



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

State of Delaware

Motor Oil, Re-Refined Motor Oil, Lubricants, and Antifreeze

Invitation to Bid

Contract No. GSS26009-MOTOR_OIL

JULY 21, 2025

***- Deadline to Respond -
Wednesday, August 27, 2025
3:00pm (Local Time)***

CONTRACT NO. GSS26009-MOTOR_OIL

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID" (ITB) for GSS26009-MOTOR_OIL. The invitation consists of the following:

- I. DEFINITIONS and GENERAL PROVISIONS
 - A – GENERAL PROVISIONS
 - B – AWARD AND EXECUTION OF CONTRACT
 - C – GENERAL AUTHORITY
 - D – EQUAL OPPORTUNITY
- II. SPECIAL PROVISIONS
- III. TECHNICAL SPECIFICATIONS
- IV. BID QUOTATION REPLY SECTION

SAMPLE REPORTS

- 1 – MONTHLY USAGE REPORT SAMPLE
- 2 – SUBCONTRACTING (2ND TIER) QUARTERLY REPORTING SAMPLE

ATTACHMENTS

- 1 – OFFICE OF SUPPLIER DIVERSITY (OSD) APPLICATION
- 2 – PERFORMANCE BOND (if required)
- 3 – BID BOND (if required)

APPENDICES

- APPENDIX A – Online Bid Submission Portal Instructions
- APPENDIX B – Vendor Forms
- APPENDIX C1 – Pricing
- APPENDIX C2 – Equipment Deposits and Credits
- APPENDIX D – DOC Security Clearance Application

All appendices are made part of this solicitation and are available for download at the following site:

<https://bids.delaware.gov/>

In order for your proposal to be considered, the Proposal response must be submitted through the online bid submission portal [<https://gss.bonfirehub.com/>] by Wednesday, August 27, 2025, 3:00pm (Local Time) to be considered. Submissions by other methods will not be accepted.

Please review and follow the information and instructions contained in the general and special provisions section of the invitation. Should you need additional information, please contact Danielle Davis through the [online bid submission portal](#).

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Government Support Services

GOVERNMENT SUPPORT SERVICES

**I. DEFINITIONS
AND
GENERAL PROVISIONS**

The attached Definitions and General Provisions apply to all contracts and are part of each invitation to Bid. The requirement to furnish a Bid bond and performance bond is applicable unless waived in the Special Provisions. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Bidders or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting Bid.

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DEFINITIONS

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

STATE: The State of Delaware

AGENCY: State Agency as noted on cover sheet.

BID: The offer of the Bidder submitted on the approved form and setting forth the Bidder's prices for performing the work or supplying the material or equipment described in the specifications.

BIDDER OR VENDOR: Any individual, firm, or corporation formally submitting a Bid for the material or work contemplated, acting directly or through a duly authorized representative.

BIDDER'S DEPOSIT: The security designated in the Bid to be furnished by the Bidder as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to the Bidder.

BID INVITATION: The "Bid invitation" or "invitation to Bid" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

BOND: The approved form of security furnished by the Vendors and its surety as a guaranty of good faith on the part of the Vendor to execute the work in accordance with the terms of the contract.

CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.

CONTRACTOR: Any individual, firm, or corporation with whom a contract is made by the Agency

DESIGNATED OFFICIAL: The agent authorized to act for the Agency.

GENERAL PROVISIONS: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

ITB: Invitation to Bid.

LOCAL TIME: Eastern Standard Time/Eastern Daylight Time

SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

SURETY: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the contractor's payments of all debts pertaining to and for its acceptable performance of the work for which its has contracted.

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SECTION A - GENERAL PROVISIONS

1. BID INVITATION

See "Definitions".

2. BID FORMS

The invitation to Bid shall contain pre-printed forms for use by the vendor in submitting its Bid. The forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit Bid price, total Bid price, etc.

3. INTERPRETATION OF ESTIMATES

The attention of Bidders is called to the fact that, unless stated otherwise, any quantities given in the Bid form are to be considered to be approximate only and are given as a basis for the comparison of Bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.

An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

4. SILENCE OF SPECIFICATIONS

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

5. EXAMINATION OF SPECIFICATIONS AND PROVISIONS

The Bidder shall examine carefully the Bid and the contract forms for the material contemplated. The Bidder shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of the Special Provisions and the contract. The submission of a Bid shall be conclusive evidence that the Bidder has made examination of the aforementioned conditions.

6. KEY ITB DATES/MILESTONES

The following dates and milestones apply to this ITB and subsequent contract award. Vendors are advised that these dates and milestones are not absolute and may change due to unplanned events during the Bid and award process.

Activity	Due Date
ITB Availability to Vendors	July 21, 2025
Written Questions Due No Later Than (NLT)	August 1, 2025
Written Answers Due/Posted to Website NLT	August 13, 2025
Bids Due NLT	August 27, 2025, 3:00pm local time
Public Bid Opening	August 27, 2025, 3:00pm local time
Contract Award	Will occur within 30 days of Bid opening

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7. INQUIRIES & QUESTIONS

The State of Delaware will allow written requests for clarification of this solicitation. All questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this solicitation must be received through the [online bid submission portal](#) by Friday, August 1, 2025, 4:00pm (local time) referencing the section, page number, text of passage being questioned, and the question. All questions will be answered in writing by Wednesday, August 13, 2025, with responses posted on <https://bids.delaware.gov> and <https://gss.bonfirehub.com/>.

8. PRICES QUOTED

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.

All prices must be quoted in U.S. Dollars.

9. DISCOUNT

No qualifying letter or statements in or attached to the Bid, or separate discounts will be considered in determining the low Bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into unit Bid price(s).

10. SAMPLES OR BROCHURES

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

11. BID GUARANTY; BID BOND

Unless Bid Bond has been waived as noted in the Special Provisions, each Bidder shall submit with its Bid a guaranty in sum equal to at least 10% of the total value of its Bid, according to Delaware Code Title 29, Section 6927(a).

Each vendor shall furnish a bond to the State of Delaware for the benefit of Government Support Services, Office of Management and Budget in the amount equal to 10% of the respective Bid value. The bond shall be drawn upon an insurance or bonding company authorized to do business in the State of Delaware. A certified check made out to the State of Delaware, Office of Management and Budget in an amount to 10% of the respective proposed value may be submitted in lieu of a Bid Bond.

12. ITB DESIGNATED CONTACT

All requests, questions, or other communications about this solicitation shall be made in writing through the [online bid submission portal](#). Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the solicitation designated contact, through an addendum posted on <https://mmp.delaware.gov/Bids/> and <https://gss.bonfirehub.com/>. The designated contact for this solicitation is:

DANIELLE DAVIS

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13. SUBMITTING A BID

Solicitation responses must be submitted through the online bid submission portal at: <https://gss.bonfirehub.com/>. Refer to Appendix B – Online Bid Submission Portal Instructions for specific instructions.

14. WITHDRAWAL OF BIDS

Vendors will have the ability to withdraw their submissions up to the Submission Deadline in the [online bid submission portal](#).

15. PUBLIC OPENING OF BIDS

The Bids shall be publicly opened at the time and place specified by the Agency. Bidders or their authorized representatives are invited to be present.

16. PUBLIC INSPECTION OF BIDS

If the Bidder designates a portion of its Bid as confidential, it shall isolate and identify in writing the confidential portions. The Bidder shall include with this designation a statement that explains and supports the firm's claim that the Bid items identified as confidential contain trade secrets or other proprietary data.

17. DISQUALIFICATION OF BIDDERS

Any one or more of the following causes may be considered as sufficient for the disqualification of a Bidder and the rejection of its Bid(s):

- a. More than one bid response for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among Bidders.
- c. Unsatisfactory performance record as evidenced by past experience.
- d. Any suspension or debarment of the parent company, subsidiary or individual involved with the vendor by federal, any state or any local governments within the last five (5) years.
- e. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- f. If there are any unauthorized additions, interlineations, conditional or alternate Bids or irregularities of any kind which may tend to make the bid response incomplete, indefinite, or ambiguous as to its meaning.
- g. Non-attendance of mandatory pre-Bid meetings may be cause of disqualification.

18. ADDENDA TO THE INVITATION TO BID (ITB)

If it becomes necessary to revise any part of this ITB, revisions will be posted at <https://bids.delaware.gov/> and <https://gss.bonfirehub.com/>. By submitting an offer to the State, vendors have acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Invitation to Bid.

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19. LOBBYING AND GRATUITIES

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a State of Delaware employee or agent of the State of Delaware concerning this ITB or the award of a contract resulting from this ITB shall have their bid response immediately rejected and shall be barred from further participation in this ITB.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this ITB upon agreement or understanding for a commission, or a percentage, brokerage, or contingent fee. For breach or violation of this warranty, the State of Delaware shall have the right to annul any contract resulting from this ITB without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

All contact with State of Delaware employees, contractors or agents of the State of Delaware concerning this ITB shall be conducted in strict accordance with the manner, forum and conditions set forth in this ITB.

20. SOLICITATION OF STATE EMPLOYEES

Until contract award, vendors shall not, directly, or indirectly, solicit any employee of the State of Delaware to leave the State of Delaware's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the State of Delaware's contracting officer. Solicitation of State of Delaware employees by a vendor may result in rejection of the vendor's bid response.

This paragraph does not prevent the employment by a vendor of a State of Delaware employee who has initiated contact with the vendor. However, State of Delaware employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under state or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

21. INDEPENDENT CONTRACTORS

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture, or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations, or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the State of Delaware's discretion as to the location of work for the contractual support personnel during the project period.

22. TEMPORARY PERSONNEL ARE NOT STATE EMPLOYEES UNLESS AND UNTIL THEY ARE DIRECTLY HIRED

Vendor agrees that any individual or group of temporary staff person(s) provided to the State of Delaware pursuant to this Solicitation shall remain the employee(s) of Vendor for all purposes including any required

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compliance with the Affordable Care Act by the Vendor. Vendor agrees that it shall not allege, argue, or take any position that individual temporary staff person(s) provided to the State pursuant to this Solicitation must be provided any benefits, including any healthcare benefits by the State of Delaware and Vendor agrees to assume the total and complete responsibility for the provision of any healthcare benefits required by the Affordable Care Act to aforesaid individual temporary staff person(s). In the event that the Internal Revenue Service, or any other third-party governmental entity determines that the State of Delaware is a dual employer or the sole employer of any individual temporary staff person(s) provided to the State of Delaware pursuant to this Solicitation, Vendor agrees to hold harmless, indemnify, and defend the State to the maximum extent of any liability to the State arising out of such determinations.

