



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

April 29, 2010

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

FROM: VICKI L. MACKLIN  
STATE CONTRACT PROCUREMENT OFFICER  
302-857-4553

SUBJECT: **AWARD NOTICE**  
**CONTRACT NO.** GSS10035A-ICE\_CREAM  
ICE CREAM

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**TABLE OF CONTENTS  
OF  
KEY CONTRACT INFORMATION**

1. MANDATORY USE CONTRACT:.....	2
2. CONTRACT PERIOD:.....	2
3. VENDORS:.....	2
4. SHIPPING TERMS: .....	2
5. DELIVERY AND PICKUP:.....	2
6. PRICING:.....	3
ADDITIONAL TERMS AND CONDITIONS .....	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.

### **2. CONTRACT PERIOD:**

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

Each vendor's contract shall be valid for one (1) year from August 1, 2010 through July 31, 2011. Each contract may be renewed for four (4) one year periods 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.

### **3. VENDORS:**

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

GSS10035A-ICE\_CREAM V01  
Simco Sales Service of PA  
DBA Jack & Jill Ice Cream  
101 Commerce Drive  
Moorestown, NJ 08057  
Contact: Mark Josephson  
Phone: 856-813-2394  
Fax: 856-813-2335  
Email: [custserv2@jjicc.com](mailto:custserv2@jjicc.com)

### **4. SHIPPING TERMS:**

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

F.O.B. destination.

### **5. DELIVERY AND PICKUP:**

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

Deliveries shall be made directly to individual schools or Agencies on a weekly basis following placement of orders (or as needed). Each location shall agree upon its own delivery time, but delivery shall be made during regular working or school hours. Deliveries shall only be made while School Food Services employees are on duty or during set delivery time by the Agencies. Ice cream deliveries shall be placed in recipient's ice cream freezer or other appropriate storage space available.

**6. PRICING:**

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

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

See Excel Pricing Spreadsheet for pricing.

**7. DELIVERY SLIPS AND INVOICES:**

Delivery slips must be signed by authorized school Food Service personnel. Acceptance shall be for goods received and will not verify invoice accuracy. Separate invoices for each school should be sent to the district Food Service office no later than three (3) working days after the last delivery of the month. When schools close in June, bills are to be sent to the district school Food Service no later than three (3) working days after the last ice cream delivery.

**8. ORDERS:**

Orders are to be placed with vendor's driver (delivery person) on a weekly basis. The successful bidder shall have a local telephone exchange, toll free number, or agree to accept the charges for long distance calls.

**9. NUTRITIONAL VALUE:**

Vendor must furnish with his bid, nutritional value and or analysis, a certified copy of the analysis of each item including bacteria count, total solids, milk fat, and all other information required by the State Department of Health. If agencies require copies, request from Vendor.

**ADDITIONAL TERMS AND CONDITIONS**

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

**10 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.**

**11. 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.

**12. 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.

**13. 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.

**14. 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.

**15. ORDERS:**

Orders are to be placed with vendor's driver (delivery person) on a weekly basis. The successful bidder shall have a local telephone exchange, toll free number, or agree to accept the charges for long distance calls.

**16. QUALITY:**

Ice cream products shall follow the code of Federal Regulations of the United States Government. All products are to meet standards set by the Federal Food and Drug Administration. All products prepared and handled must meet State of Delaware Board of Health requirements and are subject to inspection by said department.

All items bid shall comply with Delaware State Code for Ice Cream and Ice Milk - Section 1, Chapter 41, Title 16 as amended 1974.

Ice Cream shall contain - not less than 10% by weight of milk fat and 20% by weight milk solids not less than 1.6 pounds total food solids per gallon and weight not less than 4.5 pounds per gallon.

Vendor must furnish with his bid, a certified copy of the analysis of each item including bacteria count, total solids, milk fat, and all other information required by the State Department of Health.

Vendor shall provide Ice Cream for state agencies and school districts that meet the following criteria in response to this national epidemic of Childhood Obesity and Type II Diabetes, Delaware is committed to promote the health of our Children. The Surgeon General formed a national committee called, "Commitment to Change". This committee created the framework for states to develop state action teams and goals. One of these goals is to adopt policies ensuring that all foods and beverages available on school campuses and school events contribute toward eating patterns that are consistent with the Dietary Guidelines.

**16. QUALITY:** (continued)

And, In lieu of the above action and goals we ask that as many items as possible fall under the guidelines of: Portion size for frozen desserts should be three (3) fluid oz. Calorie content should be no more than 35% calories from sugar or other sweeteners. Fat content should be no more than 8 grams of fat pre serving and/or have 35% or less of its total calories from fat and saturated fats should be 10% or less of its total calories of Trans Fat.

**17. CONTRACT TRANSITION:**

In the event services end by either contract expiration or termination, it shall be incumbent upon the Contractor to continue services, if requested by the Director, until new services can be completely operational. The contractor acknowledges its responsibility to cooperate fully with the replacement contractor and the State to ensure a smooth and timely transition to the replacement contractor. Such transition period shall not extend more than ninety (90) days beyond the expiration date of the contract, or any extension thereof. The contractor will be reimbursed for services during the transitional period at the rate in effect when the transitional period clause is invoked by the State.

In the event the incumbent is not awarded all or a portion (zone) of this contract, it shall be upon the new vendor to arrange with the Kitchen Manager of each facility to install new ice cream freezer cabinets and/or equipment for their use. This transition of freezer/cabinets and/or equipment must be done efficiently and effectively before the start of the new school year and in conjunction with the incumbent, with little or no disruption. The Incumbent will have 30 days to remove the old equipment.

**18. ICE CREAM CABINETS**

Ice cream cabinets shall be furnished by the successful vendor(s) to all agencies and Schools in quantities which correspond to each agency or schools consumption. Each School may elect to use its own refrigeration equipment, or may require the vendor to provide ice cream cabinets where needed. The vendor shall provide equipment based solely on the estimated and actual usage of ice cream during the term of this agreement. The vendor may remove ice cream cabinets which are not being used for its products. However, the vendor shall be required to increase refrigerated storage capacity if the Government Support Services determines that ice cream cabinets are not sufficient for a school's needs. The vendor shall service ice cream cabinets provided under this contract at the request of authorized school personnel. Ice cream cabinets shall be replaced when, in the opinion of authorized school personnel, the equipment is not giving satisfactory performance. In the event of failure of vendor provided equipment, the vendor shall be liable for the spoilage of all products in the freezer.

Minimum Order required, please state: \$ 150.00

Fee for monthly rental for cabinets: \$        0.00

**19. SEE ATTACHED APPENDIX FOR PRICING**

**20. 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.

**21. 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.

**22. 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.