



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

# State of Delaware

Trucks and Vans – Model Year 2014 or Later

## Invitation to Bid

**Contract No. GSS13560-TRUCKS\_VANS**

November 12, 2013

**- *Deadline to Respond* -  
November 25, 2013  
1:00 pm (Local Time)**

**CONTRACT NO. GSS13560-TRUCKS\_VANS**

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID" for GSS13560-TRUCKS\_VANS . The invitation consists of the following documents:

INVITATION TO BID - CONTRACT NO. GSS13560-TRUCKS\_VANS

- I. DEFINITIONS and GENERAL PROVISIONS
  - A – GENERAL PROVISIONS
  - B – AWARD AND EXECUTION OF CONTRACT
  - C – GENERAL AUTHORITY
  - D – EQUAL OPPORTUNITY
- II. SPECIAL PROVISIONS
- III. TECHNICAL SPECIFICATIONS
- IV. BID QUOTATION REPLY SECTION

**SAMPLE REPORTS**

- 1 – MONTHLY USAGE REPORT SAMPLE
- 2 – SUBCONTRACTING (2<sup>ND</sup> TIER) QUARTERLY REPORTING SAMPLE

**ATTACHMENTS**

- A – PROPOSAL REPLY REQUIREMENTS
- B – NO BID REPLY FORM
- C – NON-COLLUSION STATEMENT AND ACCEPTANCE
- D – ~~BID BOND~~ **Bond NOT Required**
- E – SUBCONTRACTOR INFORMATION FORM
- F – BUSINESS REFERENCES
- G – ITB EXCEPTIONS
- H – CONFIDENTIAL AND PROPRIETARY INFORMATION
- I – OFFICE OF SUPPLIER DIVERSITY (OSD) APPLICATION

APPENDIX A – PRICING SPREADSHEET

Both appendixes are made part of this solicitation and are available for download at the following site:

<http://bids.delaware.gov/>

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 **November 25, 2013** at 1:00 pm (Local Time).

**Bids shall be submitted to:**

**STATE OF DELAWARE  
GOVERNMENT SUPPORT SERVICES  
CONTRACTING SECTION  
100 ENTERPRISE PLACE - SUITE 4  
DOVER, DE 19904-8202**

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 Danielle Ridgway at [Danielle.ridgway@state.de.us](mailto:Danielle.ridgway@state.de.us)

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**GOVERNMENT SUPPORT SERVICES**

**I. 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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**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.

**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.

**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.

**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.

**BOND**: The approved form of security furnished by the Vendors and its surety as a guaranty of good faith on the part of the Vendor to execute the work in accordance with the terms of the contract.

**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.

**DESIGNATED OFFICIAL**: The agent authorized to act for the Agency.

**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.

**LOCAL TIME**: Eastern Standard Time/Eastern Daylight Time

**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.

**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.

**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 its has contracted.

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**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**

The attention of bidders is called to the fact that, unless stated otherwise, any 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.

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.

**All prices must be quoted in U.S. Dollars.**

**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**

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).

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.

**STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services, Contracting Section  
100 Enterprise Place – Suite 4  
Dover, DE 19904-8202**

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.

**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, interlineations, 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.

**16. ADDENDA TO THE ITB**

If it becomes necessary to revise any part of this ITB, revisions will be posted at <http://bids.delaware.gov/>. By submitting an offer to the State, vendors have acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Invitation to Bid.

**17. LOBBYING AND GRATUITIES**

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a State of Delaware employee or agent of the State of Delaware concerning this ITB or the award of a contract resulting from this ITB shall have their proposal immediately rejected and shall be barred from further participation in this ITB.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this ITB upon agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, the State of Delaware shall have the right to annul any contract resulting from this ITB without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

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All contact with State of Delaware employees, contractors or agents of the State of Delaware concerning this ITB shall be conducted in strict accordance with the manner, forum and conditions set forth in this ITB.

**18. SOLICITATION OF STATE EMPLOYEES**

Until contract award, vendors shall not, directly or indirectly, solicit any employee of the State of Delaware to leave the State of Delaware's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the State of Delaware's contracting officer. Solicitation of State of Delaware employees by a vendor may result in rejection of the vendor's proposal.

This paragraph does not prevent the employment by a vendor of a State of Delaware employee who has initiated contact with the vendor. However, State of Delaware employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under state or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

**19. INDEPENDENT CONTRACTORS**

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the State of Delaware's discretion as to the location of work for the contractual support personnel during the project period.

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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**

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.

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**

Successful bidders shall furnish bond, unless bond(s) have been waived as noted in the Special Provisions, 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.

The bond forms shall be provided by the Agency and the surety shall be acceptable to the Agency.

**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.

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**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 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 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 AUTHORITY**

**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.

**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.

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- 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.

**10. SEVERABILITY**

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

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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. During the performance of this contract, the contractor agrees as follows:
  - 1. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, gender identity or national origin. The contractor will take positive steps to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.
  - 2. 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, sexual orientation, gender identity or national origin."
- c. 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.
- d. 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.

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Trucks and Vans – Model Year 2014 or Later

**II. SPECIAL PROVISIONS**

**1. CONTRACT REQUIREMENTS**

This contract will be issued to cover the Police Pursuit Vehicle requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, Municipality 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 Request for Proposals.

**3. CONTRACT PERIOD**

Each vendor's contract shall be valid for one (1) year from December 1, 2013 through November 30, 2014. Each contract may be renewed for three (3) additional one (1) year extension periods through negotiation between the contractor and 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 the term of the contract. All prices shall be quoted in U.S. Dollars.**

**5. NUMBER OF COPIES WITH MAILING OF PROPOSAL**

To be considered, all proposals must be submitted in writing and respond to the items outlined in this ITB. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a vendor signature. The one (1) copy saved to CD or DVD media disk, or USB memory stick, must contain the completed Appendix A – Pricing spreadsheets saved in an Excel format.

**6. COOPERATIVES**

Vendors, who have been awarded similar contracts through a competitive bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation.

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**7. PRICE ADJUSTMENT**

During the initial term of the contract the Vendor is not prohibited from offering a price reduction on its services or materiel offered under the contract. The State is not prohibited from requesting a price reduction on those services or materiel during the initial term or any subsequent options that the State may agree to exercise.

If agreement is reached to extend this contract beyond the initial one (1) year period, the Division of 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.

**8. SHIPPING TERMS**

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

**9. 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.

Prior contract utilization may be viewed at the following site:

[http://contracts.delaware.gov/contracts\\_detail.asp?i=1555](http://contracts.delaware.gov/contracts_detail.asp?i=1555)

**10. FUNDING OUT**

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

**11. BID BOND REQUIREMENT**

The Bid Bond requirement has been waived.

**12. PERFORMANCE BOND REQUIREMENT**

The Performance Bond requirement has been waived.

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**13. MANDATORY INSURANCE REQUIREMENTS**

Certificate of Insurance and/or copies of insurance policies for the following:

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 Commercial General Liability and at least one of the other coverages depending on the type of service or product being delivered.

a. Commercial 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.

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

**Administrator, Government Support Services  
Contract No. GSS13560-TRUCKS\_VANS  
State of Delaware  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202**

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

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**14. BASIS OF AWARD**

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.

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, awards by fuel type, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

**15. STATE OF DELAWARE BUSINESS LICENSE**

Prior to receiving an award, the successful vendor shall either furnish 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 19899-8750 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.

**16. 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.

**17. 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.

**18. 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.

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**19. 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.

**20. 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.

**21. EXCEPTIONS**

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

Exceptions must be submitted utilizing Attachment G to be considered. Government Support Services maintains sole discretion to reject any vendor exceptions that are submitted.

**22. MANDATORY USAGE REPORTING**

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 Monthly Usage Report (Sample Report 1) shall be furnished on the 15<sup>th</sup> (or next business day after the 15<sup>th</sup> day) of each month by the successful Vendor **Electronically in Excel format** detailing the purchasing of all items on this contract. The Monthly Usage Reports shall be submitted electronically in EXCEL and sent as an attachment to [vendorusage@state.de.us](mailto:vendorusage@state.de.us). It shall contain the six-digit department and organization code. 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, Vendors 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.

In accordance with Executive Order 14 and 29 – Increasing Supplier Diversity Initiatives within State Government and Ensuring Representation of Veteran-Owned Businesses..., the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to report on the participation by a minority, woman, or veteran owned business (Diversity Supplier) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, or veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women's

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Business Enterprise Council). The format used for this Subcontracting 2<sup>nd</sup> Tier report is found below (Sample Report 2).

Subcontracting 2nd tier reports shall be submitted to the contracting Agency's OSD at [vendorusage@state.de.us](mailto:vendorusage@state.de.us) on the 15<sup>th</sup> (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

### **23. 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.

**PLEASE DO NOT UTILIZE STATE OF DELAWARE PERSONNEL AS REFERENCES.**

### **24. 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.

### **25. 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.**

### **26. 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.

### **27. 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 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.

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**28. OPPORTUNITY BUYS**

The Director for the State of Delaware, Office of Management and Budget, Government Support Section can waive use of a central contract pursuant to 29 Del. C. §6911(e). A process has been developed to permit any vendor the opportunity to submit an Opportunity Buy offer to the State for goods and/or services for consideration despite the existence of a central contract. See [http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity\\_buy\\_flowchart.pdf](http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity_buy_flowchart.pdf). The Director will afford any vendor on an existing central contract an opportunity to match or to beat the Opportunity Buy offer made by a non-contracted vendor prior to a waiver being granted.

**29. I FOUND IT CHEAPER**

Director for the State of Delaware, Office of Management and Budget, Government Support Section can waive use of a central contract pursuant to 29 Del. C. §6911(e). A process has been developed to permit any State employee or Vendor to identify a lower price for material and or services for consideration despite the existence of a central contract. See [http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity\\_buy\\_found\\_cheaper\\_flowchart.pdf](http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity_buy_found_cheaper_flowchart.pdf). The Director will afford any Vendor on an existing central contact an opportunity to match or to beat the I Found It Cheaper suggestion and if not matched or beaten, approve the purchase via a waiver.

**30. 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, 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>

**31. 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.

**32. 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.

### **33. 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

### **34. ENVIRONMENTAL PROCUREMENT PRODUCTS**

- a. Energy Star - If applicable, the Contractor must provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency in order to keep overall event costs to a minimum. The Contractor is encouraged to visit [www.energystar.gov](http://www.energystar.gov) for complete product specifications and updated lists of qualifying products.
- b. Green Products – third party certification of green products accepted from GSS w/approved green certification shall be offered wherever available in addition to or as a substitute for non-green products.
- c. Contractors shall report all green items procured during the monthly reporting period using the Usage Report that will be provided to the awarded Vendor(s).
- d. Environmental Procurement Policies of the State shall determine acceptable consideration and credit for environmentally preferred products and services in the performance of this award. The State Environmental Procurement Policies may be found:  
<http://gss.omb.delaware.gov/contracting/documents/agencyboilers/espp.pdf>.

### **35. 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.

### **36. 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.

### **37. AUDIT ACCESS TO RECORDS**

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Vendor agrees to make such records available

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for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized

State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

**38. 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.

**39. ELECTRONIC CATALOG**

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

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:

- a. To find out what vendors can offer.
- b. To give the agencies and school districts a level of comfort in using electronic catalogs.

**40. SUBCONTRACTS**

Subcontracting is permitted under this ITB and contract. However, every subcontractor shall be identified in the Proposal (Attachment E) and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The Vendor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the ITB and with all local, State and Federal Laws. The Vendor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

**If a company elects to be a subcontractor for another vendor, the subcontractor may not independently bid on this solicitation.**

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**41. AGENCY'S RESPONSIBILITIES**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Vendor to the Agency and render to the Vendor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Vendor.
- 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>.

