



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

7/29/2015

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

FROM: Theresa Newman – Procurement Officer
GSS15732-TONER&SUPL - Toner and Supplies
302-857-4552

SUBJECT: **AWARD NOTICE**
GSS15732-TONER&SUPL – Addendum #2– updating The Office Pal Contact
Information
Toner and Supplies

TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT.....	2
2. CONTRACT PERIOD	2
3. VENDORS	2
4. SHIPPING TERMS	3
5. DELIVERY	3
6. PRICING	3
ADDITIONAL TERMS AND CONDITIONS.....	4



GOVERNMENT SUPPORT SERVICES – CONTRACTING
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT

[\(Return to Table of Contents\)](#)

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

[\(Return to Table of Contents\)](#)

Each contractor's contract shall be valid for one (1) year from August 1, 2015 through July 31, 2016. . Each contract may be renewed for four (4) 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

FRONTIER TECHNOLOGIES, INC 1200 FIRST STATE BLVD. STE.1248 WILMINGTON DE 19804 Contract# GSS15732-TONER&SUPLV01 Vendor ID: 0000026651 Contact: RESHMA MOORTHY Phone: 302-766-7601 Cell: 215-439-7171 Email: rmoorthy@ftiusa.com Contact: KADREANA MACK Phone: 302-225-2530 Fax: 302-766-7080 Email: KMACK@FTIUSA.COM https://store.ftiusa.com/CustomPages/Home.aspx	THE OFFICE PAL PO BOX 2 LAKEWOOD NJ 08701 Contract# GSS15732-TONER&SUPLV02 Vendor ID:0000259012 Contract Manager: Latzie Tober (p) 877-486-0590 Ext 108 latzie@theofficepal.com General Inquiries and quote requests: 877-486-0590 sales@theofficepal.com www.theofficepal.com
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Award Notice
Contract No. GSS15732-TONER&SUPL
Toner and Supplies

CVR COMPUTER SUPPLIES

9 TANNER ST, STE 107
HADDONFIELD NJ 08033

Contract# GSS15732-TONER&SUPLV03

Vendor ID:0000259129

Contact: STEVE YUHAS

Phone: 856-857-0355

Fax: 856-857-0357

Email: SYCVR@YAHOO.COM

www.cvrcomputersupplies.com

[\(Return to Table of Contents\)](#)

4. SHIPPING TERMS

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

[\(Return to Table of Contents\)](#)

5. DELIVERY AND PICKUP

[\(Return to Table of Contents\)](#)

- a. All prices submitted on enclosed Toner Bid Form must include all delivery charges. Deliveries are to be made by next day delivery service, of the date that the order is placed. Contractor must remedy defective and/or incorrectly shipped cartridges within one (1) day of date of notification. Pickup or return of defective and/or incorrectly shipped cartridges will be the sole responsibility of the contractor. Material Safety Data Sheets must be provided upon request.
- b. Use Recycled Content and Readily Recyclable Packaging Material If using corrugated packaging, provide written documentation from the carton manufacturer/supplier that verifies a 50% minimum percentage of post-consumer recycled content.
- c. Use shipping and packaging materials that can readily recycled in the purchasing entity's community recycling program and that comply with [model toxics in packaging laws](#). (Contact the State's Environmental Agency to find out the products that are readily recyclable in residential programs.)

6. SPENT CARTRIDGES

Vendor will accept spent cartridges for recycling, return postage at no additional cost to the State. For additional information see the Vendor Tab on the Pricing Spreadsheet which can be found on:

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

7. PRICING

[\(Return to Table of Contents\)](#)

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

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

8. BILLING

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

9. PAYMENT

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

10. PRODUCT SUBSTITUTION

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

11. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

12. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS15732-TONER&SUPL on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

13. REQUIREMENTS

This contract covers the New Toner Cartridges requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, Municipality, Volunteer Fire Company or higher education entity receiving state funds. Furthermore, this contract shall be accessible to all other entities as identified by Del. Code, Chapter 69, Title 29 § 6910.

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.

14. 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.

15. 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.

16. 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.

17. 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>.