October 26, 2020

TO: ALL OFFERORS

FROM: LUCI KARNAI
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS21582-EQUIPMAINT, EQUIPMENT MAINTENANCE MANAGEMENT PROGRAM

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

Q1. Do you anticipate extending the bid due date?
   No

Q2. 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.

Q3. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?
   Not by the State of Delaware.

Q4. 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.

Q5. Can you provide the list of items, schedule of requirements, scope of work, terms of reference, bill of materials required?
   All information regarding the solicitation can be found online at bids.delaware.gov
Q6. Can you provide a soft copy of the tender document through email?
   All information regarding the solicitation can be found online at bids.delaware.gov

Q7. Can you provide the names of countries that will be eligible to participate in this tender?
   All information regarding the solicitation can be found online at bids.delaware.gov

Q8. Can you provide the information about the tendering procedure and guidelines?
   All information regarding the solicitation can be found online at bids.delaware.gov

Q9. Can you provide the estimated budget for this purchase?
   All information regarding the solicitation can be found online at bids.delaware.gov

Q10. Is there any Addendum or Pre-Bid meeting Minutes?
    All information regarding the solicitation can be found online at bids.delaware.gov

Q11. Is electrical, HVAC and structural repairs part of this proposal?
    Information regarding the types of equipment to be covered can be found on page 55 of the RFP.

**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 Monday, November 9, 2020.**
BID OPENING

Pursuant to the provisions of the declared State of Emergency the bid opening will be held 3:30pm Local Time Monday, November 9, 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=ma27418d931eafa4e512134d11d3a9005

Meeting Number (Access Code): 173 879 1138

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.

All other terms and conditions remain the same.

S:\Addendum to RFP GSS21582