

Request for Bid Q01215
Graduation Regalia Caps & Gowns Purchase
Specification and Contract Document Number: Q01215 Addendum #1
November 7th, 2025

All changes to the Request for Bid (RFB) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their bid submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures in this addendum conflict with the original document, this addendum shall prevail.

This Addendum consists of the following questions received to date and their responses:

Question 1: "For the Faculty Bachelor Set, are you looking for our Keeper quality (one time wear) or our Academic Apparel quality (multiple)?"

Answer: Harper College requires regalia constructed with high-quality materials and workmanship suitable for multi-year, repeated use by faculty and staff. "Keeper" quality or other disposable, student-grade options intended for single-use are not acceptable under this contract. All garments provided must be built for durability, present well in formal academic ceremonies, and meet the expectations associated with faculty-level academic regalia.

Question 2: "To doublecheck which you prefer for the current Bid: Fine Quality Regalia for Purchase or Fine Quality Regalia for Rent

Fine Quality Regalia lasts a lifetime which differs from Student Quality Regalia which is meant to be worn only a handful of times. If you would kindly advise, it would be greatly appreciated. Thank you!"

Answer: Harper College intends to purchase regalia for faculty, staff, and administrators as a bulk order for use in the May 2026 graduation ceremony and future events. Regalia should be of fine quality and designed to last multiple years with proper care. Keep in mind this procurement will be awarded to the most responsive and responsible bidder.

Sincerely,

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