Notwithstanding the content of the preceding paragraph, should the State of Delaware subsequently directly hire any individual temporary staff employee(s) provided pursuant to this Solicitation, the aforementioned obligations to hold harmless, indemnify, and defend the State of Delaware shall cease and terminate for the period following the date of hire. Nothing herein shall be deemed to terminate the Vendor's obligation to hold harmless, indemnify, and defend the State of Delaware for any liability that arises out of compliance with the ACA prior to the date of hire by the State of Delaware. Vendor will waive any separation fee provided an employee works for both the vendor and hiring agency, continuously, for a three (3) month period and is provided thirty (30) days written notice of intent to hire from the agency. Notice can be issued at second month if it is the State's intention to hire.

23. WORK PERFORMED IN A STATE BUILDING

Awarded Vendor(s) who have any employees carrying out any work related to the awarded contract at a State facility shall have those employees comply with any health mandate or policy issued by the State related to a pandemic or other State of Emergency issued by any State authority during the term of the awarded contract, including those that apply directly to State employees.

SECTION B - AWARD AND EXECUTION OF CONTRACT

1. CONSIDERATION OF BIDS

- a. After the Bids have been opened, the Bids will be tabulated, and the results will be made available to the public. Tabulations of the Bids will be based on the correct summation of items at the unit price Bid.
- b. The right is reserved to waive technicalities, to reject any or all Bids, or any portion thereof, to advertise for new Bids, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

2. MATERIAL GUARANTY

Before any contract is awarded, the successful Bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

3. CONTRACT AWARD

Within thirty days from the date of opening Bids, the contract will be awarded or the Bids rejected.

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4. EXECUTION OF CONTRACT

The Bidder to whom the award is made shall execute a formal contract and performance bond within twenty days after date of official notice of the award of the contract.

If the successful Bidder fails to execute the required contract and bond, as aforesaid, within twenty days after the date of official notice of the award of the contract, its bid response guaranty shall immediately become forfeited as liquidated damages. Award will then be made to the next lowest qualified Bidder of the work or re-advertised, as the Agency may decide.

5. REQUIREMENT OF CONTRACT PERFORMANCE BOND

Unless Performance Bond has been waived as noted in the Special Provisions, successful Bidders shall furnish a Performance Bond simultaneously with the execution of the formal contract, to the State of Delaware for the benefit of the Agency with surety in the amount of 100% of the total contract award or as otherwise provided in the Special Provisions. Said bonds shall be conditioned upon the faithful performance of the contract. Performance Bonds are not required at the time of Bid submission.

The bond forms shall be provided by the Agency and the surety shall be acceptable to the Agency.

6. WARRANTY

The successful Bidder(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

7. THE CONTRACT(S)

The contract(s) with the successful Bidder(s) will be executed with the Office of Management and Budget, Government Support Services acting for all participating agencies.

8. RETURN OF BIDDER'S DEPOSIT

The deposits shall be returned to the successful Bidder upon the execution of the formal contract. The deposits of unsuccessful Bidders shall be returned to them immediately upon the awarding of the contract or rejection of their Bids.

9. INFORMATION REQUIREMENT

The successful Bidder's shall be required to advise the Office of Management and Budget, Government Support Services of the gross amount of purchases made as a result of the contract.

10. CONTRACT EXTENSION

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months.

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SECTION C – GENERAL AUTHORITY

1. AUTHORITY OF AGENCY

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

2. LAWS TO BE OBSERVED

The contractor is presumed to know and shall strictly comply with all National, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The contractor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself or by its employees.

3. APPLICABLE LAW AND JURISDICTION

This Bid, any resulting contract, and any and all litigation or other disputes arising therefrom, in connection with, or related hereto shall be governed by the applicable laws, regulations and rules of evidence of the State of Delaware. Bidder submits to personal jurisdiction in the State of Delaware. Any and all litigation or other disputes arising out of, in connection with, or relating to this Bid, and any resulting contract, shall be brought exclusively in a court in the State of Delaware or the United States District Court of the District of Delaware as applicable.

4. PERMITS AND LICENSES

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the contractor at its own expense.

5. PATENTED DEVICES, MATERIAL AND PROCESSES

- a. The contractor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.
- b. The contractor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

6. EMERGENCY TERMINATION OF CONTRACT

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- b. In the event the contractor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

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7. TAX EXEMPTION

- a. Material In accordance with the Internal Revenue Service regulations, the State of Delaware is generally exempt from federal excise tax for communications, certain fuels, sales by manufacturers and the tax on heavy trucks, trailers, and tractors. More detail is included in IRS Publication 510 Excise Taxes located at <https://www.irs.gov/pub/irs-pdf/p510.pdf>. Per IRS regulations, all exemption certificates must be specific to the vendor and the type of excise tax. If an exemption certificate is requested by a vendor, the Division of Accounting will work with the agency and vendor to complete the appropriate certificate. Such taxes shall not be included in prices quoted.
- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the bid response may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the contractor. Each Bidder shall take its exemption into account in calculating its Bid for its work.

8. OR EQUAL (PRODUCTS BY NAME)

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.

9. BID EVALUATION AND AWARD

The Office of Management and Budget, Government Support Services will award this contract to the lowest responsible Bidder(s) which in their judgment best serves the interest of the State of Delaware in accordance with Delaware Code Title 29, Section 6923(k). Personnel with experience and technical background may be utilized by the Office of Management and Budget, Government Support Services in making judgment. In case of error in price extension, the unit price(s) shall prevail.

10. INVOICING

After the awards are made, the agencies participating in the Bid may forward their purchase orders to the successful Bidder(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an invoice from the vendor.

11. SEVERABILITY

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

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12. ASSIGNMENT OF ANTITRUST CLAIMS

As consideration for the award and execution of this contract by the State, the Vendor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, regarding the specific goods or services purchased or acquired for the State pursuant to this contract. Upon either the State's or the Vendor notice of the filing of or reasonable likelihood of filing of an action under the antitrust laws of the United States or the State of Delaware, the State and Vendor shall meet and confer about coordination of representation in such action.

SECTION D - EQUAL OPPORTUNITY

1. EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the contractor agrees as follows:

- a. The contractor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any employee or applicant for employment with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The contractor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.
- b. During the performance of this contract, the contractor agrees as follows:
 - 1) The contractor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take positive steps to ensure that applicants are employed and that employees are treated during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.
 - 2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin."
- c. The term "contractor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work

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performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

II. SPECIAL PROVISIONS

1. CONTRACT REQUIREMENTS

This contract will be issued to cover the Motor Oil, Re-refined Motor Oil, Lubricants and Antifreeze requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, Municipality, Volunteer Fire Company, or higher education entity receiving state funds. Furthermore, this contract shall be accessible to all other entities as identified by Del. Code, Chapter 69, Title 29 § 6910.

2. MANDATORY USE CONTRACT

REF: Title 29, Chapter 6911(d) Delaware Code. All Covered Agencies as defined in 29 *Del. C.* § 6902(6) 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, school districts, and the Legislative Branch are specifically exempted from the requirements of this subchapter. In addition, the Delaware Transit Corporation is exempt from the entire procurement chapter. Pursuant to 29 *Del. C.* § 6904(l) and (n) respectively, the Department of Elections and the Board of Pension Trustees have certain exemptions from the procurement chapter which may or may not apply to this Invitation to Bid.

3. COOPERATIVE USE OF AWARD

As a publicly competed contract awarded in compliance with 29 DE Code Chapter 69, this contract is available for use by other states and/or governmental entities through a participating addendum. Interested parties should contact the State Contract Procurement Officer identified in the contract for instruction. Final approval for permitting participation in this contract resides with the Director of Government Support Services and in no way places any obligation upon the awarded vendor(s).

4. CONTRACT PERIOD

Each vendor's contract shall be valid for two (2) years from February 1, 2026 through January 31, 2028. Each contract may be renewed for three (3) additional one (1) year extension periods through negotiation between the contractor and Government Support Services. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

5. PRICES

Prices will be eligible for adjustment as outlined in Section II. Special Provisions, Item 10. PRICE ADJUSTMENT. All prices shall be quoted in U.S. Dollars.

Vendors are not restricted from offering lower pricing at any time during the contract term

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6. SUBMITTING A BID RESPONSE

Solicitation responses must be submitted through the online bid submission portal at: <https://gss.bonfirehub.com/>. Refer to Appendix B - Online Bid Submission Portal Instructions for specific instructions.

7. COOPERATIVES

Vendors, who have been awarded similar contracts through a competitive Bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation. State of Delaware terms will take precedence.

8. POTENTIAL CONTRACT OVERLAP

Vendors shall be advised that the State, at its sole discretion, shall retain the right to solicit for goods and/or services as required by its agencies and as it serves the best interest of the State. As needs are identified, there may exist instances where contract deliverables, and/or goods or services to be solicited and subsequently awarded, overlap previous awards. The State reserves the right to reject any or all Bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

9. SUPPLEMENTAL SOLICITATION

The State reserves the right to advertise a supplemental solicitation during the term of the Agreement if deemed in the best interest of the State.

10. PRICE ADJUSTMENT

The Vendor is not prohibited from offering a price reduction on its services or materiel offered under the contract. The State is not prohibited from requesting a price reduction on those services or materiel during the initial term or any subsequent options that the State may agree to exercise.

All requests for price adjustments must be submitted through the State's eMarketplace solution. Vendors are responsible for ensuring they are properly enabled within eMarketplace to submit pricing. Please refer to Section Q – Intent to Load Contract Award in State eMarketplace Solution for enablement types and additional information.

PPI – Based Quarterly Price Adjustments

Price adjustments will be calculated as follows: Quoted prices may be adjusted on a quarterly basis for the contract term (May 1st, August 1st, and November 1st, February 1st) based on the change in value of the U.S. Department of Labor; Bureau of Labor Statistics; Producer Price Index (series id: PCU324191324191) for Petroleum lubricating oil & grease mfg.

The method of price adjustment will be to review the most recent non-preliminary index available on the first day of the month immediately preceding the quarterly adjustment date. The change in the index rate will determine the change in prices for the contract quarterly period.

For price changes effective May 1st, requests must be submitted between April 1st and April 15th.

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For price changes effective August 1st, requests must be submitted between July 1st and July 15th.

For price changes effective November 1st, requests must be submitted between October 1st and October 15th.

For price changes effective February 1st, requests must be submitted between January 1st and January 15th.

Requests for price increases will not exceed the PPI stated above. NO price increases will be billed to the State facilities without prior written approval by Government Support Services. Price increases become effective with all orders placed on or after the effective date.

