



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

December 6, 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 # 2, effective August 15, 2013**  
**CONTRACT NO. GSS12693-BRIEFS**  
**Incontinent Briefs**

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**KEY CONTRACT INFORMATION**

**1. MANDATORY USE CONTRACT:**

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- a. **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.
- b. 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. Government Support Services, Office of Management and Budget has entered into a cooperative agreement with the State of Colorado, under the National Association of State Procurement Officer (NASPO)/Western States Contracting Alliance (WSCA) for the procurement of Incontinent Briefs.

**2. CONTRACT PERIOD:**

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Each contractor's contract shall be valid through August 14, 2013. Each contract may be renewed for six (6) 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. If the State of Arkansas exercises the option, Delaware will provide written notice to Manufacturer prior to the end of the current term. Total term of contract shall not to exceed seven (7) years.

**This contract has been extended through August 14, 2014.**

**3. VENDORS:**

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**GSS12693-BRIEFSV01**

Arkansas State Contract # 4600027444/SP-12-0039

FSF Vendor ID: 0000159738

Binson's Hospital Supplies, Inc.

26834 Lawrence Street

Center Line, MI 48015-1269

Attn: Robbyn J. Martin

Phone: 586-755-2300, Ext 3453

Fax: 586-755-2322

Email: [robbynm@binsons.com](mailto:robbynm@binsons.com)

Website: [www.binsons.com](http://www.binsons.com)

<b>GSS12693-BRIEFSV02</b> Arkansas State Contract # 4600027445/SP-12-0039 FSF Vendor ID: 0000022390 First Choice Medical Supply, LLC 127 Interstate Dr. Richland, MS 39218-9485 Attn: Stacey Holt Phone: 800-809-4556 or 601-949-2981 Fax: 800-921-2334 Email: <a href="mailto:stacy.holt@fcms.com">stacy.holt@fcms.com</a> Website: <a href="http://fcms.com/">http://fcms.com/</a>	Orders/Customer Service: Phone: 800-809-4556 Fax: 800-921-2334 Website: <a href="http://www.fcms.com">www.fcms.com</a> (with login and password)  Emergency Contact: Robin Wilson Phone: 800-809-4556 Cell: 601-624-4759 Email: <a href="mailto:robin.wilson@fcms.com">robin.wilson@fcms.com</a>
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**4. SHIPPING TERMS:**

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F.O.B. destination; freight pre-paid. Responsibility and liability for loss or damage will remain with contractor until final inspection and acceptance when responsibility will pass to the Buyer except as to latent defects, fraud, and Contractor’s warranty obligations. Any portion of a full order originally shipped without transportation charges (that failed to ship with the original order, thereby becoming back-ordered) will also be shipped without transportation charges.

**5. DELIVERY AND PICKUP:**

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Purchasing entities reserve the right to inspect Goods provided under this Agreement at all reasonable times and places during the term of the Master Price Agreement and Participating Addendum. If any of the Goods do not conform to Master Price Agreement, as amended by the participating Addendum and Order, requirements, the Purchasing Entity will require Manufacturer, directly or through its Distributor, to promptly provide the Goods again in conformity with the Master Price Agreement, as amended by the Participating Addendum and Order, requirements, at no additional cost to the Purchasing Entity. This remedy shall in no way limit the remedies available to the Purchasing Entity in other provisions of the Master Price Agreement, the Participating Addendum, or remedies otherwise available in equity or at law, including the Uniform Commercial Code (“UCC”), all of which may be exercised by the Purchasing Entity, at its option, in lieu of or in conjunction with the preceding measures.

**6. PRICING:**

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Prices will remain firm for the term of the initial contract year. See Pricing Spreadsheet.

**ADDITIONAL TERMS AND CONDITIONS**

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**7. PRODUCT REQUIREMENTS:**

Standard Brief	Product Performance					
	Size	Maximum	Minimum	WaistROA	Rewet Capacity	
	inches	inches	inches	<seconds	<grams	>grams
Youth	21.0	15.0	15"-22"	45.0	0.51	100
Small	26.0	17.5	20"-31"	45.0	0.51	300

Medium	31.0	24.0	32"-44"	45.0	0.51	500
Regular	33.0	27.0	40"-48"	45.0	0.51	800
Large	36.5	29.5	45"-58"	45.0	0.52	100
Extra Large	38.0	31.0	56"-64"	45.0	0.52	100
Extra Extra Large	38.0	33.5	62"-67"	45.0	0.52	100

**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:**

- a. 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.
- b. The Manufacturer, its designated Distributor or agent shall accept a government issued or "P-Card" or any similar payment instrument, as an accepted method of purchase and payment against the Master Price Agreement.

