



100 Enterprise Place, Suite 4
Dover, DE 19904

State of Delaware

Cargo Trailers

Invitation to Bid

Contract No. GSS11601-TRAILERS

May 5, 2011

**- *Deadline to Respond* -
May 30, 2011
*1:00 PM (Local Time)***

CONTRACT NO. GSS11601-TRAILERS

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID" for Cargo Trailers. The invitation consists of the following documents:

INVITATION TO BID - CONTRACT NO. GSS11601-TRAILERS

- 1 DEFINITIONS and GENERAL PROVISIONS
- 2 SPECIAL PROVISIONS and SPECIFICATIONS
- 3 BID QUOTATION REPLY SECTION
 - A – NO BID REPLY FORM
 - B – NON-COLLUSION STATEMENT AND ACCEPTANCE
 - C – QUOTATION SUMMARY
 - D – BUSINESS REFERENCES
 - E – OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE (OMWBE) APPLICATION

In order for your bid to be considered, the bid quotation reply section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number, by Monday, May 30, 2011 at 1:00 PM (Local Time).

Bids 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 and special provisions section of the invitation. Should you need additional information, please contact Peter Korolyk at peter.korolyk@state.de.us or at 302-857-4559.

S:\11601 ITB

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

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.

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Office of Management and Budget
Government Support Services

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 its 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.

LOCAL TIME: Eastern Standard Time/Eastern Daylight Time

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.

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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.

All prices must be quoted in U.S. Dollars.

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, Contracting Section
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.

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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.
- g. The Agency reserves the right to award this contract to more than one vendor pursuant to 29 Del.C. §6926. The basis for such selection shall be: Pricing and product availability.

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SECTION B - AWARD AND EXECUTION OF CONTRACT

1. **CONSIDERATION OF BIDS:**

- a. After the proposals have been opened, the bids will be tabulated and the results will be made available to the public. Tabulations of the bids will be based on the correct summation of items at the unit price bid.
- b. 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:**

Within thirty days from the date of opening proposals, the contract will be awarded or the proposals rejected.

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 **PERFORMANCE BOND Section** as noted on **page 13 of this ITB**. Said bond 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.

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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.

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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.

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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. **BID EVALUATION AND AWARD:**

The Office of Management and Budget, Government Support Services will award this contract to the lowest responsible bidder(s) which in their judgment best serves the interest of the State of Delaware in accordance with Delaware Code Title 29, Section 6923(k). Personnel with experience and technical background may be utilized by the Office of Management and Budget, Government Support Services in making judgment. In case of error in price extension, the unit price(s) shall prevail.

9. **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.

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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.

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CONTRACT NO. GSS11601-TRAILERS
Cargo Trailers
SPECIAL PROVISIONS

1. **CONTRACT REQUIREMENTS:**

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

2. **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.

3. **CONTRACT PERIOD:**

Each vendor's contract shall be valid for one (1) years from July 1, 2011 through June 30, 2012. Each contract may be renewed for three (3) additional one (1) year extension periods through negotiation between the contractor and Government Support Services. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

4. **PRICES:**

Prices shall remain firm for the term of the contract.

5. **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.

6. **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.

7. **SHIPPING TERMS:**

F.O.B. destination; freight pre-paid.

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8. **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.

9. **FUNDING OUT:**

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

10. **BID BOND REQUIREMENT:**

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).

11. **PERFORMANCE BOND REQUIREMENT:**

The Performance Bond requirement has been waived.

12. **MANDATORY INSURANCE REQUIREMENTS:**

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

1. As a part of the contract requirements, the contractor must 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 must 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.

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3. Forty-five (45) days written notice of cancellation or material change of any policies is required.

Administrator, Government Support Services
Contract No. GSS11601-TRAILERS
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.

13. **BASIS OF AWARD:**

Government Support Services shall award this contract to the lowest responsible and responsive bidder(s) who best meets the terms and conditions of the bid. 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 bids 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.

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

Prior to receiving an award, the successful vendor 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) 577-8201 - 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.

15. **HOLD HARMLESS:**

The successful bidder 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 successful bidder, its employees, and invitees on or about the premises and which arise out of the successful bidder's performance, or failure to perform as specified in the Agreement.

16. **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.

