

Request for Proposals

Title: Lock and safe services at various State Liquor Stores

Issue Date: October 5, 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 **9:30AM, on Monday, October 22, 2007**, for furnishing the services described herein. **Proposals postmarked prior to, but received after deadline, will not be accepted.**

Proposal Opening: Monday, October 22, 2007 at 10:00 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 proposals are mailed USPS, send directly to the issuing agency above. If proposals are overnight/express mailed, or hand-delivered, deliver to: The New Hampshire State Liquor Commission, 50 Storrs Street, Concord, NH 03301.

ALL PROPOSALS MUST BE LABELED: PROPOSAL-LOCK AND SAFE SERVICES
Attention: Tina Demers

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: Mr. John Tower, Maintenance Engineer, PHONE: 271-1710

PROPOSAL FOR: Proposal for Lock and Safe services at various State Liquor Stores

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 delivers, 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.

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 for lock and safe services at various State Liquor Stores. 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 the corresponding zone in this contract.

THIS PROJECT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO LOCK AND SAFE SERVICES AT LOCATION LISTED AND DESCRIBED HEREIN.

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

2. The Contractor shall provide maintenance and service of existing locks and safes to included but not limited to replacing cylinders, hinges and pins and reconfiguring combinations.
3. The Contract shall provide re keying of entry locks and duplicate keys.
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. PROBLEM RESOLUTION:

1. The Contractor must have a single contact person, available during normal working hours, for the resolution of problems. The contact person must be someone with authority to get more difficult problems resolved.
2. The Liquor Commission designates the Maintenance Engineer, John Tower, as Contract Administrator who will work with the Vendor to resolve problems that cannot be resolved by the end-users.
3. If at any time during this contract, there is a failure to perform service, deliver goods or perform any other term and condition of this agreement, the Contract Administrator will give written notice to the Vendor

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

C. 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.

D. 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.

E. 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. 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.
3. 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.

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

F. 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. 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.
2. All proposals shall remain valid for a period of 180 days from the proposal due date.
3. 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.
4. 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.

G. PROPOSAL DISCLOSURE:

1. 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.
2. 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.

H. PROPOSAL DISCLOSURE EXEMPTION:

1. If a Vendor 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.

I. 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.

J. TERM:

1. The term of the contract shall be effective upon Governor and Executive Council Approval through November 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.

K. 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.

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

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 lock and safe 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 NHSLC reserves the right to interview any or all Vendors responding to this RFP. By submitting a proposal in response to this RFP, the Vendor grants the State the right to contact or arrange a visit in person with any or all of the Vendor's clients and facilities.
7. The NHSLC shall be the sole factor when determining what constitutes an acceptable offer, and will make the decision for selection of a Vendor. Proposals will be evaluated for purpose of award by the NHSLC. The selected Bidder will be notified in writing.
8. NHSLC may cancel this RFP, or reject proposals at any time prior to an award.
9. 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.
10. 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.
11. 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.

