



NEW HAMPSHIRE STATE

LIQUOR COMMISSION

FLOOR CLEANING SERVICES

REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSAL
FOR FLOOR CLEANING SERVICES 2007
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Request for Proposals

Title: Floor cleaning services at various State Liquor Stores

Issue Date: October 19, 2007

Issuing Agency: New Hampshire State Liquor Commission

Mailing Address: P.O. Box 503
Concord NH 03302-0503

Physical Address: 50 Storrs Street
Concord, NH 03301

All inquiries for information should be directed to: Tina Demers, telephone 603-271-1724.

Period of Contract: From December 1, 2007 through November 30, 2010 with one, two-year option to renew (through November 30, 2013) upon written consent of both parties, and approval by the Governor and Executive Council.

Written Proposal Deadline: Sealed proposals will be received until **9:00AM, on Monday, November 5, 2007**, for furnishing the services described herein. **Proposals postmarked prior to, but received after deadline, will not be accepted.**

Proposal Opening: Monday, November 5, 2007 at 9:30 AM

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 envelope.

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

Or hand-delivered, deliver to: The New Hampshire State Liquor Commission, 50 Storrs Street, Concord, NH 03301.

ALL PROPOSALS MUST BE LABELED: PROPOSAL-FLOOR CARE SERVICES
Attention: Tina Demers

All inquiries for information should be directed to: John Tower, telephone 603-271-1710

In compliance with this Request For Proposals, and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation.

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

Name and Address of Company:

Date: _____

Contact: _____

Title: _____

Authorized Signature:

Phone: _____ Fax: _____

E-Mail: _____

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

PROPOSAL FOR: Proposal for Floor Care Services at various liquor stores throughout the state

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 #: _____

By: _____

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
GENERAL INFORMATION

1. NON-COMMITMENT OF THE STATE

- 1.1. 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. All materials received in response to this RFP shall become the property of the State of New Hampshire and will not be returned to the Vendor. Regardless of the Vendor(s) selected, the State reserves the right to use any information presented in the proposal. The content of each Vendor's proposal is required by law to become public information once a contract has been awarded.
- 1.2. The State of New Hampshire assumes no responsibility or liability for costs incurred by the bidders in preparing or submitting their proposals or for samples included in their response to this RFP, or in making any requested oral presentation regarding this RFP. Any samples or any type of artwork submitted by the vendor will be returned upon request.
- 1.3. All proposals shall remain valid for a period of 180 days from the proposal due date.
- 1.4. 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.
- 1.5. 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.
- 1.6. The contents of the proposal of the successful bidder will become part of any contract awarded as a result of this procurement process.
- 1.7. Addenda to the Request for Proposal:
In the event it becomes necessary to revise any portion of the RFP, addenda will be provided to all bidders who have requested the original RFP at least 15 days prior to the proposal deadline.
- 1.8. Proposal Disclosure:
RSA 21-I:13-a, II – (1988) provides, in part that no information shall be made available to the public concerning invitations or proposals for public bids from the time the proposal is made public until contract is actually awarded, in order to protect the integrity of the public bidding process. Accordingly, the NHSLC has determined that information contained in proposals submitted to this or any subsequent RFP issued by the NHSLC shall not be released to the public or to other persons identified in RSA21-1:13-a, II, until the NHSLC has awarded a contract. At that time all proposals will be disclosed to the public to the extent required by the statutes governing access to public records and meeting (the "Right to Know" law), RSA Ch. 91-A.
- 1.9. 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.
- 1.10. Proposal Disclosure Exemption
If an Offeror wishes to submit information it believes to fall within an exemption from the disclosure requirements of the Right to Know Law, RSA Ch. 91-A, the Vendor must clearly mark each page of its proposal containing such information. A designation by the Vendor of information it believes exempt does not have the effect of making such information exempt. The State will determine the information it believes is properly exempted from disclosure.