**42. CONFIDENTIALITY**

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 *Del. C.* Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a Vendor feels that they cannot submit

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their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must

submit such information in a separate, sealed envelope labeled "Proprietary Information" with the ITB number. The envelope must contain Attachment H describing the documents in the envelope,

representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002, and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

If the Vendor does not have any documents it declares confidential or proprietary, Attachment H should be completed by checking the appropriate box found at the top of the attachment.

**43. OPTIONAL ALTERNATIVE FUEL CAPABILITY**

The State of Delaware is obligated to procure passenger vehicles that utilize alternative fuels, as defined by the federal Energy Policy Act. For model year 2013 this will constitute 75% of all new qualifying units. The State is "fuel neutral" and will consider O.E.M. offerings for any alternative fuel type that meets applicable federal guidelines. An alternative fuel vehicle, for the purposes of this contract, will be any bi-fuel or flex-fuel vehicle that can be operated on gasoline and another alternative fuel. Vehicles offered shall be warranted by the O.E.M. to meet all federal guidelines/laws and meet or exceed federal air quality standards (given the State properly maintains and services the vehicles) for a time period no less than the length of the manufacturer's powertrain warranty. Any alternative fuel system quoted must provide a tank or tanks which provide sufficient alternative fuel to allow the vehicle a travel range of no less than 125 miles.

**44. OPTIONAL TEMPORARY TAGS**

When requested by individual agencies on their purchase order, each vehicle must be delivered with a minimum twenty (20) day temporary tag, the cost of which may be charged to the ordering agency.

**45. APPLICABLE DOCUMENTS**

The following standards, or applicable parts of the issue in effect on date of this ITB, shall apply at the discretion of interested State agencies.

State of Delaware Motor Vehicle Code  
Federal Motor Vehicle Safety Standards  
Military Specification MIL-C-0083933A  
Federal Standard 297-A  
NTEA Dump Body and Conversion Hoist Chart  
Delaware Department of Transportation Standards and Regulations  
DE Code, Title 7, Chapter 67 Motor Vehicle Emissions

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**46. FRANCISED OR AUTHORIZED REPRESENTATIVE**

The bidder must be able to certify that it is a franchised and/or authorized factory representative, and is able to furnish the specified units bid. The State reserves the right to require that manufacturer certification is delivered within five (5) business days from the time it is requested.

**47. CERTIFICATE OF ORIGIN**

The following documents must be included with each vehicle at time of delivery:

- A. The Certificate of Origin
- B. Title Application
- C. Odometer Mileage Certification

**48. SPECIFICATIONS REQUIREMENTS**

All equipment listed in each specification must be standard OEM equipment normally offered to the general public.

**49. PRODUCTION / ORDER CUTOFF DATES**

Bids shall include cut off dates for each vehicle bid, if known. Awarded vendor(s) shall provide these production dates to the designated State Contract Officer, Government Support Services, State of Delaware, as soon as they become available. The awarded vendor(s) remains obligated to notify the State to any subsequent changes to a manufacturer's production schedule throughout the life of the contract. The awarded vendor(s) shall notify the State of any production date changes within two (2) weeks after the manufacturer publishes said changes.

**50. VEHICLE WARRANTY**

Bidders are encouraged to submit their best OEM Warranties for each vehicle category bid, at no additional cost to the State. The length of the OEM warranty will be a factor in determining the lowest overall price to the State. **NOTE:** The bidding vendor will have sole responsibility for **all** warranty issues, including the coordination of repairs for vehicle conversions such as, but not limited to, supplemental cooling systems, body defects, electrical problems, dump or utility bodies, lighting systems, etc. It is to be understood the State will not coordinate a warranty repair that involves multiple parties such as a supplemental equipment provider, an installer/converter and the vehicle manufacturer/supplier. The awarded bidder will be the sole contact and coordinator of warranty repairs and service.

**51. DEALER SERVICE BULLETINS**

Minimum of one (1) copy each bulletin already published applicable to the model year car purchased must be furnished before the time of delivery of the first new vehicle. Fleet Services is to be placed on the mailing list to receive one (1) copy minimum of dealer service bulletins each time it is published. All aforementioned bulletins must be supplied to at no charge. Failure to supply these bulletins could lead to disqualification in future bids.

The awarded vendor shall also make available service bulletins to any other agencies or organization, eligible to order through this contract, on an "as requested" basis at no additional charge.

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**52. SERVICE**

Service by authorized representative of the vehicle and equipment manufacturers must be available within the State of Delaware. Prior to delivery each vehicle shall be completely serviced by the awarded vendor(s). Service shall include not less than; lubrication, wash, engine tune-up, wheel alignment and all other checks and adjustments required for proper complete servicing of a new vehicle.

**53. BROCHURES**

Sales literature, ordering information and color charts shall be made available to agencies on an "as requested" basis at no additional charge.

**54. MODEL YEAR ROLL-OVER**

The State of Delaware will consider any request for a contract roll-over to the next model year after the passing of the vehicle manufacturer's final production cut-off date, at the same contract pricing, specifications, terms and conditions or better. By submitting a bid to this contract, if awarded, the vendor shall work with the vehicle manufacturer to obtain contract roll-over pricing for the remainder of the original contract term.

If vendor is unable to secure the requested contract roll-over pricing for the remainder of the original contract term, the vendor shall notify the State Contract Officer in writing and provide the vehicle manufacturer contact name, title of the contact, and the contact telephone number. The State reserves the right, at its discretion, to independently confirm a vehicle manufacturer's decision to deny contract roll-over pricing.

**55. GLOBAL POSITIONING SYSTEM (GPS)**

All agencies/school districts, purchasing under this contract, are required to have GPS installed on their acquisition at the time of titling, and must maintain the monitoring throughout the life from the existing GSS contract, Vehicle Tracking System, Contract No. [GSS11555-VEHICLE TRACK](#), or its subsequent replacement. Agency/school districts are to provide the information necessary to load the GPS/ asset data into the Fleet Anywhere System, maintained by Fleet Services. Fleet Services will offer non-revenue reservation opportunities to agencies with loaded assets, so asset usage can be maximized for agency/ district owned vehicles. Police sedans purchased by the Delaware State Police will not be required to install GPS equipment, but is available upon request.

The cost of the units and monitoring will be paid by the procuring agency/district. The system will be set for Fleet Services to monitor the vehicles, along with the agency, if desired.

**56. TITLING STATE OWNED VEHICLES**

State owned vehicles shall include all vehicles owned and/or operated by a covered state agency, legislative agency or school district and insured by the state's Insurance Coverage Office. Any vehicle purchased by a state agency that requires licensing and titling by the Division of Motor Vehicles shall have the first line of the title read "State of Delaware". The next line of the title shall be "c/o" followed by the name of the department, school or higher education entity with the appropriate corresponding mailing address listed thereafter.

Any titling questions may be referred to the Government Support Services' Fleet Administrator.

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III. **SCOPE OF WORK**

I. **INTRODUCTION:**

The purpose of this Invitation to Bid (ITB) is to allow Government Support Services, a division under the Office of Management and Budget, to enter into a contract with a qualified bidder(s) for the provision of Trucks and Vans, Model Year 2014 or Later. The contract award will be determined by the Office of Management and Budget, Government Support Services, in accordance with Title 29, Section 6923

II. **FORMAT FOR INVITATION TO BID:**

A. **NUMBER OF COPIES**

Two (2) copies of the bid requirements will be submitted in a sealed envelope clearly marked with the name of the bidder and labeled **GSS13560-TRUCKS\_VANS, TRUCKS and VANS - Model Year 2014 and Later**.

- One (1) copy of the bid will be a paper copy. It shall be marked "**Master Copy**" and will contain original signatures in all locations requiring a bidder's signature, and it will include a paper copy of the Appendix A– Pricing spreadsheet. (For a complete list of proposal requirements, please refer to the Proposal Reply section)
- One (1) copy of the Appendix A, saved in an Excel format to a CD or DVD media disk, or USB memory drive.

**The Appendix A – Pricing spreadsheet MUST be saved in an Excel format.**

The State reserves the right to award the proposed contract to multiple suppliers if such an award is in the best interest of the State.

B. **DETAILED REQUIREMENTS**

**Appendix A are part of this contract solicitation.**

The requirements of this ITB are shown in Appendix A - Scope of work, which is included within the body of this ITB. The Appendix A – Pricing Spreadsheet, is an Excel formatted file, which is required to be completed by all bidders and can be accessed by using the link provided in the body of the ITB.

**The Appendix A – Pricing spreadsheet can be found at [www.bids.delaware.gov](http://www.bids.delaware.gov) website.**

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III. PRICING, QUALITY AND SERVICE REQUIREMENTS

A. PRICING

Contract Users require flat prices for items listed in the Appendix A – Pricing. The prices quoted by each bidder shall be inclusive of all charges, and the quoted prices will be utilized to make vendor cost comparisons. Any references made to delivery and shipping costs within the body of the ITB should be considered as “normal” shipping, and not for rushed orders.

B. QUALITY

All vehicles, options and equipment referenced in this ITB will be new and considered First Quality.  
**NO USED VEHICLES WILL BE ACCEPTABLE.**

IV. COMPLETED PROPOSAL INCLUDES

All requirements necessary for a complete and responsive bid will be identified in the Bid Reply section.

V. ADDITIONAL GUIDELINES

- No service fees or additional costs will be invoiced to Contract Users by the Supplier during the term of this agreement (except as described in this ITB or mutually agreed upon in writing)
- There will be no “small order”, “minimum order,” or “special order” charges or surcharges
- There will be no return fees for inaccuracies or other errors on the part of the supplier
- Any rush delivery that occurs as a result of Supplier’s error (e.g., stock-outs, etc.) will be free of charge. No handling surcharges will be added or discounts lost for any rush or expedited orders.
- You may also provide catalog(s) and price list(s) for all of the products that you sell that include all of the different price tiers available for each product. An electronic copy of such is preferred. The prices listed therein will be the prices that the state will use for off-contract purchases during the term of the contract. Please note that as a high volume purchaser of contracted items, the state expects to receive the lowest price offered on off-contract items.
- Write your company name on the label of the disk.
- Do not make any changes to the electronic Excel file formats, including adding rows or columns, changing column headers, and inputting text in numeric fields. Comments made on the spreadsheets will be ignored.
- If your company would like to include additional information that would be useful in the evaluation process, you may do so as separate, clearly labeled attachments.
- **All prices must be in U.S. Dollars.**

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- Enter all information directly into the relevant Excel spreadsheet cells in “number” (two-place decimal), not “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. (e.g., \$7.90 should be entered as “7.90”.)
- Enter “n/a” to indicate not available or “0” if there is no charge. Cells left blank will be interpreted as “no bid”.
- Prices quoted shall be for the purchase of police vehicles specified. **Vendors shall not provide prices for vehicle leasing.**
- Vendors may provide pricing for vehicle service and/or preventative maintenance (PM) contracts. Such contracts **MUST** be valid at any authorized manufacturer shop within the State of Delaware, at a minimum. If a contract is offered that is not valid at any authorized manufacturer facility, vendors shall not offer a bid for the contract.
- **Government Support Services (GSS) reserves the right to question or clarify any detail of a proposal submitted. These queries will not modify the scope of work, but ensure the bids are compliant with the terms and conditions of the bid specifications.**

VI. PENALTIES

In the event that the vendor is found to be habitually non-compliant with the requirements of this solicitation/contract they may be subject to the following corrective actions:

- **Individual specifications will be removed from vendor’s award and offered to the next lowest, responsive bidder for the remaining contract term for any three (3) actionable non-performance occurrences**
- **Contract Termination**
- **Ineligibility to bid the next solicitation**

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IV. GENERAL SPECIFICATIONS

1. GENERAL

Listed below are the general terms and conditions associated with supplying the Trucks and Vans (Model Year 2014 or Later) to the State of Delaware, its agencies and authorized organizations.

