



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

May 29, 2015

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

FROM: DANIELLE RIDGWAY  
STATE CONTRACT PROCUREMENT OFFICER  
302-857-4556

SUBJECT: AWARD NOTICE  
CONTRACT NO. GSS15007-AUTO\_PARTS  
AUTO PARTS AND BATTERIES

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## **KEY CONTRACT INFORMATION**

### **1. MANDATORY USE CONTRACT**

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

### **2. CONTRACT OVERVIEW**

The Auto Parts and Batteries contract is divided into two (2) separate categories: one for parts and one for batteries. Not all vendors were awarded both categories. Please be sure to verify the Vendor's Awarded Category prior to purchase. Each vendor's Awarded Categories can be found in this Award Notice under *Service Locations and Awards* or within the Pricing Spreadsheet on the "Vendor Info" tab. The pricing spreadsheet can be accessed at the following link:

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

### **3. CONTRACT PERIOD:**

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Each contractor's contract shall be valid for a two (2) year period from June 1, 2015 through May 31, 2017. Each contract may be renewed for three (3) additional one (1) year period through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

### **4. VENDORS:**

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Not all vendors were awarded both Auto Parts and Batteries. Please see the Service Locations List for each vendor's specific award.

## **VENDORS**

<b>Advance Auto / CARQUEST</b>  5008 Airport Rd Roanoke, VA 24012  POC: Austin Warnock PHONE: 302-362-2859 Fax: 302-450-7421 Email: <a href="mailto:Austin.warnock@advance-auto.com">Austin.warnock@advance-auto.com</a>  FSF#: 0000031407	<b>Fisher Auto Parts, Inc. t/a Manlove Auto Parts</b>  601 N. Rehoboth Blvd Milford, DE 19963  POC: Wanda Shorter Phone: 302-422-4571 Fax: 302-422-7552 Email: <a href="mailto:wandas@fisherautoparts.com">wandas@fisherautoparts.com</a>  FSF#: 0000031441
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<b>FleetPride</b> 3530 S. Hanover St Baltimore, MD 21225 POC: Curt Ackerman PHONE: 410-355-8686 EMAIL: <a href="mailto:curt.ackerman@fleetpride.com">curt.ackerman@fleetpride.com</a>  FSF#: 0000067863	
<b>PASCO</b> 28404 N. DuPont Hwy Millsboro, DE 19966 POC: Dustin Kenney Phone: 443-278-6378  Email: <a href="mailto:dustin@pascoelectric.com">dustin@pascoelectric.com</a>  FSF#: 0000082525	<b>Ploener's Automotive Products Co, Inc</b> 510 South Market St Wilmington, DE 19801 POC: Mark Ploener Phone: 302-655-4418  Email: <a href="mailto:mark@ploenersapco.comcastbiz.net">mark@ploenersapco.comcastbiz.net</a>  FSF#: 0000081232
<b>RC Holloway</b> 222 Mill St Salisbury, MD 21801 POC: Ronald Holloway, Jr Phone: 410-546-9111  Email: <a href="mailto:rchiparts@cavtel.net">rchiparts@cavtel.net</a>  FSF#: 0000081313	<b>Future Ford Sales, Inc dba Sheridan Ford Sales</b> 4001 Kirkwood Hwy Wilmington, DE 19808 POC: Michael Branca Phone: 302-999-0261  Email: <a href="mailto:mbranca@sheridanautogroup.com">mbranca@sheridanautogroup.com</a>  FSF#: 0000094699
<b>Future Ford Sales, Inc dba Sheridan Ford Sales</b> 4001 Kirkwood Hwy Wilmington, DE 19808  POC: Michael Branca Phone: 302-999-0261 Email: <a href="mailto:mbranca@sheridanautogroup.com">mbranca@sheridanautogroup.com</a>  FSF#: 0000094699	<b>Tri-State Battery</b> 107 Albe Dr Newark, DE 19702 POC: Emory Sutch Sr Phone: 302-292-2330 Email: <a href="mailto:gsutch@tristatebattery.com">gsutch@tristatebattery.com</a>  FSF#: 0000026765
<b>Uni-Select</b> 901 N. Lenola Rd Moorestown, NJ 08057 POC: Eric Levy Phone: 800-257-7972 X4012 Email: <a href="mailto:rlevy@uniselect.com">rlevy@uniselect.com</a>  FSF#:0000006041	<b>SP Auto Parts, Inc</b> 7514Federalsburg Rd, Bridgeville, DE 19933 POC: Skip MacHenry Phone: 302-337-8581 Email: <a href="mailto:skipm@machenry.com">skipm@machenry.com</a>  FSF#: 0000082396

## 5. Service Locations and Awards

Vendors Physical Store Locations and Awards are listed below. All Vendors offer free delivery within the State of Delaware.

