



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

May 25, 2018

TO: ALL OFFERORS

FROM: Ninna Vaughn
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS18365-BOTTLED_WAT
Bottled Water and Cooler Rental**

ADDENDUM #1

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

Information regarding the current contract is available online at:
http://bids.delaware.gov/bids_detail.asp?i=5046&DOT=N

**Q1. Is this delivery going to be located in the State of Delaware?
How many locations throughout Delaware receive services?
Does this include all state agencies? If not which agencies?
Will the water be delivered to one (1) warehouse or multiple locations?
How many agencies are in the State of Delaware will this serve or cover?**

This contract will be issued to cover the requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, Municipality, Volunteer Fire Company or higher education entity receiving state funds. Furthermore, this contract shall be accessible to all other entities as identified by Del. Code, Chapter 69, Title 29 § 6910. Locations will be identified as the service is needed.

Please read the RFP document for all the contract requirements.

**Q2. Please provide an estimate of how many coolers and locations there will be.
Howa many coolers are needed?
How many jugs per cooler?
How many cold and hot water dispensers are needed?
What is the volume and rate of consumption per month or quarterly?**

There is no exact number of cold and hot water coolers or 5 gallon water jugs, but all State Agencies, School Districts, Political Subdivision, Municipality, Volunteer Fire Company or higher education entity are allowed to use this contract. Request for service are on an as needed basis. The state does not guarantee quantities. Interested bidders can view usage information at: http://contracts.delaware.gov/contracts_detail.asp?i=3828

- Q3. Would the State of Delaware be willing to use filtration coolers?
Is this RFP only for typical bottled water or could 1-liter bottles of Emergency Drinking water included?
Are 4 gallon disposable jugs acceptable?**

The specifications and requirements for this contract are found in the Appendix A Scope of Work. Other items are available through existing contract and cannot be overlapped by this contract. Appendix C-Pricing allows for other additional products to be listed for consideration.

- Q4. Please provide the present provider and old contract number.
Please provide monthly and annual 5 gallon bottled water consumed for the state. Preferably two (2) or three (3) years of history.
What is the past quantities of bottled water and dispensers per site?**

Complete contract information including usage reports for contract no. GSS16365A-BOTTLED_WATER can be found at the following link: http://contracts.delaware.gov/contracts_detail.asp?i=3828.

- Q5. On the bi-weekly schedule, are any of the sites locked for security purposes? If so how many in each county?**

Agencies that have security requirements will notify the vendor prior to submitting any orders. For Department of Correction's security requirements please review Appendix B.

- Q6. Will the water need to be delivered to each water station?**

Yes. The agency will advise the vendor of the number of bottles necessary to service each cooler and its location. Please see the RFP Appendix A for contract scope of work.

All other terms and conditions remain the same.



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