



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

July 26, 2018

TO: ALL OFFERORS

FROM: Pamela Barr
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL GSS18046-ELEV_MAIN,
Preventative Maintenance, Elevators and Escalators

ADDENDUM #1

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

Information regarding the current contract is available online at:

[GSS18046-ELEV_MAIN](#)

Please note: Questions that were submitted for GSS18236-ELEV_INSP, Elevator and Escalator Inspections are also included because of the similarity in the two solicitations.

QUESTIONS & ANSWERS

Q#1: GSS18236 does not state what constitutes normal working hours/days of work. Inspectors might not work the same hours as the elevator maintenance firms or facilities representatives. Please provide the intended hours/days work shall be completed.

- a. In our experience, New Castle County Courthouse cannot have inspections completed between hours of 8-5 Mon-Fri
- b. In our experience, Carvel Building cannot have inspections completed between hours of 8-6 Mon-Fri
- c. In our experience, Kent County Courthouse cannot have inspections performed between hours of 7-5 Mon-Fri

A: For New Castle County Court House and Carvel State Office Building, the hours list for not doing inspections is correct. Certain exceptions can be allowed depending on the amount of time required and the type of inspection being performed, but must be scheduled and approved in advance.

For Sussex, DHSS sites, inspections can not be scheduled between the hours of 8:00 am and 4:00 pm Monday through Friday. Advance notice and scheduling approval is always required. For Governor Bacon Health Center, the working hours are Monday through Friday, 7am to 3pm. For DSCYF, hours are 8 – 4, Monday through Friday and inspections can be completed at any time.

Q#2: GSS18236 General Requirements 2. Bidder Requirements - "Bidder shall as a minimum, employ one (1) Qualified Elevator Inspector Supervisor (QEIS) who holds at least one (1) additional elevator inspector certification from one of the building code authorities to supervise and review the inspection and test procedures and reports. All elevator inspectors, as a minimum, shall be Qualified Elevator Inspectors (QEI) and be qualified by past performance experience." Does the QEIS have to physically be located within the State of DE? Do they have to perform daily QEI supervision from the State of DE?

A: OMB (Office of Management and Budget) states since this person is primarily performing administrative duties I don't believe being physically located in Delaware is necessary.

The QEI should be physically present during the inspection process.

Q#3: GSS18236 Scope of Work states, "The governing codes for this ITB shall be ASME A17.1, Safety Code for Elevators and Escalators and ASME A17.3, Safety Code for Existing Elevators and Escalators and all inspections and test shall be conducted in accordance with industry standards and ASME/ANSI A17.2 Guide for Inspection of Elevators and Escalators." Elevator inspectors are not accompanied by elevator mechanics during the 6 month periodic inspection. Delaware State law Statutory Authority: 24 Delaware Code, Section 1406(a)(1) (24 Del.C. §1406(a)(1)) States that any individual working near energized conductors shall maintain a Master Electrician Special-Elevators professional license to ensure the safety of themselves and the public. An elevator inspector cannot perform a complete 6 month periodic inspection per A17.1 and A17.2 without violating the previously cited law unless they hold the Master Electrician Special-Elevators license. Should all inspectors who intend to perform work under contract GSS18236 hold this individual license?

A: Vendors must comply with State of Delaware law without exception. Anybody performing inspections of work or its operation to Elevators or Escalators by other qualified mechanics should possess at least an equivalent professional license. Therefore, yes they should possess at least a Master Electrician Special Elevator license.

Q#4: Is this going to be awarded through the GSA Federal Supply Schedule, where you found our contact information? So, this is going to be awarded locally, and not utilizing our National Contract with GSA? Is the US Communities option a viable program we can offer in this RFP?

A: No, this RFP will be awarded through the State of Delaware. Information should be submitted in the format as described in the RFP.

Q#5: Please give me the names and phone numbers of who we need to contact to survey the elevators for the contract.

A: This information is provided in the RFP.

Q#6: GSS18236 Section C- General Authority 4. Permits and License states "All necessary permits, license, insurance policies, ect. Required by local, State or Federal laws, shall provide by the contractor at its own expense" Shall bidders provide State of DE business license with bid submission?

A: Please refer to the RFP, Paragraph 18, State of Delaware Business License, on pg 17.

All other terms and conditions remain the same.



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