

## **REQUEST FOR BID PROPOSALS**

### **Proposal for Automatic Door Repair and Replacement Services at Various State Liquor Stores**

#### **GENERAL INFORMATION:**

RFP Issue Date: Friday, June 15, 2007

Proposal Number: RFP Door Services 2007-2010

Deadline for Bid Submission: Monday, July 2, 2007 at 9:00 a.m.

Date of Bid Opening: Monday, July 2, 2007 Time of Bid Opening: 9:30 a.m.

Bids must be received at the New Hampshire State Liquor Commission Main Office before 9:00 a.m. on Monday, July 2, 2007. Bids received after this time will **NOT** be accepted.

Bids must be made on the enclosed bid form and must be typed or clearly printed in ink, and signed. Corrections must be initialed.

Bids that are not complete or are unsigned will not be considered.

Faxed Bids will **NOT** be accepted.

Bids will be made public at the time of the opening. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

#### **PLEASE NOTE:** For bid opening return:

Return the Completed Bid Package with the following sheet completed and signed, in a sealed manila envelope with the following indicated on the exterior of the envelope:

**"Proposal for Door Services, Concord, NH ---  
--- RFP – Door Services 2007-2010"**

If sending through the mail, send to: NHSLC, P.O. Box 503, Concord, NH 03302-0503

If sending via another carrier, send to: NHSLC, 50 Storrs Street, Concord, NH 03301

**PLEASE DIRECT ANY QUESTIONS REGARDING THIS PROPOSAL TO: John Tower, Maintenance Engineer, PHONE: 271-1710**

**PROPOSAL FOR: Proposal for Automatic Door Repair and Replacements Services**

*Unless specifically deleted by the N.H. State Liquor Commission, the following General Terms and Conditions apply to this Proposal and any resulting Contract.*

**GENERAL CONDITIONS FOR BIDDING AND CONTRACTS FOR MATERIALS, EQUIPMENT AND SUPPLIES**

**NATURE OF PROPOSAL AND ELIGIBILITY TO BID.**

The proposal is submitted in accordance with Chapter 21-1 and Chapter 8, and rules promulgated thereunder, and constitutes a firm and binding offer. The determination of whether a bid proposal may be withdrawn is solely at the discretion of the N.H. State Liquor Commission. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five days of the date of bid opening, and the bidder establishes that the bid contains a material mistake, and that the mistake occurred despite the exercise of reasonable care.

Proposals may be Issued only by the N.H. State Liquor Commission to authorized vendors and are not transferable.

**SAMPLES AND DEMONSTRATIONS.** When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstrations purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the State. Said demonstrations units shall not be offered to the State as new equipment.

**BIDS.** Bids must be received at the N.H. Liquor Commission before the date and time specified for the opening. Bids must be made on the official bid proposal and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling. Bids that are not complete or unsigned will not be considered.

Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

**SPECIFICATIONS.** Vendors must bid on items as specified. Any proposed changes must be detailed in writing and received at the N.H. Liquor Commission at least five (5) days prior to the bid opening. Vendors shall be notified in writing if any changes to bid specifications are made. Verbal agreements or instructions from any source are not authorized.

**AWARD.** The award will be made to the responsible bidder meeting specifications at the lowest cost unless other criteria are noted in the proposal. Unless other criteria are noted in the proposal, the award may be made by individual items. The State reserves the right to reject any or all bids or any part thereof.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received with respect to price, award will be made by drawn lot.

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of invoice, whichever is later.

**DELIVERY.** If the vendor fails to furnish items and/or service in accordance with all requirements, including deliver, the State may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the State for any excess costs. If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered

accepted until compliance with these rules has been established State personnel signatures on shipping documents shall signify only the receipt of shipment.

**INVOICING.** All invoices must be in triplicate showing Order number, Unit and Extension Prices and Discounts Allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

**PATENT INFRINGEMENT:** Any bidder who has reason to believe that any other bidder will violate a patent should such bidder be awarded the contract shall set forth in writing, prior to the date and time of bid opening, the grounds for his belief and a detailed description of the patent.

