

State of Delaware
Department of Transportation

**TOOL BOXES FOR PICKUP TRUCKS
& OTHER VEHICLES**

Invitation to Bid
Contract No. DOT1230-TOOLBOXES

Advertisement Date: October 3, 2012

- *Deadline to Respond* -
October 30, 2012
2:00 P.M. local time

CONTRACT NO. DOT1230-TOOLBOXES

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID" for **TOOL BOXES FOR PICKUP TRUCKS & OTHER VEHICLES**. The invitation consists of the following documents:

INVITATION TO BID

- 1 DEFINITIONS and GENERAL PROVISIONS
 - a. Section A - General Provisions
 - b. Section B – Award & Execution of Contract
 - c. Section C – General
 - d. Section D – Equal Opportunity
- 2 SPECIAL PROVISIONS
- 3 TECHNICAL SPECIFICATIONS
- 4 BID QUOTATION REPLY SECTION
 - a. Attachment 1 - Bid Forms
 - b. Attachment 2 - No Bid Reply Form
 - c. Attachment 3 - Non-Collusion Statement
 - d. Attachment 4 - Sample Monthly Usage Report
 - e. Attachment 5 - Office of Minority and Women Business Enterprise Information

In order for your bid to be considered, the bid quotation reply section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number, by October 30, 2012, 2:00 p.m. local time

Bids shall be submitted to:

**STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
CONTRACT ADMINISTRATION
800 BAY ROAD
DOVER, DE 19901**

Please review and follow the information and instructions contained in the general and special provisions section of the invitation. Should you need additional information, please contact Contract Administration via e-mail at dotask@state.de.us or call 302-760-2031.

CONTRACT ADMINISTRATION

DEFINITIONS AND GENERAL PROVISIONS

The attached Definitions and General Provisions apply to all contracts and are part of each invitation to bid. The requirement to furnish a bid bond and performance bond is applicable unless waived in the Special Provisions. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Bidders or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

DEFINITIONS

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

STATE: The State of Delaware

AGENCY: State Agency as noted on cover sheet.

DEPARTMENT: The Delaware Department of Transportation, Contract Administration section.

DESIGNATED OFFICIAL: The agent authorized to act for the Agency.

BID INVITATION: The "bid invitation" or "invitation to bid" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

GENERAL PROVISIONS: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

BIDDER OR VENDOR: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

PROPOSAL: The offer of the bidder submitted on the approved form and setting forth the bidder's prices for performing the work or supplying the material or equipment described in the specifications.

SURETY: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the contractor's payments of all debts pertaining to and for its acceptable performance of the work for which it has contracted.

BIDDER'S DEPOSIT: The security designated in the proposal to be furnished by the bidder as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to the bidder.

CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.

CONTRACTOR: Any individual, firm, or corporation with whom a contract is made by the Agency.

CONTRACT BOND: The approved form of security furnished by the contractors and its surety as a guaranty of good faith on the part of the contractor to execute the work in accordance with the terms of the contract.

SECTION A - GENERAL PROVISIONS

1. **BID INVITATION:**

See "Definitions".

2. **PROPOSAL FORMS:**

The invitation to bid shall contain pre-printed forms for use by the vendor in submitting its bid. The forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, etc.

3. **INTERPRETATION OF ESTIMATES:**

a. The attention of bidders is called to the fact that, unless stated otherwise, the quantities given in the proposal form are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.

b. An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

4. **SILENCE OF SPECIFICATIONS:**

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

5. **EXAMINATION OF SPECIFICATIONS AND PROVISIONS:**

The bidder shall examine carefully the proposal and the contract forms for the material contemplated. The bidder shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of the Special Provisions and the contract. The submission of a proposal shall be conclusive evidence that the bidder has made examination of the aforementioned conditions.

6. **PREPARATION OF PROPOSAL:**

The bidder's prices **shall be typewritten or handwritten in ink** on the bid pages provided.

7. **PRICES QUOTED:**

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract.

All prices must be quoted in U.S. Dollars.

8. **DISCOUNT:**

No qualifying letter or statements in or attached to the proposal, or separate discounts will be considered in determining the low bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into unit bid price(s).

9. **SAMPLES OR BROCHURES:**

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

10. **PROPOSAL GUARANTY; BID BOND:**

Waived

11. **DELIVERY OF PROPOSALS:**

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the bidder as well as the designation of the contract. Proposals forwarded by U.S. Mail shall be sent first class to the address listed below. Proposals forwarded by delivery service other than the U.S. Mail or hand delivered must be delivered to the address listed below. All bids must clearly display the bid number on the envelope.

