



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

March 3, 2020

TO: ALL OFFERORS

FROM: Steven Chillas
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM #1 TO INVITATION TO BID:
GSS20702-MOTO_ATV
Motorcycles, ATV, UTV & Golf Carts

ADDENDUM #1

This addendum is issued to clarify questions submitted by interested parties as per the ITB – GSS20702-MOTO_ATV

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

Answer 1: Yes. In an abundance of caution for all, the bid opening has been rescheduled to Thursday, April 16, 2020 at 3:00 PM Local Time. All vendors are encouraged to deliver bids in such a way that minimizes exposure while complying with the requirements outlined in the solicitation.

***Note, as a matter of caution and public safety, all meetings at our location have been postponed until further notice. All bids will continue to be accepted until the above-mentioned due date and time.*

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?

Answer 2: Awarded vendor(s) for this solicitation are determined in accordance with Delaware Code, Title 29, Chapter 6923.

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



Answer 3: Posting requirements for this solicitation are covered under Delaware Code, Title 29, Chapter 6902.

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

Answer 4: Posting requirements for this solicitation are covered under Delaware Code, Title 29, Chapter 6902.

Question 5: On line 8 (page 11) there is a reference to a “Bid Deposit”, however there is no additional indication as to what that amount might be or if it is really required.

Answer 5: The “Bid Deposit” language that is referenced is standard boilerplate language for the all State contracts. Please refer to paragraph 12. Proposal Guaranty: Bid Bond on page 6. The Bid Bond requirement has been waived. No amount is required.

Question 6: Please confirm that a partial proposal will be considered.

Answer 6: The State of Delaware understands that not all potential vendors are able to provide all items requested on the contract. The intent of the contract is to multi-award to multiple manufacturers in order to obtain the widest product variety necessary. Not all vendors will be awarded all submissions, however partial submissions for specific areas will be considered as long as the submission is both responsive and responsible.

Question 7: Item 17, page 17 & 18: MANDATORY INSURANCE REQUIREMENTS - It is not clear which insurance coverages would apply for a licensed motorcycle dealer in the event of a winning bid, can the State of Delaware (SOD) be more specific? As two examples, E&O coverage is typically for those in the insurance industry and we would not be transporting any Delaware clients or staff should we sell Police motorcycles to the SoD

Answer 7: The State of Delaware requires awarded vendors to provide proof of insurance as part of the award specific to what is requested in the contract. 17a and 17b refers to mandatory insurance. 17c refers to general minimum motor vehicle insurance policy coverages. On page 18, the vendor is required to carry one of a, b, or c, at minimum regarding a product or service as appropriate.

Question 8: Item 26, page 21: MANDATORY USAGE REPORTING - In the event of a winning bid, would a motorcycle dealership have a usage reporting requirement?

Answer 8: The monthly usage reporting applies to all awarded vendors and meets the requirements for transparency relating to spending appropriated funds.

Question 9: Item 54, page 30: VENDOR EMERGENCY RESPONSE POINT OF CONTACT – Does this requirement apply to a motorcycle dealerships Owner or General Manager because the Police Motorcycles could at some point in time be used to address a public emergency as directed by the Governor of the SOD or somehow be connected to a future Delaware Emergency Operations Plan?

Answer 9: This requirement applies to all awarded vendors. The emergency point of contact language in paragraph 54 is specifically designed to acknowledge the realistic need for possible emergency procurements.

Question 10: Item 8, page 34: SERVICE, REPAIR, PARTS – How are out of State (local) vendors expected to estimate the cost to provide pick-up and return delivery services beyond any covered by current service agreements without knowing (A) the location or locations that the motorcycles will be garaged on an ongoing basis and (B) knowing the anticipated number of miles each Police Motorcycle might be ridden in any given 12 month period. Is the intent of this item to provide a standard price for this service as an option but at an additional cost(s) for each request but outside the price BID for the motorcycle with all selected options?

Answer 10: While the State of Delaware contracting office cannot provide specific guidance regarding an individual vendor's bid, best practice for estimating service cost to various State of Delaware locations should be initially based on the furthest location from the vendor's point of origin. Vendors may then offer additional discounts based on shorter distances.

Question 11: Item 9, page 34: SERVICE MANUALS – Would the State of Delaware desire to purchase a specific manufacturers service hardware that would allow the State to be electronically connected to the vendor's service system? This would allow the State the ability to directly work with individual service staff on an ongoing basis.

Answer 11: Vendors are encouraged to provide the most current and up to date service information in the market as part of their proposal submission.

Question 12: Item V,W & X, page 37: DELIVERY – How is a potential vendor able to calculate their cost of delivery when the BID does not specify where any given motorcycle(s) might be purchased for/from, housed and delivered to?

Answer 12: While the State of Delaware contracting office cannot provide specific guidance regarding an individual vendor's bid, best practice for estimating service cost to various State of Delaware locations should be initially based on the furthest location from the vendor's point of origin. Vendors may then offer additional discounts based on shorter distances.

