

SELLING TO THE STATE OF DELAWARE



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Governor**

**Gloria Wernicki Homer
Secretary
Department of Administrative Services**

**Bobbi Hettel-Minner
Director
Division of Support Services**

HERE'S HOW TO
USE THIS GUIDE

The Procurement Guide was designed to assist the small business person in his/her effort to contract with State agencies. Although the Department of Administrative Services has a Central Purchasing Division which has the responsibility of obtaining common supplies and contractual services for all State agencies, there remains, nevertheless, a wide variety of industry produced goods and services that are required by individual State agencies. The extent to which Delaware's small businesses can quickly recognize and respond to those agency needs will undoubtedly improve their chances of obtaining State contracts.

Therefore, before pursuing a course to obtain a State contract, you should become familiar with the State procurement laws and those agencies that are most likely to purchase your goods or services. A Summary of the Procurement Laws of Delaware is given in the first section of this Guide. The "State Agency Needs" section of this publication will direct you in making an informed decision as to the most likely candidates needing your product or service. The next section, "State Agency Contacts," contains a listing of principal contact persons for each agency. Your questions regarding bidders lists, agency purchases and procurement procedures should be addressed to the procurement officials in each relevant agency.

The fundamental objective in creating this publication was to provide the Delaware small business person with a clear, precise, and more systematic method of pursuing State contracts. We believe this Guide will go a long way in accomplishing that objective.

READ BEFORE
BIDDING

If you are planning to do business with the State, make certain to become familiar with the State of Delaware bidding laws for procurement of material and awarding of contracts (Title 29, Delaware Code Annotated, Chapter 69) before submitting a bid application.

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THIS GUIDE ALSO PROVIDES CONTACTS FOR FEDERAL AND LOCAL PROCUREMENT OPPORTUNITIES

THE SYSTEM

A Summary of Procurement Laws

Title 29, Del. Code, Chapter 69

DEFINITIONS (29 Del. Code 2902)

- (1) "Agency" means every board, department, bureau, commission, person or group of persons, other authority which directly receives monies under any budget appropriation act.
- (2) "Material" means materials, equipment, tools, supplies or any other personal property but does not include real property, electric, gas, water, telephone or similar utilities.
- (3) "Public works contract" means construction, reconstruction, demolition, alteration and repair work and maintenance work paid for, in whole or in part with public funds.
- (4) "Subcontractor" means any person, partnership, firm, corporation or other business association which enters into a contract directly with a contractor to perform actual construction labor on the site, or to perform actual construction labor and provide material in connection with such labor on the site. Labor performed in the delivery and unloading of material at the project site is not to be construed to mean actual construction labor under the terms of this chapter.
- (5) "Public funds" means funds of the State, of any agency within the State, or of any public school district, of or from the United States government or of or from any department or representative body thereof.
- (6) "Public building" means any edifice, or building which is, or is to be, constructed, reconstructed, altered or repaired pursuant to a "public works contract." It does not mean the act or process itself of constructing, reconstructing, altering or repairing.

PROCUREMENT THRESHOLDS

Material and Non-Professional Services*	<u>Less than \$10,000</u>	<u>\$10,000—\$24,999</u>	<u>\$25,000 and over</u>
	Open Market Purchase	3 Written Quotes	Formal Bid
Public Works	<u>Less than \$25,000</u>	<u>\$25,000—\$49,999</u>	<u>\$50,000 and over</u>
	Open Market Purchase	3 Letter Bids	Formal Bid
Professional Services	<u>Less than \$50,000</u>	<u>\$50,000 and over</u>	
	Open Market	Formal RFP Process	

PROCUREMENT OF MATERIAL AND NON-PROFESSIONAL SERVICES

(29. Del.C. Sections 6922-6936)

If the likely cost of any material or work of a nonprofessional nature required by a State agency exceeds \$25,000, it must be purchased or performed under a contract entered into according to Delaware procurement laws. Purchases over \$10,000 but less than \$25,000 may be made following agency solicitation of written competitive quotations from at least three (3) sources or all available sources. The purchase of materials and/or work exceeding \$25,000 requires public advertising and the receipt of sealed bids. The public advertising for formal sealed bids when the material furnished or work performed exceeds \$25,000 is published at least once a week for two consecutive weeks in a newspaper published or circulated in each county of the State.

MULTIPLE SOURCE CONTRACTING (29.Del.C. Section 6926)

An agency may award a contract for a particular material or non-professional service to 2 or more firms if the agency head makes a determination that such an award is in the best interest of the state. If such a determination is made, the advertisement shall include a notification of the right of the agency to make such an award and the criteria upon which such an award shall be based.