The State of Delaware reserves the right to request decreases in pricing not to exceed the decrease in PPI. If the State of Delaware chooses to take advantage of any price decreases, the decrease will adhere to the same schedule as stated above.

The PPI price adjustments will be for commodities listed. There will be no PPI price adjustment for drums or equipment deposit, rental or 'other' services that may be provided under this contract.

CPI-Based Price Adjustments for Other Items

If agreement is reached to extend this contract beyond the initial contract term, the Division of Government Support Services shall have the option of offering a determined price adjustment for items not subject to PPI-based pricing and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

11. SHIPPING TERMS

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

No other additional costs, delivery charges or fuel surcharges shall be added to invoices for the products bid under this contract.

12. QUANTITIES

The attention of Bidders is called to the fact that, unless stated otherwise, the quantities given in the Bid are best estimates and are given as a basis for the comparison of Bids. Quantities ordered may be increased or decreased by any eligible agency as deemed necessary during the period of the contract. Bidders shall recognize there are no guaranteed minimum contract quantities or values associated with this solicitation.

Prior contract utilization may be viewed on the Delaware Open Data Portal <https://data.delaware.gov/>. The Government and Finance data sets provide Central Contract Line Item Spend by Fiscal Year among several additional data products. Past usage shall not be considered a guaranteed future volume.

13. ELECTRONIC CATALOG

At the discretion of Government Support Services, the successful vendor(s) may be required to submit their items list in an electronic format designated by the State.

By example, but not limited to, the following items may be required:

- Electronic catalogs,

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- Electronic catalogs converted to a CSV format with contract specific pricing,
- Items designated by commodity/classification code: United Nations Standard Products and Services Code (UNSPSC), and/or
- A unique item ID for all items in your system and/or our award.

14. FUNDING OUT

The continuation of this contract is contingent upon funding appropriated by the legislature.

15. BID BOND REQUIREMENT

The Bid Bond requirement has been waived.

16. PERFORMANCE BOND REQUIREMENT

The Performance Bond requirement has been waived.

17. MANDATORY INSURANCE REQUIREMENTS

As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All contractors must carry the following coverage depending on the type of service or product being delivered.

- a. Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.
- b. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 per aggregate.
- c. Automotive Liability Insurance covering all automotive units used in the work (including all units leased from and/or provided by the State to Vendor pursuant to this Agreement as well as all units used by Vendor, regardless of the identity of the registered owner, used by Vendor for completing the Work required by this Agreement to include but not limited to transporting Delaware clients or staff), providing coverage on a primary non-contributory basis with limits of not less than:
 1. \$1,000,000 combined single limit each accident, for bodily injury;
 2. \$250,000 for property damage to others;
 3. \$25,000 per person per accident Uninsured/Underinsured Motorists coverage;
 4. \$25,000 per person, \$300,000 per accident Personal Injury Protection (PIP) benefits as provided for in 21 *Del. C.* § 2118; and
 5. Comprehensive coverage for all leased vehicles, which shall cover the replacement cost of the vehicle in the event of collision, damage or other loss.

The successful vendor must carry at least one of the following depending on the scope of work being performed.

- a. Medical/Professional Liability - \$1,000,000 per occurrence/\$3,000,000 per aggregate

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- b. Miscellaneous Errors and Omissions - \$1,000,000 per occurrence/\$3,000,000 per aggregate
- c. Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate

Should any of the above described policies be cancelled before expiration date thereof, notice will be delivered in accordance with the policy provisions.

Before any work is done pursuant to this Agreement, the Certificate of Insurance and/or copies of the insurance policies, referencing the contract number stated herein, shall be filed with the State. The certificate holder is as follows:

Administrator, Government Support Services
Contract No: GSS26009-MOTOR_OIL
State of Delaware
600A S. Bay Road
Dover, DE 19901-4604

Nothing contained herein shall restrict or limit the Vendor's right to procure insurance coverage in amounts higher than those required by this Agreement. To the extent that the Vendor procures insurance coverage in amounts higher than the amounts required by this Agreement, all said additionally procured coverages will be applicable to any loss or claim and shall replace the insurance obligations contained herein.

To the extent that Vendor has complied with the terms of this Agreement and has procured insurance coverage for all vehicles Leased and/or operated by Vendor as part of this Agreement, the State of Delaware's self-insured insurance program shall not provide any coverage whether coverage is sought as primary, co-primary, excess or umbrella insurer or coverage for any loss of any nature.

In no event shall the State of Delaware be named as an additional insured on any policy required under this agreement.

Should any of the policies described above be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

18. BASIS OF AWARD

Government Support Services shall award this contract to the lowest responsible and responsive Bidder(s) who best meets the terms and conditions of the Bid. The award will be made on basis of price, product evaluation, and prior history of service and capability.

Government Support Services reserves the right to reject any or all Bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware, pursuant to 29 *Del. C.* § 6926.

19. STATE OF DELAWARE BUSINESS LICENSE

Prior to receiving an award, the successful vendor shall either furnish Government Support Services with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street,

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Wilmington, DE 19899-8750 or by telephone to one of the following numbers: (302) 577-8201 - Public Service, (302) 577-8205 - Licensing Department.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

20. INDEMNIFICATION

a. General Indemnification

By submitting a Bid, the Bidder agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's its agents and employees' performance work or services in connection with the contract.

b. Proprietary Rights Indemnification

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the State of Delaware, the State of Delaware shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the State of Delaware against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively "Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

- 1) Procure the right for the State of Delaware to continue using the Product(s);
- 2) Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract;
or
- 3) Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the State of Delaware agrees to and accepts in writing.

21. OWNERSHIP OF INTELLECTUAL PROPERTY

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the State of Delaware. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the State to evidence the State's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

22. NON-PERFORMANCE

In the event the Vendor does not fulfill its obligations under the terms and conditions of this contract, in addition to proceeding with termination of the contract, the ordering agency may terminate any individual orders in accordance with Special Provisions, Item 40 below and purchase equivalent product on the open market.

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Regarding any such open market purchase, payment for any difference in cost or expense in excess of the contract prices for reasonably equivalent products or services herein shall be the responsibility of the Vendor and shall be submitted to the State no later than 30 days following the delivery of the State's invoice detailing the open market purchase. Under no circumstances shall monies be due the Vendor in the event open market products can be obtained below contract cost. Any monies charged to the Vendor may be deducted from an open invoice.

23. FORCE MAJEURE; APPLICABILITY

Neither the Vendor nor the State shall be held liable for non-performance under the terms and conditions of this Agreement due, but not limited to:

- a. Acts of God; labor disturbances; accidents; failure of a governmental entity to issue a permit or approval required for performance when the Contractor has filed proper and timely application with the appropriate government entity; civil disorders; acts of aggression; changes in any law or regulation adopted or issued by a governmental entity after the date of this Agreement; a court order; explosions; failure of utilities; material shortages;
- b. Diseases, plagues, quarantine, epidemics or pandemics;
- c. Federal, state, or local work or travel restrictions to control, mitigate, or reduce transmission of diseases, plagues, epidemics or pandemics; or
- d. The State's need to occupy, utilize, or repurpose an active or prospective work area due to diseases, plagues, quarantine, epidemics, pandemics, work or travel restrictions, and the need to control, mitigate, or reduce transmission of diseases, plagues, epidemics, or pandemics.

Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract within 2 business days of the party's knowledge of significant non-performance risk.

24. CONTRACTOR NON-ENTITLEMENT

State of Delaware Contractors for Materiel and for Services shall not have legal entitlement to, nor seek business from another Contractors' Central Contract. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract as they are not a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code.

25. EXCEPTIONS

Respondents may elect to take minor exception to the terms and conditions of this solicitation through the completion of the Exceptions form. Government Support Services shall evaluate each exception according to the intent of the terms and conditions contained herein, but Government Support Services must reject exceptions that do not conform to State Bid law and/or create inequality in the treatment of Bidders. Exceptions shall be considered only if they are submitted with the response or before the date and time of the Bid opening.

Exceptions must be submitted utilizing the provided form to be considered. Exceptions listed elsewhere in the Respondent's submission will not be considered. Government Support Services maintains sole discretion to reject any vendor exceptions that are submitted.

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26. MANDATORY USAGE REPORTING

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels, if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

A complete and accurate Usage Report (Sample Report 1) shall be furnished in an Excel format and submitted electronically, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items and/or services on this contract. The reports shall be completed in Excel format, using the template provided, and submitted as an attachment to vendusage@delaware.gov, with a copy going to the contract officer identified as your point of contact. Submitted reports shall cover the full month (Report due by January 15th will cover the period of December 1 – 31.), contain accurate descriptions of the products, goods or services procured, purchasing agency information, quantities procured and prices paid. Reports are required monthly, including those with “no spend”. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result in corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future Bids.

In accordance with [Executive Order 49](#), the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service-disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women’s Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier reporting is shown as Sample Report 2.

Accurate 2nd Tier reports shall be submitted to the contracting Agency’s Office of Supplier Diversity at vendusage@delaware.gov on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

27. BUSINESS REFERENCES

Provide at least three (3) business references consisting of current or previous customers of similar scope and value, using the provided Business Reference Form. If subcontractors are identified, a minimum of three business references must also be provided for each subcontractor.

PLEASE DO NOT UTILIZE STATE OF DELAWARE PERSONNEL AS REFERENCES.

28. 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, email, fax or computer on-line systems. The contractor

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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.

29. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number **GSS26009-MOTOR_OIL** on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

30. BILLING

The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number.

31. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. 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.

32. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the Bid unless specific approval is given by Government Support Services to do otherwise. However, awarded vendors are highly encouraged to offer any like substitute product (s); either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In such cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

33. OPPORTUNITY BUYS

The Director for the State of Delaware, Office of Management and Budget, Government Support Services can waive use of a central contract pursuant to 29 *Del. C.* § 6911(e). A process has been developed to permit any vendor the opportunity to submit an Opportunity Buy offer to the State for goods and/or services for consideration despite the existence of a central contract. See [Opportunity Buy Flowchart](#). The Director will afford any vendor on an existing central contract an opportunity to match or to beat the Opportunity Buy offer made by a non-contracted vendor prior to a waiver being granted.

34. I FOUND IT CHEAPER

Director for the State of Delaware, Office of Management and Budget, Government Support Services can waive use of a central contract pursuant to 29 *Del. C.* § 6911(e). A process has been developed to permit any State employee or Vendor to identify a lower price for material and or services for consideration despite the existence of a central contract. See [I Found It Cheaper Flowchart](#). The Director will afford any Vendor on an existing central contact an opportunity to match or to beat the I Found It Cheaper suggestion and if not matched or beaten, approve the purchase via a waiver.