Delivery Service:
STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
CONTRACT ADMINISTRATION
800 BAY ROAD
DOVER, DE 19901

U.S. Mail:
STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
CONTRACT ADMINISTRATION
PO Box 778
DOVER, DE 19903

All proposals will be accepted at the time and place set in the advertisement. Bidder bears the risk of delays in delivery. Proposals received after the time set for public opening will be returned unopened.

12. **WITHDRAWAL OF PROPOSALS:**

A bidder may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

13. **PUBLIC OPENING OF PROPOSALS:**

The bids shall be publicly opened at the time and place specified by the Agency. Bidders or their authorized representatives are invited to be present.

14. **PUBLIC INSPECTION OF PROPOSALS:**

If the bidder designates a portion of its bid as confidential, it shall isolate and identify in writing the confidential portions. The bidder shall include with this designation a statement that explains and supports the firm's claim that the bid items identified as confidential contain trade secrets or other proprietary data.

15. **DISQUALIFICATION OF BIDDERS:**

Any one or more of the following causes may be considered as sufficient for the disqualification of a bidder and the rejection of its proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among bidders.
- c. Unsatisfactory performance record as evidenced by past experience.
- d. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.

- e. If there are any unauthorized additions, interlineations, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- f. Non-attendance of mandatory pre-bid meetings may be cause of disqualification.

16. **ADDENDA TO THE IFB:**

If it becomes necessary to revise any part of this IFB, revisions will be posted at <http://bids.delaware.gov/>-. By submitting an offer to the State, vendors have acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Invitation to Bid.

SECTION B - AWARD AND EXECUTION OF CONTRACT

1. **CONSIDERATION OF BIDS:**

- a. After the proposals have been opened, the bids will be tabulated and the results will be made available to the public. Tabulations of the bids will be based on the correct summation of items at the unit price bid.
- b. The right is reserved to waive technicalities, to reject any or all bids, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

2. **MATERIAL GUARANTY:**

Before any contract is awarded, the successful bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

3. **CONTRACT AWARD:**

Within thirty days from the date of opening proposals, the contract will be awarded or the proposals rejected.

4. **EXECUTION OF CONTRACT:**

- a. The bidder to whom the award is made shall execute a formal contract and bond within twenty days after date of official notice of the award of the contract.
- b. If the successful bidder fails to execute the required contract and bond, as aforesaid, within twenty days after the date of official notice of the award of the contract, its proposal guaranty shall immediately become forfeited as liquidated damages. Award will then be made to the next lowest qualified bidder of the work or re-advertised, as the Agency may decide.

5. **REQUIREMENT OF CONTRACT BOND:**

Waived

6. **WARRANTY:**

The successful bidder(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

7. **THE CONTRACT(S):**

The contract(s) with the successful bidder(s) will be executed with the Department of Transportation, Contract Administration section acting for the Office of Management and Budget, Government Support Services and all participating agencies.

8. **INFORMATION REQUIREMENT:**

The successful bidder's shall be required to advise the Department of Transportation, Contract Administration of the gross amount of purchases made as a result of the contract.

9. **CONTRACT EXTENSION:**

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months.

10. **TERMINATION FOR CONVENIENCE:**

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

11. **TERMINATION FOR CAUSE:**

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

SECTION C - GENERAL

1. **AUTHORITY OF AGENCY:**

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

2. **LAWS TO BE OBSERVED:**

The contractor is presumed to know and shall strictly comply with all National, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The contractor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself or by its employees.

3. **PERMITS AND LICENSES:**

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the contractor at its own expense.

4. **PATENTED DEVICES, MATERIAL AND PROCESSES:**

- a. The contractor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.
- b. The contractor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

5. **EMERGENCY TERMINATION OF CONTRACT:**

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- b. In the event the contractor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

6. **TAX EXEMPTION:**

- a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.
- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the contractor. Each bidder shall take its exemption into account in calculating its bid for its work.

7. **OR EQUAL (PRODUCTS BY NAME):**

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.

8. **BID EVALUATION AND AWARD:**

The Department of Transportation, Contract Administration will award this contract(s), acting for the Office of Management and Budget, Government Support Services to the lowest responsible bidder(s) which in their judgment best serves the interest of the State of Delaware in accordance with Delaware Code Title 29, Section 6923(k). Personnel with experience and technical background may be utilized by the Department of Transportation in making judgment. In case of error in price extension, the unit price(s) shall prevail.

