

STATE OF DELAWARE



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF MANAGEMENT SERVICES

"DMS Serving Those Who Serve Delaware"

SPECIFICATIONS AND CONTRACT DOCUMENTS NO. #HSS-09-012

FOR

COOKIES AND CRACKERS

Required for Use By

VARIOUS DELAWARE STATE AGENCIES

OCTOBER 1, 2009 THROUGH MARCH 31, 2010

Deposit	WAIVED
Performance Bond	WAIVED
Date Due	SEPTEMBER 9, 2009
Time	11:00 AM LOCAL TIME

**DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
PROCUREMENT BRANCH- MAIN ADMIN. BLDG., ROOM 260
HERMAN M. HOLLOWAY SR. HEALTH AND SOCIAL SERVICES CAMPUS
1901 N. DUPONT HIGHWAY
NEW CASTLE, DELAWARE 19720**

INVITATION TO BID #HSS-09-012

Sealed bids for the COOKIES AND CRACKERS for Various Delaware State Agencies must be received by the Delaware Department of Health and Social Services, Procurement Branch, Main Administration Building, Second Floor, Room 260, 1901 North DuPont Highway, (Sullivan Street), Herman M. Holloway Sr. Health and Social Services Campus, New Castle, Delaware 19720, until **11:00 a.m. local time** on **SEPTEMBER 9, 2009**, at which time they will be opened, read and recorded. Specifications may be obtained at the above office. (302) 255-9295.

PLEASE NOTE: The following paragraphs hereby become part of the General Terms and Conditions of this bid.

1, 2, 3, 3.1, 3.2, 3, 3.4, 4.1, 4.2, 5.1, 5.2, 6.1, 7.2, 7.4, 7.7, 10.1, 11.2, 12.1, 14.3, 16.1, 16.2, 17.2, 18.1, 19.1, 20.1, 20.2, 23 and 24-- Contact Person: Annette Opalczynski (302) 255-9295

Please review the General Rules and Conditions and the General Requirements (For Food Only), which appear on the DHSS website. The following forms must be included with your bid: 1) the Bidder Signature Form, 2) the Vendor Certification Form and 3) the Office of Minority and Women Business Enterprise Forms. All of these documents can be accessed on the DHSS website:

<http://dhss.delaware.gov/dhss/rfp/dhssrfp.htm>

Your bid **must be signed** and all information on the signature page completed.

If you do not intend to submit a bid, please send an e-mail to the buyer for this bid, stating that you do not intend to bid, but would like to remain on the mailing list.

IMPORTANT:

ALL BIDS MUST HAVE ON THE OUTSIDE ENVELOPE OUR EIGHT (8) DIGIT CONTRACT NUMBER. IF THIS NUMBER IS OMITTED YOUR BID WILL IMMEDIATELY BE REJECTED.

DELIVERY INSTRUCTIONS:

TO INSURE THAT YOUR BID IS IN THE PROCUREMENT OFFICE ON THE DATE AND TIME SPECIFIED, THERE ARE THREE (3) RECOMMENDED METHODS OF DELIVERY LISTED BELOW:

1. ___ HAND DELIVERY
2. ___ FEDERAL EXPRESS
3. ___ UPS

ALL BIDS MUST BE DELIVERED TO THE ADDRESS ON THE BID ENVELOPE. UNDER NO CIRCUMSTANCES WILL A BID BE ACCEPTED THAT IS:

- LATE
- DELIVERED TO THE WRONG BUILDING
- SIGNED FOR BY A PERSON OTHER THAN A MEMBER OF THE PROCUREMENT STAFF.

FOR FURTHER BIDDING INFORMATION PLEASE CONTACT:

**BUYER: ANNETTE OPALCZYNSKI
 DEPARTMENT OF HEALTH & SOCIAL SERVICES
 PROCUREMENT BRANCH
 MAIN ADMIN. BLDG. ROOM 260
 1901 NORTH DUPONT HIGHWAY
 DELAWARE HEALTH & SOCIAL SERVICES CAMPUS
 NEW CASTLE, DELAWARE 19720**

PHONE: (302) 255-9295

SPECIAL TERMS & CONDITIONS

1. Prices are to be valid for a period of six (6) months from **OCTOBER 1, 2009 THROUGH MARCH 31, 2010** with the option to extend six (6) months to one (1) year if all parties agree.
2. This bid is for unspecified quantities, the State of Delaware **will not be required to buy a specified amount.**
3. **VENDORS MUST SUBMIT A CURRENT COPY OF THEIR DELAWARE BUSINESS LICENSE WITH THEIR BID. TO APPLY FOR A LICENSE CALL 302-744-1085.**
4. Vendor shall state minimum delivery for either case quantity or dollar value. Minimum shipments to cover single item or assorted items on contract to meet shipment requirements, freight, pre-paid.
5. Deliveries shall be F.O.B. Destination to all state agencies.
6. Contract can be utilized by any state facility or agency in the State of Delaware.
7. The successful vendor is required to "Bill As Shipped" to the respective ordering agency.
8. The agencies will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The vendor must accept full payment by procurement (credit) card and or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

9. When an error is made in extending total prices, the unit price will govern. Carelessness in quoting prices, or otherwise in preparation of the bid will not relieve the bidder of their obligation to fulfill the requirements of the submitted bid. Erasures in bids must be explained. All prices must be rounded off to two decimal places. Three decimal places will not be accepted. Example: \$10.624 should be rounded off to \$10.62. Failure to do so will mean disqualification of said item.
10. Vendors are required to have either a local telephone number or toll free number. Each agency is responsible for placing their orders and this may be accomplished by purchase order, telephone, fax or computer online systems.
11. Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to government restriction, strike, flood, fire or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.
12. Vendor Emergency Response Point of Contact: The vendor shall provide the names and telephone numbers of those individuals who can be contacted twenty-four hours a day, seven days a week if there is a critical need for commodities or when the Governor of the State of Delaware declares a State of Emergency. Failure to provide this information could render the bid non-responsive.

