



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

March 25, 2026

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

FROM: DANIELLE DAVIS
STATE CONTRACT PROCUREMENT OFFICER I
302-857-4585

SUBJECT: **AWARD NOTICE**
CONTRACT NO. GSS25577-MRO
FACILITIES MRO AND SUPPLIES (SUPPLEMENTAL)

TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION

1. **CONTRACT OVERVIEW**..... 2
2. **MANDATORY USE CONTRACT** 2
3. **CONTRACT PERIOD** 3
4. **VENDORS** 3
5. **DELIVERY AND PICKUP** 4
6. **SHIPPING TERMS**..... 6
7. **PRICING** 6
ADDITIONAL TERMS AND CONDITIONS..... 6



KEY CONTRACT INFORMATION

1. CONTRACT OVERVIEW

This contract is in place to provide eligible agencies/entities with multiple vendor products to meet their various Facilities MRO and Supplies (Supplemental) needs from the covered categories below.

- **Abrasives:** sandpaper, sanding belts, sandblasting sand, etc.
- **Adhesives:** glue, spray adhesives, construction adhesives and consolidate all the tapes (duct tape, painters' tape, electrical tape)
- **Air Handling:** fans, air filters, heaters, dehumidifiers, etc.
- **Electrical Supplies:** light bulbs, lighting fixtures, light switches and covers, electrical boxes, wire, ballasts, fuses, batteries, connectors, ties, contactors, disconnect switches, panels, conduit, connectors, tape, etc.
- **Fasteners:** bolts, screws, nails, nuts, washers, pins, staples, spacers, rivets, hooks, etc.
- **General Hardware:** rope, chain, brackets, s-hooks, tarps, bungee cords, ratchet straps, etc.
- **Hand Tools:** general purpose (screwdriver, hammer, saw, wrench, pliers, tape measure, etc.), specialty tools (plumbing: wrenches, cutters, expansion, crimping; landscape: rake, hoe, shovel, etc.)
- **Landscaping:** insecticides, weed control, plants, mulch, soil, etc. (limited to bagged products only.)
- **Material Handling:** access ladders, platforms & scaffolding, load securing straps & bungees, scales, storage, carts, dollies, hand trucks, lift trucks, pallet jacks, etc.
- **Other Building Materials:** spackling compound, vapor barrier film, cement, caulking guns, caulk, sealants, etc.
- **Other Building Supplies:** doors, door accessories (knobs, locks, knockers, hinges, openers), cabinets, fencing, lumber, concrete/cement, dry wall, insulation, etc.
- **Paint:** interior & exterior paint, specialty paint (traffic, safety, striping paint), stains, brushes, rollers, handles, covers, pans, mixers, sprayer, tape, drop clothes, etc.
- **Plumbing:** pumps, wax rings, O-rings, repair kits, faucets, shower fixtures, toilets, showers & tubs, sinks, disposals, toilet seats, pipe, connectors, primer, cement, tape, etc.
- **Power Tools:** general purpose (oscillating multi-tools, rotary multi-tools, drills, saws, grinders, etc.), batteries and chargers, electrical meter, stud finder, landscape edgers, trimmers, etc.

EXCLUSIONS

Excluded from this contract are: automotive related tools and products, clothing, furniture, lab supplies, lab gases, life safety supplies, laundry supplies, office supplies, janitorial equipment and supplies, HVAC filters and supplies, as these items are covered on other contracts.

2. 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.

3. CONTRACT PERIOD

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

Each contractor's contract shall be valid through November 30, 2026. 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.

4. VENDORS

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

Please note this is a multi-award supplemental contract. The product offerings of awarded vendors are limited to the specific categories listed below. Categories marked with an asterisk were awarded under GSS24577-MRO.

VENDOR CONTACT INFORMATION	AWARDED CATAGORIES
GSS25577-MROV01 Midwest Motor Supply Co/dba/Kimball Midwest 4800 Roberts Road Columbus, OH 43228 Primary Contact: Katelyn Bray Contact Phone: 614-951-2436 Contact Email: Katelyn.bray@kimballmidwest.com	Abrasives Adhesives Electrical Supply* Fasteners Plumbing
GSS25577-MROV02 Lawson Products, Inc 8770 West Bryn Mawr Ave. Suite 600 Chicago, IL 60631 Primary Contact: Lisa Castanon Contact Phone: 1-800-890-8198 Contact Email: government.sales@lawsonproducts.com	Abrasives Adhesives Fasteners General Hardware Hand Tools Power Tools
GSS25577-MROV03 Sid Tool Co, Inc/dba/MSC Industrial Supply Co. 525 Harbour Place Drive Davidson, NC 28036 Primary Contact: Jason Fine Contact Phone: 617-201-0048 Contact Email: Jason.fine@mscdirect.com	Abrasives Adhesives Air Handling Electrical Supply* Fasteners General Hardware Hand Tools* Landscaping Material Handling* Other Building Materials Other Building Supplies Paint* Plumbing* Power Tools
GSS25577-MROV04 The Sherwin-Williams Company 101 West Prospect Avenue Cleveland, OH 44115 Primary Contact: Beniam Tirfe Contact Phone: 240-350-7862 Contact Email: Beniam.tirfe@sherwin.com	Abrasives Adhesives Paint