**ASSIGNMENT PROVISION.** The bidder/vendor hereby agrees that it will assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which affect the price of goods or services obtained by the State under this contract if so requested by the State of New Hampshire.

**TOXIC SUBSTANCES.** In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

**SPECIFICATION COMPLIANCE.** The vendor may be required to supply proof of compliance with bid specifications. When requested, the vendor must immediately supply the N.H. State Liquor Commission with certified test results or certificates of compliance. When none are available, the State may require independent laboratory testing. All costs for such testing, certified test results or certificate of compliance shall be the responsibility of the vendor.

**FORM OF CONTRACT.** The terms and conditions set forth on the following pages are part of the proposal and will apply to any contract awarded the bidder unless specific exceptions are taken and accepted by the N.H. State Liquor Commission.

**OFFER.** The undersigned hereby offers to sell to the State of New Hampshire the commodities or services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

**Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**THIS BID IS NOT VALID UNLESS SIGNED BY A PERSON  
AUTHORIZED TO LEGALLY BIND THE BIDDER.**

\_\_\_\_\_  
Type or Print Name and Title

**EXHIBIT A - PART ONE**  
**SCOPE OF SERVICES (cont'd.)**

**A. SCOPE OF SERVICES:**

1. The State of New Hampshire Liquor Commission proposes to enter into an agreement with a contractor to provide automatic door repair and replacement services. Locations are listed in Exhibit A – Part Two, the listing of stores provided within is subject to change, if at any time a store is closed, opened, or relocated, they shall be considered part of this contract.

THIS CONTRACT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE DOOR REPAIR AND REPLACEMENT SERVICES AT LOCATIONS LISTED AND DESCRIBED HEREIN.

2. The Bidder must be able to provide door repair/replacement services and maintenance.
3. It is the responsibility of the bidder to contact the Liquor Commission Maintenance Supervisor - John Tower at 271-1710 for information regarding the types of doors used at the locations listed herein.
4. The Bidder must be able to demonstrate that they have an adequate stock of spare parts that are subject to frequent replacement, located within a reasonable distance of where the work is to be performed.
5. The following are particular specifications which must be offered by any potential vendor bidding to provide such services:
  - a. The Bidder shall be available seven days per week and on call 24 hours per day in the event an emergency arise. For normal service calls, vendor shall be expected to be at the Liquor Commission Store location for the repair service within 24 hours from the time of the call.
  - b. Work shall consist of, but not limit to, the repair, modification or additional doors and related equipment.
  - c. Major repair services will require an estimate being submitted to the New Hampshire Liquor Commission. The cost of providing the estimate will be at no charge to the Commission.
  - d. If any one-service call is estimated to be more than a total of \$500.00, the Bidder must contact the Administrative Offices prior to any work being started. The contacts for this type of authorization are; Maintenance Engineer, John Tower 271-1710 or whomever he assigns. When calling, the Bidder must provide the cost of materials and labor before authorizations will be given. In the case of an emergency where the contacts cannot be reached, the vendor must then contact the administrative offices at the earliest possible convenience.

1. The State reserves the right to hire equipment other than the Contractor if the Contractor's equipment does not report ready for service within one (1) hour of the time ordered. When such equipment, other than the Contractor's is employed, any expense incurred above the contract price shall be borne by the Contractor and such additional expense shall be deducted from any money due the Contractor.
2. **Caution to Bidders:** The door repair and replacement services called for by this solicitation are critical to the needs of the New Hampshire State Liquor Commission. All contractual requirements will be strictly enforced. Any Contractor receiving an award hereunder will be held fully responsible for proper performance of contract requirements. The Liquor Commission expects a high standard of cleanliness and professionalism in performance of this contract. It is expected that an initial extra effort on the part of the Contractor will be provided to create and maintain a condition of excellence meeting the requirements of the Liquor Commission and their representative who shall be the sole judge of the level of excellence expected.
3. **Upon arrival at the site the Contractor shall sign in with the manager of the store or person in charge and after each scheduled, before leaving the job site present a written summary of the work performed and obtain the State's signature thereon. (time of day must be written in and manager must initial at time of arrival and again at time of departure)**

