

ADDENDUM No. 1

RFP No. 21-14

Print on Demand (POD) Ecommerce Store

Due: May 5, 2021 by 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes twelve (12) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposals:

- **Attachment B - Non-Discrimination Declaration of Compliance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D- Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Can you provide an estimate of the spend for 2019, 2020 and anticipated spend for 2021?

Answer 1: *This is a first-time endeavor, so we have no comparable numbers from years past.*

Question 2: We see that the City of Ann Arbor is part of the GPO program via Vizient, do you anticipate utilizing this partnership with reportable GPO spend, or will this program be excluded from that partnership?

Answer 2: *This program will be excluded from that partnership.*

Question 3: Based on the RFP document, it appears that both an internal city and external public eCommerce option are needed. Is this accurate? If so – What is the estimated number of SKUs for print and promotional items for each eCommerce option?

Answer 3: *We will only be using this program externally as a print-on-demand offering.*

Question 4: Will the City need print collateral to be included within the eCommerce program, such as business cards, brochures, handbooks, etc.?

Answer 4: *No.*

- Question 5: What is the estimated number of logos and decorating options that will need to be applied to the requested items? Can you share some examples of these logos?
Answer 5: *Yes, see attached examples hereto. At this time, we don't know how many we will/want to offer.*
- Question 6: Will all logos and graphic elements for decoration on the requested items be provided by the city or will graphic design services also be needed?
Answer 6: *We will provide all the graphics. We do not need graphic design services.*
- Question 7: For each park, do they each have their own logo treatment? IS a style guide provided to follow for all usage?
Answer 7: *There will be a single Ann Arbor Parks & Recreation logo. Huron Hills and Leslie Park Golf Courses as well as GIVE 365, NAP and the Ann Arbor Farmers Market have their own logos that we may also utilize. We can provide a style guide.*
- Question 8: Will the City be open to considering carrying inventory of certain items to allow for bulk purchasing of some items or is on-demand the preferred method of ordering. If yes, will one warehouse location be sufficient, or would multiple locations be required? To give that "Amazon like "experience?" Are current consumers of this program used to longer lead times to create custom logoed product?
Answer 8: *No, we would like to keep this as a print-on-demand service with no inventory on-hand.*
- Question 9: Is marketing and communication outside of the City contacts considered part of the RFP or will this be handled internally?
Answer 9: *The City will handle this internally.*
- Question 10: Will the City require outside items that were previously purchased, for example, sporting equipment, require warehouse storage and fulfilment for programs and events throughout the year?
Answer 10: *No.*

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.



Parks & Recreation

CITY OF ANN ARBOR





ANN ARBOR PARKS & RECREATION

GIVE

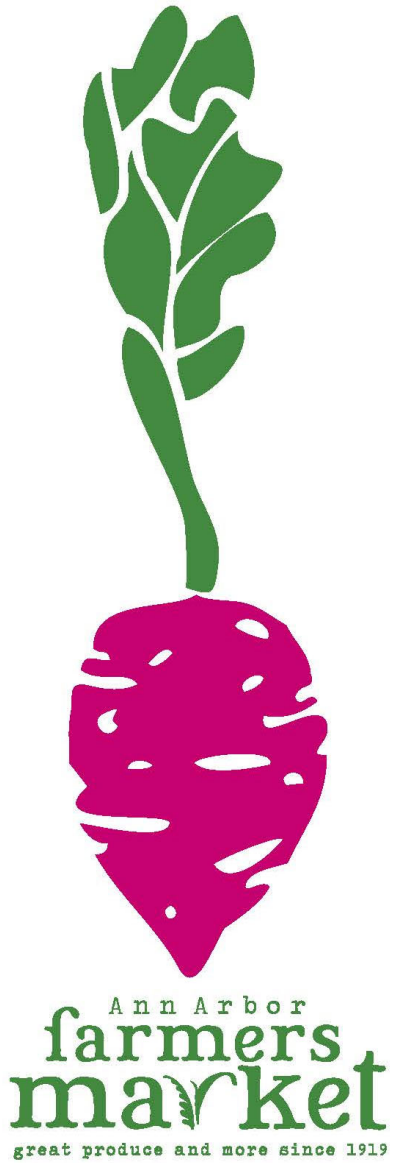
365



Ann Arbor
farmers
market
great produce and more since 1919

rooted in the community since 1919

**NOTHING
BEETS
LOCAL**



rooted in the community since 1919

IT'S **RAD**
TO SHOP
LOCAL

A2 GOLF

2017 JUNIOR GOLF
ANN ARBOR, MICHIGAN



HURON HILLS JUNIOR GOLF



THIS IS HOW
WE ROLL

A2GOLF.ORG

Get outdoors!

