



New Castle County Vocational Technical  
School District

## State of Delaware

CTE Construction Tools– New Castle County Vo-Tech  
Hodgson Vocational Technical High School

### Invitation to Bid

**Contract No. 2401.05**

**January 05, 2026**

**- Deadline to Respond -  
January 28, 2026  
10:00 AM (Local Time)**

**CONTRACT NO. 2401.05**

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID" for 2401.05. 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

**ATTACHMENTS**

- A – BID QUOTATION
- B – NO BID REPLY FORM
- C – NON-COLLUSION STATEMENT AND ACCEPTANCE
- D – BUSINESS REFERENCES
- E – ITB EXCEPTIONS
- F – CONFIDENTIAL AND PROPRIETARY INFORMATION

APPENDIX A – Pricing Spreadsheet

APPENDIX B – Pricing Spreadsheet – Excel Format

Both appendixes are made part of this solicitation and are available for download at the following site:

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

In order for your bid to be considered, the bid quotation reply section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number, by **January 28, 2026** at **10:00 AM** (Local Time).

**Bids shall be submitted to:**

**STATE OF DELAWARE**  
**New Castle County Vocational Technical School District**  
**1417 Newport Road**  
**Wilmington, DE 19804**

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 Sean Sokolowski at [sean.sokolowski@nccvt.k12.de.us](mailto:sean.sokolowski@nccvt.k12.de.us).

## **New Castle County Vocational Technical School District**

### **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 it 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 Bid and award process.

<b>Activity</b>	<b>Due Date</b>
ITB Availability to Vendors	January 05, 2026
Written Questions Due No Later Than (NLT)	January 19, 2026
Written Answers Due/Posted to Website NLT	January 21, 2026
Bids Due NLT	January 28, 2026 10:00am local time
Public Bid Opening	10:00am local time
Contract Award	Will occur within 30 days of bid opening

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**7. INQUIRIES & QUESTIONS**

We welcome your interest in working with us, and we will be pleased to answer any questions you may have in formulating your response to this Invitation to Bid.

All questions with regard to the interpretation of this Invitation must be received in writing by January 19, 2026. All questions will be answered in writing by January 21, 2026 and posted on <https://bids.delaware.gov/> website. All questions must make specific reference to the section(s) and page numbers from this Invitation to Bid where applicable. **When emailing questions Subject line to read: "Bidding Question for Contract 2401.05"**. Oral explanations or instructions will not be binding.

**8. PREPARATION OF BID**

- a. **The bidder's Bid shall be written in ink or typewritten** on the form provided.
- b. If items are listed with a zero quantity, bidder shall state unit price **ONLY** (intended for open end purchases where estimated requirements are not known). The Bid shall show a total bid price for each item bid and the total bid price of the Bid excluding zero quantity items.

**9. 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.**

**10. 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).

**11. 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.

**12. 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).

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**13. ITB DESIGNATED CONTACT**

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. 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 RFP designated contact.

**SEAN SOKOLOWSKI  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT  
1417 NEWPORT ROAD  
SEAN.SOKOLOWSKI@NCCVT.K12.DE.US**

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used. **When emailing questions Subject line to read: "Bidding Question for Contract 2401.05"**.

**14. DELIVERY OF BIDS**

Bids shall be delivered in sealed envelopes and shall bear on the outside the name and address of the bidder as well as the designation of the contract. Bids forwarded by U.S. Mail shall be sent first class to the address listed below. Bids forwarded by delivery service other than the U.S. Mail or hand delivered must be delivered to the address listed below. All bids must clearly display the bid number on the envelope.

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New Castle County Vo-Tech School District  
1417 Newport Pike  
Wilmington, DE 19804**

All Bids will be accepted at the time and place set in the advertisement. Bidder bears the risk of delays in delivery and any costs for returned Bids. Bids received after the time set for public opening will be returned unopened.

**15. WITHDRAWAL OF BIDS**

A bidder may withdraw its Bid unopened after it has been deposited, if such a request is made prior to the time set for the opening of the Bid.

**16. 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.

**17. 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.

**18. 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 or Bids:

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- a. More than one Bid 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 incomplete, indefinite, or ambiguous as to its meaning.
- g. Non-attendance of mandatory pre-bid meetings may be cause of disqualification.

**19. 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/> . 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.

**20. 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 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.

**21. 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.

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.

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**22. 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.

**23. 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 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 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.

**24. 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.

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- 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.

**4. EXECUTION OF CONTRACT**

The bidder to whom the award is made shall execute a formal contract and 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 performance bond, as aforesaid, within twenty days after the date of official notice of the award of the contract, its Bid 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 NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT.

**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.

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**9. INFORMATION REQUIREMENT**

The successful bidder's shall be required to advise the NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT 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.

**11. 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.

**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.

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- 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.

**7. TAX EXEMPTION**

- a. 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 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 NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT 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 NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT 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.

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**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.

**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

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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 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.

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**II. SPECIAL PROVISIONS**

**1. CONTRACT REQUIREMENTS**

This contract will be issued to cover the **CTE CONSTRUCTION TOOLS** requirements for the NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT.

**2. AGENCY USE CONTRACT**

Pursuant to 29 Del. C. § 6904(e) respectively, if no state contract exists for a certain good or service, covered agencies may procure that certain good or service under another agency's contract so long as the arrangement is agreeable to all parties. Agencies, other than covered agencies, may also procure such goods or services under another agency's contract when the arrangement is agreeable to all parties.