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Government Support Services

17. **NON-PERFORMANCE:**

In the event the vendor 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 vendor. Under no circumstances shall monies be due the vendor in the event open market products can be obtained below contract cost. Any monies charged to the vendor may be deducted from an open invoice.

18. **FORCE MAJEURE:**

Neither the vendor 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.

19. **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.

20. **EXCEPTIONS:**

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

21. **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 vendorusage@state.de.us . It shall contain the six-digit department and organization code.

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In accordance with Executive Order 14 – Increasing Supplier Diversity Initiatives within State Government, the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to report on the participation by a minority and/or women owned business (MWBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the MWBE, MWBE contact information (phone, email), type of product or service provided by MWBE and any MWBE certifications for the subcontractor (State MWBE certification, Minority Supplier Development Council, Women’s Business Enterprise Council). The format used for this 2nd Tier report is found in Attachment 9.

2nd tier reports (Attachment 9) shall be submitted to the contracting Agency’s Supplier Diversity Liaison found at http://gss.omb.delaware.gov/omwbe/docs/sdc/mwbe_liaisons.xls and the OMWBE at vendorusage@state.de.us on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

State of Delaware
Monthly Usage Report

State of Delaware									
Monthly Usage Report									
Supplier Name:				GSS11601-TRAILERS		Report Start Date:			
Contact Name:			Report End Date:						
Contact Phone:			Today's Date:						
Agency Name or School District	Division or Name of School	Budget Code	UNSPSC	Item Description	Contract Item Number	Unit of Measure	Qty	Contract Proposal Price/Rate	Total Spend
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
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Note: A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor. The report shall be submitted electronically in **EXCEL** and sent as an attachment to vendorusage@state.de.us . It shall contain the six-digit department and organization code for each agency and school district.

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ATTACHMENT 9

State of Delaware																				
Subcontracting (2nd tier) Quarterly Report																				
Prime Name:						Report Start Date:														
Contract Name/Number						Report End Date:														
Contact Name:						Today's Date:														
Contact Phone:						*Minimum Required			Requested detail											
Vendor Name*	Vendor TaxID*	Contract Name/Number*	Vendor Contact Name*	Vendor Contact Phone*	Report Start Date*	Report End Date*	Amount Paid to Subcontractor*	Work Performed by Subcontractor UNSPSC	M/WBE Certifying Agency	Veteran/Service Disabled Veteran Certifying Agency	2nd tier Supplier Name	2nd tier Supplier Address	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax Id	Date Paid			

Note: A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor

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22. **BUSINESS REFERENCES:**

In order to have your bid considered, please supply three (3) business references consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contact person.

23. **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.

24. **BILLING:**

The successful vendor 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.

25. **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.

26. **PRODUCT SUBSTITUTION:**

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

27. **BID/CONTRACT EXECUTION:**

Both the non-collusion statement that is enclosed with this Invitation to Bid and the contract form delivered to the successful bidder 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> .

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

28. **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 ITB. Subcontractors, if any, shall be clearly identified in the financial proposal.

29. **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.

30. **LIFE CYCLE COSTING:**

If applicable, the specifications contained within this ITB 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.

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. **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.

33. **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.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

34. **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.

35. **ELECTRONIC CATALOG:**

The successful vendor(s) may be required to submit their items list in electronic format designated by the State.

Note: The State of Delaware is in the process of implementing a new financials system, which will require the use of:

- Electronic catalogs
- Commodity/classification code: United Nations Standard Products and Services Code (UNSPSC).
- A unique item ID for all items in our system

The state has made the determination to include the requirement in this contract for two reasons:

1. To find out what vendors can offer.
2. To give the agencies and school districts a level of comfort in using electronic catalogs.

TECHNICAL SPECIFICATIONS

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

A. The initial Trailer types required by the State and its agencies may include the following. The State reserves the right to solicit quotations for and/or add additional Trailers and Technical Specifications at a later date as the State identifies other needs and may include those Trailers in this CONTRACT by way of an addendum.