- a. The specifications indicate **MINIMUM** requirements.
- b. **The vehicle Manufacturer's model name AND model number shall be indicated in the bid proposal.** All manufacturer option codes requested in the minimum vehicle specification requirements shall be listed on the Appendix A – Pricing spreadsheet. Failure to properly identify the model and all associated option codes may result in the vendor's response being deemed non-responsive.
- c. **Standard solid exterior colors with standard interior trim shall be selected after the award is made unless otherwise indicated in the bid.**
- d. Tire size and type shall be original equipment brand as indicated in the bid or specification sheet.
- e. Each vehicle shall include all required equipment as listed in this specification unless deletion is listed in the bid.
- f. The vehicle shall be new and of the model year, or newer, indicated in the bid.
- g. The vehicle specifications provided show the **MINIMUM** requirements for each police vehicle requested.
- h. The vehicle shall include all genuine parts, accessories and equipment considered standard by the manufacturer for the vehicle offered by the bidder.
- i. If items listed under Options on specification sheets are desired they must be specified by the Using Agency. These items shall not be furnished by the contractor unless specified in the specific agency Purchase Order.
- j. Each vehicle shall be clean, lubricated and serviced ready for immediate service.
- k. Each vehicle shall be protected to 20 degrees Fahrenheit below zero with permanent type antifreeze.
- l. Each vehicle shall include 1/2 filled fuel tank(s) or 10 gallons whichever is less.
- m. Each vehicle shall be free of dealer signs and emblems.
- n. Each vehicle shall conform to the requirements of the Delaware Motor Vehicle Code.

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- O. The vehicle shall comply with all applicable Federal Motor Vehicle Safety Standards.
- p. Each vehicle shall include the proper form to apply for Delaware Title and License including the original Manufacturer's Statement of Origin signed by the successful vendor and notarized. All title papers shall be properly executed and application for title shall indicate the name and address exactly as shown on the applicable Purchase Order.
- q. Each vehicle shall include a copy of the manufacturer's service and standard warranty policy with all warranty verification vouchers, certificates or coupons. Bidder must provide any extended warranty program offers concerning pricing.
- r. At the time of vehicle delivery, the successful contractor shall furnish an original and three copies of the invoice which shall include the key number, vehicle color and Purchase Order Number.
- s. The successful contractor shall comply with the manufacturer's standard 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.
- t. The successful contractor shall comply with the manufacturer's recommended pre-delivery service.
- u. The ordering agency will inspect all vehicles prior to acceptance. It will be the responsibility of the delivering dealer to remove any vehicle rejected by the ordering agency within two (2) working days after notification, and return the vehicle to the ordering agency upon correction of deficiencies. Date in service will be the date the vehicle is accepted by the ordering agency, not the date of delivery.
- v. The State disclaims any liability for damage to vehicles not unconditionally accepted by the State.
- w. Unless otherwise indicated, all items requested in this specification for each vehicle which are listed in the manufacturer's specification book as standard or optional equipment shall be factory installed and operative.

**Vehicles delivered to the State in a condition considered to be below customer acceptance levels will not be accepted. Vehicles that are delivered in an unsatisfactory condition or are missing accessories ordered will have payment withheld until the unsatisfactory condition is resolved. The agency may negotiate with vendor to achieve a mutually beneficial resolution, but shall keep Government Support Services informed before executing any resolution.**

Items which determine this acceptance level shall include, but not be limited to, the general appearance of the interior and exterior of the vehicle for completeness and quality of workmanship, lubrication and fluid levels, with any leaks corrected, mechanical operation of the vehicle and all electrical components operational. Allied equipment specified to be furnished and installed which is not available through the vehicle manufacturer shall conform to the best quality standards known to that particular industry, both product and installation.

- x. Vehicles delivered with rust proofing overspray on exterior of body, not including underside, or any part of vehicle interior including, but not limited to seat and shoulder belts, door panels, carpets and seats will not be accepted.

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- y. Vendors must be aware that deliveries can be to any location statewide, not only to Fleet Services, Dover location. All vehicle deliveries shall be coordinated through the ordering agency. **No additional charges freight or delivery charges will be accepted as part of this contract.**
- z. **Vendors shall call for delivery schedule at least 48 hours in advance.**
- aa. **Vehicle Delivery:** A vehicle may not be driven more than 200 miles from the awarded vendor's place of business to the ordering agency for inspection and receipt, or the vehicle shall not be accepted. A waiver can be requested through Government Support Services on special vehicles which require delivery to sub-contractors. If the awarded vendor uses a towing device to tow another vehicle to the inspection, the towing device may not be attached in a way that holes are drilled in the bumpers of the vehicles being towed. Drilling of holes in the vehicle bumpers is not permitted. Any bumper with damage caused by a towing device will be replaced by the awarded vendor at no charge to the State. If a vehicle is being towed by another vehicle, the vehicle being towed must have the drive shaft disconnected to eliminate unnecessary mileage.
- bb. Training: Complete instructions on the operation and maintenance of each vehicle and a demonstration on the operation of the vehicle shall be given by the awarded vendor, if requested by the ordering agency. Training shall include operator training with instruction on proper operation and basic preventive maintenance of the vehicle.

**Prior to delivery, when vehicles are purchased by Fleet Management, Delaware Department of Transportation, or the Department of Natural Resources and Environmental Control, the successful vendor shall call (302) 739-2277 (Fleet), (302) 760-2411 (Department of Transportation) or (302) 739-5297 (Department of Natural Resources and Environmental Control) for information regarding the vehicle deliveries.**

2. REQUIRED EQUIPMENT:

The following items shall be supplied on all vehicles as required equipment, unless otherwise specified, and will not be included in the specifications for each individual vehicle.

- a. Lug wrench on all vans and jacks on vans up to and including 8,600 lbs. GVWR.
- b. Interior light(s)
- c. Fresh air heater and windshield defrosters.
- d. Dual electric windshield wiper, intermittent type system.
- e. Dual windshield washers including antifreeze type solvent.
- f. Inside rear view mirror day/night type.
- g. Seat(s) for driver and passenger(s).
- h. Dual sun visors and dual arm rests.
- i. Seat belts for driver and each passenger.
- j. Replaceable element oil filter.

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- k. Rear license plate brackets mounted on all vehicles. Manufacturer standard “no cost” front brackets shall be provided loose in vehicle interior, unless specified at time of order.
- l. Flexible fuel engine (FFV) - If available or otherwise stated in specifications.
- m. Cigarette lighter (or Power Point receptacle is acceptable).
- n. AM/FM radio and antenna
- o. Back up lights
- p. Keys - **Four (4) working keys with 2 Fobs or Four (4) fobbed keys for Chrysler Vehicles**
- q. Air Conditioning - Factory installed; integrated with heater and defroster.
- r. Air bags - Driver and passenger front and side front air bags
- s. Glass - Tinted all windows
- t. Exterior side mirrors - Standard for model, matched dual RH and LH, except low mount, when available.
- u. Spare tire - Mounted manufacturers standard spare.
- v. Brakes - Anti-Lock braking system (ABS)
- w. Steering - Mfg. standard power assisted.
- x. Transmission - Manufacturer standard automatic for model quoted
- y. Floor Mats - **All vehicles must be equipped with OEM floor mats.**
- z. Daytime Running Lights - Required.
- aa. Any option that is available at no extra charge shall be included with the delivery of the vehicle and shall not be removed unless specified by the State or ordering agency.
- bb. If the required General Specifications, listed above, differ from the individual model Specifications identified (i.e. Specification Table A through I); the individual model specifications requested will take first priority over the general specifications identified.

3. **IMPORTANT NOTE:**

Each unit and its components shall be completely assembled, serviced and ready for use when delivered to the ordering agency. Unless specified otherwise; any parts, components, equipment, controls, materials, features, performances, capacities, ratings or designs which are standard and/or necessary to form an efficient and complete working unit shall be furnished whether specifically required herein or not. Any item not specified herein but deemed necessary for the application shall be supplied and shall meet the Industry standards and practices, Federal Delaware Safety Standards and Regulations, and SAE and other applicable standards.

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Unless specified otherwise, it is imperative that the bidder furnish any item (part, component, equipment, feature, control, material, performance, capacity, rating, design and/or accessory) included in manufacturer's standard or base vehicle covered under manufacturer's body code, make, model, and trim line noted on the price line bid whether explicitly specified herein or not and even if the item can be deleted using the manufacturer's delete option. Unless specified otherwise, the bidder shall not delete manufacturer's standard item using manufacturer's delete option or any aftermarket option. A CD changer included in manufacturer's standard vehicle for example, shall not be deleted even though the CD changer is not explicitly specified in the RFP and even if manufacturer's CD changer delete option is available for credit. **No exception shall be permitted to this requirement.**

**3. OPTIONAL VEHICLE EQUIPMENT**

Vendors shall provide pricing for all optional vehicle packages and equipment as listed on the Appendix A– Pricing spreadsheet.

If an option requested is provided as standard equipment, the vendor shall note "included" on the pricing spreadsheet. If an option is not available, the bidder shall note "n/a" on the pricing spreadsheet to avoid any confusion.

**Additionally, bidders are asked to provide a savings discount rate off of the manufacturer list price for any other option not specifically listed on the Appendix A – Pricing spreadsheet.**

**4. VEHICLE CATALOG**

The awarded vendor(s) shall supply the State Contract Officer, Government Support Services with the specific vehicle catalog(s) for every model individually awarded, identifying all option codes and pricing at the time of award.

**The State does not intend to publicly disclose this information, but maintain the material as a resource for agencies seeking to "build" vehicles to their specifications.**

Awarded vendor(s) shall provide other agencies with same ordering and catalog information on an "as requested" basis at no additional cost.

**4. 'STANDARD' VEHICLE SUMMARY**

**Vendor(s) are requested to provide the vehicle model number and the list of options** necessary to build the 'standard' police vehicle per each specification. Vendors shall enter or type in this information on the Appendix A – Price Spreadsheet in the area noted.

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6. 'STANDARD' VEHICLE SUMMARY

**Vendor(s) are REQUIRED to provide the vehicle model number and the list of options** necessary to build the 'standard' police vehicle per each specification. Vendors shall enter or type in this information on the Appendix A – Pricing Spreadsheet in the area noted.

**Failure to properly identify the model and all associated option codes may result in the vendor's response being deemed non-responsive.**

3. VEHICLE SPECIFICATIONS:

Refer to the following sheets for minimum detailed specifications on each of the following vehicles:

- Specification A – Small Size Utility Wagon 4x2
- Specification B - Mid Size Utility Wagon 4x4
- Specification C – Full Size Utility Wagon 4x4
- Specification D– Small Pickup Truck
- Specification E – ½ Ton Pickup Truck No Power
- Specification F - ½ Ton Pickup Truck
- Specification G – ¾ Ton Pickup Truck
- Specification H– One (1) Ton Pickup Truck
- Specification I – ¾ Ton Chassis Cab
- Specification J – One (1) Ton Chassis Cab
- Specification K – Minivan
- Specification L– Eight (8) Passenger Van
- Specification M – Fifteen (15) Passenger Van
- Specification N– Wheelchair Accessible Van
- Specification O – Small Delivery Van
- Specification P – ¾ Ton Cargo Van
- Specification Q – Raised Roof Van, ¾ Ton

Bidders are encouraged to offer vehicles for each of the above referenced specifications. **Bidders are NOT REQUIRED to offer a vehicle for each specification identified.**

4. EXTENDED PM SERVICE PLANS

Vendors are provided with an opportunity to offer Extended Service Preventative Maintenance (PM) plan options to the State. The plans are set at the following basic mileage levels:

- 75,000 mile PM service plan with 5K service intervals
- 100,000 mile PM service plan with 5K service intervals
- 125,000 mile PM service plan with 5K service intervals

To be considered, the plan must be authorized and supported by the manufacturer. Any and all scheduled services shall include parts and labor with no deductible for each mileage interval. Services must be able to be obtained at any authorized manufacturer location or dealership.

