



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

February 14, 2019

TO: ALL OFFERORS

FROM: Ninna Vaughn
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS19026-LAB_SUPPL
Laboratory Supplies and Equipment**

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://contracts.delaware.gov/contracts_detail.asp?i=2101

http://contracts.delaware.gov/contracts_detail.asp?i=4050

- Q1. Does this solicitation include DNA Typing Reagents for Human ID?
Does this solicitation include QuantiFERON TB Plus?
What is the product the State of Delaware is requesting?
Where specifically in the solicitation is the information and product the State is acquiring?**

The specifications and requirements for this solicitation can be found in Appendix A – Scope of Work and in Appendix B – Pricing Spreadsheet. If a vendor would like to bid any products that may not be included in either Market Basket they must list the products on the “Product Offering” tab found within the Pricing Spreadsheet. The State will determine if the product(s) will be accepted.

- Q2. Can bid responses be partial or “all or nothing”?**

Vendors may bid on the items they are able to provide. Price scoring will be based on Market Basket pricing.

Q3. We are interested to participate in the above mentioned RFP for a new laboratory instrument that is not named in the list given in the spreadsheet but falls in category of Optical/Optomechanical Equipment and Accessories as indicated in the spreadsheet under the “Categories –UNSPSC” tab. May I ask for your advice if you’d permit our company to submit a proposal for our next generation instrument? It does offer all capabilities of the existing instruments (e.g. other spectrometers and imaging instruments) but it has additional capabilities that are not available from the current instruments.

Vendors are highly encouraged to offer any like substitute product (s), either generic or brand name. Products that are not substitute like or equivalent may be included on the “Product Offering” tab found within the Pricing Spreadsheet. The State will determine if the product(s) will be accepted.

Q4. Are you able to provide utilization/purchasing history by item from the previous bid holder?

Previous spend on Contract No. GSS14026-LAB_SUPPL and GSS14026B-LAB_SUPPL can be found at:
http://contracts.delaware.gov/contracts_detail.asp?i=2101
http://contracts.delaware.gov/contracts_detail.asp?i=4050

Q5. Please explain what should be included on the PRODUCT OFFERING tab (Is this a compilation of the information included on the Market Basket – Lab and Market Basket – K12 tabs)?

Product Offering is where vendors shall provide all other available products available in any given Category being bid

Q6. Do you want the description (column B) or abbreviations (column A) used for packaging UOM/Product Size when completing those columns on the Market Basket tabs?

Column E is where Packaging UOM is listed. All products listed in both Market Baskets already have Packing UOM. Vendors must list the Packaging UOM if they list addition product(s) on the “Product Offering” tab.

Q7. Federal Acquisition Regulations, require that catalog items that are on GSA be designated as such and any changes in GSA prices result in the immediate change of Contract Price. Are contractors allowed to make an exception to the Delaware 2-year fixed price rule for catalog items on GSA and change prices as they change on GSA? GSA priced items will be subject to change at the time of our submission and during the duration of the contract term.

GSA is a separate entity. The specifications and requirements our outlined in the solicitation. Please review page 21, section 15.

Q8. After the initial 2-year contract term ends, are vendor price increases only limited to the CPI-U price increase level for items in the Market Basket or do those levels have to be applied to catalog items as well?

If agreement is reached to extend this contract beyond the initial two (2) year period, vendors may request increase pricing on Market Basket items and/or Catalog items. Price adjustments shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation

Q9. Page 18, Section 4. Does the State expect all pricing to be held firm for two years – Market Basket and non-Market Basket items priced by general discount rules, or can non-Market Basket items be priced from current list at the time of order? Alternately, would you consider allowing the non-Market Basket pricing to be updated each January (assuming we're offering punch-out capability), when price adjustments are typically made from changes implemented from our manufacturers and suppliers?

Yes.

