Docusign Envelope ID: 1CD1EE2C-2E1F-88D6-8266-CB4C946EA5D7

ADDENDUM NO. 2

PROJECT TITLE: Community Services Apparel and Promotional Items
RFP NO.: CS27-002

DATE: 11/20/2026

TO: All Prospective Proposers

BY THIS NOTICE, the City of San Bruno hereby provides the following information regarding the referenced Request for Proposals:

1. NON-MANDATORY PRE-PROPOSAL CONFERENCE.

A non-mandatory pre-proposal conference was held via Zoom on Friday, November 20, 2026, at 10:00 AM PST. Attendance was not a condition of submitting a proposal. The conference was recorded for the City's procurement record.

2. SUMMARY OF INFORMATION PRESENTED.

The City presented an overview of the RFP, including the scope of services, Addendum No. 1, proposal submittal requirements, physical samples, the General Services Agreement and insurance requirements, invoicing, the evaluation and award process, and key dates. The information presented restated the RFP and Addendum No. 1 and does not modify either document.

3. QUESTIONS AND ANSWERS FROM THE CONFERENCE.

The following questions were asked during the conference. Consistent with the Questions section of the RFP, the identity of the firm asking each question is not disclosed. The verbal responses given at the conference are confirmed or clarified below; only these written responses are binding.

Q1. Section III, Task 3 lists screen printing, embroidery, and heat transfer as decoration methods. Is dye sublimation, which is a form of heat transfer, an acceptable method of apparel decoration?

A1. Refer to RFP Section III, Task 3 — Art Preparation and Decoration.

Yes. Dye sublimation is one of several heat transfer methods and is acceptable under Section III, Task 3. Whichever heat transfer method is used, it shall yield a quality finished product that meets the requirements of Task 3, including matching of City brand colors to the PMS values furnished by the City. Heat transfer does not replace the decoration specified for a line on the Cost Proposal Form (Attachment A); lines that specify screen printing shall be screen printed unless the Department approves otherwise in writing.

567 El Camino Real, San Bruno, CA 94066-4299
Voice: (650) 616-7065 • Fax: (650) 794-1443
www.sanbruno.ca.gov

Docusign Envelope ID: 1CD1EE2C-2E1F-88D6-8266-CB4C946EA5D7

Q2. Would dye sublimation be scored the same as other decoration methods when proposals are evaluated?

A2. Refer to RFP Section II, Physical Samples; Section V, Evaluation and Award; and Attachment F, Evaluation Score Card.

Yes. Dye sublimation will be scored the same as other decoration methods. The City will not score proposals on the decoration method used; the City will score the quality of garments and decoration, as evidenced by the physical samples. The City's evaluation criteria are provided in Section V, Evaluation and Award, and the Evaluation Score Card is provided as Attachment F. Physical samples shall be decorated as specified in Section II: Line C-1 and Line C-6 by screen printing, and Line C-8 with a four-color print front and back.

Q3. Is the contract amount from a previous contract for these services available to proposers?

A3. No.

There is no current or previous contract for these services. This is the first time the City has solicited these services through a Request for Proposals; therefore, there is no prior contract amount or winning bid to share.

4. NO CHANGE TO THE DEADLINE FOR WRITTEN QUESTIONS OR THE PROPOSAL DUE DATE.

The deadline for written questions remains Wednesday, December 2, 2026 at 4:00 PM PST, and proposals and physical samples remain due Thursday, December 10, 2026 at 2:00 PM PST. No change is made to the Scope of Services, the Cost Proposal Form, or any other requirement of the RFP.

This Addendum No. 2 shall become part of the RFP documents and all provisions of the RFP shall apply thereto. This Addendum has been posted to the City's Bid Postings page. **For a proposal to be considered responsive for the purposes of an award of contract, this Addendum shall be acknowledged by number and date on the Addenda Acknowledgement Form, as required by RFP Attachment D.**

Signed by:
Travis M Karlen
16E1C691E6614DA...

ISSUED BY: _____ **Date:** 11/20/2026

Travis M. Karlen, *CPRP*
Director, Community Services Department

-END OF DOCUMENT-

567 El Camino Real, San Bruno, CA 94066-4299
Voice: (650) 616-7065 • Fax: (650) 794-1443
www.sanbruno.ca.gov