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35. BID/CONTRACT EXECUTION

Both the non-collusion statement that is enclosed with this Invitation to Bid and the contract form delivered to the successful Bidder for signature **shall** be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, Government Support Services.

The State of Delaware requires a new vendor to complete the registration process through the Delaware Supplier Portal at <http://esupplier.erp.delaware.gov>. Successful completion of this registration enables the creation of a State of Delaware supplier record. The Taxpayer ID (SSN or EIN) and Applicant (supplier) name are submitted to the Internal Revenue Service for "matching". If the Taxpayer ID and name do not match, the vendor record cannot be approved.

It is the applicant's responsibility to select the appropriate 1099 Withholding Type and Class. If incorporated, a business is not subject to 1099 reporting unless the business is providing legal or medical services.

Any questions about completing this registration or specific comments about the registration, please contact supplier maintenance by phone at 302-672-5000.

36. VENDOR RESPONSIBILITY

The State will enter into a contract with the successful Vendor(s). The successful Vendor(s) shall be responsible for all products and services as required by this ITB whether or not the Vendor or its subcontractor provided final fulfillment of the order. Subcontractors, if any, shall be clearly identified in the Vendor's Bid by completing The Subcontractor Form, and are subject the approval and acceptance of Government Support Services.

37. PERSONNEL, EQUIPMENT AND SERVICES

- a. The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under this contract.
- b. All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. None of the equipment and/or services covered by this contract shall be subcontracted without the prior written approval of the State. Only those subcontractors identified on the Subcontractor Form are considered approved upon award. Changes to those subcontractor(s) listed in The original solicitation response must be approved in writing by the State.

38. FAIR BACKGROUND CHECK PRACTICES

Pursuant to 29 *Del. C.* [§ 6909B](#), the State does not consider the criminal record, criminal history, credit history or credit score of an applicant for state employment during the initial application process unless otherwise required by state and/or federal law. Vendors doing business with the State are encouraged to adopt fair background check practices. Vendors can refer to 19 *Del. C.* [§ 711\(g\)](#) for applicable established provisions.

39. VENDOR BACKGROUND CHECK REQUIREMENTS

Vendor(s) selected for an award that access state property or come in contact with vulnerable populations, including children and youth and long-term care residents, shall be required to complete background checks on

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employees serving the State's on premises contracts. Unless otherwise directed, at a minimum, this shall include a check of the following registry:

- Delaware Sex Offender Central Registry at: <https://sexoffender.dsp.delaware.gov/>

Individuals that are listed in the registry shall be prevented from direct contact in the service of an awarded state contract but may provide support or off-site premises service for contract vendors. Should an individual be identified, and the Vendor(s) believes their employee's service does not represent a conflict with this requirement, may apply for a waiver to the primary agency listed in the solicitation. The Agency's decision to allow or deny access to any individual identified on a registry database is final and at the Agency's sole discretion.

By Agency request, the Vendor(s) shall provide a list of all employees serving an awarded contract and certify adherence to the background check requirement. Individual(s) found in the central registry in violation of the terms stated, shall be immediately prevented from a return to state property in service of a contract award. A violation of this condition represents a violation of the contract terms and conditions, and may subject the Vendor to penalty, including contract cancellation for cause.

Individual agency requesting services may require additional background checks and/or security clearance(s), depending on the nature of the services to be provided, the location(s) being accessed, or as a matter of law. This includes, but may not be limited to, background checks that are compliant with 31 Del. C. §309 and/or 16 Del. C. § 1141 or other applicable laws. The agency requesting service is responsible for notifying the vendor of any special requirements at the time-of-service request, including the applicability of 31 Del. C. §309 and/or 16 Del. C. § 1141 or other statutory requirements. The Vendor(s) shall be responsible for the background check requirements of any authorized Subcontractor providing service to the Agency's contract. The Vendor(s) shall be responsible for all costs associated with background check requirements. The access to and the provision of services by the Vendor or its agents may be withheld until background checks are completed and deemed accepted by the Agency requesting services.

40. DRUG TESTING REQUIREMENTS FOR LARGE PUBLIC WORKS

Pursuant to 29 Del. C. [§6908\(a\)\(6\)](#), effective as of January 1, 2016, OMB has established regulations that require Contractors and Subcontractors to implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds. The regulations establish the mechanism, standards and requirements of a Mandatory Drug Testing Program that will be incorporated by reference into all Large Public Works Contracts awarded pursuant to 29 Del. C. [§6962](#).

Final publication of the identified regulations can be found at the following:

[4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects](#)

41. LIFE CYCLE COSTING

If applicable, the specifications contained within this ITB have been developed through Life Cycle Cost Analysis that will allow the State to realize the lowest total cost of ownership and operation over the useful life of the equipment

42. MINIMUM WAGE RATES

Work performed under this solicitation may fall under the [State of Delaware Minimum Wage Rates](#) or the Delaware Prevailing Wage rates. Prior to issuing a purchase order, the ordering agencies must obtain from the Department of Labor a determination if prevailing wage applies to the project and, if appropriate, what the

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applicable prevailing wage rates would be for the work to be performed. No work shall proceed without a determination by the Department of Labor. Request for prevailing wage certification can be found at: <http://dia.delawareworks.com/labor-law/prevailing-wage.php> .

43. PREVAILING WAGE

The prevailing wage law, 29 Del. C. § [6960](#), is enforced by the Department of Labor and states that the specifications for every contract or aggregate of contracts relating to a public works project in excess of \$500,000 for new construction (including painting and decorating) or \$45,000 for alteration, repair, renovation, rehabilitation, demolition or reconstruction (including painting and decorating of building or works) to which this State or any subdivision thereof is a party and for which the State appropriated any part of the funds and which requires or involves the employment of mechanics and/or laborers shall contain a provision stating the minimum wages to be paid various classes of laborers and mechanics which shall be based upon the wages that will be determined by the Delaware Department of Labor, Division of Industrial Affairs, to be prevailing in the county in which the work is to be performed.

44. ENVIRONMENTAL PROCUREMENT PRODUCTS

- a. Energy Star - If applicable, the Contractor must provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency in order to keep overall event costs to a minimum. The Contractor is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.
- b. Green Products – third party certification of green products accepted from GSS w/approved green certification shall be offered wherever available in addition to or as a substitute for non-green products.
- c. Contractors shall report all green items procured during the monthly reporting period using the Usage Report that will be provided to the awarded Vendor(s).
- d. Environmental Procurement Policies of the State shall determine acceptable consideration and credit for environmentally preferred products and services in the performance of this award. The State Environmental Procurement Policies may be found: [Environmentally Preferred Purchasing Policy](#)

45. DISPUTE RESOLUTION

At the option of the parties, they shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiation between executives who have authority to settle the controversy and who are at a higher level of management than the persons with direct responsibility for administration of this Agreement. All offers, promises, conduct and statements, whether oral or written, made in the course of the negotiation by any of the parties, their agents, employees, experts and attorneys are confidential, privileged and inadmissible for any purpose, including impeachment, in arbitration or other proceeding involving the parties, provided evidence that is otherwise admissible or discoverable shall not be rendered inadmissible.

If the matter is not resolved by negotiation, as outlined above, or, alternatively, the parties elect to proceed directly to mediation, then the matter will proceed to mediation as set forth below. Any disputes, claims or controversies arising out of or relating to this Agreement shall be submitted to a mediator selected by the parties. If the matter is not resolved through mediation, it may be submitted for arbitration or litigation. The Agency reserves the right to proceed directly to arbitration or litigation without negotiation or mediation. Any such proceedings held pursuant to this provision shall be governed by State of Delaware law, and jurisdiction

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and venue shall be in the State of Delaware. Each party shall bear its own costs of mediation, arbitration, or litigation, including attorneys' fees.

46. REMEDIES

Except as otherwise provided in this solicitation, including but not limited to Section 45 (Dispute Resolution) above, all claims, counterclaims, disputes, and other matters in question between the State of Delaware and the Contractor arising out of, or relating to, this solicitation, or a breach of it may be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

47. TERMINATION OF INDIVIDUAL ORDERS OR PURCHASE ORDERS

As a central contract, the contract resulting from this ITB shall include individual orders from state agencies and other entities authorized by law to procure from this contract. The individual orders may be terminated as follows:

a. Termination for Cause

If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner his obligations, or if the Vendor violates any of the covenants, agreements, or stipulations of this contract, the Agency shall have the right to terminate the P.O. by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor in the performance of the P.O. shall, at the option of the Agency, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the Agency.

b. Termination for Convenience

The Agency may terminate the P.O. at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the department, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials which are usable to the Agency.

c. Termination for Non-Appropriations

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

48. TERMINATION OF CONTRACT

As a central contract, the contract resulting from this ITB may be terminated as follows by Government Support Services.

a. Termination for Cause

If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Vendor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least thirty (30) days before the

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effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor under this Contract shall, at the option of the State, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

On receipt of the contract cancellation notice from the State, the Vendor shall have not less than five (5) days to provide a written response and may identify a method(s) to resolve the violation(s). A vendor response shall not effect or prevent the contract cancellation unless the State provides a written acceptance of the vendor response. If the State does accept the Vendor's method and/or action plan to correct the identified deficiencies, the State will define the time by which the Vendor must fulfill its corrective obligations. Final retraction of the State's termination for cause will only occur after the Vendor successfully rectifies the original violation(s). At its discretion the State may reject in writing the Vendor's proposed action plan and proceed with the original contract cancellation timeline.

b. Termination for Convenience

The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.

c. Termination for Non-Appropriations

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

49. CHANGES

Both parties may, from time to time, require changes in the services to be provided by the Vendor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Vendor's compensation, which are mutually agreed upon by and between the Agency and the Vendor shall be incorporated in written amendments to the Purchase Order or contract.

50. AFFIRMATION

The Vendor must affirm that within the past five (5) years the firm or any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting activities of the business is not currently suspended or debarred and is not a successor, subsidiary, or affiliate of a suspended or debarred business.