L. 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.)

M. 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 #: _____

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

1. _____

2. _____

3. _____

EXHIBIT A - PART TWO

LOCATIONS

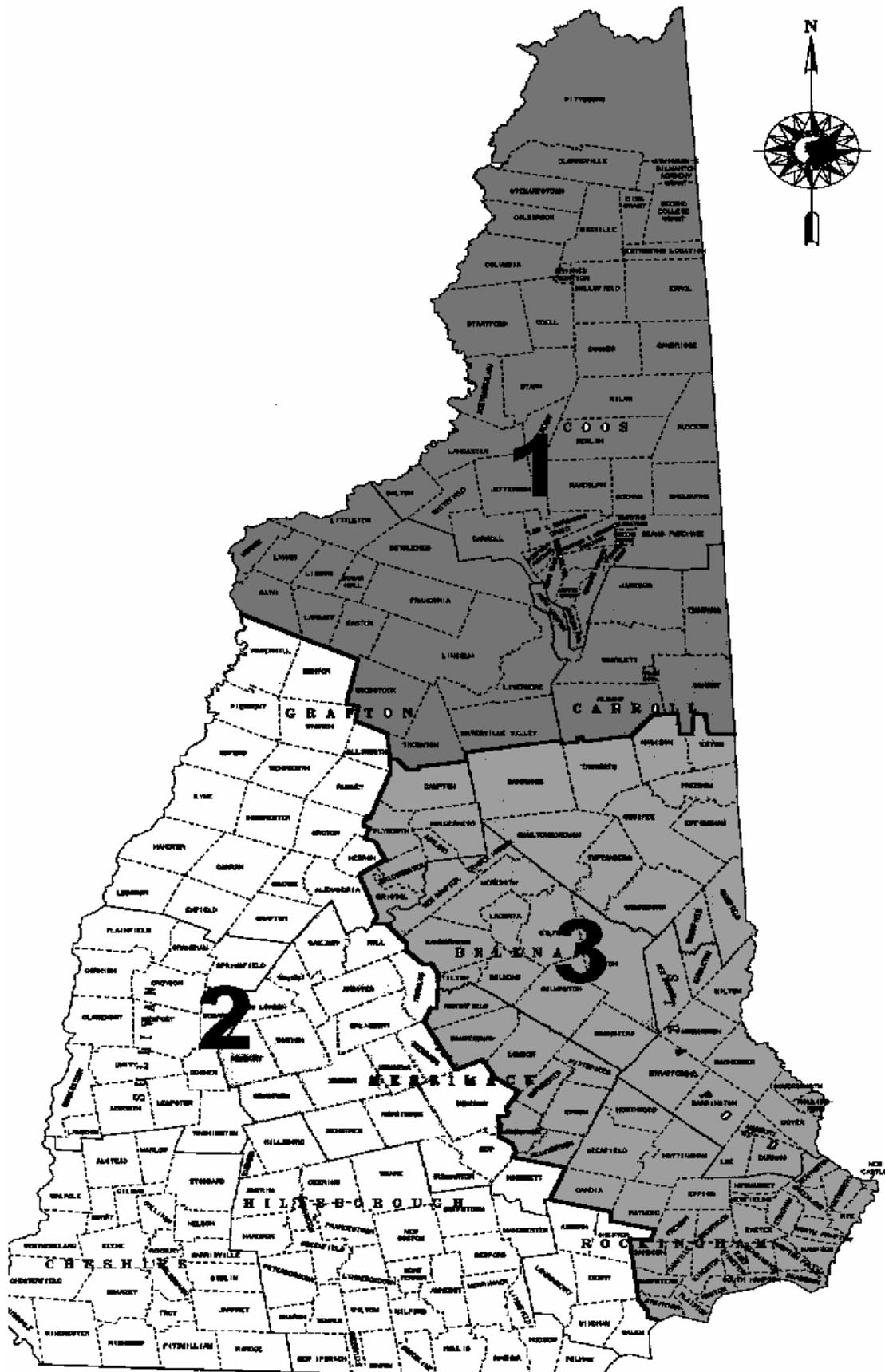


EXHIBIT A – PART TWO

LOCATIONS

LOCATIONS – BY ZONES

Zone 1

Store #:

Store Address:

5	17 Pleasant St., IGA Shopping Plaza Berlin, NH
7	568 Meadow Street, Globe Shopping Center Littleton, NH
16	1 Forest St, Butson's Complex Woodsville, NH
18	124 Main Street Colebrook, NH
23	234 White Mountain Highway Suite 9 Conway, NH
26	Northumberland Shp Ctr, PO Box 42 Rte. 3 Groveton, NH
29	100 Lancaster Road Whitefield, NH
37	199A Main Street, Butson's Marketplace Lancaster, NH
47	North Woodstock Plaza, Box 11 North Woodstock, NH
52	159 Main Street, Androscoggin Plaza Gorham, NH
54	Route 302 PO Box 166 Glen, NH

EXHIBIT A – PART TWO

LOCATIONS

Zone 2

Store #:

Store Address:

2	913 Gulf Road West Chesterfield, NH
8	367 Washington Street (Route 103) Claremont, NH
11	12 Centerra Parkway Lebanon, NH
15	6 Ash Brook Court Keene, NH
17	Franklin Shopping Center, 880 Central St Franklin, NH
19	494 Tenney Mt HWY Unit #3 Plymouth, NH
21	1 Jaffrey Road, Route 202 Suite 1 Peterborough, NH
24	52 John Stark Highway, Sugar River Shp. Ctr. Newport, NH
30	189 Elm Street, Granite Town Plaza Rte. 101 Milford, NH
35	15 Antrim Road, Suite #1 Hillsboro, NH
36	80 Peterborough Street., Monadnock Plaza Jaffrey, NH
40	32 Ames Plaza Lane Walpole, NH
44	20 Lake Street Bristol, NH

EXHIBIT A – PART TWO

LOCATIONS

Zone 2

Store #:

Store Address:

46	46 No. Main Street Ashland, NH
48	Route 119 - Box 114 Hinsdale, NH
60	10 Benning Dr., 12A Powerhouse Plaza, Unit #3 W. Lebanon, NH
61	Routes 12 & 119 PO Box 111 Fitzwilliam, NH
63	30 Warwick Road, Suite 1 Winchester, NH
64	Route 11, New London Shopping Center New London, NH
70	37 Monadnock Hwy, Wilber's Market Place Swanzey, NH
77	497 US Rt 202, Chesire MKP, Unit #7 Rindge, NH

EXHIBIT A – PART TWO

LOCATIONS

Zone 3

Store #:

Store Address:

1	80 Storrs St., Ames Plaza Concord, NH
3	122 McGregor St., St. Mary's Plaza Manchester, NH
4	1271 Hooksett Rd., K-Mart Plaza Hooksett, NH
6	800 Islington St., Pick 'N Pay Portsmouth, NH
9	47 Chestnut St. Dover, NH
10	333 Lincoln Street Manchester, NH
12	Route 25, 12 A Main St. PO Box 160 Center Harbor, NH
13	5 Somersworth Plaza Somersworth, NH
14	Lilac Mall, Route 125 Rochester, NH
20	35 Manchester Road Derry, NH
22	44A Route 13 Brookline, NH
25	Kings Highway Plaza, Kings Highway Stratham, NH
27	Globe Plaza, 300 Main St. Nashua, NH