9. **INVOICING:**

After the award(s) is made, the agencies participating in the bid may forward their purchase orders to the successful bidder(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an invoice from the vendor.

SECTION D - EQUAL OPPORTUNITY

1. EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS:

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color, sex, age, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The contractor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, or national origin.
- c. The term "contractor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

**STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION**

**DOT1230-TOOLBOXES
TOOL BOXES FOR PICKUP TRUCKS & OTHER VEHICLES**

SPECIAL PROVISIONS

1. CONTRACT REQUIREMENTS:

This contract will be issued to cover the TOOL BOXES FOR PICKUP TRUCKS AND OTHER VEHICLES requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, Municipality or Volunteer Fire Company.

2. BASIS FOR AWARD:

The Department of Transportation shall award this contract to the lowest responsible and responsive bidder(s) who best meets the terms and conditions of the bid. The award will be made on basis of price.

Award of this contract(s) will be made to the lowest responsible bidder(s) in accordance with Delaware Code Title 29, Section 6923(k).

The agency reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

3. CONTRACT PERIOD:

Contract period will be for December 1, 2012 through November 30, 2013, except as provided for in the section RIGHTS TO TERMINATION.

The Department of Transportation reserves the right to extend the contract for two (4) additional one (1) year extensions. The one (1) year extensions must be approved by both parties, in writing, at least 90 days prior to expiration of the existing contract.

4. STATE OF DELAWARE BUSINESS LICENSE:

Prior to receiving an award, the successful vendor shall either furnish DelDOT with proof of state of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899-8750 or by telephone to one of the following numbers: (302) 577-8201 – Public Service, (302) 577-8205 – Licensing Department.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

5. PRICE:

Prices shall remain firm for each term of the contract; however, the Agency may accept lower pricing at any time. Contract extensions must include agreed pricing for the term of the extension.

6. PRICES QUOTED:

The prices quoted are that for which the current model(s) and/or services(s) will be furnished F.O.B. Destination, Freight Pre-Paid, and include all charges that may be imposed during the life of the contract.

7. QUANTITIES:

The attention of bidders is called to the fact that, unless stated otherwise, the quantities given in the proposal are best estimates and are given as a basis for the comparison of bids. Quantities ordered may be increased or decreased by any eligible agency as deemed necessary during the period of the contract.

8. SHIPPING & DELIVERY PROVISIONS:

Shipping terms are F.O.B. destination; freight pre-paid. All items shall be delivered F.O.B. Destination. The Vendor agrees to bear the risk of loss, injury, or destruction of the item(s) ordered prior to receipt of the items by the Agency. Such loss, injury, or destruction shall not release the Vendor from any contractual obligations.

Except as otherwise provided in this contract, all items must be delivered within the time period specified upon order. Time is of the essence and, in addition to any other remedies; the Contract is subject to termination for failure to deliver as specified. Unless otherwise stated on the Purchase Order, delivery must be made within thirty (30) days after the Order Date.

9. EXTENSIONS:

The Agency will only consider an extension of the delivery time specified under the terms of this contract in cases where labor strikes, national emergencies or acts of God shall prevent the required fulfillment of the contract. Evidence of such delays must be submitted for consideration. Knowledge of existing or pending strikes will be taken into consideration when awarding the contract.

10. MANDATORY USE CONTRACT:

REF: Title 29, Chapter 6911(d) Delaware Code. All covered Agencies as defined in 29 Del. C. §6902(6) shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, school districts, and the Legislative Branch are specifically exempted from the requirements of this subchapter. In addition, the Delaware Transit Corporation is exempt from the entire procurement chapter. Pursuant to 29 Del. C. §6904(l) and (n) respectively, the Department of Elections and the Board of Pension Trustees have certain exemptions from the procurement chapter which may or may not apply to this Request for Proposals.

11. PRICE ADJUSTMENT:

If agreement is reached to extend this contract for additional optional years, the Department shall have the option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U). If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

12. FUNDING OUT:

The continuation of this contract is contingent upon funding appropriated by the legislature and funds being made available to the Agency for the indicated fiscal year. The purchase order(s) will not be

issued prior to the beginning of the fiscal year.

13. NON-PERFORMANCE:

In the event the vendor 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 vendor. Under no circumstances shall monies be due the vendor in the event open market products can be obtained below contract cost. Any monies charged to the vendor may be deducted from an open invoice.