51. AUDIT ACCESS TO RECORDS

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1)

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year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

51. IRS 1075 Publication (If Applicable)

a. Performance

In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by officers or employees with the following requirements:

- (1) All work will be performed under the supervision of the contractor.
- (2) The contractor and contractor's officers or employees to be authorized access to FTI must meet background check requirements defined in IRS Publication 1075. The contractor will maintain a list of officers or employees authorized access to FTI. Such list will be provided to the agency and, upon request, to the IRS.
- (3) FTI in hardcopy or electronic format shall be used only for the purpose of carrying out the provisions of this contract. FTI in any format shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection or disclosure of FTI to anyone other than the contractor or the contractor's officers or employees authorized is prohibited.
- (4) FTI will be accounted for upon receipt and properly stored before, during, and after processing. In addition, any related output and products require the same level of protection as required for the source material.
- (5) The contractor will certify that FTI processed during the performance of this contract will be completely purged from all physical and electronic data storage with no output to be retained by the contractor at the time the work is completed. If immediate purging of physical and electronic data storage is not possible, the contractor will certify that any FTI in physical or electronic storage will remain safeguarded to prevent unauthorized disclosures.
- (6) Any spoilage or any intermediate hard copy printout that may result during the processing of FTI will be given to the agency. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts and will provide the agency with a statement containing the date of destruction, description of material destroyed, and the destruction method.
- (7) All computer systems receiving, processing, storing, or transmitting FTI must meet the requirements in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to FTI.

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(8) No work involving FTI furnished under this contract will be subcontracted without the prior written approval of the IRS.

(9) Contractor will ensure that the terms of FTI safeguards described herein are included, without modification, in any approved subcontract for work involving FTI.

(10) To the extent the terms, provisions, duties, requirements, and obligations of this contract apply to performing services with FTI, the contractor shall assume toward the subcontractor all obligations, duties and responsibilities that the agency under this contract assumes toward the contractor, and the subcontractor shall assume toward the contractor all the same obligations, duties and responsibilities which the contractor assumes toward the agency under this contract.

(11) In addition to the subcontractor's obligations and duties under an approved subcontract, the terms and conditions of this contract apply to the subcontractor, and the subcontractor is bound and obligated to the contractor hereunder by the same terms and conditions by which the contractor is bound and obligated to the agency under this contract.

(12) For purposes of this contract, the term "contractor" includes any officer or employee of the contractor with access to or who uses FTI, and the term "subcontractor" includes any officer or employee of the subcontractor with access to or who uses FTI.

(13) The agency will have the right to void the contract if the contractor fails to meet the terms of FTI safeguards described herein.

b. Criminal/Civil Sanctions

(1) Each officer or employee of a contractor to whom FTI is or may be disclosed shall be notified in writing that FTI disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any FTI for a purpose not authorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution.

(2) Each officer or employee of a contractor to whom FTI is or may be accessible shall be notified in writing that FTI accessible to such officer or employee may be accessed only for a purpose and to the extent authorized herein, and that access/inspection of FTI without an official need-to-know for a purpose not authorized herein constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution.

(3) Each officer or employee of a contractor to whom FTI is or may be disclosed shall be notified in writing that any such unauthorized access, inspection or disclosure of FTI may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000 for each unauthorized access, inspection, or disclosure, or the sum of actual damages sustained as a result of such unauthorized access, inspection, or disclosure, plus in the case of a willful unauthorized access, inspection, or disclosure or an unauthorized access/inspection or disclosure which is the result of gross negligence, punitive damages, plus the cost of the action. These penalties are prescribed by IRC sections 7213, 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C.

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552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a contractor access to FTI must be preceded by certifying that each officer or employee understands the agency's security policy and procedures for safeguarding FTI. A contractor and each officer or employee must maintain their authorization to access FTI through annual recertification of their understanding of the agency's security policy and procedures for safeguarding FTI. The initial certification and recertifications must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, a contractor and each officer or employee must be advised of the provisions of IRC sections 7213, 7213A, and 7431 (see Exhibit 4, Sanctions for Unauthorized Disclosure, and Exhibit 5, Civil Damages for Unauthorized Disclosure). The training on the agency's security policy and procedures provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For the initial certification and the annual recertifications, the contractor and each officer or employee must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

c. Inspection

The IRS and the Agency, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. Based on the inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with FTI safeguard requirements.

52. ASSIGNMENT

This contract shall not be assigned except by express prior written consent from the Agency.

53. NOTICE

Any notice to the State of Delaware required under the contract shall be sent by registered mail to:

**State of Delaware
Government Support Services
600A S. Bay Road
Dover, DE 19901-4604**

54. VENDOR EMERGENCY RESPONSE POINT OF CONTACT

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week where there is a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the Delaware Emergency Operations Plan or in the event of a local emergency or disaster where a state

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governmental entity requires the services of the vendor. Failure to provide this information could render the Bid as non-responsive.

In the event of a serious emergency, pandemic or disaster outside the control of the State, the State may negotiate, as may be authorized by law, emergency performance from the Contractor to address the immediate needs of the State, even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

55. SUBCONTRACTS

Subcontracting is permitted under this ITB and contract. However, every subcontractor shall be identified in the Bid (Subcontractor Form) and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The Vendor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the ITB and with all local, State and Federal Laws. The Vendor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

If a company elects to be a subcontractor for another vendor, the subcontractor may not independently Bid on this solicitation.

56. AGENCY'S RESPONSIBILITIES

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings, and other documents presented by the Vendor to the Agency and render to the Vendor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Vendor.
- 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

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to report concerns with vendors or commodities. Be sure to furnish as much detail as possible.
[Corrective Action Report](#)

57. CONFIDENTIALITY

Subject to applicable law or the order of a court of competent jurisdiction to the contrary, all documents submitted as part of the vendor's solicitation response (response) will be treated as confidential during the evaluation process. As such, vendor responses will not be available for review by anyone other than the State of Delaware Evaluation Team or its designated agents. There shall be no disclosure of any vendor's information until a fully executed contract is received unless such disclosure is required by law or by order of a court of competent jurisdiction.

The State of Delaware and its constituent agencies are required to comply with the State of Delaware Freedom of Information Act, [29 Del. C. § 10001, et seq.](#) ("FOIA"). FOIA requires that the State of Delaware's records are public records (unless otherwise declared by FOIA or other law to be exempt from disclosure) and are subject to inspection and copying by any person upon a written request. Once fully executed contracts are received, the contents of all vendor responses are subject to FOIA's public disclosure obligations and exemptions.

The State of Delaware wishes to create a business-friendly environment and procurement process. As such, the State respects the vendor community's desire to protect its intellectual property, trade secrets, and confidential business information (collectively referred to herein as "confidential business information"). Responses must contain sufficient information to be evaluated. Through the [online bid submission portal](#), vendors will submit two copies of their solicitation response. One shall be marked original containing the full solicitation response. The second shall be marked redacted copy, redacting those items the vendor is looking to mark confidential.

The redacted copy must include the completed confidentiality form describing the items redacted, representing in good faith that the information is not "public record" as defined by 29 *Del. C.* § 10002, and briefly stating the reasons that each redaction meets the said definitions.

A vendor's allegation as to its confidential business information shall not be binding on the State. The State shall independently determine the validity of any vendor designation as set forth in this section. Any vendor submitting a response to the solicitation herein expressly accepts the State's absolute right and duty to independently assess the legal and factual validity of any information designated as confidential business information. Accordingly, Vendor(s) assume the risk that confidential business information included within a response to a solicitation may enter the public domain.

58. NO PRESS RELEASES OR PUBLIC DISCLOSURE

The State of Delaware reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the State of Delaware with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of the State of Delaware.

The State will not prohibit or otherwise prevent the awarded vendor(s) from direct marketing to the State of Delaware agencies, departments, municipalities, and/or any other political subdivisions, however, the Vendor shall not use the State's seal or imply preference for the solution or goods provided.

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III. TECHNICAL SPECIFICATIONS

1. OVERVIEW

This contract is intended to meet the various needs of the State for refined petroleum oil and lubricants, which are suitable for use in internal combustion engines, transmissions, and grease applications.

2. DEFINITIONS

API Certification – The American Petroleum Institute Engine Oil Licensing and Certification System (APIEOLCS) requires that re-refined oils pass the same cold-start, pumpability, rust-corrosion, engine wear & high temperature viscosity tests as virgin oils, so that consistent performance standards for all engine oils are met. Certifications submitted in response to this RFP must be for the finished product (s) to be provided under the contract.

ASTM Standards – The American Society for Testing and Materials specifies the exact way in which a product is to be tested, including the rule, techniques and conditions which must be adhered to in engineering design so that all manufacturers are working with the same procedures and values.

DEF – Diesel Exhaust Fluid is a blended aqueous solution of 32.5% high purity urea and 67.5% deionized water.

ILSAC – The International Lubricant Standardization and Approval Committee, which in 2004 established GF-4 as the minimum performance standard for gasoline-fueled passenger car engine oils.

Recyclability – The ability of a product or material to be recovered from or otherwise diverted from the solid waste stream for the purpose of recycling.

Re-Refined Oil – In the context of this solicitation refers to the base oil stock derived from waste oil which has undergone a series of mechanical and chemical processes, including, but not limited to, contaminant removal, dehydration, vacuum distillation and hydro-treating in order to produce a product consistent in properties and quality (see Section J. Hydraulic Oil for more details on the requirements of this process).

SAE – The Society of Automotive Engineers works with API and ASTM in developing and maintaining testing and licensing requirements for various oils and lubricants.

Synthetic Blend Motor Oil – In the context of this solicitation, synthetic blend motor oil consists of a base minimum 30% synthetic composition with the remainder consisting of mineral oil.

Urea – Is a compound of nitrogen that turns to ammonia when heated. It is used in a variety of industries, including as a fertilizer in agriculture.

Virgin – Virgin products are those made with 100% new/raw materials and contain no recycled content.

3. GENERAL REQUIREMENTS

A. CUSTOMER SERVICE

The Awarded Vendor(s) should provide the State and the Contract Users a single, local point of contact (and a backup) to handle order requests, questions and/or problems that may arise. At least one Customer

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Service Representative must be available during Vendor's operating hours. Representatives should be available by phone, fax, or email (local or 800 number preferred).

B. APPENDICES C1 AND C2

Appendix C1 - Pricing and Appendix C2 - Equipment Deposits and Credits are separate Excel workbooks to be included with the vendor's proposal submission. The workbooks can be found at <http://bids.delaware.gov>. These attachments shall be used to record details regarding the vendor's product offerings and associated rates. Refer to instructions contained within the workbooks for completion and submission requirements.

C. ORDERS

Orders may be placed on an as needed basis or through an automatic delivery system established between the ordering agency and vendor. Vendor shall be capable of accepting "as needed" orders by phone, fax, email during normal business hours.