VISIT EVERY
PARK

ONE-HUNDRED
& SIXTY PLUS

ANN ARBOR PARKS & RECREATION

Get outdoors!

VISIT EVERY
P  **RK**

ONE-HUNDRED
& SIXTY PLUS

ANN ARBOR PARKS & RECREATION



VISIT EVERY PARK CHALLENGE

- Allmendinger Park
- Ann Arbor Farmers Market
- Ann Arbor Senior Center
- Arbor Hills Nature Area
- Arbor Oaks Park
- Arboretum Nature Area
- Argo Nature Area
- Bader Park
- Bandemer Park
- Barton Nature Area
- Baxter Park
- Beckley Park
- Belize Park
- Berkshire Creek Nature Area
- Bird Hills Nature Area
- Black Pond Woods Nature Area
- Bluffs Nature Area
- Braun Nature Area
- Broadway Park
- Brokaw Nature Area
- Bromley Park
- Brookside Park
- Bryant Community Center
- Buhr Park
- Burns Park
- Burr Oak Park
- Buttonbush Nature Area
- Cedar Bend Nature Area
- Churchill Downs Park
- Clinton Park
- Cloverdale Park
- Cobblestone Farm
- Cranbrook Park
- Crary Park
- Creal Park
- Depot Park
- Devonshire Park
- Dhu Varren Woods Nature Area
- Dicken Park
- Dicken Woods Nature Area
- Dolph Nature Area
- Douglas Park
- Earhart Park
- Earhart West Park
- Eberbach Cultural Arts Building
- Eberwhite Nature Area
- Eisenhower Park
- Ellsworth Park
- Esch Park
- Evergreen Park
- Fairview Cemetery
- Folkstone Park
- Forest Nature Area
- Forsythe Park
- Foxfire East Park
- Foxfire North Park
- Foxfire South Park
- Foxfire West Park
- Frisinger Park
- Fritz Park
- Fuller Park
- Furstenberg Nature Area
- Gallup Park
- Garden Homes Park
- George Washington Park (The Rock)
- Glacier Highlands Park
- Glazier Hill Nature Area
- Graydon Park
- Greenbrier Park
- Hannah Nature Area
- Hanover Square Park
- Hansen Nature Area
- Hickory Nature Area
- Hilltop Nature Area
- Hollywood Park
- Hunt Park
- Huron Highlands Park
- Huron Hills Golf Course
- Huron Parkway Nature Area
- Iroquois Park
- Island Park
- Kelly Park
- Kempf House
- Kilburn Park
- Kuebler Langford Nature Area
- Lakewood Nature Area
- Lansdowne Park
- Las Vegas Park
- Lawton Park
- Leslie Park
- Leslie Park Golf Course
- Leslie Science & Nature Center
- Leslie Woods Nature Area
- Liberty Plaza
- Longshore Park
- Mack Pool
- Malletts Creek Nature Area
- Manchester Park
- Marshall Nature Area
- Mary Beth Doyle Park
- Maryfield Wildwood Park
- Meadowbrook Park
- Mill Creek Park
- Miller Nature Area
- Mixtwood Pomona Park
- Molin Nature Area
- Museum On Main
- Mushroom Park
- Narrow Gauge Way Nature Area
- Newport Creek Nature Area
- North Main Park
- Northside Community Center
- Northside Park
- Oakridge Nature Area
- Oakwoods Nature Area
- Olson Park
- Onder Park
- Pilgrim Park
- Pittsview Park
- Placid Way Park
- Plymouth Parkway
- Postmans Rest
- Redbud Nature Area
- Redwood Park
- Riverside Park
- Riverwood Nature Area
- Rose Park
- Ruthven Nature Area
- Scarlett Mitchell Nature Area
- Scheffler Park
- Sculpture Plaza
- South Maple Park
- South Pond Nature Area
- South University Park
- Southeast Area Park
- Stapp Nature Area
- Stone School Park
- Sugarbush Park
- Sunset Brooks Nature Area
- Swift Run Park
- Sylvan Park
- Terhune Pioneer Memorial Park
- The Ponds Park
- Traver Creek Nature Area
- Tuebingen Park
- Turnberry Park
- Veterans Memorial Park
- Virginia Park
- Ward Park
- Waterworks Park
- Waymarket Park
- Wellington Park
- West Park
- Wheeler Park
- White Oak Park
- Willow Nature Area
- Winchell Park
- Windemere Park
- Winewood Thaler Park
- Woodbury Park
- Wurster Park