



Government Support Services – Contracting
100 Enterprise Place
Suite # 4
Dover, DE 19904-8202

April 17, 2012

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM #1
NO.: GSS12641-PLAYGROUND
Playground Equipment

ADDENDUM #1

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

1. C. Requirements of the Vendor (page 15) – Financial Information: Can copies of federal tax returns for 2008, 2009, 2010 be substituted to meet this requirement?

Vendors may elect to take minor exceptions to the terms and conditions for consideration.

2. C. Requirements of the Vendor (page 15) – Describe methodology/approach used for this project including work plan and time line: Can you please provide additional clarification in the way of an example of what is needed?

Vendors are requested to provide in detail the process of selecting a playground to installation and all steps in between.

GSS11602-TRANSLAT_OSW
RFP – Addendum 1

3. Price Quoted (page 18) – The prices quoted are those for which the materials will be furnished FOB: Can the manufacturer provide a price for freight at the time a quote for specific equipment is requested? Freight amounts are variable based upon the weight and dimensions of the shipment as well as the final delivery address. Adding an amount to the equipment for the freight for the Price List for the proposal may result in charges that are much higher than the actual cost would be if prepaid and added as a line item to the invoice. Section S. Request for Quote (page 56) – Quotes shall be an itemized list of equipment, taxes, freight, and installation with a total. This seems to indicate that a freight charge is acceptable?

The following sentence was missed during the final editing process and is hereby stricken from the solicitation: “Quotes shall be an itemized list of equipment, taxes, freight, and installation with a total.” All quotes are to be FOB.

4. P. Installation (page 55) – The installers name and cost per hour must be listed in Appendix B: Our certified installers charge an installation fee based upon the retail value of the equipment rather than an hourly charge. May we provide the rate of install in our response and not this pricing variation as an exception?

Vendors may elect to take minor exceptions to the terms and conditions for consideration.

5. Appendix B – Tab Playground Equipment Sampling: Nothing in the RFP verbiage eludes to the fact that surfacing is a part of the contract. Can you please confirm that playground surfacing is to be part of the contract, and if it is, is it acceptable to include pricing for other types of surfacing –i.e. Engineered Wood Fiber, Turf, Rubber Tiles, etc.?

Surfacing is hereby removed from this solicitation. However, we do ask that vendors explain what they offer in regards to surfacing (excluding playground mulch) and include it in the discount offerings.

6. Appendix B - Playground Equipment Sampling, Line Item 21, Pour In Place: Is the proposal intended to include playground surfacing? If it is, are we able to add surfacing items on the Excel sheet entitled "Discount Offerings?" Our firm currently holds the contract for wood playground mulch. If vendors are permitted to bid surfacing items, shouldn't wood playground mulch be excluded? Furthermore, if surfacing products like poured in place, bonded rubber, tiles and artificial grass are to be included in this proposal, then we will need clarification on whether or not the base material required for these products is to be included in our pricing. All list prices from our suppliers do not include base material.

Surfacing is hereby removed from this solicitation. However, we do ask that vendors explain what they offer in regards to surfacing (excluding playground mulch) and include it in the discount offerings.

GSS11602-TRANSLAT_OSW
RFP – Addendum 1

7. Appendix B - Playground Equipment Sampling, Line Item 21, Pour In Place: Should the price, include the concrete, stone or asphalt base? If so, which one?

Surfacing is hereby removed from this solicitation. However, we do ask that vendors explain what they offer in regards to surfacing (excluding playground mulch) and include it in the discount offerings.

8. Section III Format for Proposal, Item L Performance Bond Requirement: Will a performance bond be required to be in effect for the duration of the contract period of one year? Would the OMB consider removal of this item as a requirement?

Performance Bond is a requirement of this solicitation and would be required for the duration of the contract period. OMB will not consider removing the performance bond requirement from this solicitation.

9. Appendix B, Vendor Information, Line Item 23, Price per hour: Should this rate be based on a prevailing wage rate? Would the OMB consider removal of this line item? Why would the hourly rate be required as part of this proposal? The standard in the industry is to price installation as a lump sum, not hourly.

An hourly rate is being requested for those playground projects that fall below the prevailing wage rate requirements. An hourly rate gives us a cost comparison across vendors. Vendors may elect to take minor exceptions to the terms and conditions for consideration.

