



UNIVERSITY OF KENTUCKY

Purchasing Division

Written Questions and Answers

Ad Specialty, Promotional Items, and Related Services

RFP UK-2369-24

Closing Date: 8/15/23

Today's Date: 7/27/23

No.	Question	Answer
1	We understand that we cannot assign or delegate rights and obligations under this contract in whole or part without the written consent of the University of Kentucky. To be clear, within the advertising specialty industry, there is an offering of over 1.2 million products. ALL hard goods, meaning items such as mugs, pens etc. are printed by our trusted suppliers. Am I correct in assuming this printing by our supplier does not violate section 6.14?	You are correct.
2	Are the quantities listed per item estimates only? Do we need to hold inventory for that amount? Ship only when requested / ordered?	The quantities are a sampling of what was purchased over the course of one year. There is no guarantee of quantities ordered. No. Yes.
3	Is the product detail required for each item - or can there be substitutes for the specific apparel / brands?	You may bid alternates as long as the quality is comparable to the original item requested.
4	Will most of the ordered items be shipped to University of Kentucky addresses / similar addresses near Lexington? Will there be orders outside of UK campus addresses?	Orders may be shipped to any of the 120 counties in Kentucky as UK has a presence in each county. Kings Daughters is located in Ashland, KY.

5	Will the customization be explained in detail per item (embroidery versus screen print) as this impacts the setup / custom order run per item?	Any order received will include this detail.
6	Can you identify how the bidding process for this opportunity will work, are you planning to pick a sole source for all orders or the lowest price provider in each category by item?	Contract(s) will be awarded based on the best interest of the University.
7	Of the \$3m Market basket, how many of those items are license required v. open-source bids?	Unknown at this item. See section 2.1 of the RFP.
8	Can you identify the process of becoming a licensee as requested if we are not a licensee and associated costs?	See answer to Question 7.
9	What is the royalty rate required by fanatics/University of Kentucky?	See section 2.1 in reference to royalty fees.
10	In section 4.5.2 you mention representatives designated to the University of Kentucky account and that will work with UK employees, is it safe to assume that UK procurement will make the appropriate introductions to the various heavy user departments to further seek out these opportunities?	UK Procurement will announce the awarding of the contract(s) and vendors will be listed on the Procurement web site.
11	In section 6.28 you mention a 2% processing fee, is this in addition to the royalty to the University of Kentucky via Fanatics?	Yes. See answer to Question #9.
12	T-shirt pricing is determined by the number of imprint colors and locations as well as the t-shirt color. Are we to assume it is a 1-location 1-color imprint on a white tee? Or are there specifics we need to know?	Tee Shirts, Sweaters/Sweatshirts/Long Sleeve Shirts/Pullovers should be priced as 1 locataion/1 color imprint on white.
13	For the embroidered apparel, this pricing is determined by the stitch count in the logo used, what logo do we need to use to calculate pricing?	Use the standard UK logo, see Addendum #1.

14	At the bottom of the attachment under Personalization, it lists embroidery then different Heat Press options. Does this mean actual personalization such as John Smith in addition to the logo to be used? Or is this something else?	Personalization is anything the vendor adds to the item.
15	Should all apparel be quoted BLANK (no imprint or embroidery costs) and then all of the decorating costs are added separately at the "Personalization" section ID 174 – 178 on the last page of attachment A?	See answer to Question #12. Disregard the "Personalization" section on the last page of Attachment A.
16	If apparel should not be quoted BLANK, please offer clarification on decorating specifics	See answer to Question #12.
17	ID 175 – 178: Does Heat Press refer to screen printing? (Screen printing: the technique of creating a picture or pattern by applying ink on to apparel through a screen of fine material.)	See answer to Question #15.
18	If Heat Press is not referring to screen printing, what is your definition of Heat Press?	See answer to Question #15.
19	On pages 17-18, are the diversity questions related solely to the owner of the company or is the University asking about the diversity of our staff?	These questions are related to the company.
20	On page 23, the contract term is listed as one (1) year and is renewable for up to five (5) additional one-year renewal periods. However, on page 36 the contract only extends through a potential 5 year period? Is it a potential 5 or 6 year contract in total?	The contracts have the potential to be in place for six years. The initial pricing is to be held for the first year.
21	What is the University's expected increase in cost of goods on a year over year basis? Is there a university standard that is considered reasonable?	Any price increase request at renewal time should be based on the most current CPI.