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract. **All prices quoted must be in U.S. Dollars.**

All vendors that maintain a market basket of products under this contract shall maintain the appropriate negotiated prices on their market basket. New Products and Services may be added quarterly to the resulting contract by the awarded vendor during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP and include, but will not be limited to, new products added to the Manufacturer's catalog offerings, and which reflect new technology and improved functionality.

The vendor must submit a written request for catalog update during the time frame as outlined below for their effectiveness date to the Government Support Services, Attn: Ninna Vaughn, State Contract Procurement Officer. The additional products must be submitted in the format identified on the "product offering" tab found on Appendix B. Request made outside of this format will be rejected. No catalog updates are to occur without prior State authorization.

If agreement is reached to extend this contract beyond the initial two (2) year period, vendors may request increase pricing on Market Basket items and/or Catalog items. Price adjustments shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

Q10. Page 18, Section 4; Appendix A, Section “P”
If extended beyond the initial two years, would the State consider substituting PPI for CPI indexing, as this more closely tracks inflationary changes that we see from our manufacturers and suppliers?

If a vendor is seeking another method for price adjustment they should take exception, utilizing Attachment 3, and offer an alternative for the State’s consideration. Government Support Services maintains sole discretion to reject any vendor exceptions that are submitted.

Q11. Page 3, Purpose; Page 53, Appendix A Overview
It is stated that the scope/purpose is a lab supplies and equipment contract; however, much of the language in the RFP mentions goods and services. Would any offered vendor services be contemplated in this RFP, if offered? Could new services be offered during the term of the Award?

This contract is specifically for equipment and materials. The only services included would be delivery and set up of equipment.

Q12. Page 31, Sections 45, 46, 47
Can you confirm that these Sections would not apply to an Award under this RFP, if only a “goods” contract is awarded? Would any of these Sections apply if lab services are offered?

The language on page 31 is boilerplate language for all State Contracts and does not apply to this specific contract. The Appendix A-Scope of Work contains the details of the contract. This contract is for equipment and materials.

Q13. Page 54, Statement of Needs
It is stated in the last sentence of this paragraph that “The market basket prices presented will remain firm for the term of the original contract...” Does this mean that any other pricing offered through a punch-out and priced by general discount schedule could be based upon current list price at the time of order, or at a frozen list price adjusted in January of each calendar year?

Section F Statement of Needs addresses the Market Basket items specifically. Information regarding Pricing Updates is found in Section P, and information regarding adding products is found in Section S. Should bidders disagree with any of the State’s terms they should take exception, utilizing Attachment 3, and provide an alternative for consideration. Government Support Services maintains sole discretion to reject any vendor exceptions that are submitted.

Q14. Page 56, Appendix A, Section “O”
Through their offer, may a bidder offer the State access to non-cataloged products available from bidder’s suppliers and manufacturers? Would a pricing offer in the bidder’s proposal for these items be required for them to be considered part of any Award?

The Pricing Spreadsheet is designed for bidders to provide Market Basket pricing, and Catalog Discount Pricing. At the end of the Catalog Discount tab is a line for Other. Anything not specifically listed on the spreadsheet may be listed under Other for the State’s consideration.

Q15. Page 56, Appendix A, Section “P”

A requirement for “price lists” found in the first paragraph of this Section states, “The Contractor shall also furnish “hard copy” and/or electronic copy (Ordering Agency’s option) to all ordering Agencies for which account numbers have been established.” As the production and distribution of “price lists” is not cost effective and an antiquated contract requirement for large distributors with millions of product SKUs, would the State consider revising this requirement to state that an electronic price list can be provided to an Ordering Agency, upon request? A similar request is made in Section Q of Appendix A. Alternately, would the State consider removing the price list requirements in Section “P” and leaving them as written in Section “Q”?

If a bidder disagrees with any of the State’s terms they should take exception utilizing Attachment 3, and propose an alternative for the State consideration. Government Support Services maintains sole discretion to reject any vendor exceptions that are submitted.

All other terms and conditions remain the same.



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