



STATE OF DELAWARE  
 EXECUTIVE DEPARTMENT  
 OFFICE OF MANAGEMENT AND BUDGET

Tuesday, June 23, 2026

TO: ALL OFFERORS  
 FROM: TAKISHIA KIAH  
 STATE CONTRACT PROCUREMENT OFFICER II  
 SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS26854-SIGNS

**ADDENDUM # 1**

The purpose of this addendum is to provide responses to questions submitted for solicitation GSS26854-SIGNS, Signs and Sign Installation; to notify vendors of revised documents; and to confirm the proposal submission deadline and bid open details.

**SOLICITATION DOCUMENTS: NEW & REVISED**

Please note the following revisions to solicitation documents:

Document Name	Description	Location	Change
Appendix D Revised (mandatory)	Bidtable	Bonfire & MMP	Additional Services removed from bidtable. See Appendix E1 Questionnaire 2 for mandatory questions regarding additional services.
Appendix D1 Revised (informational)	Sample Sign Specification Sheet	Bonfire & MMP	Items #2-6 sign sample type revised. Items #5-1 through #5-3 size specifications updated.
Appendix E (mandatory)	Questionnaire	Bonfire & MMP	Questionnaire revised to include additional questions for sign repair and new section - "Additional Services".



## QUESTIONS & ANSWERS

- 1) Are the samples to be shipped to State of Delaware, Government Support Services 600A S. Bay Road Dover, DE 19901-4604. Any attention person or just have the RFP number?

Yes, sign samples should be submitted to 600A S. Bay Road, Dover, DE 19901- 4604, ATTN: RFP GSS26854-SIGNS.

- 2) Hello, I am reaching out regarding the BID posted: GSS26854-SIGNS - Signs and Sign Installation. While preparing for BID, do we have to consider specific size and dimensions? Material Cost, Fabrication Cost, and Installation Cost vary a lot based on the size, effort needed in fabrication, complexity, and same with installation. Complex signs make more effort in installation and repair than normal signs.

For bidding purposes, vendors do not need to determine their own sizes or dimensions. This contract will function as an RFQ upon award, where agencies may request quotes for signs of varying sizes. However, for the purpose of evaluating submissions under this RFP, all vendors must base their sample and pricing responses strictly on the specifications provided in Appendix D1 – Sample Sign Specification Sheet.

Material, fabrication, and installation costs can vary significantly based on size, complexity, and installation conditions. To ensure consistent evaluation, vendors must:

- Submit physical samples that match the exact specifications outlined in Appendix D1 – Sample Sign Specification Sheet.
- Complete the bid table using the material, fabrication, and installation costs associated with the sample specification only, not hypothetical or future sign sizes.
- Understand that evaluators will assess each submission based on the vendor’s demonstrated ability to fabricate and install signs as specified.

Actual project-specific sizes will be quoted later through the RFQ process after contract award.

- 3) For Interior Signs #1-4 Room Number Signs, Do we have to consider ADA Compliance with Braille? The estimate for normal signs is much lower than the one with Braille for ADA Compliance. What are the selection criteria in that case while awarding vendor based on price? Sign repair cost, we usually quote based on the labor hours and if any additional parts/material needed. Each sign repair will have material cost to be determined at the time of project.

For the purposes of this RFP, and as stated in this RFP Scope of Work, section L. ADA Requirements, all signs and installations must comply with the 2010 ADA Standards for Accessible Design. Pricing and samples provided must meet this requirement and will be used for evaluation purposes.

After award, sign requests will be made by agencies and provide specifications to be quoted. Agencies will be responsible for vendor selection from the pool of awarded vendors and may request one or more vendor quotes.

Sign repair has been removed from the Appendix D – Pricing BidTable and shall be included in a separate questionnaire. Labor pricing shall be provided through that questionnaire. After award,

quotes for sign repair shall be requested by the agency and the requirements of that sign repair shall be discussed at the time of quote request.

- 4) For #5-2 and others in that section, there are no sizes to quote accurately. We can give a Sq Ft price but that decreases with increase in size.

