



Purchasing Services

PROPOSAL #P06-065

Uniform and Scrub Rental Services University-Wide

ADDENDUM NO. 1

May 9, 2006

The University of Medicine and Dentistry of New Jersey is seeking vendors to submit bids for UNIFORM AND SCRUB RENTAL SERVICES UNIVERSITY WIDE, scheduled to open on May 18, 2006 at 2:00pm.

Answers to questions from the Mandatory Prebid Conference on May 2, 2006.

1. **Question:** Page 11 Section 3.4 Shortages Or Damages - Will the Contractor be responsible for any shortages or damages?

Answer: Yes, See Section 3.4

2. **Question:** Page 13 Section 3.7 Locker and Carousel Service - Do you mean that your organization will not pay for lockers upfront or throughout any time during the 3 year agreement?

Answer: See Section 3.7 Locker and Carousel Service

3. **Question:** Page 13 Section 3.7 Locker and Carousel Service - How many lockers within the University.

Answer: There are approximately 450 banks of lockers in Newark campus. Each bank contains eight (8) individual lockers. There are approximately 3,600 individual lockers in the Newark campus.

4. **Question:** Page 13 Section 3.7 Locker and Carousel Service - Are the deliveries just in Carousel Program and Uniform Room or is the driver placing the uniforms in each individual locker.

Answer: The driver will be delivering uniforms University-wide including University Hospital Carousel Program, Uniform Room and Individual Lockers.

5. **Question:** Page 13 Section 3.7 Locker and Carousel Service - With your present incumbent for Uniform Services, have you received lockers on a weekly basis for free?

Answer: See Response to question # 2

6. **Question:** Page 13 Section 3.7 Locker and Carousel Service - Does UMDNJ use Soil Lockers for soiled garments? If so, how many?

Answer: Yes, there are separate wide bins next to the lockers for dirty laundry. Soiled and clean uniforms are never mixed.

7. **Question:** Page 14 Section 3.8.1 Reusable Scrub Program - Does UMDNJ own the existing 3-valet scrub dispensing machines and 4 pick up machines or does your Uniform Services carrier provide this equipment?

Answer: Yes, the University owns the machines. The Contractor provides management of the scrub program and the dispensing machines.

8. **Question:** Does UMDNJ own and operate the videotape system for the Uniform Services carrier to repair and review?

Answer: Yes, the University owns the videotape system. The Contractor is responsible for the management and surveillance of the system.

9. **Question:** Page 15 Section 3.9.3 Uniform Requirements - What are the Angelica sample specifications? Aramark Uniform Services owns WearGuard, Crest, and Galls. Will our brands be suitable to meet these qualified brand lists?

Answer: The Angelica or equal specifications are provided in section 3.10 pages 16 to 57. Bidders must provide samples of or equal brands including garment specifications with their response.

10. **Question:** Page 15 Section 3.9.5 Uniform Requirements - Do all UMDNJ employees require a UMDNJ and individual name emblem for each garment worn? Do you mean that your organization will not pay for emblems upfront or throughout any time during the 3 year agreement? With your present incumbent for Uniform Services, have you received emblems for free?

Answer: No, the UMDNJ emblem is only required for labcoats. The Contractor provides the emblems free of charge.

11. **Question:** Page 15 Section 3.9.8 Uniform Requirements - Are your garments all being scanned or are they being physically inventoried at every pick-up and delivery?

Answer: The uniform garments are currently being scanned for inventory.

12. **Question:** Page 58 – Where do the 450 Union Employees work out of? What are their job functions? What uniforms do they wear?

Answer: Delete: page 58, Reference to “450 Union Employees”

13. **Question:** Is each department billed separately?

Answer: No, the University Hospital is billed separately from the University and the invoice must include separate billings for each department, with the name of employee, garment description and quantity delivered.

14. **Question:** Page 65 Section 4.18 Suspension of Work - What is the limit of days on the Stop Order? You mentioned a “specific time” but nothing else. Can you terminate the mutual agreement from this “Stop Order”? What are the specific Early Termination conditions?

Answer: This is not the type of contract that service can be suspended. If a problem occurs a vendor complaint form will be issued to resolve the matter between the vendor and department. The University will seek all avenues of resolution for a Stop Order not to occur.

15. **Question:** Page 66 Section 4.21 Material Safety Data Sheet – Who provides the Material Safety Data Sheets?

Answer: The Contractor must provide all the Material Safety Data Sheets for the products being used at the inception of the contract.

16. **Question:** Are the attendants in the Uniform Room University or Contractor employees.

Answer: See section 3.6 Representative Support in RFP

17. **Question:** How many employees of the Contractor will service the contract.

Answer: See section 3.6 Representative Support in RFP

18. **Question:** What are the hours of operation for the two onsite Contractor employees.

Answer: See section 3.6 Representative Support in RFP

19. **Question:** If an enduser has five (5) changes of uniforms but only uses two (2) changes, will the University decrease the contract usage by the Contractor.

Answer: No, usage generally remains the same during the length of the contract. The University will notify the Contractor when a change in quantity is needed.

20. **Question:** What about sizing information for each University employee?

Answer: The Contractor will need to come in measure and fit each employee and provide new uniforms for each employee at the inception of the contract.

21. **Question:** Is there a way to input the requested information for the UMDNJ RFP electronically through Adobe via the UMDNJ Purchasing Services website instead of manually typing or writing the responses in?

Answer: No

22. **ADD: Section 3.1.1**

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BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.

Please contact Edwing Canaca at (732) 235-9040 or Denise Council at (732) 235-9060 if you have any questions regarding this addendum.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.

END OF ADDENDUM.