



REQUEST FOR PROPOSAL

RFP 2021-09-SIGNAGE

**SIGN MAINTENANCE, REPAIR, REPLACEMENT,
NEW SIGNAGE DESIGN, AND PROJECT INSTALLATION**

September 17, 2021

Issued by:



**New Hampshire
Liquor Commission
50 Storrs Street
Concord, NH 03302**

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TABLE 1: SCHEDULE

The following table sets forth the Schedule for this Request for Proposal (“RFP”). The Schedule is subject to change at the sole discretion of the New Hampshire Liquor Commission (“NHLC”). The NHLC will post any changes on its official website, https://www.nh.gov/liquor/public_notices.shtml. Proposers are responsible for checking the website for any schedule changes.

<u>Events</u>	<u>Responsibility</u>	<u>Date & Time</u>
Request for Proposals Issued	NHLC	Friday, September 17, 2021
Deadline to Submit Inquiries By Electronic mail to NHLC Issuing Officer	Potential Respondents	Friday, September 24, 2021 by 2:00 p.m.
Anticipated Response Date to Inquiries	NHLC	Friday, October 1, 2021
Deadline for Submission of Sealed Proposals: NH Liquor Commission ATTN: Janet Donnelly, RFP 2021-09-SIGNAGE 50 Storrs Street Concord, NH 03301	Proposers	Friday, October 8, 2021 by 2:00 p.m.

PART I - GENERAL INFORMATION FOR PROPOSERS

1. PURPOSE

The NHLC seeks to establish up to **three (3) non-exclusive contracts** for signage services, including preventative maintenance, repair, replacement, as well as new signage design, fabrication, and installation at various NHLC Liquor and Wine Outlet locations throughout New Hampshire. This RFP describes the project and the NHLC's requirements.

Through this RFP, the NHLC seeks to identify vendors that have an extensive and successful history of providing the above-referenced signage services. If selected through this RFP process, the NHLC will enter into individual contracts with up to three contractors that will serve to prequalify each contractor to respond to future Requests for Quotes (RFQ) or Statements of Work (SOW) issued by the NHLC for a particular sign-related project. The individual project engagements that result from these subsequent RFQs or SOWs will be fixed-price and under the direction of New Hampshire Liquor Commission personnel.

Therefore, following the NHLC's contract(s) award pursuant to this RFP, the NHLC will issue separate defined RFQs or SOWs for various projects to the selected contractors. Through these RFQs or SOWs, the NHLC will seek pricing, a project-completion timeline, and other related information from the contractors. Based on the NHLC's evaluation of the contractors' responses to the RFQ or SOW, the NHLC will select a contractor to complete the project. For example, the NHLC expects to issue a SOW or RFQ to award one qualified Contractor an annual maintenance contract.

2. ISSUING OFFICER

The Issuing Officer responsible for managing this RFP and the sole point of contact is:

Ms. Janet Donnelly, Paralegal
NH Liquor Commission,
50 Storrs Street
Concord, NH, 03301
(email: janet.donnelly@liquor.nh.gov)

All inquiries regarding this RFP must be submitted electronically to the Issuing Officer.

3. SCOPE

This RFP contains instructions governing the required content of proposals, terms governing this procurement process, a description of the services sought by the NHLC, requirements that a proposer must satisfy to be eligible for consideration, evaluation criteria, standard contract terms and conditions, and other requirements that must be satisfied in each proposal.

4. PROJECT DELIVERABLES

A. Project Deliverables

The successful Contractor(s) will be pre-qualified to provide the following services at NHLC Liquor and Wine Outlet locations throughout New Hampshire, if selected in response to a particular RFQ or SOW.

1. Service Calls:

If selected by the NHLC to perform for a particular service project, Contractor shall:

- a. Complete the repair requested using parts and equipment in accordance with specifications, and test and confirm the functionality of the sign.
- b. In completing any service call, Contractor shall also:
 - i. Check and repair all supports, wind braces, seams, and face retainers, as needed;
 - ii. Check and repair all sign faces for minor repairs, cracks, and small holes, etc;
 - iii. Open all drain holes, if required;
 - iv. Plug and seal all unnecessary holes and cracks in cabinets and returns with caulking (color to match as close as possible); and
 - v. Repair or replace defective or broken transformers and/or ballasts, fluorescent lamps, LEDs, neon tubes and wiring.

2. Service Response Time:

- a. All work must be performed during normal working hours unless an emergency arises.
- b. Standard service response time for all non-critical service calls shall be within 24 hours from the time of notification.
- c. Critical service response time shall be responded to within four (4) hours from the time of notification.
- d. All repairs/enhancements shall have a minimum response time of one (1) week.
- e. UL listed Contractor must be on-call for all emergency repairs.

3. Design, Fabrication, and Installation of New Signage:

If selected by the NHLC for a design, fabrication, or installation project:

- a. The signs include the following materials, but are not limited to:
 - i. LED;
 - ii. Fluorescent tube cabinet;

- iii. Neon tube cabinet;
- iv. Non-illuminated metal;
- v. Plexiglas;
- vi. Plastic or lexon panels;
- vii. Fluorescent open tube cabinet;

4. Arrival and Departure:

- a. Upon arrival and departure at the site, the Contractor shall sign in and out with the NHLC representative of the store.
- b. Prior to leaving the site, the Contractor shall provide a written report of the work performed and obtain the NHLC representative's signature thereon. The time of day must be written on the report, and the NHLC representative must initial it at the time of arrival and at departure.

5. Payment Invoicing:

- a. A separate work order must be made on each sign, and sent in with the invoice for payment.
- b. The NHLC requires a copy of the UL listed Contractor's material invoices for verification of price mark-up on each billing.

A list of equipment currently in use is provided in Appendix C. The list of equipment is for information purposes only, and should not be construed as being complete and comprehensive. It is the responsibility of the Contractor to ascertain this information prior to performing work. Modifications and/or new replacement equipment added during the term of the contract is also the responsibility of the Contractor.

B. Minimum Qualifications

- 1. **The successful Contractor must be a UL Listed Contractor and provide UL Listed certification for the company.**
- 2. The successful Contractor shall have a minimum of five (5) years' experience providing preventative maintenance, repair, replacement, new signage design and installation services for commercial projects.
- 3. The successful Contractor shall have the technical capability and employ a sufficient number of trained technicians to provide preventative maintenance, repair, replacement, new signage design and installation services at NHLC Liquor and Wine Outlet store locations throughout New Hampshire.
- 4. The successful Contractor shall furnish all materials, equipment, labor, and transportation necessary to provide the services described herein.
- 5. The NHLC is committed to energy conservation and environmental sustainability. As part of an effort to achieve these goals the successful Contractor will install energy efficient lamps and ballasts during repairs. All new signs will be energy efficient in design and approved by the NHLC prior to installation. In addition, the successful Contractor will make the best efforts to use eco-friendly materials

in all signs.

