



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

October 11, 2018

TO: ALL OFFERORS

FROM: Ninna Vaughn  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO. GSS18661-KITCHENPMR  
Kitchen Equipment Preventative Maintenance & Repair**

**ADDENDUM #1**

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Invitation to Bid. A revised pricing spreadsheet, Appendix E is also provided.

Information regarding the current contract is available online at:

[http://bids.delaware.gov/bids\\_detail.asp?i=5299&DOT=N](http://bids.delaware.gov/bids_detail.asp?i=5299&DOT=N)

**Q1. Is there a previous contract for this equipment? If so can you provide the contract number?**

**A1.** Complete contract information for contract no. GSS14661-KITCHENPMR can be found at the following link: [http://contracts.delaware.gov/contracts\\_detail.asp?i=2514](http://contracts.delaware.gov/contracts_detail.asp?i=2514)

**Q2. Who was the awarded vendor?**

**A2.** Complete contract information for contract no. GSS14661-KITCHENPMR can be found at the following link: [http://contracts.delaware.gov/contracts\\_detail.asp?i=2514](http://contracts.delaware.gov/contracts_detail.asp?i=2514)

**Q3. What was the cost of the last year's contract and is this the same equipment as last year's contract?**

**A3.** No, not all of the equipment is the same. Each department reviewed and updated their equipment information. Additional contract information for contract no. GSS14661-KITCHENPMR can be found at the following link: [http://contracts.delaware.gov/contracts\\_detail.asp?i=2514](http://contracts.delaware.gov/contracts_detail.asp?i=2514)

**Q4. Is the contract available for viewing?**

**A4.** Complete contract information for contract no. GSS14661-KITCHENPMR can be found at the following link: [http://contracts.delaware.gov/contracts\\_detail.asp?i=2514](http://contracts.delaware.gov/contracts_detail.asp?i=2514)

**Q5. Is there a service/repair history available?**

**A5.** A service/repair history log is not kept through Government Support Services. But, if you or a representative of your company would like a site visit of any of the listed locations to get a better look at the equipment prior to submitting a bid, you may do so by contacting the representative listed in Appendix E, tab-Agency Contact List and schedule an appointment. Though not mandatory,

offerors are encouraged to take advantage of the opportunity to conduct site visits. Department of Correction locations do require a 2 week notice, in order to complete Criminal Background Checks.

**Q6. Is all the equipment up and running?**

**A6.** Yes, all equipment is set up and working.

**Q7. In the RFP, page 53, section A, it is stated: *NOTE: This contract does not cover the replacement and/or rebuild of any equipment. No refrigeration equipment is included in the scope of this contract.* Yet on the Appendix E pricing tab, DelDOT, indicates a Manitowoc Ice Maker. Asking for clarification if this unit is a part of the scope of work for this RFP.**

**A7.** This contract does not cover ice machines. This equipment will be removed from Appendix E. Please use the revised Appendix E to submit pricing with your proposal.

**Q8. In the RFP, beginning on page 53, Section A, including subsections 1, 2, and 6. These sections as I understand them indicate that the State is requesting a monthly cost per each appliance that includes all Preventative Maintenance and emergency service including labor, travel and materials up to \$400. I am asking for clarification to my understanding of the intent of that section.**

**A8.** The state is requesting inclusive pricing for preventative maintenance services. Subsection 1 and 2 defines what the state considers preventative maintenance and repair service. Subsection 6 that falls under Section F on page 56 outlines the requirements for parts replacement/repair. Replacement parts are to not exceed \$400.

**Q9. In the RFP, Page 56 Section 6. It is stated that parts over the \$400 threshold will be considered outside of this agreement, is that figure for a single item of that cost or does it include a cumulative value of components or materials required to complete a repair?**

**A9.** The \$400 threshold is a cumulative value of materials to complete a repair. Due to the size and age of equipment listed on this contract, if any equipment required to have a repair(s) over \$400 it may be more beneficial to purchase new equipment.

**Q10. As indicated in the RFP 53 section A Scope of work it is noted: *Due to Department of Correction security requirements, contractors must be escorted while working at the site, and therefore, a 72 hour notice will be required to schedule normal preventative maintenance visits.* We understand that access to DDOC facilities can be challenging, however the RFP does not indicate a method of relief or remedy to the lack of cooperation with security teams allowing access on a timely manner. I fear with an agreement where no additional financial consequences arise to the facility Foodservice Department there will be less incentive to obtain access, rather suffer increased waiting time.**

**A10.** The awarded vendor(s) shall reach out in advance with the DOC Regional Food Service Directors to determine routine dates and times to perform PM services.

All other terms and conditions remain the same.

