

IFB 20-004

Addendum #1

Released: February 7, 2020

These are the answers to all questions received by 2 pm EST on February 7, 2020.

ATTENTION:

- ALL BIDS MUST BE SUBMITTED VIA THE LOCKBOX
- **Lock box instructions are in Section II.E. Bid Submission**
- To utilize the LOCKBOX service, bidder must **first be registered on the Mid-Atlantic Purchasing Team Vendor Registration System (“VRS”)** portal at <https://mwcog.net>. If bidder is not registered, please do this before accessing the LOCKBOX.

To register: Go to the Mid-Atlantic Purchasing Team website portal at <https://mwcog.net> and click the Vendors listing the left menu on the page.

- **Please do not wait until the last moment to register. Register at least 3 business days prior to submission deadline and allow time for technical assistance response, if needed.** If problems occur during registration or submission please contact COG’s provider at customerservice@eepex.com with a CC to purchasing@mwcog.org.
- It is the responsibility of the bidder to check if any addenda have been issued. Addenda will be posted at <http://www.mwcog.org/purchasing-and-bids/cog-bids-and-rfps/>

Questions/Answers in BOLD

1. (General) is this regarding the marathon and if so. The delivery date on the clothes are in two months. That is precisely when it has to be delivered correct? And when will we know if we win the bid.

ANSWER:

- **This is not regarding a marathon. It is a Bike to Work-Day Event as stated in the IFB 20-004 Section I.A.**
- **Delivery deadline Date is April 29, 2020. This date is precise. See V. BID FORM**
- **The winner will be notified approx. 1 week after bid decision. Announcement is anticipated to be complete by Feb 21, 2020.**

2. (General) I am wondering on what type of invoices to build for the bidding process. What are the requirements of the clothing you want produced for the IDB NO: IFB20-004. So I can get a better understanding of what is required.

ANSWER:

- **Clothing requirements are detailed in IFB 20-004 Section IV. Specifications.**
- **Sample clothing and sample invoices are not required.**
- **Please follow the instructions in the bid document.**

3. (General) Can you please help me we are direct Manufacturers and I am a little confused on what to upload in the lockbox and where to upload in the lockbox

ANSWER:

- **This is a quick turnaround order**
- **This is not a custom-made order**
- **Please follow the instructions on the bid document.**
- **Lock box instructions are in IFB 20-004 Section II.E. Bid Submission**