10. Appendix B - Vendor Information, "Installation": The installer for a playground is typically a small construction company consisting of from 4 - 8 people including the owner, foreman, and laborers. His cost includes his overhead expenses and profit. I'm not sure how to convert a company's price into a "Price Per Hour".

An hourly rate is being requested for those playground projects that fall below the prevailing wage rate requirements. An hourly rate gives us a cost comparison across vendors. Vendors may elect to take minor exceptions to the terms and conditions for consideration.

11. Page 22, 14. Price Adjustment: The price increases we incur, as a vendor for park and playground equipment, are imposed by the manufacturers of the products. We do not control these costs and using a price index that may have no bearing on the costs of manufacturing these items in unrealistic. This does not permit us to provide the most competitive pricing at the time of submittal of this RFP.

Vendors may elect to take minor exceptions to the terms and conditions for consideration.

GSS11602-TRANSLAT_OSW
RFP – Addendum 1

12. Page 22, 17. Mandatory Insurance Requirements: We hold several similar contracts in other states. The insurance requirement of \$3 million per occurrence is exorbitant in comparison to those other contracts for much larger states. Such limits will require the proposers to purchase significantly more insurance than is typically needed throughout the region for these types of projects. If this is required, our pricing will reflect the additional costs associated with adding these additional limits. Our discounts will be affected by this requirement. This requirement will increase our liability insurance costs by 30% and we will have to weigh bidding this and increasing costs to all of our clients, including those in other states, because insurance costs are based on gross sales and cannot be purchased just for a single geographic area or state.

Vendors may elect to take minor exception to the specifications, terms and conditions within the RFP. Exceptions regarding Insurance requirements would be sent to the Insurance Commissioner's office for approval.

13. Page 26, 28. Billing: Can you please explain what is meant by the following sentence? "Vendors shall be required to report semi-annually opportunities to enhance discounts achieved."

Vendors will be required to report any purchases under the contract where the requesting agency was able to negotiate a better discount for the products.

14. Page 35, 7. Information Requirement: Please explain exactly what costs vendors are supposed to report. Our gross sales? Or our costs for participating in this contract?

This would cover gross sales which would be reported monthly through the required usage reports.

15. Page 51, I. Quality Assurance Guarantees: As an industry standard, the manufacturer's warranties cover the replacement of warranted products and parts. They do not cover the removal or installation of these products or parts. If removal and installation of warranted products and parts is required, it may be cost prohibitive for our company to submit a proposal.

Any parts and/or installation fees associated with a warranty repair/replacement will not be the responsibility of the State.

16. Page 52, M. Delivery: May we provide a separate line item for freight charges on individual proposals to the contract users? Or is the freight cost to be included in the bid price/discount? If it is to be included, can we have a discount in terms of an additional amount percentage added to the list price? Example: list price plus (+) 10%.

All equipment shall be priced to be delivered, FOB Destination. It is acceptable for vendors to offer price + in the discount offerings to cover any cost variables, such as color.

GSS11602-TRANSLAT_OSW
RFP – Addendum 1

17. Page 53, O. General product material specifications: These specifications seem to be for a modular play structure, while all of the items on the “Playground equipment sampling” seem to be independent play items. So, what specifications are we to meet? Is the intent to purchase only those items on the list, or a broader scope of products throughout a manufacturer’s catalog?

As stated in the RFP: “These items represent only a sample that will be used as a basis for evaluating the pricing portion of this Request for Proposal. Bidders are required to provide a discount off current catalog List Price for playground equipment of the same manufacturer brand and series bid. Additionally, bidders are asked to propose a manufacturer for listed park and playground equipment categories providing discounts off List Price.” The end result of the solicitation will be manufacturer discounts for various playground equipment categories.

18. Page 55, P. Installation: The installation of play equipment typically is not done on an hourly basis. All installations are unique and require different skills, personnel, materials and equipment to complete. Assigning an hourly rate is not an accurate method to figure costs for these types of projects. Removal of equipment also requires a varied type of labor, equipment and disposal fees; and therefore is not typically priced on an hourly basis. These costs need to be figured on a “per job” basis depending on the project requirements.