**EXHIBIT A - PART ONE**

**SCOPE OF SERVICES (cont'd.)**

4. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall conduct his work so as to interfere as little as possible with State business, determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
5. The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
6. The Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work, labor, and equipment to be done and furnished under this contract, shall be done and finished strictly pursuant to, and in conformity with the specifications described herein and any directions of the State representatives as given from time to time during the progress of the work, under the terms of this contract.
7. The Contractor shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.
8. The Contractor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work being done is different from what was estimated or expected, or account of the weather, elements or other causes.
9. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
10. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.

**B. INVOICING:**

1. All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.
2. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
3. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the RFP. The State of New Hampshire Liquor Commission does not pay late charges or interest.

**C. INSURANCE:**

1. The bidders shall furnish to the Contracting Officer, prior to the start of any work, insurance certificates for comprehensive general liability, automobile liability and worker's compensation in accordance with the following:
  - a. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident; and
  - b. Fire and extended coverage insurance covering all property which has been received from the State or purchased with funds provided for that purpose under this agreement.
  - c. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.

**EXHIBIT A - PART ONE**  
**SCOPE OF SERVICES (cont'd.)**

**D. BIDS**

1. If sub contractors are to be utilized, please include information regarding the proposed subcontractors including the name of the company, their address and three references with contact personnel for each sub-contractor.
2. Bidders shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Bids should encompass all criteria set forth in this RFP.
3. Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall only be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.
4. The time and effort expended in bid preparation is entirely the responsibility of the bidder.
5. Before submitting a bid, each vendor is encouraged to visit the sites and be familiar with the equipment and pertinent local conditions, such as location, accessibility and general character of the buildings. The act of submitting a bid is to be considered full acknowledgement that the vendor has inspected the sites and is familiar with the conditions and requirements of these specifications. Arrangements to look at these locations must be made prior to bidding by contacting John Tower at telephone number 271-1710.
6. All Bidder correspondence and submittal shall be sent to :

State of New Hampshire  
Liquor Commission  
P. O. Box 503  
Concord, NH 03302-503  
Attn: Tina Demers

Questions can also be sent via e-mail to [tdemers@liquor.state.nh.us](mailto:tdemers@liquor.state.nh.us).

**E. NON-COMMITMENT OF THE STATE:**

1. The solicitation of bids by this RFP does not commit the State of New Hampshire Liquor Commission to award a contract or to pay costs incurred in the preparation of a bid proposal.
2. The State of New Hampshire Liquor Commission reserves the right to accept, reject any or all proposals received in response to this RFP, or to cancel this RFP entirely if it is in the best interest of the State.
3. The State of New Hampshire Liquor Commission reserves the right to waive any informality in bid proposal content. However, failure to furnish all information requested may disqualify the bid.

**F. TERMINOLOGY:**

1. "Contractor" refers to any individual, partnership or agency which responds, in writing, to this RFP. "State refers to the State of New Hampshire; "NHSLC" refers to the New Hampshire State Liquor Commission.
2. "Contract" is the resulting contract entered into between the NHSLC and the successful Bidder.

**G. TERM:**

1. The term of the contract shall be effective upon Governor and Executive Council Approval through August 31, 2010. Upon completion of the terms, if the vendor notifies the Liquor Commission by an instrument in writing and both parties here to agree this contract may be amended for an additional Two-year term upon approval of the Governor and Executive Council of the State of New Hampshire.

