

June 29, 2010

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

FROM: ROXANN M. PARKER  
STATE CONTRACT PROCUREMENT OFFICER II  
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SUBJECT: AWARD NOTICE- Addendum #3, Effective November 8, 2011  
CONTRACT NO. GSS10403-RUBBER\_STAMPS  
RUBBER STAMPS

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**KEY CONTRACT INFORMATION**

1. **MANDATORY USE CONTRACT:**

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In accordance with **Title 16, Subsection 9605, Delaware Code**. If any agency of this State intends to procure a product or service on the procurement list, that agency shall, in accordance with the rules and regulations of the Commission, procure such product or service, at the price established by the Commission from the Delaware Industries for the Blind and from qualified rehabilitation facilities. If the product or service is available within the period required by that agency, such procurement shall be mandatory. This chapter, however shall not apply in any case where products or services are available for procurement from any agency of this State and procurement therefrom is required under any statute, rule or regulation.

Pursuant to 16 Del. C., §9602(1) "Agency of this State" shall include all counties, towns, school districts or any other entity which is supported in whole or in part by funds appropriated by the General Assembly. These are Mandatory Use contracts for all that meet this definition.

2. **AGREEMENT PERIOD:**

Each vendor(s) contact shall be valid on July 1, 2010. Set Aside contracts do not carry an expiration date. Addendums may be issued periodically to adjust pricing, terms or add/remove items as necessary. Prices remain fixed/firm unless adjusted by addendum through the State Use Law Commission.

3. **VENDORS:**

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Each agency is responsible for placing their orders with:

**Delaware Industries for the Blind  
1901 N. DuPont Hwy, Biggs Bldg.  
New Castle, DE 19720  
FSF Vendor #: 0000024470**

Submit orders through email at: [dibcustomerservice@state.de.us](mailto:dibcustomerservice@state.de.us)

4. **SHIPPING TERMS:**

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Ordering agency shall be responsible for all shipping costs associated with their orders.

5. **DELIVERY AND PICKUP:**

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~~All rubber stamps will be delivered within 2-4 weeks after receipt of order.~~

DELIVERY AND PICKUP: Continued

Effective 10/17/2011, DIB will not longer directly ship orders from vendor to customer. Per International Organization for Standardization (ISO) policy, all orders must go through DIB's warehouse for inspection prior to being sent to the customer. This means ordering agencies will need to allow additional time for the required inspection in order to meet their in-hands delivery date.

**6. PRICING:**

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Prices shall remain firm for the term of the agreement, unless it is deemed in the best interest of the State to do otherwise and has the approval of the State Use Commission.

**[Please see Excel spreadsheet for complete pricing information.](#)**

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**7. BILLING:**

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

**8. PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**9. PRODUCT SUBSTITUTION:**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.