EXHIBIT A - PART ONE
GENERAL INFORMATION

2. TERMS AND DEFINITIONS

- 2.1. The NHSLC has issued, and is responsible for this RFP. The Department will enter into the resulting Contract on behalf of the State.
- 2.2. “Bidder” or “Vendor” refers to any individual, corporation, partnership or agency that responds in writing to this RFP. “State” refers to the State of New Hampshire; “NHSLC” refers to the New Hampshire State Liquor Commission.
- 2.3. “Contractor” refers to the Bidder under this Request for Proposals (RFP) with which the New Hampshire State Liquor Commission negotiates a contract. The terms in this RFP referring to “Contractor”, represent contract terms that will be a part of the final Contract.
- 2.4. The “Contract” is the resulting contract entered into between NHSLC and the successful Offeror.

3. CONTRACTING OFFICER

The Contracting Officer, acting on the Liquor Commission’s behalf, is the sole point of contact in all matters relating to this RFP. All communications concerning this RFP must be addressed **in writing** via email, mail or facsimile to the Contracting Officer:

John Tower, Maintenance Engineer
New Hampshire State Liquor Commission
50 Storrs Street.
Concord, NH 03301
Tel: (603) 271-1710
FAX: (603) 271-3897
Email: jtower@liquor.state.nh.gov

4. RESTRICTIONS ON COMMUNICATIONS

Other than the contracting officer listed above, bidders shall make **no unsolicited contact with any New Hampshire Liquor Commission personnel including Commissioners**, or agency designee regarding this RFP. Prior to the award of a contract, bidders shall not represent themselves to liquor commission staff or liquor commission retailers as having the endorsement of the liquor commission. Bidders who are currently doing business with New Hampshire Liquor Commission may continue to do so. However, any communication regarding this RFP is prohibited.

EXHIBIT A - PART TWO

REQUIREMENTS

1. SCOPE OF SERVICES:

- 1.1. The State of New Hampshire Liquor Commission proposes to enter into an agreement with a contractor to provide scheduled floor care services as described within. 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.

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HIS CONTRACT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE FLOOR CLEANING SERVICES AT LOCATIONS LISTED AND DESCRIBED HEREIN.

NOTE: IT IS NOT A REQUIRMENT THAT ONE BIDDER MUST SERVICE ALL LOCATIONS LISTED IN EXHIBIT A – PART TWO. FEEL FREE TO BID ON ONE OR MORE ZONES , WHATEVER YOU FEEL BEST SUITED TO HANDLE.

- 1.2. The contractor shall clean all stores twice per year consisting of: sweeping and stripping floors, removing all finish and build-up, rinse, and seal with a total of five coats of wax if the sealer is built into the wax. If the sealer is not in the wax, strip and seal with three coats and wax with three coats.
- 1.3. The contractor shall clean all stores twice a year first between the end of August thru the 2nd week in November and again in March/April/May. The following stores must be in either September or October:
1,4,6,22,25,32,34,38,49,50,51,53,55,56,62,66,67,69,73,76.
- 1.4. The contractor shall provide one extra cleaning in January to the following stores, 38, 49, 50, 60, 66, 67, 69, 73. This cleaning shall consist of washing, one coat of wax, and buffing to be done in January.
- 1.5. Work Schedules: - Work will be completed on a pre-arranged schedule to be coordinated by Maintenance Engineer, John Tower, 271-1710.
- 1.6. The contractor shall provide cleaning, stripping and waxing supplies. The New Hampshire State Liquor Commission is requesting that the product to be used in the various Store locations be S.C. Johnson Sprint Wax or its equivalent.
- 1.7. 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.
- 1.8. Caution to Bidders: The floor care 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.
- 1.9. **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)**
- 1.10. 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.
- 1.11. The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.

EXHIBIT A - PART TWO

REQUIREMENTS

- 1.12. 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.
- 1.13. 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.
- 1.14. 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.
- 1.15. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
- 1.16. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.

2. 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.

3. 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.

EXHIBIT A - PART TWO

REQUIREMENTS

5. Before submitting a bid, each vendor is encouraged to visit the sites and become 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.

4. TERM:

1. The term of the contract shall be effective upon Governor and Executive Council Approval through June 30, 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 THREE
EVALUATION AND AWARD CRITERIA

1. EVALUATION:

- 1.1. The Liquor Commission will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
- 1.2. The Liquor Commission will select the bid proposal(s) 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.
- 1.3. Failure of the bidder to provide any information requested by the RFP may result in disqualification of the bid.
- 1.4. 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.
- 1.5. Bids will only be considered from Contractors that have a minimum of three years of successful experience providing floor care 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.
- 1.6. 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.
- 1.7. NHSLC may cancel this RFP, or reject proposals at any time prior to an award.
- 1.8. 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.
- 1.9. 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.
- 1.10. 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.