1. Stock Trailer – with the following standard equipment

- **16' Length- With 1/2 Solid Cut Gate/Two Brake Axle**
- 6' Inside Width
- 6'6" Inside Height
- 2 - 3500 LB. 5 Lug Torsion Axles
- 700-15 8-Ply Rated Tires
- 4" Solid Side-Two Slats (post outside)
- Slide Swing Rear Gate
- One Escape Door
- Treated Flooring
- Necessary Lights and Trim
- Dome Light
- Spare Tire Rack in Front
- Wrap around Window
- Rear Bumper
- Bulldog Coupler
- Standard Safty Chains
- Brake-away w/ charger
- 7-Way Plug
- DOT Tape When Required

2. 30 - 38' Gooseneck trailer:

- Zinc Plated Top Wind Tongue Jack
- Skid Pads
- DOT Tape
- Gooseneck upper deck (minimum length): 5.5'
- Width: 102"
- GVW: 21,000 lbs.
- 2 & 5/16" adjustable height 25,000 lb ball coupler
- Crossmember: 16" on center
- Vertical posts: 16" on center
- Roof bows: 16" on center
- Exterior: Aluminum
- 0.08 Aluminum top wrap

- 12" ATP stoneguard
- DOT tape
- 48" exterior riser ATP
- 3/8" plywood interior sidewall liner
- 3/4" plywood floor decking main body of trailer & gooseneck
- Maximum size heavy duty rear ramp door with spring assist & locks
- 16" ramp door extension
- 36" x 72" side entry door w/lock located on the curb side of the trailer
- 2 horizontal rows recessed "E" track tie down strips on both inside walls
- 3 - axles rated at minimum 7,000 lbs each
- EZ lube hubs
- 6 - 16" 8 hole white steel wheels
- ABS chrome center caps
- 6 - LT235/85R 16 G rated tires
- Electric drum brakes
- Rubber ride suspension
- Wide track
- Breakaway kit
- Double leg 2 speed landing gear
- Exterior access recessed generator box 36"L x 32"H x 30"W or larger
- Generator door to match generator box
- Generator box, aluminum insulated, located curb side of trailer, between side entry door and front of trailer
- 30 amp switch over
- 30 amp switch over
- 110v 30a electric service panel
- 110v 30a motor base receptacle
- 110v exterior shoreline plug wired to electrical system
- 4 - 110v 4' fluorescent light w/diffuser (inside trailer)
- 1 - 12v dome light (inside trailer)
- 2 - 12v cargo lights (inside trailer)
- 2 - 110v 500w recessed exterior quartz lights for the curb side of the trailer
- 1 - 12v surface mount switch
- 1 - 110v 15a 1g switch
- 1 - 110v 15a duplex 1g receptacle (2 outlet) (inside trailer)
- Incandescent tail lights
- Incandescent clearance lights

3. Cargo Trailers:

- **Width:** 7' to 8.5' Wide
- **Frame Construction:** **2" x 6" Tube** (7,000 to 10,000 GVWR) & **2" x 8" Tube** (12,000 to 16,000 GVWR)
- **Coupler Type:** 7,000 to 10,000 GVWR = 2 5/16" - 10,000 lb, 12,000 GVWR = 2 5/16" - 13,000 lb, 14,000 to 16,000 GVWR = 2 5/16" 25,000 – Adjustable
- Center Draw Bar
- **Frame: Length:** 12' to 36'
- **Height:** 6.5' to 9'
- **Axles:** Single, tandem and triple - Rubber Torsion Suspension (GVWR 3,000 to 16,000 lb. +)
- Vertical Posts (Hat tops) - on 16" Centers
- 16 gauge steel sidewall studs and roof bows
- Optional thicker gauge sidewalls
- Roof Bows 16" on center
- Pair of trailer frame distribution bar brackets – round bar
- **Wheels/Tires:** Steel/aluminum, various widths and heights/ radials
- EZ-Lube hubs
- 12in Extended A-Frame Tongue (CDB required)

Vendors shall offer discounts off of catalog list for each of the above three (3) referenced categories, and submit a standard configuration trailer and price quote for each category.

B. Additionally, the Department of Safety and Homeland Security has immediate needs for the following trailer configuration.

