



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

04/21/2016

TO: ALL OFFERORS

FROM: PRISCILA ZHININ
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS16108-FLOORING

ADDENDUM # 1

The purpose of this addendum is to answer questions received regarding the solicitation, adjust the timeline, and clarify specifications.

Information regarding the current contract can be found online at:

http://contracts.delaware.gov/contracts_detail.asp?i=413

Appendix B, Pricing File has been updated and available online. The updated Appendix B is to be used for proposal submissions.

Due to updates to the Pricing file, the deadline for Bid Responses has been extended to 1:00pm Local Time May 25, 2016. At that time bids received will be opened.

Q: Providing company's financials?

A: Please refer to sections III. Z. Confidentiality.

Q: If orders can not be taken over the phone and will require a credit card or a P.O. Is that acceptable?

A: A purchase order, telephone call, email, fax or State credit card shall serve as the authorization to proceed with work in accordance with the bid specifications and the special instructions, once it is received by the Contractor(s).

Q: If background checks and drug testing will be required, does that include employees of our subcontractors? If so who is responsible for the cost?

A: Yes this applies to the employees of you subcontractors. "The Vendor(s) shall be responsible for the background check requirements of any authorized Subcontractor providing service to the Agency's contract."



Q: Will the products proposed on Appendix B be added to the contract? If so, will there be an opportunity to add additional products?

A: Yes the products proposed will be added to the contract. The state reserves the right to contact awarded vendors in order to add additional Manufacturers to the contract during the contract term. Vendors will be required to provide a link for each Manufacturer catalog.

Q: Can you share the specific testing documents that are required to be submitted with the RFP?

A: Bidders shall submit with their bids certified test reports from an independent or manufacturer's laboratory, which shall be accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) or by the American Association for Laboratory Accreditation (AALA) for flammability rating and for static propensity. Failure to submit such certified test reports may be cause to consider the bid as non-responsive. The carpet installer shall complete a Carpet Installation Certification (see attached) upon satisfactory completion of each carpet installation. A copy of the certification shall be submitted to the ordering Agency. Upon completion of an installation job, a manufacturer's maintenance manual and/or cleaning instructions shall be supplied without cost to the ordering Agency.

Q: Where should we add the discount offering requested in Item G on page 53?

A: Appendix B has been updated and should be used for proposal responses.

Q: Can you provide specifications for each category of flooring identified in Appendix B?

A: The State is looking for flooring catalog discount offerings for first quality flooring. Appendix B has been updated and should be used for proposal responses.

Q: On Page 18 under Item 4, you indicate pricing quoted should be for material furnished FOB. In Appendix B, you request unit pricing installed per square yard. Would you like us to provide delivered material pricing or delivered material and installation pricing in Appendix B?

A: The State is looking for flooring catalog discount offerings for first quality flooring. The discount would be based off list price, FOB Destination with installation being a separate line item. Appendix B has been updated and should be used for proposal responses.