14. FORCE MAJEURE:

Neither the vendor 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. CONTRACTOR NON-ENTITLEMENT:

State of Delaware Contractors for Material and for Services shall not have legal entitlement to, nor seek business from another Contractors' Central Contract. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract as they are not a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code.

16. MANDATORY USAGE REPORT:

One of the primary goals in administering this contract is to keep accurate records regarding its actual value. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested bidders.

A report shall be furnished by the successful contract **MONTHLY Electronically in Excel format** detailing the purchasing of all items on this contract. The format to be followed is described herein and shall be filed within fifteen (15) days after the end of each reporting period. Any exception to this mandatory requirement may result in cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, contracts that are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals. Vendors not having activity during a specific reporting period, shall reply with a "no activity" if there is no activity during the reporting period.

The report shall be submitted electronically in EXCEL and sent as an e-mail attachment to vendorusage@state.de.us. It shall contain the six-digit department and organization code.

17. BUSINESS REFERENCES:

In order to have your bid considered, please supply three (3) business referenced consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contract person.

PLEASE DO NOT UTILIZE STATE OF DELAWARE PERSONNEL AS REFERENCES.

18. 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.

19. BILLING:

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

20. PAYMENT:

The agencies or school districts involved with authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. 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.

21. PRODUCT SUBSTITUTION:

All items delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the bid proposal unless specific approval is given by the Department to do otherwise. However, awarded vendors are highly encouraged to offer any like substitute product(s); either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In such cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

22. OPPORTUNITY BUYS:

The Director for the State of Delaware, Office of Management and Budget, Government Support Section can waive use of a central contract pursuant to 29 Del. C. §6911 (e). A process had been developed to permit any vendor the opportunity to submit an Opportunity Buy offer to the State for goods and/or services for consideration despite the existence of a central contract. See http://gss.omb.delaware.gov/contracting/doucments/agencyboilers/opportunity_buy_flowchart.pdf. The Director will afford any vendor on an existing central contract an opportunity to match or to beat the Opportunity Buy offer made by a non-contracted vendor prior to a waiver being granted.

23. I FOUND IT CHEAPER:

Director for the State of Delaware, Office of Management and Budget, Government Support Section can waive use of a central contract pursuant to 29 Del. C. §6911 (e). A process had been developed to permit any State employee or Vendor to indentify a lower price for material and or services for consideration despite the existence of a central contract. See http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity_buy_found_cheaper_flowchart.pdf. The Director will afford any Vendor on an existing central contract an opportunity to match or to beat the I Found It Cheaper suggestion and if not matched or beaten, approve the purchase via a waiver.

24. BID/CONTRACT EXECUTION:

Both the non-collusion statement that is enclosed with this Invitation to Bid and the contract form delivered to the successful bidder for signature **shall** be executed by a representative who has the legal

capacity to enter the organization into a formal contract with the State of Delaware. The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting Website: <http://accounting.delaware.gov>.

25. SHIPPING TERMS:

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

26. QUANTITIES ORDERED:

The Agency reserves the right to increase or decrease the number of unit(s) purchased under this contract, based on fund availability and the Agency's needs.

27. BID BOND REQUIREMENT:

The Bid Bond requirement has been waived.

28. PERFORMANCE BOND REQUIREMENT:

The Performance Bond requirement has been waived.

29. MANDATORY INSURANCE REQUIREMENTS:

- a. Certificate of Insurance and/or copies of insurance policies for the following:
 - 1) As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All contractors must carry Comprehensive General Liability and at least one of the other coverage's depending on the type of service or product being delivered.
 - a. Comprehensive General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence. and
 - b. Medical/Professional Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence. or
 - c. Miscellaneous Errors and Omissions - \$1,000,000.00 per person/\$3,000,000 per occurrence. or
 - d. Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.
 - 2) Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.
 - 3) Forty-five (45) days written notice of cancellation or material change of any policies is required. The notice shall be sent to:

**Contract Administration
Contract No. DOT1230-TOOLBOXES Tool Boxes
State of Delaware
Department of Transportation
PO Box 778
Dover, DE 19903
FAX: 302-739-2254**

Note: The State of Delaware shall not be names as an additional insured.

30. INSPECTION:

Upon delivery, the article(s) will be inspected by an authorized representative of the Agency, and if found defective or if it fails in any way to meet the specifications in this proposal, it will be rejected. Inspection will be performed within five (5) working days after delivery.

31. HOLD HARMLESS:

The successful bidder 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 successful bidder, its employees, and invitees on or about the premises and which arise out of the successful bidder's performance, or failure to perform as specified in the Agreement.