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If service intervals are different than the 5,000 mile interval identified, the bidder shall clearly identify in their bid proposal at what mileage interval the service will be completed.

No services provided through these PM service plans will void the manufacturer warranty on the vehicle.

By offering vendors an opportunity to bid on these service plans, Government Support Services is not guaranteeing or committing to a purchase of identified plans, but will offer the plan to any covered agency authorized to buy from the contract. Each agency shall make their own determination, like any other option, to procure any plan, or not procure any service plan

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**Technical Specifications**

**Specification A**

1	Type	4 X 2 Small Utility Vehicle- Ford Escape, Jeep Patriot, or Chevrolet Captiva or approved equal
2	Year	New, 2014
3	Drive Train	4 x 2 Wheelbase 103.7 minimum
4	Engine	Gasoline, 4 cylinder, 2.0 L Engine minimum
5	Fuel Tank	Minimum 13.6 gallon
6	Passenger	Five
7	Brakes	ABS four (4) wheel disc brakes

Options

Alt. Configuration 1                      CNG version of vehicle referenced above

Package 1    Installed Front License Plate Bracket

Package 2    Diagnostic Equipment CD

Package 3    OEM Installed Bluetooth connectivity

Service Plan #1                      75,000 mile PM service plan w/ 5K maintenance intervals

Service Plan #2                      100,000 mile PM service plan w/ 5K maintenance intervals

Service Plan #3                      125,000 miles PM service plan w/ 5K maintenance intervals

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**Specification B**

1	Type	4x4 Mid Size Utility Wagon – Chevrolet Equinox, Jeep Cherokee, Ford Explorer or approved equal
2	Year	New, 2014
3	Drive Train	4x4 Wheelbase 108”
4	Engine	Gasoline, 6 cylinder, 3.7L Engine minimum
5	Fuel Tank	Minimum 19 Gallon
6	Passenger	Five
7	Brakes	ABS four (4) wheel disc brakes
8	Towing	Manufactured installed towing package, capable of adequately towing a gross trailer weight up to 5,000 lbs.
9	Speed Control	Speed / Cruise Control required on this specification

**Alt. Configuration 1**

CNG version of vehicle referenced above

- Package # 1** Third Row Seating
- Package # 2** Skid Plate Package
- Package # 3** Installed Front License Plate Bracket
- Package # 4** Diagnostic Equipment CD
- Package # 5** OEM Installed Bluetooth connectivity

- Service Plan #1 75,000 mile PM service plan w/ 5K maintenance intervals
- Service Plan #2 100,000 mile PM service plan w/ 5K maintenance intervals
- Service Plan #3 125,000 miles PM service plan w/ 5K maintenance intervals

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**Specification C**

1	Type	4x4 Full Size Utility Wagon
2	Year	New, 2014
3	Drive Train	4x4 Wheelbase 109"
4	Engine	Gasoline – E85 capable , 8 cylinder, 4.7L minimum
5	Fuel Tank	Minimum 21 Gallon
6	Passenger	Five
7	Brakes	ABS four (4) wheel disc brakes
8	Towing	Manufactured installed towing package, shall consist of, as a minimum Class IV Trailer hitch with 7-pin to 4-pin flat plug adapter, heavy-duty engine cooling, engine oil cooling and transmission cooling V8 flex fuel engine. Truck must be capable of adequately towing a gross trailer weight up to 8,000 lbs.
9	Speed Control	Speed / Cruise Control required on this specification

**OPTIONS**

**Alt. Configuration 1**

CNG version of vehicle referenced above

- Package # 1 Third row seating
- Package # 2 Skid Plate Package
- Package # 3 Towing Mirrors
- Package # 4 Installed Front License Plate Bracket
- Package # 5 Diagnostic Equipment CD
- Package # 6 OEM Installed Bluetooth connectivity

- Service Plan #1 75,000 mile PM service plan w/ 5K maintenance intervals
- Service Plan #2 100,000 mile PM service plan w/ 5K maintenance intervals
- Service Plan #3 125,000 miles PM service plan w/ 5K maintenance intervals

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**Specification D**

1	Type	Small Pickup – Toyota Tacoma or approved equal
2	Year	New, 2014
3	Drive Train	Rear Wheel Drive, 4x2
4	Wheelbase	107" minimum
5	Engine	Gasoline, 4 cylinder, 2.3L liter minimum
6	Fuel Tank	17 gallon minimum
7	GVW	4,000 lbs minimum
8	Body	6' min short bed
9	Transmission	Automatic
10	Climate Control	Air Conditioning required
11	Brakes	4 wheel ABS braking system

OPTIONS

**Alt Configuration # 1**

CNG powered version of vehicle referenced above

- Package # 1**      Extended Cab
- Package # 2**      Tow Package - capable of towing 2,000 lbs
- Package # 3**      Diagnostic Equipment CD
- Package # 4**      OEM Installed Bluetooth connectivity

- Service Plan #1      75,000 mile PM service plan w/ 5K maintenance intervals
- Service Plan #2      100,000 mile PM service plan w/ 5K maintenance intervals
- Service Plan #3      125,000 miles PM service plan w/ 5K maintenance intervals

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**Specification E**

1	Type	½ ton pick-up
2	Year	New 2014
3	Drive Train	Rear Wheel Drive, 4X2
4	Wheelbase	119" minimum
5	Engine	Gasoline, V6, 3.6 L minimum
6	Fuel Tank	26 gallon minimum
7	GVW	6,000 lb minimum
8	Body	6' min short bed
9	Transmission	Automatic

Options

**Alt Configuration # 1** CNG powered version of vehicle referenced above

- Package # 1** Power Windows/Locks
- Package # 2** Cruise Control
- Package # 3** Long Bed
- Package # 4** Extended Cab
- Package # 5** Crew Cab
- Package # 6** Installed Front license plate bracket
- Package # 7** Diagnostic Equipment CD

- Service Plan # 1 75,000 mile PM service plan w/ 5K maintenance intervals
- Service Plan # 2 100,000 mile PM service plan w/ 5K maintenance intervals
- Service Plan # 3 125,000 mile PM service plan w/5K maintenance intervals

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**Specification F**

1	Type	½ ton pickup
2	Year	New, 2014
3	Drive Train	Rear Wheel Drive, 4x2, Wheelbase 119"
4	Engine	Gasoline – E85 capable, 8 cylinder, 4.7 liter minimum
5	Fuel Tank	26 gallon capacity approximately
6	GVW	6000 lb minimum
7	Body	6' min short bed
8	Transmission	Automatic
9	Towing	Manufacturer installed towing package, shall consist of a minimum Class IV Trailer Hitch with 7-pin to 4-pin flat plug adapter heavy duty engine cooling engine oil cooling and transmission cooling V8 engine, Truck must be capable of adequately towing a gross trailer weight up to 8,000 lbs.

**OPTIONS**

**Alt. Configuration # 1**            CNG powered version of vehicle referenced above

**Package # 1** Regular Cab - Short Bed - 4 wheel drive

**Package # 2** Regular Cab – Long Bed – 2 wheel drive

**Package # 3** Regular Cab – Long Bed – 4 wheel drive

**Package # 4** Extended Cab – Short Bed – 2 wheel drive

**Package # 5** Extended Cab – Short Bed – 4 wheel drive

**Package # 6** Extended Cab – Long Bed – 2 wheel drive

**Package # 7** Extended Cab – Long Bed – 4 wheel drive

**Package # 8** Crew Cab (4 door) – Short Bed – 2 wheel drive

**Package # 9** Crew Cab (4 door) – Short Bed – 4 wheel drive

**Package # 10** Crew Cab (4 door) – Long Bed – 2 wheel drive

**Package # 11** Crew Cab (4 door) – Long Bed – 4 wheel drive

**Package # 12** Trailer Tow mirrors

**Package # 13** Electric Brake Controller \* Shall be suitable to provide electric braking control of trailers with up to 2 axles. The controller shall be mounted as not to interfere with entry , exit, or driving of the vehicle

**Package # 14** Distance Measuring Equipment

**Package # 15** Limited Slip /or anti spin differential

**Package # 16** Power Windows / Power Locks / Power Mirrors / Cruise Control

**Package # 17** Installed Front License Plate Bracket

**Package # 18** Diagnostic Equipment CD

**Package # 19** OEM Installed Bluetooth connectivity

Service Plan # 1 - 75,000 mile PM service plan with 5K service intervals

Service Plan # 2 - 100,000 mile PM service plan with 5K service intervals

Service Plan # 3 - 125,000 mile PM service plan with 5K service intervals

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**Specification G**

1	Type	3/4 ton pickup
2	Year	New, 2014
3	Drive Train	Rear Wheel Drive, 4x2, Wheelbase 133" min
4	Engine	Gasoline, 8 cylinder, 5.4 liter min, E85 capable if available
5	Fuel Tank	30 gallon min
6	GVW	8,500 lb min
7	Transmission	Automatic
8	Towing	Manufacturer installed towing package, shall consist of as a minimum Class IV Trailer Hitch with 7-pin to 4-pin flat plug adapter heavy duty engine cooling engine oil cooling and transmission cooling V8 engine, Truck must be capable of adequately towing a gross trailer weight up to 8,000 lbs.

**OPTIONS**

**Alt Configuration # 1**

CNG version of above referenced vehicle

- 1 Regular Cab – Long Bed – 2 wheel drive
- 2 Regular Cab – Long Bed – 4 wheel drive
- 3 Extended Cab – 6' minimum Short Bed – 2 wheel drive
- 4 Extended Cab – 6' minimum Short Bed – 4 wheel drive
- 5 Extended Cab – 8' minimum Long Bed – 2 wheel drive
- 6 Extended Cab – 8' minimum Long Bed – 4 wheel drive
- 7 Crew Cab (4 door) – 6' minimum Short Bed – 2 wheel drive
- 8 Crew Cab (4 door) – 6' minimum Short Bed – 4 wheel drive
- 9 Crew Cab (4 door) – 8' minimum Long Bed – 2 wheel drive
- 10 Crew Cab (4 door) – 8' minimum Long Bed – 4 wheel drive
- 11 Limited Slip/or anti spin differential
- 12 Distance Measuring Equipment
- 13 Trailer tow mirrors
- 14 Electric Brake Controller
  - Shall be suitable to provide electric braking control of trailers with up to 2 axles. The controller shall be mounted to as not to interfere with entry, exit or driving of the vehicle.
- 15 Diesel Engine
- 16 Ladder Rack/Cab Guard (see Specs)
  - Fully adjustable heavy duty ladder rack installed.
  - 14-gauge steel tubing designed for loads up to 1000 lbs.
  - Quick-pin removable rear bar.
  - Ladder rack, a standard size Reading model PUL-6446 or equal.

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**Specification G Continued**

- Self-supporting cab guard constructed from 11-gauge expanded steel attached to overhead rack installed.

- Cab guard, standard size Reading model CG-64L or equal.

- Ladder rack and cab guard to match vehicle color.

- Ladder rack and cab guard should have a five year limited warranty

**17** Snow Plow Package to include the Factory Snow plow prep package (see Appendix A – following Specification Q)

**18** All Terrain 265/70Rx17E Black Sidewall tires

**19** Power Windows / Power Locks / Power Mirrors / Cruise Control

**20** Installed Front License Plate Bracket

**21** Diagnostic Equipment CD

**22** OEM Installed Bluetooth connectivity

Service Plan # 1 - 75,000 mile PM service plan with 5K service intervals

Service Plan # 2 - 100,000 mile PM service plan with 5K service intervals

Service Plan # 3 - 125,000 mile PM service plan with 5K service intervals

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**Specification H**

1	Type	1 ton pickup
2	Year	New, 2014
3	Drive Train	Rear Wheel Drive, 4x2, Wheelbase 133" min
4	Engine	Gasoline, 8 cylinder, 5.4 liter min
5	Fuel Tank	30 gallon min
6	GVW	10,000 lb min
7	Transmission	Automatic
8	Towing	Manufacturer installed towing package, shall consist of as a minimum Class IV Trailer Hitch with 7-pin to 4-pin flat plug adapter heavy duty engine cooling engine oil cooling and transmission cooling V8 engine, Truck must be capable of adequately towing a gross trailer weight up to 8,000 lbs.

