STATE OF DELAWARE
Laurel School District

March 3, 2019

ISSUED BY: Rick Evans
Laurel School District

SUBJECT: **AWARD NOTICE**
CONTRACT NO. LSD201111101
LMHS FFE

TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION

1. CONTRACT PERIOD 2
2. VENDORS 2
3. SHIPPING TERMS 3
4. DELIVERY AND PICKUP ..... **Error! Bookmark not defined.**
5. PRICING 3
ADDITIONAL TERMS AND CONDITIONS 3

AWARD NOTICE
CONTRACT NO. LSD016001-ElemenConstruct

1. **CONTRACT PERIOD**

   Each contractor's contract shall be valid for a one (1) year period from March 22, 2016 through March 22, 2017. Each contract may be renewed for three (3) one (1) year periods through negotiation between the contractor and Laurel School District. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

2. **VENDORS**

   Corporate Interiors
   Kathy Barry
   223 Lisa Dr.
   New Castle, DE 19720
   302-345-7387
   kbarry@corporate-interiors.com
   FSF – 0000018235

   Douron
   Julie Klatzkin
   10 Painters Mill Rd.
   Owings Mills, MD 21117
   302-455-1892
   jklatzkin@douron.com
   FSF – 0000029593

   EFS
   Tom Carroll
   2638 Morris Rd.
   West Point, PA 19486
   302-824-5722
   tom@efs-llc.com
   FSF – 0000210751

   GA Blanco
   Karen Alexander
   186 Timberlane Rd.
   Clarksboro, NJ 08020
   610-563-4393
   Kalexander@gablanco.com
   FSF – 0000000373

   WB Mason
   Sara Austin
   59 Center St.
   Brockton, MA 02303
   302-530-8900
   Sara.jerster@wbmason.com
   FSF – 0000000758

3. **SHIPPING TERMS**

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

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract.

4. **PRICING**

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

<insert pricing or provide separate pricing spreadsheet>
List the specific items they bid on and price of the two awarded vendors. Also, the optional items and the catalog discount.

ADDITIONAL TERMS AND CONDITIONS

5. **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.

6. **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.

7. **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 Laurel School District to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

8. **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.

9. **PURCHASE ORDERS**

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number LSD18001-JANOTIRIAL on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

10. REQUIREMENTS

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.

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 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.