**PUBLIC WORKS PROCUREMENT (29. Del.C. Sections 6960-6966)
PLANS, SPECIFICATIONS, DESCRIPTIONS AND ADVERTISEMENT**

If a Public Works contract exceeds \$50,000 the agency must obtain plans and specifications of that work following its preparation by a registered and licensed architect and/or engineer. Advertisement shall not be less than once a week for 2 consecutive weeks in a newspaper published or circulated in each county of the State. With a few exceptions (roads, streets, or highways), all public works contracts for construction, reconstruction, alteration or repair of any public building must be preceded by a meeting of all prospective bidders. The agency must also grant reasonable notice of the time and place of that meeting. In addition, each meeting must be held at least fifteen (15) days before the submission of bids. The purpose of this pre bid meeting is to review the requirements of the project and to determine the list of categories to be subcontracted.

BONDS TO ACCOMPANY BIDS

Material and non-professional services bid bonding may be required but it is at the discretion of the agency and will be stated in the advertisement. All bids on public works contracts exceeding \$50,000 must include a deposit of either a good and sufficient bond to the State. This bond must be obtained from a corporate surety authorized to do business in the state. Although the bid bond need not be for a specific amount, it must be for an amount equal to 10 percent of the bid to which it relates.

OPENING BIDS:

AWARDING OF CONTRACTS AND THE RIGHT TO REJECT BIDS

At the time and place specified in the advertisement, all bids are publicly opened. The name of the bidder and their total price is to be read. The contracts will be awarded to the lowest responsible bidder within thirty (30) days after a public opening of the bids, unless the interest of the State is better served by awarding the contract to another bidder.

PERFORMANCE AND PAYMENT BOND

The selected bidder must execute a good and sufficient bond to the State on behalf of the agency at the same time the formal contract is executed. The performance bond must be issued by a corporate surety authorized to do business in the State. It must equal 100 percent of the awarded contract price, unless the execution of the bond requirement was waived, or reduced in the bid specifications.

LISTING OF SUBCONTRACTORS FOR PUBLIC BUILDING CONTRACTS

All public works contracts over \$50,000 for construction, reconstruction, alteration or repair of any public building require bidders to include a statement containing a listing of the names and addresses (city or town and state, only) of all subcontractors whose services he or she intends to use in the performance of the contract. Bidder may include himself or herself in the accompanying statements as a subcontractor if the business is recognized in the industry and licensed as such in the State.

WAGE PROVISIONS IN PUBLIC CONSTRUCTION CONTRACTS

All public construction contracts in excess of \$100,000 for new construction or \$15,000 for alteration, repair, renovation, rehabilitation, demolition or reconstruction within the geographical limits of Delaware must contain a provision stating the minimum wages to be paid to various classes of laborers and mechanics if the contract requires or involves the employment of mechanics and/or laborers. The prevailing wage rates for the various classes are determined by the Department of Labor and its Industrial Relations Division. Any contractor or subcontractor refusing to pay the prevailing wage rates shall be fined not less than \$500 or more than \$2,000 for each failure or refusal. In addition, the contractor or subcontractor fined shall not be awarded any public contracts in this State for a period of three (3) years from the date of conviction.

EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS

All Public works contracts must contain a provision which states that the contractor will not discriminate against any employee or applicant for the purpose of employment because of race, creed, color, sex, or national origin. The contractor will also take the necessary steps through affirmative action to ensure that these applicants are employed and that those employees hired are treated equally during employment, without regard to race, creed, color, sex, or national origin.

GENERAL EXCEPTIONS TO THE PROCUREMENT LAWS

1. When an Agency Head determines that an emergency exists and immediate action or purchase is necessary in order to protect public health, safety or property;
2. When a patent or licensed franchise situation makes the material or work available from only one (1) source but, of course, this does not include public works contracts, nor does it mean that an agency can specify material by Brand or Trade name only;
3. When an unforeseen situation or circumstance creates a change in the agency's work request that was not specified in the original bid advertisement for the contract awarded. The agency may then issue a change order, stating the additional work required without submitting a competitive bid requirements or invalidating the awarded contract, so long as it is within the guidelines of the awarded contract; (29 Del.C. § 6904)
4. An agency may purchase used equipment or other material by negotiated purchase rather than by competitive bidding as provided in this Chapter, if it is demonstrated to the satisfaction of the Agency Head that the negotiated price is reasonable with respect to its use: and (29 Del.C. § 6934)
5. The Secretary of the Department of Administrative Services may enter into negotiations with various manufacturers or distributors for the awarding contracts that will enable State agencies, local governments, schools and school districts to purchase material at prices approved by the General Services Administration (GSA) of the Federal government. (29 Del.C. § 6933)

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ROLE OF THE DIVISION OF SUPPORT SERVICES, CONTRACTING UNIT

The Department of Administrative Services has a central purchasing division that acts on behalf of state agencies, local government units, and authorized volunteer fire departments in the following manner:

1. A clearinghouse for information on central or joint purchasing by two (2) or more organizations;
2. An agent for common purchases of supplies or contractual services;
3. A collector and furnisher of information on market prices and other data which may be useful in making purchasing decisions;
4. A clearinghouse for information on bid for supplies, material or contractual services; and
5. Performing other services and/or duties which may be necessary to encourage the most economical and cost effective method of purchasing by participating organizations.

