

# State of Delaware

**Backhoe/Loader**

**Invitation to Bid**

**Contract No. GSS11621-BACKHOE**

**JULY 25, 2011**

**- *Deadline to Respond* -  
*AUGUST 23, 2011*  
*2:00 P.M. local time***

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**CONTRACT NO. GSS11621-BACKHOE**

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID" for Backhoe/Loader. The invitation consists of the following documents:

INVITATION TO BID - CONTRACT NO. GSS11621-BACKHOE

- 1 DEFINITIONS and GENERAL PROVISIONS
- 2 SPECIAL PROVISIONS
- 3 TECHNICAL SPECIFICATIONS
- 4 BID QUOTATION REPLY SECTION
  - a. Attachment 1 - No Bid Reply Form
  - b. Attachment 2 - Non-Collusion Statement
  - c. Attachment 3 - Sample Monthly Usage Report
  - d. Attachment 4 - Bid Forms
  - e. Attachment 5 - Office of Minority and Women Business Enterprise Information

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 August 23, 2011, 2:00 p.m. local time

**Bids shall be submitted to:**

**STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
CONTRACT ADMINISTRATION  
800 BAY ROAD  
DOVER, DE 19901**

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 Contract Administration via e-mail at [dot-ask@state.de.us](mailto:dot-ask@state.de.us) or call 302-760-2031.

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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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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 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.

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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.

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.

**Delivery Service:**  
STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
CONTRACT ADMINISTRATION  
800 BAY ROAD  
DOVER, DE 19901

**U.S. Mail:**  
STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
CONTRACT ADMINISTRATION  
PO Box 778  
DOVER, DE 19903

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, interlineation, 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.

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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 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.

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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. See Special Provision 34 for additional warranty requirements.

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 section 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 section 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.

Revised 7/1/2009

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Office of Management and Budget  
Government Support Services

CONTRACT NO. GSS11621-BACKHOE  
Backhoe/Loader  
SPECIAL PROVISIONS

1. **CONTRACT REQUIREMENTS:**

This contract will be issued to cover the Backhoe/Loader 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.** All Covered Agencies as defined in 29 Del. C. §6902(6) 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, school districts, and the Legislative Branch are specifically exempted from the requirements of this subchapter. In addition, the Delaware Transit Corporation is exempt from the entire procurement chapter. Pursuant to 29 Del. C. §6904(l) and (n) respectively, the Department of Elections and the Board of Pension Trustees have certain exemptions from the procurement chapter which may or may not apply to this Invitation to Bid.

3. **CONTRACT PERIOD:**

Each vendor's contract shall be valid upon contract execution through December 31, 2012. Each contract may be renewed for three (3) additional one year extensions through negotiation between the contractor and the Office of Management and Budget, 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 each term of the contract.

5. **PRICE ADJUSTMENT:**

For the second and each succeeding term, the Office of Management and Budget, 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.

6. **SHIPPING TERMS:**

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

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7. **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.

8. **FUNDING OUT:**

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

9. **BID BOND REQUIREMENT:**

Bid Bond Waived.

10. **PERFORMANCE BOND REQUIREMENT:**

Performance Bond Waived

11. **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 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.
3. Forty-five (45) days written notice of cancellation or material change of any policies is required.

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Contract Administrator, [dot-ask@state.de.us](mailto:dot-ask@state.de.us)  
Contract No. GSS11621-BACKHOE  
State of Delaware  
Department Of Transportation  
PO Box 778  
DOVER, DE 19903  
FAX: 302-739-2254

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

12. **BASIS OF AWARD:**

The Office of Management and Budget, 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.

The Office of Management and Budget, 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.

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

Prior to receiving an award, the successful vendor shall either furnish the Office of Management and Budget, 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 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.

14. **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.

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.

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16. **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.

17. **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.

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:**

Bidders may elect to take minor exception to the terms and conditions of this ITB. The Office of Management and Budget, Government Support Services shall evaluate each exception according to the intent of the terms and conditions contained herein, but 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.

