



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

July 15, 2016

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

FROM: DENNIS J SMITH
STATE CONTRACT PROCUREMENT OFFICER
302-857-4544

SUBJECT: **AWARD NOTICE**
CONTRACT NO. GSS16721-AG_TRACTOR
Ag Tractors and Implements

TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION

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



KEY CONTRACT INFORMATION

1. CONTRACT USE

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

This is **not** a mandatory use contract under **Title 29, Chapter 6911(d) Delaware Code**. It is available to 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.

Under Title 29 §6933, The State of Delaware is authorized to participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of materiel or nonprofessional services with 1 or more public procurement units either within the State or within another state in accordance with an agreement entered into between the participants.

A competitive bidding and selection process was conducted by the National Joint Powers Alliance (NJPA), a Minnesota-based Service Cooperative created by Minnesota Legislative Statute 123A.21. NJPA and Contractor established a contract for the purchase of heavy construction equipment with related accessories, supplies, and services on or around July 20, 2011 (hereinafter, "Master Agreement").

2. CONTRACT PERIOD

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

Each contractor's contract shall be valid through March 16, 2019. See vendor information below.

3. VENDORS

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

Contract # GSS16721-AG_TRACTORV01

NJPA Contract Number: 021815-CIH

FSF Vendor ID: 0000213655

Attn: Patricia Lardie

Case IH North America

621 State St

Racine, WI 53402-5133

Phone: 608-444-5349

Fax: 608-635-2083

Email: patricia.lardie@cnh.com

Website: www.caseih.com

See below for Product lines and Authorized Dealers.

Products: Case IH Agricultural Equipment	Products: New Holland Agriculture
Hooper, Inc. – Middletown Contract # GSS16721-AG_TRACTORV02 FSF ID: 0000006985 1130 Middletown Warwick Rd Middletown, DE 19709-9096 Phone: 302-378-9555 Fax: 302-378-0634 Email: hoober@hoober.com Website: www.hoober.com Hooper, Inc. – Seaford Contract # GSS16721-AG_TRACTORV02 FSF ID: 0000006985 6367A Stein Hwy Seaford, DE 19973-6942 Phone: 302-629-3075 Fax: 302-629-3775 Email: hoober@hoober.com Website: www.hoober.com	LOCAL DEALER: Selbyville Tractor & Equipment Contract #GSS16721-AG_TRACTORV03 FSF ID#: 0000024478 36611 Dupont Boulevard PO Box 128 Selbyville, DE 19975 Phone: 302-436-5597 Fax: 302-436-9595 Email: selbyvillepartsupport@mediacombb.net Website: www.selbyvilletractorde.com

4. SHIPPING TERMS

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

Freight – based on FOB point of shipment.

5. DELIVERY AND PICKUP

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

- a. Agencies may work with the local dealer in specifying machine requirements or call the primary vendor contact directly at the numbers above.
- b. Dealers would submit preliminary build codes to the primary vendor for verification of pricing, discount and freight from factory to dealer. Full delivery address for end-user is required for freight calculation.
- c. Additional charges may occur for installation of attachments as well as for parts, accessories and open market items.
- d. Purchase Orders should be made out to the **Primary Vendor**.
- e. Identify the NJPA contract number, as well as the GSS contract number.
- f. Dealer delivers machine.
 - I. Dealer performs operator review, as needed.
 - II. Dealer files warranty registration.

6. PRICING

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

Prices will remain firm for the term of the contract year. All items are a percent off the manufacturer's lowest list price catalog. Pricing and discount information may be obtained from the cognizant State Contract Procurement Officer.

ADDITIONAL TERMS AND CONDITIONS

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

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. Agency pays the primary vendor for purchase and not the dealer.

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 are required to identify the contract number GSS16721-AG_TRACTOR on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

12. 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.

13. 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.

14. 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.

15. 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>.