**OPTIONS**

**Alt. Configuration # 1**

CNG version of above referenced vehicle

- 1 Regular Cab – Long Bed – 2 wheel drive
- 2 Regular Cab – Long Bed – 4 wheel drive
- 3 Extended Cab – 8' minimum Long Bed – 2 wheel drive
- 4 Extended Cab – 8' minimum Long Bed – 4 wheel drive
- 5 Crew Cab (4 door) – 6' minimum Short Bed – 2 wheel drive
- 6 Crew Cab (4 door) – 6' minimum Short Bed – 4 wheel drive
- 7 Crew Cab (4 door) – 8' minimum Long Bed – 2 wheel drive
- 8 Crew Cab (4 door) – 8' minimum Long Bed – 4 wheel drive
- 9 Dual Rear Wheels
- 10 Limited Slip /or anti spin differential
- 11 Distance Measuring Equipment
- 12 Trailer tow mirrors
- 13 Electric Brake Controller
  - Shall be suitable to provide electric braking control of trailers with up to 2 axles. The controller shall be mounted to as not to interfere with entry, exit or driving of the vehicle
- 14 Diesel Engine
- 15 Ladder Rack/Cab Guard (see Specs)
  - Fully adjustable heavy duty ladder rack installed.
  - 14-gauge steel tubing designed for loads up to 1000 lbs.
  - Quick-pin removable rear bar.

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**Specification H Continued**

- Ladder rack, a standard size Reading model PUL-6446 or equal.
- Self-supporting cab guard constructed from 11-gauge expanded steel attached to overhead rack installed.

- Ladder rack and cab guard to match vehicle color.
- Ladder rack and cab guard should have a five year limited warranty

- 16** Snow Plow Package to include the Factory Snow plow prep package (see appendix A – following Specification Q)
- 17** All Terrain 265/70Rx17E Black Sidewall tires
- 18** Power Windows / Power Locks / Power Mirrors / Cruise Control
- 19** Installed Front License Plate Bracket
- 20** Diagnostic Equipment CD
- 21** OEM Installed Bluetooth connectivity

Service Plan # 1 - 75,000 mile PM service plan with 5K service intervals  
Service Plan # 2 - 100,000 mile PM service plan with 5K service intervals  
Service Plan # 3 - 125,000 mile PM service plan with 5K service intervals

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**Specification I**

1	Type	¾ Ton Chassis Cab
2	Year	New, 2014
3	Drive Train	Rear Wheel Drive, Cab to axle CA 60"
4	Engine	Gasoline, 8cyl. Min.
5	GVW	11,400 minimum
6	Transmission	Automatic
7	Suspension	Shall be equipped with Manufacturers Extra Heavy Service Suspension package
8	Cooling System	Heavy duty engine cooling, oil cooler and transmission cooler required

**OPTIONS**

**Alt. Configuration # 1**

CNG version of above referenced vehicle

- 1 Extended Cab
- 2 Crew Cab
- 3 Diesel engine
- 4 ON/OFF Road rear tires
- 5 Trailer Tow package w/electric Brake controller
  - Electric brake Controller shall be suitable to provide electric braking control of trailers with up to 2 axles. The controller shall be mounted as not to interfere with entry, exit or driving of the vehicle.
- 6 Power Windows / Power Locks / Power Mirrors / Cruise Control
- 7 Installed Front License Plate Bracket
- 8 Diagnostic Equipment CD.
- 9 OEM Installed Bluetooth connectivity

Service Plan # 1 - 75,000 mile PM service plan with 5K service intervals  
Service Plan # 2 - 100,000 mile PM service plan with 5K service intervals  
Service Plan # 3 - 125,000 mile PM service plan with 5K service intervals

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**Specification J**

1	Type	1 Ton Chassis Cab
2	Year	New, 2014
3	Drive Train	Rear Wheel Drive, Cab to axle CA 60"
4	Engine	Gasoline, 8cyl. Min.
5	GVW	16,000 minimum
6	Transmission	Automatic
7	Suspension	Shall be equipped with Manufacturers Extra Heavy Service Suspension package
8	Cooling System	Heavy duty engine cooling, oil cooler and transmission cooler required
9	Cab	Regular Cab
10	Wheels	Minimum shall be dual rear wheel

**OPTIONS**

**Alt Configuration # 1**      CNG version of above referenced vehicle

- 1 Extended Cab
- 2 Crew Cab
- 3 Diesel engine
- 4 ON/OFF Road rear tires
- 5 Trailer Tow package w/electric Brake controller
  - Electric brake Controller shall be suitable to provide electric braking control of trailers with up to 2 axles. The controller shall be mounted as not to interfere with entry, exit or driving of the vehicle.
- 6 Power Windows / Power Locks / Power Mirrors / Cruise Control
- 7 Installed Front License Plate Bracket
- 8 Diagnostic Equipment CD.
- 9 OEM Installed Bluetooth connectivity

Service Plan # 1 - 75,000 mile PM service plan with 5K service intervals  
Service Plan # 2 - 100,000 mile PM service plan with 5K service intervals  
Service Plan # 3 - 125,000 mile PM service plan with 5K service intervals

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**Specification K**

1	Type	Minivan
2	Year	New, 2014
3	Drive Train	Front, rear or all Wheel Drive
4	Engine	Gasoline - E85 capable, Six cylinder, 3.0 liter minimum
5	Fuel Tank	18 gallon capacity approximately
6	Window/door locks	Power with keyless remote entry for door
7	Passenger	Minimum 7
8	Rear window	Rear defrost and rear wiper required
9	Exterior side mirrors	Driver operated remote control mirrors
10	Cruise Control	Cruise Control and tilt wheel

OPTIONS

**Alt. Configuration # 1**

CNG version of above referenced vehicle

- 1 Installed Front License Plate Bracket
- 2 Diagnostic Equipment CD
- 3 OEM Installed Bluetooth connectivity

Service Plan # 1 - 75,000 mile PM service plan with 5K service intervals  
Service Plan # 2 - 100,000 mile PM service plan with 5K service intervals  
Service Plan # 3 - 125,000 mile PM service plan with 5K service intervals

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**Specification L**

1	Type	Large, eight (8) passenger vans
2	Year	New, 2014
3	Drive Train	Rear Wheel Drive
4	Engine	Gasoline, 8 cylinder, 5.3 liter Flex Fuel E85
5	Interior	Vinyl Seats/vinyl flooring
6	Transmission	Automatic
7	Suspension	Manufacturers Standard Heavy Duty Package
8	Rear Doors	Double rear doors w/glass panels.
9	Curb Doors	Double w/glass panels
10	HVAC	Front & Rear Heater/Air Conditioner
11	Fuel Tank	Manufacturers standard
12	Speed Control	Speed / Cruise Control required on this specification

**OPTIONS**

**Alt. Configuration # 1**

CNG version of above referenced vehicle

- 1 Cloth Seats / Carpet Floors
- 2 Rear Window Defrost
- 3 Running Boards (Door Length on Driver, Full Length Passenger)
  - To be Manufacturer installed when available. (Please note in your bid package if Manufacturer installed or after market installed.)
- 4 Back-up Alarm
- 5 Installed Front License Plate Bracket
- 6 Diagnostic Equipment CD
- 7 OEM Installed Bluetooth connectivity

Service Plan # 1 - 75,000 mile PM service plan with 5K service intervals  
 Service Plan # 2 - 100,000 mile PM service plan with 5K service intervals  
 Service Plan # 3 - 125,000 mile PM service plan with 5K service intervals

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**Specification M**

1	Type	Large, fifteen (15) passenger vans
2	Year	New, 2014
3	Drive Train	Rear Wheel Drive
4	Engine	Gasoline, 8 cylinder, 5.4 liter min, Flex Fuel E85 capable
5	Interior	Vinyl Seats/vinyl flooring
6	Transmission	Automatic
7	Suspension	Manufacturers Standard Heavy Duty Package
8	Rear Doors	Double rear doors w/glass panels
9	Curb Doors	Double w/glass panels
10	Fuel Tank	Manufacturers standard
11	HVAC	Front & Rear Heater/Air Conditioner
12	Speed Control	Speed / Cruise Control required on this specification

**OPTIONS**

**Alt Configuration # 1**

CNG version of above referenced vehicle

- 1 Cloth Seats / Carpet Floors
- 2 Running Boards (Door Length on Driver, Full Length Passenger)
  - To be Manufacturer installed when available. (Please note in your bid package if Manufacturer installed or after market installed.)
- 3 Rear Window Defrost
- 4 Back-up Alarm
- 5 Manufacturer Installed Class III Tow Package
- 6 Towing Mirrors
- 7 Installed Front License Plate Bracket
- 8 Diagnostic Equipment CD
- 9 OEM Installed Bluetooth connectivity

Service Plan #1	75,000 mile PM service plan w/ 5K maintenance intervals
Service Plan #2	100,000 mile PM service plan w/ 5K maintenance intervals
Service Plan #3	125,000 miles PM service plan w/ 5K maintenance intervals

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**Specification N**

1	Type	Wheel Chair Accessible Minivan
2	Year	New, 2014
3	Engine	Gasoline, Six cylinder, 3.0 liter, E85 if available
4	Fuel Tank	18 gallon capacity approximately
5	Window/door locks	Power with keyless remote entry for door
6	Exterior Side Mirrors	Driver operated remote control mirrors
7	Speed Control	Speed / Cruise Control required on this specification

**OPTIONS**

- 1 Power Sliding Rear Door(s)
- 2 Installed Front License Plate Bracket
- 3 Diagnostic Equipment CD
- 4 OEM Installed Bluetooth connectivity

Service Plan #1	75,000 mile PM service plan w/ 5K maintenance intervals
Service Plan #2	100,000 mile PM service plan w/ 5K maintenance intervals
Service Plan # 3	125,000 mile PM service plan w/5k maintenance intervals

Wheel Chair Accessible two (2) wheelchair

Wheelchair accessible mini-van conversion (Braun Entervan, Amerivan, or approved equal). Any conversion other than Braun or Amerivan must be noted in the vendors bid package. Mini-van shall be configured to accept one forward facing wheelchair positioned behind the driver's seat and a bench seat behind the wheelchair position. The front passenger seat shall be easily removable and able to accept an additional wheelchair position. Entrance shall be on passenger side, with a mechanical manual ramp assisted by a gas-shock. Vehicle shall include all necessary equipment to secure two wheelchairs. Vehicle shall also be equipped with fold down seat that can be used when there is no wheelchair secured behind the driver's seat. Any conversion van quoted will meet all ADA standards and requirements.

Quotations need to include a price list of all available optional equipment.