32. TERMINATION FOR CONVENIENCE:

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State of Delaware, Department of Transportation. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

33. TERMINATION FOR CAUSE:

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract(s), or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract(s), the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor(s) of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination.

34. AUDIT ACCESS TO RECORDS:

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

35. VENDOR EMERGENCY RESPONSE POINT OF CONTACT:

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week to meet a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the current Delaware Emergency Operations Plan. Failure to provide this information could render the bid as non-responsive.

36. ELECTRONIC CATALOG:

The successful vendor(s) may be required to submit their items list in electronic format designated by the State.

Note: The State of Delaware is in the process of implementing a new financials system, which will require the use of:

- Electronic catalogs
- Commodity/classification code: United Nations Standard Products and Services Code (UNSPSC)
- A unique item ID for all items in our system

The state has made the determination to include the requirement in this contract for two reasons:

1. To find out what vendors can offer.
2. To give the agencies and school districts a level of comfort in using electronic catalogs.

37. SUBSEQUENT NEEDS:

There is the possibility of subsequent need of same or similar products by eligible covered Agencies during the contract period. Such needs will be communicated to the awarded vendor(s) for quotation with all terms and conditions of the contract being applicable.

38. PRICE LIST:

Contractors agree to supply copies of the Catalogues and Price Lists as requested by using agencies. All price lists/catalogs must be identified in the bid proposal. Any reference, which may appear on any price list, to any terms and conditions, such as F.O.B. shipping point, minimum order quantity or amount, or Prices subject to change, will not be a part of any contract and will be disregarded. For Cataloged items the price paid shall be the Manufacturer's "Official" Referenced Price List minus the percentage discount, bid to, and accepted by the state. The percentage discount from the appropriate price list column will contain a numeric figure not to exceed two (2) decimals (example: 28.75%). This discount will be as displayed by the formula on the electronic bid sheet.

39. ELIGIBILITY:

In order to be eligible for award, a bidder must be the manufacturer of offered products or an authorized dealer or supplier of manufacturer's products. If a bidder is not the manufacturer of offered products, bidder must include with its bid a letter signed by the manufacturer stating the bidder is authorized to sell the manufacturer's products. The manufacturer will honor any responsibilities under warranty for products sold by bidder, if bidder fails to perform such service. Bidders failing to provide signed, manufacturer's letter attesting to authorization to sell manufacturer's product may result in rejection bid.

40. EXEMP FROM TAXES:

Articles covered by this proposal are exempt of all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted. Successful bidder(s) will be required to furnish necessary or applicable tax exemption forms with his (their) invoices.

41. PRODUCTS BY NAME:

Specifications of products by name are intended to be descriptive of quality, workmanship, finish, function and approximate characteristics desired and are not necessarily intended to be restrictive. Substitution of products for those names may be considered, provided the substitute offered is, in the opinion of the Department, equal or superior in quality, workmanship, finish, function and approximate characteristics to the specified in the Specifications. All requests for "approved equal" items must be submitted to the Department in writing at least one (1) week prior to the bid opening. No substitutes will be considered at the time of bid. Bidder must be prepared to demonstrate equivalency to specified unit(s) if requested.

42. BID SUBMITTAL:

The bidder is required to furnish with their bid, Brochures or shop drawings showing and describing the item offered. A blanket statement that proposed equipment meets all specified requirements is not acceptable. Award of the contract to a bidder will not be made until the Department is able to compare and determine if the items(s) offered complies with the intent of the attached specifications.

43. DISCOUNT:

No qualifying letter or statements in the proposal or separate discounts will be considered in determining the low bid.

44. WARRANTY:

The successful bidder shall extend to the Agency a policy guarantee on article(s) and/or services against defective material and workmanship for a period of two (2) years. All warranty documents shall be delivered with each unit purchased. Warranty period shall begin after the unit(s) had been inspected and found to be totally in compliance with the terms, conditions and specifications of this contract and accepted.

Any item which is normally covered by the warranty policy but is determined to have been damaged through misuse or operator neglect will be exempt from coverage. In cases where items that are excluded from coverage under this warranty policy but are covered by a manufacturer's policy, the manufacturer's policy will be provided to the Agency.

If any part of the unit is normally covered by a warranty policy for more than two (2) years the full period of warranty policy will be extended to the Agency.

45. BASIS OF AWARD:

Award shall be based on the following in the best interest of the State:

Award of this contract will be made to the lowest responsible and responsive bidder meeting specifications and provisions.

