



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

May 8, 2019

TO: ALL OFFERORS

FROM: Steven Chillas
STATE CONTRACT PROCUREMENT OFFICER I

SUBJECT: ADDENDUM #1 TO INVITATION TO BID:
Contract #GSS19011-HAND_TOOLS, Hand Tools – General and Special Use

ADDENDUM #1

This addendum is issued to clarify questions submitted by interested vendors as per the ITB – GSS19011-HAND_TOOLS.

Question 1: What is the total value of this contract?

Answer 1: The total reported spend for this contract for FY 2019 is \$190,083.83. The total reported spend for this contract for FY 2018 was \$156,185.76. Historic spend information can also be found on the current contract page: http://contracts.delaware.gov/contracts_detail.asp?i=3112

Question 2: How many suppliers are you looking to award to?

Answer 2: The State of Delaware is prepared to award enough suppliers to meet the needs of its agencies and authorized contract users. Potential vendors will be evaluated on bid price value based on market basket items as well as the overall responsiveness of proposals.

Question 3: Would you provide a list of current buyers and locations of these products if awarded?

Answer 3: Being awarded a contract does not guarantee business. Awarded vendors are responsible for their own marketing efforts. Historic purchase information is available for public record on the current contract page: http://contracts.delaware.gov/contracts_detail.asp?i=3112 as well as the My Marketplace section of the Delaware Procurement Portal under Vendor Resources > More Resources.

Question 4: Will this be done as a Punch out contract (eMarketplace) due to the high demand of these types of products and the constant expansion of these types of items?

Answer 4: The type of eMarketplace solution will be dependent upon (1) the needs of the State of Delaware, and (2) the capabilities of the individually awarded vendor. While not all vendors have the resources to provide a “punch-out” solution as opposed to a “hosted” solution, both options will be discussed with all awarded vendors.

At minimum, all awarded vendors will be expected to provide at least a hosted catalog solution, based on capabilities, upon award, per page 34 of the ITB (Intent to Load Catalogs in State eProcurement Solution).

Question 5: Page 2 – “In order for your bid to be considered, the bid quotation reply section shall be executed completely and correctly...” Question- Does this requirement mean we must submit MFG list price for each item on the pricing sheet, or for every item that the MFG offers?

Answer 5: Per page 36, Paragraph 10 (Appendix A: Scope of Work) – “Vendors may bid Preferred, Secondary and/or Catalog Discounts in the Appendix B – Pricing spreadsheet. When completing the Preferred and Secondary tool sample pricing, vendors MUST complete all information for any item bid. The failure to bid sufficient items to do an adequate comparison may prevent a vendor from being awarded a contract. (Please bid as many requested sample items as possible).”

Question 6: Section III: Appendix A #5, Page 35 – Price Lists/ Catalog Pricing on Award. Question – Does this requirement mean we must submit MFG list price for each item on the pricing sheet, or for every item that the MFG offers?

Answer 6: Per page 36, Paragraph 10 (Appendix A: Scope of Work) – “Vendors may bid Preferred, Secondary and/or Catalog Discounts in the Appendix B – Pricing spreadsheet. When completing the Preferred and Secondary tool sample pricing, vendors MUST complete all information for any item bid. The failure to bid sufficient items to do an adequate comparison may prevent a vendor from being awarded a contract. (Please bid as many requested sample items as possible).”

Question 7: Section II: Special Provisions, #39, Page 23 – Vendor Background Check Question: Will background checks be required if we are only providing/ delivering hand tools?

Answer 7: The paragraph in question is all inclusive regarding contracts with the State of Delaware. While the situations mentioned may not impact certain contracts or vendors throughout the life cycle of the contract, potential vendors must be prepared to meet the individual requirements of each and every agency assigned to the State of Delaware, municipalities, and other entities authorized to utilize the contract.

Please also refer to the final paragraph for clarification: “Individual contracts may require additional background checks and/or security clearance(s), depending on the nature of the services to be provided or locations accessed, but any other requirements shall be stated in the contract scope of work or be a matter of common law. The Vendor(s) shall be responsible for the background check requirements of any authorized Subcontractor providing service to the Agency’s contract.”

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