

State of Delaware

Preventative Maintenance Elevators & Escalators

Request for Proposal Contract No. GSS10046-ELEVATORMAINT

March 22, 2010

***- Deadline to Respond -
Tue., April 20, 2010
1:00 p.m. EDT***

March 22, 2010

CONTRACT NO. GSS10046-ELEVATORMAINT

ALL OFFERORS:

The enclosed packet contains a "REQUEST FOR PROPOSAL" for Preventative Maintenance, Elevators & Escalators. The proposal consists of the following documents:

REQUEST FOR PROPOSAL - CONTRACT NO. GSS10046-ELEVATORMAINT

- 1 DEFINITIONS and GENERAL PROVISIONS
- 2 SPECIAL PROVISIONS, REQUEST FOR PROPOSAL, AND SCOPE OF WORK
- 3 PROPOSAL REPLY SECTION
 - A - NO PROPOSAL REPLY FORM
 - B - NON-COLLUSION STATEMENT AND ACCEPTANCE
 - C - PROPOSAL SUMMARY
 - D - OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE (OMWBE) APPLICATION

In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number by Tue. April 20, 2010 1:00 p.m. EDT to be considered.

Proposals shall be submitted to:

**State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202**

Please review and follow the information and instructions contained in the General Provisions and this Request for Proposal. A mandatory pre-bid meeting has been scheduled for Thurs. April 8 at 1:30 p.m. EDT, at 100 Enterprise Place, Suite 4 Dover, DE 19904. **This is a mandatory meeting.** If an offeror does not attend this meeting, they shall be disqualified and shall not be considered for further evaluation.

Should you need additional information, please contact Roxann Parker at 302-857-4555 or Roxann.parker@state.de.us

rmp

10046 RFP

GOVERNMENT SUPPORT SERVICES

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.

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:**

- a. The bidder's proposal shall be written in ink or typewritten on the form provided.
- b. If items are listed with a zero quantity, bidder shall state unit price **ONLY** (intended for open end purchases where estimated requirements are not known). The proposal shall show a total bid price for each item bid and the total bid price of the proposal excluding zero quantity items.

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.

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:**

- a. Each bidder shall submit with its proposal a guaranty in sum equal to at least 10% of the total value of its bid, according to Delaware Code Title 29, Section 6927(a).
- b. This bid bond shall be submitted in the form of good and sufficient bond drawn upon an insurance or bonding company authorized to do business in the State of Delaware, to the State of Delaware for the benefit of the Agency, or a certified check drawn on a reputable banking institution and made payable to the Agency in the requirement amount. If Agency bond form is not utilized, the substituted bond forms must conform to the minimum of conditions specified in the Agency bond form.

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.

**STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
GOVERNMENT SUPPORT SERVICES
100 ENTERPRISE PLACE, SUITE 4
DOVER, DE 19904-8202**

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.

SECTION B - AWARD AND EXECUTION OF CONTRACT

1. CONSIDERATION OF BIDS:

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:

REF: Title 29, Chapter 6924(j) Delaware Code. The contract shall be awarded within 90 days of the closing date and time advertised in the request for proposals. The agency shall award a contract to the offeror whose proposal is determined in writing to be most advantageous to the State, based on the factors set forth in the request for proposals. The determination shall explain the basis of award.

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:

- a. Successful bidders shall furnish bond, simultaneously with the execution of the formal contract, to the State of Delaware for the benefit of the Agency with surety in the amount of 100% of the total contract award or as otherwise provided in the Special Provisions. Said bonds shall be conditioned upon the faithful performance of the contract.
- b. The bond forms shall be provided by the Agency and the surety shall be acceptable to the Agency.

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 Office of Management and Budget, Government Support Services acting for all participating agencies.

8. **RETURN OF BIDDER'S DEPOSIT:**

The deposits shall be returned to the successful bidder upon the execution of the formal contract. The deposits of unsuccessful bidders shall be returned to them immediately upon the awarding of the contract or rejection of their bids.

9. **INFORMATION REQUIREMENT:**

The successful bidder's shall be required to advise the Office of Management and Budget, Government Support Services of the gross amount of purchases made as a result of the contract.

10. **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.

11. **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.

12. **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. **INVOICING:**

After the awards are 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.

Revised 07012009

REQUEST FOR PROPOSAL
CONTRACT NO.: GSS10046-ELEVATORMAINT
PREVENTATIVE MAINTENANCE, ELEVATORS AND ESCALATORS
SPECIAL PROVISIONS

1. **COMPETITIVE SEALED PROPOSAL:**

It has been determined by the Director, Office of Management and Budget, pursuant to **Delaware Code Title 29, Chapter 6924 (a)** that this solicitation be offered as a request for competitive sealed proposals because the use of competitive sealed bidding is not in the best interest of the State. The use of competitive sealed proposals is necessary to:

- Conduct Oral or written discussions with offerors concerning technical and price aspects of their proposals;
- Afford offerors an opportunity to revise their proposals;
- Compare the different price, quality and contractual factors of the proposals submitted.

2. **CONTRACT REQUIREMENTS:**

This contract will be issued to cover the Preventative Maintenance, Elevators & Escalators requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, or Volunteer Fire Company.

3. **MANDATORY USE CONTRACT:**

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.

4. **CONTRACT PERIOD:**

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

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

5. **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.

6. **MOST-FAVORED CUSTOMER:**

The contractor shall not offer to others prices lower than those provided in the contract, or if lower prices are offered they must also apply to the subject contract.

7. **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.

8. **SHIPPING TERMS:**

F.O.B. destination; freight prepaid.

9. **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.

10. **FUNDING OUT:**

The continuation of this contract is contingent upon funding appropriated by the legislature.

11. **BID BOND REQUIREMENT:**

- A. Bid Bond Waived.

12. **PERFORMANCE BOND REQUIREMENT:**

- A. Performance Bond Waived

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

13. **MANDATORY INSURANCE REQUIREMENTS:**

Certificate of Insurance and/or copies of insurance policies for the following:

1. As a part of the contract requirements, the contractor shall 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 shall carry Comprehensive General Liability and at least one of the other coverages 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) day's written notice of cancellation or material change of any policies shall be required.
4. Before any work is done hereunder, the Certificate of Insurance and/or copies of the insurance policies, referencing the contract number stated herein, shall be filed with the State. The certificate holder is as follows:

**Administrator, Government Support Services
Contract No. GSS10046-ELEVATORMAINT
State of Delaware
100 Enterprise Place, Suite 4
Dover, DE 19904-8202**

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

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

13. **STATE OF DELAWARE BUSINESS LICENSE:**

Prior to receiving an award, the successful contractor shall either furnish Government Support Services 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) 577-8200 -- 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.

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. **OWNERSHIP OF INTELLECTUAL PROPERTY:**

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the State of Delaware. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the State to evidence the State's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

16. **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.

17. **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.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

18. **CONTRACTOR NON-ENTITLEMENT:**

State of Delaware Contractors for Materiel 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.

19. **EXCEPTIONS:**

Offeror may elect to take minor exception to the terms and conditions of this RFP. Government Support Services will evaluate each exception according to the intent of the terms and conditions contained herein, but Government Support Services shall reject exceptions that do not conform to State bid law and/or create inequality in the treatment of offerors. Exceptions shall be considered only if they are submitted with the proposal or before the date and time of the proposal opening.

20. **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 contractor **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, contractors who 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 month, 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 attachment to Roxann.parker@state.de.us . It shall contain the six-digit department and organization code.

21. **BUSINESS REFERENCES:**

Offeror must supply three (3) business references consisting of current or previous customers of similar scope and value with your reply. Include name, address, telephone number, fax number, e-mail address, and a verified current contact person.

22. **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.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

23. **BILLING:**

The contractor 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.

24. **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.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

25. **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.

26. **DOCUMENT(S) EXECUTION:**

Both the non-collusion statement that is enclosed with this Request for Proposal and the contract form delivered to the successful contractor 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, Government Support Services. The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's Website: <http://accounting.delaware.gov> .

27. **FORMAL CONTRACT AND/OR PURCHASE ORDER:**

No employee of the Contractor(s) is to begin any work prior to receipt of a State of Delaware Purchase Order signed by authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office. A purchase order, telephone call, fax or State credit card shall serve as the authorization to proceed with work in accordance with the bid specifications and the special instructions, once it is received by the Contractor(s).

28. **SCHEDULE FOR PERFORMANCE OF WORK:**

All work described in these specifications shall be completed with reasonable promptness. As used in this Section, the State of Delaware shall be the sole judge of the term "reasonable". If the Contractor does not begin the work in a reasonable amount of time, they will be notified that if they fail to initiate the work promptly, the contract may be terminated and the State will forthwith proceed to collect for nonperformance of work.

29. **TIME OF PERFORMANCE:**

The services of the Contractor are to commence after receipt of a purchase order, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event all of the services required hereunder shall be completed no later than the time periods set out in any schedule contained in the project Scope of Work. Any such schedule shall be maintained by the Contractor unless amended, in writing, by both parties.

30. **CONTRACTOR RESPONSIBILITY:**

The State will enter into a contract with the successful contractor. The successful contractor shall be responsible for all products and services as required by this RFP. Subcontractors, if any, shall be clearly identified in the financial proposal.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

31. **ENERGY STAR PRODUCTS:**

The contractor **must** provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency. The offeror is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

32. **LIFE CYCLE COST ANALYSIS:**

If applicable, the specifications contained within this RFP have been developed through Life Cycle Cost Analysis that will allow the State to realize the lowest total cost of ownership and operation over the useful life of the equipment.

33. **PERSONNEL:**

- a. The Contractor represents that they have, or will secure at their own expense, all personnel required to perform the services required under this contract.
- b. All of the services required hereunder shall be performed by the Contractor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the State.

34. **METHOD OF PAYMENT:**

- a. For each P.O. issued as part of this contract, the State will pay contractor monthly, within thirty (30) days of receipt of the Contractor's billing, the amount which is legitimately earned by the Contractor, and supported by payroll data and an itemized accounting of reasonable reimbursable direct non-salary costs. A current progress report of the work shall accompany each billing.

Final settlement for total payment to the Contractor will be made within thirty (30) days from the date of final written State acceptance of the work and services as agreed to in the P.O.

- b. No premium time for overtime will be paid without prior written State authorization. Indirect overhead cost shall not be applied to the premium portion of the overtime.
- c. The Prevailing Wage Rates **do not** apply to this contract.

35. **TERMINATION OF P.O.'s:**

- a. Termination for Cause If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations, or if the Contractor violates any of the covenants, agreements, or stipulations of this contract, the Agency shall have the right to terminate the P.O. by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (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 in the performance of the P.O. shall, at the option of the Agency, 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 Agency.

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36. **TERMINATION OF P.O.'s:** (continued)

- b. Termination for Convenience The Agency may terminate the P.O. 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 such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the department, become its property and the Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials which are usable to the Agency.

37. **ELIGIBLE WORK ACTIVITIES:**

The following are activities that shall be reimbursable under this contract to the extent that they meet the requirements of this contract:

- a. Travel for purposes of depositions, settlement negotiations, and trial attendance, and, upon request, additional data collection, consultation with private, state, and federal personnel, collection, consultation with private, state, and federal personnel, inspection of facilities, and other purposes consistent with this contract. Eligible costs include reasonable charges for transportation by common carrier, mileage, tolls, lodging, meals, and other costs provided for by state law subject to the following conditions:
 - i. No travel outside the Continental United States shall be permitted without prior written approval of the department; and
 - ii. Receipts shall be provided for all travel-related costs for travel outside of Delaware as required by the State Division of Accounting.
- b. Procurement of reports or other printed materials and reproduction of materials; and
- c. Staff time involved in research, review, and in preparation of reports and comment letters, including the employment of temporary and/or part-time assistance, other than subcontracts for said purpose.

38. **CHANGES:**

Both parties may, from time to time, require changes in the services to be provided by the Contractor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Agency and the Contractor shall be incorporated in written amendments to the Purchase Order.