Upon award of contract, sign support system sizes will vary. The sample sizes listed in Appendix D1, Sections #5-1 through #5-4, are for evaluation purposes only. Vendors shall refer to the revised Appendix D1: Sample Sign Specification Sheet for the required sample size specifications and requirements for Section 5 – Sign Support Systems (Aluminum, Panel, Illuminated, and Non-Illuminated) to ensure accurate quote submissions for each sign support system.

- 5) Typically, prices per piece go down over higher quantities. Can you set the sheet such as quantity breaks for say 1, 5 or 10?

The Pricing Bidtable (Appendix D) is structured to evaluate cost based on a single unit price for each required sign or support component. To maintain a consistent and equitable evaluation across all vendors, the bidtable does not allow quantity-based pricing tiers (e.g., pricing for quantities of 1, 5, or 10).

Vendors may include information regarding volume discounts, tiered pricing, or bulk-order incentives within the written proposal narrative. This information will not be used in the cost evaluation but may be referenced by the State during post-award ordering under the resulting contract.

- 6) These costs are based on an hourly rate plus travel time. Would you want us to supply a baseline rate?

For evaluation purposes, the solicitation requires vendors to provide a single baseline rate for material, fabrication, and installation. Because the contract will operate as an RFQ after award, actual sign sizes, quantities, and project conditions will vary by order. To ensure a fair and consistent evaluation, the bidtable uses one standardized baseline rate per cost category.

Vendors may describe any tiered pricing, quantity discounts, or size-based adjustments in the written proposal narrative. This information will not be used for evaluation but may be referenced during post-award ordering.

- 7) Section IV.E.7.b (Proprietary Rights Indemnification) requires the vendor to indemnify the State against claims of patent, trademark, or copyright infringement. Will the State confirm that vendors will not be held responsible or liable for any copyright or trademark infringement claims if the dispute arises directly from logos, artwork, or design assets supplied to the vendor by an ordering State Agency?

Vendor's obligations under Section IV.E.7.b (Proprietary Rights Indemnification) to indemnify the State would be limited to the extent the State supplied the infringing design.

- 8) "Appendix F (Prevailing Wage Determination) outlines Delaware Department of Labor wage rates specifically for 'Highway Construction' projects. While our firm fully accepts these construction rates for major exterior, roadside, or structural sign installations requiring heavy field equipment, we request clarification on non-structural deliverables like interior signage placement and vinyl window decals. Are vendors required to calculate and bid using the higher prevailing wage construction rates for all installation line items within the Appendix H pricing sheets?"

Vendors must comply with the applicable prevailing wage classifications outlined in Appendix F – Prevailing Wage Rate Sheet when the work being performed meets the definition of a prevailing-wage-covered activity under Delaware law. The rates listed in Appendix F apply to installation work that falls within the “Highway Construction” classification, including exterior, structural, or equipment-assisted sign installations.

Non-structural tasks—such as interior sign placement, vinyl window decals, or other light-duty installations—may not fall under the prevailing wage requirements. Vendors should review Appendix F and apply the appropriate wage classification only when the scope of work meets the criteria for prevailing-wage coverage.

Proposal evaluations will be based on the single-unit pricing submitted in Appendix D. Vendors should price installation line items according to the labor requirements associated with each type of work and apply prevailing wage rates **only when required** by Appendix F.

- 9) We have not installed a sign yet but are set up to buy from multiple vendors - so "If third-party manufacturer brochures are submitted to prove sign specifications, will the vendor be penalized in the Technical Capability scoring tier for not providing proprietary field photographs of those specific sign styles?"

Vendors must provide sample signs for all proposed sign types included in their bid. If a third-party subcontractor will perform the sign installation services, you may submit the subcontractor’s brochure as part of your sample documentation. When using a third-party installer, the “Subcontractor Form” located in Appendix H must also be completed.

- 10) #2-6 Changeable Lettering Sign - a photo or physical sample needed?