2. AWARD:

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 FOUR**LOCATIONS****Zone 1**

<u>Store #:</u>	<u>Store Address:</u>	<u>Type of Floor</u>	<u>Estimated Square Footage</u>
5	17 Pleasant St., IGA Shopping Plaza Berlin, NH	VCT	1,524
7	568 Meadow Street, Globe Shopping Center Littleton, NH	VCT	3,066
16	1 Forest St, Butson's Complex Woodsville, NH	VCT	1,509
18	124 Main Street Colebrook, NH	VCT	1,764
23	234 White Mountain Highway Suite 9 Conway, NH	VCT	5,115
26	Northumberland Shp Ctr, PO Box 42 Rte. 3 Groveton, NH	VCT	1,433
29	100 Lancaster Road Whitefield, NH	VCT	1,215
37	199A Main Street, Butson's Marketplace Lancaster, NH	VCT	2,037
47	North Woodstock Plaza, Box 11 North Woodstock, NH	VCT	2,123
52	159 Main Street, Androscoggin Plaza Gorham, NH	VCT	2,430
54	Route 302 PO Box 166 Glen, NH	VCT	4,340
			26,556

EXHIBIT A - PART FOUR**LOCATIONS****Zone 2**

<u>Store #:</u>	<u>Store Address:</u>	<u>Type of Floor</u>	<u>Estimated Square Footage</u>
2	913 Gulf Road West Chesterfield, NH	Pine	1,400
8	367 Washington Street (Route 103) Claremont, NH	VCT	2,823
11	12 Centerra Parkway Lebanon, NH	VCT	1,409
15	6 Ash Brook Court Keene, NH	Tile	4,550
17	Franklin Shopping Center, 880 Central St Franklin, NH	VCT	1,155
19	494 Tenney Mt HWY Unit #3 Plymouth, NH	VCT	1,960
21	1 Jaffrey Road, Route 202 Suite 1 Peterborough, NH	VCT	2,973
24	52 John Stark Highway, Sugar River Shp. Ctr. Newport, NH	VCT	1,606
30	189 Elm Street, Granite Town Plaza Rte. 101 Milford, NH	VCT	2,058
35	15 Antrim Road, Suite #1 Hillsboro, NH	VCT	2,240
36	80 Peterborough Street., Monadnock Plaza Jaffrey, NH	VCT	1,524
40	32 Ames Plaza Lane Walpole, NH	VCT	1,423
44	20 Lake Street Bristol, NH	VCT	2,340

EXHIBIT A - PART FOUR**LOCATIONS****Zone 2**

<u>Store #:</u>	<u>Store Address:</u>	<u>Type of Floor</u>	<u>Estimated Square Footage</u>
46	46 No. Main Street Ashland, NH	VCT	1,502
48	Route 119 - Box 114 Hinsdale, NH	VCT	2,427
60	10 Benning Dr., 12A Powerhouse Plaza, Unit #3 W. Lebanon, NH	VCT	2,760
61	Routes 12 & 119 PO Box 111 Fitzwilliam, NH	VCT	1,463
63	30 Warwick Road, Suite 1 Winchester, NH	VCT	1,372
64	Route 11, New London Shopping Center New London, NH	VCT	2,609
65	Center at Campton Corners, 25 Vintinner Rd Campton, NH	VCT	1,960
70	37 Monadnock Hwy, Wilber's Market Place Swanzey, NH	VCT	2,583
77	497 US Rt 202, Chesire MKP, Unit #7 Rindge, NH	VCT	2,805
			46,942