46. BASIS OF PAYMENT:

Item(s) referred to in this contract will be paid for at the contract bid price. Payment will be made following receipt of triplicate billing and certification by the Agency as to approval and acceptance of the delivered item(s).

TECHNICAL SPECIFICATIONS

INTENT AND PURPOSE:

It is the intent and purpose of these specifications to describe tool boxes for various vehicles currently in Delaware Department of Transportation fleet. The boxes should be capable of fitting all 1/2, 3/4, 1-ton pickup beds, eight-foot bed and mid & mini sized beds for pickup trucks as well as flat bed dual or single wheel underbody tool boxes.

1. The boxes shall be capable of fitting all Chevrolet, Dodge and Ford 8 foot bodies plus, all medium sized Ford, Chevrolet and Dodge short bed bodies (mid/mini) and underbody boxes shall fit all flatbed type trucks.

In addition, the units shall comply with all applicable Federal; State and Local Safety Standards, including but not limited to the provisions of D.O.T. and O.S.H.A. Safety and Health Regulations.

Prior to delivery, the units shall be:

- Complete with all standard accessories properly installed and operable, such as: sliding trays, latches, installation hardware, locks, keys, etc.
- Provide a copy of the manufacturer's service and warranty policy with all warranty verification vouchers, certificates or coupons.

Your proposal shall include the manufacturers name and model number.

MINIMUM SPECIFICATIONS

ALUMINUM SADDLE TOOL BOX:

The aluminum saddle tool box shall have the following dimensions. Each box shall be bid as a separate item.

1. 18 1/2" H x 27 1/2" W x 71 1/2" L, with a 15.3 cu. ft. storage capacity. To be Weather Guard 117 or equal.
2. 13 1/4" H x 19 3/4" W x 60" L, with a 6.4 cu. ft. storage capacity. To be Weather Guard 154 or equal.
 - a. The box shall be made of thick aluminum diamond plate with baked on Armor-Tuf clear coat or Approved Equal finish. Guaranteed not to rust.
 - b. The box shall have a one touch latch mechanism with a pushbutton on both ends of the box that allows for one handed opening of the box from either side of the vehicle. There shall also be a built-in side bar lock.
 - c. Each box shall include a minimum of two (2) keys.
 - d. The box shall have a full weather seal and linkage protection in order to hold up to extreme weather and use.
 - e. The box shall have heavy-duty gas spring/cylinders to assist in opening. The box cover shall completely enclose all spring/cylinders for protection from the elements.

- f. The box shall have body channels for extra strength.
- g. The box shall include heavy gauge, powder coated steel mounting legs and all necessary hardware.

ALUMINUM LO-SIDE TOOL BOXES FOR MOUNTING ON SIDE RAILS OF PICKUP TRUCKS:

The Lo-Side box shall have the following dimensions. Each dimension shall be bid as a separate item:

- 1. 13 1/4" H x 16" W x 47 1/8" L, with a 3.4 cu. ft. storage capacity. To be Weather Guard 184 or equal.
- 2. 13 1/4" H x 16" W x 87 1/8" L, with a 6.4 cu. ft. storage capacity. To be Weather Guard 164 or equal.
 - a. The box shall be made of thick aluminum diamond plate with baked on Armor-Tuf clear coat or equal. Guaranteed not to rust.
 - b. The box shall include a powder coated divider tray.
 - c. Each box shall include a minimum of two (2) keys.
 - d. The box shall have heavy-duty gas spring/cylinders to assist in opening. The box cover shall completely enclose all springs/cylinders for protection from the elements.
 - e. The box shall have full weather seal and linkage protection in order to hold up to extreme weather and heavy use.
 - f. The box shall have a one touch latch mechanism with pushbutton feather that allows for a one handed opening of the box. The box shall have a tamper resistant retracting lock.
 - g. The box shall have body channels to add additional strength and durability.
 - h. The box shall include heavy gauge, powder coated steel mounting legs and all necessary hardware.

ALUMINUM HIGH SIDE BOXES:

The Hi-Side box shall have the following dimensions. Each dimension shall be bid as a separate item:

- 1. 16" H x 13" W x 64 1/8" L with a 7.6 cu. ft. storage capacity. To be Weather Guard 364 or equal.
- 2. 16" H x 13" W x 72 1/8" L with a 8.7 cu. ft. storage capacity. To be Weather Guard 372 or equal.
- 3. 16" H x 13" W x 96 1/8" L with a 11.5 cu. ft. storage capacity. To be Weather Guard 396 or equal.
 - a. The box shall be made of thick aluminum diamond plate with baked on Armor-Tuf clear coat or equal. Guaranteed not to rust.
 - b. The box shall have a two position latch that prevents the door from opening unexpectedly.
 - c. The box shall have full weather seal and linkage protection in order to hold up to extreme weather and heavy use.