The NHLC Liquor & Wine Outlet locations are set out in Appendix B. Store locations and hours are subject to change as stores may be opened, closed or relocated to meet NHLC business needs.

C. Additional Requirements

1. The Contractor shall provide the written estimate and obtain approval from the Contract Officer before any work is performed.
2. The Contractor shall secure and pay for all permits, inspections, and licenses necessary for the execution of work.
3. The Contractor shall perform all work and furnish all materials, tools, equipment, and safety devices necessary to perform the work in the time specified.
4. The Contractor shall have readily available and supply all replacement parts, which shall be new and of the same quality and brand as that being replaced.
5. The Contractor shall perform all work according to the best practices and standards of the trade and in accordance with the local, state, and federal codes.
6. The Contractor shall complete work to the satisfaction of the NHLC and in accordance with the specifications and price mentioned herein.
8. The Contractor shall guarantee all materials and installation under normal use to be free from defects or poor workmanship for a period of one (1) year from the date of acceptance.
9. Normal Working Hours: Normal hours are considered to be 8:00 AM to 5:00 PM, Monday through Friday.
10. Other Hours: Other hours shall be considered overtime, holidays, and weekends.
11. The Contractor shall take all responsibility for work under this contract, for the protection of the work, which includes, but is not limited to preventing injuries to persons, damage to property, and utilities. The Contractor shall in no way be relieved of its responsibility by any right of the NHLC to give permission or issue orders relating to any part of the work, or by any such permission given on orders issued, or by failure of the NHLC to give such permission or issue such orders.
12. The Contractor shall bear all losses on account of the amount or character of the work performed or because the nature that the work performed is different from what was estimated or expected, or on account of the weather, elements, or other causes.
13. The NHLC shall require correction of defective work or damages to any part of the building or its appurtenances when caused by the Contractor's employees, equipment, or supplies. The Contractor shall place in satisfactory condition all

defective work and damages rendered thereby or any other damages incurred. Upon failure by the Contractor to proceed promptly with the necessary corrections, the NHLC may withhold any monetary amount necessary to correct all defective work or damages from payments to the Contractor.

14. The Contractor's employees shall consist of qualified technicians who are completely familiar with the products and equipment they shall use. The Contract Officer may require the Contractor to dismiss such employees as they deem incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the NHLC contract is deemed to be contrary to the public interest or inconsistent with the best interest of security.
15. The NHLC may require that the Contractor provide security clearance and background checks for any Contractor representative working at any NHLC location.
16. The Contractor shall provide photo identification badges for all their employees. The employees or representatives shall wear photo identification badges when working at any NHLC location.
17. The Contractor or their employees shall not represent themselves as employees or agents of the NHLC.
18. While on NHLC property, the Contractor's employees shall be subject to the control of the State, but under no circumstances shall such staff be deemed to be employees of the State or NHLC.
19. The Contractor and their employees shall observe all regulations or special restrictions in effect at the location being serviced.
20. The Contractor and their employees shall perform all work in such a manner as not to inconvenience building occupants. The Contractor shall determine the NHLC's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
21. The Contractor and their employees shall be allowed only in areas where work is being performed. The use of state telephones is prohibited.
22. Any contract resulting from this RFP shall not, in whole or in part, be subcontracted, assigned, or otherwise transferred to any other Contractor without prior written approval by the NHLC. In the event the NHLC approves the use of a subcontractor, the Contractor shall be directly responsible for the subcontractor's performance and work quality. Subcontractors must abide by all terms and conditions under this RFP and any resulting contract.

PART II - RFP TERMS AND INSTRUCTIONS

1. TYPE OF CONTRACT

Any contract(s) resulting from this RFP shall be structured as a not-to-exceed contract(s).

2. RFP INQUIRIES AND RESPONSES

All inquiries concerning this RFP, including requests for clarifications, requests for changes to the RFP, and questions regarding New Hampshire Form P-37, which is attached to this RFP as **Appendix A**, shall be submitted via email to Janet.Donnely@liquor.nh.gov, who shall be the Issuing Officer and single point of contact for this RFP. Proposers shall not contact the Issuing Officer by phone with any inquiries. Proposers shall not contact the issuing officer after the close of the proposal inquiry period. **All inquiries must be received by the RFP Issuing Officer no later than 2:00 p.m. on Friday, September 24, 2021.** Inquiries received after the Proposer Inquiry Period shall not be considered properly submitted, and the NHLC may exercise its discretion in determining whether to provide an answer.

The NHLC intends to issue official responses to properly submitted inquiries on or before the date specified in the Schedule; however, this date is subject to change at the NHLC's discretion. The NHLC may consolidate or paraphrase questions for efficiency and clarity. The NHLC may amend this RFP on its own initiative or in response to issues raised by inquiries. Oral statements, representations, clarifications, or modifications shall not be binding upon the NHLC. The NHLC will post responses at: https://www.nh.gov/liquor/public_notices.shtml. Proposers are responsible for viewing updated information online before submitting a proposal.

3. STANDARD CONTRACT TERMS

The NHLC may consider modifications of the State Form P-37. To the extent that a Proposer believes that exceptions to the standard form contract are necessary, **the Proposer should note those exceptions during the Proposer Inquiry Period.** The NHLC will review requested exceptions and accept, reject, or note that it is open to negotiation of the proposed exception. If the NHLC accepts a Proposer's exception, the NHLC will, at the conclusion of the inquiry period, provide notice to all potential Proposers of the exceptions that it has accepted or deemed negotiable and indicate that exception is available to all potential Proposers. **Any exceptions to the standard form contract that are not raised during the Proposer Inquiry Period are waived.** In no event is a Proposer to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation.

4. AMENDMENT TO THE RFP

The NHLC may amend this RFP at any time at its sole discretion. The NHLC will post any amendments at: https://www.nh.gov/liquor/public_notices.shtml. In the event that the NHLC amends this RFP, the NHLC may extend deadlines and/or invite submission of additional information from proposers at any time. Proposers are responsible for checking the website periodically for any new information or amendments to the RFP. The NHLC shall not be bound by any verbal information or any written information that is not contained within the RFP or formally issued as an amendment.

5. PROPOSAL FORMAT

Proposers must submit a complete response to this RFP using the format specified in Part III. An official authorized to bind the proposer to its proposal must sign the proposal.