**EXHIBIT A - PART ONE**  
**SCOPE OF SERVICES (cont'd.)**

**H. EVALUATION CRITERIA:**

1. The Liquor Commission will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
2. The Liquor Commission will select the bid proposal most advantageous to the State for award; the resulting contract to be executed by the Commission subject to approval by the Attorney General's Office and Governor and Executive Council, as required.
3. Failure of the bidder to provide any information requested by the RFP may result in disqualification of the bid.
4. The criteria to be used in the evaluation of the bid proposals is as follows:
  - a. The ability of the bidder to meet the minimum specified requirements contained in Exhibit A – Part 1.
  - b. The overall costs of the proposal satisfying the requirements contained in Exhibit A.
5. Bids will only be considered from Contractors that have a minimum of three years of successful experience providing door repair and replacement services. The Contractor shall be required to demonstrate that they have successfully completed these type services for clients of the same size and magnitude for a minimum of three years. Failure to demonstrate this experience will be grounds for bid rejection.
6. The Commission will make the decision for selection of a Bidder. Proposals will be evaluated for purpose of award by the New Hampshire Liquor Commission. The selected Bidder will be notified in writing.
7. NHSLC may cancel this RFP, or reject proposals at any time prior to an award.
8. Bid award for the services requested under these specifications will be based upon capacity to perform, capacity of the state to monitor and enforce performance, availability of resources to perform services, and price.
9. The State reserves the right to reject any or all bids or any part thereof as deemed to be in the best interest of the state.
10. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the New Hampshire Attorney General Office and Governor and Executive Council.

**I. AWARD:**

1. The bid shall be awarded to the lowest bidder meeting all the specifications listed within. The gross bid must be the exact additive total of the bid for all requirements. The State reserves the right to remove one or more locations from the project at the price quoted in the bid with the remaining locations serviced at the individually quoted prices.

**EXHIBIT A - PART ONE**  
**SCOPE OF SERVICES (cont'd.)**

**J. Bidder's Representatives:** The Bidder shall be required to supply the Contracting Officer with the name and telephone number of the Bidder's representative who will be on call incase of emergency twenty-four (24) hours a day.

**Name, address, and telephone number of Bidder's agent who is on twenty-four-(24) hour call.**

Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

**K. References:** Please list three references and contact persons that your firm has performed similar work for.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT A – PART TWO****LOCATIONS**

<b>ST</b>	<b>LOCATION</b>	<b>MANAGER</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>WEEKDAY HOURS</b>
1	Concord	Lauren Cordeiro	80 Storrs St., Ames Plaza Concord, NH 03302	271-1700	9:00 am - 6:30 pm Thurs & Fri 8:00 pm
2	W Chesterfield	Tammy Solomon	913 Gulf Road West Chesterfield, NH 03466	256-6482	9:00 am - 6:00 pm Friday close 8:00 pm
3	Manchester	Ted Theos	St. Mary's Plaza, 122 McGregor St Manchester, NH 03102-3746	669-5644	9:30 am - 6:30 pm
4	Hooksett	Penny Brady	1271 Hooksett Rd, Hooksett, NH 03106	641-5145	9:30 am - 8:00 pm Friday close 9:00 pm
5	Berlin	Sherry Normand	IGA Shppng Plaza, 17 Pleasant St Berlin, NH 03570	752-1552	9:30 am - 5:30 pm Friday close 6:00 pm
6	Portsmouth	Pam Grondin	Pick N Pay, 800 Islington Street Portsmouth, NH 03801	436-3382	9:00 am - 6:00 pm Friday close 9:00 pm
7	Littleton	Carolyn Aldrich	568 Meadow Street, Globe Shp Ctr Littleton, NH 03561	444-5726	9:00 am - 5:30 pm Friday close 7:00 pm
8	Claremont	Becky Lohmann	Claremont Market Place, 367 Washington St, (Route 103) Claremont, NH 03743	543-0200	9:30 am - 5:30 pm Friday close 7:00 pm
9	Dover	Mark Ricker	47 Chestnut Street Dover, NH 03820	742-3738	9:30 am - 6:00 pm Friday close 8:00 pm
10	Manchester	Tammy Martin	333 Lincoln Street Manchester, NH 03103-5749	626-0940	M -W 10:00am-6:30pm Th-F 10:00am-8:00 pm
11	Lebanon	Kristie Davis	12 Centerra Parkway Lebanon, NH 03766	643-8979	9:30 am - 6:00 pm Friday close 7:00 pm
12	Center Harbor	Lisa Giovanni	Route 25, 12 A Main Street, Senter's Marketplace, Unit #1 Center Harbor, NH 03226	253-3169	9:00 am - 7:00 pm Friday close 8 pm
13	Somersworth	Darrell Haynes	5 Somersworth Plaza Somersworth, NH 03878	692-2555	10:00 am - 5:30 pm Friday close 7:00 pm
14	Rochester	Art Gerry	Lilac Mall, Route 125 Rochester, NH 03867	332-0378	9:30 am - 6:00 pm Friday close 8:00 pm
15	Keene	Christine Keefe	6 Ash Brook Court Keene, NH 03431	352-1568	9:00 am - 8:00 pm Friday close 9:00 pm
16	Woodsville	Scott Roden	1 Forest St., Butson's Complex Woodsville, NH 03785	747-3471	10:00 am - 5:30 pm Friday close 7:00 pm
17	Franklin	Karen Frink	Franklin Shppng Ctr, 880 Central St. Franklin, NH 03235	934-3523	9:30 am - 5:30 pm Friday close 8:00 pm
18	Colebrook	Sylvia Collins	124 Main Street Colebrook, NH 03576	237-4097	9:30 am - 5:30 pm
19	Plymouth	Steven Willey	494 Tenney Mt Hwy Unit #3 Plymouth, NH 03264	536-3614	9:30 am - 5:30 pm Friday close 7:00 pm
20	Derry	Nancy Dylun	Clearbrook Ctr, 11 Manchester Road Derry, NH 03038	437-2826	10:00 am- 6:00 pm Friday close 8:00 pm
21	Peterborough	Phil Courtad	One Jaffrey Road, Rte 202 Suite 1 Peterborough, NH 03458	924-6671	9:00 am - 6:00 pm Thurs & Fri 7:00 pm
22	Brookline	Larry Hammond	44A Route 13, Brookline, NH 03033	672-8426	M -W 9:00am - 7:00pm Th-F 9:00 am- 9:00 pm