See our web site located at
www.state.de.us/purchase

AGENCIES NEEDING BUILDING & CONSTRUCTION GOODS & SERVICES

State agencies need goods and services - and once you learn the ropes, it is not difficult to sell to the State of Delaware. Small business owners simply need to know what services and materials State agencies need, the persons to call for business in each State agency and the process used for selling to the State. This Guide provides the answers - and the listings on the following pages spell out the needs of each State agency in construction, service and product classifications.

AIR CONDITIONING

Departments/Divisions

Health and Social Services
Transportation
National Guard
Public Safety
Natural Resources
Corrections
Delaware State University
Facilities Management
Housing Authority
Agriculture
DSCYTF
Unemployment Insurance

Housing Authority

Agriculture
Family Court
Unemployment Insurance

Housing Authority

Agriculture
Family Court
DSCYTF
Unemployment Insurance

DEMOLITION AND EXCAVATION

Departments/Divisions

Health and Social Services
Transportation
National Guard
Public Safety
Natural Resources
Agriculture

FLOOR COVERING

Departments/Divisions

Health and Social Services
Transportation
National Guard
Court of Common Pleas
Public Safety
Natural Resources
Corrections
Delaware State University
Facilities Management
Agriculture
DSCYTF
Unemployment Insurance

BRICKLAYING

Departments/Divisions

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Public Safety
Natural Resources
Corrections
Delaware State University
Facilities Management
Agriculture

DRYWALL

Departments/Divisions

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National Guard
Natural Resources
Corrections
Delaware State University
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Family Court
Unemployment Insurance

GENERAL

CONSTRUCTION

Departments/Divisions

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Insurance
National Guard
Public Safety
Natural Resources
Corrections
Delaware State University
Facilities Management
Housing Authority
Agriculture
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Technical Services
DSCYTF

CARPENTRY

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HEATING

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DSCYTF

HEAVY CONSTRUCTION

Departments/Divisions

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Transportation
National Guard
Natural Resources
Corrections
Facilities Management
Agriculture
Technical Services

HIGHWAY/ROAD
CONSTRUCTION

Departments/Divisions

Transportation
National Guard
Natural Resources
Corrections
Delaware State University

LANDSCAPING/
RECLAMATION

Departments/Divisions

Health and Social Services
Transportation
National Guard
Family Court
Public Safety
Natural Resources
Corrections
Delaware State University
Facilities Management

MASONRY

Departments/Divisions

Health and Social Services
Transportation
National Guard
Public Safety
Natural Resources
Corrections
Delaware State University
Facilities Management
Agriculture
DSCYTF

PAINT CONTRACTORS

Departments/Divisions

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Transportation
National Guard
Court of Common Pleas
Public Safety
Natural Resources
Corrections
Delaware State University
Facilities Management
Housing Authority
Agriculture
Family Court
DSCYTF

PAVING

Departments/Divisions

Facilities Management
Health and Social Services
Transportation
National Guard
Public Safety
Natural Resources
Corrections
Delaware State University
Agriculture
DSCYTF

PLUMBING

CONTRACTORS

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National Guard
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Natural Resources
Corrections
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Facilities Management
Housing Authority
Agriculture
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DSCYTF

ROOFING

Departments/Divisions

Health and Social Services
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Delaware State University
Facilities Management
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RUBBISH REMOVAL

Departments/Divisions

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STEEL REINFORCING
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WATER AND SEWER LINE
INSTALLATION
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Transportation
Natural Resources
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For procurement
contacts in each agency,
see pages 18 - 21.