**3. CONTRACT PERIOD**

Each vendor's contract shall be valid for ONE YEAR from JANUARY 28, 2026 through JANUARY 28, 2027. Each contract may be renewed for three (3) additional one (1) year extension periods through negotiation between the contractor and NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

**4. PRICES**

**Prices shall remain firm for the term of the contract. All prices shall be quoted in U.S. Dollars.**

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

**5. NUMBER OF COPIES WITH MAILING OF BID**

To be considered, all Bids must be submitted in writing and respond to the items outlined in this ITB. The State reserves the right to reject any non-responsive or non-conforming Bids. Each Bid must be submitted with two paper copies and one electronic copy on CD or DVD media disk. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a vendor signature. The remaining copies do not require original signatures. CD or DVD media disk must also contain the completed Appendix B Excel sheets, in Excel format.

**6. 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.

**7. 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.

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**8. 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.

**9. 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.

If agreement is reached to extend this contract beyond the initial term period, the Division of NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT shall have the option of offering a determined price adjustment 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.

**10. SHIPPING TERMS**

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

**11. 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.

**12. ELECTRONIC CATALOG**

At the discretion of NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT, 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,
- 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.

**13. FUNDING OUT**

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

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**14. BID BOND REQUIREMENT**

The Bid Bond requirement has been waived.

**15. PERFORMANCE BOND REQUIREMENT**

The Performance Bond requirement has been waived.

**16. 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:
  - a. State: Statutory
  - b. Applicable Federal (e.g., Longshoremen's): Statutory
  - c. Employer's Liability  
\$100,000
  
- b. Comprehensive General Liability (including Premises Operations; Independent Contractor's Protective; Products and Completed Operations; Broad Form Property Damage):
  - a. Bodily Injury
    - \$500,000            Each Person
    - \$1,000,000        Each Occurrence
    - \$1,000,000        Annual Aggregate
  
  - b. Property Damage
    - \$500,000            Each Occurrence
    - \$500,000            Annual Aggregate
  
  - c. Products and Completed Operations to be maintained for 2 years after final payment.
  - d. Property Damage Liability Insurance will provide X, C, or U coverage as applicable.
  
- c. Contractual Liability:
  - a. Bodily Injury
    - \$500,000            Each Person
    - \$1,000,000        Each Occurrence
    - \$1,000,000        Annual Aggregate
  
  - b. Property Damage:
    - \$500,000            Each Occurrence
    - \$1,000,000        Annual Aggregate
  
- d. Personal Injury, with Employment Exclusion deleted:
  - \$500,000            Each Occurrence

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

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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:

NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT  
Contract No: 2401.05  
State of Delaware  
1417 Newport Pike  
Wilmington, DE 19804

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.

#### **17. BASIS OF AWARD**

NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT 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.

NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT 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.

#### **18. STATE OF DELAWARE BUSINESS LICENSE**

Prior to receiving an award, the successful vendor shall either furnish NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT 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, 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.

#### **19. INDEMNIFICATION**

##### **a. General Indemnification**

By submitting a Bid, the proposing vendor 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.

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**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.

**20. 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.

**21. 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 labeled "TERMINATION OF INDIVIDUAL ORDERS OR PURCHASE ORDERS" below and purchase equivalent product on the open market. 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.

**22. 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;

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- 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.

### **23. 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.

### **24. EXCEPTIONS**

Bidders may elect to take **minor exception** to the terms and conditions of this ITB. NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT shall evaluate each exception according to the intent of the terms and conditions contained herein but NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT 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 bid or before the date and time of the bid opening.

**Exceptions must be submitted utilizing Attachment F to be considered.** NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT maintains sole discretion to reject any vendor exceptions that are submitted.

### **25. 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 [sean.sokolowski@nccvt.k12.de.us](mailto:sean.sokolowski@nccvt.k12.de.us) 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 15<sup>th</sup> 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.

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Reporting is required by Executive Order.

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 contract manager 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. Contracts spend during the covered periods shall result in a report even if the contract has expired by the report due date.

## **26. BUSINESS REFERENCES**

Provide at least three (3) business references consisting of current or previous customers of similar scope and value using Attachment 5. Include business name, mailing address, contact name and phone number, number of years doing business with, and type of work performed. Personal references cannot be considered.

**PLEASE DO NOT UTILIZE STATE OF DELAWARE PERSONNEL AS REFERENCES.**

## **27. 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 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.

## **28. PURCHASE ORDERS**

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number **2401.05.** on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

## **29. 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.**

## **30. 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.

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**31. 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 Bid unless specific approval is given by NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT 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.

**32. OPPORTUNITY BUYS – N/A**

**33. I FOUND IT CHEAPER – N/A**

**34. 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, NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT.

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.

**35. 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 Attachment D, and are subject the approval and acceptance of NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT.

**36. 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 in Attachment D are considered approved upon award. Changes to those subcontractor(s) listed in Attachment D must be approved in writing by the State.

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### **37. 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.

### **38. 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, shall be required to complete background checks on 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 contracts may require additional background checks and/or security clearance(s), depending on the nature of the services to be provided or locations accessed, but any other requirements shall be stated in the contract scope of work or be a matter of common law. The Vendor(s) shall be responsible for the background check requirements of any authorized Subcontractor providing service to the Agency's contract.

### **39. 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](#)

### **40. 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

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**41. 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 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>.

**42. 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.

**43. 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](http://www.energystar.gov) for complete product specifications and updated lists of qualifying products.
- b. Green Products – third party certification of green products accepted from NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT 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](#)

**44. TERMINATION OF INDIVIDUAL ORDERS OR PURCHASE ORDERS**

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

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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.