D. DELIVERLY

1. Normal: From order to delivery, deliveries shall take no more than five (5) business days. If a vendor can provide a shorter delivery window this should be notated in Appendix C1-Pricing.
2. Delaware State Police (DSP): Will require deliveries for bulk motor oil to be completed within two (2) business days of the order receipt. After an award selection is made, the State will allow submission of alternative delivery procedures that will meet DSP's shortened delivery response time and will allow for better vendor resource management.
3. Bulk Products: Ordering for bulk products may be on a "will call" basis or an "automatic delivery" system may be set up. Vendors will not be required to accept orders for product on a "will call" basis if the order is for less than 50% of the capacity of the tank. Automatic deliveries shall be established between the vendor and the ordering agency only after specific information regarding the account has been realized. Management of the tanks, on auto delivery, to ensure they are full is the responsibility of the vendor.

The following products may be requested in bulk (per gallon) quantities:

- Heavy Duty Motor and Diesel Oil
- Hydraulic Oil
- Multi-Purpose Gear Oil
- Automatic Transmission Fluid
- Anti-Freeze – Permanent
- DEF

E. SPILLAGE

All spillages must be corrected on an immediate basis to the satisfaction of the ordering agency. All associated cost including materials and labor shall be borne by the vendor. Damage resulting from a spillage shall be the responsibility of the vendor. The vendor shall immediately notify the below listed office of all spillages:

Division of Air and Waste Management
24-hour Emergency Response Hotline
Phone Number: 1-800-662-8802

F. EQUIPMENT DEPOSIT AND CREDITS

The Awarded Vendor(s) shall pick-up all empty drums as they become available and have been notified. This includes any drums left over from the previous contract vendor(s). Agencies are to inform the vendor(s)

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of the quantity of empty drums that shall be picked up. Unless other arrangements are made with the requesting agency, all drums requested for pick-up shall occur within five (5) business days.

Appendix C2-Equipment Deposits and Credits shall be used to notate equipment deposits and credits. Any deposits levied on returnable drums shall be shown as a separate charge on each invoice. All drum deposits shall be credited to the ordering agency at the full value upon pickup of the empty drums. All returned drums shall remain the property of the Awarded Vendor(s).

4. PRODUCT SPECIFICATIONS

A. HEAVY DUTY MOTOR & DIESEL OIL (Single and Multi-Viscosity)

These oils shall be suitable for the lubrication of heavy-duty diesel engines under all conditions of service including ambient temperatures of 10 degrees Fahrenheit and shall meet the most current API service requirement classifications and shall be upgraded to newer API service classifications on the effective dates for the new classifications. All products shall also be backward compatible with previous API service requirement classifications.

These heavy-duty motor oils shall also pass diesel engine manufacturers' specifications.

Single Viscosity Grades – 10W, 20W, 30W, 40W, & 50W

	10W	20W	30W	40W	50W
API, CF	X	X			
API CF-4, CF-2, CF, SJ			X	X	
API CF-2, CF, SJ					X
Mack EO-K/2, EO-K		X	X		
Detroit Diesel Series 53, 71, 92			X	X	X
Allison C-4, C-3	X		X		
CAT TO-2	X		X		

Multi-Viscosity Grades –15W40 & 10W30

	15W40	10W30
API, CJ4, CI-4 PLUS, CI-4, CH-4, CG-4, CF-4	X	All except CI-4 PLUS
API SM, SL	X	X
Caterpillar, ECF-2, ECF-3	X	X
Cummings CES 20081	X	
Detroit Diesel, 93K218	X	
Mack, EO-O Premium Plus 07	X	X
Volvo, VDS-4	X	X

***RE-REFINED MOTOR OIL** (Single and Multi-Viscosity): *Re-refined oils meeting the most current API service requirement classifications for 5W30, 10W30 and 15W40 will be considered as equal to virgin oil base stocks. Bids for Re-Refined Motor Oil will be considered under Specification M. Re-Refined Oil.*

B. SINGLE VISCOSITY, HEAVY DUTY MOTOR OIL

These oils shall be formulated to meet or exceed severe operating requirements for both on and off highway internal combustion engines fueled with gasoline or alternative fuels. The oils shall meet the most current API service requirements classifications and shall be upgraded to newer API service classifications on the effective dates for the new classifications. All products shall also be backward compatible with previous API service requirement classifications. These engine oils shall also pass passenger car manufacturers' latest warranty requirements.

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These engine oils shall be available in the following grades:

	5W20	5W30	10W30	10W40	20W50
ILSAC GF-4	X	X	X		
API SM	X	X	X	X	X
Energy Conserving	X	X	X		

***RE-REFINED BASED OIL:** Re-refined base oils meeting the most current API service requirement classifications for 5W30, 10W30 and 15W40 will be considered as equal to virgin oil base stocks. Bids for Re-Refined Motor Oil will be considered under Specification M. Re-Refined Motor Oil.

C. MULTIGRADE SYNTHETIC BLEND MOTOR OIL

Similar to the standard motor oil requirements, the synthetic blend oils shall be formulated to meet or exceed severe operating requirements for both on and off highway internal combustion engines fueled with gasoline or alternative fuels. The oils shall meet the most current API service requirements classifications and shall be upgraded to newer API service classifications on the effective dates for the new classifications. All products shall also be backward compatible with previous API service requirement classifications.

The synthetic blend oil must contain a minimum 30% synthetic oil composition.

	5W20	5W30	10W30	10W40	20W50
ILSAC GF-4	X	X	X		
API SM	X	X	X	X	X
Energy Conserving	X	X	X		

D. OUTBOARD MOTOR OIL

This motor oil shall be a two-cycle oil, B.I.A.; TC-W-III approved, to be used in a two-cycle outboard engine. This oil shall be designed to meet the requirements of all major manufacturers of two-cycle outboard engines, including Johnson, Evinrude, Mercury and Chrysler.

E. MULTI-PURPOSE GEAR OIL

This oil shall be supplied in S.A.E. grades 80 W/90 and 85 W/140 and shall meet military specification MIL-PRF-2105E, Mack GO-J, or the API Service Designation GL5 and MT1, including most current revisions, and shall be suitable for use in limited slip differentials.

F. DEXOS 1™ MOTOR OIL

This oil shall be supplied in 5W-30, 5W-20, 0W-20, and 0W-30 viscosity grades. The oil shall be certified and licensed by GM as meeting the performance requirements and quality standards of the dexos™ specification. At the time of this solicitation, General Motors has verified the brands listed at the following link to be Dexos 1™ licensed brands:

https://www.gmdexos.com/brands/dexos1_3/index.html

G. DEXOS 2™ MOTOR OIL

This oil shall be supplied in 5W-30, 5W-40, 0W-30, and 0W-40 viscosity grades. The oil shall be certified and licensed by GM as meeting the performance requirements and quality standards of the dexos™ specification. At the time of this solicitation, General Motors has verified the brands listed at the following link to be Dexos 2™ licensed brand

<https://www.gmdexos.com/brands/dexos2/index.html>

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H. MULTI-PURPOSE GREASE

The grease shall be a homogenous combination of refined mineral oil, lithium and such other constituents as may be necessary to assure the following:

1. Low temperature performance
2. High temperature performance
3. Water washing resistance
4. Oxidation resistance
5. Storage stability
6. Leakage resistance
7. Texture Smooth – Cohesive and Adhesive
8. Mechanically stable (resists change in severe service)
9. Free of any disagreeable odor

The chemical and physical characteristics shall be as specified in the following tables:

TYPE I CHARACTERISTICS (EXTREME PRESSURE)	#2 N. L. G. I.*
Penetration at 77 degrees F	
60 strokes worked – (tenths of mm)	265/295
10,000 strokes worked – (tenths of mm)	+
Unit change	-20
Dropping Point degrees F (min.)	350
Type Soap	Lithium
Soap content percent by weight (typical)	7.0/9.0
Water	Trace
Grease Oxidation, psi drop (max.)	10
Leakage tendency of grease percent lost (max.)	10
Base Oil Viscosity SUS at 100 degrees F	700/1000
*National Lubricating Grease Institute	

The grease shall be designed for all-season use in grease lubricated components of automotive equipment including chassis bearings, suspension units, steering linkage, wheel bearings, universal joints and water pumps of passenger cars, trucks, buses and other equipment. The grease shall be designed for the lubrication of wheel bearings equipped with disc brakes, including front wheel bearings of front wheel drive cars.

TYPICAL PROPERTIES

Dropping Point: C (F)	288 (550)
Penetration, D-217	
Unworked	270
Worked 60 Strokes	285
Worked 10,000 Strokes	308
Color, Visual	Cream
Texture	Smooth-Buttery
Rust Prevention, D-1743	Pass (No. 1 Rating)
Wear Test, 4-Ball, D-2266 Ave. Sear diameter: mm	0.32
EP Test, 4-Ball, D-2596 L.W.I.	49.6
Weld Pint: kg	400

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Water Washout, D-1264 Loss at 37.8C (100F): % Loss at 74.4C (175F): %	0.5 1.0
Leakage Tendencies, D-1263 (Mod.) 24 hrs., 121.1C (250F) Total leakage: g	0.5
Oxidation Stability, D-942 Pressure drop: kPa (psi) 100 hours 200 hours 300 hours 400 hours 500 hours	0 (0) 6.9 (1) 6.9 6.9 (1) 6.9 (1) 13.8 (2)
Copper Strip, FTMS 791-5308 24 hrs., 100C (212F) Fafnir Fretting Corrosion Test GM Method 9096-P Weight Loss: mg Ball joint wear test, D-3428 Housing weight loss: mg Bring Sensitivity	No Corrosion 2.5 7.9 Pass (no squawk)

I. MOLY GREASE

Heavy-duty, multi-purpose lubricants enhance with molybdenum disulfide for applications that demand a long-lasting, tenacious, adhesive film. This superior film provides protection against water, salt brine, rust and corrosive contaminants. Molly Grease is recommended for: Heavy-duty Chassis lubrication, Ball Joints, King pins, Steering Knuckles, Fifth Wheels, Bucket Loader Ball Joints, Open Gears, Racks, Cams, Slides and Ways, Underwater Applications. [NLGI grade 00, 0, 1 or 2, ASTM D217].

J. HYDRAULIC OIL

The hydraulic fluid shall be an oil containing rust and oxidation inhibitors plus an anti-foam agent and an anti-wear additive. Must meet the following manufacturer's specifications: Case Hy-Tran, Tellus 046, and Donax TD.