**EXHIBIT A – PART TWO****LOCATIONS**

ST	LOCATION	MANAGER	ADDRESS	PHONE	WEEKDAY HOURS
23	Conway	Cindy Sanborn-Dubey	234 White Mountain Hwy, Suite 9 Conway, NH 03818	447-2782	9:00 am - 6:00 pm Friday close 8:00 pm
24	Newport	Leslie Sampson	Sugar Riv Shp Ctr, 52 John Stark Hwy Newport, NH 03773	863-3550	10:00 am - 5:30 pm Friday close 7:00 pm
25	Stratham	Tricia King	Kings Hgwy Plaza, Kings Highway Stratham, NH 03885	772-2021	10:00 am - 7:00 pm Friday close 8:00 pm
26	Groveton	Madeline Hart	Northumberland Shp Ctr, PO Box 42 Route 3, Groveton, NH 03582	636-1003	Tues. - Fri. 10:00 am - 5:30 pm Closed Monday's
27	Nashua	Joyce McInnis	Market Place Plaza, 300 Main Street Nashua, NH 03060	595-2374	10:00 am - 6:00 pm
28	Seabrook Beach	Colleen Condon	186 Ocean Blvd. Seabrook, NH 03874	474-9441	10:00 am - 7:00 pm Fri. 9:00 am - 8:00 pm
29	Whitefield	Barbara Bolduc	100 Lancaster Road Whitefield, NH 03598	837-2632	10:00 am - 5:30 pm
30	Milford	Jim Bridges	Granite Town Plaza, Suite 6 189 Elm Street, Route 101 West Milford, NH 03055	673-1666	9:00 am - 5:30 pm Friday close 7:00 pm
31	Manchester	Carolyn Hebert	East Side Plaza, 885 Hanover Street Manchester, NH 03104	623-4613	M-W 10:00am-7:30pm Th & Fri close 8:00 pm
32	Nashua	Mike Derderian (Intrim)	Westside Plaza, 40 Northwest Blvd. Nashua, NH 03063	594-4076	9:00 am - 8:00 pm Friday close 9 pm
33	Manchester	Mimi Alberu	North Side Plaza, 31 Hamel Drive Manchester, NH 03104	622-5044	9:00 am - 9:00 pm
34	Salem	Jim Haggis	417 South Broadway Salem, NH 03079	898-5243	9:00 am - 9:00 pm
35	Hillsboro	Monica Wood	15 Antrim Road, Suite #1 Hillsboro, NH 03244	464-3412	10:00 am - 5:30 pm Friday close 7:00 pm
36	Jaffrey	Cheryl Caron	Monadnock Plz, 80 Peterborough St. Jaffrey, NH 03452	532-7291	Monday - CLOSED 10:00 am - 6:00 pm
37	Lancaster	Beverley Roy	Butson's Marketplace, 199A Main St. Lancaster, NH 03584	788-4861	9:30 am - 5:30 pm Friday close 6:00 pm
38	Portsmouth	Richard O'Brien	Portsmouth Circle, 605 US Interstate By-Pass, Portsmouth, NH 03801	436-4806	8:00 am - 9:00 pm Thurs & Fri 10:00 pm
39	Wolfeboro	Stephen Estabrook	35 Center Street Wolfeboro Falls, NH 03896	569-3567	9:00 am - 6:00 pm Friday close 7:00 pm
40	Walpole	James O'Brien	32 Ames Plaza Lane Walpole, NH 03608	756-3916	10:00 am - 5:30 pm Fri 9:30 am - 7:00 pm
41	Seabrook	Mike Regan	Lafayette Boulevard, PO Box 236 Seabrook, NH 03874	474-3362	9:00 am - 6:00 pm Friday close 8:00 pm
42	Meredith	Mark Roy	71 Route 104, Old Province Common Meredith, NH 03253	279-7018	9:00 am - 6:00 pm Fri 9:00 am - 8:00 pm
43	Farmington	Dave Wilson	829 NH Route 11, Unit #2 Farmington, NH 03835	755-3571	10:00 am - 5:30 pm Friday close 7:00 pm
44	Bristol	Joe McLaughlin	20 Lake Street Bristol, NH 03222	744-2484	10:00 am - 5:30 pm Friday close 7:00 pm
45	Pittsfield	Dodie Kidder	6 Water Street Pittsfield, NH 03263	435-6592	10:00 am - 5:30 pm Friday close 7:00 pm

