



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

TO: ALL OFFERORS

FROM: KIM JONES
STATE CONTRACT PROCUREMENT OFFICER

DATE: MARCH 20, 2015

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO.GSS15061-WASTE_RECYDLE
Single Stream Recycling and Solid Waste Removal

ADDENDUM # 1 – Questions and Answers

- 1. I saw you provided all the current service addresses which is great. However, we also need to know the service levels at all of these locations so we can put together a competitive bid. So what we need is size and number of containers and how often they are currently serviced. This information is critical to determining how many trucks and manpower is needed to provide the service.**

Current Contract Usage Information for [Single Stream Recycling and Solid Waste Removal](#) can be found at the following link:

http://contracts.delaware.gov/contracts_detail.asp?i=75

- 2. Are electronics recycling and asset recovery a component of the RFP?**

Electronics recycling and asset recovery is not a component of this solicitation.

- 3. Could we please get an actual current service level for each site as depicted in Appendix D, for trash, recycle, yard and food waste? Bidders will not be able to do a Pro forma until we have actual sizes and service levels for each site. This will enable each bidder to give the best price for the state. We were hoping to get this right away instead of the 23rd as it will be tough time frame to complete the bid efficiently.**

Current Contract Usage Information can be found at the following link:

[Single Stream Recycling and Solid Waste Removal](#)

Food and Yard Waste represent approximately 3.5% of total contract usage. Further detail is not currently available.

4. Will food waste, still be a part of the bid since there is no place to compost food scraps anymore?

Food and Yard Waste for Composting is still a component of this solicitation. Vendors are not mandated to bid on this component.

5. Have you considered our request to require all service containers to be brand new? Without that, the current hauler has a distinct advantage. Also, new containers will upgrade the appearance and image of the facilities.

In accordance with the Scope of Work included in this solicitation, the vendor is to provide all containers, bins, compactors or other receptacles for the removal of single stream recyclables and solid waste for the State of Delaware. It is at the discretion of the vendor if new containers are provided.

6. Page 15- Balance Sheets and Income Statements- Since we are a privately held company, would a general statement and numbers about our financial status be acceptable and if awarded the contract we would then supply you with Balance Sheets and Income Statements?

Balance Sheets and Income statements are required with proposal submission. Should information within the proposal be deemed confidential, complete and submit Attachment 5. For more details including the process for submitting confidential information, please review Section III.Y. Confidentiality, of this RFP.

7. Page 27- Could you please explain what a Level 1-24 hour waste sort would entail?

A Level 1- 24 hour waste sort is an audit requiring a physical sort through a specific buildings waste to identify the existing waste management program, avenues for reducing operational costs or source reduction. This effort is coordinated between the vendor and the State agency.

8. Page 43- What do you mean by invoices challenged as errant?

Invoices challenged as errant means a customer identifies a discrepancy in pricing and alerts the vendor of the discrepancy in search of a resolution.

9. Page 54- Internal Containers- Could you please give the size and amount of containers currently being used at each location and the service level of emptying these containers?

Internal containers referenced in Section 3.D. refer to internal recycling containers, which should be appropriate to individual workspace. Vendor must provide containers for needs

which exceed current container capacity. Individual agency janitorial staff empty internal containers and fill external containers for vendor pick up.

10. Food Waste- Could we get a size, number and service levels for each container at each location?

Food and Yard Waste represent approximately 3.5% of total contract usage. Further detail is not currently available. Individual agency janitorial staff empty internal containers and fill external containers for vendor pick up.

11. Falling under Public Knowledge and Disclosure, could we please get a copy of the full Waste Management Bid that was submitted for the last RFP?

Your Freedom of Information Act (FOIA) request was forwarded to the Office of Management and Budget's FOIA Coordinator. He will respond to you directly, separate from this Question and Answer Addendum.

12. We respectfully request due to the complexity of this RFP and because we will not have answers to these questions until 3/23/15, that the bid due date be extended 2 weeks.

The timetable for this solicitation will not be revised at this time.

