



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

July 31, 2015

TO: ALL OFFERORS

FROM: MARIA FRY  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS15704-MAINT\_REPAIR  
Aircraft Maintenance and Repair

**ADDENDUM #2**

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

1. Page 3, Section number II Scope of Services, Paragraph H Service and maintenance Facilities, It is necessary that the Contractors hangar(s) be located within fifteen (15) nautical miles but not more than twenty five (25) nautical miles of airports or other location where the Section regularly parks its aircraft.”

**Question/Recommendation:** Would the state be willing to extend this mileage radius to 60 nautical miles. The current requirements of 15 and 25 nautical miles may constrict the ability for the State to receive competitive bids.

**Answer:** Page 3, Section II Scope of Service, Paragraph H will be amended to read: “It is preferable that the Contractors hangar(s) be located within fifteen (15) nautical miles but more than sixty-five (65) nautical miles of airports or other locations where the Section regularly parks its aircraft. A distance of greater than 65 nautical miles would likely impose unacceptable logistical challenges.”

2. Page 4 Section number II Scope of Services, Paragraph M Manuals and Related Documentation, “Current aircraft maintenance status tracking shall be maintained electronically...”

**Question:** Are the Helicopter Models 407 & 429 currently using a specific electronic data base and, if so, will this be provided to the awarded contractor?

**Answer:** Yes for both.

3. Page 5 Section number II Scope of Services, Paragraph N On-Site Maintenance Service, “..Shall provide the service of on-site maintenance, parts, service and equipment to perform the majority of the maintenance requirements (inspections and services) on all Section Aircraft at least 5 days a week.”

**Question/Clarification:** How will the State be invoiced for these services from the selected contractor, on a daily, weekly, or monthly basis using the hourly rate bid under “Hourly Rate” Section of pricing form, 8 hours per day unless covered under a Flat Rate charge on the pricing sheet?

**Answer: Invoices are submitted on a monthly basis for maintenance, parts and services.**

4. Page 5, Section number II Scope of Services, Paragraph Q, Item 4. Parts and Material Costs: “...and priced at the Contractors fully burdened actual cost with no uplift.” Yet on the second page of “Appendix B- Pricing For under Parts & Material Costs, it asks for a percentage above Cost (Contractors Actual Cost).

**Question/Clarification:** Can you provide an explanation?

**Answer: The pricing sheet is asking for the percentage used to calculate the overhead costs applied to the direct cost of parts and materials. The end result is the Contractor’s Actual Cost. The calculated percentage should not factor in projected uplift in the market.**

5. Page 6 Section number II Scope of Services, Paragraph R &S, Aircraft Inventory & Pricing. Appendix B, Flat Rate charges.

**Question:** Can a Contractor bid on just one type of aircraft i.e. helicopter or airplane only? Noting “No Bid” on the type of aircraft it's not bidding on, and will the contract be awarded to multiple vendors as such?

**Answer: The contractor may bid on either/both helicopter and/or airplane but must be able to service both helicopter models (Bell 407/429). While the Section would prefer that a contractor be able to perform service on all DSP aircraft, the Section will consider multi-awarding the contract if it proves to be in the best interest of the State.**

6. Page 23 Section number IV Professional Services RFP Administration Information, Paragraph h Performance Bond Requirement. Contractors awarded contracts are required to furnish a Performance Bond in the amount of \$810,000.00...”

**Question/Recommendation:** Will the State consider removing this requirement? Most municipalities have removed this type of requirement from their bidding process and contracts due to the exorbitant cost associated with such. We have found this requirement has added much unnecessary costs to the overall pricing of the contract to the State.

**Answer: The State of Delaware will waive the Performance Bond. RFP section IV. D. 7.h. is revised to read: The performance bond requirement has been waived. Additionally, prospective bidders are advised that Attachment 11 is no longer applicable to this procurement.**

7. Page 24 Section number IV Professional Services RFP Administration Information, Paragraph k Costs and Payment Schedules. The State of Delaware require a payment schedule based on defined and measurable milestones.

**Question:** Do we need to include a Cost Schedule with the bid for expected services? i.e.: On-Site Maintenance Charges for the 5 day on-site requirement or any flat fee schedules.

**Answer: The General Contract Terms for professional services allows for milestone payments for long-term projects. The pricing structure for this contract can be found on page 5, Paragraph Q and shall be documented in Appendix B.**

All other terms and conditions remain the same.



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