



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

September 12, 2011

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

FROM: WILLIAM W. PICKRUM
DEPUTY DIRECTOR, GOVERNMENT SUPPORT SERVICES
302-857-4559

SUBJECT: **AWARD NOTICE – Addendum #2 – Effective April 10, 2014**
CONTRACT NO. GSS11628-BUSES
SMALL TRANSIT BUSES

TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION

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



KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT:

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

REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. CONTRACT PERIOD:

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

The contract shall be valid from September 12, 2011 through May 27, 2014.

Contract extended to expire May 27, 2015.

3. VENDORS:

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

National Bus Sales and Leasing, Inc.
P.O. Box 6549
Marietta, GA 30065-0549

www.nationalbussales.com

FSF Vendor # 0000102969

Karla Lynch
Phone 800-282-7981 x4230
Fax 770-422-9007
klynch@nationalbussales.com

4. SHIPPING TERMS:

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

F.O.B. destination.

5. DELIVERY AND PICKUP:

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

Individual agencies shall coordinate delivery through the vendor representative.

6. PRICING:

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

For current price schedule please refer to the GSS11628-BUSES contract page and select the link for the pricing spreadsheet.

The prices offered by National Bus Sales and Leasing are subject to change during the term of the contract. Before pricing can be changed, the vendor must submit a proposal, along with description and justification, to the National Joint Powers Alliance (NJPA). NJPA retains the right to review and accept or reject the changes requested.

For terms and conditions allowing for price changes, please go to the following website:

http://www.njpacoop.org/contract-purchasing-solutions/contracts/contract-details?ltemplate=details&pageld=41&lcommtpeid=10&item_id=326&category=&subcategory=

Once on the contract website, select the link for the Request for Proposal and proceed to Section J – Requesting Price Changes, beginning on page 21.

ADDITIONAL TERMS AND CONDITIONS

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

7. BILLING:

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

8. PAYMENT:

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

9. PRODUCT SUBSTITUTION:

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

10. 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.

11. PURCHASE ORDERS:

Agencies are required to identify the contract number GSS11628-BUSES, on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

12. REQUIREMENTS:

This contract is for the procurement of small, light duty transit vehicles for 13 – 25 passengers, and shall be made available to any State Agencies, School District, Political Subdivision, or Volunteer Fire Company.

13. HOLD HARMLESS:

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

14. NON-PERFORMANCE:

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

15. FORCE MAJEURE:

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

16. AGENCY'S RESPONSIBILITIES:

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable

difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.

- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

17. COOPERATIVE CONTRACT:

Government Support Services executed a Participating Addendum to join with NJPA and utilize the contract competitively bid by the National Joint Powers Alliance. The original solicitation was titled as Public Mass Transit and Transportation Related Vehicles with Accessories and Attachments.

All NJPA associated documentation can be viewed at the following website address:

http://www.njpacoop.org/contract-purchasing-solutions/contracts/contract-details?ltemplate=details&pagelId=41&lcommtpeid=10&item_id=326&category=&subcategory=

Interested agencies have the ability to review any of the associated documentation.