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October 25, 2010

TO: ALL OFFERORS

FROM: ALISHA MCCULLOUGH  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS10270B-SNOW  
\_REMOVE

**ADDENDUM #1**

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal. All other terms and conditions remain the same.

Page 5, II Scope of work, A:

With regards to 'the Vendor shall provide all equipment, materials and labor to supplement the State of Delaware's need for Snow and Ice Removal':

1. What does supplement mean? Is the State going to handle it's own snow removal and the vendor would be called in on an as need basis?

The State will at determine at its discretion when the services of the contractor(s) are required and therefore the vendor will be called in on an as needed basis. As stated in Appendix A, Scope of Work: The Contractor shall be available for contact on a twenty-four (24) hour day, seven (7) day a week basis. Snow removal personnel and equipment shall be at contracted sites for snow removal emergency within a two hour period. The Contractor shall report to the assigned area no later than two (2) hours after notification by the respective agency.

2. In past years, state employees have provided snow removal in areas which were awarded to vendors. Is this what we can expect?

Yes, this could happen. EXAMPLE: In the case of a very light snow fall/patchy ice or areas that only need partial amounts of snow/ice removed and/or treated with ice melt product.

3. To what depth of snow can we expect a call for services?

Typically 1" of snow fall. During freezing rain/sleet or icy conditions in most cases the contractor would be called for services. The zone in which the vendor may be awarded may also be a factor. Due to the size/scope of various locations vendors may be called to provide services during small snow/ice amounts.

All areas listed in Zone 4 are to be cleared of measurable snow by 7:00am. If snowfall continues during the day, all areas should be cleared by 4:00pm, unless otherwise directed by a DeIDOT representative. Areas are to be cleared again when snowfall stops". "In cases where snowfall is approximately 1", the contractor is to contact the DeIDOT representative prior to the start of work to determine whether or not snow should be cleared and/or areas treated, and from which locations.

4. What is the maximum depth of snow we will be required to remove in one run?

The "maximum depth" of snow on any given day before a plow/shoveling services is to be authorized "WOULD" typically be 6 inches. However in the case of "blizzard" conditions occurring during a snow event it "MAY" not be possible to see to perform services due to lack of visibility creating unsafe conditions.

Page 26, Opportunity Buys:

5. So from this section are we assume that the vendor awarded this contract might get half way through the season, have purchased material and acquired the man power needed and could loss the contract based on a competitor's low balling a contracted amount?

The State reserves the right to consider offers at any time from non awarded vendors. All prices and service offerings must be considered reasonable at the discretion of the State. The decision process the State would use to consider any offers under the Opportunity Buy Process may be found at

[http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity\\_buy\\_flowchart.pdf](http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity_buy_flowchart.pdf)

6. What are the requirements for submitting financial statements? The contract only refers to financial on page 15 section 3 a.

The requirements regarding financial documents are on page 41.

7. On page 11, section Y - Confidentiality If a companies financial statements are required, can they be deemed Proprietary Information and submitted in a separate sealed envelope?

Yes.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a Vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain Attachment 5 describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

If the Vendor does not have any documents it declares confidential or proprietary, Attachment 5 should be completed by checking the appropriate box found at the top of the attachment.