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**Specification O**

1	Type	Small Delivery Van - Ford Transit or approved equal
2	Year	New, 2014
3	Body	4 door
4	Transmission	Automatic, 4 speed minimum, FWD
4	Wheelbase	114" minimum
5	Engine	2.0L 4 cylinder engine minimum
6	Battery	Standard for model quoted w/AC
7	Alternator	Standard for model quoted
8	Tires	Standard size tubeless radials for model quoted, all season tread.
9	Color	One standard color to be selected by ordering agency.
10	Suspension	Standard for GVW
11	Shock Absorbers –Front & Rear	Standard for GVW
12	Rear Doors	Double rear doors w/glass panels
13	Speed Control	Not required on this specification

**OPTIONS**

**Alt. Configuration # 1**      CNG version of above referenced vehicle

- 1 Installed Front License Plate Bracket
- 2 Diagnostic Equipment CD.
- 3 OEM Installed Bluetooth connectivity
- 4 Passenger Seating
- 5 Dual Sliding doors

Service Plan #1	75,000 mile PM service plan w/ 5K maintenance intervals
Service Plan #2	100,000 mile PM service plan w/ 5K maintenance intervals
Service Plan #3	125,000 miles PM service plan w/ 5K maintenance intervals

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**Specification P**

1	Type	¾ ton Cargo Van
2	Year	New, 2014
3	Drive Train	Rear Wheel Drive, Wheelbase 135" min
4	Engine	Gasoline, 8 cylinder, E85 Flex Fuel
5	Fuel Tank	30 gallon min
6	GVW	8,500 lb min
7	Interior	Vinyl Seats/front passenger area vinyl flooring
8	Transmission	Automatic
9	Towing	Manufacturer installed towing package, shall consist of as a minimum Class IV Trailer Hitch with 7-pin to 4-pin flat plug adapter heavy duty engine cooling engine oil cooling and transmission cooling V8 engine, Truck must be capable of adequately towing a gross trailer weight up to 8,000 lbs.
10	Suspension	Manufacturers Standard - Heavy Duty Package
11	Rear Doors	Double rear doors w/glass panels.
12	Curb Doors	Double w/glass panels

**OPTIONS**

**Alt Configuration # 1**      CNG version of above referenced vehicle

- 1 Ladder Rack
  - a. Heavy Duty Ladder Rack Installed
  - b. High Strength Round or Square tubular steel construction
- 2 Extended Length Body
- 3 Steel bulkhead with lockable door
- 4 Racks & Bins Package
- 5 Full Length Vinyl Flooring
- 6 Second Row Seat
- 7 Back-up Alarm
- 8 Curb-side Sliding Cargo Door
- 9 Installed Front License Plate Bracket
- 10 Diagnostic Equipment CD
- 11 OEM Installed Bluetooth connectivity

Service Plan #1	75,000 mile PM service plan w/ 5K maintenance intervals
Service Plan #2	100,000 mile PM service plan w/ 5K maintenance intervals
Service Plan #3	125,000 miles PM service plan w/ 5K maintenance intervals

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**Specification Q**

1	Type	Raised Roof Van, ¾ ton, GVWR 9400 lbs minimum
2	Year	New, 2014
3	Body	Cargo van, Glass Windows all Around
4	Wheelbase	138.0" minimum
5	Engine	Gas, V8, Standard for model
6	Battery	Standard for model quoted w/AC
7	Alternator	135 amp alternator minimum
8	Tires	Standard size tubeless radials for model quoted, all season tread.
9	Color	One standard color to be selected by ordering agency.
10	Suspension	Standard for GVW
11	Shock Absorbers –Front & Rear	Standard for GVW
12	Rear & Curb Side Doors	Double rear doors w/glass panels with rear window defroster*, standard curb side door with glass panels.
13	Windows	Factory vented window package (17W)
14	Exterior Side Mirrors	Driver operated remote control mirrors
15	Speed Control	Speed / Cruise Control required on this specification

**OPTIONS**

**Alt. Configuration # 1**      CNG version of above referenced vehicle

- 1 Installed Front License Plate Bracket
- 2 Diagnostic Equipment CD.
- 3 OEM Installed Bluetooth connectivity
- 4 with Wheelchair Lift (Option Package #1 detailed in ITB)
- 5 with Bus Doors (Option Package #2 detailed in ITB)
- 6 with Wheelchair Lift and COT Fastener system (Option Package #3 detailed in ITB)

Service Plan #1	75,000 mile PM service plan w/ 5K maintenance intervals
Service Plan #2	100,000 mile PM service plan w/ 5K maintenance intervals
Service Plan #3	125,000 miles PM service plan w/ 5K maintenance intervals

**Specification Q, Option Package #1 of 3**

The State of Delaware Wishes to purchase a cargo van(s) with ADA approved wheelchair lift for the transportation of two (2) wheelchair passengers and four (4) ambulatory passengers, or ten (10) ambulatory passengers. This van is to be maximum length vision van chassis, current model, and under standard production by the vehicle manufacturer. This vehicle must meet all federal and state regulations to operate. The van modifier shall be ISO 2001 registered and an approved Quality Vehicle Modifier by the Ford Motor company

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**Specification Q, Option Package #1 of 3  
(continued)**

Prior to delivery, the vehicle shall be completely serviced. The service shall include all inspections and test normally performed by the chassis manufacturer for quality control and component function. The final inspection and road ready servicing shall be performed by the delivering chassis dealer.

The following shall indicate "minimum" chassis requirements. All parts, safety features, accessories, and all equipment considered standard whether mentioned herein or not, shall be required.

**Specification Q, CHASSIS SPECIFICATIONS**

1. Upgrade to a minimum 9400 GVWR
2. Engine Cooling System – heaviest duty radiator with a coolant recovery
3. Brakes – heaviest duty hydraulic braking system standard option
4. Tires & Wheels – tires (5) OEM factory standard tread radial 16"
5. Alternator – minimum 135 AMP capacity 12 volt system
6. Battery – Maximum cranking AMP battery offered by the chassis manufacturer
7. Horn – electric
8. Floor covering, rubber front and rear – No cloth.
9. Suspension System - heaviest duty package offered by the chassis manufacturer
10. Rust Proofing - five (5) year rust through warranty on the supplied chassis
11. Instruments & controls - Speedometer, amp meter, oil pressure, battery, and fuel gauges, high beam indicator light, heater, A/C, defroster controls in the drivers reach, intermittent wipers, AM/FM stereo radio with a clock, drivers sun visor, inside day night rearview mirror, outside 6 x 9 low mount mirrors, cross view mirror mounted in the rear, back-up alarm system, overhead storage for driver.
12. Hub caps - factory supplied (4)
13. Exterior color - standard solid color to be determined prior to ordering
14. Driver seat - the driver's seat shall be fully padded, high back, contoured bucket style, easily sliding forward and backward, heavy duty construction, with an OEM factory certified 3-point shoulder harness. It shall meet federal FMVSS code 302. The driver seat shall also have a Plexiglas shield behind it with the seat fully extended back and have all edges covered so that there are no exposed sharp edges/corners.
15. **Heating & air conditioning** - front heater, defroster, shall have the maximum BTU rating supplied from the chassis manufacturer front air conditioning is to be the highest out-put with a minimum

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BTU rating of 15,000 BTU.

16. **Heating and Cooling** - A front air conditioner/heater/defroster is to be supplied - the unit is to be factory supplied and shall have the maximum BTU rating available.
  - i. Rear heater – An auxiliary heater shall be provided for the comfort of the passengers. This heater shall be floor mounted and offer 50,000 Btu. This unit must be installed out of the way of any passenger traffic.
  - ii. Rear air-conditioning – A ceiling-mounted high-output cooling system with three-position speed control shall be installed for passenger comfort. This evaporator shall offer a minimum 35,000 Btu of cooling (Carrier EM-7). An after-market condenser shall also be added to the system. This condenser shall be a 2-fan unit (Carrier CM-2), mounted in the skirt on the driver side of van. These components shall work in conjunction with the OEM compressor.
17. **Interior compartment** - NO EXCEPTIONS - length from 6" above floor at the rear edge of the drivers seat base to rear door must be 146" minimum width from 6" above the floor at the "c" pillar to the left side interior wall must be 69" minimum.
18. **Floor mats** - front vinyl or rubber
19. Keys - five (4) complete sets minimum
20. Safety equipment - first aid kit and fire extinguisher must be mounted inside of van and a set of triangular reflectors must come with the van.
21. Handicap Decal - placed on rear of vehicle.
22. Interior 6 x 16 view mirror.

**A. LIFT**

The wheelchair lift shall be Braun Model NL9171B or approved equal (any exception must be noted in the bid package) and shall be compliant with Federal Motor Vehicle Safety Standards 403 & 404. The design shall be of box frame construction providing rigidity without depending on the vehicle body for reinforcement and lift alignment. The frame and platform design shall have been tested to a minimum static load of 3000#. The lift shall have 1100# tested lift capacity and an 800# continuous lifting capacity.

The power supply shall be an electric hydraulic system operating dual cylinders. The hydraulic power pack shall have an easy-to-fill translucent pump reservoir allowing for visual fluid level checking. The hydraulic power pack shall be mounted inside the frame structure of the lift, maximizing floor and seating space. This hydraulic system shall be of a flow-controlled gravity-down design requiring no limit switches or bypass valves to stop the downward travel of the platform. There shall be no power-down operation. The operation of the unit shall provide a smooth, jerk-free ride in both up and down directions. The switch box for lift operation shall be on one-hand operation design made of durable ABS plastic. Color-coded rocker switches shall be required and permanently stamped with the appropriate function legends. All telescoping slide tube assemblies shall incorporate UHMW bearings and guides designed for easy replacement in the field. All splices shall be soldered and sealed and capsulated with heat shrink tubing.

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**Specification Q (continued)**

The bridge plate forming the bridge between the platform and vehicle floor when the platform is at floor level position, shall be constructed of a slot-and-key hinge design and have a non-skid surface, providing a maintenance free environment. All bridge plate and lever assemblies shall be of bolt-on design for each in-field replacement.

The platform shall be of steel construction and the surface be of see through grating allowing for improved visibility and safer use in inclement weather. The platform shall have a wheelchair passageway width of 33" and a length of 51". The sides of the platform shall be a minimum of 4 1/4" high, measured at platform surface to assure lateral security of the wheelchair. The platform shall have a bolt-on detachable feature allowing for longer platform retrofits in the field. The platform shall also incorporate a 3" adjustable leveling feature allowing field adjustment.

The platform shall be electrically folded and unfolded and fully-automatic in operation. The mechanical procedure shall be separate from the up/down function of the lift. No hydraulic or hydraulic actuated mechanical system shall be used in the fold/unfold cycle of the lift. This actuator shall be designed to be quickly removed in the event of a power failure allowing the operator to manually fold and unfold the platform. The platform shall allow both inboard and outboard facing of wheelchair and mobility aid users.

The roll stop shall be automatic in operation and a minimum of 8" high measured from the platform surface. The automatic roll stop (ARS) shall be powered activated and not activated by complex mechanical linkage. The ARS must be activated in the full up position before there is any vertical movement of the outer end of the lift platform. The ARS must not deploy until the outer end of the platform touches the ground. Roll stops which require vertical platform movement to engage are not acceptable. The use of an ARS that can be disengaged by the lift operator when the platform is above the ground plane is not acceptable. The ARS shall exceed all ADA requirements

The outer boundaries of the platform shall be clearly marked for proper placement of the wheelchair.

A manual back-up system shall be provided to ensure operation of the lift in case of electrical failure. The back-up system shall provide a reliable means of manually raising and lowering the lift while occupied. The back-up pump shall be integrated with the hydraulic power pack system such that not hydraulic line or fittings are required for fluid transfer.

Dual handrails shall be provided to add security and convenience. These handrails shall be of bolt-on design, 1 1/4" minimum 30" in height, minimum of 8" in length, and withstand a 100# force in any direction including vertical.

All lift components shall be finished with a baked-on powder coating, which will meet salt spray test of 1000 hours, to provide corrosion resistance and a long service life.

Wheelchair Securement Location Decal - each vehicle shall contain a sign(s) which indicates the location in which the wheelchairs should be placed. Every wheelchair location requires a securement location decal. Characters on this sign shall have a width-to-height ratio between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10 with a minimum character height (using an upper case "X") of 5.8" with wide background either light-on-dark or dark-on-light.

