



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

July 15, 2026

TO: ALL OFFERORS

FROM: RHONDA FIGUEROA
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS26526-MAINT_REP

ADDENDUM #3

The purpose of this addendum is to answer questions received regarding the solicitation.

1. I have two locations with the Fleet Contract. Same owner but the companies have different names. How do I register each so I can do online submissions?

Pursuant to **Section 17** of the solicitation, submission of more than one bid for the same contract by an individual, firm, or corporation, whether under the same or different name, may result in all bids being disqualified.

For companies operating multiple locations under the **same Tax Identification Number (TIN)**, a single location should submit one response on behalf of the organization. The remaining locations should be identified in the proposal as **authorized service locations**, as applicable.

For companies operating multiple locations under **different Tax Identification Numbers**, a single entity should again submit one response on behalf of the organization. In this case, the other locations should be identified as **subcontractors** within the proposal.

This approach ensures compliance with the solicitation requirements while allowing all applicable locations to be considered in the contractor's proposed service delivery model.

2. What is the "up to" pricing for oil changes for quartage. are the prices up to 5 qt or 6 qt with additional per quart above that. Just want to reflect pricing properly
5 quarts



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3. Hello, we are a fleet management company with the capability and experience to manage fleet maintenance contracts, including several existing statewide maintenance contracts. Would you be willing to consider an alternate bid from our company? We would appreciate the opportunity to discuss how our services could meet your fleet maintenance needs. Thank you
No. The State will evaluate proposals submitted in accordance with the requirements of the solicitation. Alternate proposals will not be considered.
4. I am curious as to what does a "proposal" usually consists of as this is my first time.
The **Proposal-Original submission shall include all information requested in the ITB that is not otherwise requested through the Questionnaire, Pricing Workbook (BidTables), or Vendor Information Forms. This includes a cover letter on the Vendor's letterhead, signed by an individual authorized to bind the company.**
5. On the directions page of the questionnaire, it says "Please do not save this file in a different format. Saving this file in a different format will invalidate your submission." But the upload option for the Questionnaire is a PDF? Should each page be converted into a separate PDF? Thanks
The requested submission format has been corrected. Vendors shall complete and submit the Questionnaire using the revised **Excel format included with this Addendum.**
6. Is it mandatory to complete a transmission filter service or a differential service, or a transfer case service on a vehicle when the mileage has not reached the manufacturer suggested guidelines? If so, which manufacturer guidelines are you using? Transmission, transfer case or differential manufacturer or the manufacturer of the vehicle? Does service "H" and Service "O" require these services regardless of manufacturer recommendations?
No. Transmission, transfer case, and differential services are not automatically required as part of Service H or Service O. These services may be requested as part of the State's preventive maintenance program, such as the 30,000- and 60,000-mile preventive maintenance intervals, based on the servicing shop's inspection and recommendation, the vehicle's maintenance history, and operating conditions. Any recommended service beyond the standard maintenance service must receive approval from the State Fleet Administrator before it is performed. Certain services under "O" are optional based on the recommendations of the servicing vendor.
7. If the transmission filter is internal to the transmission, is a drain and fill or flush acceptable? If not, please explain what transmission service you are requiring.
A drain-and-fill transmission service is required only for severe-duty vehicles (e.g., law enforcement, beach patrol, and snowplow vehicles) when the transmission filter is serviceable through normal maintenance procedures. If the transmission filter is internal or otherwise requires major disassembly or excessive labor to access, filter replacement is not required under this contract. In those cases, a drain-and-fill or transmission fluid flush, as applicable to the manufacturer's recommended service procedure, is acceptable. See breakdown of Severe Duty vehicles in inventory below.
8. Does your contract want us to include in the cost of a transmission service, if the access to the filter is 3 plus hours of labor to remove/loosening of the transmission oil cooler? Or does the contract want a drain/refill or flush in that case without filter replacement? If the latter, when does the contract want a drain/refill or flush vs filter replacement (if based upon labor time)?
A drain-and-fill transmission service is required only for severe-duty vehicles (e.g., law enforcement, beach patrol, and snowplow vehicles) when the transmission filter is serviceable through normal maintenance procedures. If the transmission filter is internal or otherwise requires major disassembly or excessive labor to access, filter replacement is not required under this contract. In those cases, a drain-and-fill or transmission fluid flush, as applicable to the manufacturer's recommended service procedure, is acceptable. See breakdown of Severe Duty vehicles in inventory below.

9. How does your contract want to allow for the difference in transmission fluids that cost \$40 per quart vs. \$15 per quart if you are asking for a set price for an "H" or "O" transmission service?
Vendors shall submit their proposed unit pricing in accordance with the solicitation. Awarded vendors may invoice an amount that is less than their awarded contract price for a particular service. Vendors should establish their bid prices accordingly, recognizing that actual transmission fluid costs may vary by vehicle and application. Certain services under "O" are optional based on the recommendations of the servicing vendor.
10. Your "O" service states differential service fluid replacement. It does not state if that is front or rear differential. How many of your vehicles are 4x4 or AWD that has a front and rear differential? Is your contract to include both differentials?
Pricing should be based on one differential service. If a vehicle is equipped with more than one differential (e.g., front and rear differentials on certain 4x4 or AWD vehicles), each differential requiring service will be considered a separate differential service and may be invoiced accordingly. See breakdown of Severe Duty vehicles in inventory below.
11. Is the state adding any new vehicles in service other than Toyota, Chevrolet, Stellantis, Ford, and Hyundai? Did I miss any? Are you adding other manufacturers to your fleet during the contract?
The State purchases the most cost effective vehicles available. While the state fleet mainly consists of the manufacturers above, there is always the possibility of different brands being tested for use. See breakdown of Severe Duty vehicles in inventory below.
12. If a company moves from one county to another without change in Fed Tax ID #, will the contract still be in force and available to the company that changed location?
Yes. A change in business location does not invalidate the contract, provided the Vendor remains the same legal entity under the same Federal Tax Identification Number. The Vendor shall notify the State of any change in business address or service location.
13. Is a cover letter required also in the form do we need to list technicians' names in the field
The **Proposal-Original** submission shall include all information requested in the ITB that is not otherwise requested through the Questionnaire, Pricing Workbook (BidTables), or Vendor Information Forms. This includes a cover letter on the Vendor's letterhead, signed by an individual authorized to bind the company. If additional space is needed to provide the requested technician information, Vendors may include a separate document as part of the Proposal-Original submission.
14. Question looking at the form there is not much room to provide a list of Service Techs for the store can we add the list by a PDF form and if so, where would we attach it to what section.
Yes. If additional space is needed, Vendors shall include a separate document listing all service technicians and alternate service technicians as part of the **Proposal-Original** submission.
15. Just to clarify bids are now due by July 29th, 2026
Yes. Pursuant to **Addendum No. 2**, proposals are due **Wednesday, July 29, 2026, at 3:00 p.m. Eastern Time.**

****Appendix A – Pricing (BT-01MU) has been revised to include a new basket containing five optional services for PM-O.**

All other terms and conditions of the ITB shall remain unchanged.

S:\ Addendum to RFP