



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

May 30, 2023

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

FROM: RHONDA FIGUEROA
STATE CONTRACT PROCUREMENT OFFICER I
302-857-4522

SUBJECT: **AWARD NOTICE (effective 07/01/2023)**
GSS23603-JAN_CAF_SUP
Janitorial and Cafeteria Supplies

TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT 2

2. CONTRACT PERIOD 2

3. VENDORS 2

4. DELIVERY AND PICKUP 3

5. SHIPPING TERMS..... 4

6. PRICING 4

ADDITIONAL TERMS AND CONDITIONS..... 4



KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT

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

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

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

Each contractor's contract shall be valid for one (1) year period from July 1, 2023 through June 30, 2024. Each contract may be renewed for three (3) 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

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

GSS23603-JAN_CAF_SUPV01 Action Unlimited Resources Inc. 230 Quigley Blvd. New Castle, DE 19720 www.actioncleanup.com Amy Johnson 302-323-1455 302-323-1442 ajohnson@actioncleanup.com Chad Cooper 302-323-1455 ccooper@actioncleanup.com	GSS23603-JAN_CAF_SUPV02 AE Moore Janitorial, Inc 25872 West State Street PO Box 638 Millsboro, DE 19966 www.aemoorejanitorial.com Ben Kern 302-542-2650 302-934-6661 benkern@aemoorejanitorial.com Stephanie Eye 302-934-7055 seye@aemoorejanitorial.com	GSS23603-JAN_CAF_SUPV03 Camden Bag & Paper Brady IFS 200 Connecticut Dr. Burlington, NJ 08016 www.camdenbag.com Paul Harman 267-784-2757 856-727-4114 pharman@camdenbag.com Marianne Davis 856-727-3313 x120 mdavis@camdenbag.com
--	---	--

<p>GSS23603-JAN_CAF_SUPV04 Imperial Bag & Paper Co., LLC dba Imperial Dade 255 Route 1 & 9 Jersey City, NJ 07306 www.imperialdad.com</p> <p>Dennis O'Leary 240-492-2308 301-499-0263 doleary@imperialdade.com</p> <p>Dan Swanson 888-946-2671 dswanson@imperialdade.com</p>	<p>GSS23603-JAN_CAF_SUPV05 Interboro Packaging 114 Bracken Road Montgomery, NY 12549 www.interboropackaging.com</p> <p>Abraham Jeremias 845-782-6800 x101 845-781-2450 fax</p> <p>Blimy Mertz 845-782-6800 x109 blimy@interboropackaging.com</p>	<p>GSS23603-JAN_CAF_SUPV06 State Janitorial Supply 540 Otis Drive Dover, DE 19901 www.statejanitorialsupply.com</p> <p>Chris LeBendig 302-734-4814 302-734-8362 fax clebendig@statejanitorialsupply.com</p> <p>Jessica Stubbs 302-734-4814 jstubbs@statejanitorialsupply.com</p>
<p>GSS23603-JAN_CAF_SUPV07 W B Mason 205 Moss Hill Lane Salisbury, MD 21804 www.wbmason.com</p> <p>Kevin Nerlinger 302-766-5339 888-9262766 kevin.nerlinger@wbmason.com</p> <p>Camesia Vaughn 888-926-2766 x5249 camesia.vaughn@wbmason.com</p>		

4. DELIVERY AND PICKUP

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

Delaware School Districts may choose to utilize this contract and may require specific delivery restrictions. Schools are commonly in residential areas and cannot safely accept large delivery vehicles. Concerns with child safety during school hours, availability of loading docks, and limited time periods deliveries can be accepted by school personnel are requirements vendors shall accommodate without additional cost to the State.

Deliveries must accommodate facilities without loading docks and consider delivery vehicle sizes for schools located in residential areas. Deliveries for all Janitorial items should be between the hours of 7:30am – 3:30pm Monday through Friday or designated times specified by the School.

Cafeteria deliveries should be made during the specified times made with the School upon receiving an order.

5. SHIPPING TERMS

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

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

6. PRICING

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

Prices will remain firm for the term of the contract year. See pricing spreadsheet posted on the contract award page.

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.

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 **GSS23603-JAN_CAF_SUP** on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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. <https://mymarketplace.delaware.gov/documents/car.pdf>.