



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

June 9, 2015

TO: ALL OFFERORS

FROM: Monnica May
STATE CONTRACT PROCUREMENT OFFICER I

SUBJECT: **ADDENDUM TO INVITATION TO BID**
CONTRACT NO. GSS15526-MAINT_REPAIR, Fleet Maintenance and Repair

ADDENDUM #1

This Addendum #1 is issued to answer vendor questions submitted during the Question and Answer period. All other terms and conditions remain the same.

Q1. This particular bid is only specific to Engine, Transmission, and Tires?

This bid is for Preventative vehicle maintenance and repair. Transmission rebuilds and tire replacements are part of separate contracts

Q2. We are interested in obtaining a bid specific to collision repairs. This open bid does not qualify us for collision, is that correct?

- This bid does not include collision repair.

Page 29 Section 4 vehicle pick up and drop off

Q3. Historically, what percentage of your fleet requires pick up and drop off?

- The pick-up and drop off service is used primarily for weekend service. Sussex and Kent County generally only use this service for weekend service. New Castle County uses this for weekend and weekday service, which is estimated to be 30% usage of pick up and drop off service.

Q4. Is this department or location specific, or a universal requirement from the state?

- Pick-up and delivery is used primarily used by Fleet Service only.

Q5. What is the rate for the cost of time for Fleet Services staff to deliver and pick up vehicles, and how is this expense applied?

At this time Fleet Services does not enforce this

Page 30 Section 7 Returning old parts for disposal and references Delaware Code

Q6. Some parts require a core be returned to the manufacturer for credit, which is factored in to the parts cost. Does the Delaware Code make an exception for these types of parts? Could a removed

part be returned to the state for inspection, then be returned to Pep Boys for a core return to the manufacturer?

Yes to both

Q7. Our company has various locations owned and operated in Delaware. Could all stores participate in one submission, or would we need to submit a bid for each store?

- Yes

Q8. Is there a tire contract separate from this one?

- yes

Attachment D - Subcontractor Information Form.

Q9. After reading the bid, will there be a need for a bond, if we do not use a subcontractor and if so; for what amount?

- The bond has been waived. The Subcontractor form is to be used if you use a subcontractor to provide service.

Proposal reply requirements

Q10. Provide one complete OSD application

Only provide if applicable. <http://gss.omb.delaware.gov/osd/index.shtml>

Q11. If you had a contract on previous bid do you submit for one name as you did before for all service locations.

- Yes, as long as the TIN is the same. If they are different, you must submit separate bids.

Section: 15A Disqualification of Bidders

Q12. We submit for 4 different locations, normally, all under separate bids.

Should we combine this as ONE bid for all the locations? All locations are titled differently and of course of different TIN #'s.

- If locations are titled differently, than yes a separate bid should be submitted.

Q13. There are several mentions in the contract as to 30% Syn Blend Oil .- our Oil company or Any other oil company does not disclose this – even to our suppliers. How do we ensure this for you?

- Motor Oils that are API (American Petroleum Institute) Certified will meet the requirements of the contract.

All other terms and conditions remain the same.