VENDOR CONTACT INFORMATION	AWARDED CATAGORIES
GSS25577-MROV05 United Electric Supply Co., Inc. 10 Bellecor Drive New Castle, DE 19720 Primary Contact: Jim Petka Contact Phone: 302-322-33333 Contact Email: jpetka@unitedeletric.com	Electrical Supply Hand Tools Power Tools
GSS25577-MROV05 W. W. Grainger, Inc. 100 Grainger Parkway Lake Forest, IL 60045 Primary Contact: Rachel Pace Contact Phone: 202-875-9580 Contact Email: Rachel.pace@grainger.com	Abrasives* Adhesives* Air Handling* Electrical Supply* Fasteners* General Hardware* Hand Tools* Landscaping* Material Handling Other Building Materials* Other Building Supplies* Paint* Plumbing* Power Tools*

5. DELIVERY AND PICKUP

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

Vendors should have stock items available for pick-up within twenty-four (24) hours after receipt of order. Stock items shall be delivered, by mail or driver service within forty-eight (48) hours after receipt of order. Non-Stock items shall be delivered, by mail or driver service within ten (10) business days after receipt of order.

In the event of an emergency, stock items shall be delivered within two (2) hours or be available for immediate pick up. Delivery or pick up shall be determined by Contract Users.

Vendor Exception - Kimball Midwest - Kimball Midwest does not have brick and mortar stores within the State of Delaware but can arrange expedited shipping upon request.

If the timeframes referenced cannot be met; it is the vendor’s responsibility to proactively notify the requesting Contract User and obtain permission to exceed the established standards. The Contract User shall make an independent determination if an exception is to be granted.

All shipments are made direct to each ordering agency/facility. F.O.B. destination shipping charges pre-paid. There will be no “small order”, “minimum order”, or “special order” charges or surcharges. Any rush delivery that occurs as a result of Supplier’s error (e.g. stock-outs, delivery of wrong product, etc.) will be free of charge. No handling surcharges will be added of discounts lost for any rush or expedited orders.

Suppliers must have at least one (1) stocked warehouse in all area(s) bid. A list of locations and addresses must be included with the bid.

Vendor Exceptions

- **Kimball Midwest - Kimball Midwest does not have brick and mortar stores within the State of Delaware. However, it is able to ship stock items from Newtown, CT which ensures delivery within 48 hours for non-emergency.**

Award Notice

Contract No. GSS25577-MRO

- **Lawson Products** - Lawson is committed to providing responsive service in urgent situations, we are unable to guarantee delivery within a two-hour window. Due to logistics, transportation constraints, and the location of our distribution centers, we cannot meet this requirement as written. However, Lawson does offer guaranteed next-day delivery for emergencies via expedited air freight service (additional fees apply) and we will always work closely with our customers to determine the most efficient and practical solution for urgent needs.
- **W. W. Grainger** - In the absence of a physical stocked warehouse in designated area, Supplier resources within the State must be sufficient to satisfy State Customer Just-in-Time delivery requirements throughout the State.

The areas covered by this contract to better facilitate delivery across the state:

- New Castle County North of the C&D Canal
- New Castle County South of the C&D Canal and all of Kent County
- Sussex County

A packing label must be on each box and include the following items, visible on the outside of the box:

- Contract User's First and Last Name
- Address
- Department and Floor
- Contact
- Telephone Number

A packing slip must also be included which will include information such as:

- Line-item description
- Quantity ordered
- Quantity included in shipment
- Any back order, out of stock or limited availability items
- Total items and/or parcels in order
- Unit price

Additional Electrical Supply, Lamps and Ballasts requirements:

- The packing and marking must be by the best acceptable commercial standards.
- Shipping containers shall be constructed as to ensure acceptance by common and other carriers. The marking of each shipping container shall be as follows:
 - Type of Product
 - Manufacturer and Vendor
 - Size and Catalog Number

Additional Paint Requirements:

- Shipping containers shall be new and of industry standards for plastic or metal construction.
- The Manufacturer's standard printed label shall be affixed to each container and contain the following information:
 - Manufacturer, Trade Name or Brand
 - Catalog Number and Color
 - Complete directions for use

Carton or delivered items shall not exceed fifty (50) pounds, unless clearly marked on the outside of the parcel.

Vendor(s) shall provide timely product recall notification to each ordering agency. Notices shall include, at a minimum, a complete product description and/or product identification, contract number, delivery number and disposition instructions.

6. SHIPPING TERMS

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

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

7. PRICING

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

For the most current pricing, please refer to eMarketplace. Price adjustments will be calculated as follows: quoted prices may be adjusted on a quarterly basis for the contract term (March, June, September, December) based on the change in value of the U.S. Department of Labor; Bureau of Labor Statistics; Consumer Price Index for Philadelphia All Urban Consumers (CPI-U) (Series ID: CUURS12BSA0).