EXHIBIT A - PART FOUR**LOCATIONS****Zone 3**

<u>Store #:</u>	<u>Store Address:</u>	<u>Type of Floor</u>	<u>Estimated Square Footage</u>
1	80 Storrs St., Ames Plaza Concord, NH	Tile	2,625
3	122 McGregor St., St. Mary's Plaza Manchester, NH	VCT	1,750
4	1271 Hooksett Rd., K-Mart Plaza Hooksett, NH	VCT	3,181
6	800 Islington St., Pick 'N Pay Portsmouth, NH	VCT	2,856
9	47 Chestnut St. Dover, NH	VCT	2,740
10	333 Lincoln Street Manchester, NH	VCT	4,060
12	Route 25, 12 A Main St. PO Box 160 Center Harbor, NH	VCT	2,604
13	5 Somersworth Plaza Somersworth, NH	VCT	1,750
14	Lilac Mall, Route 125 Rochester, NH	Tile	3,225
20	35 Manchester Road Derry, NH	VCT	4,800
22	44A Route 13 Brookline, NH	VCT	2,744
25	Kings Highway Plaza, Kings Highway Stratham, NH	VCT	2,898
27	Globe Plaza, 300 Main St. Nashua, NH	VCT	3,743

EXHIBIT A - PART FOUR**LOCATIONS****Zone 3**

<u>Store #:</u>	<u>Store Address:</u>	<u>Type of Floor</u>	<u>Estimated Square Footage</u>
28	186 Ocean Blvd. Seabrook, NH	VCT	1,960
31	885 Hanover St., East Side Plaza Manchester, NH	VCT	1,881
32	Westside Plaza, 40 Northwest Blvd Nashua, NH	VCT	4,550
33	31 Hamel Dr., North Side Plaza Manchester, NH	VCT	1,755
34	417 South Broadway Salem, NH	Tile	4,460
38	Portsmouth Circle, 605 US Interstate By-Pass Portsmouth, NH	Tile	4,970
39	35 Center Street Wolfeboro Falls, NH	VCT	2,205
41	Lafayette Boulevard PO Box 236 Seabrook, NH	VCT	2,154
42	71 Rte 104, Old Province Common Meredith, NH	VCT	2,752
43	829 NH Rte 11, Unit #2 Farmington, NH	VCT	1,502
45	6 Water Street Pittsfield, NH	VCT	1,035
49	9 Plaistow Road, Shaw's Plaza Plaistow, NH	VCT	2,240
50	269 DW Highway South, Southgate Shp. Mall Nashua, NH	VCT	3,691

EXHIBIT A - PART FOUR**LOCATIONS****Zone 3**

<u>Store #:</u>	<u>Store Address:</u>	<u>Type of Floor</u>	<u>Estimated Square Footage</u>
51	Route 38, PO Box 10 Pelham, NH	VCT	1,610
53	212 Lowell Road, Market Basket Shp. Ctr. Hudson, NH	VCT	1,737
55	Bedford Grove Plaza Ste 2, 5 Colby Court Bedford, NH	VCT	4,060
56	9D Lake Shore Drive, Airport Plaza Unit 1 Gilford, NH	VCT	2,802
57	240 Route 16B Indian Mound Shopping Ctr. Ctr. Ossipee, NH	VCT	1,655
58	605 Mast Road, Shop 'N Save Plaza Goffstown, NH	VCT	2,100
59	356 DW Highway, Shaw's Shopping Ctr. Merrimack, NH	VCT	1,764
62	Route 27, RFD#2, Raymond Shopping Ctr. Raymond, NH	VCT	2,156
66	I-93 North, Route 3A, PO Box 16296 Hooksett, NH	Tile	3,150
67	I-93 South, 25 Springer Road Hooksett, NH	Tile	3,150
68	Lafayette Road, Village Shopping Ctr. No. Hampton, NH	VCT	2,859
69	27 Coliseum Ave. Nashua, NH	VCT	5,596
71	90 Calef Highway Unit #4 Lee, NH	VCT	3,729

EXHIBIT A - PART FOUR

LOCATIONS

Zone 3

<u>Store #:</u>	<u>Store Address:</u>	<u>Type of Floor</u>	<u>Estimated Square Footage</u>
72	100 Fort Eddy Road Concord, NH	VCT	2,131
73	I-95 South, PO Box 1993 Hampton, NH	VCT	5,992
74	34 Nashua Road, Market Basket Plaza Londonderry, NH	VCT	1,852
75	15 Old State Road, Unit 1 Belmont, NH	VCT	1,785
76	I-95 North, PO Box 2081 Hampton, NH	Rubber	5,605
78	Store opening in August Hamstead		
			124,952

