



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

August 15, 2011

TO: ALL OFFERORS

FROM: MICHAEL BACU
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS11603A-JNTRL_SUPPL
Janitorial and Cafeteria Supplies**

ADDENDUM #1

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

Q1. Can I receive previous bid results?

This contract combines several other contracts into a single contract. Historical information for all the contacts is available at the links provided in the ITB technical specification on page 19.

Q2. Can you email or mail a bid package?

The State does not email or mail bid packages. All information concerning this solicitation is available online at: http://bids.delaware.gov/bids_detail.asp?i=660&DOT=N

Q3. I cannot view the spreadsheet tabs

Depending on your computer software and the version of excel, the file may open without the tabs visible. The spreadsheet may appear as an inner window on the screen. Maximize the inner window to view the tabs.

Q4. Are bids mailed or is there an online submission?

All bid submissions are to be mailed or hand delivered to the address provided in the ITB.

Q5. I cannot meet provision number 5 on page 12 of the ITB "Most Favored Customer". Will the bid still be accepted?

Any concerns with the requirements should be addressed as an exception in Attachment 3.

Q6. There are no quantities listed for the pricing items. Where can I get the quantities in order to provide the best pricing option?

Vendors are referenced to the past usage reports for this and other historical information. The web links are given in the technical specifications of the ITB on page 19.

Q7. Numbers entered in two columns of the Janitorial Tab of the spreadsheet are automatically formatted incorrectly (quantity appears with \$, and currency does not). Should I enter data without reformatting?

The cells will still accept the data in an understandable format. If you are comfortable reformatting the cells to correct decimal place or dollar sign formatting, it is acceptable to do so. Do not alter the size or shape of the cell. If you are not comfortable with changing the spreadsheet, your submission will still be evaluated equally if the information is returned in the format as posted.

Q8. Will bidders have the opportunity to review the bids at the bid opening?

Bid openings are public to all vendors submitting a bid proposal. Only the vendor name and addresses are released at the bid opening.

Q9. On the Kitchen Chemicals tab, the “Dilution Factor” and “Per 10 Gal. Water at \$__oz.” is not clearly defined. Does the use of dilution factors within the spreadsheet mean that dilution factors will be used in calculating the lowest bid? How do you intend to use dilution factors in calculating the lowest bid?

The dilution factors are used to predict cost for use specified. They have a direct impact on cost and are a factor in bid evaluation.

Q10. On section C.1 page 7 states, “Tabulations of the bids will be based on correct summation of items at the unit price bid.” The Kitchen Chemicals section of this bid has specific service requirements so it is generally awarded to a single vendor that will be clearly responsible for all service and dispenser requirements. Do you intend to make awards by item, by group, or to a single vendor?

Contract awards are based on the best interest of the State. Contract award can be any of the methods you referenced based on bids received and the ITB, page 13, paragraph 13.

Q11. Since different manufacturers used different package sizes we assume that you are looking for price per pound or price per gallon as the “unit level.” Which column should we use to indicate our price per pound?

Annotate in the appropriate column when provided. You can include additional information in the product description if relevant.

Q12. On the pricing spreadsheet, brands such as Hillyard are referenced which are available from only one distributor. This is an unfair advantage to that distributor.

All brands presented are for reference only. There are no approved or disapproved product brands. Please bid your products based on their capability to meet the intended use.

Q13. Can you provide a list of end users and estimated use for each item?

Using Agencies can be any number of Agencies within the State. A Procurement Unit Contact List is available at http://gss.omb.delaware.gov/contracting/proc_contacts.shtml

Q14. We are being told by our distributors they cannot hold pricing for a year, due to outside conditions beyond their control. Some are saying they can only hold prices for 90 days. Can I provide more than one price (i.e. 90 day pricing, 6 month pricing- and 1 year pricing) on this bid?

Pricing is described on page 20, paragraph 4, as valid for a minimum of 90 days. Price increases are addressed on page 12, paragraph 6 in reference to the CPI-U. In addition, prices are addressed as fixed for the contract term on page 12, paragraph 4.

If your pricing is in conflict with any part of the ITB, address it in your proposal as an exception in Appendix 3. Complete the spreadsheet as presented, and annotate other concerns as exceptions. Each exception is reviewed individually on a case by case basis.

Q15. Do I have to bid on everything to be considered?

You need only to bid on the products you can provide as requested in the ITB. The State will evaluate all bids received and award according to the ITB, page 13, paragraph 13.

Q16. Are specification sheets required with the bid submission for all substitute items? Can they be provided after the contract is awarded if they still apply?

Product specifications are required with all items as described on page 20, paragraph 20(b) of the ITB.

Q17. The spreadsheet does not list my brands as approved products. Can you list my brand of products to your list of approved products?

All brands presented are for reference only. There are no approved or disapproved product brands. Please bid your products based on their capability to meet the intended use.

Q18. Can the State use the PPI (Producer's Price Index) instead of the CCI-U (Consumer Price Index-Urban) as the basis for justifying price increases? The PPI more closely matches the polyethylene market and is used on several other State contracts.

Address this concern as an exception in Appendix 3 of the solicitation. Reference the ITB, page 15, paragraph 20.

Q19. Where is the information and format for declining to bid?

Declining to bid is accomplished by submitting Attachment 1 included in the ITB, page 30.

Q20. On the trash bag spreadsheet, can you clarify information on line item 25, 28, and 29?

Line 25 has an incorrect size. It should read “23 x 17 x 36”

Line 28 is 0.63mil, 40-45 gal, 25 per roll, 20.4lb case wt. size is 40 x 48. The item is similar to Pro-Link #PI-SN164048

Line 29 is 0.08mil

Q21. Can I receive past awards per line item as well as the next lowest bidder information?

Historical information for the contracts applicable to this solicitation is available at the links provided in the ITB technical specification on page 19.

Q22. Is there a mandatory prebid meeting?

This solicitation does not have a mandatory prebid meeting.

Q23. On Bidnet I do not see appendix C. Where can I get the Appendix C with items?

All information concerning this solicitation is available online at:

http://bids.delaware.gov/bids_detail.asp?i=660&DOT=N

Q24. What information needs to be on a CD?

A complete copy of your proposal is to be electronically included on the CD. Be sure the pricing spreadsheet is included in excel format. Refer to the ITB, page 6, paragraph 12.

Q25. How can our company be included on the approved vendor list?

Our central solicitation website <http://bids.delaware.gov> is available for you to receive contract notifications for the State of Delaware. Registration will enable you to receive an alert for each solicitation posted of interest to your business at the time of posting.