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 reporting period, 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 [dot-ask@state.de.us](mailto:dot-ask@state.de.us). It shall contain the six-digit department and organization code.**

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Government Support Services

21. **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.

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.

23. **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.

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.

25. **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 the Office of Management and Budget, 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.

26. **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, Office of Management and Budget, 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. **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.

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28. **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.

29. **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.

30. **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](http://www.energystar.gov) for complete product specifications and updated lists of qualifying products.

31. **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.

32. **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.

33. **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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34. **WARRANTY REQUIREMENTS**

The successful bidder shall extend to the ordering Agency a policy guarantee on parts, equipment, and services, against defective material and workmanship for a period of two (2) years from date of unit acceptance. Any item which is normally covered by the warranty policy but is determined to have been damaged through misuse or operator neglect will be exempt from coverage. In cases where items that are excluded from coverage under this warranty policy but are covered by a manufacturer's policy, the manufacturer's policy will be provided to the Agency.

1. Warranty period shall begin after the unit(s) has been inspected by Agency personnel and found to be totally in compliance with the terms, conditions and specifications of this contract, and accepted.
2. If any part of the unit is normally covered by a warranty policy for more than two (2) years, the full period of warranty policy will be provided to the ordering Agency.
3. When warranty work is required, the ordering Agency will notify the successful bidder and/or their designated maintenance facility. All warranty work shall be performed in the ordering Agency's district facility to which the equipment is assigned, at no additional cost to the Agency, unless the nature of the work dictates the use of a specialized facility. In such cases, the vendor will provide all necessary transportation both to and from the specialized facility or bidder's location.
4. The successful bidder shall comply with the manufacturer's warranty or authorize a qualified dealer in the locality in which the unit is assigned to do whatever is required to comply with the manufacturer's warranty without cost to the Agency.
5. Upon notification that warranty work is required, the successful bidder will be required to begin necessary repairs and/or adjustment within three (3) working days. The necessary work will be accomplished as expeditiously as possible, however, in no case shall it exceed the authorized time standard established by the manufacturer plus an additional three (3) working days for scheduling, unless parts are required. If parts are required, ten (10) working days, in addition to the time indicated above, will be allowed for their procurement. If the ordering Agency agrees to additional time for warranty work, it must be documented prior to the occurrence.

35. **REPAIR PARTS**

The successful bidder shall supply the ordering Agency with a complete parts list of all major components installed on equipment supplied to the Agency. Parts information shall be provided and shall include the manufacturer's name, part number, model number, description, etc. Additionally, provide a list of the suggested minimum stocked parts which should be kept on hand. The bidder will be required to provide repair parts to the ordering Agency within five (5) working days after receipt of either a verbal, telephone or mail order for a period of ten (10) years from date of delivery.

36. **ELECTRONIC CATALOG:**

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

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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.

37. **SUBSEQUENT NEEDS**

There is the possibility of subsequent need of same or similar products by eligible covered Agencies during the contract period. Such needs will be communicated to the awarded vendor(s) for quotation with all terms and conditions of the contract being applicable.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services  
**BACKHOE LOADER FOUR-WHEEL DRIVE  
SPECIFICATIONS**

**1. INTENT AND PURPOSE:**

It is the intent and purpose of this specification to describe the basic minimum requirements for the supply of a rubber tired tractor mounted, extended type **Backhoe and Loader Four-Wheel Drive**. All standard items shall be provided even if not specifically identified in the specification. The bidder shall submit with their bid a complete set of specifications on the units they propose to furnish. The units proposed shall be new and must be current model.

The bidder shall provide a unit which complies with all applicable Federal and State safety regulations including, but not limited to all O.S.H.A. regulations, and must make a complete operating unit, even if not specifically identified herein.

Prior to delivery, the unit(s) shall be clean, lubricated, serviced and ready for immediate use.

The Agency shall be provided a copy of the Manufacturer's Service and Warranty Policy with all warranty certification vouchers, certifications or coupons and line-setting tickets.

