



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

June 29, 2012

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

FROM: Monnica May  
STATE CONTRACT PROCUREMENT  
302-857-4553

SUBJECT: **AWARD NOTICE – Addendum # 6 – Effective July 27, 2015**  
**CONTRACT NO. GSS12526-MAINT\_REPAIR**  
**FLEET MAINTENANCE AND REPAIR**

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**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

**KEY CONTRACT INFORMATION**

**1. MANDATORY USE CONTRACT**

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**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**

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Each contractor's contract shall be valid for a one (1) year period from July 1, 2012 through June 30, 2013. Each contract may be renewed for four (4) additional one (1) year period through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

Addendum # 4 extends the contract for one (1) additional year through June 30, 2015.

Addendum #5 extends this contract for an additional month through July 31, 2015.

**Addendum #6 extends this contract for an additional month through August 31, 2015.**

**3. VENDORS**

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Addendum # 4 removes Carman Ford Lincoln from the contract.

<p><b>Admiral Tire and Auto of Newark</b>          1929 Kirkwood Hwy          Newark, DE 19711          Contact: Jason Kuch          Telephone: 302-737-2460          Fax: 302-368-3983  <a href="mailto:info@admiraltire.com">info@admiraltire.com</a>          FSF # 0000029829          Add'l service location in Dover            208 W. Cowgill St, 302-734-5911</p>	<p><del><b>Carman Ford Lincoln</b></del>  <del>193 S. DuPont Hwy</del>  <del>New Castle, DE 19720</del>  <del>Contact: Stephen Hudson</del>  <del>Phone 302-323-2315</del>  <del>Fax 302-323-1342</del>  <del><a href="mailto:shudson@carmanautogroup.com">shudson@carmanautogroup.com</a></del>  <del>FSF # 0000025800</del>    <b>**Effective July 1, 2014 – Carman Ford Lincoln is no longer an approved vendor under this contract</b></p>
<p><b>First Choice Auto &amp; Truck Repair, Inc.</b>          533 Rogers Road          New Castle, DE 19720          Contact: Kenneth Williams          Phone 302-656-1433</p>	<p><b>First Choice Auto &amp; Truck Repair of Middletown</b>          128 Patriot Drive, Unit 3          Middletown, DE 19709  <b>Contact: Jim Booth</b>  <b>Phone 302-376-6333</b></p>

Fax 302-656-2341 <a href="mailto:Kw1stchoic@aol.com">Kw1stchoic@aol.com</a> FSF # 00000136027	<b>Fax 302-376-6338</b> <a href="mailto:Jim@1stchoicemiddletown.com">Jim@1stchoicemiddletown.com</a> FSF # 00000136110
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<b>Fox Run Automotive Inc.</b> 610 Connor Blvd Bear, DE 19701 Contact: Michael J. DeFino Phone 302-834-1200 Fax 302-834-4077 <a href="mailto:mdefino@foxrunauto.com">mdefino@foxrunauto.com</a> FSF # 0000027687	<b>Fred Drake Automotive</b> 4195 DuPont Hwy Townsend, DE 19734 Contact: R. Fred Drake Jr. Phone 302-378-4877 Fax 302-378-8679 <a href="mailto:freddrakeauto@gmail.com">freddrakeauto@gmail.com</a> FSF # 0000027587
<b>Frederick Ford</b> 26905 Sussex Hwy Seaford, DE 19973 Contact: Stephen Brown Phone 302-629-4553 Fax 302-629-3464 <a href="mailto:sbrown@frederickford.com">sbrown@frederickford.com</a> FSF # 0000025124	<b>Hertrich's Capitol</b> 1127 S. DuPont Hwy. Dover, DE 19901 Contact: Bruce Robinson Telephone: 302-734-7505 Fax: 302-734-2099 <a href="mailto:brobinson@hertrichs.com">brobinson@hertrichs.com</a> FSF # 0000025657
<b>Hertrich Ford Lincoln of Milford</b> 1427 Bay Rd Milford, DE 19963 Contact: Mike Bullis Telephone: 302-422-5452 Fax: 302-839-0556 <a href="mailto:mbullis@hertrichs.com">mbullis@hertrichs.com</a> FSF # 0000030782	<b>Hertrich of New Castle Inc.</b> 120 S. DuPont Hwy New Castle, DE 19720 Contact: Brenda Daniels Phone 302-323-1100 Fax 302-323-0610 <a href="mailto:bdaniels@hertrichs.com">bdaniels@hertrichs.com</a> FSF # <b>0000071185</b>
<b>i.g. Burton and Company, Inc. (Milford)</b> 793 Bay Road Milford, DE 19963 Contact: Jen Couture Telephone: 302-422-3041 Fax: 302-422-1669 <a href="mailto:jcouture@igburton.com">jcouture@igburton.com</a> FSF # 0000024647  Two add'l service locations 605 Bay Rd, Milford 302-424-3041 24799 Sussex Hwy, Seaford 302-629-5514	<b>Townsend Bros Inc.</b> 1450 S. DuPont Hwy Dover, DE 19901 Contract: Tony Hall Phone 302-674-0100 Fax 302-674-5411 <a href="mailto:thall@townsendchevy.com">thall@townsendchevy.com</a> FSF # 0000024548

