



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

October 4, 2013

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

FROM: WILLIAM W. PICKRUM
DEPUTY DIRECTOR, GOVERNMENT SUPPORT SERVICES
302-857-4501

SUBJECT: **AWARD NOTICE**
CONTRACT NO. GSA13020-LOGISTICS
Operations & Maintenance Logistics Management & Support Services

TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION

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



KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT

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

- a. This is not a mandatory use contract under 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.
- b. 29 Del. C. § 6935 authorizes Government Support Services to enter into contracts which will enable agencies and local governments to purchase materiel at prices approved by the General Services Administration. This agreement is consistent with GSA's authorization to allow state governments to purchase under their Cooperative Purchasing program.

2. CONTRACT PERIOD

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

Each contractor's agreement shall be valid through October 30, 2016. Each contract may be renewed in conjunction with the GSA contract.

3. VENDORS

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

GSA Contract GS-10F-00337
FSF ID: 0000189360
Alutiiq Diversified Services, LLC
737 Volvo Pkwy
Chesapeake, VA 23320-1601
Contact: Elaina Shumard
Phone: 843-377-1781
Fax: 843-744-0465
Email: eshumard@alutiiq.com
Website: www.alutiiq.com

4. SHIPPING TERMS

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

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

5. PRICING

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

Prices will remain firm for the term of the contract year, in accordance with the GSA Contract.

	Year 2	Year 3	Year 4	Year 5
Labor Category	10/31/2012	10/31/2013	10/31/2014	10/31/2015
	10/30/2013	10/30/2014	10/30/2015	10/30/2016
23181- Electronics Technician Maintenance I	\$42.46	\$43.74	\$45.05	\$46.40
23182 - Electronics Technician Maintenance II	\$48.86	\$50.33	\$51.84	\$53.39

23183 - Electronics Technician Maintenance III	\$54.08	\$55.71	\$57.38	\$59.10
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ELECTRONIC TECHNICIAN MAINTENANCE I –DOL CATEGORY 23181

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: One year of related experience.

ELECTRONIC TECHNICIAN MAINTENANCE II –DOL CATEGORY 23182

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: Two years of related experience.

ELECTRONIC TECHNICIAN MAINTENANCE III –DOL CATEGORY 23183

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: Three years of related experience.

ADDITIONAL TERMS AND CONDITIONS

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

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. AGENCY'S RESPONSIBILITIES

The Agency shall:

Award Notice

Contract No. GSA13020-LOGISTICS

Operations & Maintenance Logistics Management & Support Services

- 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>.