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39. **INTEREST OF CONTRACTOR:**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under this contract. The Contractor further covenants that in the performance of this contract, no person having any such interest shall be employed.

40. **PUBLICATION, REPRODUCTION AND USE OF MATERIAL:**

No material produced in whole or part under this contract shall be subject to copyright in the United States or in any other country. The State shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this contract; provided, however, that the State agrees not to use any design or engineering plans prepared by the Contractor for anything other than their intended purpose under this Contract. The Contractor shall have the right to publish any and all scientific findings. Appropriate acknowledgment and credit for the State's support shall be given in the publication.

Upon request from the successful vendor(s), the State MAY purchase the Wiring Diagrams for the successful vendor(s) use. All Wiring Diagrams shall be owned by the State and must be returned to the State upon completion of the contract or upon the request of the Agency.

41. **RIGHTS AND OBLIGATIONS:**

The rights and obligations of each party to this agreement shall not be effective, and no party shall be bound by the terms of this agreement, unless and until a valid executed purchase order has been approved by the Secretary of Finance, and all procedures of the Department of Finance have been complied with. A separate purchase order shall be issued for every project.

42. **ASSIGNMENT OF ANTITRUST CLAIMS:**

As consideration for the award and execution of this contract by the State, the Contractor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired by the State pursuant to this contract.

43. **COVENANT AGAINST CONTINGENT FEES:**

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the State shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

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44. **GRATUITIES:**

- a. If it is found, after notice and hearing, by the State that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor or any agent of the State with a view toward securing a contract, or securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performance of this contract, the State may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract and/or may pursue such other rights and remedies provided by law or under this agreement; provided that the existence of the facts upon which the State makes such findings shall be in issue and may be reviewed in proceedings pursuant to the Remedies clause of this contract; and
- b. In the event this contract is terminated pursuant to subparagraph "a", the State shall be entitled (i) to pursue the same remedies against the Contractor, and (ii) to exemplary damages, as a penalty in addition to any other damages to which it may be entitled by law, in an amount which shall be not less than three, nor more than ten, times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee. The amount of such exemplary damages shall be in the sole discretion of the State.

45. **AFFIRMATION:**

The Contractor must affirm that within the past five (5) years the firm or any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting activities of the business is not currently suspended or debarred and is not a successor, subsidiary, or affiliate of a suspended or debarred business.

46. **AUDIT ACCESS TO RECORDS:**

The Contractor 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 Contractor 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 Contractor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Contractor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of his/her duties under the Contract. Upon notice given to the Contractor, 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 Contractor's financial records will be borne by the Contractor. Reimbursement to the State for disallowances shall be drawn from the contractor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

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47. **TERMINATION OF CONTRACT:**

- a. **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.
- b. **Termination for Convenience** - The State may terminate this 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 such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.

48. **REMEDIES:**

Except as otherwise provided in this contract, all claims, counterclaims, disputes, and other matters in question between the State and the Contractor arising out of, or relating to, this contract, or a breach of it may be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

49. **AMENDMENTS:**

This contract may be amended, in writing, by mutual agreement of the parties.

50. **SUBCONTRACTS:**

Subcontracting is permitted under this RFP and contract. However, every subcontractor shall be identified in the Proposal and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The contractor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the RFP and with all local, State and Federal Laws. The contractor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

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51. **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.

52. **CONFIDENTIALITY:**

Specific attention should be given to the identification of those portions of your proposal which you deem to be confidential or proprietary information which should not be disclosed under the Delaware Public Information Act. Offerors are advised that upon request for this information from a third party, the Procurement Officer is required to make an independent determination as to whether the information may be or must be divulged to the party.

53. **CONTRACT DOCUMENTS:**

The Definitions and General Provisions and any Special Instructions, Specifications, Request for Proposal, Proposal, Purchase Order, and Contract shall be a part of and constitute the entire Agreement entered into by the State of Delaware and any offeror. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter:

- Contract
- Request for Proposal
- Specifications or Scope of Work
- Definitions & General Provisions
- Proposal
- Purchase Order
- Special Instructions

54. **ASSIGNMENT:**

This contract shall not be assigned except by express written consent from the Director, Government Support Services, of the State of Delaware.

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46. **ELEVATOR WALK-THROUGH:**

Vendors should contact the following individuals to inspect those elevators they are interested in bidding:

| | | | |
|--------------|---------|------------------|--------------|
| NORTH ZONE | GROUP 1 | SHAUN BURKE | 302-577-8190 |
| | GROUP 2 | ERYL ROTH | 302-633-2632 |
| | GROUP 3 | BRUCE DICKINSON | 302-739-5601 |
| | GROUP 4 | JOHN BARCZAK | 302-530-9392 |
| | GROUP 5 | KRIS BROOKS | 302-761-8024 |
| | GROUP 6 | BILL PETERSON | 302-255-9287 |
| | GROUP 7 | EDDIE CUNNINGHAM | 302-454-3922 |
| CENTRAL ZONE | GROUP 1 | ELLIOT HARDIN | 302-739-4611 |
| | GROUP 2 | LEON MESSINA | 302-739-3315 |
| | GROUP 3 | BRUCE DICKINSON | 302-739-5601 |
| | GROUP 4 | BILL PETERSON | 302-255-9287 |
| | GROUP 5 | BILL AYERS | 302-857-1600 |
| SOUTH ZONE | GROUP 1 | BILL GIBBONS | 302-856-5817 |
| | GROUP 2 | JOHN FOX | 302-934-8031 |

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47. **COMPETENCY OF THE BIDDER/BIDDERS QUALIFICATIONS:**

Each proposal shall include the following:

- a. A statement that the Bidder is regularly engaged in the business of servicing elevators or escalators of the type, grade and character covered by the specifications.
- b. A statement that the Bidder has the financial, engineering and local organization and facilities to properly fulfill the requirements of the contract. In order to qualify, the bidder must submit a current financial statement with their proposal.
- c. A list of three (3) other jobs of similar nature which the Bidder has successfully, with their own organization and not by or through a subcontractor, maintained in the past two (2) years. In order to qualify, the bidder must list jobs which are similar in terms of machine size and type, capacity, speed, travel, type or supervisory control operations and type of motor control, to those of the equipment which bidder proposes to service under this contract. The contractor must describe the equipment serviced, contract period, contact names, telephone numbers of each reference supplied as part of the bid submission.
- d. The bidder shall include a proposed warranty for the work performed.
- e. A statement that the Bidder has the local organization and facilities located within two (2) hours of the equipment to be serviced to properly fulfill the requirements of this specification. Please provide your location, relative to the location of the required services. In addition, the Bidder shall certify that emergency callback services shall be provided as required within two (2) hours of notification of a problem by an authorized representative of the Government Support Services.

48. **ACCEPTANCE OF THE ELEVATORS:**

If the contractor finds that extra repair work is necessary to place the elevators in an acceptable condition, the Bidder shall so note the problem and the costs of such repair with the bid proposal. If such a written statement is not submitted, this will be construed as the Contractor accepting the condition of the elevators for normal operation. The cost for the aforementioned extra repair work to place the elevators in an acceptable condition will be included in determining the low bidder. The successful contractor must complete the extra work within the first month of the awarded contract.

49. **CHANGE ORDERS:**

During the term of this contract, it may become necessary to add elevators for maintenance due to expiration of manufacturer's warranty. In the event additions are required, the successful vendor shall maintain such equipment for the duration of the contract period under the terms and conditions herein. Cost to include any additional elevator(s) shall not exceed the monthly amount awarded to maintain equipment of like or similar characteristics.

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50. **LOCAL WORKING CONDITIONS:**

The contractor shall cooperate with those in authority on the premises to prevent the entrance and/or exit of all workers and/or others whose presence is forbidden or undesirable. When bringing, storing or removing materials and equipment, the contractor shall observe all applicable rules and regulations in force in and around the premises of the various State buildings. The contractor will use all reasonable methods to avoid creating unnecessary dust, accumulation trash and debris or interfering unduly with the convenience, sanitation and/or routine of the building and to minimize the risk of loss or damage to, the property of the State and/or its employees. The contractor shall repair at their own expense any and all damage they may cause to the building or property, to the full satisfaction of the Director or their designee. They shall maintain the machine room hoist-way overhead in reasonable clean condition at all times.

51. **WORK RULES:**

All work performed and services rendered shall strictly conform to all laws, statutes, ordinances, and the applicable rules, regulations, methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies including the latest regulations for the elevator industry.

52. **RIGHTS FOR INSPECTIONS AND TESTS:**

The Director or a designee reserves the right to make, or cause to be made, such inspections and tests as are deemed advisable to assure that the requirements of these specifications are being fulfilled. Should it be found that the standards herein specified are not being satisfactorily maintained, the Director or a designee may immediately demand that the contractor place the elevators in and condition to meet those requirements. If the contractor fails to comply with such demands within fourteen (14) days, it may be cause for termination of this contract under the default clause.

53. **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.

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I. **INTRODUCTION:**

A. **PURPOSE:**

It is the goal of this Request for Proposal to identify a vendor(s) and execute a contract to implement Preventative Maintenance- Elevators and Escalators.

B. **GUIDELINES:**

Offerors proposal must respond to each and every requirement outlined in the RFP in order to be considered responsive. Proposals must be clear and concise.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submission of proposals and prior to award for the purpose of obtaining best and final offers.

Negotiations may be conducted with responsible offerors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

II. **FORMAT FOR PROPOSAL:**

A. **INTRODUCTION:**

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each offeror must provide every component listed in the order shown in this RFP, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

B. **COVER LETTER:**

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the offeror's ability to provide the services specified in the RFP.

The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, Government Support Services.

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C. TABLE OF CONTENTS:

Each proposal must include a Table of Contents with page numbers for each of the required components of the proposal.

D. DESCRIPTION OF SERVICES AND QUALIFICATIONS:

Each proposal must contain a detailed description of how the offeror will provide each of the services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the offeror will provide that are not mentioned in this RFP.

E. NUMBER OF COPIES WITH MAILING OF PROPOSAL:

Two (2) copies of the Proposal shall be submitted in a sealed package clearly marked with the name of the offeror and labeled Contract GSS10046- ELEVATORMAINT. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring an offeror signature. The remaining copy does not require original signatures. In addition one (1) CD containing your proposal and completed Appendix A spreadsheet must be submitted.

F. ADDENDA TO THE RFP:

If it becomes necessary to revise any part of this RFP, revisions in writing will be provided to all contractors known to have received a copy of the RFP. Potential offerors shall acknowledge in writing receipt of all amendments, addenda and changes issued in connection with this RFP by submitting an affirmative statement in the Proposal.

G. INCURRED EXPENSES:

The State will not be responsible for any expenses incurred by the bidder in preparing and submitting a proposal.

H. ECONOMY OF PREPARATION:

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the contractor's offer to meet the requirements of the RFP. DO NOT USE RING BINDERS.

I. RIGHT TO REJECT PROPOSALS/WAIVE OR CORRECT MINOR IRREGULARITIES:

The State reserves the right to withdraw this Request for Proposal, to reject any proposals, to waive minor irregularities in proposals or to allow the offeror to correct a minor irregularity if the best interest of the State will be served by doing so.

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III. **SCOPE OF WORK:**

A. **OVERVIEW:**

The Contractor(s) shall provide all materials and labor to satisfy the State of Delaware's need for Preventative Maintenance - Elevators and Escalators as described herein.

The services will require the Contractor(s) to partner with and cooperate with the ordering agency to make sure the State receives the most current state-of-the-art services.

B. **DETAILED REQUIREMENTS:**

The requirements of this RFP are shown in Appendix A, attached, and made a part of the contract.