AGENCIES NEEDING SERVICES

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Housing Authority
Alcoholic Beverage Control
Facilities Management
Public Service Commission
Support Operations
Delaware State University
Natural Resources
Delaware Technical and
Community College
Highway Safety
Court of Common Pleas
National Guard
Fire Marshal
Personnel
Transportation
Insurance
Education
Delaware Development Office
Agriculture
Solid Waste Authority
DSCYTF

ARCHITECTURE, ENGINEERING AND PLANNING Departments/Divisions

Health and Social Services
Housing Authority
Facilities Management
Delaware State University
Corrections
Natural Resources
Public Safety
Delaware Technical and
Community College
Family Court
Transportation
Agriculture
Education
Delaware Development Office
Justice
Technical Services
National Guard
DSCYTF

AUTOMOBILES, TRUCKS & VANS Departments/Divisions

Health and Social Services
National Guard
Transportation
Purchasing
Solid Waste Authority

AUTOMOTIVE EQUIPMENT AND SUPPORT Departments/Divisions

Health and Social Services
Housing Authority
Facilities Management
Corrections
Natural Resources
Public Safety
Delaware Technical and
Community College
Purchasing
National Guard
Transportation

BUSINESS SERVICES Departments/Divisions

Health and Social Services
Labor
Housing Authority
Fire Marshal
Personnel
Transportation
Agriculture
Education
Delaware Development Office
Community Services

Division of Support Services

CATERING/FOOD
SERVICES

Departments/Divisions

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Commission for Women
Facilities Management
Delaware State University
Fire Marshal
Delaware Development Office

CONSULTANTS

Departments/Divisions

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Health and Social Services
Labor
Office of Public Advocate
Libraries
Housing Authority
Community Services
Criminal Justice Council
State Treasurer
Facilities Management
Professional Regulation
Public Service Commission
Delaware State University
Corrections
Natural Resources
Public Safety
Delaware Technical and
Community College
Highway Safety
Family Court
Fire Marshal
Personnel
Transportation
Insurance
Agriculture
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National Guard
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Unemployment Insurance

EQUAL OPPORTUNITY
COMPLIANCE

CONSULTANTS

Departments/Divisions

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Delaware State University
Transportation

EXTERMINATORS

Departments/Divisions

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Facilities Management
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Delaware Technical and
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FINANCIAL

Departments/Divisions

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Community Services
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FINANCIAL

INSTITUTIONS

Departments/Divisions

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Housing Authority
State Treasurer
Transportation

HAULING

Departments/Divisions

Health and Social Services
Housing Authority
Facilities Management
Delaware State University
Natural Resources
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INSULATION

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Health and Social Services
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Corrections
Natural Resources
Public Safety
National Guard
Transportation

INTERIOR DESIGN

Departments/Divisions

Health and Social Services
Delaware State University
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Agriculture
Delaware Development Office
Facilities Management

JANITORIAL SERVICES

Departments/Divisions

Health and Social Services
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Facilities Management
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Delaware Technical and
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Division of Support Services

MACHINE & COMPUTER MAINTENANCE

Departments/Divisions

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Health and Social Services
Human Relations
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MOVING AND STORAGE

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PRINTING

Departments/Divisions

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RADIO BROADCASTING

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Delaware Technical and
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Delaware Development Office
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RESEARCH AND DEVELOPMENT

Departments/Divisions

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Health and Social Services
Delaware State University
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Delaware Development Office

SOLAR ENERGY PRODUCTS

Departments/Divisions

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Natural Resources
Delaware Technical and
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SECURITY

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TOOL SHARPENING

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TRAVEL

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AIR CONDITIONERS

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ART SUPPLIES AND EQUIPMENT

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CLOTHING

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COMMUNICATION

EQUIPMENT

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FIRE AND SECURITY

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FOOD SERVICE

EQUIPMENT

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FURNITURE

Departments/Divisions

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Natural Resources
Corrections
Delaware State University
Public Service Commission
Professional Regulation
Purchasing
Facilities Management
Consumer Affairs
Community Services
Housing Authority
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Industrial Affairs
Health and Social Services
Public Safety
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Delaware Technical and
Community College
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National Guard
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Division of Support Services

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DSCYTF
Justice

GLASSWARE

(Lab and Table)

Departments/Divisions

Natural Resources
Delaware State University
Facilities Management
Health and Social Services
Delaware Technical and
Community College
Transportation
Agriculture

HARDWARE

Departments/Divisions

Natural Resources
Corrections
Delaware State University
Support Operations
Purchasing
Facilities Management
Housing Authority
Health and Social Services
Public Safety
Delaware Technical and
Community College
National Guard
Fire Marshal
Transportation
Insurance
Agriculture
Education
Community Services
Solid Waste Authority

HEATING EQUIPMENT

Departments/Divisions

Natural Resources
Corrections
Delaware State University
Facilities Management
Housing Authority
Health and Social Services
Public Safety
National Guard

Transportation
Agriculture
DSCYTF

INDUSTRIAL

Departments/Divisions

Corrections
Delaware State University
Facilities Management
Health and Social Services
Public Safety
National Guard
Transportation
Agriculture