6. PROPOSALS AND AWARDS; NON-EXCLUSIVE AGREEMENT

The NHLC intends to award **non-exclusive contracts to up to three proposers**. Notwithstanding the foregoing or any provision of this RFP to the contrary, the NHLC reserves the right, at any time and in its sole discretion, to reject any or all proposals, wholly or in part, and/or to award contracts to one or more proposers, wholly or in part. No Contractor will retain any exclusive rights to provide the services and supplies described in this RFP during the term of a contract or any extension thereto. The NHLC may, at its sole discretion, obtain services and related materials from other Contractors.

7. PROPOSAL SUBMISSION

1. Proposal Submission Deadline:

Proposals must be submitted in hard copy and clearly marked “New Hampshire Liquor Commission, Response to RFP 2021-09-SIGNAGE.” Proposals must be submitted to the NHLC no later than the Closing Date and Time in Table 1: *Schedule*. Any proposer that elects to mail its proposal must allow sufficient mail delivery time. The NHLC accepts no responsibility for mislabeled, damaged, or delayed mail. Proposals will not be accepted via electronic mail or facsimile transmission. The receipt of a proposal by the State’s mail system does not qualify as receipt of a proposal by the Issuing Office.

- i. If due to inclement weather, natural disaster or any other cause, the location to which proposals are to be returned is closed on the Closing Date and Time in Table 1: *Schedule*, the deadline for submission shall be automatically extended until the next NHLC business day on which the office is open, unless the respondents are otherwise notified. The time for submission of proposals shall remain the same. Proposals not submitted by the Closing Date and Time in Table 1: *Schedule* or as otherwise extended pursuant to this RFP will be rejected.

2. **Proposal Receipt:**

A Proposal will be considered received on the date and time of the NHLC's receipt as officially documented by the NHLC.

3. **Proposal Information:**

- i. The NHLC will accept proposals until the deadline date in Table 1: *Schedule*. Proposal packages may be delivered to the address below and identified on the envelope as:

Proposals: New Hampshire Liquor Commission
 ATTN: "Janet Donnelly, RFP 2021-09-SIGNAGE"
 50 Storrs Street
 Concord, NH 03301

From: Company/Proposer Name
 Address of Proposer
 Phone No. Of Proposer
 Fax No. of Proposer
 Email Address of Proposer:

All Proposal packets submitted must consist of:

1. One (1) original (clearly identified as such) and three (3) copies of the "Technical Proposal," including all required attachments; and
 2. One (1) original Cost Proposal in a separate and **sealed** envelope labeled "Cost Proposal."
- ii. Proposers are advised to carefully read and complete all information requested in this RFP. If the Proposer's response does not comply with the conditions for submittal to this RFP, **the NHLC may be rejected without further consideration.**
 - iii. In submitting the proposal, the Proposer agrees that the proposal will remain valid for one hundred eighty (180) calendar days after the closing date for submission of proposals and may be extended beyond that by mutual agreement.

8. **PLANNED EVALUATIONS**

The NHLC will use the following process:

- Initial screening to ensure that the Proposals are in compliance with submission requirements;
- Evaluation of Technical Proposals and scoring;
- Review of Cost Proposals and final scoring;
- Best and Final Offer (BAFO), if deemed beneficial; and
- Select the highest scoring Proposer and begin contract negotiation.

9. INITIAL SCREENING

The NHLC may reject a proposal that fails to satisfy minimum requirements.

10. REVIEW OF TECHNICAL PROPOSALS

The NHLC will select an evaluation team to score Technical Proposals.

11. SCORING OF COST PROPOSALS

The evaluation team will unseal and review Cost Proposals after scoring the other criteria. Each Cost Proposal will be scored independently according to the following formula:

$$\text{Vendor's Cost Proposal Score} = \left(\frac{\text{Lowest Proposed Cost}}{\text{Vendor's Proposed Cost}} \right) \times \text{Total Possible Points}$$

Proposers are advised that this **is not a lowest bid award** and that the score of the Cost Proposal will be combined with the other categories to determine the highest scoring Proposers.

12. BEST AND FINAL OFFER

Upon completion of the scoring process, the NHLC may, at its sole discretion, invite the highest-scoring Proposers to submit a “Best and Final Offer” (BAFO). The NHLC is under no obligation to solicit or accept a BAFO from any Proposers. Proposers are encouraged to provide their most competitive prices in their initial proposals in the event the NHLC does not request a BAFO.

13. FINAL SELECTION

If the NHLC awards a contract or contracts following this RFP process, the NHLC will, in its complete discretion, issue an “intent to negotiate” notice **to up to the three highest-scored Proposers**. Should the NHLC be unable to reach agreement with any of the selected Proposers during Contract discussions, the NHLC may undertake Contract discussions with the a next highest-scored Proposer outside of the top three and so on, or the NHLC may reject all proposals, cancel this RFP, or solicit new Proposals under a new acquisition process.

The NHLC is not required to contract with three proposers. Rather, the NHLC will identify and contract the number of highly-scored proposers that, in the NHLC’s view, are suitable for prequalification, which will enable the contractor(s) to bid on future NHLC signage projects.

14. RIGHTS OF THE NHLC IN ACCEPTING AND EVALUATING PROPOSALS

The NHLC reserves the right to:

- a. Make independent investigations in evaluating Proposals and consider any source of information, including but not limited to State employees, previous customer experiences, internet research, and rating agencies;
- b. Request additional information to clarify elements of a Proposal;
- c. Waive minor or immaterial deviations from the RFP requirements, if determined to be in the best interest of the State;
- d. Omit any planned evaluation step if, in the NHLC's view, the step is not needed;
- e. At its sole discretion, reject any and all Proposals at any time; or
- f. Cancel this RFP

15. NON-COLLUSION

The Proposer's signature on a Proposal submitted in response to this RFP guarantees that the prices, terms and conditions, and work quoted have been established without collusion with other Proposers and without effort to preclude the NHLC from obtaining the best possible competitive Proposal.

16. PROPERTY OF THE NHLC

All material received in response to this RFP shall become the property of the State of New Hampshire and will not be returned to the Proposer. Upon Contract award, the NHLC reserves the right to use any information presented in any Proposal.

17. CONFIDENTIALITY OF A PROPOSAL

Unless necessary for the approval of a contract, the substance of a proposal must remain confidential until the Effective Date of any Contract resulting from this RFP. A Proposer's disclosure or distribution of Proposals other than to the NHLC will be grounds for disqualification.

