



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

September 30, 2015

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

FROM: MARIA FRY  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **AWARD NOTICE – Effective October 1, 2015**  
**CONTRACT NO. GSS15704-MAINT\_REPAIR**  
**Aircraft Maintenance and Repair**

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**KEY CONTRACT INFORMATION**

**1. MANDATORY USE CONTRACT**

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**REF: Title 29, Chapter 6911(d) Delaware Code.** Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

**2. CONTRACT PERIOD**

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This contract shall be valid for a two (2) year period from October 1, 2015 through September 30, 2017. Each contract may be renewed for three (3) additional one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

**3. VENDOR**

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<p><b>GSS15704-MAINT_REPAIRV01</b> Summit Aviation, Inc. 4200 Summit Bridge Road Middletown, DE 19709 Ralph Kunz Office: 302-449-1000 Ext. 1034 302-449-1034 Fax: 302-378-7035 Cell: 302-893-9909 E-Mail: <a href="mailto:rkunz@summit-aviation.com">rkunz@summit-aviation.com</a> FSF#: 0000024547</p>
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**4. SHIPPING TERMS**

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

**5. PRICING**

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Prices will remain firm for the term of the contract year.  
Pricing and discount offerings can be found on the Pricing Spreadsheet.

**ADDITIONAL TERMS AND CONDITIONS**

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**6. BILLING**

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

**7. PAYMENT**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**8. PRODUCT SUBSTITUTION**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

**9. ORDERING PROCEDURE**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**10. PURCHASE ORDERS**

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS15706-MAINT\_REPAIR on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

**11. REQUIREMENTS**

The intent of this contract is to obtain commercial aircraft and avionics maintenance and repair services for the Delaware State Police owned and operated aircraft.

**Types of Service:**

The services required include but are not limited to; 1) aircraft maintenance, preventative maintenance, rebuilding and alterations 2) avionics maintenance, repair, installation and 3) hanger facilities as such work is completed. Work may include but not be limited to inspection, repair, painting, overhaul, rebuilding, testing, and servicing of airframes, engines, rotors, appliances, or component parts. The cost of hangers or other real estate related costs are not provisions of this contract. In the event of a substantiated aircraft retrofit or upgrade, the State reserves the right to competitively bid such work in the best financial interest of the State.

**Work Completion:**

All work shall be completed to industry standards plus or minus (+/-) one day) of the aircraft manufactures suggested repair times or as agreed to by the Delaware State Police, Aviation Section. The lead time to complete repairs and other work shall be provided to the Delaware State Police, to include cost estimates and agreed upon prior to beginning any repairs or maintenance.” Updated reports shall be provided in writing to the Delaware State Police Aviation Section weekly when DSP aircraft are being serviced regarding work progress to include an aircraft return to service date.

**Liquidated Damages:**

Should the aircraft not be ready for return to service by the date established in Section C above, the State will deduct monies due the Contractor not as a penalty but as liquidated damages. The calculation of liquidated damages will be based on the estimate agreed to in the Work Completion section above and the length in delay as follows:

Number of Days Delayed	Liquidated Damages
2-5	2% per day
6-10	3.5% per day
11 or more	5% per day

Liquidated damages will only be waived if the delay is either a) agreed to by the Delaware State Police, Aviation Section prior to the delay or b) events beyond the reasonable control of the Contractor such as labor strikes, national emergencies or acts of God. Evidence of such delays must be submitted for consideration in order to not liquidated damages. The State reserves the right to contract with an alternate vendor if necessary to complete the overdue services, with the contractor responsible for any additional costs incurred by the State.

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

**12. HOLD HARMLESS**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

**13. NON-PERFORMANCE**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

**14. FORCE MAJEURE**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

## **15. AGENCY'S RESPONSIBILITIES**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.