JANITORIAL SUPPLIES

Departments/Divisions

Natural Resources
Corrections
Delaware State University
Purchasing
Facilities Management
Housing Authority
Vocational Rehabilitation
Health and Social Services
Public Safety
Delaware Technical and
Community College
Family Court
National Guard
DSCYTF
Unemployment Insurance

LUMBER SUPPLIES

Departments/Divisions

Natural Resources
Corrections
Delaware State University
Facilities Management
Housing Authority
Public Safety
Delaware Technical and
Community College
National Guard
Fire Marshal
Transportation
Agriculture
Health and Social Services

MAILROOM EQUIPMENT
AND SUPPLIES

Departments/Divisions

Libraries
Natural Resources
Corrections
Delaware State University
Support Operations
Housing Authority
Human Relations
Vocational Rehabilitation
Employment and Training
Health and Social Services
Superior Court
Family Court
Transportation
Education
Delaware Development Office
DSCYTF
Unemployment Insurance

MICROFILM EQUIPMENT
AND SUPPLIES

Departments/Divisions

Superior Court
Natural Resources
Corrections
Delaware State University
Public Service Commission
Purchasing
Human Relations
Vocational Rehabilitation
Employment and Training
Health and Social Services
Auditor of Accounts
Public Safety
Elections
Delaware Technical and
Community College
Fire Marshal
Transportation
Insurance
Secretary of State
Solid Waste Authority
Unemployment Insurance
Justice

Division of Support Services

NAILS AND RELATED PRODUCTS

Departments/Divisions

Natural Resources
Corrections
Delaware State University
Facilities Management
Housing Authority
Office of Public Advocate
Health and Social Services
Public Safety
National Guard
Transportation
Agriculture
Education

OFFICE EQUIPMENT AND SUPPLIES

Departments/Divisions

Unemployment Insurance
Superior Court
Natural Resources
Corrections
Delaware State University
Public Service Commission
Professional Regulation
Purchasing
Facilities Management
Alcoholic Beverage Control
State Treasurer
Consumer Affairs
Housing Authority
Human Relations
Vocational Rehabilitation
Employment and Training
Health and Social Services
Industrial Affairs
Auditor of Accounts
Public Safety
Highway Safety
Elections
Court of Common Pleas
Delaware Technical and
Community College
Family Court
National Guard
Fire Marshal
Personnel
Transportation
Insurance
Secretary of State

Agriculture
Education
Delaware Development Office
Solid Waste Authority
DSCYTF
Unemployment Insurance
Justice

OFFICE FURNITURE

Departments/Divisions

Budget
Supreme Court
Natural Resources
Corrections
Delaware State University
Public Service Commission
Professional Regulation
Purchasing
Facilities Management
Alcoholic Beverage Control
State Treasurer
Community Services
Housing Authority
Human Relations
Office of Public Advocate
Vocational Rehabilitation
Employment and Training
Industrial Affairs
Health and Social Services
Auditor of Accounts
Public Safety
Court of Common Pleas
Delaware Technical and
Community College
Family Court
National Guard
Fire Marshal
Personnel
Transportation
Insurance
Agriculture
Education
Delaware Development Office
Solid Waste Authority
DSCYTF
Unemployment Insurance
Justice

PACKAGING

Departments/Divisions

Delaware State University
Purchasing
Human Relations
Employment and Training
Health and Social Services
Fire Marshal
Agriculture
Delaware Development Office
Unemployment Insurance

PAPER PRODUCTS

Departments/Divisions

Superior Court
Natural Resources
Corrections
Delaware State University
Support Operations
Public Service Commission
Professional Regulation
Purchasing
Facilities Management
State Treasurer
Human Relations
Office of Public Advocate
Vocational Rehabilitation
Employment and Training
Industrial Affairs
Health and Social Services
Highway Safety
Court of Common Pleas
Delaware Technical and
Community College
Family Court
National Guard
Insurance
Secretary of State
Agriculture
Education
Delaware Development Office
DSCYTF

ROOFING MATERIAL

Departments/Divisions

Natural Resources
Corrections
Delaware State University
Facilities Management
Health and Social Services
National Guard
Agriculture

Division of Support Services

RUBBER STAMPS
AND DATERS

Departments/Divisions

Facilities Management
Professional Regulation
Insurance
Natural Resources
Corrections
Delaware State University
Support Operations
Public Service Commission
Purchasing
Alcoholic Beverage Control
State Treasurer
Criminal Justice Council
Consumer Affairs
Community Services
Housing Authority
Human Relations
Commission for Women
Vocational Rehabilitation
Employment and Training
Industrial Affairs
Health and Social Services
Budget
Auditor of Accounts
Public Safety
Highway Safety
Court of Common Pleas
Superior Court
Family Court
National Guard
Fire Marshal
Personnel
Transportation
Agriculture
Education
Delaware Development Office
Libraries
DSCYTF
Unemployment Insurance
Justice

