



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

October 12, 2020

TO: ALL OFFERORS

FROM: Steven Chillas
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO INVITATION TO BID NO.: GSS20560-TRUCKS_VANS
Model Year 2021 or Newer – Pickup Trucks, Chassis & Vans

ADDENDUM #1

The purpose of this addendum is to respond to questions asked during the Q&A period, add language omitted from solicitation in error, and to update the submission requirements and bid opening procedures as a result of the extension to the current State of Emergency.

QUESTIONS & ANSWERS

Question 1: Do you anticipate extending the bid due date?

No.

Question 2: 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?

Criteria on how proposals will be evaluated has been identified in the solicitation.

Question 3: Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com ?

Not by the State of Delaware.

Question 4: Other than your own website, where was this bid posted?

The State of Delaware advertised this solicitation only on the State's bid portal; mymarketplace.delaware.gov.



Question 5: I don't see if any body application are requested for the cab and chassis models. Will they be needed or is it just cab and chassis required?

While the cab and chassis models are traditionally a part of the group of vehicle bids, the awarded specification(s) from the 2019/ 2020 ITB were rolled over. The only specifications that are available for bid are those that are listed on pages 37-40 of the ITB and in the Appendix B – Pricing Spreadsheet.

Question 6: We are interested in participating in the ITB for specifications P and S. I noticed that these two categories did not appear to be awarded in last year's bid – can you provide any insight as to why that was the case? Also, are we required to submit our bids through a vehicle dealership based in Delaware, or can we participate with a Delaware license number?

For Specifications P & S of the previous year bid, the State of Delaware did not receive bids that were responsive to the specification(s) requested.

You do not have to submit a bid through a Delaware dealership. Companies interested in submitting bids that reside outside of the State of Delaware must follow the requirements listed in the ITB to include a Delaware Business License and Insurance.

Question 7: Does the dealership need to be located in Delaware to bid on this project?

No.

Question 8: On page, 39 Specification M, package 5, it states: "Standard or Custom box or body build (see below for additional specifications)".

Additional Chassis Requirements (Specification M)

1. Vendors must bid Package 5 (Percentage over build cost for custom or standard body) for the specification to be considered responsive. Failure to do so will cause the vendor not to be considered for these specifications.
2. Vendor must include the list of authorized body dealers for which they offer services. (Example: DeJana, Reading, Knapheide, etc.) Vendors are encouraged to offer multiple body dealers in order to best provide agency customers with a completed, "turnkey" product.
3. This specification may be multi-awarded to include both common manufacturer and completed specialty vehicle vendors.

Question 9: Pg. 34, W. Required Equipment. Section W, 4-wheel drive (4x4) must be Electronic Shift on the dash and having automatic locking hubs.

Vehicle only needs to be Front or Rear Wheel drive not AWD.

ADDITIONAL VEHICLE BID TERMS AND CONDITIONS

The purpose of this section is to clarify vehicle related terms and conditions. The purpose of this Invitation to Bid (ITB) is to allow Government Support Services, a division under the Office of Management and Budget, to enter into a contract with a qualified bidder(s) for the provision of Pick Up Trucks, Chassis & Vans – Model Year 2021 or Later. The contract award will be determined by the Office of Management and Budget, Government Support Services, in

accordance with Title 29, Section 6923. **This solicitation and the resulting award DOES NOT cover vehicle upfitting. Vehicle Upfitting is available through a separate state of Delaware contract.**

A. GENERAL

1. AUTOMOTIVE STANDARDS

The following standards, or applicable parts of the issue in effect on date of this ITB, shall apply at the discretion of interested State agencies.

- State of Delaware Motor Vehicle Code
- Federal Motor Vehicle Safety Standards
- Delaware Department of Transportation Standards and Regulations
- DE Code, Title 7, Chapter 67 Motor Vehicle Emissions

2. FRANCHISED OR AUTHORIZED REPRESENTATIVE

The bidder must be able to certify that it is a franchised and/ or authorized factory representative, and is able to furnish the specified units bids. The State reserves the right to require that manufacturer certification is delivered within five (5) business days from the time it is requested.

3. SPECIFICATION REQUIREMENTS

All equipment listed in each specification must be standard OEM equipment.

All vehicles, options and equipment referenced in this ITB will be new and considered First Quality. **NO USED VEHICLES WILL BE ACCEPTABLE.**

4. CERTIFICATE OF ORIGIN

The Following documents must be included with each vehicle at time of delivery:

- The Certificate of Origin
- Title Application
- Odometer Mileage Certification (if identified on Certificate of Origin, additional certificate not required)

5. PRODUCTION/ ORDER CUTOFF DATES

Bids shall include cut off dates for each vehicle bid, if known. Awarded vendor(s) shall provide these production dates to the designated State Contract Officer, Government Support services, State of Delaware, as soon as they become available. The awarded vendor(s) remains obligated to notify the State to any subsequent changes to manufacturer's production schedule throughout the life of the contract.

The awarded vendor(s) shall notify the State of any production date changes within two (2) weeks after the manufacturer publishes said changes.

