL	25	\$
Long Sleeve Work shirt (WITH LOGO)	XS-XL	50	\$	\$	2XL-5XL	50	\$
Polo Long Sleeve (WITH LOGO)	XS-XL	50	\$	\$	2XL-5XL	50	\$
Polo Short Sleeve (WITH LOGO)	XS-XL	50	\$	\$	2XL-5XL	50	\$
Ladies Pants	XS-XL	600	\$	\$	2XL-5XL	100	\$
Men's Pants	XS-XL	600	\$	\$	2XL-5XL	100	\$
Logo Prep and Install (for 3 rd party Scrubs)	XS-XL	200	\$	\$	2XL-5XL	200	\$
TOTAL ANNUAL COST			Price Total A	\$			Price Total B
Total ALL Cost (Equals Total Price A and B)			\$				

If there are any questions or inquiries in relation to this Addendum #1, Offerors may contact Shannon Rodgers at (505) 272-9571 or by email at sjrodgers@salud.unm.edu.