



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

May 15, 2014

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS14661-KITCHENPMR  
KITCHEN EQUIPMENT PREVENTATIVE MAINTENANCE & REPAIR

**ADDENDUM #1**

The purpose of this addendum is to answer questions that were submitted.

**All documents relating to the current contract can be found at:**  
[http://contracts.delaware.gov/contracts\\_detail.asp?i=1241](http://contracts.delaware.gov/contracts_detail.asp?i=1241)

Q: It is stated that we cannot use state employees as references. There were a few jobs that we completed for the state at both the prisons and schools where we received high praises for the work that was accomplished. I understand that it is said to list these jobs. Should this be on a separate piece of paper. What information do you need about the job when we list them?

A: Per the instructions included in Attachment 6, "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 on a separate page." For information regarding current or previously held State contracts provide information similar to what is requested on the Business Reference Form.

Q: I included our professional licenses in the last bid process. Is this necessary and is there a specific location where these should be included?

A: For the proposal response, professional licenses are not required unless they pertain to a technician's certification. You are welcome to submit the information with the proposal response as additional pertinent information.

All other terms and conditions remain the same.

