



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

June 25, 2013

TO: ALL OFFERORS

FROM: ROXANN M. PARKER
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: **GSS13046-
ELEVATORMAINT**

ADDENDUM # 1

This addendum is issued to answer vendor questions submitted during the allowed period as per the RFP.

- Q1. Under Group 6, Emily Bissell, the Loading Dock unit that was added in Aug. 2012 is not Included in the solicitation. Should it be included?
- A1. Yes, the Emily Bissell loading dock unit should be a part of this contract, but was left off in error. Please see the updated Appendix B-pricing sheet posted with this addendum.
- Q2. Do licenses and certifications for employees need to be in bid documents?
- A2. While question 4 on page 38 asks for a list of staff with their experience, certification, training, etc. to be provided, you may include as much additional information with your bid as you feel would be beneficial. The Licensure requirements for the contract can be found on page 48 of the RFP document.
- Q3. Per page 51 of the subjected ITB, regarding the KONE E-Series 5000 escalators, being a proprietary piece of equipment, will or does the agency or state have in its possession the “**service tool**” to properly troubleshoot, repair and service the escalator(s)?
- A3. The Kone-E Series escalators are in New Castle County only. The State does not possess a Kone service tool. All previous service vendors have provided their own.
- Q4. In addition per page 51, it’s stated “During the first visit, each of the elevator and escalator safety devices shall be tested.” Are you asking for a (5) five year full load on the elevators or simply a routine annual inspection. In addition will this be witnessed by a (TPEI) Third Party Elevator Inspector or by the State of Delaware, obviously such ranges from county to county in the State, but can you please clarify per the units located in New Castle?

GSS13046-ELEVATORMAINT

Addendum #1 page 2

- A4. Elevator and Escalator Inspections fall under another contract. This should only be a routine inspection of the devices. The third party elevator inspection is done semi-annually, five-year tests are conducted on the scheduled year. Many are already done.
- Q5. Per page 65 North Zone Group 7 East Wing, can please clarify exactly what the Loading Dock entails? Is this a "Dock Leveler, Scissor Lift, or some sort of alternative vertical transportation i.e. man lift, handicap lift, etc...
- A5. The RFP contains contact information for all the facility managers as well as a contact person if you would like to schedule a walk through. Vendors are permitted and encouraged to contact the individual facility managers regarding the equipment in their buildings. Marketing your business during an active bid solicitation however, is prohibited.
- Q6. Per page 64 North Zone Group 6, can you provide information as to if any of these units have been modernized? Reason for concern, is units listed U.S Elevator and the Montgomery/Westinghouse, some of the boards for the U.S controlled equipment are obsolete along with many of the older Westinghouse relay logic controlled equipment.
- A6. The RFP contains contact information for all the facility managers as well as a contact person if you would like to schedule a walk through. Vendors are permitted and encouraged to contact the individual facility managers regarding the equipment in their buildings. Marketing your business during an active bid solicitation however, is prohibited.
- Q7. Similar to the previous question, per page 69 Central Zone Group 1, is the unit at the James Williams Service Center one (1) Haughton Hydro been modernized?
- A7. The RFP contains contact information for all the facility managers as well as a contact person if you would like to schedule a walk through. Vendors are permitted and encouraged to contact the individual facility managers regarding the equipment in their buildings. Marketing your business during an active bid solicitation however, is prohibited.
- Q8. Is there a threshold on this contract per any Zone or Complex?
- A8. Presuming when you say "threshold" you are speaking of dollar amounts, no, if there were thresholds set they would be provided in the RFP document.

GSS13046-ELEVATORMAINT
Addendum #1 page 3

- Q9. Are prevailing rates required on this project? My interpretation is that the Law really does not apply to maintenance/service agreements rather construction jobs over \$100,000 and repairs over \$15,000. If does apply, what are the rates.
- A9. The Prevailing Wage statement is included in the General Provisions of the RFP document and states that applicability is determined by the Dept. of Labor. Vendors should contact the Dept of Labor to determine if this work falls under the law and what the rates are.
- Q10. If a company is low bid on only one Zone but not the other two can they be awarded that Zone if they meet the other criteria? Do you have to bid all 3 Zones?
- A10. Page 3 of the RFP says that the State reserves the right to Multiple Award the contract as per 29 Del. C. §6926. This contract will not be awarded solely on price. The evaluation criteria is found on page 15 of the RFP and shows pricing as 60 points out of the total 200 points.
- Q11. Same question but rather can we bid just a group within a zone?
- A11. This RFP will not be awarded based on price alone. All the scoring criteria have been provided in the document. Vendors can bid on any or all groups, zones, lines that they choose. Evaluators will score the proposals based on the information that is provided in each proposal.
- Q12. Testing-Are any of the traction cars due for their 5 year tests? When? Are all tests including annual and 5 year at no additional charge?
- A12. Some of the 5 years tests have been done. This has always been outside the scope of the contract and the State pays extra for the service.
- Q13. The existing Agreement with Delaware Elevator has a provision for further extensions if both parties are agreeable. Why was this Agreement not further extended?
- A13. The existing contract has provisions for extension by mutual consent. Through the state's research of this service and benchmarking efforts, we found that it may be in the State's best interest to go back out to bid.
- Q14. Are all overtime trouble calls/ repairs included at no additional charge unless it is due to something that has specifically been excluded from our contract obligation?
- A14. Historically, the State has rarely needed overtime calls. Unless it is an emergency, in most cases the problem can be handled the next day during regular working hours. The New Castle County Courthouse and Carvel Building require that all their routine maintenance/service work be done after regular working hours. The pricing spreadsheet specifies that vendors provide prices for these buildings at the afterhour's rate. Any other overtime trouble calls are billed at the hourly rate vendors submit with their bid.

GSS13046-ELEVATORMAINT
Addendum #1 page 4

- Q15. The specification requires the elevator company to keep all pits dry including pumping out water if necessary. Are there sump pumps in all the pits? Are the sump pumps our responsibility? Is all this at no extra cost?
- A15. There are sump pumps in the majority of the elevator pits. Sump pumps and building water issues are not the responsibility of the vendor. However, as a safety precaution, if conditions warrant, the state prefers that State maintenance staff not be working in the elevator shaft without qualified elevator techs also being present.

Potential bidders should be advised that the RFP and Appendix B Pricing Sheet have been revised to include some equipment/locations that were left off the original document. Please use the Appendix B- Revised when submitting your bid. Appendix B must be submitted in Excel Format.

All other terms and conditions remain the same.

GSS13046 AD1



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