



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
600 Fifth Street, NW, Washington, DC 20001-2651

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION M002	2. EFFECTIVE DATE March 2, 2018		
3. ISSUED BY PURCHASING SECTION Monique Anderson, PM PRMT – JGB Department of Procurement	4. ADMINISTERED BY (If other than block 3) Paul Culver BUS/ BPLN - JGB		
5. CONTRACTOR NAME AND ADDRESS (Street, city, county, state, and Zip Code)	6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO. <u>CQ17139/CDS</u> DATE <u>February 9, 2018</u> (See block 7) <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ (See block 9)		
7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS <input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods; (a) By signing and returning <u>1</u> copies of this amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
8. ACCOUNTING AND APPROPRIATION DATA (If required)			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (a) <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order. (b) <input type="checkbox"/> The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 10. (c) <input type="checkbox"/> This Supplemental Agreement is entered into pursuant to authority of _____ It modifies the above numbered contract as set forth in block 10.			
10. DESCRIPTION OF AMENDMENT/MODIFICATION The purpose of the amendment to provide response to questions. All other terms and conditions remained unchanged. Except as provided herein, all terms and conditions of the document referenced in block 6, as heretofore changed, remain unchanged and in full force and effect.			
11. <input type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN _____ COPIES TO ISSUING OFFICE.	<input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT		
NAME OF CONTRACTOR/OFFICE BY _____ (Signature of person authorized to sign)	15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY BY _____ (Signature of Contracting Officer)		
13. NAME AND TITLE OF SIGNER (Type or print)	14. DATE SIGNED	16. NAME OF CONTRACTING OFFICER (Type or print)	17. DATE SIGNED
		Monique Anderson Cindy D. Smith	March 2, 2018

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Please review the following questions and responses:

1. Price Schedule for Base Years indicates an estimated Quantity of 20,000 pieces for years 1 and 2. Is that 20,000 pieces per year OR 20,000 pieces, total for the two base years combined? **Response: Estimated quantities of 20,000 represents two - one year base periods.**
2. What different logos will appear on the shirts, sweaters, jackets and coats? **Response: Logo: WMATA's "M" logo.**
3. What, if any, patches will appear on the shirts, sweaters, jackets and coats? **Response: Patches: Bus Operator, Train Operator, Bus Training Instructor, Rail Training Instructor, Traffic Clerk, Station Manager, Street Supervisor, Rail Supervisor.**
4. When a customer places an order for a uniform, where will the uniforms be delivered? **Response: Per SOW, the items shall be shipped to the address provided by the employee.**
5. What method of payment is required at checkout? Credit Card? Invoiced? Payment with Voucher? **Response: If through the electronic portal, at a minimum, employees should be able to pay using uniform allotments and credit card. If in store, credit card, uniform allotment, cash, and any other payment method the vendor accepts and includes in their proposal response.**
6. Credit Card: Which Credit Cards must be accepted? **Response: At a minimum, Visa and MasterCard is recommended. Vendors should include all currently accepted methods in their response.**
7. Invoiced: If invoiced, is there a procurement platform that must be integrated with? **Response: There is no requirement to integrate with the procurement system. Currently invoices are submitted via email, fax and mail.**
8. Invoiced: If invoiced, what other information needs to be captured for accounting and reporting? **Response: For invoicing:
In addition to standard invoice information (e.g., invoice number, remittance information, billing period, total amount billed, purchase order number, etc.), all invoices submitted for payment shall be supported by detailed reports that include at a minimum the following by employee and employee ID:
-Date of purchase
-Allotment amount redeemed (WMATA share)
- Less Allotment amount returned (for merchandise returns of WMATA share)
-Total amount due from WMATA