6. MODEL YEAR ROLL-OVER

The State of Delaware will consider any request for a contract roll-over to the next model year after the passing of the vehicle manufacturer's final production cut-off date, at the same contract pricing, specifications, terms and conditions or better. By submitting a bid to this contract, if awarded, the vendor shall work with the vehicle manufacturer to obtain contract roll-over pricing for the remainder of the original contract term.

If vendor is unable to secure the requested contract roll-over pricing for the remainder of the original contract term, the vendor shall notify the State Contract Officer in writing and provide the vehicle manufacturer contact name, title of the contact, and the contact telephone number. The State reserves the right, at its discretion, to independently confirm a vehicle manufacturer's decision to deny contract roll-over pricing.

7. VEHICLE TRACKING SYSTEM

All agencies/ school districts, purchasing under this contract, are required to have GPS installed on their acquisition at the time of titling, and must maintain the monitoring throughout the life from the existing GSS contract, Vehicle Tracking system, Contract No. GSS16555A-VEHICLE_TR, or its subsequent replacement. Agency/ school districts are to provide the information necessary to load the GPS/ asset date into the Fleet Anywhere System, maintained by Fleet Services. Fleet Services will offer non-revenue reservation opportunities to agencies with loaded assets, so asset usage can be maximized for agency/ district owned vehicles.

The cost of the units and monitoring will be paid by the procuring agency/ district. The system will be set for Fleet Services to monitor the vehicles, along with the agency, if desired.

8. TITLING STATE OWNED VEHICLES

State owned vehicles shall include all vehicles owned and/ or operated by a covered state agency, legislative agency or school district and insured by the state's Insurance Coverage Office. Any vehicle purchased by a state agency that requires licensing and titling by the Division of Motor Vehicles shall have the first line of title read "State of Delaware". The next line of the title shall be "c/o" followed by the name of the department, school or higher education entity with the appropriate corresponding mailing address listed thereafter.

Any titling questions may be referred to the Government Support Services' Fleet Administrator.

B. WARRANTY & SERVICE

1. VEHICLE WARRANTY

Bidders are encouraged to submit their best OEM Warranties for each vehicle category bid, at no additional cost to the State. The length of the OEM warranty will be a factor in determining the lowest overall price to the State. NOTE: The bidding vendor will have sole responsibility for all warranty issues, including the coordination of repairs for vehicle conversions such as, but not limited to, supplemental cooling systems, body defects, electrical problems, dump or utility bodies, lighting systems, etc. It is to be understood

the State will not coordinate a warranty repair that involves multiple parties such as a supplemental equipment provider, an installer/ converter and the vehicle manufacturer/ supplier. The awarded bidder will be the sole contact and coordinator or warranty repairs and service.

2. SERVICE

Service by authorized representative of the vehicle and equipment manufacturers must be available with the State of Delaware. Prior to delivery each vehicle shall have successfully completed a pre-delivery inspection by the awarded vendors(s).

C. PENALTIES

In the event that the vendor is found to be habitually non-compliant with the requirements of this solicitation/ contract they may be subject to the following corrective actions:

- Individual specifications will be removed from vendor's award and offered to the next lowest, responsive bidder for the remaining contract term for any three (3) actionable non-performance occurrences
- Contract Termination
- Ineligibility to bid the next solicitation

D. OPTIONAL

1. OPTIONAL TEMPORARY TAGS

When requested by individual agencies on their purchase order, each vehicle must be delivered with a minimum twenty (20) day temporary tag, the cost of which may be charged to the ordering agency.

2. OPTIONAL LEFTOVER MODELS

Vendors are asked to provide a minimum discount off list price for prior year leftovers of same make/ model bid.

3. OPTIONAL VEHICLE EQUIPMENT

Each specification will ask for pricing for "Additional Remote Keyless Entry FOB". Please provide pricing for each Remote Keyless Entry Fob beyond the standard key requirement as listed under Required Equipment.

E. GENERAL VEHICLE SPECIFICATIONS

1. GENERAL

- a) **The vehicle Manufacturer's model name AND model number shall be indicated in the bid proposal. Vendor is required to provide a Manufacturer build sheet for all specifications bid, showing all applicable codes required to meet the requirements outlined in this solicitation. Failure to properly identify the model and all associated option codes may result in the vendor's response being deemed non-responsive.**

- b) A vehicle may not be driven more than 200 miles from the awarded vendor's place of business to the ordering agency for inspection and receipt, or the vehicle shall not be accepted. A waiver can be requested through Government Support Services on special vehicles which require delivery to sub-contractors.

SUBMISSION REQUIREMENTS

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

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 submission received at 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

Bids must be received by 3:00pm Local Time Thursday, October 22, 2020.

BID OPENING

Pursuant to the provisions of the declared State of Emergency the bid opening will be held **3:30pm Local Time Thursday, October 22, 2020** through electronic means. To attend the bid opening via remote access, the public may participate by joining the meeting at:

<https://stateofdelaware.webex.com/stateofdelaware/j.php?MTID=m994b61ba3ef595d3d6b8fa56add23d1d>

Meeting Number (Access Code): 173 621 1278

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

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