



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

July 17, 2019

TO: ALL OFFERORS

FROM: Pamela Barr
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL GSS19070-CLOTHING,
Clothing, Footwear and Scrubs

ADDENDUM #1

The purpose of this addendum is as follows:

1. Answer questions received regarding the solicitation
2. Issue a revised Appendix D- Pricing

A copy of this Addendum must be signed and returned with the Proposal.

QUESTIONS & ANSWERS

- Q#1: Is the pricing spreadsheet for GSS15070-CLOTHING the correct and most recent pricing for these items?**
A: Current contract information on GSS15070-CLOTHING can be found here: [GSS15070-CLOTHING](#)
- Q#2: Are all sections to be awarded all-or-none, or just the couple that were mentioned in the bid?**
A: The instructions tab on the Appendix D – Pricing REV1 provides information on Award Plan.
- Q#3: Is this RFP and the state associated with Sourcewell?**
A: No.
- Q#4: We would like to know what was your last awarded price for Clothing, Footwear and Scrubs bid?**
A: Current contract information on GSS15070-CLOTHING can be found here: [GSS15070-CLOTHING](#)
- Q#5: Can you confirm, if we are bidding on tabs 4-1 and 4-2 do we need to be on each tab in its entirety?**
A: There are no requirements to bid all items on Tabs 4-1 and 4-2. However if bidding on Tabs 4-1 and/or 4-2, the vendor must respond to Tab 4D.
- Q#6: We are a start-up company, we currently are in the process of creating our original product, this being our new chemical compound for a new textile. Will we still be allowed to make a bid even though we currently do not have a set product?**
A: Vendors must be able to supply the products they submit pricing on.

Q#7: Our focus is on military and law enforcement uniforms, would we still be allowed to make a bid?

A: Vendors who can supply items listed in the RFP can submit a proposal and pricing.

Q#8: Are there any stipulations that we need to be aware of?

A: All information is listed in the RFP.

Q#9: What is the timeframe we have to complete the project?

A: The contract will have an initial term of two years with three possible one year extensions.

Q#10: My company is based out of Ohio, would I still be allowed to make a bid?

A: Yes.

Q#11: Is Attachment 6B to be used to provide you with information regarding the 3 references we've asked to complete Attachment 6A, or are you asking for 3 additional references?

A: Attachment 6B should the references that Attachment 6A was sent to.

Q:#12: If an item is not valid or has been updated, do we need to provide a sample of the replacement?

A: Yes, samples of replacements, alternates or substitutes are required. If an item is not valid or has been updated, please provide that information as well.

Q#13: Page 22) Item 19 – Is the fact we currently do not offer an online catalog preclude us from submitting an RFP. The wording reads, "MAY BE REQUIRED"

A: No, it does not.

Q#14: Page 48) Attachment 6A. Please explain this procedure, it says it requires references. Are these references to be from customers, who are not State Employees, but customers none the less? Or are you looking for references from our vendors?

A: This form is to be completed by you and sent to the companies you select as a reference. They can not be State Employees, but should be companies that purchase from your company. The references complete and return to our office as per the instructions.

Q#15: Page 52) Business References form. What is the difference between these references and the aforementioned ones from Page 48? Are these business references from our vendors?

A: This is the listing of who you send Attachment 6A to.

Q#16: Page 60) Intent to load catalogs in State eProcurement Solution. As on page 22 if a vendor doesn't possess or have the ability to fulfill this requirement does that preclude the vendor from submitting an RFP?

A: No, it does not.

Q#17: Page 59) Please clarify the need for samples. This states that "anyone not bidding on the exact manufacturer and style number shall submit samples of the garments as part of the bid response. This is confusing when reading the sample requirements listed on pages. Samples are also addressed on Page 62 with the same wording.

A: Samples are required for Part 2 – Section 1 for ALL items, even brands meeting specifications. Please refer to Page 77.
Samples for other items should only be submitted for alternates/substitutes.

Q#18: Page 69) Part 4 section 1 requirements. Are samples required for items being bid as spec or just alternates?

A: Samples are only required for alternates/substitutes.

Q#19: Page 70) Part 4 section 2 requirements. Are samples required for items being bid as spec or just alternates?

A: Samples are only required for alternates/substitutes.

