



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

December 4, 2015

TO: All Offerors

FROM: Annette Opalczynski  
Purchasing Services Coordinator

SUBJECT: Addendum to Request for Proposal  
Contract No. GSS16760-INFEC\_WASTE

**ADDENDUM #1 – Q & A**

This addendum is provided in response to the vendor questions that have been received for the solicitation for Contract No.GSS16760-INFEC\_WASTE.

Q1) Are the sharps containers requested included in the box price in the bid?

**Answer: No, the cost of sharps containers should not be included in the box price. Please reference the revised Appendix B- Pricing Form to list prices for sharps containers.**

Q2) If we are required to provide the sharps containers, can you provide an approximate count by size of the sharps containers used by each facility for a one year period?

**Answer: The cost of sharps containers should not be included in the 30 gallon box price. Please reference the revised Appendix B- Pricing Form to list prices for sharps containers.**

Q3) Are we sending one invoice to the State of Delaware for all locations or do we send one invoice to each location we service?

**Answer: There are various points of contact for invoices. In most instances, the invoice should be sent to the location that you service; however there are a few exceptions. A Facility Billing Address List will be provided to the awarded vendor.**

- Q4) Can you describe in more detail and/or provide a sample of what the Delaware Division of Forensic Science requests by a “glass disposal boxes for bench top”? If not, may we schedule an appointment to go see one on site?

**Answer: Disposal boxes are used to dispose of large glass pieces from items such as broken beakers, test tubes, etc. Here are the specifications:**

**Material: Corrugated cardboard with 2mm polyethylene liner  
Closure Type: Integral safety lid  
Dimensions [L x W x H]: 8 x 8 x 10 in. (20 x 20 x 25cm)  
Length [Metric]: 20cm  
Model: Benchtop  
Width [Metric]: 20cm  
Height [Metric]: 25cm**



- Q5) How many plastic 50 gallon reusable containers are at any of the facilities using them at one time?

**Answer: The hard red plastic 50 gallon containers have been removed from the supply list for location 1 and location 2. A 30 gallon red hard plastic rectangular container with a lid has been added to the supply list for location 1. Please review the revised Appendix D- Facility Requirements.**

- Q6) In Appendix d- Facility Information, under laboratories (location 1 and location) under supplies required, the facilities indicate sharps containers in the following sizes: 7 gallon, 2 gallon, and 5 qt. I have questions related to this:

- A. I do not see a space provided to bid my rate for these. These sharps containers have an additional cost and are not included like the 30 gallon

boxes provided. Does the vendor need to provide sharps containers at no cost or can the sharps being supplied be invoiced with the box pickups?

**Answer: Please reference the revised Appendix B- Pricing Form to list prices for sharps containers. Any charges for sharps containers should be listed separately on the same invoice as the box pickups.**

- B. If everything is assumed included, how many sharps containers are needed on an annual basis? I would have to know how much volume is provided to price out my cost and build that into the box rate.

**Answer: The cost of sharps containers should not be included in the box rate. Please reference the revised Appendix B- Pricing Form to list prices for sharps containers.**

- C. I have a variety of sharps containers, but no “7 or 2 gallon.” Can facilities use alternate but similar size sharps? I have 5.4 qt., 5 qt. or 8 gallon which would be comparable.

**Answer: Here are the requirements by location:**

**Forensic Labs located in Wilmington & Georgetown:**

**An 8 gallon sharps container is an acceptable alternate at these locations.**

**Hudson State Service Center, Northeast State Service Center Claymont Community Center and Westend Neighborhood House:**

**A 2 gallon sharps container is required. Alternate sizes are not acceptable at these locations.**

- **The Wilmington Community Mental Health Center:**  
**A 5.4 quart sharps container is required. Alternate sizes are not acceptable at this location.**
- **Ferris School and New Castle County Detention Center:**  
**5 and 10 quart sharps are required. Alternate sizes are not acceptable at this location.**

- D. Lastly, location 1 indicated “glass disposal boxes for “benchttop.” Can you elaborate on exactly what this is? Maybe provide pictures? Is this a sharps container?

**Answer: The boxes are used to dispose of large glass pieces from items such as broken beakers, test tubes, etc.**

**Here are the specifications:**

**Material: Corrugated cardboard with 2mm polyethylene liner**  
**Closure Type: Integral safety lid**  
**Dimensions [L x W x H]: 8 x 8 x 10 in. (20 x 20 x 25cm)**  
**Length [Metric]: 20cm**  
**Model: Benchtop**  
**Width [Metric]: 20cm**  
**Height [Metric]: 25cm**



- Q7) In Appendix D- Facility Information, under laboratories (location 1 and 2) under the supplies required, the facilities indicate they require “hard red plastic 50 gallon containers.” Are these reusable or for one-time use only? Is there a particular reason they require the hard red plastic 50 gallon containers and not the 30 gallon boxes? Can I substitute these for 18 gallon hard red plastic containers?

**Answer:**

**The hard red plastic 50 gallon containers have been removed from the supply list for location 1 and location 2. A 30 gallon red hard plastic rectangular container with a lid has been added to the supply list for location 1. Please reference the revised Appendix D- Facility Requirements.**

All other terms and conditions remain the same.