18. PUBLIC DISCLOSURE

In order to protect the integrity of the bidding process, notwithstanding RSA 91-A:4, no information shall be available to the public, or to the members of the general court or its staff concerning specific responses to requests for bids (RFBs), requests for proposals (RFPs), requests for applications (RFAs), or similar requests for submission for the purpose of procuring goods or services or awarding contracts from the time the request is made public until the closing date for responses. On the closing date for responses, the NHLC will post the number of responses received with no further information on the NHLC website. At least 5 business days prior to submitting the proposed contract to the department of administrative services, the NHLC will post the rank or score for each responding vendor on its website. RSA 21-G:37.

In accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). The content of each Proposal shall become public information upon the award of any resulting Contract. *Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A.* However, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to this request for proposal should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as “CONFIDENTIAL.” A designation by the Proposer of information it believes exempt does not have the effect of making such information exempt. The NHLC will determine the information it believes is properly exempted from disclosure. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Proposer pricing will be subject to disclosure upon approval of the contract. The NHLC will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential.

If a request is made to the NHLC to view portions of a Proposal that the Proposer has properly and clearly marked confidential, the NHLC will notify the Proposer of the request and of the date the NHLC plans to release the records. By submitting a Proposal, Proposers agree that unless the Proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the NHLC may release the requested information on the date specified in the NHLC’s notice without any liability to the Proposers.

19. NON-COMMITMENT

Notwithstanding any other provision of this RFP, this RFP does not commit the NHLC to award a Contract(s). The NHLC reserves the right, at its sole discretion, to reject any and all Proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new Proposals for the same or similar service(s) under a new acquisition process.

20. PROPOSAL PREPARATION COST

By submitting a Proposal, a Proposer agrees that in no event shall the NHLC be either responsible or liable for any costs incurred by a Proposer in the preparation of or in connection with the Proposal, or for Work performed prior to the Effective Date of a resulting Contract.

21. ETHICAL REQUIREMENTS

From the time this RFP is published until contract award, no Proposer shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any Proposer that violates RSA 21-G:38 shall

be subject to prosecution for an offense under RSA 640:2. Any Proposer that has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or that is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such Proposer shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency.

22. CHALLENGES ON FORM OR PROCESS OF THE RFP

A proposer questioning an agency's identification of the selected vendor may request that the agency review its selection process. Such request shall be in writing and be received within 5 business days after the rank or score is posted on the agency website. The request shall specify all points on which the proposer believes the agency erred in its process and shall contain such argument in support of its position as the proposer seeks to present. In response, the issuing agency shall review the process it followed for evaluating responses and, within 5 business days of receiving the request for review, issue a written response either affirming its initial selection of a vendor or canceling the RFP. In its request for review, a proposer shall not submit, and an agency shall not accept nor consider, any substantive information that was not included by the proposer in its original proposal. No hearing shall be held in conjunction with a review. The outcome of the agency's review shall not be subject to appeal. By submitting a proposal, the Proposer is deemed to have waived any challenges to the NHLC's authority to conduct this procurement and the form and procedures of this RFP.

23. RESTRICTION OF CONTACT WITH NHLC EMPLOYEES

From the date of release of this RFP until an award is made and announced regarding the selection of a Proposer, all communication regarding this RFP with NHLC employees or other vendors under contract with the NHLC is forbidden. NHLC employees have been directed not to hold conferences or engage in discussions concerning this RFP with any potential Contractor during the selection process. Proposers may be disqualified for violating this restriction on communications.

PART III - INFORMATION REQUIRED FROM THE PROPOSER

Proposals must be submitted in the following format, including heading descriptions:

1. COST PROPOSAL:

A) Repair and Service:

Provide hourly rates for repair and service.

The hourly rates must include the rate for one (1) technician and vehicle.

Normal working hours: \$ _____/hour

Other hours: \$ _____/hour

B) Crane Lift Charges:

Provide hourly rates for crane lift services. The hourly rates must include the rate for one (1) technician and crane.

Normal working hours: \$ _____/hour

Other hours: \$ _____/hour

C) Material Charges:

Provide the percentage mark-up that will be applied for materials.

Mark-up from Contractor's cost: _____%

D) Mileage Charge:

Provide the rate at which mileage will be charged. Mileage allowed shall be portal to portal, or the distance from the previous worksite to the new worksite, whichever is less.

Mileage rate: \$ _____/mile

2. TECHNICAL PROPOSAL:

A. Experience

Provide a detailed summary of your company's experience maintain, servicing, designing, fabricating, and installing signage at commercial or public facilities. Also include an overview of the reasons that your company's experience with clients similar to the NHLC indicates that your company will provide high-quality services to the NHLC.

B. Company Capability

Describe in detail your company's background and capability to provide the signage services set forth above. Also include within your narrative answer the following general background information:

- Full legal company name;
- Year business started;
- Statement certifying that your business is UL listed;
- Statement certifying that your business has been successfully providing each of the signage-related services identified in this RFP for at least five years;
- If applicable, information on any parent or subsidiary relationships;
- State of formation;
- Location of headquarters;
- Current number of individuals employed;
- Current number of skilled technicians employed; and
- Relevant licenses or certifications held, if any.

Please also provide contact information for two references and a brief summary of the work performed for each reference.

PART IV – CRITERIA FOR SELECTION

1. MANDATORY REQUIREMENTS

To be eligible for selection, a proposal must be:

1. Timely received; and
2. Properly signed by the Proposer's authorized representative.

The NHLC reserves the right, in its sole discretion, to waive technical or immaterial nonconformities in a proposal.

2. CRITERIA FOR SELECTION

The following criteria will be used in evaluating each proposal:

Cost – This refers to the services costs as set forth above. The NHLC will use the formula set forth in RFP Part II, Section 11 to score each component of the cost proposal.

Experience – This refers to the Proposer's prior experience performing the services listed within, including serving other clients with similar needs and product quality. The NHLC will score this component based on the information provided in response to RFP Part III, Section 2(a), above (Technical Proposal – Experience).

Capability – This refers to the Proposer's organizational capability to provide the work requested. The NHLC will score this component based on the information provided in response to RFP Part III, Section 2(b), above (Technical Proposal – Capability).

