

December 2, 2009

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES,
VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM SANDRA H. MCKINLEY
STATE CONTRACT PROCUREMENT OFFICER II
302.838.8067

SUBJECT: AWARD NOTICE **NO. 3**
CONTRACT NO. GSS-MU-07-069-RH
JANITORIAL SERVICES - FACILITIES

**TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION**

1. MANDATORY USE CONTRACT:.....	2
2. CONTRACT PERIOD:.....	2
3. PRICES:.....	2
4. PRICE ADJUSTMENT:.....	2
5. SHIPPING TERMS:.....	3
6. PAYMENT:.....	3
7. PRODUCT SUBSTITUTION:.....	3

KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT:

[\(Return to Table of Contents\)](#)

REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government 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, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

[\(Return to Table of Contents\)](#)

2. CONTRACT PERIOD:

Each contractor's contract shall be valid for a one year period from December 1, 2007 through November 30, 2008. Each contract may be renewed for Four (4) one year extension periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

This contract has been extended for an additional one (1) year period and will now remain in effect until November 30, 2010 under the same terms and conditions with adjusted pricing to include the two (2) previous holidays (President's Day and Columbus Day).

[\(Return to Table of Contents\)](#)

3. PRICES:

Prices and/or rates shall remain firm for the term of the contract, unless further negotiations are deemed necessary by the State.

The pricing policy that you choose to submit must address the following concerns

- a. The structure must be clear, accountable and auditable.
- b. It must cover the full spectrum of services required.
- c. Costs and compensation must be consistent with the rates established or negotiated as a result of this RFP or P.O. issued based on this contract.

[\(Return to Table of Contents\)](#)

4. PRICE ADJUSTMENT:

If agreement is reached to extend this contract for the second, optional year, the Division of Government Support Services shall have the option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. 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.

Award Notice **No. 3**
 Contract No.: GSS-MU-07-069RH

[\(Return to Table of Contents\)](#)

5. **SHIPPING TERMS:**

F.O.B. destination; freight prepaid.

[\(Return to Table of Contents\)](#)

6. **PAYMENT:**

The agencies or school districts involved will 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.

[\(Return to Table of Contents\)](#)

7. **PRODUCT SUBSTITUTION:**

All items or services delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the proposal unless specific approval is given by Government Support Services to do otherwise. 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 all cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

**JANITORIAL SERVICES - FACILITIES
 CONTRACT NO. GSS-MU-07-069-RH**

LOCATION	DAYS PER WEEK	MONTHLY COST
1. James Williams Service Center Rt. 113, Dover (Cleaning to be done between 5:00 p.m. & 10:00 p.m. - not before 7:00 p.m. on Wednesdays.) EXCEPT DAY PORTER HOURS	5	\$4,722.22
2. Dover Inspection Lane Rt. 113, Dover Includes Bldg. 4 & 5	3	\$426.80
3. Maintenance Facility Rt. 113, Dover	3	\$672.14
4. Agriculture Building & new Lab Rt. 13, South Near Camden-Wyoming	5	\$3,042.84

**JANITORIAL SERVICES - FACILITIES
CONTRACT NO. GSS-MU-07-069-RH**

LOCATION	DAYS PER WEEK	MONTHLY COST
5. State Police Garage Rt. 13, N. DuPont Hwy. Dover	3	\$673.06
6. State Police ISS Building Headquarters, Rt. 13 Dover	3	\$708.77
7. State Police Troop #3 Woodside	6 + Holidays M-T-W-TH-F-SUN	\$1,408.23
8. State Communications Near Troop #3 Woodside	3	\$674.36
9. State Police Crime Lab Headquarters Rt. 13 Dover	5	\$437.36
10. Public Safety Building Rt. 113 Dover (Cleaning to be done between 5:00 p.m. & 10:00 p.m., not before 7:00 p.m. Wednesdays)	5	\$3,702.12
11. Kirk Building 15 The Green, Dover	3	\$606.65
12. J.P. Court #7-16 Bank Lane Dover	6 + Holidays M-SAT	\$1,857.25
13. Kent County Family Court River Road, Dover	5	\$2,925.70
14. William Penn Building - DTI 801 Silver Lake Blvd. Dover	5	\$3,771.31
15. Short Building 56 The Green, Dover	3	\$608.31
16. W.A.R. Building 60 The Plaza, Dover	N/A	N/A

**JANITORIAL SERVICES - FACILITIES
CONTRACT NO. GSS-MU-07-069-RH**

LOCATION	DAYS PER WEEK	MONTHLY COST
17. Sykes Building 45 The Green, Dover	5	\$889.02
18. Supreme Court Building 55 The Green, Dover	5	\$1,118.94
19. Rose Cottage 102 S. State Street, Dover	3	\$674.36
20. Pre-School Youth & Diagnostic Center 449 N. DuPont Highway Dover	3 T-W-TH	\$674.22
21. Murphy House State Street, Dover	2 T&F	\$503.32
22. J.P. Court # 8 Smyrna	2	\$505.56
23. State Police Community Relation Building	3	\$673.74
24. Capitol Police	3	\$438.15
25. DEMA 165 Brick Store Landing Road Smyrna	5 M-F No Holidays	\$3,042.84
26. Massey Station 516 Lockerman Street Dover	5	\$1,119.61
27. Fire Marshall – Kent County	5	\$739.42
28. Fire School – Kent County	5	\$2,747.33
29. TMC	5	\$2,220.09