



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

September 17, 2014

TO: ALL OFFERORS

FROM: MARIA A. FRY  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS14270-  
SNOW\_REMOVE, Snow and Ice Removal

**ADDENDUM #2**

This addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal.

- 1. Can another agency add- on or piggyback off this contract once it is awarded?  
And, is the awarded vendor required to take on that new site?**

*Agencies can request new locations or sites at any time. GSS would request a price quote from the awarded vendor for this new location. The awarded vendor is under no obligation to take on the new site or location. Negotiations will be between awarded vendor and the agency.*

- 2. In the event of snowfall, will we be called upon?**

*It will depend upon which locations you are awarded. Awards can be made by region or location. The vendor awarded DeIDOT Zone 4 will work closely with the agency representative for critical areas where vendor will be called to work.*

- 3. In the event of a 4 inch snowfall, we may sit at home?**

*Yes, with the exception of DeIDOT. Vendors awarded other zones will only work when contacted to work.*

- 4. Are there certain criteria as to when we sit at home?**

*No. Agencies will be in contact with awarded vendors in case of a snow event prior to snowfall. DFM closely monitors the weather. Awarded vendors will be given plenty of notice. Small snow events will be handled in-house. For large snow events it is likely*

*the awarded vendors will be called in. It is expected first contact with awarded vendors will be prior to significant accumulation.*

**5. Will the awarded vendor need to have their equipment available within 2 hours?**

*The RFP requires the awarded vendor to report to the assigned area no later than two (2) hours after notification; however, we try to give ample notice.*

**6. Does it harm a vendor to bid on only 1 zone versus another vendor who bids on all zones?**

*No. We will determine the award structure based on the best interest of the State after reviewing bid submissions.*

**7. Is it possible that one (1) zone may be split between two (2) or more awarded vendors?**

*We prefer not to segregate the award within the prescribed zones, but will award in the best interest of the State where applicable.*

**8. Can you split services on a site? Meaning have 1 vendor plow and another vendor shovel?**

*We do not intend to have more than one (1) crew at each location. Some sites require only plow, some sites require only shoveling, and some sites require both. The pricing spreadsheet contains one tab for shoveling pricing, and one tab for plow pricing. If you intend to provide both shoveling and plowing for any individual site, please make sure that you are filling out both tabs of the pricing spreadsheet for that site. Example: Greater Wilmington DMV location will be awarded to one vendor for plowing and shoveling.*

**9. If DFM clears the first snowfall and leaves a pile of snow that subsequently freezes by the time the awarded vendor is called to clear the second or later snowfall, is the vendor responsible for chipping and clearing away the frozen snow pile left by DFM?**

*The awarded vendor would not be expected to clean up or remove any snow left by DFM from a prior event. DeIDOT has specific areas where snow can be pushed.*

**10. When does the slip and fall liability switch from the State to the Awarded Vendor?**

*When the awarded vendor is called to report in, the liability is switched from the State to the Vendor at the time the vendor arrives on site or within the two-hour window, whichever comes first. Any verbal or written agreement of deployment would initiate the two-hour transfer of liability as stated, as well as the duration of time the vendor is performing work. Vendor deployment records are maintained by the agencies to verify deployment of the awarded vendor(s).*

**11. Are there instances when some sites may not be called in?**

*Yes; there is a chance that you may not be called in during a snow event.*

**12. The vendor is required to maintain and have available all needed equipment and materials as well as securing a bond yet the vendor can go the entire season without being called in. Is this correct?**

*Yes; that is a possibility.*

**13. In completing the pricing spreadsheet, is the pricing to be per push or per event?**

*The pricing is per event. There are instances which may require more than 1 push. This is why the pricing structure takes accumulation into consideration.*

**14. At what maximum depth of snow will the awarded vendor be called to start?**

*If it has been decided to call in the awarded vendor, the awarded vendor can expect to make their first push when the snow accumulation is between 4-6 inches. In the event of an expected snowfall, the awarded vendor may be called in to pre-treat etc. prior to the first snowfall.*

**15. Please clarify the performance bond requirements?**

*As stated in the RFP, Contractors awarded contracts are required to furnish a Performance Bond in accordance with Government Support Services with surety in the amount equivalent to three (3) snow events for the locations or zones specifically awarded.*

**16. If you are an awarded vendor and it is decided to extend the contract past the initial term, when does the awarded vendor have to show proof of a new bond for any extension periods?**

*If it is decided to extend past the initial term, the awarded vendor(s) will be notified in advance and will be required to furnish a new bond for the extension period prior to the start of work for the extended contract period.*

**17. Snow piles cannot be left at the Medical Examiner's office. Where is the awarded vendor required to haul and dump the snow?**

*The awarded vendor must find a place on their own to dump any snow removed from the Office of Forensic Science.*

**18. Can we dump snow at the Wilmington DMV cul-de-sac as we have been allowed to in the past?**

*Yes; snow can be dumped in the Wilmington DMV cul-de-sac.*

**19. Are bidding vendors required to list Subcontractors and can Sub-Contractors be added after award?**

*Any known subcontractors should be listed on Attachment 7 **Subcontractor Information Form**. Awarded vendors are required to notify the GSS contract officer any time a subcontractor is removed or a new subcontractor is added.*