- d. The box door shall be supported by aircraft type cables with swaged fittings which can be removed easily to allow for a fully open swing down position. The door cable shall be capable of adjusting to three positions.
- e. The box shall have body channels to add additional strength and durability.
- f. The box shall include heavy gauge powder coated steel mounting legs and all necessary hardware.

STEEL UNDERBED BOXES:

The underbed boxes shall have the following dimensions. Each dimension shall be bid as a separate item:

- 1. 18" H x 18 1/4" W x 36 5/8" L with a 6.7 cu. ft. storage capacity. To be Weather Guard 536 or equal.
- 2. 18" H x 18 1/4" W x 48 1/8" L with a 9.0 cu. ft. storage capacity. To be Weather Guard 548 or equal.
- 3. 18" H x 18 1/4" W x 60 1/8" L with a 11.25 cu. ft. storage capacity. To be Weather Guard 560 or equal.
 - a. The under bed boxes shall be comprised of 14 gauge steel and 12 gauge steel.
 - b. The box shall have aluminum door and hinges that are resistant rust.
 - c. The box shall have full weather seal and linkage protection in order to hold up to extreme weather and use.
 - d. The finish shall be black Armor-Tuf powder coat or equal. Guaranteed not to rust.
 - e. The box shall be equipped with a stainless steel rotating handle rotating with a three position latch system.
 - f. The box door shall be supported by aircraft type cables with swaged fittings which can be removed easily to allow for a fully open swing down position.

**CONTRACT NO. DOT1230-TOOLBOXES
TOOLBOXES FOR PICKUP TRUCKS & OTHER VEHICLES**

AS DESCRIBED IN THE PROPOSAL, THE FOLLOWING INFORMATION MUST BE PROVIDED WITH THE PROPOSAL FOR BID CONSIDERATION. IF THIS INFORMATION IS NOT PROVIDED, THE BID WILL BE DECLARED NONRESPONSIVE AND WILL NOT BE CONSIDERED.

1. THE LATEST BROCHURES AND TECHNICAL SPECIFICATIONS FOR THE EQUIPMENT OFFERED IN THIS PROPOSAL. THE BROCHURES AND INFORMATION SHALL BE COMPREHENSIVE ENOUGH TO DEMONSTRATE COMPLIANCE WITH THE SPECIFIED REQUIREMENTS.
2. THE FOLLOWING BID PAGES FILLED OUT COMPLETELY, ALL ITEMS MUST BE BID, ZERO (0) COST ITEMS ARE NOT PERMITTED.
3. THE BIDDER MUST ALSO SPECIFY THE MODEL NAME AND MODEL NUMBER OF THE EQUIPMENT HE/SHE IS BIDDING. SPACE HAS BEEN PROVIDED FOR THAT PURPOSE ON THE FORMS THAT FOLLOW.
4. FOR CATALOGS TO BE CONSIDERED AS PART OF THIS BID, BIDDER MUST SUBMIT A CD CONTAINING THE CATALOG OR PROVIDE THE CATALOG'S WEB ADDRESS.

BID FORMS

**** ALL COLUMNS MUST BE COMPLETED AS INDICATED ****
ALL FIGURES MUST BE TYPEWRITTEN OR HANDWRITTEN IN INK

ITEM NO.	APPROX QTY	UNIT PRICE IN FIGURES	AMOUNT
1	150	Aluminum Saddle Tool Box 18 ½" H x 27 ½" W x 71 ½" L, with a 15.3 cu. ft. storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	
2	20	Aluminum Saddle Tool Box 13 ¼" H x 19 ¾" W x 60" L with a 6.4 cu ft storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	
3	50	Aluminum Lo-Side Tool Box 13 1/4" H x 16" W x 47 1/8" L, with a 3.4 cu. ft. storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	
4	50	Aluminum Lo-Side Tool Box 13 1/4" H x 16" W x 87 1/8" L, with a 6.4 cu. ft. storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	

