



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

October 21, 2015

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

FROM: Roxann M. Parker, CPPB  
State Contract Procurement Officer II  
302-857-4555

SUBJECT: **AWARD NOTICE**  
**CONTRACT NO. GSS15560-TRUCK\_VAN**  
**Trucks and Vans – Model year 2016 or later**

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OF  
KEY CONTRACT INFORMATION**

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**KEY CONTRACT INFORMATION**

**1. MANDATORY USE CONTRACT**

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

**2. CONTRACT PERIOD**

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Each contractor's contract shall be valid for one (1) year from November 1, 2015 through October 31, 2016. Each contract may be renewed for three (3) one (1) year periods 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.

**3. VENDORS**

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<p><b>GSS15560-TRUCK/VANV01</b>  <b>Awarded Spec M</b>  <b>American Truck and Bus, Inc.</b>            195 Defense Highway            Annapolis, MD 21401  <b>POC:</b> James Martin  <b>Phone:</b> 410-571-1254  <b>Fax:</b> 410-266-9668  <b>Email:</b> <a href="mailto:jim@american-bus.com">jim@american-bus.com</a>  <b>FSF#:</b> 0000030435</p>	<p><b>GSS15560-TRUCK/VANV02</b>  <b>Awarded Spec H, J, &amp; O</b>  <b>Chas S. Winner dba Winner Ford</b>            250 Berlin Rd,            Cherry Hill, NJ 08034  <b>POC:</b> John Grealy  <b>Phone # :</b> 856-427-2664  <b>Fax # :</b> 856-428-4718  <b>Email:</b> <a href="mailto:jgrealy@winnerford.com">jgrealy@winnerford.com</a>  <b>FSF #</b> 0000007920</p>
<p><b>GSS15560-TRUCK/VANV03</b>  <b>Awarded Spec A, D, F, G, I, L, &amp; M</b>  <b>Hertrich Fleet Services</b>            1427 Bay Rd,            Milford, DE 19963  <b>POC:</b> Christopher Wilder  <b>Phone # :</b> 302-422-3300  <b>Fax# :</b> 302-839-0555  <b>Email:</b> <a href="mailto:cwilder@hertrichfleet.com">cwilder@hertrichfleet.com</a>  <b>FSF #</b> 0000028281</p>	<p><b>GSS15560-TRUCK/VANV04</b>  <b>Awarded Spec K</b>  <b>IG Burton</b>            793 Bay Road            Milford, DE 19963  <b>POC :</b> Shayne Fannin  <b>Phone # :</b> 302-422-3041 x 2004  <b>Fax #:</b> 302-422-1684  <b>Email:</b> <a href="mailto:sfannin@igburton.com">sfannin@igburton.com</a>  <b>FSF #</b>0000024647</p>
<p><b>GSS15560-TRUCK/VANV05</b>  <b>Awarded Spec E &amp; O</b>  <b>Mall Chevrolet</b>            75 Haddonfield Rd,            Cherry Hill, NJ 08002  <b>POC :</b> Richard DiRenzo  <b>Phone # :</b> 856-662-7000 ext 183  <b>Fax # :</b> 856-504-0108  <b>Email :</b> <a href="mailto:fleetman13@gmail.com">fleetman13@gmail.com</a>  <b>FSF#</b> 0000016553</p>	<p><b>GSS15560-TRUCK/VANV06</b>  <b>Awarded Spec A, B, C, &amp; N</b>  <b>Townsend Brothers Inc.</b>            1450 S. Dupont Highway            Dover, DE 19901  <b>POC:</b> Jeff Townsend  <b>Phone:</b> 302-674-8100  <b>Fax:</b> 302-674-8131  <b>Email:</b> <a href="mailto:jtownsend@townsendchevy.com">jtownsend@townsendchevy.com</a>  <b>FSF#:</b> 0000024548</p>

**4. SHIPPING TERMS**

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

**5. DELIVERY AND PICKUP**

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Ordering agencies may request a vehicle be delivered to any location statewide, however the 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. Vehicles are not to be towed

Vendors must be aware that deliveries can be to any location statewide. All vehicle deliveries shall be coordinated through the ordering agency at a minimum of 48 hours in advance. **No additional charges freight or delivery charges will be accepted as part of this contract.**

**(302) 739-2277 Fleet Services**

**(302) 672-5418 State Police**

**Dept. of Transportation Contact information will be on the Ordering Documents**

**6. PRICING**

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Prices will remain firm for the term of the contract year.  
Pricing can be found on the Pricing Spreadsheet.

**ADDITIONAL TERMS AND CONDITIONS**

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**7. 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.

**8. PAYMENT**

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

**9. 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.

## **10. 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.

## **11. PURCHASE ORDERS**

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS15560-TRUCK\_VAN on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

## **12. REQUIREMENTS**

This contract will be issued to cover the Trucks and Vans 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.

## **13. HOLD HARMLESS**

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

## **14. NON-PERFORMANCE**

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

## **15. FORCE MAJEURE**

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

## **16. AGENCY'S RESPONSIBILITIES**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

## **17. NO PRESS RELEASES OR PUBLIC DISCLOSURE**

The State of Delaware reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the State of Delaware with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of the State of Delaware.

The State will not prohibit or otherwise prevent the awarded vendor(s) from direct marketing to the State of Delaware agencies, departments, municipalities, and/or any other political subdivisions, however, the Vendor shall not use the State's seal or imply preference for the solution or goods provided.

## **18. 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.

### **19. 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.

### **20. 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

### **21. FLEET SERVICES BILLING**

**The 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.**

#### **a. Fleet Services Billing**

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

OMB-FINANCIAL OPERATIONS  
ATTN: FLEET SERVICES INVOICE  
122 MARTIN LUTHER KING JR. BLVD. SOUTH  
DOVER, DELAWARE 19901

ELECTRONICALLY AS ATTACHMENTS TO: [OMB\\_FINOPER@STATE.DE.US](mailto:OMB_FINOPER@STATE.DE.US)  
PAYMENT TO BE RENDERED WITHIN 30 DAY

### **22. FRANCISHED OR AUTHORIZED REPRESENTATIVE**

The vendor(s) 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.

**23. 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

**24. SPECIFICATIONS REQUIREMENTS**

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

**25. PRODUCTION / ORDER CUTOFF DATES**

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

**26. VEHICLE WARRANTY**

Vendor(s) are to provide 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 vendor(s) 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 vendor(s) will be the sole contact and coordinator of warranty repairs and service.

**27. 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.

The vendor(s) 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.

**28. 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 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.

**29. BROCHURES**

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

**30. 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.

**31. 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.

**32. 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.