Q#20: Page 71) Part 7 section 1 requirements. Are samples required for items being bid as spec or just alternates?

A: Samples are only required for alternates/substitutions.

Q#21: Pricing Section, Excel Section. Under vendor info. What does FSF Vendor and Contract number mean?

A: FSF Vendor Number is the number issued to a vendor when they set up with the Division of Accounting in eSupplier Portal. If a vendor has a FSF Number they should list it. Contract number has been removed.

Q#22: Pricing Section, Excel Section. Part 4, section 2. Item #134 Gildan #G186 is a full zip front, not a pull over. Do you want to change the description?

A: Appendix D- Pricing has been revised to update the description

Q#23: Pricing Section, Excel Section, Part 2, section 1. Due to 5-11 market constraints not all vendors can bid on 5-11 products. Can alternates be submitted and considered for items #5W, 5M, #11 (6X) and #12 (6X)

A: Please refer to the SAMPLES section on Page 59 regarding substitutes.

Q#24: Can we simple submit our bid by the deadline or is there paperwork we must submit first/forms to be completed for eligibility, etc?

A: There are no prequalification forms. The RFP states all requirements to be submitted with the vendor's proposal.

Q#25: PART 2, SECTION 6 –DOC –Inmate Clothing & Linen: no linens listed. Where does DOC purchase linens?

A: The tab name has been corrected to DOC – Inmate Clothing & Footwear.

**Q#26: PART 5, SECTION 1 – CLOTHING & SHOES
#10 AND #11 – SWEATPANTS – no colors are listed or anywhere to put available colors**

A: Section has been revised to add area for vendor to list available colors.

**Q#27: PART 5, SECTION 1 – CLOTHING & SHOES
#12 – SWEATSHIRTS, MENS – Assorted colors: are we to list colors or will order come in with “assorted colors” and we ship whatever colors we want?**

A: Section has been revised to add areas for vendor to list available colors. Vendor will not be able to “ship whatever colors they want”.

Q#28 PART 2, SECTION 6 & PART 5, SECTION 1 – There are no units of measure. If we want to sell by the dozen or case, not each we can just state that in “PRICE PER” column?

A: Price Per can be quantities, but must be easily identifiable for the per item price. Additionally, there is no quantity guarantee.

Q#29 REFERENCES – ATTACHMENT 6A – Are we permitted to use one of the State of Delaware facilities as a reference?

A: No, please see Attachment 6B – References.

Q#30: Under A. General Requirements -> 3. Appendix D it states: Vendors are to note that some tabs require vendors to bid all items within the tab in order to be considered while other tabs allow vendors to bid some, but not all items within the tab in order to be considered. However, in reviewing the scope of work and the spreadsheet with tabs, I'm don't see where it specifies which sections must be bid in full and on which sections we can bid partial? Please clarify or let me know where I'm missed seeing this information.

A: The Instructions Tab on Appendix D states all requirements.

Q#31: Pg 10 "W"- References/Business References

6A gets sent to and returned directly to you from our different references...for 6B, is that the same references we sent to 6a w/their contact info etc or is it to be completely different references for any products we supplied? I'm reading it as 6A is customer references and 6B is business or companies that supply us to use as reference. That's why a previous question was can we use a Delaware facility for customer references, but not as a business reference. One of our staff who types the bids, feels they are one and the same .

A; Attachment 6B is a listing of references that were sent Attachment 6A and should be customers, not vendor references.

Q#32: Part 8, Section 1. It is listed, "Material: 65/35 Poplin or 100% Cotton" for all items. Being they are two different materials, they would obviously have different style numbers, and therefore different pricing. Which would you prefer we bid on?

A: Part 8, Section 1 has been revised to list 65/35 Polyester/Cotton Poplin blend.

Q#33: Under the "Vendor Info" tab. The drop down isn't/doesn't work and we can't key anything in since it is locked. Hoping to remedy this, not sure if anyone else is experiencing the same problem.

A: This issue has been fixed with Appendix D - Pricing REV1 07/18/19.

All other terms and conditions remain the same.

ACKNOWLEDGEMENT OF RFP ADDENDUM #1

By signing below, I acknowledge receipt of this Addendum and all changes as listed above.

Signature: _____

Typed/Printed Name: _____

Company: _____

Date: _____



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