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**B. RAISED ROOF CONVERSION**

A fiberglass roof cap with at least one tinted sliding glass window and 75" minimum center aisle height is required. A collapse-resistant steel roll-over cage design to resist shear is required. Roof shall be able to withstand static load test equaling the total gross of the vehicle and be compliant with FMVSS 220. A certificate certifying this must be provided with the bid package. The roof shall have a smooth finished interior liner to fiberglass or approved equal. An all-steel roof conversion is not acceptable, however a roof conversion utilizing a metal alloy with weight characteristics to fiber glass is acceptable. A roof liner shall be provided to molded fiberglass; vinyl clad metal sheeting or painted metal sheeting.

**C. SEATING**

Passenger seats shall be designed for maximum adult comfort and shall accommodate (4) ambulatory adults and (2) wheelchairs plus driver. Seating shall be Braun 125 Fold-A-Way Series or prior approved equal. All seats shall be forward facing when serving ambulatory passengers and fold against the wall when space is required for wheelchair passengers. As a forward facing ambulatory seat, each seated position shall be a minimum of 17" wide and 17" deep. Seat bottom cushion shall employ a spring suspension system, shall be contoured front to rear and channeled to provide both lateral and front to rear stability and comfort. The seat back cushion shall measure a minimum of 17", shall provide lumbar support and utilize channeling to aid lateral stability. A minimum of 26" hip to knee room shall be provided. Vinyl covers shall be a transportation grade expanded vinyl.

All metal components shall be coated with powder coating system capable of meeting the following tests:

Salt Spray	1000 hrs	ASTM D117
Humidity Resistance	1000 hrs	ASTM D2247
Impact Resistance	to 160 in-lbs	ASTM D2794

All testing is to be performed on a 24 ga. Bonderite 1000 panels that are electro statically sprayed at a costing thickness of 1.8 to 2.2 mils. Certified test documents are required.

In the folded position, seat must fit firmly against the bus wall and extend into the bus no further than 9 1/4" installed at 90 degrees to maximum space for wheelchair loading positioning. Maximum allowable wall clearance shall be 1 1/2" for seat cushion in folded down position.

All seats shall be equipped with seat belts that may be tightened for adults or children. All seats shall face forward and have a storage area under the seat. Seating must also meet FMVSS 208, the new guidelines

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**Specification Q (continued)**

Q-8100-A1 QRT Deluxe Retractable Securement System

Features:

Heavy duty automatic retractors for tie down belts  
Steel dual tensioning knobs on all retracting tie downs  
Hard cover case to protect belts not in use  
Self-tensioning tie down belts are interchangeable (front, back, left or right)  
Quick and easy "J" style speed hooks  
Easy to use red tension release levers  
Braun Model #19459A Retractable belt kit for wheelchair restraint.

**D. BODY**

The body structure shall be built as an integral unit. All interior panels shall be riveted, welded or fastened to the body frame. All exterior joints and seams shall be protected by the application of corking compound, zinc chromed type, butyl rubber type or approved equal. Before assembling, all metal parts shall be given a through anti corrosion treatment. Interior surfaces of body panels and posts which are covered by trim shall be given protection against corrosion also.

**E. DOORS - FRONT ENTRANCE DOOR & LIFT DOORS**

Entry door shall be the Braun APD Transit door system. The transit door system (APD) shall be a manufactured door system consisting of aluminum door panels, reinforced by aluminum extrusions for structural strength. All door hinges should be stainless steel construction. The passenger entry/lift access door system shall be contained in stainless steel doorjamb, welded to the vehicle.

The main service entrance door (front, curbside) shall be equipped for mechanical operation from the driver's seat, using a handle and bar assembly. Door assembly must have locking provisions from inside the van. Reinforcement bracing shall be installed in door panel to adequately support bar assembly.

The door shall be a single leaf (panel) "transit style" (i.e., non-OEM/van) door of consistent width dimension from top to bottom, 86 inches high (nominally), and 26 inches wide (nominally – exclusive of door opening mechanism). Door adjustment shall sufficiently prevent opening past perpendicular (90 degrees) to the extent that body/door damage might otherwise result. Windows (FMVSS safety glass) shall be provided in the top and bottom portions of the entry door.

The front service entrance shall have at least two interior steps below floor level. No outside steps will be allowed. The bottom step may protrude (flare out) a few inches from the body to meet dimensional requirements, however, all steps must be enclosed by the door and stepwell sides. The bottom step must be enclosed by rubber trim. The bottom step shall not be, or constitute a safety hazard. Each step shall be 26 inches (nominal) in width, and have at least a 9-inch tread depth. Risers shall not have more than a 9-inch rise.

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**Specification Q (continued)**

All step tread surfaces shall be covered with an anti-slip, fire resistant, ribbed rubber material at least three-sixteenths inch thick. The rubber covering shall be permanently bonded to the metal step surfaces and shall be properly sealed to prevent moisture penetration. Step edges shall be marked with a yellow safety nosing.

This system will also provide double, hinged (curbside) lift access doors to facilitate access to the wheelchair lift. The doors shall provide a clear vertical opening of 69 inches and an opening width of 42 inches. Each door shall further possess a single upper window (FMVSS safety glass). In addition, each door shall utilize a gas cylinder assist to simplify door opening/closing. These cylinders also act to secure the doors in the fully open position. All necessary structural modifications needed to support this door opening shall be equal or better than that used for the roof extension, and the basic vehicle's structural integrity shall not be compromised in any way.

**F. INTERIOR LIGHTING**

Interior shall be illuminated so as to provide a minimum of 12' - candles of illumination measured at 36" above the floor over each two-passenger cross seat. Lights shall operate with or without engine running. Front door step well light shall be mounted and wired to light when front door is open.

**G. INTERIOR**

Wall covering shall be ABS textured and form fitted gray plastic. All interior panels, materials and treatment shall be flame retardant and treated to be easily cleaned. One stanchion post shall be provided at the entrance door and at the left rear of the step well and another provided immediately to the right of the step well.

**H. INSULATION**

Inside wall and ceiling shall be adequately insulated to prevent condensation with fiberglass blanket, 3" thickness and 1.5 density.

**I. FLOORING**

Sub floor shall be a minimum of 3/4" thick and be covered with black ribbed transit-style flooring. All edges are to be properly sealed to prevent entrance moisture that could cause building, ply separation, or material failure. Flooring to be used in the aisles and on the entrance way. Steps are to be covered with 3/16" ribbed step threads. Step edge shall be marked in white.

**J. SPARE TIRE**

Tires are to be provided and mounted, covered and locked to the exterior side of rear door.

**K. DELIVERY**

The delivery location will be identified at the time of order. All vehicles are to be delivered with manufacturers Certificate of Origin, Odometer statement, and original invoice so that the unit may be immediately registered.

**Specification Q, Option Package #2 of 3**

Raised Roof with bus doors and configured for 14 passengers.

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**Specification Q, Option Package #3 of 3: Raised Roof w/Wheelchair lift and COT Fastener system**

**A. Raised Roof**

The standard roof shall be removed and replaced with a fiberglass raised roof. The raised roof shall be completely joined and be an integral part of the basic chassis. The new top must be completely sealed with an anti-fungus sealant and offer a 75" minimum center aisle height. The roof shall contain a collapse-resistant steel rollover cage consisting of 1" x 1" tubular steel frame. The steel frame must consist of no less than five (5) horizontal stringers and three (3) longitudinal members. The raised roof shall be insulated to prevent heat loss in cold weather, and cool air in hot weather with a 1-1/2" fiberglass blanket. The interior of the roof shall be a smooth-finished one-piece seamless fiberglass liner, not less than 1/16" in thickness.

The roof conversion shall meet the Federal Motor Vehicle Safety Standard No. 220 (Part 571, Section 220-1, 41 Federal Register 3874, January 27, 1976). Certification of compliance with the requirements of FMVSS 220 of the vehicle roof shall be provided in writing, with the bid documents.

In addition, a latching overhead driver storage box shall be included, providing a minimum 4,000 cubic inches of storage space.

**B. Lift Access Doors (modified OEM side cargo doors)**

The OEM (Ford) side cargo door will be modified to provide a minimum of 58" head clearance and provide a minimum 43" opening width. These doors shall be securely attached to the vehicle and shall not leak water. When in the full open position, the doors shall be equipped with a device to prevent doors from closing when the lift is in motion. The extended portion of the door shall be constructed of 11 gauge steel. The extended door frame shall have vertical members constructed of 16 gauge steel and the horizontal members constructed of 11 gauge steel. All components are to be of welded construction.

**C. Lift**

An interior-mounted wheelchair lift shall be installed at the side cargo door location. Wheelchair lift shall be designed and installed to meet FMVSS 403 and 404, and ADA requirements. Acceptable wheelchair lift models include the Braun Century series NCL917IB-2.

**D. Sub-floor/Floor Covering**

Sub-flooring shall be a minimum 3/4" thick exterior grade A-C, plywood securely fastened to the under structure. The floor covering shall be wall-to-wall, fire resistant, slip resistant, transit quality ribbed rubber securely bonded to the sub-floor with waterproof type adhesive. All joints shall be the butt-cut type and properly sealed. Floor coloring shall be black.

**Stanchion**

A padded vertical stanchion, a minimum 1-1/4" in diameter, shall be provided at the rear of the lift. This stanchion shall be mounted in both the floor and structural members of the raised roof. A padded, vinyl-covered modesty panel shall also be provided.

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**E. Seating**

The OEM supplied driver and front passenger seat shall be the fully padded, contoured bucket type of heavy-duty construction. The seat shall be vinyl covered and easily adjusted forward and backward without the use of tools.

Passenger seating shall be fully padded construction with vinyl covering. The covering shall be of a heavy-duty transportation grade gray vinyl. Seats shall offer spring suspension systems. Seating shall be compliant with FMVSS 208, providing 3-point restraint at each location. The seats shall be installed as shown in the attached diagram. (2) 2-passenger forward facing fold-away seats, and (1) 1-passenger forward facing fold-away seat – installed on the driver side of vehicle. At least 8 inches of knee room shall be provided from the edge of one seat to the back of the seat in front. Acceptable seating includes Braun Seating Generation 5 Seating (FMVSS 208 compliant).

**F. Wheelchair Stations/Tie-downs (3)**

The conversion shall be designed to accommodate up to three forward-facing wheelchair securement positions. No obstructions shall hinder a wheelchair from being rolled into place. A minimum of one wheelchair station shall have a clear floor area of 30" width and 48" in depth. Not more than 6" of required clear floor space may be accommodated for footrests under another seat provided there is a minimum of 9" from the floor to the lowest part of the seat overhanging the space. A four point track/belt tie-down system shall be provided at each wheelchair station to securely hold the wheelchair in a forward facing position. Each system shall include the following components: four separate belts (self-contained - automatic tensioning and adjustment) and two lengths of aluminum flanged L-series track (track may be shared with the position either fore or aft) with all necessary buckles, hardware fittings and other parts to make it a complete wheelchair securement system. Floor tracks shall be securely welded to the OEM floor. A three-point restraint system consisting of a retractable lap and shoulder belt combination shall be provided for each wheelchair station. Belt connection around wheelchair occupant shall be button release and comply with all federal and state motor vehicle safety standards and regulations.

Acceptable systems include the Q'Straint QRT Deluxe system.

**G. Cot Fastener System**

A Ferno model 175-3 cot fastening system shall be included with the conversion. This system shall be installed per manufacturer's instruction, with input from the Hospital.

**H. Heating and Cooling**

- A front air conditioner/heater/defroster is to be supplied - the unit is to be factory supplied and shall have the maximum BTU rating available.
- Rear heater – An auxiliary heater shall be provided for the comfort of the passengers. This heater shall be floor mounted and offer 50,000 Btu. This unit must be installed out of the way of any passenger traffic.
- Rear air-conditioning – A ceiling-mounted high-output cooling system with three-position speed control shall be installed for passenger comfort. This evaporator shall offer a minimum 35,000 Btu of cooling (Carrier EM-7). An after-market condenser shall also be added to the system. This condenser shall be a 2-fan unit (Carrier CM-2), mounted in the skirt on the driver side of van. These components shall work in conjunction with the OEM compressor.

