



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

June 13, 2012

TO: ALL OFFERORS

FROM: MICHAEL BACU  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO INVITATION TO BID  
CONTRACT NO. GSS12674-JNTRL\_SCH  
Janitorial and Cafeteria Supplies (K12)**

**ADDENDUM #2**

The State will consider substitutes for core list items. Proposed substitute items are to be submitted in bid responses using Appendix B – Substitute Items, under the terms described below.

**The deadline to submit bids has been extended until 1:00 pm, June 26, 2012.**

**APPENDIX B:**

Appendix B is an Excel workbook hereby made part of this solicitation and is to be completed electronically by an offeror proposing substitute bid items. Appendix B is to be used for proposed substitute items. Bids for exact products are to be submitted in Appendix A. Both Appendices are in Excel format and are required to be submitted electronically with the bid submission as stated in the Invitation to Bid (ITB) document.

**OR EQUAL (PRODUCTS BY NAME):**

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.

**PRODUCT SUBSTITUTION:**

All items delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the bid proposal unless specific approval is given by Office of Management and Budget, Government Support Services to do otherwise. However, awarded vendors are encouraged to offer any like substitute product (s); either generic or brand name, at any time during the subsequent

contract term, especially if an opportunity for cost savings to the state exists. In such cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

**SAMPLES OR BROCHURES:**

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

State agencies reserve the right to require a Vendor to furnish samples of any item on which he/she submits a bid. Upon request by the State agency, the Vendor must comply within 48 hours after the request for samples. The samples must be furnished free of charge, marked with the item number and Vendor's name, and delivered to the requesting agency. Failure to comply with these requirements will result in rejection and the vendor will be considered non-responsive. Return of samples is by request of the vendor with a return authorization number or code, as well as the common carrier name submitted at the time of sample.

Specification sheets, if requested, shall include full illustrations and detailed specifications. In addition, all differences in specifications from the exact brand name referenced must be so marked. Descriptive literature is required to establish for the purpose of bid evaluation and award, details of the product(s) the bidder proposes to furnish as to design, materials, method of manufacture, construction, assembly or operation, as appropriate.

**MATERIAL GUARANTY**

Before any contract is awarded, the successful bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

**The deadline to submit bids has been extended until 1:00 pm, June 26, 2012.**

All other terms and conditions remain the same.



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