<u>Criteria</u>	<u>Points</u>
Cost Proposal:	
○ Hourly Repair Service Rate	15 points
○ Crane Lift Charges	15 points
○ Materials Markup	5 points
○ Mileage	5 points
Experience/Product Quality:	30 points
Capability:	30 points
	<hr/>
	100 points

APPENDICES

APPENDIX A

FORM NUMBER P-37 (version 12/11/2019)

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name		1.2 State Agency Address	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation
1.9 Contracting Officer for State Agency		1.10 State Agency Telephone Number	
1.11 Contractor Signature <div style="text-align: right;">Date:</div>		1.12 Name and Title of Contractor Signatory	
1.13 State Agency Signature <div style="text-align: right;">Date:</div>		1.14 Name and Title of State Agency Signatory	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (<i>if applicable</i>) <div style="display: flex; justify-content: space-between; margin-top: 10px;">By: _____Director, On: _____</div>			
1.16 Approval by the Attorney General (Form, Substance and Execution) (<i>if applicable</i>) <div style="display: flex; justify-content: space-between; margin-top: 10px;">By: _____On: _____</div>			
1.17 Approval by the Governor and Executive Council (<i>if applicable</i>) <div style="display: flex; justify-content: space-between; margin-top: 10px;">G&C Item number: _____G&C Meeting Date: _____</div>			

Contractor Initials _____
Date _____

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages Contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subContractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent Contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subContractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subContractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subContractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subContractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

APPENDIX B

Store Locations

*** Store locations are subject to change as stores may be opened,
closed or relocated to meet NHLC business needs**

Contractor Initials _____
Date _____

STORE NO.	LOCATION	ADDRESS
1	Concord	80 Storrs Street, Ames Plaza Concord, NH 03302
2	W Chesterfield	100B Route 9 West Chesterfield, NH 03466
4	Hooksett	1271 Hooksett Road Hooksett, NH 03106
5	Berlin	IGA Shopping Plaza 17 Pleasant Street Berlin, NH 03570
6	Portsmouth	Pick N Pay 738 Islington Street Portsmouth, NH 03801
7	Littleton	Globe Shopping Center 784 Meadow Street Littleton, NH 03561
8	Claremont	Claremont Market Place 367 Washington Street (Route 103) Claremont, NH 03743
10	Manchester	68 Elm Street Manchester, NH 03103-5749
11	Lebanon	12 Centerra Parkway Lebanon, NH 03766
12	Center Harbor	Route 25, 12 A Main Street Senter's Marketplace, Unit #1 Center Harbor, NH 03226
13	Tri- Cities	481 High Street Somersworth, NH 03878
14	Rochester	Ridge Market Place 170 Market Place Blvd, Unit #1 Rochester, NH 03867
15	Keene	6 Ash Brook Court Keene, NH 03431
16	Woodsville	Butson's Complex Forest Street Woodsville, NH 03785

STORE NO.	LOCATION	ADDRESS
18	Colebrook	16 Metallack Place Colebrook, NH 03576
19	Plymouth	22 Ridge View Lane Plymouth, NH 03264
21	Peterborough	Peterborough Plaza Suite 1 19 Wilton Road Peterborough, NH 03458
22	Brookline	44A Route 13 Brookline, NH 03033
23	Conway	234 White Mountain Highway, Suite 9 Conway, NH 03818
27	Nashua	Market Place Plaza 300 Main Street Nashua, NH 03060
28	Seabrook Beach	186 Ocean Boulevard Seabrook, NH 03874
30	Milford	Market Basket Plaza 21 Jones Road, Suite 6 Milford, NH 03055
32	Nashua	Westside Plaza 40 Northwest Boulevard Nashua, NH 03063
33	Manchester	North Side Plaza 1100 Bicentennial Drive Manchester, NH 03104
34	Salem	Rockingham Mall 92 Cluff Crossing #4 Salem, NH 03079
35	Hillsboro	15 Antrim Road, Suite 1 Hillsboro, NH 03244
37	Lancaster	Butson's Marketplace 199A Main Street Lancaster, NH 03584
38	Portsmouth	605 Route 1, Bypass South Portsmouth, NH 03801

STORE NO.	LOCATION	ADDRESS
39	Wolfeboro	35 Center Street Wolfeboro Falls, NH 03896
40	Walpole	32 Ames Plaza Lane, Unit #2 Walpole, NH 03608
41	Seabrook	Southgate Plaza 380 Lafayette Road, Units D & E Seabrook, NH 03874
42	Meredith	Old Province Common 71 Route 104 Meredith, NH 03253
44	New Hampton	325 NH Route 104, Suite 11 New Hampton, NH 03254
47	Lincoln	165 Main Street, Unit 6 Lincoln, NH 03251
48	Hinsdale	849 Brattleboro Road Hinsdale, NH 03451
49	Plaistow	Market Basket Plaza 32 Plaistow Road, #2A Plaistow, NH 03865
50	Nashua	Willow Springs Plaza 294 DW Highway Nashua, NH 03060
51	Pelham	Route 38 Pelham, NH 03076
52	Gorham	Androscoggin Plaza 159 Main Street Gorham, NH 03581
53	Hudson	Market Basket Shopping Center 212 Lowell Road Hudson, NH 03051
54	Glen	65 Route 302 Glen, NH 03838

STORE NO.	LOCATION	ADDRESS
55	Bedford	9 Leavy Drive Bedford, NH 03110
56	Gilford	18 Weirs Road Gilford, NH 03246
57	Ossipee	Indian Mound Shopping Center 240 Rte 16B Center Ossipee, NH 03814
58	Goffstown	Shop N Save Plaza 605 Mast Road Goffstown, NH 03102
59	Merrimack	Merrimack Shopping Center 6 Dobson Way, Suite A Merrimack, NH 03054-4131
60	W Lebanon	265 Plainfield Road West Lebanon, NH 03784
61	Londonderry	137 Rockingham Road Londonderry, NH 03053
62	Raymond	Raymond Shopping Center 11 Freetown Road, Route 27 Raymond, NH 03077
63	Winchester	30 Warwick Road, Suite 1 Winchester, NH 03470-2819
64	New London	New London Shopping Center 293 Newport Road New London, NH 03257
65	Campton	Center at Campton Corners 25 Vintinner Road Campton, NH 03223
66	Hooksett	I-93 North Route 3A Hooksett, NH 03106
67	Hooksett	I-93 South 25 Springer Road Hooksett, NH 03106

STORE NO.	LOCATION	ADDRESS
68	N Hampton	Village Shopping Center 69 Lafayette Road North Hampton, NH 03862
69	Nashua	25 Coliseum Avenue Nashua, NH 03063
71	Lee	60 Calef Highway, Unit #4 Lee, NH 03861
72	Concord	100 Fort Eddy Road Concord, NH 03301
73	Hampton- S	I-95 South, Hampton, NH 03843
74	Londonderry	Market Basket Plaza 16 Michele's Way, Unit #4 Londonderry, NH 03053
76	Hampton- N	I-95 North Hampton, NH 03843-2081
77	Rindge	Cheshire Marketplace, Unit 7 497 US Route 202 Rindge, NH 03461
78	Hampstead	416 Emerson Avenue, Unit #6 Hampstead, NH 03841
79	Epping	5 Brickyard Square Epping, NH 03042
81	Pembroke	Pembroke Crossing Plaza 619 Sand Road Pembroke, NH 03275
82	Warner	14 Nichols Mills Lane Warner NH 03278
83	Epsom	929 Suncook Valley Road Epsom, NH 03234
84	Tilton	80 Market Street Tilton, NH 03276