Question 13: Item Z, page 38: KEYS – Please clarify the variance between the requirement of “four (4) sets of individually coded and functioning keys for each vehicle” as noted here and the requirement listed on page 48 of the actual motorcycle specifications (bottom on the page) which reads: “three keys (two luxury keys and one service key) provided for each motorcycle...” is the bid specification for 3 keys or 4 keys, does it still include a service key and does the word “sets” indicate more than a single key in the listing on page 38? Could the requirement actually be for 8 keys in total?

Answer 13: The requirement should be “four (4) sets individual keys” for clarification. Each “set” of keys consists of two (2) keys.

Question 14: Item 13, page 49: ADDITIONAL FEATURES – How is a vendor to know how much time will be required plus the associated costs for labor and (possible) materials in “assisting DSP personnel in the (installation) of the police radio/radars” when the radio/radar equipment or where this work would take place has not been identified in the bid specifications?

Answer 14: While the State of Delaware contracting office cannot provide specific guidance regarding an individual vendor's bid, best practice for estimating service cost to various State of Delaware locations should be initially based on the furthest location from the vendor's point of origin. Vendors may then offer additional discounts based on shorter distances.

Question 15: Item 14, page 49: DELIVERY – This section also brings up the subject of “motorcycle will be delivered to the Delaware State Police or requesting municipal agency as determined by purchase order.”

Answer 15: Specific locations may vary from the Delaware State Police barracks located throughout the State to the individual municipalities. While the State of Delaware contracting office cannot provide specific guidance regarding an individual vendor's bid, best practice for estimating service cost to various State of Delaware locations should be initially based on the furthest location from the vendor's point of origin. Vendors may then offer additional discounts based on shorter distances.

Question 16: Item 2, page 50: SPECIFICATIONS – Would the State of Delaware DMV Training program accept motorcycles which exceed all other brands and equipment offerings in several areas (longer warranty for one) but have a seat height of 30.3” based on manufacturer released specifications as an alternative?

Answer 16: The DMV intends to maximize its ability to best serve the public's needs by purchasing motorcycles with varying engine/seat height/weight configurations. Vendors are encouraged to offer multiple manufacturers' make and models in a variety of engine/seat height/weight configurations which meet the specifications written within this solicitation.

Question 17: Item 2, page 50: SPECIFICATIONS – Would the State of Delaware DMV Training Program accept, at a slightly higher but competitive cost, dealer modified motorcycles with an aftermarket (non-motorcycle mfg. product) lowering kit added that would lower the seat height to about 28.3”. These options have long been available on a wide variety of brands and models and the quality of these items meets or in many cases exceeds the OEM quality.

Answer 17: The DMV intends to maximize its ability to best serve the public's needs by purchasing motorcycles with varying engine/seat height/weight configurations. Vendors are encouraged to offer multiple manufacturers' make and models in a variety of engine/seat height/weight configurations which meet the specifications written within this solicitation.

Question 18: Item 2, page 51: MILEAGE – Can the State of Delaware explain why “new models” would qualify if they already have up to 500 miles on them?

Answer 18: The 500-mile determination is an “across-the-board” standard for all licensed vehicles (primarily passenger vehicles, however bikes may be included) purchased new by the State of Delaware. While the State recognizes that the amount is greater than normal for a motorcycle, potential vendors should understand this as the absolute maximum that may be accepted and not consider it to be the normal standard.

Question 19: Item 2, page 51: MILEAGE – Is the State of Delaware looking to have these training bikes already broken in based on manufacturer break-in mileage requirements and then have that break-in service performed prior to delivery so they can be used for a longer period of time (3,000 to 6,000 miles or 1 full year/season) before the first annual or mileage based service would be required?

Answer 19: No, the State of Delaware does not require the training bikes to be broken in based off of manufacturer break-in mileage requirements. Bikes may be used between 21-30 miles per training session and unless otherwise necessary, DMV will follow suggested service periods.

Question 20: Item 5, page 51: DELIVERY – Does the State of Delaware DMV require that all (up to) 18 motorcycles be delivered on the same day or could delivery be scheduled for 2 or 3 consecutive days or even more than one delivery on the same day?

Answer 20: The delivery of vehicles will be coordinated between awarded vendor(s) and the DMV at the time a purchase order is executed.

Question 21: Police Motorcycles – I do not see the brand of Police Motorcycles listed that my dealership sells but have been asked about the brand by the Delaware State Police. Can I submit information about these bikes?

Answer 21: Please refer to paragraph 25, page 20 and Attachment F, page 63.

Question 22: I am looking over the pricing excel sheet for DMV motorcycles. Honda motorcycles offer a one-year manufacturer's warranty, not two. The guidelines require us to offer 36 months. Where it states 1-year extended warranty will actually be a two-year extended warranty. Should I change that on the Excel spread sheet or just put the price in and it will be understood that it covers 36 months.

Answer 22: Please refer to paragraph 25, page 20 and Attachment F, page 63. As this will be a contractual agreement between the vendor and the State of Delaware, there is no "understood" language.

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