**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. SAFETY NOTIFICATIONS:**

- a. Manufacturer shall notify all purchasing entities that have placed Orders pursuant to the Participating Addendum against the Master Price Agreement, of recall notices, warranty replacements, safety notices, or any other applicable notice regarding the Goods being sold under the Master Price Agreement or the Participating Addendum. Such notice shall be given in writing within fifteen (15) calendar days of the date the Manufacturer becomes aware of, or issues, such notices.
- b. Manufacturer shall notify all purchasing entities by phone immediately of any recall, safety notice, warranty replacements, or issues regarding the Goods that relate to the safety of the goods and/or officers. Such phone notification shall be followed by written notification from Manufacturer to all

Purchasing Entities within fifteen (15) calendar days of the date the Manufacturer becomes aware of, or issues, such notices.

**13. WARRANTIES:**

- a. Panel Warranty: The bullet- or stab-resistant protective panel portion of the Goods sold under the Master Price Agreement and Participating Addendum or Order shall be warranted by the Manufacturer for a minimum of five (5) years, from the date of delivery to the purchasing entity, to meet the threat level of protection at which it was found by the NIJ to comply with the NIJ 0101.06 requirements for Bullet-Resistant Body Armor and/or the NIJ Standard-0115.0, Stab Resistance of Personal Body Armor (whichever, or both if dual certified, as applicable). This warranty assumes the Good has not been subject to misuse, abuse, unauthorized repair or alteration, or damage. The bullet- or stab-resistant protective panel portion of the Goods sold under the Master Price Agreement and the Participating Addendum and Order shall be warranted by the Manufacturer to be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the Purchasing Entity. Any Good that fails to meet this warranty shall be replaced by the Manufacturer, at no cost to the Purchasing Entity.
- b. Carrier Warranty: The carrier portion of the Goods sold under the Master Price Agreement and any Participating Addendum or Order shall be warranted by the Manufacturer for a minimum of one (1) year, from the date of delivery to the Purchasing Entity, to be free from defects in materials and workmanship. This warranty assumes the Good has not been subject to misuse, abuse, unauthorized repair or alteration, or damage. Any Good that fails to meet this warranty shall be replaced by the Manufacturer, at no cost to the Purchasing Entity.
- c. General: All goods furnished under the Master Price Agreement and the Participating Addendum shall be new and in good working order, free from defects in materials or workmanship, installed properly and in accordance with Manufacturers' recommendations or other industry standards and will function in a failure-free manner. Manufacturer shall repair or replace, at its option, any Goods that fail to satisfy this warranty.

**14. MEASUREMENT AND FIT:**

Each Body Armor product shall be manufactured to fit a specific individual following professional measurement. Manufacturer-authorized measurement and fit protocols shall be professionally conducted by manufacturer-designated distributors, dedicated sales representatives or agents. Body armor sample vests may be used to assist in establishing initial size and fit for individual officers, however, sample vests may not be used for final fittings. All sizing, measurements, and final fitting shall be done at no expense to the purchasing entity. Body armor improperly fitted to an individual wearer shall be adjusted or replaced and returned to the individual within thirty (30) days by the contractor at no expense to the purchasing entity.

**15. INSTRUCTION:**

The Manufacturers Agent shall offer instruction or provide presentations as requested by individual law enforcement and/or correctional agencies regarding the care, usage, and limitation of bullet-resistant and stab-resistant armor. Briefings to training academy classes regarding proper fit, care, and maintenance during fitting and measurement visits may also be required.

**16. DISIGNATED DISTRIBUTOR/AGENT RESPONSIBILITIES:**

Designated Body Armor manufacturer distributors/agents are expected to stay current with manufacturer products, pricing, and award requirements.

**17. 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.

**18. 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.

**19. 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.

**20. 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

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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>.