STEEL PRODUCTS

Departments/Divisions

Natural Resources
Corrections
Delaware State University
Health and Social Services
National Guard
Transportation
Agriculture
Delaware Development Office

STEEL RULE AND DIE

Departments/Divisions

Health and Social Services
Natural Resources
Delaware Development Office

STONE, SLAG AND
SURFACING

Departments/Divisions

Health and Social Services
Natural Resources
Corrections
Delaware State University
National Guard
Transportation
Agriculture

VISUAL EQUIPMENT

Departments/Divisions

Unemployment Insurance
Health and Social Services
Insurance
Natural Resources
Corrections
Delaware State University
Purchasing
Facilities Management
Criminal Justice Council
Human Relations
Employment and Training
Public Safety
Delaware Technical and
Community College
Superior Court
National Guard
Fire Marshal
Personnel
Transportation
Agriculture
Education
Delaware Development Office
Solid Waste Authority
Highway Safety
Capitol Police
Justice

PURCHASING AGENTS

GETTING ON A BIDDER'S LIST

In Delaware it is as simple as supplying a written request to any agency which maintains a bidder's list. Your company will then receive announcements of bid opportunities related to your line of business. For specifics on each agency's bidder's list, contact the appropriate contact person for each agency. Agencies which maintain bidders' lists are indicated with an asterisk (*) on the following pages.

Finding the right State employee when you are seeking to sell to a State agency can be difficult without a program telling you the players. This Small Business procurement guide provides the answers on the following pages, which list the names, addresses and telephone numbers of purchasing contacts in the State.

AGRICULTURE

Mr. Bruce Walton
Executive Assistant to the
Secretary
Department of Agriculture
2320 South DuPont Highway
Dover, Delaware 19901
Phone: 302-698-4500 or
(DE Only) 1-800-282-8685

ALCOHOLIC BEVERAGE CONTROL

Ms. Edith Butler
Division of Alcoholic Beverage
Control
Carvel State Office Building
820 North French Street
Wilmington, Delaware 19801
Phone: 302-577-3236

AUDITOR OF ACCOUNTS

Mr. David DeStefano
Chief Administrative Auditor
Office of Auditor of Accounts
Townsend Building
P.O. Box 1401
Dover, Delaware 19903
Phone: 302-739-4241

BUDGET

Mrs. Vicki Knotts
Office of the Budget
Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903
Phone: 302-739-3335

CAPITOL POLICE

Chief William Jopp
150 E. Water Street
P.O. Box 1401
Dover, Delaware 19903
Phone: 302-739-3200

COMMISSION FOR WOMEN *

Romona Fullman, Esquire
Delaware Commission for
Women
4425 N. Market Street
Wilmington, Delaware 19809
Phone: 302-761-8005

CORRECTIONS *

Ms. LuAnn Maxey
Department of Corrections
245 McKee Road
Dover, Delaware 19904
Phone: 302-739-5609

COURT OF COMMON PLEAS

Ms. Bernadette Davis
Court of Common Pleas
10th and King Streets
Third Floor
Wilmington, Delaware 19801
Phone: 302-577-2430, ext. 254

COMMERCIAL PRINTING

Ms. Jeanne Moore
Division of Support Services
820 Silver Lake Boulevard
Dover, DE 19904
Phone: 302-739-5371

CONTRACTING *

Blaine Herrick
Contract Administrator
Division of Support Services
Dept. of Administrative Services
820 Silver Lake Boulevard
Suite 100
Dover, Delaware 19904
Phone: 302-739-5587

CRIMINAL JUSTICE COUNCIL

Ms. Pati Frost
Delaware Criminal Justice
Council
Carvel State Office Building
820 North French Street
Fourth Floor
Wilmington, Delaware 19801
Phone: 302-577-8697

DELAWARE ECONOMIC DEVELOPMENT OFFICE

Ms. Sherri Bullock
Delaware Development Office
99 Kings Highway
P.O. Box 1401
Dover, DE 19903
Phone: 302-739-4271

Division of Support Services

DELAWARE STATE
UNIVERSITY *

Mr. Richard Cathcart
Director of Purchasing
Delaware State University
1200 North DuPont Highway
Dover, Delaware 19901
Phone: 302-739-5125

DELAWARE TECHNICAL
AND COMMUNITY
COLLEGE

Ms. Diane L. Evans
Asst. Vice President for Finance
Delaware Technical and
Community College
P.O. Box 897
Denney's Road & DuPont Hwy.
Dover, Delaware 19903
Phone: 302-739-4060