**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 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 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 CONTRACT**

The contract resulting from this ITB may be terminated as follows by NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT.

**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

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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 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.

**48. 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.

**49. 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.

**50. 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) year following the termination of such litigation. The Vendor agrees to make such records available for

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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.

(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.

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(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. 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

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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:

**Administrator, NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT  
1417 Newport Pike  
Wilmington, DE 19804**

**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 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 (Attachment D) and agreed to in writing by the State or as are specifically authorized in writing by the Agency

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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 must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible.  
[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 Bid will be treated as confidential during the evaluation process. As such, vendor Bids will not be available for review by anyone other than the State of Delaware/Bid 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 a once a fully

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executed contracts is received, the content of all vendor Bids 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"). Bids must contain sufficient information to be evaluated. If a vendor feels that they cannot submit their Bid without including confidential business information, they must adhere to the following procedure or their Bid may be deemed unresponsive, may not be recommended for selection, and any applicable protection for the vendor's confidential business information may be lost.

In order to allow the State to assess its ability to protect a vendor's confidential business information, vendors will be permitted to designate appropriate portions of their Bid as confidential business information.

Vendor(s) may submit portions of a Bid considered to be confidential business information in a separate, sealed envelope labeled "Confidential Business Information" and include the specific RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002, and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a Bid accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed. 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 Bid or using the procedures discussed 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 Bid 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.

STATE OF DELAWARE  
New Castle County Vocational Technical School District

**III. TECHNICAL SPECIFICATIONS**

**Item Number:** E-C-1

**Description** 22" Wide Planer

**Manufacturer:** Powermatic or Approved Equal

**Product Name/#:** 22-Inch Planer  
Model: 201HH

**Dimensions:** Overall: 42" x 49" x 59"

**Finish:** To be selected from manufacturer's standards.

**Comments:** Bed Rollers Adjustable from Front: 2. Column diameter: 1-1/2".  
Cutterhead Diameter: 3-1/4". Cutterhead Speed: 4800.0000 RPM.  
Dust Collection Minimum CFM required: 900. Dust Port Outside  
Diameter: 5". Feed Rate (FPM): 20/30. Infeed Roller Diameter: 3".  
Maximum Depth of Cut: 3/16". Maximum Full Width Depth of Cut:  
3/16". Maximum Height of Rollers Parallel to Tabletop: 0.05".  
Maximum Planing Thickness: 9-1/4". Maximum Planing Width:  
22". Minimum Planing Length: 10'. Motor Phase: 3. Motor Power: 7-  
1/2 HP. Motor Voltage: 230V. Number of Speeds: 2. Type of  
Cutterhead: Helical. Warranty: 5 years.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
CARPENTRY C101	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY  
DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-C-2

**Description** 43" Wide Sander

**Manufacturer:** Powermatic or Approved Equal

**Product Name/#:** 43-Inch Wide-Belt Sander with DRO  
Model: WB-43

**Dimensions:** 67" x 48" x 79"

**Finish:** To be selected from manufacturer's standards.

**Comments:** Air required: 75-80. Dust Collection Minimum CFM Required: 1,900. Dust Port Outside Diameter: 5". Feed Motor Power: 2HP. Maximum Board Thickness: 6". Maximum Board Width: 43". Minimum Board Thickness: 1/8". Motor Phase: 3. Motor Power 25 HP. Motor Voltage: 230/240V. Prewired Voltage: 230V. Sanding Belt Speed: 2,625. Style (Type): Wide Belt Sander. Warranty: 5 years.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
CARPENTRY C101	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-C-3

**Description:** Industrial Wood Lathe

**Manufacturer:** Powermatic or Approved Equal

**Product Name/#:** Industrial Wood Lathe  
Model: 3520C

**Dimensions:** 69-1/2" x 36-1/2" x 47"

**Finish:** To be selected from manufacturer's standards.

**Comments:** Bed construction: Cast Iron. Motor Amps: 20. Motor: 2.0 HP. Motor Phase: 3. Motor Power: 2 HP. Motor Voltage: 220V Single Phase. Recommended Circuit Size: 20 Amps. Swing Over Bid: 20".  
Warranty: 5 years.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
CARPENTRY C101	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY  
DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-C-5

**Description** Drill Press

**Manufacturer:** Powermatic or Approved Equal

**Product Name/#:** Drill Press  
Model: PM2800B

**Dimensions:** Overall: 14"W x 20-1/4"D x 71"H

**Finish:** To be selected from manufacturer's standards.

**Comments:** Chuck Size: 5/8". Column Diameter: 3-1/8". Motor Amps: 20/15.  
Motor: 1 HP, 115/230V, 1Ph. Motor Phase: 1. Motor Power: 1 HP.  
Motor Voltage: 115/230 V. Prewired Voltage: 115. Quill Diameter:  
2.6". Spindle Distance to Base: 44-3/4". Spindle Travel: 6". Style  
(Type): Floor. Swing: 18". Warranty: 5 years.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
CARPENTRY C101	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY  
DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-C-8

**Description:** Band Saw

**Manufacturer:** Powermatic or Approved Equal

**Product Name/#:** 18" Band Saw  
Model: PM1800B-3

**Dimensions:** 24" x 27"

**Finish:** To be selected from manufacturer's standards.

**Comments:** Warranty: 5 years. Blade Length: 160". Minimum Saw Blade Width: 1/8". Cutting Capacity Height: 18". Cutting Capacity Width: 18.0000. Dust Port Outside Diameter: 4" Dust Collection Minimum CFM Required: 600. Table Tilt: 45 degrees right, 10 degrees left. Motor Power: 5 HP. Motor Phase: 3. Motor Voltage: 230V. Prewired Voltage: 230V. Recommended Circuit Size: 20 Amps. Style: Floor. Table T-Slot: 3/4"

