



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

April 16, 2012

TO: ALL OFFERORS

FROM: PETER KOROLYK  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO INVITATION TO BID SOLICITATION  
CONTRACT NO. GSS12652-HVY\_EQP\_PART  
HEAVY DUTY VEHICLE PARTS AND ACCESSORIES**

**ADDENDUM #1**

The following terms and conditions have been amended.

1. Within the Special Provisions section of the Invitation to Bid (ITB), Item #3 – Contract Period, has been changed to July 1, 2012 through June 30, 2013. The contract, once awarded, will have four (4) one year extensions available.
2. The deadline for proposal submissions has been changed. All proposals, including all forms, electronic media and documents identified on pages 39 and 40 of the ITB will be due to Government Support Services on:

**Tuesday, May 8, 2012 at 1:00 PM (Local Time)**

Several vendors have contacted Government Support Services with questions about the bid solicitation. Although none of the questions have changed the scope of work, GSS believes it is appropriate to reiterate some basic information.

The bid solicitation for Contract No. GSS12652-HVY\_EQP\_PART is intended to award and contract with vendors for the procurement of heavy duty equipment and vehicle parts and accessories. The contract is not intended to procure for repair or service of heavy duty equipment and vehicles.

The new GSS contract will be replacing the Delaware Department of Transportation parts contract that is expiring.

The new GSS contract will be mandatory use for state agencies. This means that other agencies, such as Corrections, State Police, Natural Resources etc., should utilize the contract without the need to rebid the contract for similar items.

All bid submissions MUST be filed in the format identified on pages 39 and 40 of the ITB. This means that paper copies with original signatures, and at least one (1) electronic copy of the Appendix A – Pricing spreadsheet. Vendors may include an electronic copy of their parts catalog, but this decision is left up to each submitting vendor. Electronic bid submissions, emailed to GSS, of the required paperwork WILL NOT be accepted as a valid bid.

Finally, vendors that offer a product line or manufacturer that has not been specifically identified in the Appendix A – Pricing spreadsheet may bid that product catalog offering on Tabs #2, 22 and/or 23. Vendors shall list the product catalog bid and clearly identify the catalog discount, where noted, on the spreadsheet. (Parts catalogs are still required).

All other terms and conditions remain the same.

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**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

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