



Government Support Services – Contracting  
100 Enterprise Place  
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March 4, 2010

TO: ALL OFFERORS

FROM: ROXANN M. PARKER  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO. GSS10047A-DRY\_CLEAN

**ADDENDUM #1**

This addendum is issued to answer questions concerning the Dry Cleaning Contract terms and specifications.

1. Will the contract be split between multiple vendors as is the case today or is the State seeking one vendor?

**Answer:** Page 31, Section IV. Proposal Evaluation Procedures, A) Basis of Award of the Request for Proposals states:

Government Support Services shall award this contract to the most responsible and responsive offeror who best meets the terms and conditions of the proposal. The award will be made on basis of price, product evaluation, and prior history of service and capability.

Government Support Services reserves the right to reject any or all proposals in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

2. What was the split in volume, type and \$ between Capital and Fairfax in 2009?

**Answer:** The usage data from both vendors for Fiscal Year 09 (July 08-June 09) is now posted on the web page. All usage information can be obtained from these reports.

3. What is the estimated total alteration volume and \$ for 2010?

**Answer:** There is no way of estimating the volume of alterations. Quantities are not guaranteed in this contract.

4. How much did the State pay for alterations itemized by type in 2009?

**Answer:** The usage data from both vendors for Fiscal Year 09 (July 08-June 09) is now posted on the web page. All spend information can be obtained from these reports.

5. It states on page 11, 6a, that the materials covered by the proposal are exempt from Federal and State Taxes. Does that mean the revenue earned for the dry cleaning services does not need to be included in gross revenues for both State and Federal tax purposes?

**Answer:** NO. This means the State will not pay any taxes that the vendor may impose. (i.e.; sales tax for out-of-state vendors)

6. Are all the Insurance requirements noted on page 15 applicable to this contract? Are there any differences in coverage required by this contract? Specifically are all three of these insurance coverage's required for the Dry Cleaning Contract?

**Answer:** Page 15, Insurance Requirements state:

All contractors shall carry Comprehensive General Liability and **at least one of the other coverage's depending on the type of service or product being delivered.**

a. Comprehensive General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

**and**

b. Medical/Professional Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

**or**

c. Miscellaneous Errors and Omissions - \$1,000,000.00 per person/\$3,000,000 per occurrence.

**or**

d. Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

This means Comprehensive General Liability is required as well as one of the other three listed, depending on the service. Your agent will know what is applicable.

7. How many total state employees are covered by this contract?

**Answer:** Thousands. Every state department and agency within the Executive Branch and Judicial Branch of the state government are mandated by law to use the contract however it is available to school districts, higher education, vol. fire companies, municipalities, and quasi-state agencies to piggy back if they choose to. Quantities are not guaranteed in this contract.

8. Points given for Wet Clean are less than Liquid Carbon Dioxide cleaning. Can someone explain the reason for this difference?

**Answer:** Points for the criteria items are based on importance of the criteria to the contract. In this case, Liquid Carbon Dioxide would be the most preferred process and a vendor using this process would be awarded the higher score. Once again, Government Support Services shall award this contract to the most responsible and responsive offeror who best meets the terms and conditions of the proposal. The award will be made on basis of price, product evaluation, and prior history of service and capability.

9. Can you please provide the 2009 payment for the contract on a monthly basis and the volume of garments for each month in 2009 (i.e.: how much was paid in Jan., Feb., March, etc.). I need to determine the seasonality of the payments and the clothes volume to determine the optimal staffing to provide the best pricing.

**Answer:** The usage data from both vendors for Fiscal Year 09 (July 08-June 09) is now posted on the web page. All spend information can be obtained from these reports. State law mandates that invoices are paid within 30 days of being received.

All other terms and conditions remain the same.