II. **COMPLETE PROPOSAL INCLUDES:**

- Completed Appendix A comprises the first portion regarding pricing. Two (2) hard copies and one (1) CD of your response, **the completed excel and Word files**.
- A cover letter, on company letterhead, signed by an officer of your company who has the authority to bind the contents of the proposal.
- Delaware Minority and Women Business Enterprise Certification Form and Guidelines (if appropriate)
- Signed and notarized Non-Collusion Statement
- Three Business References
- Brief description of business and methodology/approach to be used for this project including work plan and time line

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III. Additional Guidelines:

- No service fees or additional costs will be invoiced to Contract Users by the Supplier during the term of this agreement (except as described in this RFP or mutually agreed upon in writing)
- Write your company name on the label of the CD or diskettes
- **Do not make any changes to the electronic Excel file formats, including adding rows or columns, changing column headers, and inputting text in numeric fields. Comments made on the spreadsheets will be ignored. The excel grids will be locked so that data can be input but format changes can not be made**
- Save your changes under the same filename. Print hard copies of each spreadsheet to accompany your bid.
- If your company would like to include additional information that would be useful in the evaluation process, you may do so as separate, clearly labeled attachments.
- Enter all information directly into the relevant Excel spreadsheet cells in “number” (two-place decimal), not “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. (e.g., \$7.90 should be entered as “7.90”.) Prices must be: In US Dollars.
- Enter “n/a” to indicate not available or “0” if there is no charge. Cells left blank will be interpreted as “no bid”.

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IV. **PROPOSAL EVALUATION PROCEDURES:**

A. **BASIS OF AWARD:**

Government Support Services shall award this contract to the most responsible and responsive offeror who best meets the terms and conditions of the proposal. The award will be made on basis of price, product evaluation, and prior history of service and capability.

Government Support Services reserves the right to reject any or all proposals 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. The intent though is to award this contract to one (1) offeror.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible offerors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

B. **REVIEW COMMITTEE:**

A group with expertise in procurement, contract management, budgeting, and technical operations will comprise the Review Committee.

C. **REQUIREMENTS OF THE OFFEROR:**

The purpose of this section is to assist the Review Committee to determine the ability of the organization to provide the services described in the application. The response should contain at a minimum the following information:

- * Brief history of the organizations, including accreditation status, if applicable.
- * Applicant's experience, if any, providing similar services. At least three references are required (See § 21 – Special Provisions).
- * Brief history of the subcontractor of the organization, if applicable. At least three references of subcontractor, if applicable.
- * Financial information (balance sheets and income statements) for the past three years.
- * Describe the methodology/approach used for this project including a work plan and time line.

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D. CRITERIA AND SCORING:

| EVALUATION CRITERIA | | |
|----------------------------|--|---------------|
| | | POINTS |
| 1. | The demonstrated experience in providing equipment/services of comparable specifications/scope and value. | 30 |
| 2. | The background, experience, resources, reputation, financial resources and years in business and references. | 30 |
| 3. | The Vendors location, relative to location of required services | 20 |
| 4. | Vendors proposed warranty | 10 |
| 3. | The price proposal/pricing structure or Total Proposed Cost. | 60 |
| TOTAL SCORE | | 150 |

D. CRITERIA AND SCORING – (Continued):

Review Committee members will assign up to the maximum number of points listed for each of the listed above. For items having quantitative answers, points will be proportionate to each proposal's response. Items with qualitative answers will receive the average of points assigned by Review Committee members.

V. PREBID MEETING:

A mandatory pre-bid meeting has been scheduled for Thurs. April 8, 2010, 1:30 p.m. EDT at 100 Enterprise Place, Suite 4, Dover, DE 19904. **This is a mandatory meeting.** If an offeror does not attend this meeting, they shall be disqualified and shall not be considered for further evaluation.

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SPECIFICATIONS

ELEVATOR REPAIR AND/OR DOWN TIME:

- A. Elevator repair shall be on a twenty-four (24) hours per day, seven (7) days per week basis. Emergency call back response time shall be no more than 90 minutes.
- B. Under no circumstances shall any shutdown or breakdown last longer than seventy-two (72) hours, including Saturday, Sunday and holidays. This shall include troubleshooting, procuring parts, installing parts, and placing the elevator or dumbwaiter back in safe uninterrupted operation. The contractor's inability to obtain parts, technical and/or engineering advice, etc. shall not be acceptable, and the contractor may be considered in default, giving sufficient justification to the Director to obtain these services from contractors who can provide the State with uninterrupted elevator and dumbwaiter service. The State may take over the work and prosecute it to completion by contract or otherwise, and the contractor and sureties shall be liable to the Division for any additional cost incurred before the termination of the contract.

SPECIFICATION OF REQUIRED SERVICES:

- A. Contractor shall be required to maintain the entire elevator equipment as hereinafter described, using technicians trained and qualified in the proper maintenance of geared electric and hydraulic elevators, directly employed and supervised by same. These technicians shall be qualified to keep the equipment properly adjusted, and shall use all reasonable care to maintain the elevators in proper and safe operating condition.
- B. Contractor shall regularly and systematically examine, adjust, clean lubricate, furnish lubricants, and when conditions warrant, shall repair or replace machine, motor, generator and bearings, brake magnet coils, brake shoes, brushes, windings, commutators, rotating elements, coils, contacts, resistors, magnet frames and other mechanical parts.
- C. Contractor shall keep the guide rails properly lubricated at all times except where roller guides are used, and when necessary, renew guide shoe is or guide rollers in order to assure smooth and quiet operation.
- D. Contractor shall periodically examine all safety devices and governors, and equalize the tension on all hoisting ropes.
- E. Contractor shall renew all worn wire ropes as often as necessary to maintain an adequate factor of safety, and repair and/or replace conductor cables as necessary.
- F. Contractor shall furnish genuine lubricants obtained from the manufacturer of the original equipment.

CONTRACT NO. GSS10046
 PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS

SPECIFICATIONS - Continued:

SPECIFICATION OF REQUIRED SERVICES - (Continued):

G. Contractor shall examine, lubricate, adjust, repair and/or replace the following accessory equipment:

| | | | |
|----|----------------------------|----|---------------|
| 1. | Interlocks | 4. | Door Closers |
| 2. | Car & Hatch Door Hangers | 5. | Signal System |
| 3. | Car & Hatch Door Operators | | |

H. NOTE: The following items of elevator equipment are not included for service under these specifications:

| | | | |
|----|--------------------|----|--|
| 1. | Hoistway Enclosure | 6. | Light Fixtures |
| 2. | Hoistway Doors | 7. | Power Switches & Feeder to Controller |
| 3. | Cab | 8. | Casings, cylinders, plungers and all under-ground piping and connections |
| 4. | Cab Flooring | 9. | Fire service combustion detectors |
| 5. | Car Door Panels | | |

Contractor shall examine regularly and systematically all safety devices and governors. During the first inspection visit, each of the elevator safety devices shall be tested. Electric traction elevators shall have the five (5) year test performed in accordance with the current American National Standard Safety Code. The hydraulic elevators shall also be tested in accordance with the current American National Standard Safety Code. Test certificates shall be provided to the State on the successful completion of required tests.

CONTRACT NO. GSS10046
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS

SPECIFICATIONS - Continued:

SPECIFICATION OF REQUIRED SERVICES (Continued):

SPARE PARTS:

The Contractor shall maintain an inventory of spare lending and replacement parts in their warehouse. The inventory shall include, but not be limited to, door operator motors, brake magnets, generator and motor brushes, controller switch contacts, selector switch contacts, solid state components, selector tapes, rollers, hoistway limit switches, guide rails, guide shoes, conductor cables, safety devises, plungers, pumps, operating valves, including all component parts of these items, where applicable. All replacement parts and materials shall function properly in the elevators on which they are to be used. The Contractor shall provide for replacement parts from the original manufacturer's parts; substitute parts may be utilized on approval of the Director of Government Support Services or designee.

MATERIAL INVENTORY:

The Contractor shall maintain a supply of contacts, coils, leads and generator brushes, lubricants, wiping cloths, and other minor parts in each elevator machine room for the performance of routine preventive maintenance.

REPAIRS AND/OR RENEWALS:

The Contractor shall be responsible for all necessary repairs, adjustments, and parts renewal to all elevator components except as hereinafter included. This also includes static loading of the car as required to set automatic control limit devices.

Repair or renewals necessitated by the using agency's negligence, accidents, misuse, storm, fire, flood, or water damage, or due to any other cause beyond the Contractor's control, shall be the responsibility of the State.

The State shall be responsible for repair or renewal of guiderails, cars and car enclosure and shaftway enclosures.

CONTRACT NO. GSS10046
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS

SPECIFICATIONS - Continued:

SPECIFICATION OF REQUIRED SERVICES (Continued):

TECHNICAL STANDARDS:

- A. The item (s) material (s), or appliance (s) required by this invitation must conform to the standards of the "A.N.S.I. Practice for the Inspection of Elevators, Inspectors' Manual A17.2-1987" and the "A.N.S.I. Safety Code for Elevators, Dumbwaiters and Escalators, A17.1-1987" and revisions.

ZONES:

NORTH ZONE: Includes all of New Castle

SOUTH ZONE: Includes all of Sussex County

CENTRAL ZONE: Includes all of Kent County

CONTRACT NO. GSS10046
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS

SPECIFICATIONS - Continued:

SPECIFICATION OF REQUIRED SERVICES (Continued):

Division of Facilities Management

TYPE OF MAINTENANCE REQUESTED:

- A. Full service maintenance shall include all necessary preventive maintenance, parts and labor, 24 hours per day, 7 days per week call back service.
- B. Preventative maintenance shall be performed in accordance with the manufacturer's specifications for the equipment serviced. As part of the Bid Quotation reply section the Bidder shall provide a schedule of preventative maintenance for each elevator and escalator. The schedule shall list procedure and time interval.

ELEVATOR/ESCALATOR SERVICING AND SERVICE RECORDS:

- A. Regular service work **which does not interfere with elevator and escalator operation** shall be performed during normal office working hours (8:00 a.m. to 4:30 p.m.). Emergency and after hours work shall be coordinated with those individuals listed on page 27, Elevator and Escalator Inspections.
- B. Full service maintenance shall include all necessary preventative maintenance in accordance with the manufacturer's specifications for the equipment involved.
- C. It shall be the responsibility of the Contractor's service personnel to log in and out, where directed by the Division of Facilities Management's representative, each time a visit is made to the site or either a routine or a demand service check. A service ticket indicating the work accomplished shall be left with the Division's representative after each visit. Service ticket must be left at the maintenance office of Facilities Management in the respective zone.
- D. The contractor shall provide the required maintenance to comply with any violations of rules and regulations of the governing agencies and recommendations of casualty companies on due notice from the Division of Facilities Management, provided that such violation or recommendation did not exist prior to the date of this contract or after issuance by either party of a 30 day cancellation notice. The requirement of any new attachments or parts on the elevator and escalator in addition to those of the State of Delaware.

CONTRACT NO. GSS10046
SPECIFICATIONS – (continued)

Division of Facilities Management

ELEVATOR/ESCALATOR REPAIR AND/OR DOWN TIME:

- A. Elevator/escalator repair shall be on a twenty-four (24) hours per day, seven (7) days per week basis. Emergency call back response time shall be no more than 90 minutes.
- B. Under no circumstances shall any shutdown or breakdown last longer than seventy-two (72) hours, including Saturday, Sunday and holidays. This shall include troubleshooting, procuring parts, installing parts, and placing the elevator, escalator, or dumbwaiter back in safe uninterrupted operation. The contractor's inability to obtain parts, technical and/or engineering advice, etc. shall not be acceptable, and the contractor may be considered in default, giving sufficient justification to the Director to obtain these services from contractors who can provide the State with uninterrupted elevator, escalator and dumbwaiter service. The Division of Facilities Management may take over the work and prosecute it to completion by contract or otherwise, and the contractor and sureties shall be liable to the Division for any additional cost incurred before the termination of the contract.

