

ITB Contract # GSS13686-FOODSV_EQ, Commercial Food Service Equipment

Question Response Document – Revision B

Posted 4/8/2013:

Q- *FOB Destination is being requested; however the majority of manufacturers listed are FOB Origin. Is FOB Destination required?*

A- FOB Destination is a stated requirement. Bidding vendors should allow their discount offered to reflect this requirement.

Bidders are permitted take exception to any of the provided specification by utilizing the Exception Form (Attachment 3 in the ITB Document). Exceptions taken will be reviewed and may impact the consideration of your proposal response.

Q- *Can a separate list of like manufacturers be supplied or is it brand name listed only?*

A- Alternate manufacturers may be offered as long as they have a line that is alternate to one of the manufacturers already listed. The intent of this bid is to supply access for commercial equipment. Please note that small wares manufacturers will likely not be considered or awarded. In order to submit an alternate manufacturer for consideration please do the following:

- Complete the Exception Form (Attachment 3 in the ITB Document) listing clearly what currently listed manufacturer you are proposing and alternative to as well as the manufacturer you are supplying.
- Submit a separate spreadsheet in the same format as Appendix A titled "Alternate Manufacturers".
- Ensure that you submit the same copies of the Alternate Manufacturers spreadsheet as required of Appendix A submissions in the proper formats with requested catalogs and/or documentation in order to be considered.

Q- *Is there a list of commodities or specific items you need?*

A – No. This is a discount off of manufacturer's catalog style request. We would like approved dealers or manufacturer's to bid their most aggressive discounts on their entire catalog offering as stated in the ITB document.

Posted 4/18/2013:

Q- *Can a manufacturers and dealers submit bids for consideration?*

A- Yes.

- Manufacturer's may be awarded and contract with the State of Delaware on this contract. They should list Authorized Dealers on the Subcontractor Information Form (Attachment 8).
- Dealers may be awarded as well as long as they supply written authorization from the manufacturer.

Note: *All forms should be signed/authenticated by the party submitting the bid. The manufacturer or dealer submitting the bid will be responsible for accepting the contract if awarded.*

Posted 4/24/2013:

Q- *Due to an overwhelming amount of concerns regarding bid requirements please see the summary of Proposal Reply Requirements below:*

Proposal Reply Requirements

The response should contain at a minimum the following information:

1. One (2) paper copies and (1) electronic copy of the **Required Forms** from the Invitation to Bid and **Appendix A** bid response paperwork.

CD or DVD media disk must also contain the completed Appendix A Excel sheets, in Excel format.

The Appendix A – Pricing Spreadsheet is available at the following website:

http://bids.delaware.gov/bids_detail.asp?i=1830&DOT=N

Vendors **MUST** provide copies of all pricing spreadsheet tabs.

2. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment 2).

MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK

3. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment 8) **for each subcontractor** – only provide if applicable.

4. One (1) completed Business Reference form (See Attachment 5) – please provide references other than State of Delaware contacts. Form must be included.

5. One (1) completed ITB Exception form (See Attachment 3) – please check box if no information. Form must be included.

6. One (1) completed Confidential Information form (See Attachment 4) – please check box if no information provided will be considered confidential or proprietary. Form must be included.

7. One (1) complete OSD application (see link on Attachment 9) – only provide if applicable.

The items listed above provide the basis for evaluating each vendor’s proposal. **Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or proposal, please make note in your submission package.