



Government Support Services – Contracting  
100 Enterprise Place  
Suite # 4  
Dover, DE 19904-8202

December 11, 2009

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

FROM: PETER KOROLYK  
STATE CONTRACT PROCUREMENT OFFICER  
302-857-4559

SUBJECT: **AWARD NOTICE - ADDENDUM #4 – Effective April 8, 2011**  
**CONTRACT NO. GSS09456-TRANS\_REPAIR**  
**VEHICLE TRANSMISSION REPAIR**

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**KEY CONTRACT INFORMATION**

**1. MANDATORY USE CONTRACT:**

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**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.

**2. CONTRACT PERIOD:**

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Each vendor’s contract shall be valid for a two (2) year period from November 1, 2009 through October 31, 2011. Each contract may be renewed for two (2) additional one (1) year period through negotiation between the contractor and Government Support Services. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

**This contract has been extended for one (1) year under the same terms and conditions, and will expire on October 31, 2012.**

**3. VENDORS:**

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Benchmark Transmission 2610 Philadelphia Pike, Ste 1A Claymont, DE 19703-2574 POC: Michael Neubauer Phone: 302-792-2300 Fax: 302-792-2768 Email: <a href="mailto:MNGolf@verizon.net">MNGolf@verizon.net</a>	Cottman Transmission 1600 North DuPont Hwy New Castle, DE 19720-1904 POC: James J. Hobbs Phone: 302-322-4600 Fax: 302-322-4606 Email: <a href="mailto:COTTMANJIM@aol.com">COTTMANJIM@aol.com</a>
Benchmark Transmission 718 South Governors Ave Dover, DE 19904-4106 POC: Bob DiTizio Phone: 302-672-7900 Fax: 302-674-5128 Email: <a href="mailto:Benchmarktransrd@aol.com">Benchmarktransrd@aol.com</a>	Seaford AAMCO 22598 Sussex Hwy Seaford, DE 19973-5835 POC: Melody Jefferson Phone: 302-629-3058 Fax: 302-629-3059 Email: <a href="mailto:SBC1066bell@aol.com">SBC1066bell@aol.com</a>

**4. SHIPPING TERMS:**

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F.O.B. destination.

**5. PRICING:**

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Prices will remain firm for the term of the contract year.

See Pricing Grid Excel Spreadsheet that can be found here:

<http://gss.omb.delaware.gov/contracting/contracts/456.shtml>

Prices quoted shall include cost of pickup and delivery of all vehicles requiring analysis, maintenance and repair.

**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 Government Support Services 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. REQUIREMENTS:**

This contract will be issued to cover the Vehicle Transmission Repair requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, or Volunteer Fire Company.

**11. 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.

**12. 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.

**13. 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.

**14. AGENCY'S RESPONSIBILITIES:**

The Agency shall:

- 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.