<u>LOCATION(S)</u>	<u>QUANTITY</u>
CARPENTRY C101	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

CONTRACT NO: 2401.04  
CONTRACT TITLE: NEW CASTLE COUNTY VO-TECH  
AUTO BODY AUTO TECH EQUIPMENT

SECTION III.  
TECHNICAL SPECIFICATIONS

**Item Number:** E-ELEC-2  
**Description:** Motor Control Work Station  
**Manufacturer:** Energy Concepts, Inc. or Approved Equal  
**Product Name/#:** Motor Control Station  
Model: 240SC Trainer  
**Dimensions:**  
**Finish:** To be selected from manufacturer's standards.  
**Comments:**

<u>LOCATION(S)</u>	<u>QUANTITY</u>
ELECTRICAL SHOP D110	5

**TOTAL:** 5

NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY  
DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-ELEC-3  
E-PLUM-2  
**Description** Conduit Threading Machine  
**Manufacturer:** Rigid or Approved Equal  
**Product Name/#:** Conduit Bending Machine  
Model: 535

**Dimensions:**

**Finish:** To be selected from manufacturer's standards.

**Comments:** Pipe Capacity: 1/8"-2", 2-1/2"-4", 4"-6", with 141 and geared threaders. Bolt Capacity: 1/4"-2". Switches: Forward/off/reverse and integral foot switch. Chuck: Speed Chuck with three replaceable rocker-action jaw inserts. Rear Centering Device: Cam-action, turns with chuck. Cutters: Self-centering, full-floating. Two models available. Standard Model 820 Wheel-Type Cutter, pipe capacity 1/8"-2", bolt capacity 1/4"-1". Reamer: 5-flute cone, RH, 1/8"-2". Oil pump: Self-priming gerotor oil pump. Reamers: RH/LH combination reamer available.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
ELECTRICAL SHOP D110 (E-ELEC-3)	1
PLUMBING SHOP D116 (E-PLUM-2)	1
<b>TOTAL:</b>	<b>2</b>



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-ELEC-5  
**Description:** Conduit Bending Machine  
**Manufacturer:** Grainger or Approved Equal  
**Product Name/#:** Conduit Bending Machine  
Model: Gardner Bender B2555EMT

**Dimensions:**

**Finish:** To be selected from manufacturer's standards.

**Comments:** Cord Length: 6 ft. Current: 20 Amps. Features: Detachable Handle; Easy Tilt to Transport on Never-Flat Tires; Interchangeable Shoes. Includes: (1) Electric Sidewinder 1/2"; 1-1/2" and 2" EMT Support Roller Unit; 1-1/4", 1-1/2" and 2" EMT Bending Shoes; 1/2" and 1-1/4" in EMT Support Unit.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
ELECTRICAL SHOP D110	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-MAS-1

**Description:** Masonry Saw

**Manufacturer:** Powermatic or Approved Equal

**Product Name/#:** Dust Control Masonry Saw  
Model: iQMS362i 16.5"

**Dimensions:** 32"W x 40"H x 43"L

**Finish:** To be selected from manufacturer's standards.

**Comments:** Masonry saw with integrated dust collection. Cuts brick, pavers, stone and veneer. 16.5" blade offers a 5.5" depth and a full 24" length of cut. Includes high-flotation tires and gas-show powered lifting/lowering mechanism. Operates on standard 120V and 20 amps power supply. Dust capacity: 40 lbs.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
MASONRY D114	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-MAS-2

**Description:** 2 Bagger Mortar Mixer Electric

**Manufacturer:** Multiquip or Approved Equal

**Product Name/#:** Wheelbarrow Style Mixer  
Model: Whiteman 4.5 cu. Ft. Clipper Blockbuster

**Dimensions:** Overall: 67"L x 28.5"W x 41"H

**Finish:** To be selected from manufacturer's standards.

**Comments:** 4.5 cubic foot, electric powered, wheelbarrow style mixer. Mixes 4.5 cubic feet of material. 1.0-hp electric motor 1 Phase.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
MASONRY D114	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-MAS-3  
**Description:** 3 Bagger Gas Mixer  
**Manufacturer:** Multiquip or Approved Equal  
**Product Name/#:** Electric Mixer  
Model: WM63E  
**Dimensions:** Overall: 92.5"L x 51"W x 54.5"H  
**Finish:** To be selected from manufacturer's standards.  
**Comments:** 6.3 cf plaster/mortar, gas powered mixer. Mixes 6.3-cubic feet of material. Tubular steel frame with forklift pocket. 14-gauge steel engine cover. Powder coated finish.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
MASONRY D114	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-IM-8

**Description:** CNC Plasma Cutting Machine

**Manufacturer:** Torchmate or Approved Equal

**Product Name/#:** Torchmate 4800 - A 4x8 CNC Plasma Cutting Machine  
Model: 4800

**Dimensions:**

**Finish:** To be selected from manufacturer's standards.

**Comments:** Includes: an integrated touchscreen HMI, industrial grade user console with adjustable mounting arm.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
INDUSTRIAL MILLWRIGHT C118	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-IM-16