**2. SAFETY AND SECURITY:**

- 2.1 The unit is to be equipped with OSHA-Approved four-post Roll-Over Protective Structure (ROPS), and Falling Objects Protective Structure (FOPS that conforms to SAE J1040. It shall also be equipped with a seat belt (including the holder/retractor), an independent hand brake, a Slow Moving Vehicle (SMV) emblem, and a lift-arm support device.
- 2.2 Vandalism protection shall include a provision for securing, via a key lock, the engine compartments (including radiator fill cap) and fuel cap.
- 2.3 One (1) first aid kit, Zee Deluxe Truck Kit P/N 105 or approved equal shall be mounted in the cab.
- 2.4 One (1) fire extinguisher, 5-pound ABC (minimum) dry chemical charge, with heavy duty bracket shall be mounted in the cab.

**3. ENGINE:**

- 3.1 The engine shall meet the following criteria as a minimum:
  - a. Four cylinder turbo diesel, 244 cubic inch displacement as a minimum, also meet Tier II emissions certifications.
  - b. Ninety (90) horsepower, (Net) minimum, gross torque @ 1400 rpm, 287 ft.-lb. minimum.
  - c. Two-stage fuel filtering system.
  - d. The engine shall include an audible high coolant temperature alarm and a low oil pressure warning light.

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- e. 110 volt - 65 watt block heater, minimum.
- f. There shall be a grid heater starting system which is operated from inside the cab.
- g. Cooling system shall be standard, protection to -40 degrees Fahrenheit with corrosion protection.
- h. Air, Fuel and oil filters shall be replaceable disposable type. One (1) set of replacement filters shall be supplied with each unit purchased.
- i. The air filter shall be a heavy duty dry type with a cab mounted restriction indicator.
- j. The engine shall be equipped with a gauge package consisting of the following:
  - 1. fuel level
  - 2. engine oil pressure
  - 3. engine water temperature
  - 4. charging system
  - 5. hydraulic oil temperature
  - 6. tachometer with hour meter
  - 7. parking brake engagement
- k. Warning lights are acceptable for the items listed in Paragraph J.

**4. TRANSMISSION AND TORQUE CONVERTER:**

- 4.1 The transmission shall meet the following minimum criteria:
  - a. Power-reversing, fully synchronized, torque-converter transmission.
  - b. Shall be clutchless reversing shuttle.
  - c. Four-speed synchromesh with hydraulically actuated clutches and electric F/R shuttle control, clutch disconnect buttons on the transmission shifter and loader control lever.
  - d. The torque ratio shall be 2.50 at a minimum.

**5. BRAKE SYSTEM:**

- 5.1 The operating brakes shall be fully sealed, individually applied, hydraulically actuated, maintenance-free, self adjusting, inboard mounted, wet disc.
- 5.2 The emergency brake shall be standard for the machine being offered.
- 5.3 The parking brake shall be standard for the machine being offered.
- 5.4 Items 5.1 and 5.2 can be combined.

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**6. TIRES:**

- 6.1 Front tires shall be - 14 x 17.5, 10 ply rating minimum or the size to match 4 x 4 trans ratio with rear tires.
- 6.2 Rear tires shall be - 21L x 24, 10 ply rating minimum.