An hourly rate is being requested for those playground projects that fall below the prevailing wage rate requirements. An hourly rate gives us a cost comparison across vendors. Vendors may elect to take minor exceptions to the terms and conditions for consideration.

19. Appendix B, Discount Offerings: May we submit different product categories that are not listed but which are commonly purchased on other State contracts such as playground safety surfacing, site furnishings, ADA beach access matting, pavilions and gazebos, water play equipment, outdoor athletic standards, or outdoor bleachers?

Additional discount offerings can be provided starting with row 18 of the “Discount Offerings” tab.

20. Playground Equipment Sampling: There is 4” thick poured-in-place rubber surfacing specified on this page. There is no specification for this material. What is this material’s required critical fall height? Color ratio requirements? And is this to be installed over a compacted stone base or a hard base such as concrete or asphalt? And who is responsible for the any aggregate or hard base preparation? If vendors are responsible for this, it is very site specific as far as the preparation needed and the cost for such preparation (excavation, stone, concrete or asphalt, borders) and cannot be figured in a single square foot price...or hourly wage. Are borders required for this surfacing material?

Surfacing is hereby removed from this solicitation. However, we do ask that vendors explain what they offer in regards to surfacing (excluding playground mulch) and include it in the discount offerings.

GSS11602-TRANSLAT_OSW
RFP – Addendum 1

21. Section A5, page 4: Does the right to extend this contract apply to each one year period or to the total period of multiyear renewals?

Contract extensions would be completed on a yearly basis.

22. Section B35, page 29: Does the installation number asked for in Appendix B – Vendor Information (see next question) apply to new construction projects under \$100,000 which also do not require prevailing wage scale per section B35?

The hourly installation rate would be for those projects under the \$15,000 threshold.

23. Appendix B VENDOR INFORMATION (page not numbered) Item labeled INSTALLATION: Is the price per hour requested to be per hour per worker? Second related question – Which labor classification (laborer, skilled, equipment operator) are you requesting?

An hourly rate is being requested for those playground projects that fall below the prevailing wage rate requirements. An hourly rate gives us a cost comparison across vendors. The State is looking for a flat hourly rate regardless of the number and/or classification. Vendors may elect to take minor exceptions to the terms and conditions for consideration.

24. Appendix B PLAYGROUND EQUIPMENT SAMPLING (page not numbered): Since several items line items are unique to Play World and not offered by other manufacturers, how will you determine “equal offerings” offered by other bidders as meeting the intended play function, type of materials and size characteristics such as height, foot print and user capacity?

By bidding an alternate product you are certifying that the function, characteristics, performance and endurance qualities of the material offered is comparable to that specified.

25. Appendix B PLAYGROUND EQUIPMENT SAMPLING (page not numbered): Is installation is to be included in the “Bid Price includes delivery” column?

Yes.

26. Appendix B PLAYGROUND EQUIPMENT SAMPLING (page not numbered): If answer to question # 5 is no, will it be negotiated per project?

N/A

GSS11602-TRANSLAT_OSW
RFP – Addendum 1

27. Appendix B PLAYGROUND EQUIPMENT SAMPLING (page not numbered): Should installation cost include other related and needed items such as base preparation, provision of base material, other site work, drainage, retaining walls if needed or other items?

Installation hourly rate is to cover all associated costs.

28. Appendix B PLAYGROUND EQUIPMENT SAMPLING (page not numbered): item 21 requires a base, either asphalt, concrete or compacted base such as CR6. Will this be done by others, or included in the price for this line item? Related question – If included, what are the specifications for and what is the desired base?

Surfacing is hereby removed from this solicitation. However, we do ask that vendors explain what they offer in regards to surfacing (excluding playground mulch) and include it in the discount offerings.

29. Appendix B PLAYGROUND EQUIPMENT SAMPLING (page not numbered): item 21 can be provided with various thicknesses of the top layer. Some vendors will supply a 3/8" layer; some will provide a 1/2" layer. A 1/2 inch layer is more durable and therefore helps protect against damage from athletic shoes with spikes, high heels, skate boards or roller blades, dogs or other animal traffic such as deer. What top coat thickness is required in this RFP?

Surfacing is hereby removed from this solicitation. However, we do ask that vendors explain what they offer in regards to surfacing (excluding playground mulch) and include it in the discount offerings.

All other terms and conditions remain the same.