SPECIFICATION OF REQUIRED ELEVATOR AND ESCALATOR SERVICES:

- A. Contractor shall be required to maintain the entire elevator and escalator equipment as hereinafter described, using technicians trained and qualified in the proper maintenance of geared electric and hydraulic elevators and escalators (E-Series 5000), directly employed and supervised by same. These technicians shall be qualified to keep the equipment properly adjusted, and shall use all reasonable care to maintain the elevators and escalators in proper and safe operating condition.
- B. Contractor shall regularly and systematically examine, adjust, clean lubricate, furnish lubricants, and when conditions warrant, shall repair or replace machine, motor, generator and bearings, brake magnet coils, brake shoes, brushes, windings, commutators, rotating elements, coils, contacts, resistors, magnet frames and other mechanical parts.
- C. Contractor shall keep the guide rails properly lubricated at all times except where roller guides are used, and when necessary, renew guide shoe is or guide rollers in order to assure smooth and quiet operation.
- D. Contractor shall periodically examine all safety devices and governors, and equalize the tension on all hoisting ropes.
- E. Contractor shall renew all worn wire ropes as often as necessary to maintain an adequate factor of safety, and repair and/or replace conductor cables as necessary.

CONTRACT NO. GSS10046
SPECIFICATIONS

Division of Facilities Management

SPECIFICATION OF REQUIRED ELEVATOR AND ESCALATOR SERVICES: (continued)

- F. Contractor shall furnish genuine lubricants obtained from the manufacturer of the original equipment.
- G. Contractor shall examine, lubricate, adjust, repair and/or replace the following accessory equipment:

| | | | |
|----|----------------------------|----|---------------|
| 1. | Interlocks | 4. | Door Closers |
| 2. | Car & Hatch Door Hangers | 5. | Signal System |
| 3. | Car & Hatch Door Operators | | |

- H. NOTE: The following items of elevator equipment are not included for service under these specifications:

| | | | |
|----|--------------------|----|--|
| 1. | Hoistway Enclosure | 6. | Light Fixtures |
| 2. | Hoistway Doors | 7. | Power Switches & Feeder to Controller |
| 3. | Cab | 8. | Casings, cylinders, plungers and all under-ground piping and connections |
| 4. | Cab Flooring | 9. | Fire service combustion detectors |
| 5. | Car Door Panels | | |

Contractor shall examine regularly and systematically all safety devices and governors. During the first visit, each of the elevator safety devices shall be tested. Electric traction elevators shall have the five (5) year test performed in accordance with the current American National Standard Safety Code. The hydraulic elevators shall also be tested in accordance with the current American National Standard Safety Code. Test certificates shall be provided to the Division of Facilities Management on the successful completion of required tests.

I. Escalator Specifications

Contractor shall examine regularly and systematically all safety devices and governors. During the first inspection visit, each of the escalator safety devices shall be tested. Escalators shall have the escalator test performed in accordance with the current American Society of Mechanical Engineers (ASME A17.1) Safety Code. Test certificates shall be provided to the Division of Facilities Management on the successful completion of required tests.

Contractor shall regularly and systematically examine, adjust, clean, lubricate, furnish lubricants, and when conditions warrant shall repair or replace escalator system components, such as control system, drive machinery and motor equipment, handrail drive system, safety switch system, guidance and alignment systems or other related escalator equipment to ensure safe operational conditions.

CONTRACT NO. GSS10046
SPECIFICATIONS OF REQUIRE ESCALATOR SERVICES – (Continued):

Division of Facilities Management

Type E-Series 5000® - Glass Balustrade Escalator System Components:

Control System

CPU board, brake control board, controller annunciator display, starter panel, control temperature switch, control power transformer, power supply board, isolation transformer, high voltage, upper and lower junction boxes.

Driver Machinery and Motor Equipment

AC motor, encoder, permanent magnet brake, gearbox, bull gear, ring and pinion gear, oil bucket and lower reversing station. The gear case will be periodically drained and flushed to remove sediment and grit and refilled with new gear oil.

Handrail Drive System

Handrails, handrail drive wheel, handrail roller cluster, handrail drive chain, handrail take-up device, and handrail guide assemblies.

Safety Switch System

Missing step detector, handrail inlet switches, step upthrust inlet switches, comb plate impact device, skirt switches, pit stop switches, access cover switches, out-of-level step switches, emergency stop switches, alarm on the stop switch cover, broken step chain switches, key start switches, brake temperature switch, and motor pit stop switch.

Guidance and Alignment Systems

Steps, rollers, step chains, handrail tracks, novatex boards, sprockets, pulleys, comb segments and comb plates, landing plates, lubricators, and comb lighting.

Balustrades and decks shall be examined, adjusted, properly fastened, and aligned.

Housekeeping

Clean escalator equipment, pits, pans, and balustrade interiors.

CONTRACT NO. GSS10046
SPECIFICATIONS OF REQUIRED ESCALATOR SERVICES (Continued):

Division of Facilities Management

SPARE PARTS:

The Contractor shall maintain an inventory of spare lending and replacement parts in his warehouse for named elevators and escalators in this contract. The inventory shall include, but not be limited to, door operator motors, brake magnets, generator and motor brushes, controller switch contacts, selector switch contacts, solid state components, selector tapes, rollers, hoistway limit switches, guide rails, guide shoes, conductor cables, safety devises, plungers, pumps, operating valves, including all component parts of these items, where applicable. All replacement parts and materials shall function properly in the elevators/escalators on which they are to be used. The Contractor shall provide for replacement parts from the original manufacturer's parts; substitute parts may be utilized on approval of the Director or a designee.

MATERIAL INVENTORY:

The Contractor shall maintain a supply of contacts, coils, leads and generator brushes, lubricants, wiping cloths, and other minor parts in each elevator/escalator machine room for the performance of routine preventive maintenance.

REPAIRS AND/OR RENEWALS:

The Contractor shall be responsible for all necessary repairs, adjustments, and parts renewal to all elevator and escalator components except as hereinafter included. This also includes static loading of the car as required to set automatic control limit devices.

Repair or renewals necessitated by the using agency's negligence, accidents, misuse, storm, fire, flood, or water damage, or due to any other cause beyond the Contractor's control, shall be the responsibility of the Division of Facilities Management.

The Division of Facilities Management shall be responsible for repair or renewal or guiderails, cars and car enclosure and shaftway enclosures.

CONTRACT NO. GSS10046
SPECIFICATION OF REQUIRED ESCALATOR SERVICES (Continued):

Division of Facilities Management

TECHNICAL STANDARDS:

- B. The item (s) material (s), or appliance (s) required by this invitation must conform to the standards of the "A.N.S.I. Practice for the Inspection of Elevators, Inspectors' Manual A17.2-1987" and the "A.N.S.I. Safety Code for Elevators, Dumbwaiters and Escalators, A17.1-1987" and revisions.

CONTRACT NO. GSS10046
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS

SPECIFICATIONS - Continued:

DOC SECURITY REQUIREMENTS & PROCEDURES

1. REQUIREMENTS

The correctional facility has issued regulations to be observed by all Contractors working on the Project in order to minimize disruption to prison operations, maintain security and to facilitate the construction process. While working inside the prison facilities on a regular or occasional basis, it must be clearly understood that prison security requirements will at all times take precedence over construction operations. The Contractor shall comply with all such regulations and consider the regulations when preparing their bid.

2. WORKING AT A DEPARTMENT OF CORRECTION FACILITY

- a. In order for the Department of Correction (DOC) to ensure security on the job site, the Prime Contractor shall submit a list of all proposed workers who will be working on the site, to the DPC including their name, social security number, age, sex, race and date of birth. The list shall be used by the Department of Correction for a background check.
- c. Workers will not be permitted on the campus without approval. To arrange for a required escort, the Contractor shall notify DOC a minimum of twenty-four (24) prior to arrival at a DOC location.
- d. All tools, equipment, supplies, etc., shall be removed from the compound building daily.
- e. A list of tools must be supplied with each truck. Inventory shall be taken by the contractor at the beginning and end of each workday. Correctional Officers reserve the right to inspect and inventory all toolboxes, workmen and trucks. Report all missing tools immediately. Leave all unnecessary tools at the shop.
- f. Trucks should be kept clean of debris. Trash within the vehicle increases the amount of time it takes the guards to inspect the vehicles.
- g. Proper construction clothing is required. Short pants are not permitted.
- h. Contractors shall include, in their bid, a sufficient amount of time to enter and depart the facility in a given day. As an example of past projects at a Department of Correction site, it takes between one half to one hour to enter or leave the facility.
- i. Contractor is also advised that only limited movement will be permitted while inside the compound.
- j. Contractors are requested to notify the Director of custody of Operations upon the termination of worker's services in order that the identification card on file can be pulled and rendered inactive.
- k. Completion of "A" Short Form is required for all employees (see next page for "A" Short Form).

CONTRACT NO. GSS10046
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS

SPECIFICATIONS - Continued:

3. CONTRABAND/TOOL CONTROL

a. Title 11, Section 1256 of the Delaware Code specifies that,

“a person is guilty of promoting prison contraband when: (1) they knowingly and unlawfully introduce any contraband into detention facility, or (2) being a person confined in a detention facility, they knowingly and unlawfully make, obtain, or possess any contraband.”

b. No one may introduce into or possess on the grounds of any institution of any of the following which are considered to be contraband except as noted.

1. Any intoxicating beverage.
2. Any narcotic, hypnotic, barbiturate, hallucinogenic drug, central nervous stimulant or prescription drug except as authorized or approved by an institution affiliated physician.
3. Any firearm or instrument customarily used or designed to be used as a dangerous weapon, or an explosive device, except as authorized or approved by an institution and/or Departmental Administration.
4. Any instrument that may be used as an aid in attempting an escape.
5. Hypodermic needle, syringe, or other article, instrument or substance specifically prohibited by the institution administration except as authorized.
6. An article of State property for the purpose of removing it from State property without authorization from administrative or supervisory personnel.

c. In addition to above, no inmate may possess:

1. Any tool, instrument or implement which could be used as a dangerous weapon except as are assigned by and used under the supervision of authorized personnel.
2. Money.
3. Inmates are not permitted to franchise with the public or contractors.

d. Private Contract Repair and Maintenance Workers: Private contracted or contract maintenance workers by, or under contract to perform services, maintenance repair or construction within the Institution must complete an inventory listing of all tools, toolboxes and related equipment prior to admittance into the Institution. A staff member as so assigned must escort tradesmen or other non-employee workers while in the. At entry control point's vehicles and personnel will be searched, to include any tools or relating equipment. No tools will remain on won work sites upon departure. Activities must perform as authorized with proper security and safety precautions.

CONTRACT NO. GSS10046
SPECIFICATIONS - Continued:

- d. Classification of Tools: It is difficult to classify every specific tool. However, the classification tools can be determined according to the following categories.
 - 1. Restricted tools are items that can be used by inmates either in effecting an escape or causing date or serious injury. The following tools are typical examples:
 - a. Diamond-point drills
 - b. Ice picks
 - c. Hones and sharpening stock.
 - d. Metal cutters, blades
 - e. Bolt cutters
 - f. Cleaners
 - g. Cutting torches
 - h. Electric drills, portable
 - i. Electric bench and portable grinders
 - j. Files
 - k. Gear pullers
 - l. Diamond point and regular hacksaw blades.
 - f. Lost or stolen tools must be reported to security of the Department of Correction.
 - g. Broken saw blades must be removed from the property (not left or discarded on site).

4. GENERAL REQUIREMENTS

- a. When workers are finished for the day, all tools will be accounted for by the worker and escorting officer.
- b. Workers are not permitted to wander from the work area. Should a worker need to go to another area, they will be escorted by an officer.
- c. Should work require more than one day to complete the job, permission to construct and use temporary storage facilities is solely at the discretion of the prison authorities. The facility will not accept responsibility for any loss or damage to materials left on site. All tools and equipment should be removed daily.
- d. It is essential that construction operation and debris removal be conducted in a manner to assure that materials which might be used as weapons do not fall into the hands of inmates.
- e. Anything of unusual nature as loss of key, identification cards, tools, piping, etc., shall be reported immediately to the escorting officer.