TYPICAL PROPERTIES S.A.E.	-10 32AW	+10 46AW	20 68AW
Former Designation	43AW	48AW	54AW
ISO Viscosity Grade	32	46	68
ASTM Viscosity Grade No. (Saybolt)	150	215	315
Gravity: API	31.1	30.3	29.5
Viscosity, Kin.: CST 40.0 degrees C (100 degrees F) 100.0 (212)	30.04 5.26	42.70 6.57	62.9 8.43

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Viscosity SSU 37.8 degrees C (100 degrees F) 98.9 (210)	155 43.9	220 48.2	325 54.6
Viscosity Index, ASTM D 2270	106	105	104
Interfacial Tension, D 971 77 F: dyn/cm	31	31	31
Flash, P-M:E	400	405	450
Flash OC:F	425	430	470
Fire OC:F	455	470	500
Pour: F	-25	-25	-20
Color, ASTM d 1500	L0.5	L0.5	L1.0
Carbon Residue, Ramsbottom: %	0.30	0.30	0.36
Rust Preventive Test, ASTM D 665 Procedure A, 24 hr. Procedure B, 24 hr.	Passes Passes	Passes Passes	Passes Passes
Neutralization No. ASTM			
D 974 Total Acid No.	0.68	0.68	0.68
Oxidation Test, ASTM D			
943 Time Oxidized			
Hr. to 2.0 Acid No.	2000+	2000+	2000+
Emulsion, FTMS 791 3201, 180 degrees F			
Distilled Water: Minutes	40-40-0 (3)	40-40-0 (3)	40-40-0 (3)
Aniline Point ASTM D 611:F	217	220	228

K. AUTOMATIC TRANSMISSION FLUID (TRANSYND or Equivalent)

Transynd TES-295, Severe Duty Extended Interval Automatic Transmission fluid exhibits a higher resistance to oxidation and viscosity change than the c-4 specification fluids, while providing superior wear resistance and frictional properties for extended use in severe duty applications, such as city transit buses, refuse packers, tour coaches, and transmissions with Allison retarder options.

TEST	METHOD	REQUIREMENT
Metals Content (ppm)	ASTM D4951	Report: Ba, B, Ca< Mg, P, Si, Na, and Zn
Chlorine Content (ppm)	ASTM D808	Report
Nitrogen Content (ppm)	ASTM D3228	Report
Sulfur Content (ppm)	ASTM D129 or D4951	Report
Total Acid Number	ASTM D664	Report
Total Base Number	ASTM D2896 or D4739	Report
Infrared Spectrum	ASTM E168	Report

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Kinematic Viscosity (cSt) (Unused "fresh" fluid)	ASTM D445	Report (provide IR scan)
Brookfield Viscosity (cP)		-Report KV at 40 C -Report KV at 100 C -7.0 min KV at 100 C
Flash Point (C)	ASTM D2983	-Report BV at -10 C, -20 C, -30C, and -40 C -8700 max at -40 C
Fire Point (C)	ASTM D92	235 min.
Copper Strip Test	ASTM D92	270 min.
Corrosion Test	ASTMD130 (modified) 3 hrs. at 150C	1B
Rust Protection Test	ASTM D665 (Procedure A)	Pass
Seals Compatibility Tests Foam Tests	ASTM D1748 Sandblasted surface, 40 C, 50 hrs.	No rust or corrosion on any test surface
Gear Scuffing Wear Test	GM6297M (Appendix B)	
Oxidation Test	GM6297M (Appendix A)	Pass
	ASTM D5182	No foam at 95 C or 135 C
	GM6297M (Appendix E – modified) 600 hrs.	-Failure Load Stage >12 -EOT Gear Weight Loss <0.12 g -EOT 40 C KV Change = 12% max -EOT 100 C KV Change = 9% max -EOT -20 C Brookfield Viscosity = 1260 max
Frictional Properties Test Graphic Materials		-EOT TAN change = 3.25 -EOT Pentane Insolubles = 0.04% max
Frictional Properties Test Paper Materials	TES-228 (Section VIII)	-EOT Metals: Fe < 25 ppm, Cu <20 ppm, Pb < 100 ppm
Cycling Validation Tests	TES-228 (Section IX-modified) 30,000 cycles	-EOT Slip Time <0.63 seconds -EOT Midpoint Dynamic Coefficient >0.112
	TES-303	-EOT Slip Time <0.45 seconds

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<p>Ppm – parts per million KV – Kinematic Viscosity</p>	<p>Cp – centi-poise BV – Brookfield Viscosity</p>	<p>-EOT Midpoint Dynamic Coefficient >0.115</p> <p>-EOT Metals: Fe <60 ppm, Cu <10 ppm, Pb < 30 ppm</p> <p>-EOT Viscosity at 100 C > 7.4 eSt min</p> <p>-Viscosity change = 5% max over 550-hour test duration</p> <p>-EOT TAN (Total Acid Number) <0.8</p> <p>-No sludge or varnish on parts</p> <p>-No reaction plate wear</p> <p>-No bushing corrosion or lead depletion</p> <p>-No shift anomalies or excessive adaptive calibration change</p> <p>-Performance equal to or better than the reference fluid</p> <p>eSt- centi-stokes</p>
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L. UNIVERSAL TRACTOR FLUID

The tractor fluid shall be UTF C-4, used for single multi-functional transmission, hydraulic and wet brake fluid for the new generation of larger tractors plus those already in the field. This fluid is designed for the hydraulic-transmission system of self-propelled implements such as combines, cotton pickers, hay cubers, windrowers, corn pickers, as well as towed types of related equipment and equipment with hydrostatic drives. Must meet the following manufacturer's specifications: Case Hy-Tran, Tellus 046 and Donax TD.

This tractor fluid is to be used wherever the following products are recommended:

Allis Chalmers	Hydraulic Power Fluid 272843 Transmission and Hyd. Fluid 821
John Deere	J20C, J21A, J20A Fluid
Ford Tractor	ESN-M2C 134-D M2C86-A and M2C134-A
International Harvester	B6, HY-TRAN
Massey Ferguson	M-141, M-1110, M-1127, M-1129A, M-1135
Oliver Tractor	TYPE 55
J.I. Case	MS-1206, 1210, JIC-143, JIC-145, JIC-185
Minneapolis-Moline	Hydraulic Fluid
White Farm Equipment	UHTF, TYPE 55
Detroit Diesel Allison Div. C-4 fluid	
Caterpillar	TO-2
Sundstrand Hydrostatic Transmissions	

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TYPICAL ANALYSIS

Viscosity SUS @ 210 degrees F	55.68
Viscosity SUS @ 100 degrees F	285.7
Viscosity Index	150
Flash Point, degrees F	420
Pour Point, degrees F	-25

M. RE-REFINED MOTOR OIL

Bidders shall submit documentation from the re-refiner, which demonstrates that the re-refined motor oil products being PROPOSED have undergone the following process.

1. Vacuum distillation to remove contaminants such as dirt, water, fuel and used additives from the oil.
2. Hydro-finishing to remove the remaining chemicals and contaminants from the base oil and restore it to original condition.
3. Blending of the highest quality additives into the base product to fortify and bring the oil to the desired performance standards.
4. Offer only motor oil that is certified by the American Petroleum Institute (API) and meet ILSAC requirements.
5. Submit copies of such API certification, ILSAC compliance and related warranties with Proposal response that clearly indicate the manufacturer and brand name of the finished product(s) being offered.
6. Agree to offer warranties that provide for the full-cost replacement of all equipment that is damaged as a direct result of oil which does not meet the required performance specifications when used appropriately: copies of these warranties shall be included with the response.
7. Offer only re-refined motor oil products that contain a minimum of 50% re-refined base stock that meets the standards and specifications designed in this solicitation.
8. Offer at a minimum, re-refined oil in grades 5W30, 10W30, and 15W40 that meet automobile/equipment manufacturer's specifications and warranty requirements as follows:
 - a. Multi-grades 5W30 and 10W30 shall meet the performance and warranty requirements of a broad range of passenger and light truck gasoline engines of major automobile manufacturers and the most current API service requirements classifications.
 - b. Multi-grade universal 15W40 shall meet the performance and warranty requirements of virtually all diesel and gasoline engine manufacturers, including, but not limited to Caterpillar, Cummins, Detroit Diesel, John Deere, Massey Ferguson and Mack and meet the most current API service requirements classifications.
9. Offer only motor oil products that are formulated using the re-refined base stock specified above and commercial additive packages blended as precise percentage to provide finished products that meet industry standards.
10. Offer motor oil products that are available in cases of 12 quarts and 55-gallon drums.

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N. ANTIFREEZE – PERMANENT

Permanent antifreeze shall meet or exceed all generally accepted specifications for Ethylene Glycol Antifreeze and shall be compatible with other brands of Ethylene Glycol based antifreeze. The antifreeze shall not adversely affect rubber hoses or gaskets and shall not harm automotive finishes.

The ethylene glycol-based antifreeze/coolant proposed shall be of an aluminum/all-metals formula and perform equally well in aluminum, as well as in conventional cooling systems. The antifreeze/coolant shall meet or exceed the following manufacturers' specifications or the most current revisions thereof:

1. Regular Antifreeze:
 - General Motors – GM1825M
 - Ford – ESE-M97B44-A
 - Chrysler – MS 7170
2. Extended Life:
 - Dexcool – GM6277M
 - Ford - WSSM97B51-A-1
3. Diesel Engine – Extended Life
Texaco – ASTMD4985

COMPOSITION

ASTM D 3306	SPECIFICATIONS	ASTM METHOD
Specific gravity 60/80 degrees F	1.110 - 1.145	D1122
Freezing Point 50% V/V	-34 degrees or lower	D1177
Boiling Point, undiluted	300 degrees F Min.	D1120
Boiling Point, 50% V/V	226 degrees F Min.	D1120
Effect on Automotive finish	No effect	D1882
pH, undiluted	5.5 – 11.0	D1287
pH, 50% V/V	7.5 – 11.0	D1287
Reserve Alkalinity	10 Min.	D1121
Water. wt. %	5 Max.	D1123
Odor	Not Offensive	
Color	Distinctive	
Effect on non-metals	No Adverse effect	
Storage capability	1 year, Min.	
Foaming	150 ml. hgt., Max. 5 sec. Break, Max.	D1881 D1881
Cavitation – Erosion	8 Min.	D2809
Weight Per Gallon, 60 degrees F, 9.4 lbs.		

