



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

May 17, 2012

TO: ALL OFFERORS

FROM: ROXANN PARKER  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO. GSS12337-PRO\_MOVING  
PROFESSIONAL MOVING SERVICES**

**ADDENDUM #1**

This Addendum is issued to answer vendor questions regarding the Request for Proposal.

**Q1. Written answers are due May 18<sup>th</sup> on the website. How do you place those questions on the site and what is the site address for the answered questions?**

All questions will be answered and posted, as an Addendum, to the same webpage that the Request for Proposals appears on, <http://bids.delaware.gov>

**Q2. Performance Bond requirement – normally a performance bond is issued based on a specific dollar amount based on the size of the project. How do we submit a performance bond on a project of this type when we don't know the dollar amount? Performance bonds are also issued per year. Performance bonds have out of pocket costs.**

The performance bond will be due upon Award of the Contract. GSS will not execute the contract without receiving the bond. The bond for this contract is \$120,000.00 per year and is based on FY11 usage figures.

**Q3. You are requiring the travel time to be a maximum of 1 hour. This works fine for New Castle County but doesn't seem fair for parts of Kent County and most, if not all of Sussex County. You can spend up to 4 hours traveling to and from job sites in Sussex County. Just like to hear your thoughts?**

We are stating that the State will pay for 1 hour per day travel time. Otherwise, travel time should be built into the vendors pricing for the job. Vendors can take exception to this term and recommend a solution. The State will consider any exceptions submitted with proposals.

**Q4. Is the State of Delaware considering a per truck fuel surcharge? Especially since diesel fuel is at \$4.00 per gallon. I can see waiving New Castle County but Kent and Sussex County can be quite a distance.**

A fuel surcharge is not included in the terms of this contract. Fuel is considered a business expense in this type business and should be built into the price that vendors propose to do the job. Vendors can take exception to this on the exceptions page of the response and the State will consider it.

**Q5. Vendor deposit on page 17? What do you mean?**

Vendor deposit on page 17 is part of the General Provisions Definitions. This does not appear in the Special Provisions and does not apply to the RFP. We have chosen to require the Performance Bond.

**Q6. Does my business have to be in Delaware to place a bid?**

No. Anyone can bid. In order to be awarded the vendor must be able to meet the requirements of the contract. A Delaware Business License is required by all vendors doing business in the State of Delaware.

All other terms and conditions remain the same.

GSS12337 AD1 Q&A



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
Phone: (302) 857-4550 – Fax: (302) 739-3779 – GSS.OMB.DELAWARE.GOV