Three (3) 8' x 24' White Trailers, 10,000 GVWR-Each trailer will contain the following standard features:

Standard Package Features

- Rear ramp door w/dual spring assist cables
- 3/4" exterior grade plywood, minimum
- 1/4" plywood interior sidewall liner, minimum
- 12v dome light (2) w/wall switch, minimum
- LED wraparound stop/tail/turn lights
- LED clearance lights
- Front & rear fiberglass turbo caps
- Standard OEM aluminum fenders
- .030 minimum prefinished aluminum exterior skin (white)
- Non-corrosive mechanical fasteners
- Seamless aluminum roof
- Tubular steel main rails
- Full height C-channel cross members & outriggers
- Fully undercoated chassis with CPC
- 3 piece A-frame with 2 5/16" ball coupler hitch
- Top crank jack ram hoist w/sand pad
- D.O.T. compliant safety chains w/clevis slip hook and latch
- E-Z lube hubs
- Wet cell battery breakaway system
- 15" radial tires
- Electric brakes w/weather resistant wiring

Optional Requested Features on three (3) trailers

- No Beavertail
- No recessed side step
- One (1) 13,500 BTU A/C w/5600 BTU heat strip, minimum

- One (1) 36" curb side door located at rear of curb side fender, with screens and slider window, and aluminum hinge and RV flush lock system.
- One (1) 36" second curb side door located in front of the curb side fender with screens and slider window, and aluminum hinge and RV flush lock system.
- Two (2) 36" fold up door step - located at both curb side doors
- One (1) 18' roll up awning - locate on trailer to cover both curb side doors
- Two (2) 4' double tube fluorescent light fixture w/diffuser. Locate in front and rear of centered A/C unit
- One (1) exterior front wall spare tire mount – 6-bolt, or A-Frame mounted
- Two (2) Pair of scissor jacks - 5,000 lbs, minimum
- Two (2) external 120v , 500w Telescoping light w/GFI outlet
- Three (3) 30"w x 26"h tinted glass w/horizontal slider windows. Locate one (1) between curb side doors and two (2) on road side
- One (1) spare tire and 6 lug wheel
- Four (4) 110v wall switches - one dedicated to the exterior surface mount light, one to interior lights, one to external telescoping light on curbside- front side, one to the external telescoping light curbside- rear side, near rear curbside door
- Three (3) Pair of trailer frame distribution bar brackets - round bar
- Five (5) 15 amp duplex wall receptacles - locate 42" to center off of floor, three (3) on roadside equally spaced, two (2) on curbside equally spaced
- One (1) 36" ramp door extension
- One (1) standard OEM size and material roof vent
- One (1) 30 amp service panel minimum, with 25' shore power cord with access hatch
- One (1) 6 pin plug for tow vehicle
- 48 ft. of recessed E-Track floor welded to main frame, two (2) rows equally spaced from roadside and curbside walls
- 42 ft. of E-Track-side walls only one (1) row each side excluding side-doors - 36" to center off of the floor.
- One (1) surface mounted outside light 120v, 250w, with downward beam centered under awning
- 60 day temporary tag, notarized and certificate of mailing for certificate of origin

Vendors are asked to provide a quote for the DSHS trailers that contain both standard and optional items. Any deviations or exceptions to the configurations stated shall be noted by the bidding vendor.

BID QUOTATION REPLY SECTION
CONTRACT NO. GSS11601-TRAILERS
CARGO TRAILERS

Please fill out the attached forms fully and completely and return with your bid in a sealed envelope clearly displaying the contract number to Government Support Services by Tuesday, June 2, 2011 at 1:00 PM (Local Time) at which time bids will be opened.

Bids shall be submitted to:

**STATE OF DELAWARE
GOVERNMENT SUPPORT SERVICES
CONTRACTING SECTION
100 ENTERPRISE PLACE - SUITE 4
DOVER, DE 19904-8202**

PUBLIC BID OPENINGS

The public bid opening insures the citizens of Delaware that contracts are being bid fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the bids at the time and place specified and the contract shall be awarded within thirty (30) days thereafter. The main purpose of the bid opening is to reveal the name(s) of the bidders(s), not to serve as a forum for determining the apparent low bidders. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each bid has been determined.

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

NOTE: ONLY THE BIDDER'S NAME WILL BE READ AT THE BID OPENING

BID QUOTE REPLY SECTION A

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

NO BID REPLY FORM

BID # GSS11601-TRAILERS

BID TITLE: Cargo Trailers

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, 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 Bidder's List by so indicating below, or do not return this form or bona fide bid.

