

September 28, 2011

TO: ALL OFFERORS

FROM: BRUCE KRUG  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. GSS11635-MUSIC\_INST  
MUSIC INSTRUMENT, EQUIPMENT, SUPPLIES, APPAREL, and RELATED  
SERVICES

**ADDENDUM #1 – QUESTIONS and ANSWERS**

<b>QUESTION</b>	<b>ANSWER</b>
1. I would like of offer an accessory, earplugs for band members, not specifically listed in the scope of services. Can I still submit a proposal even though earplugs are not listed?	Yes, you may submit a proposal. The product you reference would fall within category 3.c. Miscellaneous Music Related Consumable Supplies
2. I do not see a specific list of products for the different categories. Where do I find the product list?	Please see the Additional Category Detail below.
3. The form requests DE license number, company OMWBE classification and certification number. How do I find these?	The RFP requires a bidder to provide a copy of their State of Delaware business license prior to receiving an award. If you do not currently have a Delaware business license you can obtain one through <a href="https://onestop.delaware.gov/osbrpublic/Home.jsp">https://onestop.delaware.gov/osbrpublic/Home.jsp</a>  OMWBE classification refers to whether your organization is certified as a Woman or Minority Owned Business – if you are so certified, you are requested to provide the DE certification number previously provided to you. If you are not currently certified but wish to initiate the process, you can do so through: <a href="http://gss.omb.delaware.gov/omwbe/index.shtml">http://gss.omb.delaware.gov/omwbe/index.shtml</a>
4. We would like to supply a bid for the Categories 5 & 6. Could you please direct me to the Bill of Materials for this? It was not on the RFP.	For Categories 5 & 6 the State is receptive to any product(s) appropriate to school level programs that meet standard industry specifications.

<p>5. Is there a list of musical instruments Delaware is looking to buy anywhere? Looking through the RFP's I cannot find a listing of actual instruments needed. Unless I know what you are looking for I do not know if I can supply what you need. Am I missing something?</p>	<p>Please see Additional Category Detail below</p>
<p>6. A. How do I know to which RFP I should respond?</p> <p>B. I do not see any description of the actual goods and services being solicited, just a list of several categories.</p>	<p>A. The RFP was listed five times because multiple UNSPSC's were involved and the website supports only one UNSPSC per listing. The content in each listing is identical. You need only submit a single proposal.</p> <p>B. Please see below for further detail</p>
<p>7. A. I noticed that pages 40, 41, 42 and 44 are missing?</p> <p>B. Also is there a procedure to increase prices during the first two years when our supplier's costs to us are increased? Or are we locked into the pricing for the first two years?</p>	<p>A. There was no missing content. This was a page numeration issue which has been corrected.</p> <p>B. Prices are to remain fixed over the initial 2 year term of the contract.</p>
<p>8. What sizes of pianos will be considered?</p> <ul style="list-style-type: none"> <li>- Is the State looking for grand pianos, upright pianos, or both?</li> <li>- For digital pianos, what minimum technical specs is the State looking for?</li> <li>- If the State specifies a particular brand of piano, will pianos of an equivalent brand be accepted?</li> </ul>	<p>A. We are looking for proposals on both grand pianos and upright pianos.</p> <p>B. Minimum Specs for digital pianos are: 88 key digital with power adapter, USB, case, stand</p> <p>C. Proposals for equivalent brands will be accepted.</p>
<p>9. Where are the specifications for the items in Category 6? We are interested in bidding on sound mixing and recording equipment but need substantially more detail than what is provided.</p>	<p>For Category 6 the State is receptive to any product(s) appropriate to school level programs that meet standard industry specifications.</p>
<p>10. Can I list Schools and School Districts as business references?</p>	<p>Yes</p>

<p>11. Please confirm the initial contract period</p>	<p>The initial contract will be a two (2) year period from effective date of award. We currently anticipate a contract award date of January 20, 2012.</p>
<p>12. Is this also a bid for musical instrument rentals? (usually the parents rent these for children when they enter the 4<sup>th</sup> grade band).</p>	<p>No</p>
<p>13. Where appropriate, leasing is available through our manufacturers. Is this an acceptable option to our proposal?</p>	<p>No. The contractual relationship will be between the State of Delaware and the bidder(s) awarded a contract.</p>
<p>14. For the catalog of items, it can get pretty complicated. I want to have a clearer picture of what you want presented. For example for woodwind instruments sub category, we carry multiple manufacturers that carry multiple types of woodwinds (flutes, clarinets, saxophones, etc) and there are multiple models for each type with multiple options for each model. How would you like this matrix presented best? I see that you indicate catalogs are acceptable. Would you accept a manufacturers catalog with our offering handwritten next to the list price? Or a statement saying that our offering is a percent off the list price for the whole catalog? Do you require images for each item? Can we provide links to images in our proposal?</p>	<p>A. A manufacturers catalog with hand written prices would be acceptable (<u>be aware of the number of catalog copies required to be submitted as part of your proposal</u>).</p> <p>B. A statement identifying percentage off the list prices in a catalog is acceptable (<u>be aware of the number of catalog copies required to be submitted as part of your proposal</u>)</p> <p>C. Images or links to images of items being proposed would be considered beneficial but are not required.</p>
<p>15. Should our proposal be in PDF format on the CD/digital format?</p>	<p>PDF is acceptable.</p>
<p>16. The bid numbers GSS5510, 6013, 3911, 4511, 5310 require only one proposal submission for all 5 numbers correct? And all these numbers should be referenced on our proposal?</p>	<p>Only one proposal is required. The bid number is GSS11635-MUSIC_INST. This is the bid identifier that should be on your proposal. The other numbers you reference are UNSPSC product codes.</p>

### Additional Category Detail

The following detail is provided in response to bidder questions. The itemized detail represents those items anticipated to be the most commonly purchased but is not necessarily exhaustive. Bidders may structure their proposals around upon the itemized detail, but are encouraged to offer additional related items.

Category 1.a. Brass Instruments	trumpet French horn melophone trombone tuba baritone/euphonium
Category 1.b. Keyboards / Pianos	Acoustic (grand & upright) electric (88 key digital)
Category 1.c. Percussion Instruments	bass drum snare drum drum set tympani cymbals mallet keyboard instruments (xylophone, bells, glockenshpiel, vibraphone, marimba) Latin percussion & traps Orff percussion
Category 1.d. String Instruments (Bowed)	violin viola cello double bass
Category 1.e. Woodwind Instruments	piccolo flute oboe clarinet bass clarinet bassoon alto saxophone tenor saxophone baritone saxophone
Category 1.f. Guitars	acoustic electric

All other terms and conditions remain the same.

If you have any questions, please contact Bruce Krug at (302) 857-4534 or [bruce.krug@state.de.us](mailto:bruce.krug@state.de.us)