**7. ELECTRICAL:**

- 7.1 The electrical system shall be heavy duty, 12-volt, negative ground, with the following items provided as a minimum.
  - a. Heavy duty battery(s) - 12 volt system.
  - b. Alternator, 85 ampere, minimum.
  - c. Battery(s) with a minimum of 900 cold cranking amps.
  - d. Heavy duty starter.
  - e. Electric wipers/washers front and rear.
  - f. Horn - air or electric.
  - g. Four (4) adjustable halogen rear work lights minimum.
  - h. An electrical back-up warning system with an audible alarm.
  - i. Fuses and relays shall be located in a single panel location. Fuses shall be standard automotive blade type.
  - j. A minimum of two (2) combination stop, tail and directional lights.
  - k. Four-way flashing hazard lights.
  - l. Gauges shall be standard for machine being offered.
  - m. Instrument panel lighting and cab lights.
  - n. Two (2) front directional lights.
  - o. One (1) single strobe amber light, universal type Whelen #SS-360 D-Series or Target Tech Model #951 strobe shall be supplied. The strobe shall be protected by a branch guard for the model supplied. It shall have a power supply/low intensity adjustment. The light control shall be provided by dash-mounted, 3-position, roll over switch. The mounting shall be on the cab roof. The bidder may offer any combination of lights as long as the above functions are met.
  - p. Two (2) front halogen work lights minimum.
  - q. Power plugs shall have two (2) 30-amps each.

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**8. HYDRAULIC AND STEERING SYSTEM:**

- 8.1 The hydraulic system pump capacity shall be a minimum of 38 GPM.
- 8.2 The hydraulic system relief pressure shall be at a minimum of 3,045 PSI.
- 8.3 Filtration, 7-micron, full flow replaceable cartridge on return line, condition indicator light for filter.
- 8.4 Oil-Cooler shall be heavy duty.
- 8.5 The power steering system shall be hydrostatic.

**9. CAB AND BODY:**

- 9.1 The unit shall be equipped with a ROPS cab with the following items as a minimum:
  - a. Doors standard for model offered, with latch open capability, lockable in closed position.
  - b. Safety glass shall be tinted throughout with opening panels on doors, inside release.
  - c. Front and rear windshield wipers/washers.
  - d. Filtered fresh air intake/defroster with air conditioning. Replacement air filters shall be supplied with each unit ordered. Eight (8) adjustable roof vents, two (2) floor vents w/heater.
  - e. Vandal protection
  - f. Adjustable/swivel suspension seat with seat belt.
  - g. Cab entrance steps.
  - h. License plate bracket with light.
  - i. Slow moving vehicle emblem.
  - j. Acoustical lining.
  - k. Floor mats.
  - l. Grab safety rails.
  - m. Interior light, door activated.
  - n. Two (2) 6-1/2" x 9-1/2" minimum rearview mirrors, one each side of cab.
  - o. Pressurized cab.
  - p. AM/FM radio with clock.

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- q. Flat deck design with anti-skid floor surface.
  - r. Tool box
  - s. Sun visor
- 9.2 The unit body shall be equipped with lockable hood side panels and service access points shall be protected behind locked panels, or be inside the cab or have lockable caps. All locks shall be included.
- 9.3 All lockable items specified above shall be identically keyed unless some items, by design, require padlocks. In this case, the required padlocks will be furnished and be keyed identically so that no more than two (2) keys will be needed to fit all locks on the machine.

**10. LOADER OPERATING INFORMATION:**

- 10.1 The machine shall be equipped with an attachment bracket for quick changing of attachments. The necessary pins shall be hydraulically actuated from the operator's compartment.
- 10.2 The loader bucket type and capacity shall be as follows:
- a. Quick change, general purpose.
  - b. Single lever control for lift and tilt, clutch disconnect button on control.
  - c. Automatic self-leveling.
  - d. Bucket position indicator.
  - e. Bucket Capacity: - heaped 1.2 cubic yards minimum.
  - f. Bucket Capacity: - struck 1.0 cubic yards minimum.
  - g. Width: 88" minimum.
- 10.3 Breakout force: 10,200 pounds minimum.
- 10.4 Lift capacity at maximum height: 6,900 pounds minimum.
- 10.5 Operating Weight: 15,000 pounds minimum.
- 10.6 Bucket Turning Clearance/4x4 disengaged without brakes, 28 foot maximum.
- 10.7 Dump clearance: 8'4" foot minimum.
- 10.8 Hinge pin - full height: 11'0" foot minimum.
- 10.9 Roll back, ground: 40 degrees
- 10.10 Minimum width of bucket: 90 inches minimum.
- 10.11 Digging depth: 2.0 inches minimum.