**Description** 45 Ton Ironworker

**Manufacturer:** Uni-Hydro or Approved Equal

**Product Name/#:** Uni-Hydro 45 Ton Ironworker  
Model: 45-14

**Dimensions:**

**Finish:** To be selected from manufacturer's standards.

**Comments:** Features: Manual punch aligner. 6" open throat punch with 45-ton capacity. 14" bar shear with 4-sided blades. Bar shear hold-down can be fixed or adjustable. Variable stroke control. Built for forklift handling. Magnetic starter.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
INDUSTRIAL MILLWRIGHT C118	1

**TOTAL:** 1



*\* Shown with optional Slug Type Angle Shear*

NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY  
DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** SW-IM-2

**Description** Amtek 850-CD2 Basic Fluid Power Learning System

**Manufacturer:** Amte/Amatrol or Approved Equal

**Product Name/#:** Basic Fluid Power Learning System  
Model: Amtek 850-CD2

**Dimensions:**

**Finish:** To be selected from manufacturer's standards.

**Comments:** Basic fluid power training system that covers the following learning topics: Hydraulic & pneumatic power systems, basic hydraulic & pneumatic circuits, pumps, needle, relief, check, flow control, sequence, & pressure reducing valves, hydraulic & pneumatic schematics, principles of hydraulic & pneumatic pressure & flow, hydraulic & pneumatic speed control, pressure control circuits.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
INDUSTRIAL MILLWRIGHT C118	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** SW-IM-3

**Description** Amtek 97-ME4D2 - Floor Standing Belt Conveyor System

**Manufacturer:** Amte/Amatrol or Approved Equal

**Product Name/#:** Floor Standing Belt Conveyor System  
Model: Amtek 97-ME4D-2

**Dimensions:**

**Finish:** To be selected from manufacturer's standards.

**Comments:** Floor-standing belt conveyor learning system that covers the following learning topics: floor standing belt conveyor, introduction to conveyors, conveyor safety, flat belt conveyors, conveyor sizing.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
INDUSTRIAL MILLWRIGHT C118	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-PLUM-1  
**Description:** Welding Booth  
**Manufacturer:** Fumedog or Approved Equal  
**Product Name/#:** 10 Welding Booth Package  
Model: Amtek FD-WB-10PAK  
**Dimensions:** 5' x 5'  
**Finish:** To be selected from manufacturer's standards.  
**Comments:** Welding bootht 10 pack. 12-guage, powder-coated construction.  
Power: 120v/1ph.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
PLUMBING D116	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY  
DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-PLUM-4

**Description:** Water Heater Trainer

**Manufacturer:** Hampden or Approved Equal

**Product Name/#:** Commercial Water Heaters Trainer  
Model: H-CWHT-8

**Dimensions:** Platform dimensions: 2'-6" x 8'-0"  
6" rear wall 5' x 8'

**Finish:** To be selected from manufacturer's standards.

**Comments:** Commercial Water Heater Trainer demonstrates the setup and use of three different styles of natural gas water heaters: Electronic Ignition Commercial Water Heater, Millivolt Ignition Commercial Water Heater, Tankless Water Heater. Components: 38 Gallon Tank (2), Cold In Line, Hot Out Line, Expansion Tank, S/O Valves, Thermostat, Pressure Relief Valve/Line, Burner - Gas powered (either electronic or millivolt ignition), flue pumper/draft diverter, drain valve. Steel IPS gas piping. Water - cold and hot connections on right side of floor platform (for water hook up). Heavy duty wheels all stainless steel.

<b>LOCATION(S)</b>	<b>QUANTITY</b>
PLUMBING D116	1

**TOTAL:** 1



Hampden Model H-CWHT-8

NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-PLUM-5  
**Description:** Trainers for Pumps  
**Manufacturer:** Hampden or Approved Equal  
**Product Name/#:** Pumps Trainer  
Model: H-PUMPT-10

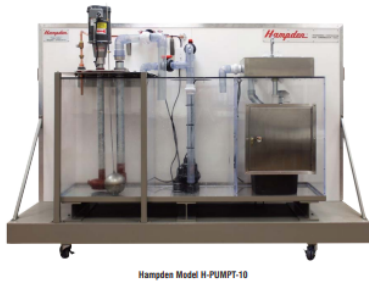
**Dimensions:**

**Finish:** To be selected from manufacturer's standards.

**Comments:** Pumps Trainer that demonstrates the setup and use of water pumps.  
Components: Platform aluminum frame and floor. Rear wall 4' high aluminum studs with aluminum front and clear lexan back.  
Ejector pump: Tramco 400SE Automatic Sewage Pump (100gpm),  
Sump pump: Hydromatic Model: B-A1, Sump/Effluent Pump (32gpm),  
Laundry pump: Diamond pumps model LTP, Re-circulating pump: Gundros Alphas hot water re-circulating pump.

<b>LOCATION(S)</b>	<b>QUANTITY</b>
PLUMBING D116	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-PLUM-7

**Description:** Pipe Rack

**Manufacturer:** Jamco or Approved Equal

**Product Name/#:** Pipe Rack  
Model: TP472R800GP

**Dimensions:** Overall: 72"L x 36"W x 59"H  
Deck: 72"L x 36" x 11"

**Finish:** To be selected from manufacturer's standards.

**Comments:** Mobile bar and pipe rack with multiple levels of steel arms that extend out from the racks vertical frame. Stores materials such as pipe, channel, conduit, and bar stock. Includes arms on both sides of frame and can be loaded from either side. 4,000 lb. load capacity with 2 rigid and 2 swivel rubber casters. Powder coated finish. Deck is constructed of 12 gauge steel. Number of levels: 3