CONTRACT NO. GSS10046
PREVENTIVE MAINTENANCE – ELEVATORS

SPECIFICATIONS - Continued:

- f. In the event that construction requires the description of plumbing, electrical power, etc., the Director of Custody of Operations must receive at least twenty four (24) hours advance notice in order to preserve security and not to disrupt routine activities. When temporary shutdown of service is unavoidable, the work shall be completed at night during a time when the institution's routine will not be interfered with.
- g. Workers will be denied access to controlled areas should they have relatives or close friends incarcerated in the facility.
- h. Workers shall be subjected to all rules and regulations and shall comply with the escorting officers' instruction accordingly.

5. SPECIAL REQUIREMENTS

- a. Materials shall be moved through the buildings using rubber tire vehicles which shall be properly controlled
- b. at all times to avoid damage to existing walls, floors, and ceiling surfaces, including doors and door and/or window frames.
- b. Water damage will not be tolerated and it is incumbent upon the contractor to take all steps necessary to keep the existing premises dry at all times.
- c. and certified welders. Certificates shall be on file with the Construction Manager prior to commencement of any welding.
- d. Existing streets, pavements, lawns, curbs and other finished surfaces disturbed or damaged by excavation or other construction activities shall be repaired and restored to their original conditions to the satisfaction of the Owner and local authorities.

6. SITE SECURITY

- a. The following regulations must be observed by all persons having any association with the construction of this project (employees, subcontractors, workers, service workers, manufacturer's representative, etc.):
 - 1. Photo Identification Card
 - a. Each trade subcontractor shall submit a list of workers who will be on site. The list will contain the following information on each employee:
 - 1. Name;
 - 2. Date of Birth;
 - 3. Social Security Number;
 - 4. Address.

CONTRACT NO. GSS10046
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS

SPECIFICATIONS - Continued:

6. SITE SECURITY(continued)

1. Photo Identification Card (continued)

- b. Each trade subcontractor will pick up the photo identification cards at the Main Gate (where they will be secured when not in use). They will transport the identification cards and issue the identification card upon arrival of the construction workers (after identifying the worker). The cards will be collect at the end of the day and returned to the Main Gate.

2. Assigning Workers to the Site

- a. Each trade subcontractor shall notify the Maintenance Superintendent twenty four (24) hours in advance, but not later than 12:00 Noon, on the previous work day before sending workers to the project site, so an officer can be assigned to accompany all his personnel.

3. Tools and Materials

- a. No tools or materials shall be left unguarded at any time, and they shall be removed from the working areas at the end of each working day or at anytime the works and assigned officer leave the area.

4. Prison Records

- a. Where a workman or representative visiting the institution has a prison record, the trade subcontractor shall be responsible for obtaining the particulars concerning their record, and notifying the institution at least seventy two (72) hours in advance of their visit. The institution will then notify the trade subcontractor and give or deny permission for that person to enter the institution. Any workers denied entrance to the institution must be replaced by the trade subcontractor or subcontractor at no additional cost.

5. Workmen Lunch Area/Searches

- a. Workers will be expected to stay in their respective working areas during their lunch period, unless leaving the grounds is permitted.
- b. All workers will be expected to submit to a search of themselves, their toolboxes, lunch containers, and/or their vehicles at any time, if the search is deemed necessary.

CONTRACT NO. GSS10046
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS

SPECIFICATIONS - Continued

6. Prohibited Items

a. The following items are prohibited from being brought onto the prison grounds and construction site:

1. Alcoholic beverages and drugs;
2. Explosive and firearms.

7. Working Dress and Workers:

a. Workers will maintain proper attire while working at the institution.

8. It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.
9. It is likewise strictly forbidden to bring into or take out of the prison either for pay, or for favor, for any inmate, any article, without the proper authorization from the Maintenance Superintendent.
10. It is forbidden to roam at will throughout the prison. Workers are restricted to going directly to those places where the work is conducted and remaining away from all areas where they have no business to conduct.
11. It is prohibited to socialize, exchange pleasantries, or conduct business with inmates in traffic areas (hallways, center areas, etc. Also no affectionate or intimate behavior between official visitors and inmates is permitted.
12. All automobiles are to be parked in a location designated by the Maintenance Superintendent. Parked vehicles must always have the ignition and doors locked.
13. No photographs may be taken without proper authorization. No public news releases may be given without similar authorization.
14. Escorting of any person, not previously approved, onto the prison grounds or into the prison is prohibited.
15. The offering and/or giving of any tips, gratuities, fees, etc. to any inmates and/or prison personnel are strictly prohibited.
16. The use of indecent, abusive, or profane language is forbidden anywhere on the prison property.

CONTRACT NO. GSS10046
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS

SPECIFICATIONS – Continued

17. Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.
18. In the even an acquaintance, friend, or relative of contractor's employee should be an inmate of the institution at which work is being conducted, it is advisable that you communicate this confidentially to the Maintenance Superintendent.
19. Tools and Equipment Safety:
 - a. Flammable Liquids: Maintain flammable liquid (e.g., gasoline, fuels, etc.) in secure containers at all times, in compliance with OSHA regulations.
 - b. Tools: Maintain tools and related equipment (e.g. sprinkler heads, hydrants, wires, cables, ducts, manholes, posts, poles, signals, alarm boxes, etc.) at all times.
 - c. Powder Actuated Tools: Comply with Owner's and Maintenance Superintendent direction for control of powder used and stored.
20. Construction Personnel Vehicle Parking:
 - a. Parking spaces for privately owned vehicles operated by construction personnel may be limited.
 - B. The Maintenance Superintendent will assign areas within the prison site for parking. Sufficient space will be provided to park privately owned vehicles operated by construction personnel on site.

NORTH ZONE
GROUP 1

BILL TO: Office of Management and Budget
Division of Facilities Management
Business Office
Haslett Armory
122 Wm. Penn St.
Dover DE 19901

TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT

Shaun Burke
Division of Facilities Management
Phone: (302) 577-8190

NORTH ZONE
GROUP 1

NORTH ZONE: Elevators in DFM Buildings in New Castle County

| # | Location | Type | Elevator # | Weight |
|----------|---|------------------|---------------------------|---------------|
| 84 | New Castle County Courthouse | Zone | 1,2,3,4,5,6 | 3500 lbs. |
| 84 | New Castle County Courthouse | Zone | 7(Freight) | 4500lbs. |
| 84 | New Castle County Courthouse | Zone | 8,9,10,11 | 3000 lbs. |
| 84 | New Castle County Courthouse | Zone | 12,13,14,15,16,17 | 4000 lbs. |
| 92 | Carvel Building | Dover | 1,2,3,4,5 | 4000 lbs. |
| 92 | Carvel Building | Dover | 6(Freight) | 4000 lbs. |
| 96 | 900 King Street | Dover | 1,2 | 2500 lbs. |
| 96 | 900 King Street | Dover | 3(Freight) | 3500 lbs. |
| | Training Center RM 24 920 French St. Wilmington, DE | Thyssen Krump | Hydraulic Elevator (2) | |
| 39 | Absalom Jones Community Ctr. 310 Kiamensi Rd. Wilmington, DE | Thyssen Krump | Hydraulic | 2500 lbs |
| | <u>ESCALATORS</u> | | | |
| 84 | New Castle County Courthouse | Zone | 1,2,3,4,5,6 | 9000 lbs. |

**CONTRACT NO. GSS10046-ELEVATORMAINT
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

**NORTH ZONE
GROUP 2**

BILL TO: DEPT. OF SERVICES FOR CHILDREN, YOUTH & THEIR FAMILIES

Division of Administration
1825 Faulkland Road
Wilmington, DE 19805

TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT

Eryl Roth

Division of Management Support Services
Phone: (302) 633-2632

**NORTH ZONE
GROUP 2**

| BLDG # | LOCATION OF EQUIPMENT | TYPE OF EQUIPMENT |
|--------|--------------------------|--|
| 2 | Administration Building: | 2 Adams Hydraulic Passenger Elevators 2500 lbs capacity |

**NORTH ZONE
GROUP 3**

BILL TO: Mr. Bruce Dickinson

Department of Correction
Maintenance Department
245 McKee Road
Dover, DE 19904

TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT

Mr. Bruce Dickinson
Department of Correction
Phone: (302) 739-5601

GROUP 3

| BLDG # | LOCATION OF EQUIPMENT | TYPE OF EQUIPMENT |
|--------|--|--|
| | Howard R. Young Institution | (4) Westinghouse Hydraulic Passenger Elevators |
| | Plummer Work Release Center | (1) Wheelchair lift, 750 Lb. capacity |
| | Webb Correctional Facility | (1) Wheelchair lift, 750 Lb. capacity |
| | Probation and Parole 314 Cherry Lane New Castle | 2-stop Hydraulic passenger elevator |

**CONTRACT NO. 05-046-JS
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

**NORTH ZONE
GROUP 4**

BILL TO:
Del Dot Canal District
250 Bear Christiana Road
Bear, DE 19701

TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT

Mr. John Barczak
Del Dot Canal District
Phone: (302) 326-4535

GROUP 4

| BLDG # | LOCATION OF EQUIPMENT | TYPE OF EQUIPMENT |
|--------|------------------------|---|
| | Del Dot Canal District | 1 General Elevator Electrical Control Systems |
| | Biddles Toll Plaza | 1 General Elevator Model EP6015, Serial EH9627, 24 amps, 460 volts, 15 horse power, 60 cycles, 396 working pressure, 495 release pressure, 9 phase roto flow power unit |

**NORTH ZONE
GROUP 5**

BILL TO:
Department of Labor
4425 N. Market Street
Wilmington, DE 19802

TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT

Ms. Kris Brooks
Department of Labor
Phone: (302) 761-8024

GROUP 5

| BLDG # | LOCATION OF EQUIPMENT | TYPE OF EQUIPMENT |
|--------|-----------------------|-----------------------|
| | Fox Valley Annex | Otis Freight Elevator |

**CONTRACT NO. 05-046-JS
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

**NORTH ZONE
GROUP 6**

BILL TO: Ms. Amanda Ludlam
DHSS / DMS – Facility Operation
Herman Holloway Campus
1901 N. Dupont Hwy.
New Castle, DE 19720

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT
CALL THE CONTACT LISTED UNDER THE FOLLOWING LOCATIONS:**

| # | Location | Type | Weight |
|----|---|----------------|-----------|
| 07 | Herman Holloway Campus 1901 N. DuPont Hwy New Castle, DE 19720 Amanda Ludlam 302-255-9299 | Montgomery | 4000 lbs. |
| 08 | Herman Holloway Campus Annex Building Amanda Ludlam 302-255-9299 | Cemco | 3500 lbs. |
| 31 | Herman Holloway Campus Kent/Sussex Bldg Amanda Ludlam 302-255-9299 | Cemco | 2500 lbs. |
| 35 | Herman Holloway Campus Carvel Bldg. Amanda Ludlam 302-255-9299 | Energy | 4000 lbs |
| 27 | Herman Holloway Campus Charles Debnam Bldg Amanda Ludlam 302-255-9299 | Motion Control | 2500 lbs. |
| 38 | Herman Holloway Campus Lewis Bldg Amanda Ludlam 302-255-9299 | Cemco | 2000 lbs. |
| | Herman Holloway Campus Medical Examiners Office Amanda Ludlam 302-255-9299 | Cemco (2) | 2500 lbs. |
| | | | |