The vendor must submit a written request for price increases during the timeframe as outlined: For price list changes effective March 1st, requests must be submitted between February 1st and February 15th. For price list changes effective June 1st, requests must be submitted between May 1st and May 15th. For price list changes effective September 1st, requests must be submitted between August 1st and August 15th. For price list changes effective December 1st, requests must be submitted between November 1st and November 15th.

Please contact the contract officer for specific needs regarding price lists.

ADDITIONAL TERMS AND CONDITIONS

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

8. 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.

9. 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.

10. 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.

11. ORDERING PROCEDURE

All orders for anyone utilizing this mandatory-use contract should be placed on eMarketplace.

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.

12. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number **GSS25577-MRO** on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

13. REQUIREMENTS

WARRANTY REQUIREMENTS

Proposals must address each of the following:

- Applicable warranty and/or guarantee of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
- Availability of replacement parts.
- Life expectancy of equipment under normal use.
- Detailed information as to proposed return policy on all equipment.
- Warranty information must be provided with purchased items.

Additional Requirements for Hand Tools:

- Non-powered Hand Tools shall have a lifetime warranty subject to manufacturer terms and conditions but shall not be applicable if the tool has been abused, modified or altered as determined by a responsible vendor.

BACK ORDERS

It is the responsibility of the vendor to notify the ordering agency, in writing, immediately upon notification from the Manufacturer that an item is on back order. The vendor shall state the reason for the back order and the date the ordering agency can expect delivery. After receiving this information, the ordering agency shall have the right to the following remedies:

- Request back order
- Request a substitute contract item
- Cancel the item from the order

INSPECTIONS

Upon delivery, the material will be inspected, and if found to be defective or if it fails in any way to meet the specifications as indicated in this RFP, it may be rejected. All rejected material or shortages will be replaced by the Supplier within ten (10) business days.

RETURNS

Any material delivered in poor condition, in excess of the amount authorized by purchase order, or not included on the purchase order may, at the discretion of the ordering agency/entity, be returned to the vendor at the vendor's expense within thirty (30) days. Return authorizations must be credited immediately once the vendor has received the returned goods.

- **INCORRECT PRODUCT ORDERED**
 - Any agency returning unused stock, or special materials, to the vendor due to requirement changes may be liable for a restocking fee, not to exceed fifteen percent (15%) of the item return price.
 - **Vendor Exception – W.W. Grainger - Grainger 30-Day Satisfaction Guarantee. You can return your purchase for any reason for exchange or refund up to thirty (30) days from the date of invoice unless otherwise noted. Proof of purchase from Grainger is required for all returns. Grainger's 30-day satisfaction guarantee does not apply to "Sourced Products" and products sold on a "Final Sale" basis. B. Returns After 30 Days. Unless otherwise noted, you can also return product for up to one (1) year from date of invoice provided product is in its original packaging, unused, unexpired undamaged, and in salable condition. Proof of purchase from Grainger is required in all instances. Products sold on a "Final Sale" basis as defined below cannot be returned. "Sourced Product" (defined below) is subject to the manufacturer's return policy and may not be returnable. Some product returns may be denied**

or made subject to restocking fees and other charges by Grainger. C. Final Sale Items. Items sold on a "Final Sale" basis include: (i) Custom items; (ii) purchases made under the Custom Product Center on grainger.com; (iii) special-order items; (iv) emergency response items; (v) items marked in Sourced Product quotations or invoices as "Non-Cancellable" or "Non-Returnable" and (vi) any other items that Grainger may designate as a "Final Sale" from time to time.

- **DAMAGE AND/OR INCORRECT PRODUCT SHIPPED**

The acceptance of delivery with or without objection shall not waive the right to claim damage for breach nor constitute a waiver of requirements for timely delivery or performance of any actions that shall remain the obligation of the contracted vendor.

- Damaged or incorrect product shall be reported to the contracted vendor by the ordering agency within a reasonable time frame after the damage is noticed.
- The contracted vendor is responsible for pick-up and replacement of all damaged goods within a reasonable timeframe acceptable to the ordering agency.
- The contracted vendor shall bear all risk of loss or damage with respect to returned products except for loss or damage directly attributable to the negligence of the ordering agency.
- The contracted vendor is responsible for filing all claims for damage with carriers of other responsible parties in a timely manner.
- The contracted vendor is required to keep the ordering agency informed of the replacement process and delivery date for any and all replacement orders.
- The ordering agency will not be charged a re-stock fee for any returns due to contracted vendor error, or damage.
- In the event that an ordering agency does not accept product due to damages or shipment error as described above.

The ordering agency will not be charged a re-stock fee for any returns due to contracted vendor error, or damage.

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.

14. 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.

15. 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.

16. 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.

17. 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/agencies/corrective-action.shtml>