**** ALL COLUMNS MUST BE COMPLETED AS INDICATED ****
ALL FIGURES MUST BE TYPEWRITTEN OR HANDWRITTEN IN INK

ITEM NO.	APPROX QTY	UNIT PRICE IN FIGURES	AMOUNT
5	20	Aluminum High Side Tool Box 16" H x 13" W x 64 1/8" L, with a 7.6 cu. ft. storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	
6	20	Aluminum High Side Tool Box 16" H x 13" W x 72 1/8" L, with a 8.7 cu. ft. storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	
7	20	Aluminum High Side Tool Box 16" H x 13" W x 96 1/8" L, with a 11.5 cu. ft. storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	
8	12	Steel Underbed Boxes 18" H x 18 1/4" W x 36 5/8" L, with a 6.7 cu. ft. storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	

**** ALL COLUMNS MUST BE COMPLETED AS INDICATED ****
ALL FIGURES MUST BE TYPEWRITTEN OR HANDWRITTEN IN INK

ITEM NO.	APPROX QTY	UNIT PRICE IN FIGURES	AMOUNT
9	8	Steel Underbed Boxes 18" H x 18 1/4" W x 48 1/8" L with a 9.0 cu. ft. storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	
10	6	Steel Underbed Boxes 18" H x 18 1/4" W x 60 1/8" L with a 11.25 cu. ft. storage capacity Brand Name Bidding: Brand Model Number: \$ UNIT - EACH	
TOTAL BID PRICE \$			
<p>Equipment proposed and covered by this contract shall be delivered as described in the Delivery Provisions of Special Provisions.</p> <p><u>CATALOG PRICING:</u></p> <p>The bidder should provide the latest manufacturer's catalog with published date and number of catalog. The bidder should also provide proposed discount from list price of all other items within the manufacturers published catalog.</p> <p>Catalog bid information for all Tool Boxes and Tool Box components.</p> <p>Catalog Name and Date: _____</p> <p>Percent Discount from Catalog Pricing: _____</p>			

STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
CONTRACT ADMINISTRATION
800 BAY ROAD
DOVER, DE 19901

NO BID REPLY FORM

CONTRACT NO.: DOT1230-TOOLBOXES
TITLE: TOOLBOXES FOR PICKUP TRUCKS & OTHER VEHICLES

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Bidder's List by so indicating below, or do not return this form or bona fide bid.

Unfortunately, we must offer a "No Bid" at this time because:

- 1. We do not wish to participate in the bid process.
- 2. We do not wish to bid under the terms and conditions of the Request for Bid document. Our objections are:

- 3. We do not feel we can be competitive.
- 4. We cannot submit a Bid because of the marketing or franchising policies of the manufacturing company.
- 5. We do not wish to sell to the State. Our objections are: _____

- 6. We do not sell the items/services on which Bids are requested.
- 7. Other: _____

FIRM NAME

SIGNATURE

- We wish to remain on the Bidder's List **for these goods or services.**
- We wish to be deleted from the Bidder's List **for these goods or services.**

CONTRACT NO.: DOT1230-TOOLBOXES
TITLE: TOOL BOXES FOR PICKUP TRUCKS & OTHER VEHICLES
OPENING DATE: OCTOBER 30, 2012

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Government Support Services.

It is agreed by the undersigned bidder that the signed delivery of this bid represents the bidder's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Government Support Services.

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

COMPANY NAME _____ (Check one)

NAME OF AUTHORIZED REPRESENTATIVE
 (Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE
 LICENSE NUMBER _____
 (circle one) (circle one) (circle one)

COMPANY CLASSIFICATIONS: CERT. NO. _____	<u>Women</u> Business	Yes	No	<u>Minority</u> Business	Yes	No	<u>Disadvantaged</u> Business	Yes	No	<u>Veteran</u> Business	Yes	No
	<u>Enterprise</u>			<u>Enterprise</u>			<u>Enterprise</u>			<u>Enterprise</u>		
	<u>(WBE)</u>			<u>(MBE)</u>			<u>(DBE)</u>			<u>(VBE)</u>		

[The above table is for information and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
 (COMPANY NAME) _____

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

OMWBE Certification Application found here:

<http://gss.omb.delaware.gov/omwbe/certify.shtml>

State of Delaware

**Office of Minority and Women Business Enterprise
Certification Information**



Complete application and mail, email or fax to:

Office of Minority and Women Business Enterprise (OMWBE)
100 Enterprise Place, Suite 4 Dover, DE 19904 Telephone: (302) 857-4554 Fax: (302) 677-7086

Email: deomwbe@state.de.us

Web site: <http://gss.omb.delaware.gov/omwbe/index.shtml>

Link to Certification Application: <http://gss.omb.delaware.gov/omwbe/certify.shtml>