<u>LOCATION(S)</u>	<u>QUANTITY</u>
PLUMBING D116	3

**TOTAL:** 3



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-PLUM-9

**Description** Ventilation System

**Manufacturer:** Fumedog or Approved Equal

**Product Name/#:** Wall Mount Wel Fume Extractor with Filter  
Model: Bulldog-FILT

**Dimensions:** 45" x 24" x 23"

**Finish:** To be selected from manufacturer's standards.

**Comments:** Wall mounted welding fume extraction system for use with stick, MIG, and TIG welding applications. Equipped with a fume arm for targeted fume extraction. System mounts with integrated wall mount bracket. Airflow: 1200 CfM. Motor: 1.5 HP. Power: 120v/1 ph. Arm Diameter: 8"

<u>LOCATION(S)</u>	<u>QUANTITY</u>
PLUMBING D116	6

**TOTAL:** 6



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-PLUM-12

**Description:** Mig Welding Machine

**Manufacturer:** Miller or Approved Equal

**Product Name/#:** Miller Electric MIG Welder  
Model: Millermatic 355

**Dimensions:** Overall: 26.25" x 13.75"W x 19.25"H

**Finish:** To be selected from manufacturer's standards.

**Comments:** Process: MIG Welding (GMAW); Flux-Cored Welding (FCAW).  
Enhanced Process: Pulsed MIG (GMAW-P) Phase: Single-Three-Phase. Input Frequency: 50/60 Hz. Polarity: DC. Welding Power Source Type: CV. Input Voltage: 208V, 220V/230/240V, 460V, 575V. Amperage Range 25 to 400 A. Minimum Amperage (MIG) 25A, Maximum Amperage (MIG) 400A. Rated Output @ Duty Cycle (MIG) 310 A @ 24 V, 60%.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
PLUMBING D116	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-PLUM-13

**Description:** Tig and Stick Welding Machine

**Manufacturer:** Lincoln Electric or Approved Equal

**Product Name/#:** Square Wave TIG 200 TIG Welder  
Model: K5126-1

**Dimensions:** Overall: 14" x 10.75" x 19.25"

**Finish:** To be selected from manufacturer's standards.

**Comments:** Portable 200 Amp AC/DC TIG and Stick Welding Power Source. High frequency starting for aluminum welding. Allows for adjustments for wider or tighter arc configurations. Built-in settings for more cleaning action. Plugs into a standard 120V or 230V circuit. Includes: PTA-17 Series 150 Amp Air-cooled TIG Torch with Flexible Head and Ultra-Flex Cable Assembly with TIG Torch parts. Foot Amptrol, Regulator/Flowmeter with Gas hose, Stick Electrode Holder, Ground Clamp, 120/230V Input Cords.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
PLUMBING D116	3

**TOTAL:** 3



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-PLUM-14  
**Description:** Metal Fabrication Table  
**Manufacturer:** Badass or Approved Equal  
**Product Name/#:** 4x8 Welding Table  
**Dimensions:** Overall: 4'L x 8'W x 36"H  
**Finish:** To be selected from manufacturer's standards.  
**Comments:** 4-leg weld table with Wilton 8" Trademan Bullet Vise and 3/8" plate steel top.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
PLUMBING D116	1

**TOTAL:** 1



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY  
DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

CONTRACT NO: 2401.04  
CONTRACT TITLE: NEW CASTLE COUNTY VO-TECH  
AUTO BODY AUTO TECH EQUIPMENT

SECTION III.  
TECHNICAL SPECIFICATIONS

**Item Number:** E-PLUM-15  
**Description:** Material Cabinets  
**Manufacturer:** Uline or Approved Equal  
**Product Name/#:** Bin Storage Cabinet  
**Dimensions:** Overall: 36" x 24" x 78", 90 bins  
**Finish:** To be selected from manufacturer's standards.  
**Comments:** Bin storage cabinet with doors. Includes 90 bins.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
PLUMBING D116	2

**TOTAL:** 2



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY  
DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

**Item Number:** E-PLUM-16

**Description:** Metal Shelving for Fitting Storage

**Manufacturer:** Husky or Approved Equal

**Product Name/#:** 5-Shelf Metal Industrial Duty Freestanding Garage Storage Shelving Unit

**Dimensions:** Overall: 90"W x 24"D x 90"H

**Finish:** To be selected from manufacturer's standards.

**Comments:** 5-shelf metal industrial duty freestanding storage shelving unit. Shelving rack supports 1800 lbs. per shelves. Welded shelves are 24" deep and adjustable.

<u>LOCATION(S)</u>	<u>QUANTITY</u>
PLUMBING D116	10

**TOTAL:** 10



NOTE: IMAGE IS FOR REFERENCE ONLY, AND MAY NOT ACCURATELY DEPICT FINISHES ETC. REFER TO SPECIFICATION FOR DETAILS.

STATE OF DELAWARE  
New Castle County Vocational Technical School District

**IV. BID QUOTATION REPLY SECTION**

Contract No. 2401.05

CTE CONSTRUCTION TOOLS EQUIPMENT – NEW CASTLE COUNTY VO-TECH  
HODGSON VOCATIONAL TECHNICAL HIGH SCHOOL

Please fill out the attached forms fully and completely and return with your bid in a sealed envelope clearly displaying the contract number to NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT by JANUARY 28, 2026 at 10:00AM(Local Time) at which time bids will be opened.

