



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

October 9, 2020

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS21760-INFEC_WASTE,
Infectious Waste Pick-up and Disposal

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. Who is the current contractor for Infectious Waste Pickup & Disposal?
[Information regarding the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=3412](http://contracts.delaware.gov/contracts_detail.asp?i=3412)
- Q2. Do you anticipate extending the bid due date?
[Due to an update to Appendix B – Locations & Pricing, the bid due date is being extended one week.](#)
- Q3. 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.](#)
- Q4. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?
[Not by the State of Delaware.](#)
- Q5. 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.](#)



- Q6. The Price Proposal tab in the Excel sheet identifies sharps containers for pickup and disposal. Most of these sharps containers, once full, end up in the cardboard boxes. Do you need a price for pickup and disposal of individual sharps containers?
[Provide pricing for cardboard boxes and individual containers.](#)
- Q7. There is no section to provide pricing to supply the sharps containers like there was on the previous request for proposal. Is the state buying their own sharps containers or is the vendor still providing the sharps containers?
[Refer to revised Appendix B – Locations & Pricing.](#)
- Q8. On Delaware's website, I see the 2017 and 2016 reports but I do not see anything more recent. Can you provide us the last two years of monthly & annual reports?
[Current spend reports have moved to the State's Open Data Portal which can be accessed at: https://data.delaware.gov/Government-and-Finance/Central-Contract-Line-Item-Spend/75y3-eci7/data](https://data.delaware.gov/Government-and-Finance/Central-Contract-Line-Item-Spend/75y3-eci7/data)
- Q9. Do any locations have specific hours or days they are closed?
[No restrictions were identified in preparing the facility requirements; however, formal schedule will be worked out between awarded vendor\(s\) and individual locations. Frequency may change based on need.](#)
- Q10. Can we see the service schedule for all facilities in the past 12 months?
[Information regarding the current contract can be found online at: http://contracts.delaware.gov/contracts_detail.asp?i=3412](http://contracts.delaware.gov/contracts_detail.asp?i=3412)
- Q11. If we need to submit pricing for sharps containers, where should we put those details? Is that the second part of the pick up and disposal section?
[Refer to revised Appendix B – Locations & Pricing.](#)
- Q12. In the Excel sheet, it looks like every facility is using the 30 gallon cardboard boxes. Can you confirm which facilities require the 18 gallon cardboard boxes?
[Needs may change based on facility programs. Vendors are asked to give pricing for all identified items they have the capacity to fulfill.](#)

APPENDIX B – LOCATIONS & PRICING

Appendix B is hereby revised based on updates received from some locations and to expand and/or clarify the pricing sheet. All responding vendors are to use and submit the revised Appendix B.

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 Friday, November 6, 2020.

BID OPENING

Pursuant to the provisions of the declared State of Emergency the bid opening will be held **3:30pm Local Time Friday, November 6, 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=m8389938c81c7b078c13da80ea6de5239>

Meeting Number (Access Code): 173 623 0202

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 GSS21760