DSCYTF

Mr. Herb Bolles
Dept. of Services for Children,
Youth and Their Families
1825 Faulkland Road
Wilmington, Delaware 19805
Phone: 302-892-4557

EDUCATION

Mr. Damian Evans
Department of Education
P.O. Box 1402
Dover, Delaware 19903
Phone: 302-739-4605

ELECTIONS

Mrs. Virginia Lane
Support Services Administrator
Office of Commissioner of
Elections
32 West Loockerman Street
Suite M101
Dover, Delaware 19904
Phone: 302-739-4277

DEPARTMENT OF LABOR
EMPLOYMENT &
TRAINING

Ms. Lisa Sylvester
Sr. Fiscal Administrative Officer
Division of Employment &
Training
Department of Labor
4425 North Market Street
Wilmington, Delaware 19802
Phone: 302-761-8128

DEPARTMENT OF LABOR
EMPLOYMENT SERVICES
Office of Administration
4425 N. Market Street
Wilmington, Delaware 19802
Phone: 302-761-8008

FACILITIES MANAGEMENT
Mr. Robert Furman
Director
Division of Facilities Management
Margaret O'Neill Building
410 Federal Street, Suite 2
Dover, Delaware 19901
Phone: 302-739-5261

FAMILY COURT

Ms. Debbie Veenema
Director of Fiscal Service
Family Court
704 N. King Street
Second Floor
Wilmington, Delaware 19801
Phone: 302-577-2210

FIRE MARSHAL

Mr. James L. Cabbage, Jr.
Assistant State Fire Marshal
Delaware State Fire Marshal
1537 Chestnut Grove Road
Dover, Delaware 19904
Phone: 302-739-5665

FLEET MANAGEMENT
Mr. Terry Barton
Administrator
Office of Fleet Services
820 Silver Lake Boulevard
Suite 100
Dover, Delaware 19904
Phone: 302-739-3039

HEALTH AND SOCIAL
SERVICES

Ms. Sandra S. Skelley
Procurement Administrator
Div. of Management Services
1901 North DuPont Highway
New Castle, Delaware 19720
Phone: 302-577-4620

HIGHWAY SAFETY

Cindy Carney
Office of Highway Safety
Public Safety Building
Rt. 113 South - Bay Road
Dover, Delaware 19901
Phone: 302-739-5611

HOUSING AUTHORITY

Mr. Douglas S. Croft
Chief of Administration
Delaware State Housing
Authority
18 The Green
Dover, Delaware 19901
Phone: 302-739-4263

HUMAN RELATIONS

Ms. Juana Fuentes-Bowles
Director
Division of Human Relations
Carvel State Office Building
820 North French Street
Wilmington, Delaware 19801
Phone: 302-577-5050

INDUSTRIAL AFFAIRS

Ms. Barbara Piccone
Insurance Department
841 Silver Lake Boulevard
Dover, Delaware 19904
Phone: 302-739-4251

Division of Support Services

INSURANCE

Ms. Jacqueline Brown
Insurance Department
841 Silver Lake Boulevard
Dover, Delaware 19901
Phone: 302-739-4251

JUSTICE

Mr. Leon Minka – Controller
Carvel State Office Building
820 North French Street
Wilmington, Delaware 19801
Phone: 302-577-8313

LABOR

Mr. William Cooper
Office Services/Purchasing
Office of Administration
4425 North Market Street
Wilmington, Delaware 19809
Phone: 302-761-8029

LIBRARIES

Ms. Mary Chute
Director, State Librarian
Delaware Division of Libraries
43 South DuPont Highway
Dover, Delaware 19903
Phone: 302-739-4748

NATIONAL GUARD

LTC Robert F. Delcampo, Sr.
Contracting, Facilities and
Trades Supervisor
Delaware National Guard
State Headquarters
First Regiment Road
Wilmington, Delaware 19808
Phone: 302-324-7035

NATURAL RESOURCES

Department of Natural
Resources
189 Kings Highway
Dover, DE 19903
Phone: 302-739-4506

OFFICE OF

PUBLIC ADVOCATE

Mr. Arthur Padmore
Office of Public Advocate
Carvel State Office Building
820 North French Street
Fourth Floor
Wilmington, Delaware 19801
Phone: 302-577-5077

PERSONNEL

Ms. Donna Wells
Administrative Officer
Office of State Personnel
Townsend Building, First Floor
Dover, Delaware 19903
Phone: 302-739-4195

PROFESSIONAL
REGULATION

Division of Professional
Regulation
Cannon Building
820 Silver Lake Boulevard
Dover, Delaware 19904
Phone: 302-744-4500

