



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

June 1, 2019

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

FROM: Ninna Vaughn  
STATE CONTRACT PROCUREMENT OFFICER  
302-857-4584

SUBJECT: **AWARD NOTICE**  
**CONTRACT NO. GSS19026-LAB\_SUPPL**  
**Laboratory Supplies and Equipment**

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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 a two (2) year period from **June 1, 2019 through May 31, 2021**. Each contract may be renewed for three (3) additional 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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*Vendor contact information can be found in the Pricing Spreadsheet associated with this contract award. Vendors are only permitted to provide under the section(s) they have been awarded.*

AWARDED VENDORS FOR LAB SUPPLIES	
Neta Scientific, Inc. 4206 Sylon Blvd. Hainesport, NJ 08036 FSF #: 0000200353 <b>GSS19026-LAB_SUPPLV01</b>	Promega Corporation 2800 Woods Hollow Road Madison, WI 53711 FSF #: 0000022917 <b>GSS19026-LAB_SUPPLV02</b>
Shamrock Glass Company, Inc. P.O. Box 686 Seaford, DE 19973 FSF #: 0000018112 <b>GSS19026-LAB_SUPPLV03</b>	Thomas Scientific, LLC 1654 High Hill Road Swedesboro, NJ 08085 FSF #: 0000200325 <b>GSS19026-LAB_SUPPLV04</b>
VWR International, LLC 100 Matsonford Road, Building 1, Suite 200 Radnor, PA 19087 FSF #: 0000035022 <b>GSS19026-LAB_SUPPLV05</b>	Agilent Technologies, Inc. 2850 Centerville Road Wilmington, DE 19808 FSF #: 0000034228 <b>GSS19026-LAB_SUPPLV06</b>
Alere San Diego DBA Immunalysis Corporation 829 Towne Center Drive Pomona, CA 91767 FSF #: 0000328157 <b>GSS19026-LAB_SUPPLV07</b>	Medline Industries, Inc. Three Lakes Drive Northfield, IL 60093 FSF #: 0000022105 <b>GSS19026-LAB_SUPPLV08</b>

LC Holdings, LLC DBA Karter Scientific 2120 Gerstner Memorial Drive Lake Charles, LA 70601 FSF #: 0000480730 <b>GSS19026-LAB_SUPPLV09</b>	Applied Research & Photonics, Inc. 470 Friendship Road Harrisburg, PA 17111 FSF #: 0000480840 <b>GSS19026-LAB_SUPPLV10</b>
Fisher Scientific Company, LLC 300 Industry Drive Pittsburgh, PA 15275 FSF #: 0000018807 <b>GSS19026-LAB_SUPPLV11</b>	
<b>AWARDED VENDORS FOR K12 LAB SUPPLIES</b>	
Thomas Scientific, LLC 1654 High Hill Road Swedesboro, NJ 08085 FSF #: 0000200325 <b>GSS19026-LAB_SUPPLV04</b>	VWR International, LLC 100 Matsonford Road, Building 1, Suite 200 Radnor, PA 19087 FSF #: 0000035022 <b>GSS19026-LAB_SUPPLV05</b>
Medline Industries, Inc. Three Lakes Drive Northfield, IL 60093 FSF #: 0000022105 <b>GSS19026-LAB_SUPPLV08</b>	LC Holdings, LLC DBA Karter Scientific 2120 Gerstner Memorial Drive Lake Charles, LA 70601 FSF #: 0000480730 <b>GSS19026-LAB_SUPPLV09</b>
Fisher Scientific Company, LLC 300 Industry Drive Pittsburgh, PA 15275 FSF #: 0000018807 <b>GSS19026-LAB_SUPPLV11</b>	

**4. SHIPPING TERMS:**

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The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency (F.O.B. Destination) and include all charges that may be imposed during the period of the contract. All prices quoted must be in U.S. Dollars.

Fisher Scientific catalog products are subject to freight charges. State agencies are required to only pay restocking fees on cancelled Purchase Orders as long as Fisher Scientific notifies the purchasing agency of potential restocking fees at the time of ordering. See pricing spreadsheet for further details.

Agilent Technologies, Inc. catalog products are subject to freight charges. See pricing spreadsheet for further details.

Neta Scientific, Inc. catalog products are subject to freight charges. See pricing spreadsheet for further details.

LC Holdings, LLC DBA Karter Scientific catalog products are subject to freight charges. See pricing spreadsheet for further details.

Medline Industries, Inc. catalog products are subject to freight charges. Medline Industries, Inc. must notify the purchasing agency of freight charges due to a product or products not being in stock, and receive approval from the purchasing agency prior to adding freight charges. See pricing spreadsheet for further details.