22	On Attachment A p.1 Tee Shirts section, are any or all large purchase, or is that the expected quantity to be ordered by the University over the course of the year? Are these items delivered to one location? Is there any special packaging requires? Can you please offer specifics on any unique (anything other than 1 location, sorting)	See answer to Question #2.
23	Page 32 section 6.30 Freight and FOB Point. Can you please clarify Prepaid and Add? Does this mean, we invoice for the goods and then the shipping is an additional line item?	Yes
24	Page 20; 4.6 Criteria 2-Services Defined points 12 & 14 appear to be duplicates, will you be issuing an addendum for this?	Disregard #14.
25	Clothing: Will this be quoted as a one location/one color screen print?	See answer to Question #12.
26	Other items are listed that we would normally embroider, but want to maintain consistency with other bidders. Will you be specifying each clothing item?	See language at the top of Attachment A.
27	Are we quoting the quantity listed in your quantity column? If not, what quantity? Is it the Minimum Order Quantity for each item?	See answer to Question #2. Bid per each as noted in Attachment A.
28	If quoting embroidery, can we be given a stitch count (for example 10,000 stitches), to maintain consistency among bidders?	See answer to Question #13.
29	Under Personalization, you have indicated Heat Press. Is this also to include screen print?	See answer to Question #15..
30	Since screen print and embroidery is based off of the quantity of apparel being printed or embroidered, what should we use as our quantities?	See answer to Question #27.
31	Non clothing – shall we assume one location/one color imprint unless otherwise stated?	Yes.

32	Are we to include shipping costs on all items in the per piece price?	See answer to Question #23.
33	ITEM 35 – Product not found. What size would you like quoted?	When searching, use the product number and description. See answer to Question #26.
34	ITEM 37 – Product number not found. Is this a see through umbrella?	See answer to Question #33.
35	ITEM 38 – Product number not found. Can you please give more information on this umbrella? Any specifications required other than 46" arc?	See answer to Question #33.
36	ITEM 42 – Product number not found. How is this item different than ITEM 41?	See answer to Question #33.
37	ITEM 43 – Product number not found. Can you please provide additional information? A picture would be helpful.	See answer to Question #33.
38	ITEM 51 – Product number not found. Can you provide additional information? A picture would be helpful.	See answer to Question #33.
39	ITEM 52 – What size would you like quoted?	See answer to Question #26.
40	ITEM 53 – What size would you like quoted? Will this be soft enamel as well?	See answer to Question #33.
41	ITEM 59 – Product number not found. What size would you like quoted?	See answer to Question #33.
42	ITEM 80 – Product number not found. What size colander? Metal or plastic? Folding or non-folding?	HDLV396 Kitchen Collapsible Colander
43	ITEM 81 – Product number not found. What size mat? Is this a rollup type?	709124 Flexible Cutting board
44	ITEM 89 – Product number not found. Can you provide more information about what type of can opener and what functions?	402674/1938952 Can Opener
45	ITEM 101 – Product number not found. Can you provide additional information? How many pencils? In a box or tube	See answer to Question #33.

46	ITEM 118 – Product number not found. Can you provide size?	See answer to Question #33.
47	ITEM 122 – Product number not found. Can you provide additional information? Number of pages requested, type of notebook material? With pen/or no pen?	See answer to Question #33.
48	ITEM 124 – What size will this custom cut be? Also, permanent or removal? Gloss or matt?	See answer to Question #26.
49	ITEM 126 – What size with this square be? Also, permanent or removal? Gloss or matt?	See answer to Question #26.
50	ITEM 130 – What size will these be?	See answer to Question #26.
51	ITEM 138 – Product number not found. Can you provide	See answer to Question #33.
52	ITEM 140 – Product number not found. Do you want a cost efficient tube?	See answer to Question #33.
53	ITEM 143 – Product number not found. What size will this be?	See answer to Question #33.
54	ITEM 144 – Product number not found. What size will this be?	See answer to Question #33.
55	ITEM 148 – Product number not found. Can you please provide information on this? Size? Specifications needed if an alternate is to be found?	See answer to Question #33.
56	ITEM 154 – Product number not found. Can you provide more information? There are many options. A picture would be very helpful.	See answer to Question #33.
57	ITEM 155 – Product number not found. Can you provide more information? Fingerless? Touchscreen capabilities?	See answer to Question #33.
58	ITEM 161 – Product number not found. Can you provide more information? Size? Shape?	See answer to Question #33.
59	ITEM 168 – Product number not found? How man ounce bottle are you wanting quoted?	See answer to Question #33.