PUBLIC SAFETY

Office of Administration
Department of Public Safety
P.O. Box 818
Dover, Delaware 19903
Phone: 302-739-5960

PUBLIC UTILITIES
CONTROL

Exec. Director – Bruce Burcat
Cannon Building
Public Utilities Control
861 Silver Lake Boulevard
Dover, Delaware 19904
Phone: 302-739-4247

SECRETARY OF STATE

Mr. Louis T. Ferrer
Chief of Administration
Secretary of State
Townsend Building
P.O. Box 898
Dover, Delaware 19903
Phone: 302-739-4111 or
302-577-3095

SOLID WASTE
AUTHORITY

Mrs. Sarah Mosley – Buyer
Delaware Solid Waste Authority
1128 South Bradford Street
P.O. Box 455
Dover, Delaware 19903-0455
Phone: 302-739-5361

STATE TREASURER

Ms. Ann Visalli
Deputy Treasurer
Office of State Treasurer
Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903
Phone: 302-744-1003

TECHNICAL SERVICES

Mr. Robert Furman
Director
Division of Facilities
Management
Margaret O'Neill Building
P.O. Box 1401
Dover, Delaware 19903
Phone: 302-739-5261

TRANSPORTATION *

Mr. John Eustis
Contract Service Administrator
Department of Transportation
P.O. Box 778
Dover, Delaware 19903
Phone: 302-760-2030

Division of Support Services

UNEMPLOYMENT
INSURANCE

Ms. Joyce Goodnough
4425 N. Market Street
Wilmington, Delaware 19802
Phone: 302-761-8359

VOCATIONAL
REHABILITATION

Ms. Carolyn Dilligatte
Division of Vocational
Rehabilitation
4425 North Market Street
P.O. Box 9969
Wilmington, Delaware
19809-0969
Phone: 302-761-8275

Questions about the specific needs of individual departments should be directed to the contact person whose name appear on these pages, but if you have general questions about the purchasing process of the State or about cross-agency purchases made for more than one department, contact the Department of Administrative Services at the following:

**Division of Support Services
Contracting Unit
820 Silver Lake Boulevard
Suite 100
Dover, DE 19706**

**Phone
302-739-6693 or 302-834-4550**

ALSO, CHECK OUT THE
DIVISION OF SUPPORT SERVICE'S
WEB SITE

www.state.de.us/purchase

YOU CAN EXPECT PROMPT PAYMENT

The Delaware law requires State agencies to pay their bills within 30 days of receipt of a valid invoice. A penalty assessed at an annualized rate of 12 percent is applied to all valid invoices not paid after 30 days. Monies spent to pay an interest penalty are assessed against the offending agency's budget. In addition, late payments must be reported regularly to the Secretary of Finance, the Budget Director and the Controller General. The law is intended to insure business owners receive prompt payment for their products sold or services rendered, and the penalty provision provides strong incentive for State agencies to pay their bills in a timely manner.

HERE'S WHO TO CONTACT IN OTHER GOVERNMENTS

If you are interested in selling to local governments in Delaware or to the Federal government, you will find there are different laws and regulations that apply to each level.

The following provides contacts for various local government offices throughout Delaware and two good resources for getting information on Federal procurement opportunities.

NEW CASTLE COUNTY *

Purchasing Manager
Department of Administration
87 Read's Way
New Castle, Delaware 19720
Phone: 302-395-5250

KENT COUNTY *

Mr. Robert McLeod
County Administrator
Kent County Levy Court
Kent County Administration Bldg.
414 Federal Street
Dover, DE 19901
Phone: 302-736-2040

SUSSEX COUNTY

Mr. Robert L. Stickels
County Administrator
Sussex County Council
Sussex County Courthouse
P.O. Box 589
Georgetown, Delaware 19947
Phone: 302-586-7701

CITIES AND TOWNS

Mr. Paul F. Mahoney
Manager
City of Wilmington *
Department of Finance
Procurement and Records
City/County Building
800 North French Street
Wilmington, Delaware 19801
Phone: 302-571-4328

Ms. Carol Houck
Purchasing Office
City of Newark
220 Elkton Road
P.O. Box 390
Newark, Delaware 19715
Phone: 302-336-7022

Ms. Fran Hettinger
Support Services Manager
City of Dover
William & Pear Street Warehouse
Dover, Delaware 19901
Phone: 302-736-7795

*** Agency has own bidder's list**

FEDERAL PROCUREMENT INFORMATION

Mr. John Scott
Small Business Administration
Federal Building
9th & King Streets
Wilmington, Delaware 19801
Phone: 302-573-6294