



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

August 1, 2012

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

FROM: SHELLY ALIOA  
STATE CONTRACT PROCUREMENT OFFICER  
302-857-4553

SUBJECT: **AWARD NOTICE – Addendum #2 – Effective September 6, 2012**  
**CONTRACT NO. GSA12004-POW/MIA**  
**POW/MIA Flags**

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**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. CONTRACT USE:**

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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 and 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.

Under Title 29 §6935, The State of Delaware is authorized to enter into negotiations with various manufacturers or distributors and award contracts which will enable agencies and local governments to purchase materiel at prices approved by the General Services Administration of the United States government or its successor.

**2. CONTRACT PERIOD:**

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The contractor's contract shall expire June 30, 2013..

**3. VENDORS:**

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**Contract # GSA12004-POW/MIAV01**  
GSA Contract # GS-03F-0012Y  
FSF Vendor ID: 0000139330  
Ven Mar Sales, Inc.  
P. O. Box 540  
Sciota, PA 18354-0540  
Contact: Vena K. Ackerman  
Phone: 800-483-6627 or 570-992-7066  
Fax: 570-992-7832  
Email: [flags@ptd.net](mailto:flags@ptd.net)  
Website: [www.venasflagstore.com](http://www.venasflagstore.com)

**4. SHIPPING TERMS:**

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FOB Origin.  
Point of production: Roseland, NJ

**5. DELIVERY AND PICKUP:**

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- a. 30 days ARO.
- b. Expedited delivery: 7 days (in stock items only) Contact contractor for availability.
- c. Overnight and 2-day delivery, contact the vendor for availability and rates.

**6. PRICING:**

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Part #	Description	Price
37898	POW-MIA DOUBLE SIDED 5 X 8FT NYL-GLO	\$102.56
377984	POW-MIA SINGLE REVERSE 12 X 18IN NYL-GLO	\$12.51
377987	POW-MIA DOUBLE SIDED 2 X 3FT NYL-GLO	\$33.37
377990	POW-MIA DOUBLE SIDED 3 X 5FT NYL-GLO	\$50.69
377991	POW-MIA SINGLE REVERSE 3 X 5FT NYL-GLO	\$32.19
377994	POW-MIA SINGLE REVERSE 4 x 6FT NYL-GLO	\$42.17
377995	POW-MIA DOUBLE SIDED 4 X 6FT NYL-GLO	\$58.40
378997	POW-MIA SINGLE REVERSE 5 X 8FT NYL-GLO	\$72.36
388000	POW-MIA SINGLE REVERSE 4 X 6IN EMP BRAND	\$3.17

Minimum order: \$25

Maximum order: \$100,000 – *Please contact contractor for orders exceeding this amount.*

**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 or fax that clearly references the contract number. **No online ordering is permitted.** 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. 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.

**12. 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.

**13. 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.

**14. 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

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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>.