STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

11/18/2026

TO: ALL OFFERORS

FROM: REBECCA NORLAND
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS27047-DRY_CLEAN

ADDENDUM #1

The purpose of this addendum is to respond to questions asked during the Q&A period.

There are no updates to the RFP.

1. Could you provide the approximate annual expenditures under the current contract, GSS22047-DRY_CLEAN, including historical service quantities and expenditures by geographic zone, if available?

All contract spend can be found on the Mandatory Use Contract Usage spreadsheet located on MyMarketplace. FY2026 spend was $474,106.

2. Would the State consider a prime contractor that manages and coordinates services performed by established Delaware dry-cleaning subcontractors? If so, may the prime contractor demonstrate relevant technical experience through its proposed subcontractors' qualifications and past performance?

Yes, the State will consider a prime contractor that manages and coordinates services performed by qualified subcontractors. The prime contractor may use its subcontractors' qualifications and past performance to demonstrate technical experience but must remain responsible for overall contract performance. Please refer to Appendix C – Required Vendor Forms, for the Subcontractor Form.

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3. The solicitation requires three business references for the prime contractor and each subcontractor. If the prime contractor has experience in procurement coordination and contract management but does not have direct dry-cleaning contract experience, would references for those services satisfy the prime contractor's reference requirement?

The prime contractor may provide references demonstrating relevant experience in procurement coordination, contract management, and subcontractor oversight. The proposed subcontractors must provide references demonstrating their experience performing dry-cleaning services.

4. May vendors submit proposals for individual zones rather than statewide coverage? Within a selected zone, may vendors bid on specific service categories or individual line items?

Vendors are required to submit for Dry Cleaning Services as a whole but are not required to bid on all services within the BidTable.

5. Could you clarify whether pickup and delivery at Department of Correction facilities take place at designated receiving areas or require personnel to enter secured facilities?

Department of Corrections does not have a centralized pick-up/drop-off location. Each DOC facility has its own pick-up/drop-off site. Locations can be found in section I.I.5. Personnel do have to access the facilities.

6. Are the current contract's awarded unit prices available for review, including counter-service and pickup/delivery pricing?

The previous pricing spreadsheet (including awarded unit prices) can be found on the GSS22047-DRY_CLEAN MyMarketplace Landing Page.

7. If a vendor submits a bid for Zone 1 only, are the Delaware State Police and Department of Correction counter-service requirements limited to Zone 1, or would the vendor still be required to provide counter service in all three counties?

Delaware State Police and Department of Corrections have various locations found throughout Delaware. Locations can be found in Section I.I.5 of the ITB.

8. If a vendor is awarded Zone 1 only, will all pickup and delivery responsibilities be limited to the locations within Zone 1, or could the vendor be required to service locations in Zones 2 and 3?

If a vendor is awarded Zone 1 only, their service responsibilities are limited to Zone 1.

9. Does the State permit a prime contractor to subcontract all dry cleaning, laundering, pressing, repairs, and alterations to an established commercial dry-cleaning business, while the prime contractor manages customer service, pickup and delivery, garment tracking, scheduling, and contract administration? If permitted, are there any services that the State requires the prime contractor to perform directly?

Yes, the prime contractor may subcontract the cleaning, laundering, pressing, repairs, and alterations to a qualified commercial dry-cleaning business, provided the prime contractor remains responsible for overall contract performance. The prime contractor would be responsible for managing and coordinating all required services and ensuring compliance with the solicitation requirements.

10. When a prime contractor uses an approved subcontractor to perform the actual cleaning and garment-processing services, must the subcontractor carry all insurance requirements listed in Section 17 independently, or may certain coverage requirements be satisfied through the prime contractor's insurance policies?

Any business operating in the State of Delaware must be properly licensed and insured. With that said, the contract holder is legally responsible for any actions under the contract.

11. Our business is a two-member Delaware LLC with no employees. Under Delaware law, LLC members may elect to be excluded from workers' compensation coverage. If both members properly complete the applicable exclusion documentation, will the State accept that documentation in place of a workers' compensation insurance policy? If so, what documentation must be submitted?

Yes, the State will accept an exclusion document in place of a workman's compensation insurance policy. Please see Section C – Required Vendor Forms, for the Exclusion Form.

12. If the prime contractor uses personally owned vehicles to perform pickup and delivery services, would a hired and non-owned automobile liability policy satisfy this requirement, or must each personally owned vehicle used for the contract be covered under a commercial automobile insurance policy meeting the specified limits?

Please refer to Section II.17.c, for Automotive Liability insurance requirements.

13. For this dry-cleaning and laundry services contract, which of these additional insurance policies is required? Is the requirement applicable to every awarded prime contractor, including one that subcontracts the actual cleaning services?

All awarded prime contractors are required to carry either Professional Liability or Miscellaneous Errors & Omissions coverage, as these policies are generally considered interchangeable. Products Liability coverage is not required. This requirement applies to all awarded prime contractors, including those that subcontract the actual cleaning services.

14. Can the State provide the estimated quantities, service frequency, pickup and delivery days, and historical annual usage or spending for each known Zone 1 location? This information is needed to accurately calculate pricing, staffing, transportation, and subcontracting costs.

All contract spend can be found on the Mandatory Use Contract Usage spreadsheet located on MyMarketplace.

All other terms and conditions remain the same.

S:\ Addendum to RFP