**Bids shall be submitted to:**

**STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT  
1417 Newport Pike  
Wilmington, DE 19804**

**PUBLIC BID OPENINGS**

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**



STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

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 Addresses	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax Id	Date Paid
SAMPLE																	

**Note:**  
Completed reports shall be saved in an Excel format, and submitted to the following email address: [osd@delaware.gov](mailto:osd@delaware.gov) . The form can be located at [Office of Supplier Diversity - Division of Small Business - State of Delaware](#), bottom of the page 'Services and Information' section, 'Subcontractor Reporting Form'.

STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

Attachment A

**BID REPLY REQUIREMENTS**

The response should contain at a minimum the following information:

1. Brief Vendor Cover Letter including an Applicant's experience, if any, providing similar services.
2. One (1) paper copy of the bid response paperwork.

The Pricing Spreadsheet Appendix is available at the following website:

[www.bids.delaware.gov](http://www.bids.delaware.gov)

Vendors **MUST** provide copies of all pricing spreadsheet tabs.

3. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment C).  
**MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK**
4. One (1) completed Business Reference form (See Attachment D) – please provide references other than State of Delaware contacts. Form must be included.
5. One (1) completed ITB Exception form (See Attachment E) – please check box if no information. Form must be included.
6. One (1) completed Confidential Information form (See Attachment F) – please check box if no information provided will be considered confidential or proprietary. Form must be included.

The items listed above provide the basis for evaluating each vendor's Bid. **Failure to provide all appropriate information may deem the submitting vendor as "non-responsive" and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or Bid, please make note in your submission package.

STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

Attachment A

CONTRACT NO.: 2401.05

TITLE: NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT – CTE CONSTRUCTION TOOLS EQUIPMENT

DEADLINE TO RESPOND: JANUARY 28, 2026

BID QUOTATION

Name of Bidder: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Delaware Business License No.: \_\_\_\_\_ Taxpayer ID No.: \_\_\_\_\_

(City, Other License Nos.): \_\_\_\_\_

\_\_\_\_\_

Phone No.: (        ) \_\_\_\_\_ Fax No.: (        ) \_\_\_\_\_

Email address: \_\_\_\_\_

The undersigned, representing that he has read and understands the Bidding Documents, dated **JANUARY 05, 2026** and that this bid is made in accordance therewith, that has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by and aforesaid documents and as noted on the attached itemized Bid Sheets:

I / We acknowledge receipt of Addenda numbered \_\_\_\_\_

The price(s) submitted include any cost / schedule impact addenda may have.

STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

**Attachment A**

**CONTRACT NO.: 2401.05**  
**TITLE: NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT – CTE CONSTRUCTION TOOLS**  
**DEADLINE TO RESPOND: JANUARY 28, 2026**

**BID QUOTATION**

This bid shall remain valid and cannot be withdrawn for **60** days from the date of opening of bids.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

The Owner shall have the right to award bids on the basis of item or groups of items, and to award to multiple vendors.

Should I / We be awarded this contract, I / We pledge to achieve substantial completion between April 1, 2026 and April 30, 2026.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall within (20) calendar days, execute the agreement in the required form and deliver Insurance Certificates required by the Contract Documents

I am / We are an Individual / a Partnership / a Corporation

By: \_\_\_\_\_

Trading as \_\_\_\_\_  
(Individual's / General Partner's / Corporate Name )

\_\_\_\_\_  
(State of Corporation)

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witness:** \_\_\_\_\_ **By:** \_\_\_\_\_  
(Authorized Signature )

( SEAL ) \_\_\_\_\_  
( Title )

\_\_\_\_\_  
( Date )

I/WE have:

Completed the Non-Collusion Statement.  
Completed the Bid Summary Form/Proposal Form

STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

Attachment A

**CONTRACT NO.: 2401.05**  
**TITLE: NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT – CTE CONSTRUCTION TOOLS**  
**DEADLINE TO RESPOND: JANUARY 28, 2026**

**BID QUOTATION**  
**BID SUMMARY FORM**

NOTES:

1. All costs to include delivery, assembly and installation.  
All materials to be delivered between April 1, 2026 and April 30, 2026.
2. Bidders must list the manufacturer and model number of the exact item on which their bid is based on the line identified and mfg/model number for each item on this bid. If this section is not completed for each item, the vendor will be required to deliver the exact item(s) specified. The literature submitted for equal items, if approved in advance, must cross-reference the bid items number to assist in the evaluation process.
3. Owner may purchase one, all or none of the items in the bid submitted.
4. Bidders may bid on any or all items specified per detail sheet. Bidders shall bid on only one item per detail sheet.
5. Indicate total bid below for all items bid.
6. Quote unit prices based on revised quantity being delivered and installed with original shipment.

BASE BID  
COST, DELIVERED AND INSTALLED: \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS  
Written Cost

DELIVERY SCHEDULE: \_\_\_\_\_ WEEKS/ \_\_\_\_\_ WORKING DAYS FROM RECEIPT OF PURCHASE ORDER.

STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

Attachment B

STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT  
1417 Newport Pike  
Wilmington, DE 19804

NO BID REPLY FORM

Contract No. 2401.05

Contract Title: NEW CASTLE COUNTY VO-TECH CTE CONSTRUCTION TOOLS

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Bidder's List by so indicating below, or do not return this form or bona fide bid.

