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| THE CITADEL | **Solicitation Number** | **RFP 26011-JD** |
| | **Addendum #** | **1** |
| | **Date Issued** | **3/5/2026** |
| | **Procurement Officer** | **James de Luca, CPPO** |
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**SOLICITATION TITLE: RFP 26011-JD Cadet Uniform Accessories**

**TYPE OF ADDENDUM:**

☐ Change or clarification to the Solicitation's specifications, requirements, or scope of work.
☒ Questions posed regarding the Solicitation and their respective answers by The Citadel.

1. Page(s): 15
   Section: A
   Quote:
   1. The Citadel will place stock orders based on the expected number of incoming freshmen and projected total enrollment. Sizes ordered, if applicable, will be based on historical data with the goal of having an adequate inventory of items on hand to outfit all cadets for the upcoming academic year by the delivery dates listed herein.

   2. At times, The Citadel may need to place special orders in varying quantities, before or after stock orders are placed, should inventory run low. Special make orders must be delivered within four weeks of the purchase order date.

   **Question:** Can any guardrails be added to point 2? Given the range of order quantities provided in the table under section IV – Order Quantities (p.16-17), it is possible that an order placed under provision #2 above may be larger in size than the main order and require delivery in 4 weeks (80% sooner than the main order).

   **Answer:** Special make order quantities are typically smaller than stock orders. Special make order quantities will not exceed stock order quantities.

   Comments: In the discussion on 2/25/2026, it was proposed that vendors provide production estimates to guide how quickly additional orders can be met. Can the wording in section 2 be revised to provide limits on the size of additional orders and to request vendors provide capacity constraints for meeting low inventory orders.

2. Page(s): 18
   Section: B – Pricing/Business Proposal

   Quote: Pricing shall cover all costs associated with the services provided by the Contractor and shall include shipping fees…

   **Question**: Can shipping fees be excluded from the bidding process?

   **Answer:** No.

   Comments: Shipping fees are not linear, they are stepped costs based upon the size, number and weight of packages. The large variation in order sizes as well as variations in fees from the shippers themselves makes cost extremely difficult to estimate. While we have our own accounts, some customers prefer to ship via their accounts to simplify tracking and ensure costs are aligned with their expectations.

3. Page(s): 15
   Section: D – Stock Keeping Unit

Quote: Each uniform item and accessories shall have a unique retailer code or Stock Keeping Unit (SKU), to be used for inventory and sales tracking. Each size or specific type of item shall have a unique SKU. All items shall be tagged or labeled with a SKU that can be scanned. When a cadet is issued an item, the SKU will be scanned, and The Citadel's point-of-sale system will automatically remove the item from the inventory.

**Question(s):** Several points of clarification are requested:

1. Please confirm that expectation is that the SKU is to have a bar code for scanning (as opposed to character recognition of the SKU ID).

**Answer:** The expectation is to have a bar code for scanning purposes.

2. At least for cuffs and collars, possibly other small items as well, can you clarify that the SKU is only to be placed on the clear plastic bag of the bundles as specified on p.15, section E-1 Item Packaging? This clarification is requested as section D appears to indicate the SKU must be on every item.

**Answer:** For cuffs and collars, the SKU should be placed on the clear plastic bag containing the bundles.

Comments: This was discussed on 2/25 and it seemed, at least for cuffs and collars, this seemed acceptable

4. Page(s): 14
   Section: III-I-3 – Sample Sizes

   Quote: For sized items, sample sizes shall be Large. Sample sizes, both for female and male, will be a part of each annual order. All other sample sizes, when applicable shall be Large.

   **Question:** Collars and cuffs are not sized by small/medium/large. What size should be used?

   **Answer:** Cuff samples should be size 11.5 and collar samples should be size 16.

   Comments: Per conversation on 2/25, the largest size in the RFP should be submitted.

5. Page(s): 14
   Section: Samples (Modified)

   Quote: Procurement will notify the **three highest ranked offerors on or before April 15, 2026, to submit free samples** which will be required for testing and/or evaluation. If requested, your failure to provide a sample by stated date, will result in rejection of your offer. You must send your sample to the Procurement Officer under separate cover, mark the solicitation number on the outside of the shipping carton, and tag each sample with your name and other pertinent information. **The Procurement Officer must receive your samples no later than May 1, 2026.**
   Send Sample To: Attn: Name of buyer listed on cover page.

   **Question:** Can you specify the quantity and size of samples to be submitted? Presumably, this will be the same as the requirements under I-A (p.14) which applies after a contract has been awarded.

   **Answer:** The three highest ranked offerors will submit two samples. The samples should be the same size. One sample serve as a control and the other will be used for testing purposes.

   Comments: Per conversation on 2/25, the largest size in the RFP should be submitted for section III-1-A-3 on p.14.

6. Page(s): 38,39
   Section: Appendix D, Item #1Collars, Item#2 Cuffs (same quote is in both sections)

Quote:
The [collar/cuffs] shall consist of face fabric, back fabric and two piles of the interlining.

**Question:** Current production uses a single layer of interlining. Are the two layers necessary? If not, does there need to be a reference to the fact in the RFP or only after the contract is awarded? Also, I believe the correct term is, "plies" not "piles" in the above section.

**Answer:** The specifications are general in nature. The awarded vendor will replicate our current supply of cuffs and collars.

Comments:
Per conversation in 2/25/2026, the Citadel desires the same products they currently purchase, and the specifications are "General Specifications".

7. Page(s): 25-26
   Section: Contractor's Liability Insurance
   Quote:

   Question: What, if any, portions of the insurance requirements are applicable to this RFP?

   **Answer:** The State requires that a Supplier have Liability insurance to protect itself in all potential lawsuits since the State of South Carolina will not represent you if an end user of your materials sues your company. These are the limits required of suppliers by our State.

   Comments: Many portions of this section appear to be suited towards work done on premise which do not apply. For example:
   "…Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina…"
   "…insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work…"
   "Auto Liability"

☐ Other Change: Describe

**IMPORTANT NOTICE:**
X Contractor is required to acknowledge receipt of this Addendum by signing below and returning a copy by email to address above or with their final submission of proposal.

Except as provided herein, all terms and conditions of the Solicitation referenced above remain unchanged and in full force and effect.

**SIGNATURE OF PERSON AUTHORIZED TO EXECUTE ON BEHALF OF OFFEROR**

**Signature:**_____

**Printed Name & Title:**_____

**Company Name:**_____

**Date:**_____