APPENDIX C

General Equipment List

***The list of equipment is for information purposes only, and should not be construed as being complete and comprehensive. It is the responsibility of the Contractor to ascertain this information as part of the contract. Modifications and/or new replacement equipment added during the term of the contract is also the responsibility of the Contractor.**

Store #	Store Address:	Sign Description:
1	80 Storrs Street, Ames Plaza Concord, NH	(1) 4' x 33' Roof Mounted Sign Cabinet with Lexan face: Lamps: (16) F96DHO Ballasts: (4) FR496D
2	100B Route 9 West Chesterfield, NH	(1) 16" X 120" Wooden building sign (2) 12" X 70" Aluminum tenant sign panels
4	1271 Hooksett Road Hooksett, NH	(1) 3' X 23' Electric Fluorescent wall mounted sign cabinet: Lamps: (9) F96DHO, (3) F84DHO Ballasts: (1) FR468D, (1) FR668D (1) 1' X 4' under-canopy Lamps: (2) F84DHO Ballasts (1) ASB 0412-24
5	IGA Shopping Plaza 17 Pleasant Street Berlin, NH	(1) 42.25" X 15' Electric Fluorescent Sign Cabinet: Lamps: (6) F96DHO, (3) F84DHO Ballast (2) ASB 2040-24 Pylon signs (2) 36" x 72" Aluminum Faces
6	Pick N Pay 738 Islington Street Portsmouth, NH	(1) 3' X 23' Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F96DHO, (3) F84DHO Ballasts: (1) FR468D, (1) FR668D
7	Globe Shopping Center 784 Meadow Street Littleton, NH	(1) L.E.D Wall mounted channel letter set. (5) compact 60 power supply (534) CL4 blue mini LED module
8	Claremont Market Place 367 Washington Street (Route 103) Claremont, NH	(1) 36" X 24" Wall Mounted Sign Cabinet: Lamps: (6) F96DHO, (3) F84DHO Ballasts: (3) FR488D
10	68 Elm Street Manchester, NH	(1) 2'x8' Electric Fluorescent wall mounted sign cabinet: Lamps: (4) F96DHO, (4) F84DHO Ballasts: (1) FR468D
11	12 Centerra Parkway Lebanon, NH	Low Voltage Energy Efficient LED Sign Cabinet with Logo: Matt Black Aluminum sign cabinet internally illuminate with Low Voltage Energy Efficient White LEDs 12 Volt DC Low Voltage Power Supplies 20 Amp Toggle Switches, Matt Black Aluminum Face Retainers, Face color reverse cut high performance Matt Black Vinyl, Interior of sign (white)
12	Senter's Marketplace, Unit #1 Route 25, 12A Main Street Center Harbor, NH	(1) 2'x16' Aluminum Non-illuminated pan face sign Roof mounted
13	481 High Street Somersworth, NH	12" Gemini Plastic letter Set
14	Ridge Market Place 170 Market Place Blvd, Unit #1 Rochester, NH	(1) 3' X 22' Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F96DHO, (3) F84DHO Ballasts: (1) FR468D, (1) FR688D

Store #	Store Address:	Sign Description:
15	6 Ash Brook Court Keene, NH 03431	(1) 74" X 80" Electric Fluorescent wall mounted sign cabinet: Lamps: F96DHO, F84DHO, F120DHO (1) Electric Double sided sign cabinet
16	Butson's Complex 1 Forest Street Woodsville, NH	(1) 3' X 22' Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F96DHO, (3) F72DHO Ballasts: (1) ASB 1224-24. (1) 48" X 64.25" Double sided electric pole mounted sign cabinet: Lamps: (4) F60DHO Ballasts: (1) ASB 1224 -24
18	16 Metallack Place Colebrook, NH	(1) 56" X 6' Double sides Electric Fluorescent Sign Cabinet: Lamps: (4) F60DHO Ballasts: (1) ASB 2040-24 (1) 30" X 22' Electric Fluorescent Sign Cabinet: Lamps: (8) F84DHO Ballast (3) ASB 2040-24
19	22 Ridge View Lane Plymouth, NH	(1) 4' X 4' Logo Fluorescent Wall Mount logo: Lamps: (4) F48DHO Ballasts: (1) ASB 0620-24. Neon Wall 24" Univ Roman caps - LIQUOR STORE w/12" script New Hampshire. (3) 15/30 transformers. (1) 3' X 8' Double Sided pylon sign: Lamps: (3) F96DHO Ballasts: (1) ASB 1224-24
21	Peterborough Plaza, Suite #1 19 Wilton Road Peterborough, NH	(1) 72" X 78" Illuminated logo with white lexan face and 3m vinyl copy Illumination with white LEDs 18" LED channel letter set on raceway; white plexi faces and blue returns and blue mylar trim.
22	44A Route 13 Brookline, NH	Awning
23	234 White Mountain Highway Suite 9 Conway, NH	(1) 30"x 12" Alum. Non-illuminated Pan Face Sign with HP Vinyl Lettering mounted in 1"x1" bronze tube frame Road sign: (1) 20" X 63" Alumacore (one on each side of sign)
27	Market Place Plaza 300 Main Street Nashua, NH	(1) internally illuminated: 12" X 10' wall mounted Sign Cabinet: Lamps: (1) F120DHO Ballasts: 256-272-800, 16" & 13" neon channel letters (2) 7500-30 transformers.
28	186 Ocean Blvd Seabrook, NH	(1) 2' X 16' Electric Fluorescent wall mounted sign cabinet: Lamps – (4) F96DHO Ballasts: (1) FR496D