### New Castle County to C-D Canal

<b>ADVANCE AUTO</b>	3020 Bowlarama Dr	New Castle	302-652-7278	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	2060 New Castle Ave	New Castle	302-429-0114	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	651 Marrows Rd Ext	Newark	302-283-1607	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	1800 Capitol Trail	Newark	302-366-8887	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	3405 Kirkwood Hwy	Wilmington	302-999-9892	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	4200 North Market Street	Wilmington	302-250-4935	Auto Parts and Batteries
<b>FISHER / MANLOVE</b>	1600 E. NEWPORT PIKE	NEWPORT	302-998-3111	<b>AUTO PARTS ONLY</b>
<b>FLEETPRIDE</b>	5 Medori Blvd.	Wilmington, DE 19801	302-658-5107	<b>AUTO PARTS ONLY</b>
<b>FLEETPRIDE</b>	800 E. Pulaski Hwy.	Elkton, MD 21921	410-398-1515	<b>AUTO PARTS ONLY</b>
<b>PASCO</b>	510 S MARKET ST	WILMINGTON	302-655-4418	Auto Parts and Batteries
<b>PLOENERS</b>	510 SOUTH MARKET STREET	WILMINGTON	(302)655-4418	Auto Parts and Batteries
<b>RC HOLLOWAY</b>	222 Mill Street	Salisbury, MD	410-546-9111	Auto Parts and Batteries
<b>SHERIDAN/ FUTURE FORD</b>	4001 Kirkwood Highway	Wilmington	302-999-7270	<b>AUTO PARTS ONLY</b>
<b>TRISTATE</b>	107H Albe Drive	Newark, De	302-292-2330	<b>BATTERIES ONLY</b>
<b>UNI-SELECT USA</b>	3315 OLD CAPITOL TRAIL	WILMINGTON, DE	302-998-4090	Auto Parts and Batteries
<b>UNI-SELECT USA</b>	24 FLINT DRIVE	NORTH EAST, MD	410-287-6301	Auto Parts and Batteries

## C-D Canal and Kent County

<b>ADVANCE AUTO</b>	320 N Dupont Blvd	Smyrna	302-659-5944	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	598 Middletown Warwick Road	Middletown	302-449-9257	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	642 N Dupont Blvd	Milford	302-424-4633	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	4017 North Dupont Highway	Dover	302-450-1999	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	422 S Dupont Hwy	Dover	302-735-4946	Auto Parts and Batteries
<b>FISHER / MANLOVE</b>	601 N. Rehoboth Blvd	Milford	302-422-3027	AUTO PARTS ONLY
<b>FISHER / MANLOVE</b>	630 S. NEW STREET	DOVER	302-678-2870	AUTO PARTS ONLY
<b>FISHER / MANLOVE</b>	5736 DUPONT HIGHWAY	SMYRNA	302-653-9241	AUTO PARTS ONLY
<b>FLEETPRIDE</b>	163 Vepco Court	Camden, DE 19934	302-698-1719	AUTO PARTS ONLY
<b>PASCO</b>	26 TWIN OAKS DR	DOVER	302-526-2355	Auto Parts and Batteries
<b>PLOENERS</b>	560 NORTH DUPONT HIGHWAY	DOVER	(302)526-2355	Auto Parts and Batteries
<b>UNI-SELECT USA</b>	120 S. GOVERNORS AVENUE	DOVER, DE	302-678-8400	Auto Parts and Batteries

## Sussex County

<b>ADVANCE AUTO</b>	22877 Sussex Hwy	Seaford	302-629-3210	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	38592 Sussex Hwy	Delmar	302-846-3848	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	17884 Coastal Hwy, Ste 1	Lewes	302-644-0151	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	101 Laurel Rd	Millsboro	302-933-0248	Auto Parts and Batteries
<b>ADVANCE AUTO</b>	20873 Dupont Blvd	Georgetown	302-855-0204	Auto Parts and Batteries
<b>FISHER / MANLOVE</b>	117 EAST MARKET STREET	GEORGETOWN	302-856-2507	AUTO PARTS ONLY
<b>FISHER / MANLOVE</b>	11059 E 4TH STREET	LAUREL	302-875-7721	AUTO PARTS ONLY
<b>FISHER / MANLOVE</b>	17635 COASTAL HIGHWAY	LEWES	302-645-6248	AUTO PARTS ONLY
<b>FISHER / MANLOVE</b>	230 DELAWARE AVENUE UNIT 2	MILLSBORO	302-934-6464	AUTO PARTS ONLY

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<b>FISHER / MANLOVE</b>	750 NORMAN ESKRIDGE HIGHWAY UNIT 1	SEAFORD	302-629-9185	AUTO PARTS ONLY
<b>FISHER / MANLOVE</b>	38187 N DUPONT BLVD.	SELBYVILLE	302-436-8665	AUTO PARTS ONLY
<b>FLEETPRIDE</b>	1807 A Northwood Dr.	Salisbury, MD 21801	410-749-2120	AUTO PARTS ONLY
<b>PASCO</b>	28404 NORTH DUPONT HWY	MILLSBORO	302-934-8315	Auto Parts and Batteries
<b>PLOENERS</b>	28404 NORTH DUPONT BLVD	MILLSBORO	(302)934-8315	Auto Parts and Batteries
<b>RC HOLLOWAY</b>	222 Mill Street	Salisbury, MD	410-546-9111	Auto Parts and Batteries
<b>SP AUTO PARTS</b>	7514 Federalsburg Rd	Bridgeville, DE	302-337-8891	Auto Parts and Batteries

**6. SHIPPING TERMS:**

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

**7. DELIVERY AND PICKUP:**

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Varies by vendor.

**8. PRICING:**

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The pricing spreadsheet can be accessed at the following link:

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

Prices will remain firm for the term of the contract.

**ADDITIONAL TERMS AND CONDITIONS**

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**9. BILLING:**

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

**10. PAYMENT:**

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

**11. PRODUCT SUBSTITUTION**

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

**12. PURCHASE ORDERS**

Agencies are required to identify the contract number GSS15007-AUTO\_PARTS on all Purchase Orders (P.O) and shall complete the same when entering P.O. information in the State's Financial Reporting System.

**13. 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. The ordering agency will place their orders 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.

**14. REQUIREMENTS**

This contract will be issued to cover the Auto Parts and Batteries requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, or Volunteer Fire Company.

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

**15. HOLD HARMLESS**

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

**16. NON-PERFORMANCE**

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

**17. FORCE MAJEURE**

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

## **18. AGENCY'S RESPONSIBILITIES**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the State cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency must then formally contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.