For potential reporting and tracking via separate reports or accessible by the portal:
-Allotment reports that include period to date beginning values, activity during the period (purchases and returns separately), and ending balances by employee
-Detailed receipts by employee ID indicating descriptions, quantity, and amounts of specific items purchased and payment methods
-Report of all activity showing beginning inventory, uniforms issued, returns, and ending inventory
- Inventory activity by payment method.**
9. Please forward copy of Appendix A (pictures of current uniforms). **Response: See Amendment 01**
10. Can we assume Outfitting Requirements section (page 5 of Technical Specifications) Outfitting schedule should read January 31st, 2019? Please confirm. **Response: Outfitting schedule should read December 31, 2018**
11. Please confirm Capitol Heights, MD is an accessible location for WMATA employees. **Response: This location is accessible to the Beltway which can be accessed by all Bus Operators.**
12. Who currently owns all uniform stock? WMATA or Vendor? **Response: Uniform stock is owned by the current vendor.**
13. If awarded contract, does new vendor need to buy current uniform inventory from incumbent vendor during

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transition. **Response: No**

14. What color would each apparel item be, ideally? **Response: The current colors are white for supervisors and training instructors; yellow for Metro Station Managers; light blue for Train & Bus Operators and Traffic Clerks.**
15. Are there different colors used for Supervisors and Operators? **Responses: Yes, see Amendment 01 pictures. Bus Supervisors and Training Instructors wear white shirts to separate them from the Bus Operators.**
16. What type of shirt is required for the Supervisors and Operators? Button Downs? Polo? **Response: Specific types of shirts are not specified in the RFP. Current Operators shirts are button down shirts.**
17. Is the sweater v-neck or crewneck? **Response: Specific types of sweater vests are not specified in the RFP. Current Operators sweater vest are v-neck.**
18. Are you looking specifically for fitted hats or are one size fits all options acceptable to quote? **Response: One size fits all.**
19. Is the emblem an embroidered patch? If the logo is directly embroidered on these items, do you need a separate price for just the emblem? **Response: Embroidered patches and logo. Price should be included in shirt price.**
20. What is the annual spend for the uniform program for the past three years? **Response: FY2015 = \$807,740; FY2016 = \$817,757 and FY2017 = \$849,946.**
21. Is there an employee budget or allotment for uniforms and if so, what is that amount? **Response: The CBA allows for a uniform voucher in January of every year equal in value to the sum of three (3) office summer shirts and two (2) pair of summer pants (pleated) on the date the voucher is issued.**
22. What is the approximate dollar volume of dedicated Metro uniforms that the new supplier would have to assume from the current vendor? **Response: There is no requirement to assume or purchase previous inventory.**
23. What happens to the "old program merchandise" once the new program is implemented? **Response: Per the SOW, the contractor shall propose a plan for the disposal of old uniforms.**
24. Will the successful vendor be required to purchase the current inventory? If so, how will the cost be determined? **Response: There is no expectation or requirement to assume or purchase previous inventory.**
25. If the successful vendor is not required to purchase the current inventory, will Metro pay a distribution fee? **Response: A distribution fee is not included in the solicitation.**
26. Can Metro estimate how many months of current inventory is available to service current program? **Response: There is no expectation or requirement to assume or purchase previous inventory.**
27. What is the male to female ratio? **Response: in FY15, it was 69% Male and 31% Female. Per the recent Job Codes-Uniform spreadsheet, it is 67% Male and 33% Female.**
28. Will a competitively solicited cooperative contract be accepted by WMATA as an alternative proposal? **Response: Yes, provided the cooperative contract address all areas of this requirement.**
29. On Page 15, Section 15-1: Technical Considerations Most Important, you state: "The Authority is more concerned with obtaining superior technical or business management features than with making an award at the overall lowest cost to the Authority." Under what circumstances would WMATA be willing to accept and adopt a competitively solicited cooperative contract from a highly qualified and experienced supplier offering superior technical and business management best practices? **Response: The cooperative contract must address all areas of the requirement.**
30. If WMATA does not receive a proposal that meets their criteria to their satisfaction, do you reserve the right to forgo awarding the RFP and consider an alternative means of meeting your uniform needs? **Response: Authority reserves the right to cancel the solicitation, revise the requirement and re-solicit the requirement as anytime.**