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**11. BACKHOE:**

**11.1a The machine shall be equipped with an attachment bracket for quick changing of attachments. The necessary pins shall be manually actuated from the operators' compartment.**

- |       |  |   |
|-------|--|---|
| 11.1  | Heavy duty buckets:                              | 12" 24" 36" trenching buckets and 48" ditch clean-out, smooth edge. |
| 11.2  | Retracted stick depth:                           | 14'5" minimum.  |
| 11.3  | Extended stick depth:                            | 17'11" minimum.   |
| 11.4  | Loading height retracted:                        | 11'5" minimum.  |
| 11.5  | Loading height extended:                         | 13'8" minimum.  |
| 11.6  | Reach from swing pivot/retracted:                | 18'1" minimum.  |
| 11.7  | Reach from swing pivot/extended:                 | 21'7" minimum.  |
| 11.8  | Reach from rear axle retracted:                  | 21'6" minimum.  |
| 11.9  | Reach from rear axle extended:                   | 25'3" minimum.  |
| 11.10 | Digging force-bucket:                            | 12,000 pounds minimum.  |
| 11.11 | Digging force-stick retracted:                   | 8,000 pounds minimum.   |
| 11.12 | Digging force-stick extended:                    | 5,700 pounds minimum.   |
| 11.13 | Stabilizer spread:                               | 10'5" minimum.  |
| 11.14 | Minimum bucket rotation:                         | 180 degrees minimum.  |
| 11.15 | Boom lift capacity at plus 8' retracted:         | 2,900 pounds minimum.   |
| 11.16 | Boom lift capacity at plus 8' extended:          | 2,000 pounds minimum.   |
| 11.17 | Stick/Dipper lift capacity at plus 8' retracted: | 4,900 pounds minimum.   |
| 11.18 | Stick/Dipper lift capacity at plus 8' extended:  | 3,100 pounds minimum.   |

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**12. PAINT:**

- 12.1 The unit shall be painted to manufacturer's standard color and specifications, however, the finished product shall include as a minimum a rust inhibitive primer coat and a finished color coat. The finished dry paint film thickness shall be 4 mils at a minimum.

**13. MANUALS AND TAPES:**

- 13.1 Operator's Repair Parts and Shop Repair Manuals or CD ROMS shall be provided for all components. The manual listed shall be official O.E.M. publications supplemented with technical manuals for all components as published by sub-Vendors/manufacturers.
- a. One (1) Operator's Manuals NO CD ROM needed for this item.
  - b. One (1) Repair Manual or CD ROM.
  - c. One (1) Parts and Service Manual or CD ROM (per unit) covering major components not listed in above a. and b., i.e., engines, transmissions and rear axles or an Internet based technical reference which covers the major component above rear names and passwords to major components, i.e., engines, transmissions and rear axles, manufacturer's site.

**14. TRAINING:**

- 14.1 The successful bidder shall arrange with the manufacturer to conduct a minimum of five (5) hours of operation, preventive maintenance and service instruction. This instruction shall be conducted at a location to be designated by the Department within four (4) weeks after delivery of the completed unit. If required, training shall be performed at each District (up to four (4) locations). Operator training shall consist of the following at a minimum: operator maintenance, adjustments, and how to use the full capabilities of the equipment as well as its safe and effective operation. In addition, you shall provide mechanical training on basic operation of the equipment, adjustments, preventive maintenance and repair.
- 14.2 One (1) operator training VHS videos or DVD. DVD is preferred. This operator training video shall cover operator inspection, operator minor maintenance, adjustments and how to operate equipment.
- 14.3 The successful bidder shall be contacted by the ordering Agency personnel to arrange the specific areas to be covered. However, for planning purposes, scheduled servicing, trouble shooting of the transmission, engine, and various systems and suggested preventive maintenance should be considered.