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

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

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

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

_____ 4. We cannot submit a Bid 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 Bids are requested.

_____ 7. Other: _____

FIRM NAME

SIGNATURE

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

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

BID QUOTE REPLY SECTION B

CONTRACT NO.: GSS11601-TRAILERS
TITLE: Cargo Trailers
OPENING DATE: Tuesday, June 2, 2011 at 1:00 PM (Local Time)

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder 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.

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

COMPANY NAME _____ (Check one)

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 _____

COMPANY CLASSIFICATIONS: CERT. NO. _____	(circle one)		(circle one)		(circle one)	
	<u>Women Business Enterprise (WBE)</u>	Yes No	<u>Minority Business Enterprise (MBE)</u>	Yes No	<u>Disadvantaged Business Enterprise (DBE)</u>	Yes No

[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 FOR YOUR BID TO BE CONSIDERED

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

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

BID QUOTE REPLY SECTION C

Company Name: _____
Address: _____
City, Address: _____
Contact Name: _____
Phone Number: _____
Email: _____

DELIVERY

Ship Stock _____ days ARO

Ship Non-Stock _____ days ARO

Bid Reply Section A

1. Price for 'standard' Stock Trailer _____
Make _____
Model _____
Warranty _____

(attach copy of Stock Trailer specifications)

Percentage Discount off of other Stock Trailers _____%

Percentage Discount off of optional Stock Trailer Equipment _____%

2. Price for 'sample' Goose Neck Trailer _____
Make _____
Model _____
Warranty _____
(attach copy of Goose Neck Trailer specifications)
Percentage Discount off of other Goose Neck Trailers _____ %
Percentage Discount off of optional Goose Neck Trailer Equipment _____ %

3. Price for 'sample' Cargo Trailer _____
Make _____
Model _____
Warranty _____
(attach copy of Cargo Trailer specifications)
Percentage Discount off of other Cargo Trailers _____ %
Percentage Discount off of optional Cargo Trailer Equipment _____ %

Bid Reply Section B

Three (3) DSHS as configured in the Technical Specifications Section.

Please mark “yes” or “no” if product bid has each of the specifications requested.

TRAILER SPECIFICATIONS				
Choose Yes or No to confirm you offer the specified item and note exceptions (attach separate sheet)				
Item	DESCRIPTION	Yes	No	Exceptions
	Three (3) 8' x 24' White Trailers, 10,000 GVWR-Each trailer will contain the following standard features:			
	<u>Standard Features</u>			
1	• Rear ramp door w/dual spring assist cables			
2	• 3/4" exterior grade plywood, minimum			
3	• 1/4" plywood interior sidewall liner, minimum			
4	• 12v dome light (2) w/wall switch, minimum			
5	• LED wraparound stop/tail/turn lights			
6	• LED clearance lights			
7	• Front & rear fiberglass turbo caps			
8	• Standard OEM aluminum fenders			
9	• .030 minimum prefinished aluminum exterior skin (white)			
10	• Non-corrosive mechanical fasteners			
11	• Seamless aluminum roof			
12	• Tubular steel main rails			
13	• Full height C-channel cross members & outriggers			
14	• Fully undercoated chassis with CPC			
15	• 3 piece A-frame with 2 5/16" ball coupler hitch			
16	• Top crank jack ram hoist w/sand pad			
17	• D.O.T. compliant safety chains w/clevis slip hook and latch			