EXHIBIT B – PART TWO

BIDDER'S RESPONSE

1. **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 #: _____

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

1. _____

2. _____

3. _____

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

3. YEARLY MAINTENANCE COST BY STORE:

(Price includes Materials, Equipment, Labor and Transportation)

ZONE 1

ST	Location	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	Three Year Total
		December 1, 2007 To November 30, 2008	December 1, 2008 To November 30, 2009	December 1, 2009 To November 30, 2010	
5	Berlin				
7	Littleton				
16	Woodsville				
18	Colebrook				
23	Conway				
26	Groveton				
29	Whitefield				
37	Lancaster				
47	N Woodstock				
52	Gorham				
54	Glen				
	Total:				

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

(Price includes Materials, Equipment, Labor and Transportation)

ZONE 2

ST	Location	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	Three Year Total
		December 1, 2007 To November 30, 2008	December 1, 2008 To November 30, 2009	December 1, 2009 To November 30, 2010	
2	W Chesterfield				
8	Claremont				
11	Lebanon				
15	Keene				
17	Franklin				
19	Plymouth				
21	Peterborough				
24	Newport				
30	Milford				
35	Hillsboro				
36	Jaffrey				
40	Walpole				
44	Bristol				
46	Ashland				
48	Hinsdale				

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

(Price includes Materials, Equipment, Labor and Transportation)

ZONE 2

ST	Location	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	Three Year Total
		December 1, 2007 To November 30, 2008	December 1, 2008 To November 30, 2009	December 1, 2009 To November 30, 2010	
60	W Lebanon				
61	Fitzwilliam				
63	Winchester				
64	New London				
65	Campton				
70	Swanzy				
77	Rindge				
	Total:				

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

(Price includes Materials, Equipment, Labor and Transportation)

ZONE 3

ST	Location	<u>YEAR ONE</u> December 1, 2007 To November 30, 2008	<u>YEAR TWO</u> December 1, 2008 To November 30, 2009	<u>YEAR THREE</u> December 1, 2009 To November 30, 2010	Three Year Total
1	Concord				
3	Manchester				
4	Hooksett				
6	Portsmouth				
9	Dover				
10	Manchester				
12	Center Harbor				
13	Somersworth				
14	Rochester				
20	Derry				
22	Brookline				
25	Stratham				
27	Nashua				
28	Seabrook				
31	Manchester				

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

(Price includes Materials, Equipment, Labor and Transportation)

ZONE 3

ST	Location	<u>YEAR ONE</u> December 1, 2007 To November 30, 2008	<u>YEAR TWO</u> December 1, 2008 To November 30, 2009	<u>YEAR THREE</u> December 1, 2009 To November 30, 2010	Three Year Total
32	Nashua				
33	Manchester				
34	Salem				
38	Portsmouth				
39	Wolfeboro Falls				
41	Seabrook				
42	Meredith				
43	Farmington				
45	Pittsfield				
49	Plaistow				
50	Nashua				
51	Pelham				
53	Hudson				
55	Bedford				
56	Gilford				

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

(Price includes Materials, Equipment, Labor and Transportation)

ZONE 3

ST	Location	<u>YEAR ONE</u> December 1, 2007 To November 30, 2008	<u>YEAR TWO</u> December 1, 2008 To November 30, 2009	<u>YEAR THREE</u> December 1, 2009 To November 30, 2010	Three Year Total
57	Ctr Ossipee				
58	Goffstown				
59	Merrimack				
62	Raymond				
66	Hooksett				
67	Hooksett				
68	No Hampton				
69	Nashua				
71	Lee				
72	Concord				
73	Hampton				
74	Londonderry				
75	Belmont				
76	Hampton				
	Total:				

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

1. 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. All invoices must be submitted within 30 days of the fiscal year-end, (June 30th) of each year for work completed within the current fiscal year. It is the contractor's further responsibility to ensure that they have been paid within 60 days from the time of submittal. If invoices haven't been submitted within the above mentioned time frame, approval will be required from The Governor and Executive Council prior to any processing of payments, which will delay the payment process.
3. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
4. 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 contract. The State of New Hampshire Liquor Commission does not pay late charges or interest.

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.