



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

August 29, 2016

TO: ALL OFFERORS

FROM: THERESA NEWMAN  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO. GSS16526-MAIN\_REPAI  
Fleet Maintenance & Repair**

**Addendum**

This Addendum:

- Responds to vendor questions and provides greater contract detail regarding the referenced Invitation to Bid.

All other terms and conditions remain the same.

1. **Q:What are the mileage base for each service A,B,C,H,N,O it would be nice to know what the mileage base is for each section?**  
A: **Fleet Services standard oil changes are every 5,000 or 6,000 mile intervals**
2. **Q: Will there be a PRE Bid meeting?**  
A: **No, there will not be a pre-bid meeting.**
3. **Q: PM Service O: The fuel filter, differential service and spark plugs are all required to be noted separately. So don't include parts or labor for those three things in the total cost for PM Service O? Only list them separately? Why are they in there at all if they are going to be considered separately?**  
A: **Not all vehicles receiving the "O" service have external fuel filters and rear differentials, so we wish to see those cost separately and to be added only when those items are present on the vehicle. Additionally, the "O" service is a spark plug inspection not always requiring**

replacement of the plugs, so we wish to see the cost separately and only apply when the plugs require replacement.

**4. Q: Is there a deadline for this to be done?**

A: Proposals must be received by September 12, 2016 @ 1:00 Local Time. Proposals delivered after 1:00pm Local Time on Sept 12, 2016 will not be accepted under any circumstances.

**5. Q: Section II. Special provisions. #16 (page 19) Mandatory Insurance Requirements. Is having (a), (d) and (e) acceptable to the terms of the contract? I do not see an (f) listed.**

A: The awarded vendor(s) are required to have the following minimum insurance coverage:

a. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,

b. Miscellaneous Errors and Omissions - \$1,000,000 per occurrence/\$3,000,000 aggregate,

d. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.

e. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware.

**6. Q: Section II. Special provisions. #36 (page 25) Drug Testing Requirements. Does this contract qualify as a large public works contract?**

A: This Contract does NOT qualify as public works contract.

**7. Q: Section II. Special provisions. #42 (page 26) Prevailing Wage. Is this a prevailing wage contract?**

A: This Contract does NOT qualify for prevailing wages.

**8. Q: Section III. Technical (General) Specifications. #7 (page 34) Type and Scope of work to be performed. \*Per the Delaware Code.....parts must be returned. Some parts have a "core charge" and must be returned to the manufacturer. Are these items excluded from this statement? Or are we required to add the "core charge" to the invoice if we are unable to return the part to the manufacturer?**

A: Core charges are not to be charged to the State of Delaware. The State of Delaware may request inspection of the parts to determine the condition before they are returned.

**9. Q: Section III. Technical (General) Specifications. #10 (1.) (B) (page 35) Checklist. Are these checklists provided by the State or is each vendor to have their own check list approved if one is not provided?**

**A: Each vendor is to create and provide a checklist.**

**10. Q: Section III. Technical (General) Specifications. #17 (page 38-39) PM Schedules. The contract lists air filters. Is this for engine air filters only? Does this exclude cabin air filters? Also, for the transmission service filters, does this only apply to the transmission pan filter only? Some vehicles have internal transmission filters which require teardown to replace and some have external (screw on) filters.**

**A. For the purpose of the PM intervals, please include ENGINE Air Filter only. For this solicitation, please include PAN Filter only for the transmission service.**

**11. Q: It states a bond must be obtained. How do I calculate how much the bond should be for?**

**A: II. SPECIAL PROVISIONS, #14 & #15 state – “The Bid Bond requirement has been waived.” and “The Performance Bond requirement has been waived.”**

**12. Q: I was informed the last time we submitted a bid we were disqualified from bidding because we did not submit an electronic copy of the bid application. I do not see where that is required but I could have missed something. Is this still true?**

**A: ATTACHMENT A – “Proposal Reply Requirements” state: One (1) electronic copy (CD, DVD, thumb drive) of the bid response including Appendix A.**

**NOTE: Appendix A must be provided in active excel format.**

**13. Q: Deltrans is a transmission rebuild shop. Would this bid cover this type of repair?**

**A: No, Transmission rebuilds are part of our Vehicle Transmission Repair Contract, found at [http://contracts.delaware.gov/contracts\\_detail.asp?i=2177](http://contracts.delaware.gov/contracts_detail.asp?i=2177)**



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

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