Vendors are required to submit one complete sample for each item they intend to bid. All sample signs must meet the minimum standards and specifications outlined in Appendix D1 Revised. Please ensure that you include the mandatory sample corresponding to every sign type you wish to bid.

For Sample Sign #2-6: Changeable Lettering Sign, a digital photograph is acceptable. Digital photo submissions must follow the instructions provided in Appendix D1 Revised.

- 11) RFP Section I outlines the intent to identify a 'vendor(s)' and explicitly reserves the right to issue a 'Multiple Source Award' under Delaware Code. If a multi-vendor award is executed, what specific rules of engagement or procedures must an ordering agency follow to choose our company over another awarded firm for a project? Will work be allocated dynamically by

geographic county, sign classification, or will a secondary competitive bidding process be required for individual agency orders?

Under Executive Order 39, all graphics and sign-related requests must be routed through the Printing and Publishing Office (PPO). Vendors may not solicit work directly from State Agencies, and any agency request received without PPO approval or a PPO work order must be referred to PPO before a vendor proceeds. If the Signs & Sign Installation contract is appropriate, agencies will be directed to obtain quotes from the awarded vendor(s)

For sign and sign installation projects, agencies will be able to work directly with the awarded vendors and may select which vendor to use. Agencies often request quotes from multiple awarded vendors and choose the option that provides the most advantageous pricing or service to the State.

- 12) Local electrical codes require high-voltage wiring to be performed by a licensed electrician. Will the State ordering agency be responsible for bringing the live electrical feed directly to the sign installation footprint? If our company is required to run this high-voltage power, will the State permit the use of licensed electrical subcontractors for this specialized portion of the project (assuming there is not a current subcontractor in place or listed on our subcontrary form)?

The requirement for providing or extending high-voltage electrical service will be addressed at the time of quote with the requesting agency, as project needs may vary by location. If your company intends to utilize a licensed electrical subcontractor to perform this portion of the work, please ensure the Subcontractor Form is fully completed and submitted in accordance with contract requirements. Subcontracted services must be disclosed and approved prior to use.

- 13) While our company is responsible for submitting public 811 utility tickets, state agency properties frequently contain complex private underground utilities that 811 will not locate. Will the ordering state agency provide accurate as-built utility maps prior to sign post installation, or is our company expected to absorb the cost of hiring a private utility locating service for every dig site? Or is the State Agency responsible for costs incurred.?

The responsibility for identifying private underground utilities will be addressed during the quote process with the requesting agency, as site conditions vary across State properties. Agencies will advise on any available as-built utility information at that time. If the use of a private utility locating service is required, the vendor must communicate this need to the agency before work begins to ensure clarity regarding scope and cost responsibilities. All work and associated charges must be discussed and agreed upon with the agency in advance to avoid billing discrepancies.

- 14) When removing old indoor signs, what is the exact baseline standard required for 'surface repair' under Section 4.c? Does this scope strictly mean patching the anchoring holes, or is our company required to perform finish sanding, texture matching, and painting of the affected wall? In addition, paint is needed will we be responsible to color match?

The baseline requirement for “surface repair” under Section II.C is limited to restoring the immediate area affected by the sign removal to a stable and ready-for-finish condition. At

minimum, this includes patching and filling anchoring holes and ensuring the surface is smooth enough for the agency's next step.

Finish sanding, texture matching, and painting—including color matching—are **not** required unless specifically requested by the agency as part of the project scope. If an agency requires cosmetic restoration beyond basic patching, those services may be requested and quoted separately.

- 15) What is the process for billing the State if we hit hidden site problems (like buried concrete or wall rot / or removing a sign does damage to the wall due to improper installation from a previous company)? and If our standard disclaimer allows us to charge for these unforeseen conditions, will the State honor those terms?

Vendors are expected to conduct a thorough site inspection prior to beginning work to identify any conditions that may affect installation or removal. If unforeseen issues arise once work begins, the vendor must immediately notify the requesting agency before proceeding. Communication with the agency is required to confirm whether the additional work will be authorized and covered. To avoid billing discrepancies, all work, including any additional charges related to unforeseen conditions, must be discussed, agreed upon, and documented in an updated quote prior to the vendor performing the work. Unapproved charges will not be honored by the State.

