



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 17, 2017

TO: ALL OFFERORS

FROM: MARIA FRY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS17498-REPAIR_SVCS,
COLLISION REPAIR SERVICES

ADDENDUM # 1

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

- 1. When submitting the bid can I use sub-contractor for one shop to another we have two locations with different tax ID numbers. We would be submitting separate bids for each location.**

You may not use your other location that is providing a separate bid as a sub-contractor. If you are using a subcontract that is independent of your two locations, for each bid submission, identify the sub-contractor(s) that will be utilized for each location on Attachment 7. Use one form for each sub-contractor identified.

- 2. Regarding the above named RFP can you please provide:
Number of vehicles in the DE fleet
Approximate number of repair claims expected per year**

DelDOT has 936 vehicles in their fleet, including 525 L/D vehicles; the Delaware State Police has 1000 vehicles and Fleet Services has 2,417 vehicles. This contract is also accessible to any School District, Political Subdivision, Municipality, Volunteer Fire Company or higher education entity receiving state funds.

Previous contract activity can be found on the current Awarded Contracts Detail page at: http://contracts.delaware.gov/contracts_detail.asp?i=1178

- 3. Are Vendors required to be located in Delaware and/or be registered as a business entity in Delaware? If so, please provide an estimated time frame for this process.**

Although Vendors are not required to be located in Delaware, the geographical location of the repair facility must accommodate timely repair service for the Zones indicated on Appendix B. Please include your discussion of methodologies or processes which will ensure the most expedient service possible in Appendix B – Tab #3.

Prior to receiving an award, the successful Vendor must provide proof of a State of Delaware Business Licensure or initiate the process of application where required. Most businesses receive their Delaware business license within a month of registering with the Delaware Division of Revenue. Licenses obtained using the [One Stop Business Licensing and Registration Service](#) and/or [Revenue's Online Renewal](#) may print a temporary license at the end of the registration or renewal process. Permanent licenses are generally sent within 10 working days.

For questions regarding the requirement of a Delaware Business License, please contact the Division of Revenue at 302-577-8778 or at: <http://revenue.delaware.gov/services/BusServices.shtml>

All other terms and conditions remain the same.



GOVERNMENT SUPPORT SERVICES – CONTRACTING

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