



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

August 26, 2020

TO: ALL OFFERORS

FROM: Steven Chillas  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO INVITATION TO BID NO.: GSS20714-MATTRESS  
Hospitality and Institutional Mattresses, Bedding and Supplies

**ADDENDUM #1**

The purpose of this addendum is to respond to questions asked during the Q&A period 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](http://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](http://mymarketplace.delaware.gov).



**Question 5: Would it be possible to obtain a tabulation from a previous bid for these mattresses?**

Information from the previous bid can be found on the current contract page at:

[http://contracts.delaware.gov/contracts\\_detail.asp?i=2892](http://contracts.delaware.gov/contracts_detail.asp?i=2892)

Previous contract spend information can be found on the State of Delaware Open Data Portal by reviewing and following the instructions located at:

<https://data.delaware.gov/browse?category=Government+and+Finance>

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

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: With Mattresses, product volume is a big component in providing the best prices. Should we assume a quantity of 1 item each or can you please let me know the estimated quantities needed per item. If quantities are not available at this time, will you be able to provide an idea of the project size.**

Purchases are made on an as needed basis dependent upon agency, with no guarantee of spend. Previous contract spend information can be found on the State of Delaware Open Data Portal by reviewing and following the instructions located at:

<https://data.delaware.gov/browse?category=Government+and+Finance>

**Question 8: Are there any specs for the panacea mattresses?**

Specifications for the Panacea style mattress can be found on page 37 of the ITB.

### **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](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 submission 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

**Bids must be received by 3:00pm Local Time Thursday, September 17, 2020.**

### **BID OPENING**

Pursuant to the provisions of the declared State of Emergency the bid opening will be held **3:30pm Local Time Thursday, September 17, 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=m4400ca5eb041933c2dcff950f128f875>

Meeting Number (Access Code): 173 296 0822

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.

S:\GSS20714-MATTRESS AD1