Unfortunately, we must offer a "No Bid" at this time because:

- \_\_\_\_\_ 1. We do not wish to participate in the bid process.
- \_\_\_\_\_ 2. We do not wish to bid under the terms and conditions of the Request for Bid document. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 3. We do not feel we can be competitive.
- \_\_\_\_\_ 4. We cannot submit a Bid because of the marketing or franchising policies of the manufacturing company.
- \_\_\_\_\_ 5. We do not wish to sell to the State. Our objections are: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 6. We do not sell the items/services on which Bids are requested.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_ We wish to remain on the Bidder's List **for these goods or services.**

\_\_\_\_\_ We wish to be deleted from the Bidder's List **for these goods or services.**

**PLEASE FORWARD NO BID REPLY FORM TO THE CONTRACT OFFICER IDENTIFIED.**

STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

**Attachment C**

**CONTRACT NO.: 2401.05**

**TITLE: NEW CASTLE COUNTY VO-TECH CTE CONSTRUCTION TOOLS**

**DEADLINE TO RESPOND: JANUARY 28, 2026**

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this Bid, **and further certifies that it is not a sub-contractor to another Vendor who also submitted a Bid as a primary Vendor in response to this solicitation** submitted this date to the State of Delaware, NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT.

It is agreed by the undersigned Vendor that the signed delivery of this bid represents, subject to any express exceptions set forth at Attachment F, the Vendor's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

**NOTE:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT.

COMPANY NAME \_\_\_\_\_ (Check one)

Corporation
Partnership
Individual

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ STATE OF DELAWARE LICENSE NUMBER \_\_\_\_\_

	Certification type(s)	Circle all that apply
<b>COMPANY CLASSIFICATIONS:</b>  <b>CERT. NO.:</b>	Minority Business Enterprise (MBE)	Yes No
	Woman Business Enterprise (WBE)	Yes No
	Disadvantaged Business Enterprise (DBE)	Yes No
	Veteran Owned Business Enterprise (VOBE)	Yes No
	Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes No

The above table is for informational and statistical use only.

PURCHASE ORDERS SHOULD BE SENT TO:  
(COMPANY NAME) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**AFFIRMATION:** Within the past five (5) years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ if yes, please explain \_\_\_\_\_

**THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_

STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

Attachment D

**BUSINESS REFERENCES**

Contract No. **2401.05**

Contract Title: **NEW CASTLE COUNTY VO-TECH CTE CONSTRUCTION TOOLS**

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please provide a separate list the contract(s).

1.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	
2.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	
3.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

**STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.**





STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

**APPENDIX A**

**PRICING SPREADSHEET**

**NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT**  
**NEW CASTLE COUNTY VO-TECH - CTE CONSTRUCTION TOOLS**  
BID # 2401.05

Item #	Description	Basis of Design Manufacturer	Model	Proposed Substitution	Total Quantity	Unit Cost	Total Cost
--------	-------------	---------------------------------	-------	-----------------------	-------------------	-----------	------------

**Carpentry**

E-C-1	22" Wide Planer	Powermatic	201HH		1		
E-C-2	43" Wide Sander	Powermatic	WB-43		1		
E-C-3	Industrial Wood Lathe	Powermatic	3520C		1		
E-C-5	Drill Press	Powermatic	PM2800B		1		
E-C-8	Band Saw	Powermatic	PM1800B-3		1		

**Electrical**

E-ELEC-2	Motor Control Work Station	Energy Concepts Inc.	240SC Trainer		1		
E-ELEC-3	Conduit Threading Machine	Rigid	535		1		
E-ELEC-5	Conduit Bender	Grainger	Gardner Bender B2555EMT		1		

**Masonry**

E-MAS-1	Masonry Saw	Powermatic	iQMS362i 16.5"				
E-MAS-2	2 Bagger Mortar Mixer Electric	Multiquip	Whiteman 4.5 cu. Ft. Clipper Blockbuster		1		
E-MAS-3	3 Bagger Gas Mixer	Multiquip	WM63E		1		

**Millwright**

E-IM-8	Lincoln Torchmate 4800	Lincoln Electric	4800		1		
E-IM-16	45 Ton Ironworker	Uni-Hydro	45-14		1		
SW-IM-2	Amtek 850-CD2 Basic Fluid Power Learning System	Amte/Amatrol	850-CD2		1		
SW-IM-3	Amtek 97-ME4D2 - Floor Standing Belt Conveyor System	Amte/Amatrol	97-ME4D-2		1		

**NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT**  
**NEW CASTLE COUNTY VO-TECH - CTE CONSTRUCTION TOOLS**  
**BID # 2401.05**

Item #	Description	Basis of Design Manufacturer	Model	Proposed Substitution	Total Quantity	Unit Cost	Total Cost
<b>Plumbing</b>							
E-PLUM-1	Welding booth	fumedog	FD-WB-55		2		
E-PLUM-2	Pipe Threading Machine	Ridgid	535		1		
E-PLUM-4	Water Heater Trainer	Hampden	H-CWHT-8		1		
E-PLUM-5	Trainers for Pumps	Hampden	H-PUMPT-10 PUMPS TRAINER		1		
E-PLUM-7	Pipe Rack	Jamco	TP472R800GP		3		
E-PLUM-9	Ventilation System	fumedog	bulldog wall mount fume arms		6		
E-PLUM-12	Mig welding machine	Miller	Millermatic 355		1		
E-PLUM-13	Tig and Stick welding Machine	Lincoln	Squarewave tig 200		3		
E-PLUM-14	Metal Fabrication Table	Badass	4/8 Welding Table		1		
E-PLUM-15	Material Cabinets	Uline	36 x 24 x 78, 90 Bins		2		
E-PLUM-16	Metal Shelving for Fitting Storage	Husky	Garage Storage Shelving Unit		10		

STATE OF DELAWARE  
NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT

**APPENDIX B**

**PRICING SPREADSHEET – EXCEL FORMAT**