**15. OPTIONS:**

- 15.1 Pavement Removal Bucket: Size shall be 36" width. Construction shall be T-1 steel. Teeth shall be of cast steel.
- 15.2 Pallet Forks: Tines shall be heat-treated, forged, and manually adjustable with a 60" wide carriage. Tine size shall be 1 1/2" x 4" x 48". Shall include a brick guard and be open frame design for visibility.
- 15.3 Extra Plumbing for backhoe boom, hydraulic attachments, with inside cab controls.

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- 15.4 Concrete, Asphalt Hydraulic Breaker Hammer: Working pressure 1735 to 2320 minimum. Oil flow (GPM), 12.7 to 19. Blows per minute 730 to 970 minimum. Shall have concrete and pavement chisels.
- 15.5 Boom Mounted Plate Compactor: Impulse force 6500 lbs. Frequency 2000 CPM. Hydraulic flow 20 GPM. Bottom plate size 24" x 33" minimum.

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BID QUOTATION REPLY SECTION

CONTRACT NO. GSS11621-BACKHOE

BACKHOE/LOADER

Please fill out the attached forms fully and completely and return with your bid in a sealed envelope clearly displaying the contract number to the Department of Transportation / Contract Administration by August 23, 2011, 2:00 p.m. local time at which time bids will be opened.

**Bids shall be submitted to:**

**STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
CONTRACT ADMINISTRATION  
800 BAY ROAD  
DOVER, DE 19901**

**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.

ATTACHMENT 1

STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
CONTRACT ADMINISTRATION  
800 BAY ROAD  
DOVER, DE 19901

NO BID REPLY FORM

**BID #GSS11621-BACKHOE**

**BID TITLE: BACKHOE/LOADER**

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.**

ATTACHMENT 2

CONTRACT NO.: GSS11621-BACKHOE
TITLE: BACKHOE/LOADER
OPENING DATE: August 23, 2011

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 the Office of Management and Budget, 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

Table with 3 columns: Women Business Enterprise (WBE), Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE). Each column has Yes/No options to be circled.

[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



**GSS11621-BACKHOE**

**ATTACHMENT 4**

**BID PAGES**

# **BID PROPOSAL FORMS**

**CONTRACT**

**GSS11621-BACKHOE**

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

GSS11621-BACKHOE

PAGE 1  
25JUL11

\*\* ALL COLUMNS MUST BE COMPLETED AS INDICATED \*\*

ITEM NO.	APPROXIMATE QUANTITY	UNIT PRICE (FIGURES)	EXTENDED AMOUNT
1	2	Backhoe  \$ _____ UNIT - EACH	
2	1	Rear Hydraulic  \$ _____ UNIT - EACH	
3	1	Hammer  \$ _____ UNIT - EACH	
4	1	Compacter Plate  \$ _____ UNIT - EACH	
5	1	Fork Attachment  \$ _____ UNIT - EACH	
6	1	Pavement Removal Bucket  \$ _____ UNIT - EACH	

TOTAL BID PRICE \$ \_\_\_\_\_

AVAILABILITY OF SPARE PARTS AND SERVICE IS A REQUIREMENT FOR CONSIDERATION OF THE BID.

LOCATION OF THE PARTS AND SERVICE FACILITY NEAREST TO THE DOVER, DE FOR THE EQUIPMENT

OFFERED IS: \_\_\_\_\_

(REQUIRED)

## Attachment 5

**OMWBE Certification Application found here:**

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

## State of Delaware

**Office of Minority and Women Business Enterprise  
Certification Information**



**Complete application and mail, email or fax to:**

Office of Minority and Women Business Enterprise (OMWBE)  
100 Enterprise Place, Suite 4 Dover, DE 19904 Telephone: (302) 857-4554 Fax: (302) 677-7086  
Email: [deomwbe@state.de.us](mailto:deomwbe@state.de.us)

Web site: <http://gss.omb.delaware.gov/omwbe/index.shtml>

Link to Certification Application: <http://gss.omb.delaware.gov/omwbe/certify.shtml>