



**STATE OF DELAWARE
Appoquinimink School District**

June 05, 2020

ISSUED BY: Maureen Q. Rozanski, NCIDQ
Director of Interior Design
(302) 658-9300

SUBJECT: **February 28, 2020**
ASD19416R-Fairview
Cantwell's Bridge Middle School and Odessa High School - FFE

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KEY CONTRACT INFORMATION

1. CONTRACT PERIOD

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Each contractor’s contract shall be valid for a 7 month period beginning February 24, 2020 and ending September 7, 2020. Each contract may be renewed for up to two renewals in one (1) year period through negotiation between the contractor and Appoquinimink School District. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

2. VENDORS

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Vendor Name: Douron Address: 10 Painters Mill Rd, Owings Mills, MD 21117 Primary Contact Name: Julie Klatzkin Phone: (302) 753-3575 Email: jklatzkin@douron.com FSF Number:	Vendor Name: W.B. Mason Co., Inc. Address: 9420 Gerwig Lane, Columbia, MD 21046 Primary Contact Name: Tom Walter Phone: (617) 438-1797 Email: Tom.Walter@wbmason.com FSF Number:
Vendor Name: Address: Primary Contact Name: Phone: Email: FSF Number:	Vendor Name: Address: Primary Contact Name: Phone: Email: FSF Number:

Format of above table may be adjusted based on number of vendors awarded

3. SHIPPING TERMS

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F.O.B. destination; freight pre-paid.

4. DELIVERY AND PICKUP

Bidder assumes full responsibility for timely delivery at location designated for receipt of Bids.

All items shall be delivered f.o.b. to New Cantwell’s Bridge Middle School and Odessa High School in Odessa, Delaware 19730 and “set in place” “adjusted” and/or “installed” per the instructions given by the District. All packing materials shall be removed by the deliverer/installer upon leaving the site.

Deliveries and installation will begin Monday June 15, 2020 and will be staggered accordingly with varying completion dates over approximately an 8-week period and must be completed by dates as outlined for each Phase. Successful bidders will be notified two weeks prior to the actual installation date by ABHA|BSA+A. No early shipments will be permitted. Successful bidders will be given schedules of installation prior to delivery.

Installation Schedule and Phasing is as follows:

Phase 1: Cantwell’s Bridge Middle School Areas A and B – June 15 to June 26, 2020

Phase 2: Odessa High School Areas G, F and E – June 29 to July 20, 2020

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Phase 3: Odessa High School Areas D, H and C (Except Areas C101, C102, C103 and C145) – July 21 to August 03, 2020

Phase 4: Performing Arts Center Area C (Areas C101, C102, C103 and C145) – August 03 to August 11, 2020

5. PRICING

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Prices will remain firm for the term of the contract year.
See separate bid tabulation for pricing

ADDITIONAL TERMS AND CONDITIONS

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6. BILLING

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

7. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

8. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Appoquinimink School District to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

9. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

10. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number ASD19416R-Fairview on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

11. REQUIREMENTS

REQUIREMENTS INCLUDED:

- A. All material and equipment incorporated into the Work shall:
 - 1. Conform to applicable specifications and standards.

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2. Comply with size, make, type and quality specified, or as specifically approved in writing by the Architect.
- B. Manufactured and Fabricated Products shall conform to the following requirements:
 1. Design, fabricate and assemble in accord with the best engineering and shop practices.
 2. Manufacture like parts of duplicate units to standard sizes and gauges, to be interchangeable.
 3. Two or more items of the same kind shall be identical, by the same manufacturer.
 4. Products shall be suitable for service conditions.
 5. Equipment capacities, sizes and dimensions shown or specified shall be adhered to unless variations are specifically approved in writing.
- C. Do not use material or equipment for any purpose other than that for which it is designated or is specified.
- D. Materials removed from existing structures shall not be re-used in the completed work unless specifically indicated or specified.
- E. For material and equipment specifically indicated or specified to be re-used in the

Work:

1. Use special care on removal, handling, storage, and reinstallation, to assure proper function in the completed Work.
2. Arrange for transportation, storage and handling of products which require offsite storage, restoration, or renovation. Pay all costs for such work.

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

12. HOLD HARMLESS

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

13. NON-PERFORMANCE

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

14. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

15. AGENCY'S RESPONSIBILITIES

The Agency shall:

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- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

16. If required, identify additional key items and conditions – or – delete this line entry

Note to Agency: If any of the language in this template conflicts with the language in the contract, the language in this template may be edited as required.