



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

TO: ALL OFFERORS

**FROM: KIMBERLY JONES
STATE CONTRACT PROCUREMENT OFFICER**

DATE: JULY 17, 2015

**SUBJECT: ADDENDUM #1 TO REQUEST FOR PROPOSAL
CONTRACT NO.GSS15161-LAUNDRY
Laundry Supplies and Equipment**

ADDENDUM # 1 – Questions and Answers

1. Can a SDVOSB bid on these services?

All businesses are welcomed to bid on this solicitation. Delaware does not have any established preferences but does track business done with companies that are certified as MBE, WBE, Veteran, Service Disabled Veteran, or owned by an individual with a disability.

2. Is there a brine system or salt on this bid?

The successful vendor shall provide **all** equipment, materials and labor to supplement the State of Delaware's need for Laundry Supplies and Equipment. A separate brine system is not required through this RFP.

3. It is standard practice when requesting amount used per month to provide in the RFP the number of loads washed per month per machine. This would provide all bidders with the correct number and also will make the evaluation process easier for the state. Without this information it appears to give the incumbent the advantage, as they would be the only company that knows the number of loads being washed.

Appendix C – Pricing, Wash Formula Charts Tab has been revised to remove the Estimated CHEMICALS & QTY USED PER MONTH requirement. The revised pricing sheet can be found at www.bids.delaware.gov.

4. Will you accept a solid line instead of a powder line?

A solid line is not acceptable. Most facilities listed in the RFP are set up to automatically dispense chemicals in liquid form.

5. Page 56 – Service Specifications: Is there any expectation that a vendor will be responsible for the service/maintenance of the washing machine units beyond the scope of the machines interaction with the dispensing equipment? For example, if the motor on a washing machine fails to function, is that the responsibility of the laundry product supplier or the State?

The successful vendor will be responsible for the proper maintenance of the dispensing equipment as described in the Service Specifications listed under the Technical Specifications of the RFP.

6. Page 58 – Power Product Specification: Is there a requirement for the laundry supplier to provide both liquid and powder products or is the listing of liquid and powder products for the purposes of delineating what products will be used to service the location? If both types of product are required, are powdered products specific to any locations?

Most facilities listed in the RFP are set up to automatically dispense chemicals in liquid form. Pricing for powder products is required for isolated usage instances.

7. Page 13, Section 8 Or Equal (Products by Name) This section calls for the vendor to certify *“that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified”*. By what means is the vendor to make this certification of the product?

It is recommended that vendors provide a manufacture’s data sheet or equivalent.



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