



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

September 19, 2012

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

FROM: WILLIAM W. PICKRUM
DEPUTY DIRECTOR, GOVERNMENT SUPPORT SERVICES
302-857-4501

SUBJECT: **AWARD NOTICE – Addendum # 1, effective 11/5/2012**
CONTRACT NO. GSS12609-REFURB_LAPTOP
Refurbished Laptops

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OF
KEY CONTRACT INFORMATION

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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.

Under Title 29 §6933, The State of Delaware is authorized to participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of materiel or nonprofessional services with 1 or more public procurement units either within the State or within another state in accordance with an agreement entered into between the participants.

2. CONTRACT SCOPE:

This agreement is established to provide for the purchase of refurbished laptop or notebook computers by the Delaware school system.

The Region VIII Education Service Center is a political subdivision of Texas. TEX. EDUC. CODE §8.001 *et seq.* Texas Education Code §8.002(a) permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts in improving student performance and increasing the efficiency and effectiveness of school operations. Authority for such services is granted under sections 791.001 to 791.029 of the Local Government Code; V.T.C.A as amended ("TICA"). TICA also expressly states that a party to an Interlocal contract may contract with a similar agency of another state. TEX. GOV'T CODE §791.001(b) (2).

Region VIII Education Service Center has agreed to provide cooperative purchasing services to the State of Delaware through a Program known as The Interlocal Purchasing System (TIPS) Program. This agreement is for the purchase of refurbished laptop/notebook computers **only**.

3. CONTRACT PERIOD:

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Each contractor's contract shall be valid through February 22, 2013.

4. VENDORS:

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GSS12609-REFURB_LAPTOPV01 FSF ID: 0000035642 CDI Computer Dealers, Inc. 6351 West Montrose #272 Chicago, IL 60634-1563 POC: Michael McKean Phone: 888-226-5727, Ext 3858 Fax: 800-449-5920	GSS12609-REFURB_LAPTOPV02 FSF ID: 0000144235 Pacific OneSource, Inc. Dba: School Tech Supply 766 Hampshire Road, Unit B Westlake Village, CA 91361-5940 POC: Marc Netka Phone: 866-499-2580, Ext 84 Fax: 888-801-3381
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Email: mmckean@cdicomputers.com Website: www.cdicomputers.com	Email: marc.netka@schooltechsupply.com Website: www.schooltechsupply.com
GSS12609-REFURB_LAPTOPV03 FSF ID: 0000023230 Xchange Technology Group DbA: PartStock Computer 1820 Elm St, SE Minneapolis, MN 55414-2500 POC: Devang Shah or Eric Ogden Phone: 877-928-4800 Fax: 612-378-7299 Email: dshah@partstock.com Website: http://www.partstock.com	

5. SHIPPING TERMS:

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F.O.B. destination; freight pre-paid, unless otherwise clearly stated in writing.

6. DELIVERY AND PICKUP:

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Ordered products shall be shipped within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the ordering agency will be notified as to why the product has not shipped and shall be provided an estimated shipping date, if applicable. The ordering agency may cancel the order, if estimated shipping time is not acceptable.

7. PRICING:

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

ADDITIONAL TERMS AND CONDITIONS

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8. 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.

9. 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.

10. 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.

11. 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.

12. REQUIREMENTS - LIFECYCLE COSTING:

To comply with 29 Del. C. §6934, the ordering agency must perform a lifecycle costing analysis to demonstrate negotiated price is reasonable for the intended use. The analysis must be forwarded to contracting@state.de.us and approved **prior** to purchase.

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

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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>.