

**DELAWARE DEPARTMENT OF TRANSPORTATION**

**REQUEST FOR PROPOSALS**



**Delaware Department  
of Transportation**

**CONTRACT No: 1723**

**VIRTUAL WEIGH STATIONS**

**Delaware Department of Transportation**

**PROPOSAL DUE DATE/TIME:**

2:00 PM Wednesday ~~September 24, 2014~~ **October 8, 2014**

Proposals are to be delivered to Contract Administration, Delaware Department of Transportation, 800 Bay Road, Dover, Delaware 19903 by **2:00 p.m.** (local time) on proposal due date shown above.

**Addendum No. 2  
September 18, 2014**



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

SHAILEN P. BHATT  
SECRETARY

September 18, 2014

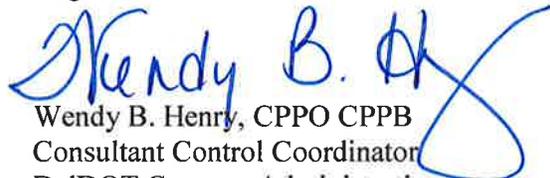
Ladies and Gentlemen:

Attached is Addendum No.2. for the referenced Request for Proposals indicating the following revision:

1. Cover Page information regarding the due date and time has been changed, shown on the preceding page.
2. Section 1.14 Timeline information regarding the due date and time has been changed, shown on the following page.
3. Section 5.4 Proposal Requirements information regarding the due date and time has been changed, shown on the following page.

Please review this information prior to submitting your response to our Request for Proposals.

Regards,

  
Wendy B. Henry, CPPO CPPB  
Consultant Control Coordinator  
DelDOT Contract Administration  
(302) 760-2531

**Addendum No. 2**  
**September 18, 2014**

1.12. **Use of the RFP**

The RFP document or any portion thereof may not be reproduced or used for any purpose other than the preparation of proposal submissions by the requesting Vendor without the expressed, written consent of the Department.

1.13. **Vendor's Expenses**

Vendors are solely responsible for any expenses they incur in preparing, delivering or presenting a response to this RFP, and for subsequent negotiations with the Department, if any.

1.14. **Timeline**

Provided below is a list of critical dates and actions. These dates are subject to change. Notice of changes will be posted on the State of Delaware Bid Solicitation Directory at [www.bids.delaware.gov](http://www.bids.delaware.gov) under this RFP. It is the responsibility of all interested Vendors to monitor this site for any changing information prior to submitting your proposal.

Action	Date	Local Time
Final Date to Submit Questions in time to receive answers	09/12/2014	4:30PM
Proposal Submission Date	<del>09/24/2014</del> <b>10/8/2014</b>	2:00PM
Vendor Presentations week of *	<del>10/27/2014</del> <b>11/03/2014</b>	TBD
Anticipated Award	01/07/2015	

\*NOTE: If necessary, Department requested Vendor presentations are anticipated to be held during the week listed above. Vendors selected to participate in presentations will be notified via email.

1.15. **Formal Contract**

The selected Vendor shall promptly execute a contract prepared by the Department that shall incorporate the terms of this RFP within twenty (20) days after award, unless an extension of time is mutually agreed upon by both parties. The Vendor is not to begin any work prior to receipt of a Notice to Proceed (NTP) from the Department's Contract Administration group. The proposal submitted by the Vendor shall become a part of the contract.

1.16. **Contract Terms**

The following contract terms shall be included in the Vendor's contract with the Department:

1.16.1. **Hold Harmless**

The Vendor agrees that in the event it is awarded a contract, it shall indemnify and otherwise hold harmless the State of Delaware, its agents and any employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the Vendor's, its agents' and employees' performance of work or services in connection with the contract.

An original and one (1) copy of the Price Proposal must be sealed inside the envelope containing the Technical Proposals. It is the Vendor's obligation to make sure proposals arrive on time. Late proposals will be returned to the Vendor unopened and will not be considered by the Selection Committee.

### 5.3 Changes to Initial Proposal

The Vendor may change a previously submitted initial proposal by withdrawal, amendment or submission of a replacement if done prior to the RFP due date and time. The information or request should be submitted in writing on company letterhead or equivalent and contain the signature(s) of the person(s) who submitted the original proposal. Vendors must indicate on the outside of the envelope that the proposal contained within replaces and takes the place of a previously submitted proposal or part thereof. Vendors shall clearly indicate that it is their intent is to withdraw a previously submitted proposal prior to the RFP closing. Requests to withdraw a proposal may require a confirmation email, facsimile, or telephone response.

### 5.4 Proposal Due Date and Time

Competitive Sealed Proposals are to be delivered to the address indicated in Section 5.2 by 2:00p.m. (local time) on ~~Wednesday September 24, 2014~~ **October 8, 2014**. The Department's time shall be the official time.

### 5.5 Extensions

The Department may extend the time and place for the receipt and opening of proposals on not less than two (2) calendar days' notice by electronic means. Any extension of time will be posted as an addendum to the RFP on the State's procurement web site at <http://bids.delaware.gov>.

### 5.6 Submitted Copies

An original and seven (7) copies of the Technical Proposal must be submitted. An original and one (1) copy of the Price Proposal must be submitted in a separate, sealed envelope per Section 5.2 of this document. An authorized representative of the company submitting a proposal must sign the original proposals. Notification of the proposal award and all communications will be made by e-mail.

5.6.1 Along with the originals, please submit one copy of your proposal in electronic format (CD/DVD or flash drive) in standard Office or PDF format. Please submit a separate file for each of the following and label as such:

- The Technical Proposal
- The Price Proposal
- The Technical Proposal with any confidential information redacted

### 5.7 Delaware's Freedom of Information Act

The Department is covered under the Department of Transportation's Freedom of Information Act (FOIA). In order to comply with the State of Delaware's Freedom of Information Act, Vendors responding to this RFP shall prepare and submit one (1) electronic copy (e.g., CD/DVD, flash drive) of their Proposal with any proprietary or confidential information redacted. This copy should be clearly marked as "Redacted"