13. On pages 54 and 55 numbers 3 D&E. Are these the only two compactors for the entire bid?

There are more than two (2) compactors included in this bid. Those specifically referenced are those where an ordering agency has identified specific requirements.

14. We are currently not registered to see bids, must we do so first in order to participate?

All bids are publicly posted to the central solicitation website <http://bids.delaware.gov> that is a one stop shop for RFP's, ITB's and RFI's for the State of Delaware.

If you have not done so already, please take a moment to register for any area of business you may wish to receive notification on at: <https://denotificationservices.bbcportal.com/>.

15. Is there a public opening we must attend or do we mail in our final response by April 7th?

Vendor proposals must be received by 1 PM Local Time on April 7, 2015, and will be publicly opened at this time. Vendors or their authorized representatives are invited to be present, however attendance is not mandatory.

16. Our questions that are due by March 16th how should these be submitted mailed or emailed?

Questions can be emailed or mailed for this solicitation.

17. Please provide a list of all the locations to be serviced along with the type of service (i.e. waste, recycle, compost), number of containers, container size and frequency?

A list of locations services by this contract was provided in Appendix D of the solicitation. Current Contract Usage Information can be found at the following link:

[Single Stream Recycling and Solid Waste Removal](#)

18. Can you bid on a specific county or do you have to bid on the entire state?

Vendors may bid on a specific county or the entire state.

19. Can you bid on just waste and recycle service or do you have to bid on three services?

A vendor may bid on:

1. Waste/Recycle only
2. Food & Yard composting only
3. Both of the above

20. Do you have to supply prices for all the container sizes or can you pick the ones you want?

Vendors can choose what container sizes are available in the proposal and bid accordingly.

21. Could you please email me when the answers to the questions are posted on the State of Delaware website?

As stated in the RFP, Responses to submitted questions will be posted to <http://bids.delaware.gov/> by Monday, March 23, 2015. The vendor is fully responsible for examining this RFP and any addenda. Failure to do so will be at the sole risk of the vendor.

22. Will the awarded contractor be able to pass through the cost of the DSWA gate rate increases for disposal to the State of DE (contract GSS 15061)?

The total cost to provide the services required in this solicitation should be included in the submitted proposal. Any exceptions taken to the terms and conditions of this RFP must be submitted on Attachment 3.

23. What state agencies are required or mandated to use the state contract GSS 15061?

All Covered Agencies as defined in 29 Del. C. §6902(6) shall use contract GSS15061-WASTE_STREAM, Single Stream Recycling and Solid Waste Removal. Delaware State University, Delaware Technical and Community College, school districts, and the Legislative Branch are specifically exempted from the requirements of this subchapter.

24. On page 26 section 29 "I found it Cheaper", what agencies does this apply to if any; will any state location be able to solicit their own contract and or price for the services offered on the RFP GSS 15061?

"I found it Cheaper" (IFIC) applies to all covered State Agencies; however is only for a one time procurement and not applicable to an entire contract term. Agencies exempt from the mandatory use requirement may solicit their own contract..

25. On all tabs with Bags, do you have any data to show how many bags per pick-up?

Detail for current usage is currently not available.

26. For the yard/compost, can you distinguish # bags for each type?

Food and Yard Waste represent approximately 3.5% of total contract usage. Further detail for current usage is currently not available.

27. What price are they looking for? A monthly rate, per lift rate?

The Pricing Sheet requests a monthly rate.

28. As there is no where to dispose of organic waste in the state of Delaware, will this be a requirement on the RFP. Will we need to put a provision in the contract that the "food waste" will be disposed as MSW.

Where an agency actively separates food waste from the standard waste stream, the vendor must handle such waste in a manner that insures the food waste remains diverted from the standard waste stream. During the term of the contract, an awarded vendor is encouraged to meet with agencies indicating a desire to begin diverting food waste to arrange for handling of such waste through organics diversion.

29. Is it mandatory to bid the organic waste to be considered for the award.

Bidding on the Organic Waste component is not mandatory for Contract award.



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