**EXHIBIT A – PART TWO****LOCATIONS**

<b>ST</b>	<b>LOCATION</b>	<b>MANAGER</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>WEEKDAY HOURS</b>
46	Ashland	Rick Risteen	46 North Main Street Ashland, NH 03217	968-7556	10:00 am - 5:30 pm Friday close 7:00 pm
47	N Woodstock	Cindy Ham	No. Woodstock Plz, Box 11 No. Woodstock, NH 03262	745-8922	10:00 am - 6:00 pm Friday close 8:00 pm
48	Hinsdale	Muriel Faulkner	Route 119, Box 114 Hinsdale, NH 03451	256-8637	9:00 am - 5:30 pm Friday close 7:00 pm
49	Plaistow	Kathleen Smith	9 Plaistow Rd. Shaw's Plaza Plaistow, NH 03865	382-8511	9:00 am - 8:00 pm Friday close 9:00 pm
50	Nashua	Richard Taylor	So. Gate Shppng Mall, 269 DW Hwy Nashua, NH 03060	888-0271	9:00 am - 9:00 pm
51	Pelham	Chris Kulick	Route 38, PO Box 10 Pelham, NH 03076	635-7551	9:00 am - 6:00 pm Friday close 8:00 pm
52	Gorham	Sudie Francoeur	159 Main Street, Androscoggin Plaza Gorham, NH 03581	466-3367	9:30 am - 5:30 pm Friday close 7:00 pm
53	Hudson	Walter Merrill	Market Basket Shp Ctr, 212 Lowell Rd Hudson, NH 03051	889-0549	10:00 am - 6:00 pm Friday close 8:00 pm
54	Glen	Bob Hill	Route 302 PO Box 166, Glen, NH 03838	383-9000	9:30 am - 6:00 pm Friday close 8:00 pm
55	Bedford	Lisa Gosselin	Bedford Grove Plz, Ste 2, 5 Colby Court Bedford, NH 03110	627-5878	9:00 am - 9:00 pm
56	Gilford	Ronald Gaudette	Airport Plaza, 9D Lake Shore Drive Unit #1, Gilford, NH 03246	524-6083	9:00 am - 6:00 pm Friday close 8:00 pm
57	Ossipee	Matthew Kresco	Indian Mound Shp Ctr, 240 Rte 16B Center Ossipee, NH 03814	539-2010	10:00 am - 5:30 pm Friday close 7:00 pm
58	Goffstown	Ben Mooney	Shop N Save Plaza, 605 Mast Road Goffstown, NH 03102	626-4725	10:00 am - 6:00 pm Friday close 8:00 pm
59	Merrimack	Nancy Bartlett	Shaws Shppng Ctr, 356 DW Highway Merrimack, NH 03054-4131	424-2521	10:00 am - 6:00 pm Friday close 8:00 pm
60	W Lebanon	Chris Miller	Powerhouse Plaza, Unit #3 10 Benning Drive 12A West Lebanon, NH 03784	298-8629	9:00 am - 8:00 pm
61	Fitzwilliam	Jim Hunt	Route 12 & 119, PO Box 111 Fitzwilliam, NH 03447	585-2225	10:00 am - 5:30 pm Wednesday- CLOSED Friday close 7:00 pm