NORTH ZONE GROUP 6 continued

| | | | |
|------|---|-----------------------------------|----------------------------|
| 15 | Governor Bacon Health Ctr. Rt. 9 Delaware City, DE William Yowell 302-836-2550 x 253 Chris McKinley 302-836-2550 x 225 | US Elevator Virginia | 3500 lbs. 3500 lbs. |
| | Emily P. Bissell Main Elevator #1 Newport Gap Pike Wilmington, DE Dave Amalfitano 995-8400x8443 | Montgomery/Westing house | 3500 lbs. |
| | Emily P. Bissell Main Elevator #2 Dave Amalfitano 995-8400x8443 | Montgomery/Westing house | 3500 lbs. |
| | Emily P. Bissell Linen/Laundry Dave Amalfitano 995-8400x8443 | Street | 3000 lbs. |
| | Emily P. Bissell Linen/Laundry Service Resident (entrance ramp) Dave Amalfitano 995-8400x8443 | Westinghouse Thyssen/Krump | 2500 lbs. 2500 lbs. |
| | Emily P. Bissell 1912 Service Elevator Dave Amalfitano 995-8400x8443 | Westinghouse | 2000 lbs. |
| HC54 | Hudson State Service Center 501 Ogletown Rd. Newark, DE 19956 Basement Amanda Ludlam 302-255-9299 | Westinghouse | 3500 lbs. |
| HC55 | Northeast State Service Center 1624 Jessup St. Wilmington, DE 19802 Basement Amanda Ludlam 302-255-9299 | Cemco Deevilbiss | 2500 lbs. |
| HC51 | Porter State Service Center 511 W. 8 th St. Wilmington, DE 19801 Mech Room Amanda Ludlam 302-255-9299 | Otis | 2000 lbs. |

**CONTRACT NO. GSS10046-ELEVATORMAINT
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

**NORTH ZONE
GROUP 7**

BILL TO: Mr. Eddie Cunningham
DelTech
Administrative Services
400 Stanton – Christiana Road
Newark, DE 19713

TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT
Eddie Cunningham
302-454-3922

| CAMPUS | LOCATION | EQUIPMENT |
|-------------------|-----------------|--|
| Wilmington Campus | West Building | Otis 2 passenger cars #1 type 2H ICL 4500 lbs. |
| Wilmington Campus | West Building | Otis #2 type 2H ICL 4500 lbs date 1983 |
| Wilmington Campus | Southeast Bldg. | Schindler 2 passenger cars |
| Wilmington Campus | Parking Garage | MPH II Schindler #1E2A250G 4000 lbs. date 1996 |
| Wilmington Campus | Parking Garage | #2E2A250 G date 1998 4500 lbs. |
| Wilmington Campus | Parking Garage | #3 EsA250G 6000 lbs. date 1998 |
| Wilmington Campus | East Building | Passenger Traction, 6 landings 5F/1R |
| Wilmington Campus | East Building | Passenger Traction 5 Landings 5F |
| Wilmington Campus | East Building | Passenger Hydraulic, 3 Landings 3F/1R |
| Stanton Campus | A Wing | Model #590A63 Passenger 4000lbs. |
| | D Wing | Model #KMQ-30HB4- CVS001 passenger 4000 lbs. |
| | E Wing | Loading Dock |

**CONTRACT NO. GSS10046-ELEVATORMAINT
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

**NORTH ZONE
GROUP 8**

BILL TO: Division of Parks and Recreation
Accounting Office
89 Kings Highway
Dover, DE 19901

TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT
Bud Nash
302-632-0238

| Location | Equipment | Weight |
|--|------------------|---------------|
| Blue Ball Barn 1914 West Park Dr. Wilmington, DE 19803 | Otis Hydraulic | 3500 lbs. |

**CONTRACT NO. GSS10046-ELEVATORMAINT
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

**CENTRAL ZONE
GROUP 1**

BILL TO: Office of Management and Budget
Division of Facilities Management
Business Office
Haslett Armory
122 Wm. Penn St.
Dover DE 19901

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT
ELLIOT HARDIN**

Division of Facilities Management
192 Transit Lane
Dover, DE 19901
Phone: (302) 739-4611

GROUP 2

BILL TO: HISTORICAL AND CULTURAL AFFAIRS
21 The Green
Dover, DE 19901

TO SCHEDULE EQUIPMENT WALK THROUGH

Steve Deeney
Phone: (302) 739-3315 or 632-1903

GROUP 3

BILL TO: Mr. Bruce Dickinson
Department of Correction
245 McKee Road
Dover, DE 19904

TO SCHEDULE EQUIPMENT WALK THROUGH

Bruce Dickinson
Phone: (302) 739-5601

**CONTRACT NO. GSS10046-ELEVATORMAINT
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS (Continued)**

GROUP 4

BILL TO: Amanda Ludlam
DHSS / DMS – Facility Operation
Herman Holloway Campus
1901 N. Dupont Hwy
New Castle, DE 19720

TO SCHEDULE EQUIPMENT WALK THROUGH

Rodney Holderbaum
Phone: (302) 223-1000 option 1

GROUP 5

BILL TO:
DeITech – Terry Campus
100 Campus Drive
Dover, DE 19904

TO SCHEDULE EQUIPMENT WALK THROUGH

Eddie Cunningham
(302) 857-1600

GROUP 6

BILL TO:
Division of Parks and Recreation
Accounting Office
89 Kings Highway
Dover, DE 19901

TO SCHEDULE EQUIPMENT WALK THROUGH

Bud Nash
302-632-0238

**CONTRACT NO. GSS10046-ELEVATORMAINT
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

**CENTRAL ZONE
GROUP 1**

Elevators in DFM Buildings in Kent County

| # | Location | Type | Elevator # | Weight |
|----|-------------------------------|------------------------|------------|-----------|
| 01 | Legislative Hall | Delaware (hydro) | 1 | 4000 lbs. |
| 01 | Legislative Hall | Delaware (cable) | 2 | 2000 lbs. |
| 01 | Legislative Hall | Delaware (manlift) | 3 | 1000 lbs. |
| 02 | Jesse Cooper | Cemco (hydro) | 1,2 | 3500 lbs. |
| 03 | Townsend Building | Otis (cable) | 1 | 3000 lbs. |
| 04 | O'Neill Building | Westinghouse (hydro) | 1 | 3000 lbs. |
| 06 | Tatnall Building | Cemco | 1 | 2000 lbs. |
| 08 | Public Archives | Delaware (cable) | 1 | 5000 lbs. |
| 08 | Public Archives | Schlinder (hydro) | 2 | 2500 lbs. |
| 08 | Public Archives | Waupaca (hydro) | 3 | 500 lbs. |
| 14 | Supreme Court | Gal (cable) | 1 | 1000 lbs. |
| 16 | Haslett Armory | Otis (hydro) | 1,2 | 3500 lbs. |
| 19 | Homeland Security | Otis (hydro) | 1 | 2000 lbs. |
| 38 | Kent County Courthouse | United (cable) | 1 | 2000 lbs. |
| 38 | Kent County Courthouse | Thyssen/Krupp (hydro) | 2 | 2500 lbs. |
| 38 | Kent County Courthouse | Delaware (hydro) | 3 | 1400 lbs. |
| 38 | Kent County Courthouse | Elevette (screw) | 4 | 450 lbs. |
| 40 | Massey Station | Cemco (hydro w/VC) | 1 | 2500 lbs. |
| 42 | Kent County Family Court | Cemco (hydro) | 1,2 | 2500 lbs. |
| 42 | Kent County Family Court | Matot (drum) DW | 3 | 500 lbs. |
| 50 | Highway Administration | Otis (hydro) | 1 | 2500 lbs. |
| 50 | Highway Administration | Otis (hydro) | 2 | 3000 lbs. |
| 50 | Highway Administration | Thyssen-Krupp (hydro) | 3 | 3500 lbs. |
| 50 | Highway Administration | Dover (manlift, screw) | 4 | 750 lbs. |
| 59 | DEMA | Delaware (hydro) | 1 | 4500 lbs. |
| 75 | Thomas Collins Building | Otis (hydro) | 1,2 | 2500 lbs. |
| 76 | JP Court 7 & 16 | Dover (hydro) | 1 | 2100 lbs. |
| 78 | James Williams Service Center | Haughton (hydro) | 1 | 4000 lbs. |
| 82 | William Penn Building | Cemco (hydro) | 1 | 2000 lbs. |
| 86 | Richardson & Robbins | Westinghouse (hydro) | 1 | 2500 lbs. |
| 87 | Delaware Development Office | Westinghouse (hydro) | 1 | 2000 lbs. |

**CONTRACT NO. GSS10046-ELEVATORMAINT
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

CENTRAL ZONE

GROUP 2 Museums

| BLDG # | LOCATION OF EQUIPMENT | TYPE |
|--------|---|--|
| | Biggs Museum of American Art 406 Federal St. Dover, DE | 1 Cemco Hydraulic Passenger Elevator |
| | State House Museum 25 The Green Dover, DE | 1 Thyssen Krupp Oil Draulic Passenger Elevator |
| 15 | Old State House | 1 Corbett hydraulic 1200 lbs. |
| | Governors Mansion | Lift |

GROUP 3

| BLDG # | LOCATION OF EQUIPMENT | TYPE |
|--------|--------------------------|---------------------------------------|
| | Kent Work Release Center | (1) Otis Hydraulic Passenger Elevator |

GROUP 4

**Delaware Hospital for the Chronically III
100 Sunnyside Rd.
Smyrna, DE 19977 Contact: Rodney Holderbaum Phone: 302-223-1000 option 1**

| BLDG | MAKE | MODEL | TYPE | CAPACITY | PASS RATING |
|--------------|------------------|-------|-----------|----------|-------------|
| Prickett "N" | Otis | | Traction | 4000 | |
| Prickett "S" | Otis | | Traction | 4000 | |
| Medical Exam | Serge | | Traction | 4000 | |
| GP II | Virginia Control | | Hydraulic | 3500 | |
| Candee | Otis Drum | | Traction | 2500 | 16 |

GROUP 5

| LOCATION | TYPE |
|-------------------------------|--|
| Terry Building | (1) Westinghouse Elevator-Hydraulic 2500 lb. Capacity – Travel: two floors |
| Education & Training Building | (1) Montgomery elevator-hydraulic, model 411H – travel: two floors |

GROUP 6

| Location | Equipment | Weight |
|--|--------------------------|-----------|
| Killens Pond Nature Ctr 5025 Killens Pond Rd. Felton, DE 19943 | Delaware Elevator, hydro | 2500 lbs. |

**CONTRACT NO. GSS10046-ELEVATORMAINT
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

**SOUTH ZONE
GROUP 1**

**BILL TO: Office of Management & Budget
Division of Facilities Management
Business Office
Haslett Armory
122 Wm Penn St.
Dover DE 19901**

TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT

BILL GIBBONS
Division of Facilities Management
Georgetown, DE 19947
Phone: (302) 856-5817

**SOUTH ZONE
GROUP 1**

| # | Location | Make | Type | Elevator # | Weight |
|----|----------------|-------------|-------|------------|-----------|
| 33 | Chancery Court | Otis | Hydro | 1 | 2500 lbs |
| 61 | Family Court | Otis | Hydro | 1,2 | 2500 lbs. |
| 61 | Family Court | Matot | | Dumbwaiter | 75 lbs. |
| 64 | Courthouse | DE Elevator | Hydro | 1 | 2500 Lbs. |

**CONTRACT NO. GSS10046-ELEVATORMAINT
PREVENTIVE MAINTENANCE - ELEVATORS AND ESCALATORS**

**SOUTH ZONE
GROUP 2**

**BILL TO:
DHSS / DMS – Facility Operation
Herman Holloway Campus
1901 N. Dupont Hwy.
New Castle, DE 19720**

**TO SCHEDULE EQUIPMENT WALK THROUGH CONTACT
JOHN FOX
Phone: (302) 856-5817**

| LOCATION | MAKE | MODEL | TYPE | CAPACITY | PASS RATING |
|--|-------------|--------------|-------------|-----------------|--------------------|
| Georgetown State Service Ctr. 546 S. Bedford Street Georgetown, DE 19947 | Cemco | Ser 6000 | Hydraulic | 2000 | 12 |

**SOUTH ZONE
GROUP 3**

**BILL TO:
Division of Parks and Recreation
Accounting Office
89 Kings Highway
Dover, DE 19901**

**TO SCHEDULE EQUIPMENT WALK THROUGH
Bud Nash
302-632-0238**

GROUP 3

| Location | Equipment | Weight |
|--|----------------------|---------------|
| Indian River Marina Park Office 39415 Inlet Rd. Rehoboth, DE 19971 | Thyssen-Krupp, hydro | 2500 lbs. |

PROPOSAL REPLY SECTION

CONTRACT NO. GSS10046-ELEVATORMAINT

PREVENTATIVE MAINTENANCE ELEVATORS AND ESCALATORS

Please fill out the attached forms fully and completely and return with your proposal in a sealed envelope clearly displaying the contract number to Government Support Services by Tue. April 20, 2010 1:00 p.m. EDT, at which time bids will be opened.

