



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

JUNE 15, 2020

TO: ALL OFFERORS

FROM: NECIA BECK  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS20055A-BEEF\_PROCESS

**ADDENDUM # 1**

The purpose of this addendum is to answer the questions asked during the question and answer period and update the bid submission requirements and method of the bid opening as a result of an extension to the current State of Emergency.

Information regarding the current solicitation can be found online at:  
[http://bids.delaware.gov/bids\\_detail.asp?i=6346&DOT=N](http://bids.delaware.gov/bids_detail.asp?i=6346&DOT=N).

**QUESTIONS**

Q1. I have a question on Page 23 – Section 22. ACA Safe Harbor. Is this strictly for in-state Vendors or for Construction? This is new to the bid language. Does this apply to us? Let me know.

**A1. ACA Safe Harbor language would not apply to the services rendered under this contract.**

Q2. Please confirm the number of paper copies to be sent in with the bid.

**A2. Please send at least one paper copy with original signatures where the vendor signature is required, a notarized Non-Collusion statement and marked “Master Copy” along with CD, DVD media disk or USB memory Stick containing the proposal response, excluding Appendix B, saved in PDF format. Appendix B Excel sheet is to be saved in Excel format.**

Q3. Provide us with:

- 1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.
- 2) Soft Copy of the Tender Document through email.
- 3) Names of countries that will be eligible to participate in this tender.
- 4) Information about the Tendering Procedure and Guidelines



- 5) Estimated Budget for this Purchase
- 6) Any Extension of Bidding Deadline?
- 7) Any Addendum or Pre Bid meeting Minutes?

**A3: All documents associated with the solicitation are available online, for free, at [bids.delaware.gov](http://bids.delaware.gov).**

Q4. Do you anticipate extending the bid due date?

**A4. No**

Q5. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

**A5. There are no additional details other than those provided in the bid solicitation.**

Q6. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?

**A6. Not by the State of Delaware**

Q7. Other than your own website, where was this bid posted?

**A7. The State of Delaware advertises bid solicitation exclusively on our website at [bids.delaware.gov](http://bids.delaware.gov). Posting elsewhere is not by or on behalf of the State of Delaware.**

### **ELECTRONIC BID SUBMISSION & BID OPENING**

Pursuant to the provisions of the declared State of Emergency, bids in response to the subject solicitation shall be submitted electronically with a hard copy to follow by mail.

Electronic bid submissions must be emailed to [gss-bid-submit@delaware.gov](mailto:gss-bid-submit@delaware.gov)

**The email subject line MUST include the solicitation number and vendor name.**

**Be advised, the email transmitted, including all required information and attached files may not exceed 25Mb.**

**Only those submissions received at [gss-bid-submit@delaware.gov](mailto:gss-bid-submit@delaware.gov) by the bid submission deadline will be considered.** It is the responsibility of the offeror to ensure their bid is received by the deadline

The hard copy of the bid must exactly match the electronic bid and shall be received no later than seven (7) calendar days from the bid closing date. The hard copy must be sent in a sealed envelope clearly displaying the contract number and vendor name to:

State of Delaware  
Government Support Services  
Contracting Section  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202

GSS20055A-BEEF-PROCESS, ADDENDUM #1

Bids must be received no later than 3:00pm Friday, July 10, 2020. The bid opening will be held through electronic means, 3:30pm Friday, July 10, 2020, to comply with the declared State of Emergency. To attend the bid opening via remote access, the public may participate by joining the meeting through Webex.com as follows:

Meeting Link:

<https://stateofdelaware.webex.com/stateofdelaware/j.php?MTID=m6abf77cde34c448fa2efcbb92626254f>

Meeting number (Access code): 129 075 1507

A listing of proposals received will be posted online and available for review at:  
[http://bids.delaware.gov/closed\\_bids.asp](http://bids.delaware.gov/closed_bids.asp), under the contract specific page.

All other terms and conditions remain the same.