18	<ul style="list-style-type: none"> E-Z lube hubs 			
19	<ul style="list-style-type: none"> Wet cell battery breakaway system 			
20	<ul style="list-style-type: none"> 15" radial tires 			
21	<ul style="list-style-type: none"> Electric brakes w/weather resistant wiring 			
	<u>Each trailer will contain the following optional items:</u>			
22	<ul style="list-style-type: none"> No Beavertail 			
23	<ul style="list-style-type: none"> No recessed side step 			
24	<ul style="list-style-type: none"> One (1) 13,500 BTU A/C w/5600 BTU heat strip, minimum 			
25	<ul style="list-style-type: none"> One (1) 36" curb side door located at rear of curb side fender, with screens and slider window, and aluminum hinge and RV flush lock system. 			
26	<ul style="list-style-type: none"> One (1) 36" second curb side door located in front of the curb side fender with screens and slider window, and aluminum hinge and RV flush lock system. 			
27	<ul style="list-style-type: none"> Two (2) 36" fold up door step - located at both curb side doors 			
28	<ul style="list-style-type: none"> One (1) 18' roll up awning - locate on trailer to cover both curb side doors 			
29	<ul style="list-style-type: none"> Two (2) 4' double tube fluorescent light fixture w/diffuser. Locate in front and rear of centered A/C unit 			
30	<ul style="list-style-type: none"> One (1) exterior front wall spare tire mount – 6-bolt, or A-Frame mounted 			
31	<ul style="list-style-type: none"> Two (2) Pair of scissor jacks - 5,000 lbs, minimum 			
32	<ul style="list-style-type: none"> Two (2) external 120v , 500w Telescoping light w/GFI outlet 			
33	<ul style="list-style-type: none"> Three (3) 30"w x 26"h tinted glass w/horizontal slider windows. Locate one (1) between curb side doors and two (2) on road side 			
34	<ul style="list-style-type: none"> One (1) spare tire and 6 lug wheel 			
35	<ul style="list-style-type: none"> Four (4) 110v wall switches - one dedicated to the exterior surface mount light, one to interior lights, one to external telescoping light on curbside-front side, one to the external telescoping light curbside- rear side, near rear curbside door 			
36	<ul style="list-style-type: none"> Three (3) Pair of trailer frame distribution bar brackets - round bar 			
37	<ul style="list-style-type: none"> Five (5) 15 amp duplex wall receptacles - locate 42" to center off of floor, three (3) on roadside equally spaced, two (2) on curbside equally spaced 			
38	<ul style="list-style-type: none"> One (1) 36" ramp door extension 			
39	<ul style="list-style-type: none"> One (1) standard OEM size and material roof vent 			
40	<ul style="list-style-type: none"> One (1) 30 amp service panel minimum, with 25' shore power cord with access hatch 			

41	<ul style="list-style-type: none"> One (1) 6 pin plug for tow vehicle 			
42	<ul style="list-style-type: none"> 48 ft. of recessed E-Track floor welded to main frame, two (2) rows equally spaced from roadside and curbside walls 			
43	<ul style="list-style-type: none"> 42 ft. of E-Track-side walls only one (1) row each side excluding side-doors - 36" to center off of the floor. 			
44	<ul style="list-style-type: none"> One (1) surface mounted outside light 120v, 250w, with downward beam centered under awning 			
45	<ul style="list-style-type: none"> 60 day temporary tag, notarized and certificate of mailing for certificate of origin 			

(please attach copy of configuration bid, and separately list any changes or exceptions to the optional requested)

Prices bid for DSHS configuration

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
8' x 24' Trailer, 10,000 GVWR, color-white	3	\$ _____	\$ _____
Standard OEM Warranty	Months/Years: _____		
Extended Warranty (State any options/pricing) If none, please state so.	Months/Years _____ Months/Years: _____ Months/Years: _____		
Please state applicable locations for service/maintenance:			
1. _____			
2. _____			
3. _____			

BID QUOTE REPLY SECTION D

Business References

CONTRACT NO. **GSS11601-TRAILERS**
Contract Name: **CARGO TRAILERS**

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract.

1. Business Name/Mailing Address:
Contact Name/Phone Number:
Number of years doing business with :
Describe type of work performed:

2. Business Name/Mailing Address:
Contact Name/Phone Number:
Number of years doing business with :
Describe type of work performed:

3. Business Name/Mailing Address:
Contact Name/Phone Number:
Number of years doing business with :
Describe type of work performed:



BID QUOTE REPLY SECTION E

State of Delaware

Office of Minority and Women Business Enterprise Certification Application

The most recent application can be downloaded from the following site:

<http://gss.omb.delaware.gov/omwbe/certify.shtml>



Complete application and mail, email or fax to:

Office of Minority and Women Business Enterprise (OMWBE)
100 Enterprise Place, Suite 4
Dover, DE 19904-8202
Telephone: (302) 857-4554 Fax: (302) 677-7086
Email: deomwbe@state.de.us
Web site: <http://gss.omb.delaware.gov/omwbe/index.shtml>