



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

December 12, 2018

TO: ALL OFFERORS

FROM: Steven Chillas  
STATE CONTRACT PROCUREMENT OFFICER I

SUBJECT: ADDENDUM #1 TO REQUEST FOR PROPOSAL:  
Contract #GSS19565-EMERG\_MATL, Emergency Standby Materials and Supplies

**ADDENDUM #1**

This addendum is issued to clarify questions submitted by interested vendors as per the RFP.

1. Please clarify Question # 4 - What is your Operational Site Coverage for the State of Delaware.?

A. What is your organization's ability to provide the requested service(s) as outlined in the contract relative to the State of Delaware?

2. Can the State breakdown how the 10% weight of the pricing proposal will be allocated to the various tabs of the pricing structure?

A. The pricing of each Tab of the pricing spreadsheet will be compared to vendors who submit similar proposals. (Example: Vendor 1, tab A against Vendor 2, Tab A). The award of the RFP is not based on pricing alone. Pricing only accounts for 10% out of 100 total.

3. Will each tab hold equal weight off of the 10% or will some tabs be weighted heavier?

A. Each tab contains equal weight regardless. The award of the RFP is not based on pricing alone. Pricing only accounts for 10% out of 100 total.

4. Will quantities be assigned or is each line item going to be added up to compare against other proposers?

A. Line items will be compared to like line times. (Example: Tab 3, Line 21, Column D from Vendor 1, will be compared to Tab 3, Line 21, Column D, from Vendor 2 and all other vendors. Pricing only accounts for 10% out of 100 total.

5. Just for clarification, Final Disposal Fee/Tipping Fee's will be a pass through cost and should not be included in our pricing for Appendix B – Section IV, Tab 7 – Item 4?

A. Pass-through costs must generally be approved in advance by a client in writing pursuant to an established budget. Contractually, the State of Delaware expects awarded vendors to uphold pricing given during the proposal submission, best and final negotiations, final award, and/ or extension negotiations relative to optional extension years. Any additional fees or costs not specifically addressed in the RFP or Pricing Spreadsheet should be included in Section VII, Tab 10 of the pricing spreadsheet. Examples would include, but are not limited to: additional fees or items not covered specifically in the bid but offered by the vendor under the RFP scope (oxygen bottles, boxed meals, etc.).

6. Tipping Fees should not be included in any line items, correct?

A. Any additional fees or costs not specifically addressed in the RFP or Pricing Spreadsheet should be included in Section VII, Tab 10 of the pricing spreadsheet. Examples would include, but are not limited to: additional fees or items not covered specifically in the bid but offered by the vendor under the RFP scope (oxygen bottles, boxed meals, etc.).

7. Page 7 of the RFP under section D. Detailed Requirements states that vendors must provide pricing for Tabs 2 and 7 to be deemed responsive. Please confirm that in order to be responsive we must bid Tab 2 Supplies and Equipment for Community Shelter Internal Use.

A. Incorrect. Vendors may submit proposals for a minimum of one (1) tab. All responsive bids will be considered.

8. If we are required to bid Tab 2, can we state “cost plus percentage” as our unit purchase and unit rental rate?

A. For clarification, there is not a requirement to bid a specific tab in order to submit a qualifying bid. As related to the language “cost plus percentage” vendors are requested to submit actual pricing that would be billed to the State of Delaware in the event of a contract activation of services. This allows proposals to be evaluated on the same terms.

9. When determining overtime rates – do we need to allow for overtime for all hours over an 8 hour workday or for all hours over a 40 hour work week?

A. The State of Delaware has no specific overtime law provision, instead choosing to follow the Fair Labor Standards Act (FLSA). FLSA overtime calculation methods calculate (1.5 times the regular rate) for hours worked in excess of 40 hours per work week.

10. Please confirm we do not have to bid on all tabs in Appendix B – as stated on page 7 section D it is only required to bid tabs 2 and 7.

A. All responsive bids will be considered. (See #7 above).

11. Page 7 of the RFP under Section III-B Proposal Response it states that we state “No Bid” for all line items we do not intend on bidding. If we chose not to bid on an entire tab, do we need to write out “No Bid” on all line items or can we leave the tab blank?

