



Government Support Services – Contracting
100 Enterprise Place
Suite # 4
Dover, DE 19904-8202

February 23, 2016

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS16641-PLAYGROUND
Playground and Recreation Equipment and Accessories

ADDENDUM #1

The purpose of this addendum is to answer questions received regarding the solicitation.

Q: Page 7, Section K – Bid Bond Requirement. What is the bid value? This bid is a price list bid so how do we determine the bid value to obtain a bid bond?

A: Section K – Bid Bond Requirement is amended to read “The Bid Bond requirement has been waived.”

Q: Page 7, Section M – Number of Copies with Mailing proposal. If we are bidding the same manufacturer for more than one category, do we need to submit separate CD’s that contain identical inform (digital catalogs and price lists) for each category if the catalog and price list is inclusive of the items included in each category which is bid?

A: One CD or other electronic media device is acceptable for submission of all catalogs and price lists.

Q: Page 18, Section 4 – Price Quotes. States that prices should be FOB ordering agency (meaning that the prices should include delivery charges). This conflicts with page 56 #2 which requires itemized freight charges on quotes. We do not see a core list of products provided. Can we assume that the core list of products are all those products which are in the catalogs and price lists submitted with the bid?

A: Correct, core list would consist of products included in the catalogs and price lists, with exception. The State reserves the right to exclude products already available through an existing state contract.

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Q: Page 22, Section 18 – Shipping Terms. States FOB Destination. This section conflicts with page 56 #2 which requires itemized freight charges on quotes.

A: Page 56 #2 is amended to read “Quotes shall include an itemized list of equipment. Installation must be broken out on quote and include an estimated number of hours for completion. Revisions to estimated number of hours for completion must receive prior approval from ordering agency.”

Q: Page 50, Section 4 – Proposal Reply Requirements. Is there an Appendix F? Or should it be referring to Appendix B?

A: Should read “Appendix B”.

Q: Page 53, Section C – Excluded Equipment and Accessories. Does this section mean that synthetic safety surfacing materials are also excluded from this contract? Can this contract include materials such as rubber tiles, poured-in-place rubber, and synthetic grass safety surface and loose fill rubber surfaces?

A: No, ground surfacing is covered under a separate solicitation. Refer to active solicitation labeled “Mulch, Sand, Other Ground Surfacing” and respond accordingly.

Q: Page 53, Section E – Manufacturers Catalog and Price List. Where are we to include links to any manufacturers’ catalogs? Also, most manufacturers revise their catalogs at the beginning of each year. If these catalogs are updated at that time, the links to the catalogs will not coincide with the timing of any updates to this contract which are only available annually August 1st. How do you suggest we provide a link to an outdated catalog for 7 months of the year?

A: The first two lines of this section are hereby stricken. Electronic copies of catalogs will suffice.

Q: Page 59, Section W – Replacement Parts. If we include replacement parts in our price list for the equipment, do we need to supply an additional bid for replacement parts? Also, if prices are to include freight charges, can an additional percentage (price plus a percentage) be bid to cover these freight charges rather than a discount?

A: Only separation in response would be in Appendix B. For example

DISCOUNT OFFERINGS		
Category	Manufacturer	Minimum Discount
Recreational Watercraft	ABC Corp	List + 2%
Replacement Parts	ABC Corp	15%

OR

DISCOUNT OFFERINGS		
Category	Manufacturer	Minimum Discount
Recreational Watercraft	ABC Corp	5%
Replacement Parts	ABC Corp	5%

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Q: Appendix B – Discount Offering. Are we permitted to submit a price plus % instead of discount, since the pricing of the items is to include freight?

A: IF the product category is such that costs associated with delivery would exceed any potential savings then a list plus % can be identified.

Q: Appendix B – Discount Offering. How are we to indicate a lengthy description of the warranty into the small box? Manufacturers typically have multiple warranty periods for the various materials and products.

A: The cells are formatted to wrap text so you can, at a minimum, provide an overview with the full response being incorporated into your proposal response for section J. Warranty (page 54).

Q: Appendix B – Discount Offering. When providing a “rate” for the services such as installation, can two rates be provided? One for non-prevailing wage and one for prevailing wage?

A: Yes, be sure rates are clearly identified.

Q: Appendix B – Discount Offering. Can you define “installation”? Is it to include the installation of the equipment only? Does it include excavation, drainage considerations, ADA pathway to play area, borders, etc.?

A: Installation shall take into consideration all work site preparations, installation of equipment, and clean up. Turnkey solution for playground equipment.

Q: Page 21, Section 15 – Prices. “Prices ...shall remain firm for the initial 2 year term of the contract.” But on page 55, section N. Catalog Updates it explains how price updates may be requested based on an annual schedule, including the first year anniversary of the contract...Please confirm are prices to be held firm for one year or two years?

A: Price lists will be held firm for the first year of the initial 2 year term.

Q: Page 7, Section K – Bid Bond. We are bidding discount(s) from a price list. There are no quantities or individual unit prices on which to calculate a total bid. Therefore, there is no dollar amount on which to calculate a 10% bond. Is a bid bond of some dollar amount required?

A: Section K – Bid Bond Requirement is amended to read “The Bid Bond requirement has been waived.”

Q: Page 15, Section D – Requirements of the Vendors. “Financial Information (balance sheets and income statements) for the past three years. We are a privately owned (not public) business. Such financial information is confidential. Please advise – is such financial disclosure required to be included with our bid response? Can it be supplied later if we are offered an award?

A: Refer to Section Z (page 10) Confidentiality and Section V (page 9) Exceptions of the Request for Proposal.

All other terms and conditions remain the same.