A mandatory pre-bid meeting has been scheduled for Thurs. April 8, 2010, 1:30 p.m. EDT at 100 Enterprise Place, Suite 4, Dover, DE 19904. **This is a mandatory meeting.** If an offeror does not attend this meeting; they shall be disqualified and shall not be considered for further evaluation.

Proposals shall be submitted to:

**State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202**

PUBLIC PROPOSAL OPENINGS

The public proposal opening insures the citizens of Delaware that contracts are being proposed fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the proposals at the time and place specified and the contract shall be awarded within ninety (90) days thereafter. The main purpose of the proposal opening is to reveal the name(s) of the offeror(s), not to serve as a forum for determining the apparent low offerors. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each proposal has been determined.

After receipt of a fully executed contract(s), the Delaware public and all offerors are invited to make an appointment with the contracting officer in order to review pricing and other non-confidential information.

NOTE: ONLY THE OFFEROR'S NAME AND ADDRESS WILL BE READ AT THE OPENING

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
GOVERNMENT SUPPORT SERVICES
CONTRACTING SECTION
100 ENTERPRISE PLACE, SUITE 4
DOVER, DELAWARE 19904-8202

NO PROPOSAL REPLY FORM

CONTRACT # GSS10046-ELEVATORMAINT

CONTRACT TITLE: PREVENTATIVE MAINTENANCE
ELEVATORS AND ESCALATORS

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, 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 Offeror's List by so indicating below, or do not return this form or bona fide proposal.

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

- _____ 1. We do not wish to participate in the proposal process.

- _____ 2. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:

- _____ 3. We do not feel we can be competitive.

- _____ 4. We cannot submit a Proposal 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 Proposals are requested.

- _____ 7. Other: _____

_____ FIRM NAME

_____ SIGNATURE

_____ We wish to remain on the Offeror's List **for these goods or services.**

_____ We wish to be deleted from the Offeror's List **for these goods or services.**

CONTRACT NO.: GSS10046-ELEVATORMAINT
TITLE: PREVENTATIVE MAINTENANCE ELEVATORS AND ELCALATORS
OPENING DATE: Tue. April 20, 2010 1:00 p.m. EDT

NON-COLLUSION STATEMENT

This is to certify that the undersigned offeror 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.

COMPANY NAME _____ Check one)

| | |
|--|-------------|
| | Corporation |
| | Partnership |
| | Individual |

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) | |
|--|-------------------|--------|-------------------|--------|----------------------|--------|
| | <u>Women</u> | Yes No | <u>Minority</u> | Yes No | <u>Disadvantaged</u> | Yes No |
| COMPANY CLASSIFICATIONS: CERT. NO. _____ | <u>Business</u> | | <u>Business</u> | | <u>Business</u> | |
| | <u>Enterprise</u> | | <u>Enterprise</u> | | <u>Enterprise</u> | |
| | <u>(WBE)</u> | | <u>(MBE)</u> | | <u>(DBE)</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 WITH YOUR PROPOSAL TO BE CONSIDERED

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

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____



State of Delaware
Office of Minority and Women Business Enterprise
Certification Application



Complete application and mail to:

Office of Minority and Women Business Enterprise (OMWBE)
Haslet Armory
122 William Penn Street
Dover, DE 19901
Telephone: (302)739-4206 Fax: (302)739-1965
Email: deomwbe@state.de.us
Website: www.state.de.us/omwbe

Important Information Please Read!

Is my firm eligible?

A minority and/or women owned business (sole-proprietorship, partnership, corporation or joint venture) must meet the following criteria:

- a) Minority groups include: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans.
 - b) At least 51 percent owned, controlled and actively managed by minority group members or by women.
 - c) Serving a for profit business with “useful business functions.”
- An out-of-state company must first **be certified in its home state** before it can be considered for certification in Delaware. This must be a state-level certification, if available.
 - There is no fee for processing your application. In addition, free assistance is available. If you have questions about the application or your company’s qualifications, call (302)739-4206.
 - If your business is certified by **Delaware Department of Transportation (DelDOT) City of Wilmington, Minority Supplier Development Council (MSDC), Women Business Enterprise National Council (WBENC) and located in Delaware**, there is a specialized shortened application. You must also attach a copy of your certification and mail all documents to the OMWBE.
 - Also, please note that it is extremely important to provide other certifying agency documentation. This can expedite the certification process.

Document Request checklist

- Unless otherwise indicated, copies of documents are sufficient.
- **Any deficiency may delay the certification process.**
- **Certification generally takes four to six weeks.**
- **An on-site visit.** *(The OMWBE office may schedule an on-site visit once the completed application and appropriate supporting documentation have been received).*

| Documents to attach to your application | Sole Prop | Part/LLP | Corp/S-Corp | LLC | OMWBE Use |
|--|------------------|-----------------|--------------------|------------|------------------|
| Notarized Minority and Women Business Enterprise Affidavit form | Yes | Yes | Yes | Yes | |
| Copy of birth certificate, permanent resident card, passport or tribal memberships | Yes | Yes | Yes | Yes | |
| Last two years of your firm's tax returns (gross receipts). If not available, last two years W2 and/or 1099 forms for all owners, directors, officers and senior management. | Yes | Yes | Yes | Yes | |
| Copy of MBE/WBE certification from home state, if company headquarters are not in Delaware. (must be a state level certification, if available) | Yes | Yes | Yes | Yes | |
| Copies of any relevant licenses, certificates of training and degrees held by the company or its owners/employees | Yes | Yes | Yes | Yes | |
| Partnership Agreement, including any amendments, buy-out rights as well as any profit sharing arrangements | | Yes | | | |
| Articles of Incorporation with all amendments | | Yes | | | |
| Minutes of the last annual shareholders meeting | | Yes | | | |
| By-laws and By-law Amendments | | Yes | | | |
| Copy of most recent Stock Ledger | | Yes | | | |
| Copy of Certificate of Organization | | | | Yes | |
| Copy of Operating Agreement | | | | Yes | |

Delaware Minority and/or Women Business Enterprise Certification

Certification Application

The following is the application for Minority and/or Women Business Enterprise (MWBE) certification with the State of Delaware. All questions must be answered. Please type or print clearly.

Questions that do not apply to your firm should be marked N/A in the space provided.

The Affidavit on page 14 must be signed and notarized by a Notary Public. Faxed copies of the Affidavit will only be accepted if the notary seal has the stamped seal with the expiration date visible. Otherwise, mail the original Affidavit with the raised seal to our office.

Please return the completed application with signature and required notarization to the address below:

**Office of Minority and Women
Business Enterprise
Haslet Armory
122 William Penn Street
Dover, DE 19901**

Phone: (302) 739-4206

Fax: (302) 739-1965

Web site: www.state.de.us/omwbe

Definitions

Minority and/or Women Business Enterprise

A Minority and Women Business Enterprise is a business that is at least 51 percent owned, controlled and actively managed by minority and/or women group members who are United States citizens or persons lawfully admitted to the United States for permanent residence.

The business must be a for-profit business and currently be performing a useful function.

Minorities – United States citizens or permanent residents who are African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, Subcontinent Asian Americans, or as defined herein:

African (Black) Americans. All persons having origins from any of the Black groups of Africa and all persons having origins in any of the original peoples of the Cape Verde Islands.

Asian/Pacific Americans. All persons having origins from any of the original peoples of the Far East, Asia, or the Pacific Islands, including China, Japan, Korea, Samoa, Philippine Islands, and Hawaii. Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

Hispanic Americans. Persons having origins from any of the Spanish-speaking peoples of México, Puerto Rico, Cuba, Central or South America, or the Caribbean Islands.

Native Americans. All persons having origins from the original peoples of North America and who are recognized as Native Americans by a tribe or tribal organization.

Subcontinent Asian Americans. All persons whose ancestors originated in India, Pakistan or Bangladesh.

Certification - A determination by the OMWBE that a for-profit business entity is a Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE).

Definitions

Ownership

The minority or woman ownership interest in the firm must be real, substantial and continuing and shall go beyond the pro forma ownership of the business as reflected in its ownership documents. The minority and women owners shall enjoy the customary incidents of ownership and shall share in the risks and profits commensurate with their ownership interest as demonstrated both by an examination of the substance and form of arrangements.

Control

Control will be exemplified by possession of the requisite knowledge and expertise to run the particular business. Control includes the authority to determine the direction of a business, including but not limited to capital investments and all other financial transactions; property acquisitions; day-to-day decisions; contract negotiations; legal matters; selection and hiring of officers, directors, and employees; operating responsibility; cost-control; income and dividend matters; and the rights of other shareholders or partners.

The minority and/or women owners must hold the highest officer position in their companies, example chief executive officer or president.

The minority and/or women must demonstrate that they possess the experience, expertise and knowledge to operate their particular types of business.

Expertise limited to office management, administration, or bookkeeping functions unrelated to the principal business activities of the company is insufficient to demonstrate control. Women and/or minority owners must also verify that they hold any licenses or certification required by the type of business in which they are engaged.

Definitions

Minority Business Enterprise (MBE) - A for profit business in which at least 51% of the beneficial ownership interest and control are held by a minority or minorities. In the case of a corporation, minorities must hold at least 51% of voting interest.

Minority & Women Business Enterprise (MWBE) - A for-profit business in which at least 51% of beneficial interest and control is held by minority women or by an equal combination of minorities and women. In the case of a corporation, women and minorities must also hold at least 51% of voting interest.

Women Business Enterprise (WBE) - A for-profit business in which at least 51% of beneficial interest and control is held by women. In the case of a corporation, women must also hold at least 51% of the voting interest.

Useful Business Function

A useful business function is one, which results in the provision of materials, supplies, equipment or services to consumers in the State. A business acting as a conduit to transfer funds to a non-minority business does not constitute a useful business function unless doing so is a normal industry practice.

Benefits of Certification

Current certified minority and/or women owned firms are eligible to be listed in the State of Delaware Directory of Minority and Women Owned Businesses which is circulated to all state and local government agencies.

Recertification

At the ends of three years from original certification date, firms must submit the recertification affidavit to remain actively visible in the State of Delaware's Minority and/or Women Business Enterprise database.

Eligibility

A minority and women owned business (sole-proprietorship, partnership, corporation or joint venture) must meet the following criteria:

- a) Belong to a minority group: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans. *(Please reference above definitions)*
- b) At least 51 percent owned, controlled and actively managed by minority group members or by women.
- c) Serving a for profit business with "useful business functions." *(Please reference above definitions)*

Reasons for denial *(please note the below may include but not be limited to)*

- a) A business located in a state other than Delaware must first obtain state-level certification in its home state, if such certification is available. "Home state" is defined as the state the company's headquarters are located.
- b) All securities, which constitute ownership and/or control of a corporation for the purpose of establishing it as a MWBE, must be held directly by minorities or women. No securities held in trust, or by a guardian for a minor, shall be considered as held by a minority or women in determining the ownership or control of a corporation.
- c) If the business operations do not reflect the ownership shown on paper.

- d) Firm is not a for-profit business
- e) Firm has provided false or misleading information
- f) Control will not be deemed to exist in cases of simple majority or absentee ownership, or when a non-minority/non-female owner or employee of the firm is disproportionately responsible for its operation.
- g) The firm shall not be subject to any formal or informal restrictions through, for example through, by-laws provisions, partnership agreements, or charter requirements for cumulative voting rights or otherwise that prevents the minority and women owners, without the cooperation or vote of any owner who is not a minority or women for making a business decision of the firm.
- h) If the owners of the firm who are not minorities or women are disproportionately responsible for the operation of the firm, then the firm is not controlled by minorities and shall not be considered as MWBE within the meaning of the definition. Where the actual management of the firm is contracted out to individuals other than the owner, those person who have the ultimate power to hire and fire the managers, can, for the purpose of this
- i) The certification application was submitted incomplete.