A. Place “Not Bidding This Tab” at the top of the page.

12. Regarding Appendix B, Section IV Tab 7

12a. Please confirm that Tipping Fees/Disposal Fees are to be excluded from our proposed rates and treated as a pass through expense whereby the contractor pays disposal fees and invoices the State for reimbursement at direct cost with no mark-up. Landfill disposal fees cannot be guaranteed for the term of this contract as we do not have control of the disposal sites. Tipping fees are often negotiated down from the stated daily gate rate post-event once estimated debris quantities are known.

A. Any additional fees or costs not specifically addressed in the RFP or Pricing Spreadsheet should be included in Section VII, Tab 10 of the pricing spreadsheet. Examples would include, but are not limited to: additional fees or items not covered specifically in the bid but offered by the vendor under the RFP scope (oxygen bottles, boxed meals, etc.).

12b. Please clarify the scope of work regarding hazardous leaning trees and dangerous hanging limbs. If the scope of work dictates that the debris resulting from the removal of hazardous trees and hanging limbs will have a unit rate per tree which includes hauling the resulting debris to DMS or final disposal site it would require collection trucks to follow the tree removal crews and ONLY pick up debris from their work, thereby skipping piles of debris and leaving it on the street to be picked up by another collection truck. If there is a major event, collection trucks will be more efficiently used if they could travel the ROW and pick up ALL debris rather than skipping piles and only following the tree crew. This also means that all resulting debris will have to be staged separately at the DMS to insure no comingling of debris is allowed. There will be a need for additional equipment to manage the site segregated for hazardous tree work or there will be lost time in moving equipment between the two areas. Limited Debris Management Sites, their size and their locations often make this scenario extremely difficult. The typical method is to price hazardous trees and hanging limbs as a “cut only” rate and to place the resulting debris in the ROW for collection as vegetative debris. This method frees up collection trucks and expedites the collection process. Will the State consider changing the scope to allow for the debris from removing hazardous leaning trees and hanging limbs to be placed in the ROW to be collected and paid for as regular vegetative debris?

A. Please submit your best proposal for the State’s consideration.

12c. Please confirm that item 7A is for hanging limbs in the ROW and not in the ROE program.

A. Appendix B, Section IV, Tab 7, Line 7, should read “Right of Way” instead of “Right of Entry”. Line 7A refers to “Right of Way” as well. Line 8 and 8a, 8b, and 8c, all refer to “Right of Entry”.

12d. Please confirm item 23A is for Non-RACM debris only.

A. Appendix B, Section IV, Tab 7, Item 23A is for Non-RACM debris only. For items/ services not specifically covered under this or another tab, please list these in Section VII, Tab 10 of the pricing spreadsheet.

13. What Company currently has the contract?

A. The contract is multi-awarded. A list of awarded vendors can be found on the State of Delaware Awarded Contracts page. The link to the current contract is below:  
[http://contracts.delaware.gov/contracts\\_detail.asp?i=2513](http://contracts.delaware.gov/contracts_detail.asp?i=2513)

14. Base Camps (Pricing Form Tab 8) only allow for weekly rates, will Delaware consider including a column for monthly rates?

A. For the purpose of this specific proposal, in order to effectively compare submissions equally, please list weekly rates at a minimum. Interested vendors may list monthly rates in addition to weekly rates, but will be evaluated based on the weekly rate. If awarded, a column will be added for monthly rates.

15. Should individual resources (i.e. laundry, showers or containerized toilets) be quoted on tab 10 of the pricing form?

A. Porta Potties are currently listed on Tab 1, Tab 3, Tab 8 & Tab 9. Aside from those specific instances for items/ services not specifically covered under this or another tab, please list these in Section VII, Tab 10 of the pricing spreadsheet.

16. Section N (RFP Page 9) states, "Prices quoted in the proposal shall remain fixed and binding on the bidder at least through October 14, 2021." Should this section reference awarded pricing instead of prices quoted?

A. Correct. This section will reflect as awarded pricing. Awarded pricing is different than prices quoted in that after price comparison and scoring, the State of Delaware is eligible to ask potential vendors for a "Best and Final" offer. This offered price may be different than the initial prices quoted/ submitted. Awarded pricing should be understood as Final Pricing or the final agreed upon amount prior to a signatory award of the contract.

17. The base camp diagram provided only allows for 25 sq ft per person for sleeping. According to OSHA Temporary Labor Camp Standards at least 50 sq ft is required. Please clarify.

A. Since the original publishing of the RFP the listed information has been found to be in error. The correct standard should be reflected as 50 sq. ft.. The regulation referenced is OSHA Temporary Labor Camp Standard 1910.142(b)(2) and can be found here:  
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.142>.

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