**20. Please explain the “I Found It Cheaper” process.**

*“I Found It Cheaper” is not as common with a service contract as it is with commodity contracts. However, in the event of an “I Found It Cheaper” submission, GSS will first verify that the lower price off contract meets the established terms and conditions of the State contract. If the lower priced off contract vendor can meet the terms and conditions, GSS will first allow the Awarded Vendor to meet or beat the price of the lower priced off contract vendor.*

**21. Does Prevailing Wage apply and should a bidding vendor base their bid upon Prevailing Wage?**

*As written, the scope of work prescribed in the RFP would not seem to indicate applicability of prevailing wage. However, it is the vendor’s responsibility to ascertain if the rules regarding prevailing wage would apply while their crew is on site. Please refer to Sections 38 and 39 of the RFP and the links provided therein for guidance. It is up to the vendor to determine how they should base their bid in this regard.*

**22. In the event of Termination for Convenience, will the vendor be reimbursed for any costs associated with the purchase of Materials and/or Equipment?**

*This would be dependent upon the timing of the vendor’s purchase of materials and/or equipment relative to the State’s communicated need for services under the contract. All solicitations allow the bidding vendor to take exception to the terms of the RFP. Any exceptions should be addressed on Attachment 3 **Exceptions Form**. You have the ability to address a term of concern as an exception.*

**23. The Scope of Work requires the vendor to “ensure clean safe sidewalks during peak use periods (8:00 am – 4:30 pm) except as noted.”**

*This is only applicable if the vendor has been called in to provide service.*

**24. The new inspection site wants signs erected that state “No De-icing”. Who is responsible for putting up signs?**

*Division of Facilities Management will post the signs.*

**25. Is the vendor liable when a deicing agent is not being used in areas where only sand is permitted?**

*The vendor is required to indemnify the State under Section VI. B. 22 of the RFP. As required by Appendix A – Section 6, the successful vendor will be expected to appropriately apply sand at the locations where deicer cannot be applied in a manner sufficient to make those areas safe for public access.*

**26. Is there any product the awarded vendor can use to deice where deicer cannot be used?**

*We are asking for sand at the Delaware City DMV, Woodburn, Hall House, The Old State House, and applicable areas of Haslet Armory. See Scope of Work details.*

**27. Are there any specifications as to the grit of sand to be used?**

*We are asking for playground or mason sand.*

**28. What products can be used to treat the steps at Woodburn?**

*Only sand may be used on the wood steps at Woodburn.*

**29. What is the quantity of sand to be used and who is responsible for clean-up?**

*The amount of sand shall be determined by the vendor to adequately fulfill the requirements of the scope of work. It shall be the responsibility of the contractor to do the removal of any sand on "sidewalks/landings" within a "reasonable time" after a snow/ice event. This will pertain to the "sidewalk locations" that require "SAND ONLY".*

*If sand has to be used in "ANY LOCATIONS" that is be plowed/salt/sand application applied due to the "shortage" of road rock salt, the contractor shall be responsible for the "sweeping removal of the sand" at the end of the snowfall season of these parking lot locations.*

**30. At the new DMV, which sidewalks are applicable to be treated?**

*Sidewalk from the highway and sidewalk parallel to the highway is included.*

**31. Monroe St. was not identifiable on Google Maps. Can you please explain and help identify? Are all sidewalks around the perimeter included?**

*There are actually 3 streets; two of these streets converge into 1 street. To see the layout of specific sites, it is recommended that the vendor schedule a site visit with the responsible agency prior to the deadline for proposals.*

**32. Due to the State not requiring a bid bond with our proposals would the State consider requiring a statement from bidders Bond Company to be submitted with proposals that illustrates each bidder's bond capabilities in an effort to be ensured that each firm has the required bond capabilities?**

**Reference in RFP: Page 7 Section K and L**

*No. The State will not require any additional statements from the bidder's Bond Company. Only the Performance Bond is required from the vendor upon award of the contract.*

- 33. If the majority of our snow removal work is completed for State Agencies how can we use these references when the solicitation lists in bold "State of Delaware Personnel may not be used as references". Is this referring to the specific state employees for this contract and if so would you please list the people whom we cannot list as references if possible?**

**Reference in RFP: Page 40 Attachment 6 Bottom of Page**

*As stated on Page 40 above the list of references, "Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract."*

- 34. In the business reference section are we permitted to list the email address and phone number of the contacts we have worked with on State of Delaware contracts?**

**Reference in RFP: Page 40 Attachment 6 bullet #4**

*For previous State of Delaware Contracts, the contract name and number is sufficient information for reference purposes.*

- 35. Will the State consider leased equipment or subcontractors' equipment as a vendor's equipment for evaluation criteria number 3?**

**Reference in RFP: Page 15 Section E evaluation criteria #3.**

*The primary contractor will be responsible for all subcontractor's work and equipment meeting the terms and conditions specified in the scope of work. Vendor must identify leased equipment for evaluation. A copy of the lease agreement must be provided upon award to ensure equipment will be available during the term of the contract.*

All other terms and conditions remain the same.