<p><b>W.T. Schrider &amp; Sons, Inc.</b>          24572 Betts Pond Rd          Millsboro, DE 19966          Contact: Bill T. Schrider III          Phone 302-934-1900          Fax 302-934-5393  <a href="mailto:bill@inandouttires.com">bill@inandouttires.com</a>          FSF # 0000030561</p>	<p><b>William T. Wadkins Garage, Inc.</b>          402 N.E. Front St          Milford, DE 19963          Contact: William T. Wadkins, Jr.          Telephone: 302-422-0265          Fax: 302-422-7075  <a href="mailto:wadkinsgarage@aol.com">wadkinsgarage@aol.com</a>          FSF # 0000018309</p>
<p><b>Winner Ford of Dover</b>          591 S. DuPont Hwy          Dover, DE 19901          Contact: Tom Wanstall          Phone 302-735-0445          Fax 302-735-2222  <a href="mailto:twanstall@winnerauto.com">twanstall@winnerauto.com</a>          FSF # 0000025747</p>	

**4. DELIVERY AND PICKUP**

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Please review pricing spreadsheet for pick-up and delivery options for each vendor.

**5. PRICING**

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Pricing spreadsheet is available on the Fleet Maintenance and Repair contract page.

Prices will remain firm for the term of the contract year.

**ADDITIONAL TERMS AND CONDITIONS**

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**6. 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.

- a. Fleet Services Billing

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Fleet Services has instituted a department specific billing procedure that all provider is required to accept. Specifically, invoices for services and supplies provided to Fleet Services are to be sent directly to the Financial Operations unit in the Office of Management and Budget. Fleet Services staff will no longer pay by credit card, or collect and list invoices for payment. Vendors will continue to provide a work order or copy of the invoice with the cost that will be charged on the subsequent invoice sent to Financial Operations.

Hard copy invoices must be mailed to:

OMB – Financial Operations  
Attn: Brook Hughes  
122 William Penn Street  
Suite 101  
Dover, DE 19901  
Phone # 302-672-5201

Or, electronic invoices may be sent as email attachments to the following address:

[OMB\\_FinOper@state.de.us](mailto:OMB_FinOper@state.de.us)

## **7. 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.

## **8. 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.

## **9. 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.

## **10. PURCHASE ORDERS**

Agencies are required to identify the contract number **GSS12526-MAINT\_REPAIR** on all Purchase Orders (P.O) and shall complete the same when entering P.O. information in the State's Financial Reporting System.