62	Raymond	Michelle Markiewicz	Raymond Shp Ctr, Route 27, RFD 2 Raymond, NH 03077	895-2286	10:30 am - 5:30 pm Fri 9:00 am - 6:30 pm
63	Winchester	Barbara Bastille	Suite 1, 30 Warwick Road Winchester, NH 03470-2819	239-6223	10:00 am - 5:30 pm Friday close 7:00 pm
64	New London	Pat Cheney	New London Shppng Ctr, Route 11 PO Box 464, New London, NH 03257	526-6868	9:30 am - 5:30 pm Friday close 7:00 pm
65	Campton	Bob Margeson (Itrim)	Center at Campton Corners, 25 Vintinner Road, Campton, NH 03223	726-2901	10:00 am - 7:00 pm Friday close 10:00 pm
66	Hooksett	Rich Gulla	I-93 North, Route 3A, PO Box 16296 Hooksett, NH 03106	485-5663	8:00 am - 9:00 pm Fri close 10:00 pm
67	Hooksett	Dan Mercier	I-93 South, 25 Springer Road Hooksett, NH 03106	485-5816	9:00 am - 9:00 pm

**EXHIBIT A – PART TWO****LOCATIONS**

<b>ST</b>	<b>LOCATION</b>	<b>MANAGER</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>WEEKDAY HOURS</b>
68	N Hampton	John Reardon	69 Lafayette Road, Village Shppng Ctr North Hampton, NH 03862	964-6991	10:00 am - 7:00 pm Friday close 8:00 pm
69	Nashua	Craig Boudreau	27 Coliseum Avenue Nashua, NH 03063	882-4670	9:00 am - 9:00 pm
70	Swanzey	Jacob Goreki (Intrem)	Rte 12, Troy Rd, 37 Monadnock Hwy Wilbur's Market Place Swanzey, NH 03431	357-0693	10:00 am - 6:00 pm Thurs & Friday 10:00 am - 7:00 pm
71	Lee	Bernadette Turcotte	60 Calef Highway, Unit #4 Lee, NH 03824	868-7176	9:30 am - 6:00 pm Friday close 8:00 pm
72	Concord	Eric Swenson (Intrem)	100 Fort Eddy Road Concord, NH 03301	271-1725	9:30 am - 6:00 pm Friday close 8:00 pm
73	Hampton- S	Michael O'Connor	I-95 South, PO Box 1993 Hampton, NH 03843	926-3272	8:00 am - 9:00 pm
74	Londonderry	Bernard Baronas	Market Basket Plaza, 34 Nashua Rd. Londonderry, NH 03053	432-0270	9:00 am - 8:00 pm Friday close 9:00 pm
75	Belmont	Kathi Clough	15 Old State Road, Unit 1 Belmont, NH 03220	528-2170	9:30 am - 5:30 pm Friday close 7:00 pm
76	Hampton- N	Michael Lafond	I-95 North, PO Box 2081 Hampton, NH 03843-2081	926-3374 Fax:926-8803	8:00 am - 9:00 pm Thursday & Friday close 10:00 pm
77	Rindge	Kimberly Creighton	Cheshire Marketplace, Unit 7 497 US Route 202 Rindge, NH 03461	899-3187	Mon - Thurs 9:30 am - 6:00 pm Friday close 8:00 pm

