

**HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO  
PROCUREMENT AND CONTRACTS DEPARTMENT  
715 E. BRIER DRIVE, SAN BERNARDINO, CA 92408  
(909) 890-0644 FAX (909) 890-2349  
<http://www.hacsb.com/Procurement.htm>**

**ADDENDUM #1 FOR RFP #PC644 – UNIFORM RENTAL SERVICES**

The following addendum to this Request for Proposal is hereby incorporated into the bid process.

**Questions and Answers:** The following questions were submitted in response to the RFP listed above.

- Insurance Requirements on page 9. If I am reading correctly, we do not have to supply this information until we submit our proposal?

**Answer:** The insurance information can be submitted at the time you turn in your bid, or you can submit it at the time of contract award if the contract is being awarded to you. Please keep in mind the awarded contractor must provide their required insurance information prior to the start of work, and the insurance must be kept active and current throughout the entire term of the contract agreement.

- I don't see a breakdown of how many employees will be in each item. So do you want the cost of the item only without total price for weekly service?

**Answer:** Correct, each location has a different number of staff and that number can change or fluctuate from time to time, so please go ahead and just provide the "cost of the item".

- Also, I see no count of shop towels for each dept. Do you want the cost of the item itself and you will do your own total for the weekly price?

**Answer:** On this item you can just list the "cost of the item".

- On Exhibit D Page 22 you are requesting the Owner Partner Officer's name; are you also requesting the officer signature under the federal tax number.

**Answer:** Whoever is authorized to sign on behalf of the company can sign here.

- On Exhibit D Page 22-26 who's signature is required at the bottom of the page? Can it be mine or is it the Owner Partner Officer.

**Answer: Whoever is authorized to sign on behalf of the company can sign here.**

- Is the HACSB Business License any different from our Federal or State license number?

**Answer: In the bid documents on Page 23 of 26, Exhibit D - Company Information, the HACSB just wants to verify the vendor, although you may have a business license to do business in another area or another part of the County, you are licensed to do business in the City of San Bernardino.**

**Should you have any questions regarding this Addendum, or any other part of this RFP process, please email them to Mary Bigness at [mbigness@hacsb.com](mailto:mbigness@hacsb.com) or fax them to Mary Bigness at (909) 890-2349.**

**Thank you!**