## **11. REQUIREMENTS**

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

## **12. 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.

## **13. 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.

## **14. 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.

## **15. 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>.

## **16. GENERAL SAFETY INSPECTION REQUIREMENT**

As part of any preventative maintenance service performed, the following general safety inspection shall be performed. The general safety inspection shall include the following items:

- a) Brakes: Visually inspect brakes to determine condition, unless otherwise specified at the time of service, check brake and emergency brake operation, report results on work order.
- b) Tires: Check pressure and adjust to Manufacturer's Standards.
- c) Fluids: Check and fill to the recommended level for the Transmission, Differential, Brake, and Power Steering fluids, and Engine Coolant.
- d) Chassis: Visually inspect and lubricate as necessary.
- e) Electrical System: Check starting battery condition, and visually inspect battery and terminal conditions, and clean terminals of excess corrosion, when necessary.
- f) Filters, Belts, Hoses, Exhaust System: Inspect and recommend service.
- g) Exterior: Check door handles & locks, window operations, door, trunk & hood hinges, wiper operation/condition, fuel fill cap, lamps and light bulbs and overall condition.
- h) Interior: Seat belt operation, seat adjustments, mirrors, visors, heater defroster, air conditioning, light bulbs and fuses, and gauge performance.
- i) Check the following components for wear: Steering system, suspension, shocks, & CV joint boots.

## **17. PREVENTATIVE MAINTENANCE SERVICES**

Preventative Maintenance (PM) packages have been divided up into five separate categories (A through E), which are:

- PM A – Synthetic Blend Oil Change
  - Remove Oil and Replace with Synthetic Blend Oil
  - Replace Oil Filter
  - Perform Safety Inspection
  
- PM B – Synthetic Blend Oil Change and Tire Rotation
  - Remove Oil and Replace with Synthetic Blend Oil
  - Replace Oil Filter
  - Tire Rotation (4) Tires

- Perform Safety Inspection
- PM C – Synthetic Blend Oil Change, Tire Rotation and Brake Inspection
  - Remove Oil and Replace with Synthetic Blend Oil
  - Replace Oil Filter
  
  - Tire Rotation (4) Tires
  - Brake Inspection (4) Tires including clearly identifying brake lining measurement on service ticket. (Not meant to include brake replacements).
  - Perform Safety Inspection
- PM D – Synthetic Blend Oil Change, Tire Rotation and Air Filter Change
  - Remove Oil and Replace with Synthetic Blend Oil
  - Replace Oil Filter
  - Tire Rotation (4) Tires
  - Remove and replace with new Air Filter
  - Perform Safety Inspection
- PM E – Major Service Event – Synthetic Blend Oil Change, Service Transmission, Tire Rotation, Coolant System Check & Flush, Check Belts, and Replace Spark Plugs & Wires
  - Remove Oil and Replace with Synthetic Blend Oil
  - Replace Oil Filter
  - Service the Transmission, including replacing Filter and Fluid with new (Power Flush is NOT acceptable)
  - Tire Rotation (4) Tires, or Recommend Tire Replacement (Do not bid on tire replacement as part of this service)
  - Inspect Hoses, Pressure Test System, Flush Engine Cooling System and Install New Coolant
  - Inspect Belt Condition(s) and check/modify Tension(s)
  - Replace Spark Plugs and Spark Plug Ignition Wires
  - Perform Safety Inspection

**Please note:** Synthetic blend oil must contain a minimum of 30% synthetic oil.

All Preventative Maintenance (PM) pricing shall include the parts (where applicable) and the labor to complete the repair.

## **18. ACCESS TO OTHER CONTRACTS**

The State of Delaware may maintain other independent contracts that may overlap with the products offered by a submitting vendor. At a minimum, the following contracts may provide some vehicle related services:

- Tires and Tubes
- Vehicle Transmission Repair
- Glass Repair and Replacement

The preceding contracts are provided as an example of other awards that may overlap with the Fleet Maintenance and Repair contract once it is awarded. There may also be other agency contracts that also provide access to fleet maintenance and repair.

Additionally, the Department of Corrections also offers some repair services that may be utilized by state agencies.



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