



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

September 13, 2013

TO: ALL OFFERORS

FROM: MICHAEL BACU
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS14026-LAB_SUPPL
LABORATORY SUPPLIES AND EQUIPMENT**

ADDENDUM #1

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

Q1. Is a pre-bid meeting scheduled?

There is no mandatory Pre-Bid meeting.

Q2. What is GSS12646-LAB_EQUIP? It expires 8/31/13.

GSS12646-LAB_EQUIP is a state contract for Laboratory Equipment and Supplies used by the public schools. The requirements of earlier mentioned contract are included in the GSS14026-LAB_SUPPL bid solicitation.

Q3. Can I have a list of those using the contract so I can approach the end users?

Usage is available at the two links below:

GSS11026A, Laboratory Supplies and Equipment
http://contracts.delaware.gov/contracts_detail.asp?i=725

GSS12646-LAB_EQUIP, Laboratory Equipment and Supplies
http://contracts.delaware.gov/contracts_detail.asp?i=1303

Regarding contacting end users, please reference the RFP, page 5, paragraph E. for restrictions regarding this solicitation,

CONTACT WITH STATE EMPLOYEE

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

- Q4.** We are a supplier of just one component of the overall lab supplies marketplace, and do not offer installation or direct field service. Is it likely we're not going to find many opportunities for direct sales to state agencies?

The State is seeking the best qualified vendor to meet the RFP requirements. All interested vendors that submit a bid response will be considered. A future consideration may be in a subcontracting role as described in the RFP, page 30, paragraph 52.

- Q5** What is the best way for us to connect with state customers in Delaware? Or if perhaps should this just be left to our OEM customers who supply our products as part of their offerings?

Please reference Delaware's "Selling to the State Guide" available at the following link, http://gss.omb.delaware.gov/contracting/documents/selling_to_the_state_guide.pdf

Additional information can also be found at Delaware's Procurement Portal, <http://mymarketplace.delaware.gov/>

- Q6.** On page 12 section g. is at odds with page 15 section v. so my question is: Will there be a mandatory pre-bid meeting?

There is no mandatory Pre-Bid meeting.

- Q7.** How many vendors will be awarded contracts?

Contract award is dependent on the bids received. Please reference the RFP page 3.

MULTIPLE SOURCE AWARD

The Agency reserves the right to award this contract to more than one vendor pursuant to 29 Del.C. §6926. 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.** How many items must you successfully bid in order to get a contract? As a small business, I am only interested in a piece of the business with the state. Is it possible to get just a small % of the overall contract?

Please reference the response to Q7.

Q9. Should I bid only the items I know we are the lowest price on? The last time if I had bid only the items I manufacture, my % would have been much higher.

Bid evaluations are scored based on the “Criteria and Scoring”, page 14, paragraph E. Pricing comprises a maximum of 25% of the total score.

Q10. Will there be a mandatory pre-bid meeting?

There is no mandatory pre bid meeting for this solicitation.

Q11. The cover letter: the last time it said to not be to “wordy”. What does it mean to “briefly” summarize? What specifically do you need to know? What information is too little and how much is too much? How many pages are permitted?

The cover letter is addressed in the RFP, page 6, paragraph E, and is commonly a one page letter that summarizes the vendor’s ability. It also serves to present a signature identifying a responsive and responsible vendor representative as described in the RFP, page 13, paragraph B. The cover letter is not evaluated on length.

Detailed company profile and capabilities can be included throughout your proposal as appropriate, and is specifically referenced in Attachment 4, on page 37 of the RFP. Responses to Attachment 4 can also include additional documents in any format preferred.

Q12. Where can I find a list of specific laboratory equipment for this bid?

Reference Appendix B, Pricing Spreadsheet. There are tabs in the workbook with specific items listed.

http://bids.delaware.gov/bids_detail.asp?i=2101&DOT=N

Please note the item list is not intended to be all inclusive, but to provide a sampling based on prior purchases. A catalog discount is also requested to allow broader purchasing during the contract term.

Q13. Please advise where I can locate the specifications for the above mentioned bid.

All solicitation documents are posted at this link,

http://bids.delaware.gov/bids_detail.asp?i=2101&DOT=N

Q14. If big company A has bought up the largest percentage of its competitors in my section of the industry and big company B must buy their supplies in this segment from company A, resulting in company A controlling the market does this amount to either price fixing or collusion in the eyes of the state of Delaware?

Your question calls for a legal conclusion and is beyond the scope of the Question and Answer process for this RFP. Please direct future requests for legal opinions to the counsel of your choice.

Q15. I am troubled by the scoring method. Two years ago at the bid meeting I asked if small businesses were eligible. The answer was yes. I should have asked, “Do we have to have a 5” thick catalog and can we supply just about everything”?

Contract award is based on the Evaluation criteria identified in the RFP, page 14. The RFP, section IV (pages 11-15) identifies the Proposal Evaluation Procedures. The vendors that best meet the criteria in the RFP will be considered for award. Award opportunities are as identified in the response to Q7.

	EVALUATION CRITERIA	
		POINTS
1.	The Service Support Capability: This should include delivery, response times, back order information/procedures, online ordering capabilities, return procedures and policies, and conflict resolution.	30
2.	The Product Breadth and Scope: Vendors are asked to provide line item pricing for the market basket items listed in Appendix B-Pricing Tab, along with manufacturer based pricing and catalog discounts in Appendix B, Discount Tab as part of the proposed response. The vendor’s capability level to provide those items, along with manufacturer’s resources will be used to evaluate the vendor’s potential for meeting contract requirements.	25
3.	The background and experience in providing such products and services, reputation and references.	20
4.	Price: The price proposed and/or pricing structure or total price will be used as part of the evaluation process.	25
.	TOTAL SCORE	100

Q16. We have a niche market and are dramatically cheaper (cheaper than even imports from India and China) for the products we manufacture right here in Delaware.

Please present your capabilities as such in your proposal.

Q17. Can we get a sliver of the state’s business or are small companies locked out?

All responsible companies are encouraged to submit a proposal, regardless of size. Please see the response to Q15 above.

Q18. On page 6 under IIIB—“Proposal Response” within the “Format for Proposal” section, the RFP states that *The Vendor’s proposal shall be written in ink or typewritten on the form provided.* Can you confirm whether it is acceptable to use a separate, **one-paged, typed document** to answer the questions on Attachments 4 and 6 (on pages 37 and 39) or if we have to answer on the space provided on that form?

The bottom of Attachment 5 (on pg 38) has a note that says *Add additional pages as needed*, but I didn’t see any notes regarding whether we could answer on a separate page for Attachment 4 (Company Profile/Capabilities) and Attachment 6 (Business References)

Submit the Attachments 4 and 6 with a minimum of the original forms in the RFP. If additional documentation is appropriate, reference this on the original attachment forms and include additional documents in any format appropriate.

- Q19.** On page 20, item 16, the RFP states *FOB Destination, freight prepaid*, under “Shipping Terms,” Does the term “freight” here also cover the costs of any special handling considerations such as **dry ice, hazard handling, or refrigeration** during transport when needed? Or can those be addressed independently where applicable?

All items purchased with this contract are to be provided FOB Destination, freight prepaid. Shipping is assumed to be included in the firm pricing provided. If situations warrant special shipping costs that are not quantifiable at the time bid submission, identify the situation as an exception in Attachment 3, page 36, of the RFP and it will be considered.

All other terms and conditions remain the same.



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