STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

February 19, 2025

TO: ALL OFFERORS

FROM: NECIA BECK
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS25922-WRAP_DECAL

ADDENDUM # 2

The purpose of this addendum is to answer submitted questions.

Q 1. I do not see anywhere in the attachments Appendix A
A 1. Please refer to the RFP for Appendix A.

Q 2. Will designs be provided by the State of Delaware or what portion of design will the vendor be responsible for?
A 2. Where designs already exist, files will be provided to the vendor. Please refer to the RFP for details regarding design services.

Q 3. What are the three counties mentioned and do the locations have indoor facilities for installation during inclement weather?
A 3. Delaware has three counties: New Castle County, Kent County and Sussex County. Different agencies statewide may have indoor facilities for installation; however, for the purposes of this RFP, assume that there are no on-site facilities for installation of decals in inclement weather.

Q 4. Are all units being quoted, designed, printed and installed on an as needed basis?
A 4. Yes.

Q 5. What is the distance for pick up and delivery of vehicles for installation?
A 5. As there are multiple agencies that may use this contract, there is no one fixed location. Delaware is 96 miles from northernmost to southernmost borders and 35 miles at its widest.

Q 6. What is considered a “Monthly Usage Report”?
A 6. Please refer to the RFP for required reporting.

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Q 7. What vehicle model types and quantity of each are included in this RFP?
A 7. There is no data available to answer this question. Models and quantities will vary depending upon agency needs.

Q 8. What is the quantity of PW vs FW?
A 8. Please refer to the answer to Question 7.

Q 9. Is there a desired start and end date for vehicle installations?
A 9. Each agency will determine start and end dates. Please refer to the RFP for the contract term.

Q 10. What percentage of reflective vinyl is required to meet the needs of this RFP?
A 10. That will vary depending upon agency needs. Agencies needs include uses from emergency response to marketing.

Q 11. Are we able to see current mockups of vehicles to understand coverage?
A 11. Coverage amounts will vary by agency. Some will require a full wrap, others a partial wrap and still others, decals. You may visit delaware.gov to understand the wide variety of agencies within the government of the State of Delaware.

Q 12. Is there an estimated number of vehicles that need completed? Annual average?
A 12. This is a new solicitation and there is no historical data available to base an estimate.

Q 13. Is the monthly usage report required for this RFP?
A 13. A monthly usage report is not required in the vendors' response to the RFP. Awarded vendors are required to submit a monthly report of their spend on the contract.

Q 14. Can you provide a list of vehicle makes, models, and years?
A 14. Please refer to the answer for Question 7.

Q 15. Are you looking for a full wrap, partial wrap, or just branding decals?
A 15. Please refer to the RFP, Appendix A for the Scope of Work.

Q 16. Do you already have a design, or will you need us to design it and provide templates and ready-to-print files?
A 16. Please refer to the RFP for details regarding design services.

Q 17. Any old graphics need to be removed from the vehicles? If yes, how long have they been on the vehicles?
A 17. There may be vehicles with old decals, but details regarding how many and how old are not available.

Q 18. Does the installation (and removal) need to be performed at your site? Do you have an indoor facility? Or can it be done at our site (outside, in Philadelphia)?
A 18. Please refer to the RFP for installation requirements.

Q 19. Is there any specific vinyl you require to use (e.g., 3M, Avery, or another brand)? Is there any reflective vinyl that needs to be used (such as decals used on emergency vehicles)?
A 19. Please refer to the RFP for details regarding materials.

Q 20. Does the roof need to be covered with graphics?
A 20. Roof coverage will vary depending upon agency needs.

Q 21. Will all the vehicles be installed (and removed) at the same time, in sequence, or spread out throughout the year same time in sequence or spread through the year/s .
A 21. Timing of installation/removal will depend upon each agency's needs.

Q 22. Regarding Question Set 1: Facility ("Please describe any limitations your facility has to accepting specific vehicles for full or partial wraps") can we ask what is the location of the vehicles and any maximum distance limitations from the vendor's shop?
A 22. Please refer to the answer to Question 5.

Q 23. Regarding the requirement to "pick-up and deliver" and Appendix B - Pricing and specifically Item #1-4 "Installation per hour - in shop" - it should be noted that the requirement "This contract will be issued to cover the requirements for all State Agencies" introduces a variable labor and fuel cost to the bidder if those agencies are not in Dover. Therefore it is not possible to absorb labor and fuel costs into Item #1-4 can you please clarify how bidders can recover those variable costs?
A 23. Vendors should include estimated labor and fuel costs in their quoted price. Invoiced price shall not exceed quoted price. Any exceptions to the stated terms and conditions should be noted on the Exceptions Form in Appendix E – Required Forms.

Q 24. Regarding the statement on page 16 "Bidders shall recognize there are no guaranteed minimum contract quantities or values associated with this solicitation" bidders will have to incur fixed costs for the facility as well as variable labor and fuel cost. We appreciate that the overall contract has no stated minimum but because we are quoting per quote and sq/ft for partial wraps we need confirmation that a minimum order value per trip will apply - please confirm and advise that we can state this amount in our proposal.
A 24. Any exceptions to the stated terms and conditions should be noted on the Exceptions Form in Appendix E – Required Forms.

Q 25. For guidance purposes only please advise previous year (2024) vehicle quantities for full/partial wrapping and the approximate percentage split between on-site and off-site installations
A 25. Please refer to the answer to Question 12.

Q 26. Please help we have captured an Appendix B Pricing Schedule that is labelled 1/2 CY Totes, 96 Gallon Carts etc can you please confirm this can be safely disregarded as relating to another bidder - thank you.
A 26. You may disregard that Appendix and provide pricing on the Appendix for GSS25922-WRAP_DECAL only.

Q 27. Where can I find the specific information about this project such as: Art Files, Templates, Media Specifications, sizes, quantities etc
A 27. Any art files will belong to the individual agency and can be provided to an awarded vendor upon the agency request for quote. Refer also to the answers for Question 2 and Question 12.

All other terms and conditions remain the same.