Store #	Store Address:	Sign Description:
30	Market Basket Plaza 21 Jones Road, Suite #6 Milford, NH 03055	(1) 3' X 22' Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F96DHO, (3) F84DHO Ballasts: (1) FR468D, (1) FR688D
32	Westside Plaza 40 Northwest Boulevard Nashua, NH	(1) 3' x 24' Electric Fluorescent wall mounted sign cabinet: Lamps: (9) F96DHO Ballasts: (1) FR696D, (1) FR396D
33	North Side Plaza 1100 Bicentennial Drive Manchester, NH	Front, Gable End and Rear Signs are Low Voltage Energy Efficient LED Aluminum Raceway signs with Low Voltage Energy Efficient White LED Illuminated Channel Letters. 12 Volt DC Low Voltage Power Supplies 20 Amp Toggle Switches, 5" Deep Aluminum Returns (Dark Blue), Interior of Letters (White), 1" Trim Cap (Dark Blue) (2) 11.75" X 122" Lexan Sign panels in street directory sign.
34	Rockingham Mall 92 Cluff Crossing #4 Salem, NH	(1) 3' x 8' Electric Fluorescent wall mounted sign cabinet: Lamps: (3) F72DHO Ballasts: (1) FR472 Road sign has Double Sided. w/top section fluorescent. Lamps: (12) F84CWHO Ballasts: (3) FR888D, Lower section has exposed neon OPEN (9/30 transformer). Reader board: Lamps: (12) F48CWHO Ballasts: (3) FR668D
35	15 Antrim Road, Suite #1 Hillsboro, NH	(1) 24"x 19' Electric Fluorescent wall mounted sign cabinet: Lamps: F120DHO (1) 30"x12" Electric Fluorescent wall mounted sign cabinet: Lamps: F96DHO, F72DHO
37	Butson's Marketplace 199A Main Street Lancaster, NH	(1) 18" X 80" Electric Fluorescent wall mounted sign cabinet: Reads: New Hampshire Lamps: (2) F72DHO Ballasts: (1) FR458D. (1) 2' X 10' Electric Fluorescent wall mounted sign cabinet: Reads: Liquor & Wine Outlet Lamps: (2) F120DHO - Ballasts:(1) FR468D

Store #	Store Address:	Sign Description:
38	605 Route 1, Bypass South Portsmouth, NH	(1) 2' X 12' Electric Fluorescent wall mounted sign cabinet: Lamps: (2) F64DHO, (2) F84DHO Ballasts: (1) FR486DR (3) 5' X 22' Electric Fluorescent single flex face pole at traffic circle: Each has Lamps: (12) F96DHO, (6) F84DHO, Ballasts: (3) FR688D
39	35 Center Street Wolfeboro, NH	(1) 21" X 12' Sandblasted wall mounted sign
40	32 Ames Plaza Lane, Unit #2 Walpole, NH	(1) 20"x 120" Electric Fluorescent wall mounted sign cabinet: Lamps: (2) F120DHO Ballasts: (1) FR472D
41	Southgate Plaza 380 Lafayette Road, Units D & E Seabrook, NH	(1) 3' X 22' Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F96DHO, (3) F84DHO Ballasts: (1) FR468D
42	Old Province Common 71 Route 104 Meredith, NH	Converted Sign cabinet from Fluorescent to Energy Efficient LED (1) 48" X 20' x 3/16" fully decorated NHLC logo sign face (1) 48" X 20' Energy Efficient White L.E.D. module lighting panel sys.
44	325 NH Route 104, Suite #11 New Hampton, NH	(1) 30" X 12' Electric Fluorescent wall mounted sign cabinet: Lamps: (2) F84DHO, (2) F64DHO Ballasts: (1) FR466DR. (1) 4' X 97" road sign Double Sided Electric Fluorescent, Lamps: (4) F96DHO Ballasts: (1) FR488D
47	165 Main Street, Unit 6 Lincoln, NH	(1) 40"x 144" Single Sided non-illuminated raised router cut 3-D wall mounted sign made with maintenance free 3/4" thick PVC with 1/2" raised boarder, logo and lettering. (2) 24" X 8' Single Sided non-illuminated wall mounted sign made from Dibond Aluminum on a 1 X 1 steel square tube welded frame. Decorated face with high performance vinyl lettering.
48	849 Brattleboro Road Hinsdale, NH	(1) 3' X 20' Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F120DHO Ballasts: (2) FR488D 6' X 8' Double sided Electric Fluorescent Wall Mounted Sign Cabinet Lamps: (8) F72DHO Ballasts: (1) FR468D

<u>Store #</u>	<u>Store Address:</u>	<u>Sign Description:</u>
49	Market Basket Plaza 32 Plaistow Road, #2A Plaistow, NH	Front Sign: Low Voltage Energy Efficient LED channel Letter/Logo set Serif Font – 1/8” Acrylic Faces, 1” Trim Cap, 1 Stroke LEDs, 5” deep .040 returns, .040 white backs, fully assembled .063 Aluminum raceway, letters wired and mounted with disconnect switch. 120 Volt LED Transformer, U.L. Labeled as shown. Rear sign: (facing I-89): Channel neon on raceways: 6” X 94” cabinet on raceway: & Wine Outlet, (2) 9K/30 transformers
50	Willow Springs Plaza 294 Daniel Webster Highway Nashua, NH	(2) Wall mounted sets same display: Each 4’ X 4’ fluorescent box w/ Lamps: (4) F48DHO Ballasts: (1) ASB 0816-24
51	Route 38 Pelham, NH	(1) 3’ X 20’ Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F72DHO, (3)F108DHO, Ballasts: (1) ASB 2436-46, (1) ASB 2032-34
52	Androscoggin Plaza 159 Main Street Gorham, NH	(1) 3’ X 22’ Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F96DHO Ballast: (3) ASB 1224-24. (1) 2’ X 8’ Double sided electric Fluorescent sign cabinet between 2 poles
53	Market Basket Shopping Center 212 Lowell Road Hudson, NH	(1) 3’ X 20’ Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F72DHO, (3) F108DHO, Ballasts: (1) ASB 2032-34, (3) ASB 2436-46
54	65 Route 302 Glen, NH	(1) 2’x8’ PVC Non-illuminated Wall mounted Pan Face sign
55	9 Leavy Drive Bedford, NH	Fluorescent Cabinet/Channel Letter Set (1) 1’ X 10’ Cabinet Lamps: (1) F120DHO
56	18 Weirs Road Gilford, NH	(1) 2.5’ X 143.38’ X 5’ Low Voltage Internally Illuminated Sloan L.E.D Wall Mounted UL listed sign cabinet: Made from 1 X 1 steel square tubing frame wrapped with .040 bronze aluminum with a 3/16 Lexan sign face fully decorated with high performance vinyl
57	Indian Mound Shopping Center 240 Route 16B Center Ossipee, NH	(1) 30” X 12’ Electric Fluorescent wall mounted sign cabinet: Lamps: (2) F84DHO, (2) F84DHO Ballasts: (1) FR488
58	Shop N Save Plaza 605 Mast Road Goffstown, NH	43”/32” Wall Mount Channel Letter Set - neon caps LIQUOR: (2) 12/30 transformers: 4’ X 5’ Neon Wall cabinet & Wine Outlet (2) 12k PBKM transformers