60	ITEM 171 – Product not found. Can you please provide additional information? What size? What type of shovel? A picture would be very helpful.	See answer to Question #33.
61	Is licensing required for the contract?	See answer to Question #7.
62	Are the promotional items ordered throughout the year or the shown quantities in bulk?	See answer to Question #2.
63	Do orders come from different campuses or all from one location?	The contract(s) awarded from this RFP will be for the use by the entire UK enterprise and Kings Daughters Medical Center..
64	Are orders coming from UK buyers or could orders come directly by individual students or parents?	See answer to Question #63.
65	Are contract awards being granted on specific products or categories on the entire RFQ only?	See Answer to Question #6.
66	Could we present a proposal for an online "store" for ordering as needed for apparel items?	See section 4.9 of the RFP.
67	Does shipping have to be included in the pricing of the apparel items? If so , then we will need some parameters on minimum quantities agreeable to you to be able to calculate shipping. (Normally we have no minimum quantity on embroidery or heat press decorating, doing one-off orders frequently. Then the shipping is whatever it is.)	See answer to Question #23.
68	Is it required to bid on every item?	No
69	There are several items with larger quantities ranging from a few thousand up to 76,000. What's the minimum quantity we should use for quoting the larger quantities or should we consider they are a one-time purchase.	See the answer to Question #2
70	For any item that is missing imprint requirements, would you prefer we quote everything as a 1 color 1 location imprint?	See answer to Question #12.

71	For apparel that requires silk screen (IE t-shirts) there does not seem to be request for additional cost but there is a request for heat press. Was heat press supposed to mean silk screen or was the silk screen omitted for some reason.	See answer to Question #15.
72	For Tote Bags that don't have the size listed, is there a certain size we should have in mind when quoting?	See answer to Question #26.
73	For item #'s: 52 Soft Enamel Die Struck Lapel Pin with Military Clutch and 53 Large Rectangle Lapel Pin, what are the sizes of the lapel pins?	See answer to Question #26.
74	For item#: 58 – 12x12 Matterhorn Clear Vinyl Stadium Compliant Tote Bag, the quantity is listed as 5, can you please confirm this is the correct quantity you would like to have quoted?	See answer to question #27.
75	For item #: 75 Moderne Glass Company - would you like a custom etching engraved or silk screen?	See answer to question #26.
76	The pricing of decoration for apparel is determinant on the quantity of the order. When pricing the personalization/decoration for the apparel, is there an average order size I should use for pricing, or will that price be able to be manipulated based on the size of each individual order?	See answer to question #27.
77	Where are the specifications for imprint on each of the items. Number of imprint colors, thermal transfer or embroidery required for the items. Will we be offered the complete specs to make sure we are quoting comparable items?	See answer to question #12.
78	Will the quantities listed be the quantities requested at the time of order?	See answer to Question #2.
79	Do the prices need to include shipping costs?	See answer to Question #23.

80	Are we quoting all items with a one color/one location imprint?	See answer to Question #12.
81	For apparel, are we quoting screen printing or embroidery? If screen printing, how many imprint colors and locations? If embroidery, what is the stitch count of the logo?	See answer to Question #15.
82	If the item is out of stock would you like us to quote an alternate item?	Yes
83	Line item 122 ID52 soft enamel lapel pin with military clutch? Which size are we quoting?	See answer to Question #26.
84	Line item 165 ID80 custom colander. There is not a product number listed with this. What size and material are we quoting? Does this include an imprint or is it blank, etc.? Please provide more information.	See answer to Question #42.
85	Line item 166 ID81 Custom flexible cutting mat. There is not a product number listed with this. What size and material are we quoting? Does this include an imprint or is it blank, etc.? Please provide more information.	See answer to Question #43.
86	Personalization section ID174-ID178. What are we personalizing? Is this for apparel, products, etc.? Do you mean screen printing or what is the heat press for? Also how is the quantity this is going on?	See answer to Questions #15.
87	How many current vendors do you have?	Sixteen (16).
88	How many years has this program been running?	Six (6) years.
89	Do buyers only purchase from vendors on your list or do buyers have buying discretion based on dollar amount?	If the product has a UK mark/logo on it it must be purchased from one of the contracted vendors.
90	Approx. how many vendors are you awarding a contract?	Unknown at this time.

91	Confirming you are only taking USB and printed copies of the proposal and no emailed versions? It is easier to put links to information via email than on a printed document.	We cannot accept emailed versions. All information should be listed on the document, no links.
92	Please confirm the submittal does not have a limit on pages, a maximum to not exceed for pages.	There is no maximum.
93	Can you please share what safeguards you have in place for proprietary financial information.	Company financials are kept confidential.
94	Do you have an anticipated award date?	No
95	Provide a bit of clarity on the "Provide certified, audited financial statements including a full set of notes as follows:" section. Specifically, is it possible for you to provide an example or template for point 'b' "For a private held company, when certified audited financial statements are not prepared; a written statement from the company's certified public accountant, stating the financial condition, debt-to-asset ration for the past three (3) years and any pending actions. "	We are asking for company's financials.