**5. DELIVERY:**

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All products must conform in every respect to the standards and regulations established by Federal and Delaware State laws. Products shall be manufactured and packaged under modern sanitary conditions in accordance with good commercial practice. Products are to be packed in sizes as specified in this RFP and shall be packaged in such a manner to insure delivery in first class condition and properly marked for identification. All shipments must be comprised of original cartons associated with the commercial industry represented by the actual product contained within each carton. Deliveries containing re-used, re-labeled, re-worked or alternate cartons are subject to rejection by the Using Agency at the contractor's expense.

The Contractor shall ship routine consumable items from Market Basket list and Catalog within 48 hours of receipt of order, or as otherwise agreed to by the ordering Agency. All other equipment and supplies must be delivered within seven (7) days after receipt of order unless otherwise agreed to by the ordering Agency. Vendor shall notify the ordering Agency within 24 hours of order placement, if delivery cannot be completed as required by the contract. Upon receipt of such notice, or upon failure to deliver within the specified time, the ordering Agency may cancel the order without penalty, and purchase elsewhere.

**INSPECTION AND REJECTION**

No item(s) received by any Agency issuing a PO shall be deemed accepted until the Agency has had a reasonable opportunity to inspect the item(s). The Agency may reject any item(s) discovered to be defective or failing to conform to the Contract specifications upon initial inspection or at any later time if the defects contained in the item(s) or if the noncompliance with the specifications were not reasonably ascertainable upon the initial inspection. The Contractor shall have the duty to remove rejected item(s) from the Agencies premises without expense to the Agency within fifteen (15) calendar days after notification. Rejected item(s) left longer than fifteen (15) calendar days will be regarded as abandoned, and the Agency shall have the right to dispose of the item(s) as its own property and shall retain that portion of the proceeds of any sale that represents the Agencies costs and expenses for the storage and sale of the item(s). Upon notice of rejection, the Contractor shall immediately replace all such rejected item(s) with other non-defective items conforming to the specifications. If the Contractor fails, neglects, or refuses to do so, the Agency shall then have the right to procure a corresponding quantity of such item(s), and deduct from any monies then or later due to the Contractor, the difference between the price stated in the Contract and the actual cost of the item(s) to the Agency.

**SPECIAL INSPECTION AND REJECTION CONDITIONS FOR FISHER SCIENTIFIC:**

Fisher Scientific acknowledges with the exception of products mistakenly ordered by the Agency that meet vendor specifications and arrive in new and working condition, Fisher Scientific will not be responsible for the return of those products if the vendor does not allow the return. Acceptance testing shall be to measure compliance with published specifications, with testing in accordance with industry standards.

**6. PRICING:**

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

The pricing sheet can be accessed from the contract details page.

**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 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 GSS19026-LAB\_SUPPL 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. CONTRACT DELIVERABLES:**

Unless otherwise specified in the Special Terms and Conditions, all products offered by Contractor must be new. A "new" product is one for which the Purchaser will be the first user after the product is manufactured or produced. This clause shall not be construed to prohibit contractors from offering products with recycled content, provided the product itself is new.

**14. RETURNS:**

Any item(s) delivered in poor condition, in excess of the amount authorized by the PO or not included on the PO may, at the discretion of the Agency, be returned to the Contractor's warehouse at the Contractor's expense within fifteen (15) calendar days. Credit for returned good shall be made immediately once contractor receives returned goods. Over-shipments may be accepted at the contract user discretion. Return authorizations will be provided by the Contractor within fourteen (14) calendar days of verbal notification. If Agency orders wrong item, the return will be at the Agency's expense. Contractor shall work with the Agencies to ensure ordering of proper item(s).

State agencies are required to only pay restocking fees on cancelled Purchase Orders as long as Fisher Scientific notifies the purchasing agency of potential restocking fees at the time of ordering

**15. TEST SAMPLES:**

When requested contractors will be required to supply sample products in sufficient quantities for testing purposes at no charge to the Agencies or School Districts. Samples shall be provided within two (2) days of request by Agency.

**16. PRODUCT AVAILABILITY:**

The Contractor must agree that there will be no cancellation of products on the contract without an equal and acceptable replacement approved by the State Contract Procurement Officer during the term of the contract. Contractors must communicate manufacturer's discontinuation of any products to the contract officer in writing within five (5) business days of notification from the manufacturer and forward a copy of the manufacturer's notice. In such instances, the Contractor shall work with the contract officer to identify and implement alternative options that shall maintain or reduce costs associated with the replacements. The Contractor will be prepared to offer written detailed quarterly reports, is requested by the State of Delaware, displaying removed SKU's off of contract list and suggested replacements in either hard or electronic form, whichever is specified by the State. The contractor shall offer suggested replacement of discontinued products at least thirty (30) days prior to substitution, including replacement part number, description, list price, applicable discount, final price and sample, if requested.

**17. PRICING DISCOUNT SCHEDULE**

The pricing discount schedule for this contract is broken down by Market Basket items and Catalog offerings by category and is percentage based. See the pricing spreadsheet for details.

**18. 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.

**19. 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.

**20. 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>.