



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: December 29TH 2014

HSS 14 057 Repairing, Replacing Heaters and Conserving Energy

For

Division of State Service Centers

Original Date Due: January 9th 2014
 11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART
OF THE ABOVE MENTIONED BID.

RFP Q&A

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**Questions & Inquiries regarding
Request for Proposal No. HSS-14-057
Submitted to RFP Point of Contact on December 22, 2014 as part of the Pre-Bid
Meeting**

Solicitation Section	Page Number	Question
Notification to Bidders	3	Is the term “Agency” reference to the Bidder or DHSS?
DHSS ANSWER		DHSS
Sub-section B. Objectives 1.B	9	Is the term “Agency” reference to the Bidder or DHSS?
DHSS ANSWER		DHSS
Sub-section B. Objectives 4.	9	Is the term “Agency” reference to the Bidder or DHSS?
DHSS ANSWER		BIDDER
Sub-section B. Objectives 6.	9	Is the term “Agency” reference to the Bidder or DHSS?
DHSS ANSWER		BIDDER
Sub-section B. Subcontractors	12	Is the term “Agency” reference to the Bidder or DHSS?
DHSS ANSWER		BIDDER
Sub-section B. Subcontractors	12	Is the term “sub” or “co-selected vendor” reference to the Bidder?
DHSS ANSWER		BIDDER
Sub-section F. Contractor Monitoring/Evaluation	14	Is the term “Agency” reference to the Bidder or DHSS?
DHSS ANSWER		BIDDER
Sub-section I. Usage Reports	15	Is the term “Purchasing Agency” reference to the Bidder or DHSS?
DHSS ANSWER		BIDDER or SUBCONTRACTOR
Sub-section I. Usage Reports	15	Is the term “contracting Agency’s Office” reference to DHSS?
DHSS ANSWER		DHSS
Sub-section H. Certification & Statement of Compliance	18	Is the term “applicant agency” the Bidder or DHSS?
DHSS ANSWER		BIDDER
Certification Sheet	31	Is the term “agency” in the following statement “As the official representative for the proposer, I certify on behalf of the agency that” reference to the Bidder or DHSS?
DHSS ANSWER		BIDDER
Violations & Penalties Section 1.0 thru 3.0	31	Is the term “agency” reference the Bidder or DHSS?
DHSS ANSWER		DHSS
Statement of Compliance Form	35	Who would be the “vendor” and who would be the

		“agency” in the following statement “As the official representative for the selected vendor, I certify on behalf of the agency that”
DHSS ANSWER		BIDDER
Section D. Misc. Requirements Sub-section 1.0 & 3.0	48	Is the term “provider agency” reference “the Department” in the Contractor Boilerplate (Appendix F)?
DHSS ANSWER		BIDDER
Monthly Usage Report (Attachment 1 – Contractor Boilerplate)	56	Is the term “agency name or school district” reference to the Bidder or DHSS?
DHSS ANSWER		This is a sample, not a requirement. It refers to the BIDDER