<u>Store #</u>	<u>Store Address:</u>	<u>Sign Description:</u>
59	Merrimack Shopping Center 6 Dobson Way, Suite A Merrimack, NH	Low Voltage Energy Efficient LED signs: Aluminum raceway signs with low voltage energy efficient white LED illuminated channel letters. 12 Volt DC low voltage power supply, 20 Amp Toggle switch 5” deep aluminum returns and 1” trim cap are (Dark blue), interior of letters (white)
60	265 Plainfield Road West Lebanon, NH	Front Sign: Low Voltage Energy Efficient LED 24” channel Letters Wines & Spirits w/Logo: Serif Font – 1/8” Acrylic Faces, 1” Trim Cap, 1 Stroke LEDs, 5” deep .040 returns, .040 white backs, fully assembled .063 Aluminum raceway, letters wired and mounted with disconnect switch. (2) 15/30 transformers, (1) 75/30 transformer, Rear sign: (facing I-89): Channel neon on raceways: 6” X 94” cabinet on raceway: & Wine Outlet, (2) 9K/30 transformers
61	137 Rockingham Road Londonderry, NH	Two 6’ plexi single-faced LED face-lit logo pill. “OUTLET” reverse cut white 3M vinyl applied. One set of 2’ LED channel letters, plexi with 3M vinyl outline and 6’ logo pill
62	Raymond Shopping Center 11 Freetown Road, Route 27 Raymond, NH	(1) 30” X 22’ Electric Fluorescent wall mounted sign cabinet: Lamps: (3) F72DHO, (3) F96DHO Ballasts: (1) FR688D, (1) FR458D (1) 16” X 12’ Electric Fluorescent wall mounted sign cabinet: Lamps: (2) F84DHO, (2) F64DHO Ballasts (1) ASB 2040-24
63	30 Warwick Road, Suite 1 Winchester, NH	(1) 30” X 22’ Electric Fluorescent roof mounted sign cabinet: Lamps: (9) F96DHO Ballasts: (2) ASB 200-24 and (1) FR488D
64	New London Shopping Center 293 Newport Road New London, NH 03257	TBD
65	Center at Campton Corners 25 Vintinner Road Campton, NH	(1) 2’x16’ .040 Aluminum Non-Illuminated wall mounted Pan face sign Bronze tube trim HP vinyl letters
66	I-93 North Route 3A Hooksett, NH	30” formed plastic letter set STATE LIQUOR STORE, 18” formed plastic LOTTERY TICKETS both sets of letters are painted
67	I-93 South 25 Springer Road Hooksett, NH	30” formed plastic letter set STATE LIQUOR STORE, 18” formed plastic LOTTERY TICKETS both sets of letters are painted

Store #	Store Address:	Sign Description:
68	Village Shopping Center 69 Lafayette Road North Hampton, NH	(1) 4' X 16' (2) F84DHO, (2) F64DHO – (1) ASB 2040-24 ballast Lamps: (6) F96DHO Ballasts: (2) ASB 1632-24
69	25 Coliseum Avenue Nashua, NH	(1) single face ground sign – 8 ½" Channel letters and 30" X 35" logo flush mounted to face, 4" deep white aluminum returns with 1" white trim cap, White acrylic faces. Letters populated by UL listed white sloan modular 60 LEDs, 12 volt DC low voltage power supply (2) mounted raceways with Logo and lettering, 5" deep aluminum red on white returns inter of letters white, Acrylic faces, 1" red trim cap, letters populated with low voltage loan red LEDs and 12 volt DC low voltage power supply, 20 Amp toggle switch.
71	60 Calef Highway, Unit #4 Lee, NH	(1) 30" X 22' Electric Fluorescent wall mounted sign cabinet: Lamps: (6) F120DHO Ballasts: (1) FR458D, (1) FR688D
72	100 Fort Eddy Road Concord, NH	Low voltage Energy Efficient white LED illuminated channel letter/logo set. 5" deep Aluminum returns (Dark blue), interior of letters (white) 1" trim cap (Dark blue), 12 volt DC low voltage power supply, 20 Amp toggle switch.
73	I-95 South Hampton, NH	(1) 28" X 17.25" Neon Channel Raceway Mounted (1) 30" X 10' Long Roof Mount Electric Cabinet (1) 36" X 71" Long Sandblasted wall mount (1) 30.5" X 143" Electric Fluorescent wall mounted sign cabinet: Lamps: (2) F48DHO, (2) F96DHO 30" Neon channel letter set raceway mounted
74	Market Basket Plaza 16 Michele's Way, Unit #4 Londonderry, NH	(1) 2'x12.5' Int. Durinotic Bronze Finish Alum. Illuminated Wall sign, High Output Lamps and ballast. Lexan sign face with HP vinyl letters Lamps: (4) F72DHO
76	I-95 North Hampton, NH	24" Neon channel letter set "NH STATE LIQUOR OUTLET" (2) 9/30 and (4) 12/30 transformers 18" Neon channel letter set "Wine Specialty Store" (2) 15/30 transformers. Neon channel letter set "Lottery Tickets" Sets stud mounted letter set "Rest Rooms" E.M.C. 52" X 8'
77	Cheshire Marketplace, Unit 7 497 US Route 202 Rindge, NH	(1) 3' X 20' Electric Fluorescent Wall Mount Sign Cabinet: Lamps: F120DHO, Uses (4) transformers

Store #	Store Address:	Sign Description:
78	416 Emerson Avenue, Unit #6 Hampstead, NH	(1) 2' X 7' Single Sided Non-Illuminating Wall mounted Sign Face Made from ¾" thick PVC with ½" raised boarder, Logo & lettering
79	5 Brickyard Square Epping, NH	(1) single faced Logo and (4) single faced internally illuminated cabinets on two pylon signs; 1 set of LED Channel Letters with Logo
81	Pembroke Crossing Plaza 619 Sand Road Pembroke, NH	One set of 2' and 1' 10" LED channel letters reading Liquor & Wine Outlet installed on right side elevation. Letters are mounted on a raceway and raceway is mounted to wall. Faces are white with burgundy outline. Two 7' x 8' 4" LED illuminated logos with acrylic faces and 3M vinyl graphics applied. Logos to be installed in peaks. Two 5' x 14' single face LED illuminated cabinets with Flex faces and 3M vinyl graphics applied. Signs are installed on three poles set in concrete in a V shaped manner.
82	14 Nichols Mills Lane Warner, NH	(2) 8'x9' 6" LED Illuminated Logos. Faces are Lexan with 3M vinyl. (1) 4'-2" x 51' custom single faced internally illuminated channel letters on custom roof brackets reading "Liquor & Wine Outlet" (1) 2'-10"x 23'-6" custom single faced internally illuminated channel letters on custom roof brackets reading "New Hampshire"
83	929 Suncook Valley Road Epsom, NH	TBD
84	80 Market Street Tilton, NH 03246	TBD