



ADDENDUM NO. 1 TO ALL OFFERORS:

Reference: Request for Proposal: **RFP# 7530DH**

Commodity: Promotional Merchandise Fulfillment Services

Dated: **April 22, 2022**

All offerors are required to acknowledge all RFP addenda in their proposals.

This addendum was released to answer all questions received in regards to **RFP 7530DH**

- 1. Page 22. Special Terms and Conditions, Section V. (SWAM-OWNED) is this section mandatory? Or is it just an extra condition?**
 - a. SWAM is not mandatory, but preferred.

- 2. Samples: Do we have to submit a sample of baseball cap for each category, or it is enough just submit one sample for both categories?**
 - a. If the offeror only has one preferred option for both “Premiums” and “Staff Uniforms” then that is all they should submit. If they have a preferred cap for “Premiums” and a preferred cap for “Staff Uniforms” offeror should submit both.

- 3. Do we have to submit a sample of Acrylic Tumbler with Lid and Straw for each category or it is enough just submit one sample for both categories?**
 - a. “Staff Uniforms” section. One sample would be fine, unless the offeror wishes to submit two different options

- 4. Samples: Can you provide specifications for the Tote bag, the Rain Jacket and the Long Sleeve Button Up Shirt that you are asking samples?**
 - a. No. The offeror should submit the highest quality items they feel best fit the request. If the offeror has different level of quality at different pricing, offeror should submit multiple options

- 5. What is the Brand and Model reference or specifications for the "High Quality Staff Shirts" of page 33?**
 - a. Examples include Land’s End, Under Armour, Bella Canvas or Nike for the best comparison or equivalent.



- 6. We understand products could be different colors with the "VA Lottery" Logo, we want to know if logo will be on one location or different locations.**
- a. One location, left side breast pocket area.

- 7. Is this a one time purchase and one time shipment? if so, once you place the order then are we going to do the split shipments of products or you will do the shipments?**

- a. No, shipments will be ongoing throughout the year from different areas of the state.
- b. **Uniforms:** Area Managers generally put bulk team uniform orders together and send them with specifics for what each employee requests. Those orders need to be packaged on a per person basis and then shipped as a bulk package(s) to the designated CSC.
- c. **Premiums:** Bulk premium orders are generally placed by each Area Manager once or twice a year. Those orders will need to be packaged as specified in the RFP and shipped to the appropriate CSC.

*CSC- Customer service centers

- 8. Looking over the list of items to bid I see STAFF SHIRTS. I've seen companies use everything from T-shirts to button-downs as staff shirts. Could you give a little more detail as to what you're looking for please?**

- a. High Quality Polo Shirts.

- 9. There are two lists of products that require samples and some items are on each list. Does that mean we'd need to send 2 samples of duplicate listed items?**

- a. If the offeror only has one preferred option for both "Premiums" and "Staff Uniforms" then that is all they should submit. If offeror has a preferred cap for "Premiums" and a preferred cap for "Staff Uniforms" then offeror should submit both.

- 10. Has the Virginia lottery ever bid out this contract before? If so, can you tell me how I would obtain a copy of that bid tabulation please?**

- a. Yes, it has, to obtain this information please email publicrecords@valottery.com

- 11. Do any of the listed delivery locations have a loading dock and/or forklift available for use?**

- a. No

- 12. Would the winning bidder be required to obtain any special license prior to filling any orders?**

- a. No

- 13. Do any of the logos that will be used have any special PMS color matching requirements?**

- a. They need to match the Va Lottery Logo colors provided within the RFP

- 14. In the bid documentation where the required samples are listed, I see a tote bag. However, there's no description for a tote bag in the item listings. Can you give me any more information about the style of tote bag required for a sample please? There are so many**



different types and styles of tote bags available, like non-woven, canvas, duffel bag, etc. that it would be impossible to guess and send the right kind.

- a. Draw String Cinch Pack
- b. Non-woven and Canvas Tote Bag Options
- c. Duffle bag