How to Apply

- Applications and additional information are available by calling the Office of Minority and Women Business Enterprise at (302) 739-4206 or visiting the web site www.state.de.us/omwbe
- Complete an application for certification and provide required documentation (ethnic status of minority owner(s), financial records, on-going business activity, etc.)
- Provide access to its business facilities and key personnel for state certification on-site visit.

WHERE TO APPLY:

Submit completed applications to:
Office of Minority and Women Business Enterprise
Haslet Armory
122 William Penn Street
Dover, DE 19901

Frequently Asked Questions

Q: Does certification cost money?

A: No

Q: Are there any set asides for MWBEs?

A: No

Q: Does my certification expire?

A: At the end of three years from original certification date.

Q: Will I be notified of all procurement opportunities?

A: No, however, the OMWBE will continue to research bid opportunities and assist in your effort. We are consistently working on ways to improve communication but strongly encourage you to visit the respective resources.

Q: What is the best way to communicate with the OMWBE?

A: Email. Please check your email daily for procurement opportunities.

Q: Do I have to register with any other agency?

A: Yes. There are multiple agencies that have their own bidders list. Please check OMWBE's web site for each respective agency. For example, Government Support Services and the Department of Technology and Information have vendor registration processes.

State of Delaware Minority and/or Women Business Enterprise Application
All completed applications must be returned with the appropriate requested documents listed.

Please type or print clearly

OMWBE use only: Application Date:

Mail application to:
 Office of Women and Minority Business Enterprise
 Haslet Armory
 122 William Penn Street
 Dover, DE 19901

If you have any questions regarding the completion of this application, please contact us at (302) 739-4206.

**Note – This section must be filled out in its entirety for the application to be processed.
 Incomplete applications will not be processed.**

| | | | |
|--|--|--|--------------------------------------|
| 1. Business Name(s), Contact Information, Federal Employee Identification Number or Social Security Number(EIN/SSN) | | | |
| Legal Name of Firm: | | | |
| Doing Business As (If applicable): | | | |
| Federal E.IN or SSN: | | E-Mail Address: | |
| Address line 1: | | | |
| Address line 2: | | | |
| City | | State | Zip Code |
| Country | | | |
| Telephone Number: | | Extension: | Fax Number: |
| Company Web Site Address: | | | |
| Corp <input type="checkbox"/> | LLC* <input type="checkbox"/> | S Corp <input type="checkbox"/> | Partnership <input type="checkbox"/> |
| LLP** <input type="checkbox"/> | Sole Proprietor <input type="checkbox"/> | Joint Venture <input type="checkbox"/> | |
| Date firm was established? | | | |
| Date firm began doing business (date of first contract or sale) | | | |

* Limited Liability Corporation

** Limited Liability Partnership

| | | | |
|--|--|---------------|-------------|
| 2. Primary owner applicant information | | | |
| Name: | | Title: | |
| Home Address: | | City: | State: |
| | | Zip Code: | Country: |
| Telephone Number: | | Extension: | Fax Number: |
| E-Mail Address: | | | |
| Date owner acquired controlling interest? | | | |
| Sex: <input type="checkbox"/> M <input type="checkbox"/> F | | Ethnic Group: | |
| U.S. Citizen or Permanent Resident: <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |

| | | | |
|---|--|---|--|
| 3. Firm is applying as: | | | |
| Minority Business Enterprise | | Women Business Enterprise | |
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American | <input type="checkbox"/> African American | <input type="checkbox"/> Asian American |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Subcontinent Asian | <input type="checkbox"/> Other | <input type="checkbox"/> Subcontinent Asian | <input type="checkbox"/> White American |
| | | <input type="checkbox"/> Other | |

4. Describe, in detail, what product(s) and/or services your business provides. Attach additional pages and/or the company's catalog or inventory list, if needed.

5. Five digit North American Industry Classification System (NAICS) Code(s):
(To assist you in determining your NAICS Code(s) go to www.census.gov/naics)

| | | | | | |
|----|----|----|----|----|----|
| 1. | 2. | 3. | 4. | 5. | 6. |
|----|----|----|----|----|----|

6. Type of Business

| | | |
|---|---|--------------------------------|
| <input type="checkbox"/> Building trade | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Other |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Supplier | |
| <input type="checkbox"/> Generalized service | <input type="checkbox"/> Highway Construction | |
| <input type="checkbox"/> Licensed professional services | | |

7. Provide the following information for: 1) all business owners, 2) corporate directors (if incorporated), 3) officers, and 4) senior management. If more space is needed, attach additional pages.

| Name | Title | Date Appointed | Gender | Ethnicity |
|--------------------------------|-------|----------------|--------|-----------|
| Officers of the Company | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Board of Directors | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

8. Is any owner or board member of the business, an owner or former owner of another firm engaged in the same or similar type of enterprise?

No Yes (If yes, identity below)

9. Are there any written, oral, or implied agreements between persons associated in any manner with the firm concerning its ownership and/or operation? (check one) No Yes

10. Please list the gross receipts of last two years

| | |
|------------------|-----------------|
| (A) Year Ending: | Gross Receipts: |
|------------------|-----------------|

| | |
|------------------|-----------------|
| (B) Year Ending: | Gross Receipts: |
|------------------|-----------------|

11. Number of employees

Full time:

Part time:

Seasonal (approximate):

12. List names and titles of persons who perform the following functions. If more than one, indicate what percent each person handles.

| | Name | Ethnicity | Gender |
|---|------|-----------|--------|
| Financial Decisions | | | |
| Estimating & Bidding | | | |
| Negotiating & Contract Execution | | | |
| Personnel Management | | | |
| Field/Production Operations Supervisor | | | |
| Office Management | | | |
| Marketing/Sales | | | |
| Purchasing of Major Equipment | | | |
| Authorized to Sign Company Checks (for any purpose) | | | |

| | | |
|---|------|----------|
| 13. Identify persons or firms who provide Legal, Accounting, and Banking services: | | |
| Attorney: | | Contact: |
| Phone: | Fax: | Email: |
| Address: | | |
| Accountant: | | Contact: |
| Phone: | Fax: | Email: |
| Address: | | |
| Bank: | | Contact: |
| Phone: | Fax: | |
| Address: | | |

| |
|---|
| 14. If the business is a corporation or LLC, please list the following information: |
| a. Total shares authorized: |
| b. Total shares issued to date: |
| c. Are there any restrictions that limit the voting rights of ethnic minority group members, who are shareholders, within the By-laws or Articles of Incorporation, or any other documents? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain below) |
| |

| |
|--|
| 15. List the three largest contracts or sales completed by the firm during the last three years. List each customer's name and company or organization, the dollar amount of each contract or sale, and the date completed. If any are subcontracts, provide the name of the firm to which you subcontracted. |
| 1. Company or Individual: |
| Address, City, State: |
| Phone: Fax: Email: |
| Description & Amount: |
| 2. Company or Individual: |
| Address, City, State: |
| Phone: Fax: Email: |
| Description & Amount: |
| 3. Company or Individual: |
| Address, City, State: |
| Phone: Fax: Email: |
| Description & Amount: |

16. Has this firm or other firm(s) owned by any of its current owners or officers ever been denied certification by the OMWBE or any other certifying entity (check one)? No; Yes *(If yes, provide the name of the certifying organization and the reason(s) given for denial, below. Attach copies of any relevant documents (letters, appeal documents, etc.).*

| |
|--|
| |
|--|

17. Debarment

Is this company, or any other company owned in full or part by any of this company's owners and/or officers, currently debarred from doing business with the State of Delaware? No; Yes.

18. Is the Business certified as an M/W/BE with any other certifying agency? If yes, provide the name(s) of the certifying organization(s), below, and attach letters or other documents verifying such certification.

No Yes

| Name | Date Certified | Expiration Date |
|------|----------------|-----------------|
| a. | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |
| f. | | |

19. How did you hear about the Office of Minority and Women Business Enterprise:

| | |
|--|---|
| <input type="checkbox"/> OMWBE staff speak at an event sponsored by another organization | <input type="checkbox"/> OMWBE staff at a trade show or expo |
| <input type="checkbox"/> OMWBE's web site | <input type="checkbox"/> Materials published by OMWBE |
| <input type="checkbox"/> Referred by another organization | <input type="checkbox"/> Referred by the owner of an MBE or WBE |
| <input type="checkbox"/> Delaware state employee | <input type="checkbox"/> Other, please explain briefly: |
| | |

Optional Questions

You are not required to answer the following questions and the answers will not affect your company's eligibility for certification. However, the answers will help OMWBE to identify business opportunities that may be suited to your company. Answers may be estimated; exact figures aren't necessary.

| |
|---|
| For all companies |
| How many years has your company been conducting business with you as owner? |
| How many contracts, subcontracts, and/or sales has your company completed during the last 12 months? |
| What is the largest contract, subcontract, or sale your company completed in the past 24 months? |
| Has your company done any business with government? <input type="checkbox"/> No; <input type="checkbox"/> Yes |
| If yes, what level of government (check all that apply): <input type="checkbox"/> Federal; <input type="checkbox"/> State; <input type="checkbox"/> Local |
| Has your company done any business with government in the State of Delaware? <input type="checkbox"/> No; <input type="checkbox"/> Yes |
| Number of government contracts, subcontracts, or sales completed (estimate): |
| For Construction-Related Companies Only (not including suppliers of construction materials) |
| What is your company's bonding capacity? \$ _____ (indicate "unknown" if you do not know) |
| What % of your business is direct contracting? |
| What % of your business is subcontracting? |

State of Delaware Minority and/or Women Business Enterprise Affidavit

Hereafter, "the Business" refers to

Business Name

I understand the illegal nature of receiving public or private funds or other property as a consequence of false representation as to the minority status of the business and do herein certify under penalty imposed by Delaware statutes that the information provided is correct and said information herein may be used for the purposes of certifying the business as a Minority and/or Women Business Enterprise. Any false representation will be grounds for denying certification or initiating decertification in the future.

I agree to make available for inspection to the MWBE office any such materials that may be required to substantiate the degree of minority and women ownership and control of the business. I agree to arrange for on-site inspections of the business' facilities in order to verify information provided in this document.

I agree to provide written information relative to any future change in ownership and/or management of the business to the MWBE office within two weeks of the occurrence of the change. I acknowledge that failure to timely submit required change of status documentation might result in the decertification of the business.

I understand that the certification expiration is three years following the initial date of certification. I further understand that the business must apply for recertification prior to the expiration.

Type or Print Name of Owner

Signature of Owner

Date

Title

Subscribed and sworn to before me this _____ day of _____ ad.

Month, Year

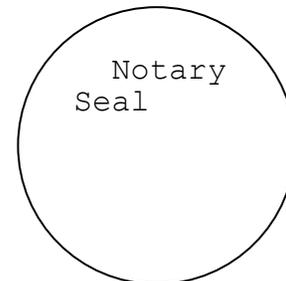
Signed _____
NOTARY PUBLIC IN AND FOR THE

County of _____

State _____

My Commission Expires _____

Date



Insert Date

Delaware MEP
400 Stanton-Christiana Road - Suite A-158
Newark, DE 19713

To Whom It May Concern:

Government Support Services currently has the following procurement opportunity available and would appreciate your efforts in notifying Delaware companies who may be interested in reviewing the contract specifications and submitting a bid.

1. Contract Description: Insert Contract Name
2. Contact Person: Insert Contract Officer's Name
Phone No. 302-857-
3. Contract No. Insert Contract Number
4. Bid Deadline: Insert Proposal Opening Date
5. Bid Opening Location: **Government Support Services, Contracting Section, 100 Enterprise Place, Suite 4, Dover, DE 19904-8202. All bids must clearly display the contract number on the sealed envelope.**

Sincerely,

Insert Contract Officer's Name
State Contract Procurement Officer