



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

September 6, 2013

TO: ALL OFFERORS

FROM: MICHAEL BACU
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO INVITATION TO BID**
CONTRACT NO. GSS13603-JNTRL_SUPL
Janitorial and Cafeteria Supplies

ADDENDUM #1

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Invitation to Bid. All other terms and conditions remain the same.

Q1. *Is this bid all inclusive, or are we able to bid on attachment B for the items we can supply?*

Answer- Bid on items you are able to provide and accompany a catalog discount for the category or sub-category of products as appropriate in the "Catalog Discounts" Tab. It is not necessary to bid on all items in each category to be considered.

Q2. On page 25, item 17 there is Kitchen Chemical Dispensing Equipment that needs to be provided and serviced. At this time, we do not have that type of equipment to furnish the State of Delaware. Will that make us non-responsive to the bid as well or do I just make that notation on the bid attachment F as exceptions?

Answer- This is a requirement only if providing applicable kitchen dispensing equipment. Vendors will not be considered non-responsive if they cannot provide all items listed in the proposal.

Q3 Will there be a separate solicitation for trash can liners?

Answer- No. The sample trash can liners for pricing are included in the "Paper & Plastic" Tab. To enable purchases from your catalog beyond the items specifically listed, accompany your bid with a catalog discount as appropriate.

Q4. Can you please supply me with the current vendor(s) and price per unit for the items listed? Specifically the trash can liners & paper products?

Answer- Information regarding the current contract is available at http://contracts.delaware.gov/contracts_detail.asp?i=660

Q5. How many delivery locations will be utilizing this contract?

Answer- Delivery locations are not set as a term of the contract. Contract usage information is available for the current contract at http://contracts.delaware.gov/contracts_detail.asp?i=660 as a reference.

Q6. How often are orders placed, and approximately what quantities are ordered?

Answer- There are no fixed quantities nor order frequency requirements. An approximate reference based on past usage is available at the "Contract Usage Information" section at the Internet link in question #5.

Q7. Will this bid be awarded by line item or as a whole?

Answer- Please reference the ITB page 14, paragraph 14, "Government Support Services reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

Q8. What and how much is the bidder's deposit?

Answer- There is no bidder's deposit or bid bond requirement as stated in the ITB, page 13, paragraph 11.

Q9. I do not clearly understand what a Bid Bond is?

Answer- A Bid Bond is an approved surety of good faith by the bidder to enter into a contract, due at the time of bid submission. There is no Bid Bond Requirement for this solicitation.

Q10. It says that a vendor can be disqualified for non-attendance of mandatory pre-bid meetings? I live in Ohio so where would these meeting be and how many would I have to be required to attend?

Answer- There are no mandatory pre bid meetings for this solicitation.

Q11. Are samples required with bid?

Answer- Samples are addressed in the ITB, page 5-paragraph 10, page 17-paragraph 27, and page 24-paragraph 13. Samples may be required for evaluation purposes. Samples are not required with your bid submission, but may be requested during the evaluation process if necessary, and during the contract period if requested by State agencies.

Q12. Are Spec Sheets/MSDS required with Bid?

Answer- Specification Sheets and MSDS documentation is not required with your bid submission. Products bid shall be of an equal or better quality than the item identified. Please reference the ITB, page 22, paragraph 3 which states the State reserves the right to refuse inferior products at their discretion.

Q13. Must vendor bid every section, every item?

Answer- Bid on items you are able to provide and accompany a catalog discount for the category or sub-category of products as appropriate in the "Catalog Discounts" Tab. It is not necessary to bid on all items in each category to be considered.

Q14. Section III, item 15 please clarify – do we need to comply?

Answer- This paragraph references the Manufacturer's Certificate. The vendor's signature on their proposal certifies authorization to sell and bid on the brand lines submitted. Authorization letters are encouraged but are not required with bid submission. The State shall reserve the right to request an authorization letter at any time.

Q15. Do all attachments need to be included with bid (applicable or not)?

Answer- Proposal reply requirements are provided in the ITB, Attachment A, page 30. If an attachment is not applicable, it is not necessary to include it.

Q16. Does Appendix A have to be completed and included with bid for this proposal?

Answer- Appendix A is the Department of Correction Security requirement. It does not need to be submitted complete with your bid response, however, any business conducted under the terms of the contract with the Department of Correction is subject to the requirements and procedures identified.

Q17. Will this be a multiple award bid?

Answer- Please reference the ITB page 14, paragraph 14, "Government Support Services reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

All other terms and conditions remain the same.



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