



Government Support Services – Contracting
100 Enterprise Place
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Dover, DE 19904-8202

March 17, 2011

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS11599-BLDG_SECURE
BUILDING ACCESS SECURITY

ADDENDUM #1

The purpose of this addendum is to answer questions submitted regarding the solicitation.

1. Reading over your RFP, I do not see details of the project other than product spec. Can you advise how to get this information?

As stated in the Statement of Needs (page 6): “The State of Delaware, through this solicitation, will create a short list of pre-qualified vendors for building access security services that Agencies can use to obtain quotes from. The list will allow agencies to move quicker through the process and avoid the need to go out to bid for each installation.”

2. Which company currently holds the contract for the subject opportunity?

The State of Delaware does not currently have a contract for this subject opportunity.

3. Which technology is currently being used?

The State standard that has been established requires the use of Honeywell Pro Watch for all new security systems and upgrades on existing systems.

4. Is a copy of the current contract available for public review?

The State of Delaware does not currently have a contract for this subject opportunity.

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5. Bid Bond Requirement: Since individual projects will be bid and awarded on a project by project basis, how is the bidder supposed to develop a bid bond amount and satisfy the requirement to provide a bid with the proposal submission?

The Bid Bond Requirement would be due if/when and agency contacts vendors for a project specific cost proposal.

6. No Proposal Reply Form: On page 2 of the RFP, it states that “In order for your proposal to be considered, the Proposal Reply Section shall be executed completely...” If required, how does this bidder fill out Attachment 1 if this bidder plans on submitting a proposal?

Vendors choosing to submit a proposal can disregard Attachment 1, No Proposal Reply Form.

7. Attachment 7 – Monthly Usage Report: Please clarify how the State of Delaware would like this form to be completed.

The Monthly Usage Report is a sample of reporting that would be required after award. As stated on the Attachment, “A copy of the contract specific Usage Report will be sent by electronic mail to the Awarded Vendor.”

8. Attachment 8 – Subcontracting (2nd Tier) Quarterly Report: Please clarify how the State of Delaware would like this form to be completed.

The Subcontracting (2nd Tier) Quarterly Report is a sample of reporting that would be required after award. As stated on the Attachment, “A copy of the contract specific Report will be sent by electronic mail to the Awarded Vendor.”

9. Attachment 9 – Office of Minority and Women Business Enterprise Certification Application: Please clarify how the State of Delaware would like this form completed if this bidder is neither a Minority-Owned nor a Women Business Enterprise.

This form is not mandatory.

10. Performance Bond: Since individual projects will be bid and awarded on a project by project basis, how is the bidder supposed to develop a performance bond amount and satisfy the requirement to provide a performance with the proposal submission?

The Performance Bond Requirement would be due if/when and agency contacts vendors for a project specific cost proposal. The awarded vendor would submit a performance bond equal to the proposed amount for the project.

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11. Section U: Business References, Section W: Subcontractors, Section X: Confidentiality: These sections refer to Business References as Attachment 6, Subcontracts as Attachment 7, and Confidentiality as Attachment 5. The bidder believes Business References to be Attachment 6, Subcontracts to be Attachment 8, and Confidentiality to be Attachment 4 (not Appendix B as referenced on page 2). Please verify the Attachment numbers for each of these sections.

Attachment 1: No Proposal Reply Form
Attachment 2: Non-Collusion Statement
Attachment 3: Exceptions
Attachment 4: Confidentiality and Proprietary Information
Attachment 5: Business References
Attachment 6: Subcontractor Information Form
Attachment 7: Monthly Usage Report
Attachment 8: Subcontracting (2nd Tier) Quarterly Report
Attachment 9: Office of Minority and Women Business Enterprise Certification Application
Attachment 10: Performance Bond Form
Appendix A: Scope of Work Details
Appendix B: Confidentiality and Data Integrity (This form was omitted from the RFP document and can be found at the end of this addendum.)

12. Page 10: Section L, Page 15: Section 6, Point E, Page 16: Section B, Point 1.C, Page 39: Attachment 7, Page 45: Attachment 8: The RFP makes numerous references to pricing in the above referenced sections. Please clarify what items the State of Delaware would like priced and how to present it.

The references above are standard language in all State of Delaware solicitations. The purpose of this solicitation is to develop a list of pre-qualified vendors. Agencies will contact vendors from the list for price proposals as a need for the service arises.

Section W, Subcontracts indicates that subcontractors should be identified in the proposal using Attachment 7. Shouldn't this paragraph be referencing Attachment 6, Subcontractor Information?

Please refer to the updated Attachment listing in # 11 above.

13. Page 23, 24: Sections 13 and 15: We believe a discrepancy exists between Sections 13, Prices, and 15, Price Adjustment, of the General Provisions. Section 15 indicates that prices may be adjusted after the initial one year period, but Section 13 states that prices/rates should remain firm for the initial two year period of the contract. Shouldn't Section 13 be revised to state that prices/rates should remain firm for the initial one year period of the contract? Since the resulting contract is for an initial term of one year with up to three optional one year periods, this revision would be consistent with the RFP requirement.

Yes, Section 13 should be adjusted to match Section 15. Please note that the purpose of this solicitation is to develop a list of pre-qualified vendors. Agencies will contact vendors from the list for price proposals as a need for the service arises. The price proposals submitted for a project should be valid for 90-days. The awarded proposal pricing will be valid for the length of the project.

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14. Prevailing Wage Requirements: Based on the scope of work contained in the RFP, what would be the threshold for applicability of the prevailing wage requirements? Please provide a copy of the applicable wage determination.

Vendor(s) should contact the State of Delaware Department of Labor at 1-800-452-1589, or 302-761-8069 for current or applicable wage rate requirements.

15. Definitions and General Provisions: States should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. We have been unable to identify the applicable special provisions. Please identify the applicable special provisions.

This solicitation contains no Special Provisions.

All other terms and conditions remain the same.

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APPENDIX B

GSS11599-BLDG_SECURE
Building Access Security Services

CONFIDENTIALITY AND INTEGRITY OF DATA STATEMENT

The Department of Technology and Information (DTI) is responsible for safeguarding the confidentiality and integrity of data in State computer files regardless of the source of those data or medium on which they are stored; e.g., electronic data, computer output microfilm (COM), tape, or disk. Computer programs developed to process State Agency/School District data will not be modified without the knowledge and written authorization of the Department of Technology and Information. All data generated from the original source data, shall be the property of the State of Delaware. The control of the disclosure of those data shall be retained by the State of Delaware and the Department of Technology and Information.

I, as an employee of _____ or officer of my firm, when performing work for the State of Delaware, understand that I/we act as an extension of the State and therefore I/we are responsible for safeguarding the States' data and computer files as indicated above. I/we will not use, disclose, or modify State data or State computer files without the written knowledge and written authorization of DTI. Furthermore, I/we understand that I/we are to take all necessary precautions to prevent unauthorized use, disclosure, or modification of State computer files, and I/we should alert my immediate supervisor of any situation which might result in, or create the appearance of, unauthorized use, disclosure or modification of State data.

Penalty for unauthorized use, unauthorized modification of data files, or disclosure of any confidential information may mean the loss of my position and benefits, and prosecution under applicable State or Federal law.

This statement applies to the undersigned Contractor and to any other working under the Contractor's direction.

I, the Undersigned, hereby affirm that I have read and understood the terms of the above Confidentiality and Integrity of Data Statement, and that I/we agree to abide by the terms above.

Contractor or Employee Signature

Date

Contractor Name