



Delaware Department of Natural Resources and Environmental Control
Division of Parks and Recreation
89 Kings Hwy
Dover, DE 19901

March 17, 2020

TO: ALL OFFERORS

FROM: PATRICIA TANNER
PARALEGAL III

SUBJECT: INVITATION TO BID – ADDENDUM
NO.: NAT20001_PACKAGED ICE
PACKAGED ICE

ADDENDUM #1

The purpose of this addendum is to answer questions that were submitted.

Our goal is to award in the best interest of the State of Delaware and to the vendor that best meets the terms, conditions and specifications of the request for proposal. Bids are evaluated and scored to determine award.

1. How many pounds does each park need?
 - a. The following are an average of calendar year 2018 and 2019 of ice demand for each park*:
 - CHSP
Large Bags (16 pounds) – 4,517 bags / 72,272 pounds
Small Bags (7 pounds) – 3,694 bags / 25,858 pounds
 - DSSP
Large Bags – 5,279 bags / 84,464 pounds
Small Bags – 3,551 bags / 24,857 pounds
Blocks (unknown weight) – 615 blocks
 - KPSP
Large Bags – none
Small Bags – 1,398 bags / 9,786 pounds

- LPSP
Large Bags – 365 bags / 5,840 pounds
Small Bags – 342 bags / 2,394 pounds
- TPSP
Large Bags – none
Small Bags – 3,106 bags / 21,742 pounds

* Note: Park ice volume may increase/decrease based on campground occupancy.

2. What is the frequency of delivery per week?
 - a. The current delivery requirements, separated by Park, are indicated on pages 28 and 29 of the ITB.
3. The ITB states the requirement is 7 & 16 pound bags. We only offer 8 & 20 pound bags. Do they have to be 7 & 16 pound bags?
 - a. If you would like to offer an alternate size, just utilize the exception form, Attachment F and note what size you are willing to provide. We're glad to evaluate whatever sizes you are willing/able to provide.
4. Do you need merchandisers (ice bins) or do you have them already?
 - a. The Division does not currently own them, they are provided by the current service provider.
5. I assume traditional manually opening doors for patrons to reach in and grab ice are used. But, if existing or traditional boxes are used, are state employees responsible for security (padlocks) and sales of bags or blocks of ice?
 - a. Yes, state employees are responsible for security and sales of ice.
6. Do you anticipate extending the bid due date?
 - a. No, the bid due date will not be extended.
7. 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?
 - a. There are no additional details. Bidders will be awarded according to Delaware Code Title 29, Chapter 69, Section 6923(k) as per page 12 of the Invitation to Bid.
8. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?
 - a. No. The Invitation to Bid was only posted at:
http://bidcondocs.delaware.gov/NAT/NAT_20001Ice_itb.pdf.

9. Other than your own website, where was this bid posted?
- a. The Invitation to Bid was only posted at:
http://bidcondocs.delaware.gov/NAT/NAT_20001Ice_itb.pdf.
10. The ice bid documents seem to have only "times per week" in it's information. That's fine for frequency, but doesn't estimate quantity. If the location has an ice box that holds 50 bags, then it can be extrapolated. But if a location has four boxes holding 50 bags of 16#, 2 boxes of 75 each 7 lbs, and one box holding 65 blocks of ice, it's obvious that one visit a week on the second location is a lot more product than even 3 visits at another.
- a. The amount of ice usage per week and the frequency of delivery at each location will be determined by the awarded Vendor as outlined on Pages 28 and 29 of the Invitation to Bid.
- b. The following are an average of calendar year 2018 and 2019 of ice demand for each park*:
- CHSP
Large Bags (16 pounds) – 4,517 bags / 72,272 pounds
Small Bags (7 pounds) – 3,694 bags / 25,858 pounds
 - DSSP
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Large Bags – none
Small Bags – 3,106 bags / 21,742 pounds
- * Note: Park ice volume may increase/decrease based on campground occupancy.
11. Does the State have a traditional or target retail cost for their sales of various sizes of ice, and does the State have a minimum gross margin it's anticipating?
- a. The Division does not have a target retail cost or minimum gross margin expectation. The Division follows a more traditional product method in which we set the price based on what the cost is to the Division.
12. Is this ITB to continue current locations or is this for additional locations?
- a. This ITB is for all current locations (and any additional sites in the future).

13. Please provide the visitor count to the parks, preferably broken out by month, in order to determine seasonality and peak demand.
- a. The following visitor count is from calendar year 2018:
- | | |
|-------|-----------|
| CHSP: | 1,450,615 |
| DSSP: | 1,306,284 |
| KPSP: | 246,441 |
| LPSP: | 289,345 |
| TPSP: | 129,738 |
14. What is the expected Ice demand at the Parks? This will guide us on what size machines will be required.
- a. The following are an average of calendar year 2018 and 2019 of ice demand for each park:
- CHSP
Large Bags (16 pounds) – 4,517 bags / 72,272 pounds
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Small Bags – 3,106 bags / 21,742 pounds
15. What are the park's open hours to the public?
- a. All Delaware State Park open hours to the public are daily from 8:00A.M. to sunset.
16. Will there be power, water and sewer available for an Ice Vending Machine at the planned machine locations?
- a. Yes, there will be electric and water available. Sewer availability will depend on the site.
17. As it applies to possible Ice Vending versus Ice Chests, is more than a 3-year contract an option?
- a. As stated in the Invitation to Bid on page 14: *Each Vendor's contract shall be valid for three (3) years from May 1, 2020 through April 30, 2023. Each contract may be renewed for two (2) additional one (1) year extension periods through negotiation between the Vendor and Division of parks and Recreation.*