- 16) Will the State clarify if the contract pricing models assume single-unit minimum orders (i.e., ordering a quantity of exactly one sign or item at a time)? Additionally, when referring to service line items such as "Removal and disposal," does a quantity of one (1) represent a single sign, or does it represent a baseline 1-hour labor increment?

Yes. Proposal evaluations are based on single-unit minimum orders. After contract award, agencies may request multiple signs as part of their work order submission, and vendors will provide quotes accordingly.

For the bidtable service line items, a quantity of one (1) for "Removal and disposal" represents the removal and disposal of one sign, not a one-hour labor increment. Labor-based services must be priced using the per-hour labor rate entered in the labor column of the bid table (Column I).

- 17) Regarding the "FOB Destination" requirement where delivery costs must be absorbed, are there any exceptions where our company is permitted to assess a flat-rate minimum delivery fee or pass freight charges onto the ordering agency? Specific scenarios of concern include single low-cost item orders where freight costs exceed the unit price, expedited shipping requests, specialized liftgate delivery requirements, or shipments to remote state facilities outside normal delivery zones.

Respondents may elect to take minor exception to the terms and conditions of this solicitation through the completion of the Exceptions form (Appendix H). Government Support Services shall evaluate each exception according to the intent of the terms and conditions contained herein, but Government Support Services must reject exceptions that do not conform to State

Bid law and/or create inequality in the treatment of Bidders. Exceptions shall be considered only if they are submitted with the response or before the date and time of the Bid opening.

Exceptions must be submitted utilizing the provided form (Appendix H) to be considered. Exceptions listed elsewhere in the Respondent's submission will not be considered. Government Support Services maintains sole discretion to reject any vendor exceptions that are submitted.

- 18) If our company's standard commercial manufacturing workflow requires a minimum order quantity (MOQ) greater than one piece for specific custom line items, will enforcing that minimum quantity restrict or exclude our company from bidding on this RFP? If it does not exclude our company, should this manufacturing exception be formally listed on Attachment 3 (Exception Form) and priced according to that specific MOQ baseline?

There are no minimum quantity purchasing requirements under this contract. If a specific sign type or manufacturing process requires an exception, vendors must submit the exception on Appendix H for review and consideration.

- 19) Does the State permit our company to provide tiered bulk pricing or volume discounts for large-quantity orders on this contract? If so, where or in what format within the Appendix H spreadsheet should those tiered bulk rates be entered?

Proposal evaluations will be based solely on the single-unit pricing submitted for each sign type. Only the single-unit pricing entered in Appendix D – Bidtable will be used for scoring. Vendors may discuss any tiered bulk pricing or volume-based discounts directly with agencies after award as part of direct marketing or order-specific negotiations. Tiered or discounted pricing structures should not be entered in Appendix D – Bidtable and will not be considered during the evaluation phase.

### **BID PROPOSAL DEADLINE AND BID OPEN**

For your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly and submitted to the Bonfire Portal by **Tuesday, July 7, 2026 / 3:00 P.M. (Local Time)**.

Proposal sign samples must be delivered or mailed to: **Government Support Services, Contracting Section, 600A South Bay Road, Dover, Delaware 19901- 4604, ATTN: Signs and Sign Installation (GSS26854-SIGNS) by Tuesday, July 7, 2026 / 3:00 P.M. (Local Time)**.

For anyone who wishes to witness the Bid opening they may do so:

• **In-Person Attendance**

Tuesday, July 7, 2026, 3:00 P.M.  
Government Support Services  
600A South Bay Road  
Dover, DE 19901

• **Virtual Attendance**

Tuesday, July 7, 2026, 3:00 P.M.

Virtual Meeting Link: [Microsoft TEAMS Teams Meeting Virtual Link](#)

Number: 298 733 894 070 644

Password: k97G68iz

All other terms and conditions remain the same.

S:\ Addendum to RFP