**EXHIBIT B**  
**BIDDER'S RESPONSE SHEET**

A. **Billing Charges:** Disclaimer: The figures below are ESTIMATE ONLY, and will be used to award this bid, and are NOT a guarantee of hours, dollars, materials, or mileage.

1. Billing repair rates are to include personnel and vehicles.
2. Charges shall consist of actual time at the job sites. An estimate of hours required and a number of staff needed to complete a requested service will be provided to the Liquor Commission by the Vendor at the time the Vendor schedules the work. Also, the Vendor must sign- in with the Store Manager upon start and completion of the work at the specified location.
3. The Liquor Commission retains the right to examine Vendor's invoices for the materials used in completing work. A copy of the Vendor's material invoices must be submitted with the billing to verify markup. The Liquor Commission will allow no other expenses incurred.

B. **Service and Repair:**

1. **Hourly Charges:**

a. **Regular Hours:** Mon. thru Fri. (8:00am to 6:00pm)  
 Hourly rate per person \$ \_\_\_\_\_ X 200 hours, per year = \$ \_\_\_\_\_  
 (Estimate Only)

b. **Other Hours:** Weekends, Holidays, & After-Regular Hours  
 Hourly rate per person \$ \_\_\_\_\_ X 50 hours, per year = \$ \_\_\_\_\_  
 (Estimate Only)

c. **Materials:** Percentage of Markup = \_\_\_\_\_ X \$60,000 (Estimate Only) per year: = \$ \_\_\_\_\_  
 (From Vendor's or Net Trade Cost)

Cost – Per year (Estimate Only): = \$ 60,000.00

**Yearly Total:** = \$ \_\_\_\_\_

**EXHIBIT B**  
**BIDDER'S RESPONSE SHEET**

**BUDGET AND METHOD OF PAYMENT**

A. Invoicing:

All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.

B. Payment:

Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.

Unless otherwise noted on the proposal, payment will be due thirty (30) days after invoicing. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the RFP. The State of New Hampshire Liquor Commission does not pay late charges or interest.

C. Other:

To receive proper payment, all invoicing for services must be sent to the agency's business office at:

New Hampshire State Liquor Commission  
P.O. Box 503  
Concord, NH 03302-0503

D. Vendor:

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Mailing \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

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

Emergency: \_\_\_\_\_

**EXHIBIT C**  
**SPECIAL PROVISIONS**

There are no special Provisions

## **ATTACHMENTS TO BE INCLUDED WITH BID RESPONSE**

**NOTE:** These forms will be **REQUIRED** during contract signing. We ask that you provide them during the bid submission if possible, or be prepared to furnish them during contract signing.

1. **Certificate of Insurance:** This certificate is obtained from the Bidder's Insurance Company. One Original and two copies should be returned with Bidder's Response Sheet. The amount of insurance should reflect the requested levels of the RFP.
2. **Certificate of Authorization/Good Standing:** This document may be obtained through the Secretary of State's Office located in the State House, 107 North Main Street, Concord, NH 03301, 603-271-3242. One Original and two copies should be returned with the Bidder's Response Sheet.
3. **Certificate of Authority/Existence:** This is merely a notarized form on your company's letterhead stating the individual signing the contract is authorized to enter into contracts on behalf of the company. Make sure this form is notarized and that the person that signs this form is not the same person that signs the contract. Standard forms available upon request. One Original and two copies should be returned with the Bidder's Response Sheet.