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**I. ADA Decals**

- Wheelchair Securement Location - Each vehicle shall contain signs, which indicate the location for wheelchair securement. Every wheelchair location requires a securement location decal.
- Priority Seating Sign - Each vehicle shall contain a sign, which indicates that seats in the front of the vehicle are priority seats for persons with disabilities. These seats shall be made available for those with disabilities who wish to use them.

**J. Safety Equipment:**

- Fire extinguisher – A fire extinguisher of the dry chemical type with a minimum 5# capacity, shall be located in an easily accessible position to the driver, but remain out of the way of entering and exiting passengers.
- First Aid Kit – A first aid kit (minimum 10 units) shall be furnished and accessibly located in the driver's area.
- Reflector Kit – Three portable warning reflectors, mounted on stands shall be furnished and mounted in an accessible location.
- Back-up Warning Device - A back-up warning device shall be installed at the rear (exterior) of the van, and shall be readily audible outside the vehicle when the transmission is in reverse.
- Drive Shaft Guard - A drive shaft guard shall be supplied that completely encircles the drive shaft, and would prevent it from touching the ground in case of shaft failure (guards required front and rear).

**Western Pro Uni-mount snow plow or approved equal.**

Note: Any exceptions must be stated on exception page.

**Snow Plow Option Package Specifications**

**A. Blade Assembly**

1. Moldboard - 11 or 12 ga. Steel formed to a 14-1/2" to 15" radius
2. Ribs - Six 7 ga. Hot rolled formers or seven flame cut ribs welded to sheet and top and bottom and reinforcing angles.
3. Cutting edge - 3/8" high carbon steel C1080 or C1090 with grade 5 or higher carriage bolts .
4. Disc Shoes - Two full rotation, height adjustable, Ausstempered Ductile Iron shoes with integral 1" diameter shaft secured to blade with one inch pins. OR two heavy duty cast steel full swivel shoes with 18 Sq. Inches of pavement contact with equivalent attachment.
5. 45-50 degree full trip blade trip.
6. Trip springs - three 2-3/8" OD x .378 -.393 diameter C1060 hard drawn stress relieved wire pre-loaded with 5/8" x 6" eyebolts
7. Blade trip pivot - three 5/8" grade 5 steel bolts in reinforced holes or two 27/32 diameter pins in reinforced holes
8. Blade guides - two highly visible, vinyl coated spring steel reinforced markers red or yellow in color.
9. Plow angling - 30 degrees right and left.
10. Plow size shall be 7 ½ feet.

**Snow Plow Option Package Specifications (continued)**

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B. A-Frame

1. Reinforced electrically welded 3/8" x 2-1/2" structural steel side members with integral attachments for angling rams to receive 5/8" diameter or larger pins
2. Lift Chain - Grade 43, 25" or grade 43, 36" long high test steel with 2600# working load limit attached with grade 8 bolts or u-bolts with dual lift chains
3. A-Frame - to mount attachment shall be at least 22" with 1-1/32" holes in at least 3/4" steel
4. Plow stand/jack- self storing and adjustable to ease mounting of plow to truck with 1/2" spring lock storage pin

C. Quadrant

1. Electrically welded, reinforced 3/8" x 2-1/2" x 2" or larger structural steel angle with integral attachments for angling rams to receive 5/8" - 3/4" diameter bolts.
2. A-Frame to Quadrant Angle Pivot - 5/8" - 3/4" diameter grade 5 bolt

D. Lift

1. Lift unit to have provision for attachment of out front hydraulics and light kit
2. Lift channel - formed 7 ga. Steel
3. Link Arm - attached to truck mount by 3/4" 3-1/4" grade 5 rivet or 5/8" x 5-1/2" grade 5 bolt & locknut. Quick attachment to lift frame by pin and hairpin cotter.
4. Lift Frame - two 3/8" x 2-1/2"x 2" angle or 5/16" plasma cut plates reinforced with 1/4" stiffeners Revised.

E. Mount

1. Custom designed, electrically welded, structural steel mounting readily adaptable to truck frame.
2. It shall be attached to truck frame with Grade 5 minimum fasteners.
3. Mount - shall meet federal motor vehicle safety standards
4. Hitch pins - two 1" diameter x 3-1/2" or 1" x 6-3/4" spring loaded with loop handles and hairpin cotters for quick attachment to truck mount or 4 similar pins to allow removal of entire plow and hydraulics or just the plow alone.

F. Paint

1. Plow blade shall be cleaned with phosphate and have baked-on red safety powder coating.
2. A-Frame; Quadrant; Lift shall be shot blasted and have baked-on black powder coating.

G. Hydraulics

1. Electric solenoid activated and detachable with lift.
2. Front mounted hydraulic unit consisting of a fixed gear pump with 1699 to 2500 PSI relief, direct tang driven by a 4 to 4-1/2" DC motor.
3. Pump with filter screen shall be immersed in the reservoir of the cast aluminum combination reservoir and lift ram housing

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**Snow Plow Option Package Specifications (continued)**

4. Valve manifold shall contain three side mounted and covered solenoid cartridge valves, cushion relief valves set at 3500 to 4200 PSI, and a quill adjustment screw to adjust blade drop speed.
5. One 1-1/2" x 6" or 1-1/4" x 8" lift ram and two 1-1/2" x 10" angling rams with a "V" packing gland, a wiper ring and an adjustment nut
6. Hydraulic hoses shall be 1/4"
7. Hydraulic unit shall be controlled by a single lever in-cab control or touch pad equipped with an on/off switch and indicator light. Control can be mounted on floor or dash.
8. In-cab control shall be connected to valve manifold and to the motor through an auxiliary 12 volt relay with harness. Power and control harness to have quick disconnects and covers at the grill or equivalent.
9. Control shall allow plow to be in float when lowered and also be able to angle left or right when in float.
10. Unit shall be grounded to negative circuit of vehicle.
11. Hydraulic fluid shall be standard automatic transmission fluid OR yellow hydraulic fluid containing de-icing agents for low temperature operation.
12. Cycle times: lift, 2 seconds, Angle 4 seconds
13. Hydraulic unit shall be able to stay with plow if disconnected.

**H. Light Kit**

1. Rectangular or elliptical dual beam halogen headlamps plus combination park and turn signals
2. Vehicle specific pre-wired harness with plug-in module requiring no headlamp wire splicing.
3. Plow and vehicle lights selected through relay system.
4. Heavy duty flasher (when required)
5. Mounting brackets
6. FMVAA 108 compliance for lights
7. Lights and mounting bracket capable of staying with disconnected plow.

**I. Plow-removal**

1. Blade assembly, A-frame, quadrant, lift with hydraulic unit & lights all to be capable of being removed in one step from truck as one complete unit.

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**IV. BID QUOTATION REPLY SECTION**

Contract No. GSS13560-TRUCKS\_VANS

Trucks and Vans - Model Year 2014 or Later

Please fill out the attached forms fully and completely and return with your bid in a sealed envelope clearly displaying the contract number to Government Support Services by **November 25, 2013 at 1:00 pm** (Local Time) at which time bids will be opened.

**Bids shall be submitted to:**

**STATE OF DELAWARE  
GOVERNMENT SUPPORT SERVICES  
CONTRACTING SECTION  
100 ENTERPRISE PLACE - SUITE 4  
DOVER, DE 19904-8202**

**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.

**NOTE: ONLY THE BIDDER'S NAME WILL BE READ AT THE BID OPENING**

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services



STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**Sample Report 2**

FOR ILLUSTRATION PURPOSES ONLY

State of Delaware																			
Subcontracting (2nd tier) Quarterly Report																			
<b>Prime Name:</b>							<b>Report Start Date:</b>												
<b>Contract Name/Number</b>							<b>Report End Date:</b>												
<b>Contact Name:</b>							<b>Today's Date:</b>												
<b>Contact Phone:</b>							*Minimum Required			Requested detail									
Vendor Name*	Vendor TaxID*	Contract Name/Number*	Vendor Contact Name*	Vendor Contact Phone*	Report Start Date*	Report End Date*	Amount Paid to Subcontractor*	Work Performed by Subcontractor UNSPSC	M/WBE Certifying Agency	Veteran/Service Disabled Veteran Certifying Agency	2nd tier Supplier Name	2nd tier Supplier Address	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax Id	Date Paid		

SAMPLE

**Note:** A copy of the Subcontracting Quarterly Report will be sent by electronic mail to the Awarded Vendor.

Completed reports shall be saved in an Excel format, and submitted to the following email address: [contracting@state.de.us](mailto:contracting@state.de.us).

## Proposal Reply Requirements

The response should contain at a minimum the following information:

1. Brief Vendor Cover Letter including an Applicant's experience, if any, providing similar services.
2. One (1) paper copy of the **Appendix A** bid response paperwork.

The Appendix A – Pricing Spreadsheet is available at the following website:

[www.bids.delaware.gov](http://www.bids.delaware.gov)

Vendors **MUST** provide copies of all pricing spreadsheet tabs. Vendors are requested to clearly mark “NO BID” for any specifications not interested in.

3. **One (1) electronic copy of the Appendix A bid response paperwork, saved in an Excel format to CD or DVD media disk, or USB memory stick.**
4. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment C).  
**MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK**
5. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment E) for each subcontractor – only provide if applicable.
6. One (1) completed Business Reference form (See Attachment F) – please provide references other than State of Delaware contacts. **Form must be included.**
7. One (1) completed ITB Exception form (See Attachment G) – please check box if no information. **Form must be included.**
8. One (1) completed Confidential Information form (See Attachment H) – please check box if no information provided will be considered confidential or proprietary. **Form must be included.**
9. One (1) complete OSD application (see link on Attachment I) – only provide if applicable

The items listed above provide the basis for evaluating each vendor's proposal. **Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or proposal, please make note in your submission package.

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Government Support Services

Attachment A

100 ENTERPRISE PLACE – SUITE 4  
DOVER, DELAWARE 19904-8202

**NO BID REPLY FORM**

**Contract No. GSS13560-TRUCKS\_VANS Contract Title: Trucks and Vans –  
Model Year 2014 or Later**

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:

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\_\_\_\_\_ 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: \_\_\_\_\_

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\_\_\_\_\_ 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.**

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Office of Management and Budget  
Government Support Services

**Attachment C**

**CONTRACT NO.:** GSS13560-TRUCKS\_VANS  
**TITLE:** Trucks and Vans – Model Year 2014 or Later  
**OPENING DATE:** November 25, 2013 at 1:00 PM (Local Time)

**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 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.

	Corporation
	Partnership
	Individual

**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)

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ STATE OF DELAWARE LICENSE NUMBER \_\_\_\_\_

(circle one) (circle one) (circle one)

<b>COMPANY CLASSIFICATIONS:</b> CERT. NO. _____	<u>Women Business Enterprise (WBE)</u> Yes No	<u>Minority Business Enterprise (MBE)</u> Yes No	<u>Disadvantaged Business Enterprise (DBE)</u> Yes No
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[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 \_\_\_\_\_



## Business References

Contract No. GSS13560-TRUCKS\_VANS  
Contract Title: **Trucks and Vans – Model Year 2014 or Later**

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract.

1.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

2.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

3.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

**STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.**







## State of Delaware

### Office of Supplier Diversity Certification Application

The most recent application can be downloaded from the following site:

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



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

Office of Supplier Diversity (OSD)  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202

Telephone: (302) 857-4554 Fax: (302) 677-7086

Email: [osd@state.de.us](mailto:osd@state.de.us)

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

**DO NOT SUBMIT BID PROPOSALS TO OSD OFFICE ATTENTION**