



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 14, 2015

TO: ALL OFFERORS

FROM: MARIA FRY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS15599-BLDG_SECURE,
Building Access Security Services

ADDENDUM # 1

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

1. You have listed Honeywell Prowatch as a mandatory requirement is this correct?

Yes, the requirement is firm for the bidder to be a certified provider of Honeywell ProWatch Building Security Management System.

2. You have also listed video surveillance in this contract however previously it was listed under the audio video & surveillance, how will the two coexist? And can a vendor be awarded video without access?

The video surveillance component of Contract GSS11584-AUDIO_VIDEO, entitled Audio, Video and Surveillance Equipment and Services has been incorporated into the scope of work for this contract as the need for video surveillance is more aligned with building security. Contract GSS11584-AUDIO_VIDEO will be rebid this year with the video surveillance components removed. Vendors may bid on both building access and/or video surveillance components of the RFP. Award will be made based on the best interest of the State.

3. What warranty period will be required for future projects associated with this RFP, 1 year, or 2 years? The RFP contains conflicting information.

- a. Page 20, j. warranty – refers to 1 year
- b. Page 62, D. warranty – refers to 2 years
- c. Page 67, 5. Performance – refers to 2 years

The warranty provisions referenced on Page 20, j. Warranty, refer to the General Contract Terms. The required warranty for this solicitation can be found -in Appendix B,

Scope of Work which is a minimum two-year warranty on all parts and labor (page 62, D) and will guarantee the life of all materials and the work performed, for normal wear and tear, for a period of not less than two (2) years from the date of completion (Pg. 67, Paragraph 5).

4. **Page 25, bb. “Other General Conditions”, 8. Purchase Orders – refers to a contract number of “GSS15706A-EMPL_VERIF”, should this contract number include the GSS# being solicited in this RFP (GSS15599-BLDG_SECURE)?**

Yes. Page 25, bb. 8. Purchase Orders should read “Agencies that are part of the First State Financial (FSF) system are required to identify the contract number **GSS15599-BLDG_SECURE** on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state’s financial reporting system.”

5. **Section/Paragraph/Page # - N/A – In previous GSS RFP submissions we have been required to submit audited financial statements and/or reviewed financial statements including a Z-score. This request does not seem to be included in the current RFP solicitation. Please confirm that financial statements and/or a contractor Z-score are NOT required for submission of this RFP?**

Vendors are to provide any and all information necessary for the State of Delaware to determine the vendor’s financial competence and responsibility in their bid proposal. The State may request additional documentation to substantiate the vendor’s solvency prior to award.

6. **Page 36, 1-4 & 1-2 – “Employing Delawareans Report”**
a. **1. – “number of employees reasonable anticipated to be employed on the project” – as this RFP is not for a specific project would “varies” be an acceptable answer for this question? If varies is not acceptable please provide an example of an acceptable response for quantity of employees associated for an unknown project.**

Vendor shall provide the number of consistent administrative personnel anticipated to manage the contract.

- b. **2. – “Number and percentage of such.....” Same question as “a.” above, would “varies” be acceptable to represent the “Number” value in this question? Also the sentence below “2.” in the “Employing Delawareans Report” - “Percentage of such employees who are bona fide legal residents of Delaware” seems to be redundant to “2.”.**

The first line of item 2 should reflect the number and the second line is the percentage of bona fide legal residents of Delaware referenced in response to item 1.

- c. **“If subcontractors are to be used: 1.” – as this RFP is not for a specific project would “varies” be an acceptable answer for this question? If varies is not acceptable please provide an example of an acceptable response for quantity of employees associated for an unknown project.**

Vendor shall provide the number of consistent subcontracting personnel employed.

- d. **“If subcontractors are to be used: 2.” – as this RFP is not for a specific project would “varies” be an acceptable answer for this question? If varies is not acceptable please provide an example of an acceptable response for percentage of employees associated for an unknown project.**

The percentage of employees shall be based on the number of employees provided in item 1.

7. **Page 66, N., 1. “Vendor must provide a complete listing of all video surveillance equipment by product category. Below is a partial list of product categories:”. What is meant by “complete listing”? Is the RFP looking for an actual list of all manufacturers and products that the responding agency can provide? Is the RFP looking for a “paragraph-style” description of the products and services that the responding agency can provide as it relates to the mentioned “product categories”?**

The partial list of video surveillance equipment by category is used as a guideline for categories. Vendors must provide their complete list of video surveillance equipment by product category in narrative form.

Vendor shall provide the Manufacturer and Product Description in their responses on Appendix C.

8. **Does your state require a specific license to the work in your state to handle security surveillance?**

It is the vendor’s responsibility to determine license(s) and/or certifications(s) necessary to perform services as identified in the scope of work. A link to Delaware Code regarding licenses and permits can be found on page 17, Section 7.d. of the RFP.

9. **I was wondering if there is any public domain information available regarding the agencies anticipated funding levels over the contract period of performance. Or at a minimum, public domain information regarding the agencies total budget through June 2017.**

Information regarding the State’s current and proposed fiscal year budgets can be found at <http://legis.delaware.gov/> under the Current Appropriation Bills link.

10. **Page 63, Section F (Building Security Equipment), Number 11. Access Control System must be a certified provider of Honeywell/ProWatch Building Security Management System.**

Question- Honeywell has a strict limit on who gets certified on ProWatch "Proprietary" systems and therefore there are not many in the State of Delaware able to get the training or certifications. Do we have to bid Honeywell or can we bid any Security Management System that would be comparable to Honeywell ProWatch? Example- We have a system that can easily replace the Honeywell system with no changes to the hardware already in place.

Yes, the requirement is firm for the bidder to be a certified provider of Honeywell ProWatch Building Security Management System.

11. **General question regarding the overall RFP.**

Question- Will this RFP be replacing the current contract GSS13599-BLDG_SECURE?

The effective date of award for Contract GSS15599-BLDG_SECURE will be upon the expiration of the current contract GSS13599-BLDG_SECURE.

All other terms and conditions remain the same.



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