O. ANTIFREEZE – RECYCLED

1. Made from 100% recycled (re-refined) ethylene glycol and meet the cooling, freeze protection, and the corrosion resistance requirements of gasoline, diesel, propane, and natural gas engines with or without aluminum blocks.
2. Meet or exceed standards GM 1825-M, Ford ESE-M97B44-A, Chrysler MS 7170, and SAE J1034, as well as the following ASTM standards:

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D4340 (Aluminum Corrosion Test)	D1121 (Reserve Alkalinity)
D1177 (Freezing Point Concentrate)	D1881 (Foaming Behavior)
D1120 (Boiling Point Concentrate)	D2570 (Corrosion Inhibitor)
D1122 (Specific Gravity Concentrate)	D1384 (Glassware Corrosion)
D1119 (Ash Content Concentrate)	D2809 (Cavitation and Erosion)

3. Offer use ready-to-use (diluted) recycled antifreeze that meets or exceeds new (virgin) product specifications.
4. Submit certification that the products meet the standards and specifications established in this RFP.
5. Submit certification that the recycling method used complies with all current local, state, and federal regulations and that they are capable of recycling used antifreeze feedstock contaminated with incidental amounts of engine oil, brake fluid, transmission fluid, hydraulic fluid, solvent, gasoline, diesel fuel, heating oil, and/or propylene glycol.

P. DIESEL EXHAUST FLUID (DEF)

In order to meet new more stringent EPA requirements to reduce diesel exhaust emissions, many manufacturers have introduced Selective Catalytic Reduction (SCR), a technology that reduces nitrogen oxides in diesel exhaust emissions to two safer byproducts, nitrogen and water vapor. To be effective, the DEF mixture needs to meet specific performance standard. The standard published by ISO (International Organization for Standardization) is intended to confirm that DEF products used in SCR equipped vehicles meets the exacting standards necessary.

Therefore, any DEF products bid in response to the State contract solicitation will need to be API certified to be considered. API certification confirms that the DEF supplied meet the ISO 22241 compliance standards established. Additionally, lab samples and test data have previously been submitted to API to ensure the specific standard adherence. By selecting this standard, the State does not have to independently judge or review submitted sample tests and reports.

All DEF products bid shall be on the API list of approved Diesel Exhaust Fluid brands, and if necessary, provide documentation which confirms adherence to the API certification standards.

DEF is a relatively new product required for State and agency vehicles. Due to the lack of history, there is no reasonable way to determine the quantities that will be used during any given period. At the time of RFP posting, several agencies have expressed needs for DEF including DelDOT and school districts.

Since DEF requires product specific equipment to pump from the drums and totes, the State requests the awarded vendor supply one (1) hand pump for each ordering location. The awarded vendor may require a refundable deposit to protect against misuse, theft, or damage.

Q. INTENT TO LOAD CONTRACT AWARD IN STATE EMARKETPLACE SOLUTION

Upon award this contract will be loaded into the State's eMarketplace solution as a catalog contract.

As a catalog contract, awarded vendor(s) are required to identify a point of contact for implementation. This contact will assist with catalog configuration, product catalog submission, testing, and go-live. Upon submission of the enablement ticket by Government Support Services, vendor(s) will receive an invitation to join the Delaware marketplace, which must be accepted within 14 days. The initial product catalog must be ready for review by Government Support Services within 14 days of invitation acceptance.

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Vendors using CXML must be able to accept receipt of both ship to and bill to address details from the orders for proper delivery of products and invoices.

Those with punchout functionality must support "shop at the top" functionality, where searches are conducted on the main eMarketplace page. Orders must capture both ship-to and bill-to addresses.

Additionally, vendors must work with the eMarketplace provider to allow functionality within the test environment, ensuring full functionality is tested. This may require vendors to make their API available (if they have one) or participate in a site assessment to determine alternate search configurations. It may also necessitate submitting a CSV catalog file to supplement the punchout catalog. The API utilized within the test environment will be for production data retrieval.

The failure and/or inability to comply with the eMarketplace requirement(s) may subject the awarded vendor to corrective action, up to and possibly including termination of the contract.

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IV. PUBLIC BID OPENING ANNOUNCEMENT

Contract No. GSS26009-MOTOR_OIL

Motor Oil, Re-Refined Motor Oil, Lubricants, and Antifreeze

For anyone who wishes to witness the Bid opening they may do so:

- **In-Person**
Wednesday, August 27, 2025, 3:00pm (local time)
Government Support Services
600A South Bay Road
Dover, DE 19901
- **Virtual**
Wednesday, August 27, 2025, 3:00pm (local time)
Virtual Meeting Link: [GSS26009-MOTOR_OIL, Bid Opening](#)
Meeting Number: 252 111 556 191 0
Password: Hz7Es3zR

The public Bid opening ensures the citizens of Delaware that contracts are being Bid fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the Bids at the time and place specified and the contract shall be awarded within thirty (30) days thereafter. The main purpose of the Bid opening is to reveal the name(s) of the Bidders(s), not to serve as a forum for determining the apparent low Bidders. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each Bid has been determined.

After receipt of a fully executed contract(s), the Delaware public and all Bidders are invited to make an appointment with the contracting officer in order to review pricing and other non-confidential information.

NOTE: ONLY THE BIDDER'S NAME WILL BE READ AT THE BID OPENING

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Sample Report 2

FOR ILLUSTRATION PURPOSES ONLY

State of Delaware																	
Subcontracting (2nd tier) Quarterly Report																	
Prime Name:						Report Start Date:											
Contract Name/Number						Report End Date:											
Contact Name:						Today's Date:											
Contact Phone:						*Minimum Required			Requested detail								
Vendor Name *	Vendor TaxID *	Contract Name/Number *	Vendor Contact Name*	Vendor Contact Phone *	Report Start Date*	Report End Date*	Amount Paid to Subcontractor*	Work Performed by Subcontractor or UNSPSC	M/WBE Certifying Agency	Veteran/Service Disabled Veteran Certifying Agency	2nd tier Supplier Name	2nd tier Supplier Address	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax Id	Date Paid
SAMPLE																	

Note: A copy of the Subcontracting Quarterly Report will be sent by electronic mail to the Awarded Vendor.

Completed reports shall be saved in an Excel format and submitted to the following email address: vendusage@delaware.gov.



**The Office of Supplier Diversity (OSD) has moved to the
Division of Small Business (DSB)**

Supplier Diversity Certification Applications can be found here:
[Certifications - Division of Small Business - State of Delaware](#)

Completed Applications can be emailed to: OSD@Delaware.gov

For more information, please send an email to OSD:
OSD@Delaware.gov or call 302-577-8477

[Subscribe](#) to the OSD Mailing List

New address for OSD:
Carvel State Building
820 N. French Street, 10th Floor
Wilmington, DE 19801

Telephone: 302-577-8477 / Fax: 302-736-7915

Email: OSD@Delaware.gov

Web site: <https://business.delaware.gov/osd/>

Dover address:
(Local applicants may drop off applications here)

99 Kings Highway
Dover, DE 19901
Phone: 302-739-4271

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.

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Attachment 2

BOND HAS BEEN WAIVED

PERFORMANCE BOND

Bond Number: _____

KNOW ALL PERSONS BY THESE PRESENTS, that we, _____, as principal ("**Principal**"), and _____, a _____ corporation, legally authorized to do business in the State of Delaware, as surety ("**Surety**"), are held and firmly bound unto the _____ ("**Owner**") (*insert State agency name*), in the amount of _____ (\$_____), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20__.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract No. _____ dated the _____ day of _____, 20__ (the "Contract"), which Contract is incorporated herein by reference, shall well and truly provide and furnish all materials, appliances and tools and perform all the work required under and pursuant to the terms and conditions of the Contract and the Contract Documents (as defined in the Contract) or any changes or modifications thereto made as therein provided, shall make good and reimburse **Owner** sufficient funds to pay the costs of completing the Contract that **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

Surety, for value received, hereby stipulates and agrees, if requested to do so by **Owner**, to fully perform and complete the work to be performed under the Contract pursuant to the terms, conditions and covenants thereof, if for any cause **Principal** fails or neglects to so fully perform and complete such work.

Surety, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

Surety hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Contractor may be mailed or delivered to them at their respective addresses shown below.

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IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

PRINCIPAL

Witness

Name

Title

Date

Company Name

Company Address

SURETY

Witness

Name

Title

STATE OF DELAWARE
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Attachment 3

Bid Bond

BOND HAS BEEN WAIVED

KNOW ALL MEN BY THESE PRESENTS That _____ of _____ of the County of _____ and State of _____ principal, and _____ of _____ of the County of _____ and the State of _____ as surety, legally authorized to do business in the State of Delaware, are held and firmly bound unto the State of Delaware in the sum of _____ Dollars or _____ per cent (not to exceed _____ Dollars) of amount Bid on Contract No. _____ to be paid to said State of Delaware for the use and benefit of the _____ of said State, for which payment well (hereinafter referred to as Agency) and truly to be made, we do bind ourselves, our and each of our heirs, executors, administrators, and successors, jointly and severally for and in the whole, firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bounden principal _____ who has submitted to said Agency of the State of Delaware, a certain Bid to enter into a certain contract to be known as Contract No. _____, for the furnishing of certain products and/or services within the said State of Delaware shall be awarded said Contract No. _____, and if said _____ shall well and truly enter into and execute said Contract No. _____ and furnish therewith such surety bond as may be required by the terms of said contract and approved by said Agency, said contract and said bond to be entered into within twenty days after the date of official notice of the award thereof in accordance with the terms of said Bid, then this obligation to be void or else to be and remain in full force and virtue.

Sealed with _____ seal and dated this _____ day of _____ in the year of our Lord two thousand and _____ (20____).

SEALED AND DELIVERED IN THE
Presence Of _____

Name of Vendor (Principal) (Seal)

Witness

_____ BY _____

_____ (Seal)

Corporate
Seal

Title

_____ BY _____

_____ (Seal)
Name of Surety

_____ (Seal)

Title

APPENDIX A – ONLINE BID SUBMISSION PORTAL INSTRUCTIONS

Appendix A is a separate file found on mymarketplace.delaware.gov and <https://gss.bonfirehub.com/>. Appendix A contains instructions on how to structure your solicitation response.

APPENDIX B – VENDOR FORMS

Appendix B is a separate file found on mymarketplace.delaware.gov and <https://gss.bonfirehub.com/>. Appendix B contains the required vendor forms that are to be completed and submitted through the [online bid submission portal](#).

APPENDIX C1 – PRICING

Appendix C1 is a separate file found on mymarketplace.delaware.gov and <https://gss.bonfirehub.com/>. Appendix C1 must be submitted through the [online bid submission portal](#) using the provided format.

APPENDIX C2 – EQUIPMENT DEPOSITS AND CREDITS

Appendix C2 is a separate file found on mymarketplace.delaware.gov and <https://gss.bonfirehub.com/>. Appendix C2 must be submitted through the [online bid submission portal](#) using the provided format.

APPENDIX D – DOC SECURITY CLEARANCE APPLICATION

Appendix D is a separate file found on mymarketplace.delaware.gov and <https://gss.bonfirehub.com/>. Appendix D must be submitted through the [online bid submission portal](#) using the provided format.