EXHIBIT A – PART TWO

LOCATIONS

Zone 3

Store #:

Store Address:

28	186 Ocean Blvd. Seabrook, NH
31	885 Hanover St., East Side Plaza Manchester, NH
32	Westside Plaza, 40 Northwest Blvd Nashua, NH
33	31 Hamel Dr., North Side Plaza Manchester, NH
34	417 South Broadway Salem, NH
38	Portsmouth Circle, 605 US Interstate By-Pass Portsmouth, NH
39	35 Center Street Wolfeboro Falls, NH
41	Lafayette Boulevard PO Box 236 Seabrook, NH
42	71 Rte 104, Old Province Common Meredith, NH
43	829 NH Rte 11, Unit #2 Farmington, NH
45	6 Water Street Pittsfield, NH
49	9 Plaistow Road, Shaw's Plaza Plaistow, NH
50	269 DW Highway South, Southgate Shp. Mall Nashua, NH

EXHIBIT A – PART TWO

LOCATIONS

Zone 3

Store #:

Store Address:

51	Route 38, PO Box 10 Pelham, NH
53	212 Lowell Road, Market Basket Shp. Ctr. Hudson, NH
55	Bedford Grove Plaza Ste 2, 5 Colby Court Bedford, NH
56	9D Lake Shore Drive, Airport Plaza Unit 1 Gilford, NH
57	240 Route 16B Indian Mound Shopping Ctr. Ctr. Ossipee, NH
58	605 Mast Road, Shop 'N Save Plaza Goffstown, NH
59	356 DW Highway, Shaw's Shopping Ctr. Merrimack, NH
62	Route 27, RFD#2, Raymond Shopping Ctr. Raymond, NH
65	Center at Campton Corners, 25 Vintinner Rd Campton, NH
66	I-93 North, Route 3A, PO Box 16296 Hooksett, NH
67	I-93 South, 25 Springer Road Hooksett, NH
68	Lafayette Road, Village Shopping Ctr. No. Hampton, NH
69	27 Coliseum Ave. Nashua, NH

EXHIBIT A – PART TWO

LOCATIONS

Zone 3

Store #:

Store Address:

71	90 Calef Highway Unit #4 Lee, NH
72	100 Fort Eddy Road Concord, NH
73	I-95 South, PO Box 1993 Hampton, NH
74	34 Nashua Road, Market Basket Plaza Londonderry, NH
75	15 Old State Road, Unit 1 Belmont, NH
76	I-95 North, PO Box 2081 Hampton, NH

EXHIBIT B
BIDDER'S RESPONSE SHEET

ZONE TWO

	Year One (11/07 to 10/08)	Year Two (11/08 to 10/09)	Year Three (11/09 to 10/10)	Total
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Rates:

1. Hourly Labor Rates:

a. Regular \$ _____ /hour X 25 Hrs per year <small>(Estimate Only)</small>	\$ _____	\$ _____	\$ _____	\$ _____
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b. Overtime \$ _____ /hour X 6 Hrs per year <small>(Estimate Only)</small>	\$ _____	\$ _____	\$ _____	\$ _____
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2. Mileage rate _____ x 250 miles per year <small>(Estimate Only)</small>	\$ _____	\$ _____	\$ _____	\$ _____
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3. Materials:

$\frac{\% \text{ of Markup}}{\text{(From vendor's cost)}} = \frac{\%}{\text{(Estimate Only)}} \times \650.00 per year	\$ _____	\$ _____	\$ _____	\$ _____
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4. Materials Cost – <u>(Estimate Only)</u> per year:	\$ <u>650.00</u>	\$ <u>650.00</u>	\$ <u>650.00</u>	\$ <u>1,950.00</u>
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Total Zone Two:	\$ _____	\$ _____	\$ _____	\$ _____
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ZONE THREE

	Year One (11/07 to 10/08)	Year Two (11/08 to 10/09)	Year Three (11/09 to 10/10)	Total
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Rates:

1. Hourly Labor Rates:

a. Regular \$ _____ /hour X 25 Hrs per year <small>(Estimate Only)</small>	\$ _____	\$ _____	\$ _____	\$ _____
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b. Overtime \$ _____ /hour X 6 Hrs per year <small>(Estimate Only)</small>	\$ _____	\$ _____	\$ _____	\$ _____
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2. Mileage rate _____ x 250 miles per year <small>(Estimate Only)</small>	\$ _____	\$ _____	\$ _____	\$ _____
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3. Materials:

$\frac{\% \text{ of Markup}}{\text{(From vendor's cost)}} = \frac{\%}{\text{(Estimate Only)}} \times \650.00 per year	\$ _____	\$ _____	\$ _____	\$ _____
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4. Materials Cost – <u>(Estimate Only)</u> per year:	\$ <u>650.00</u>	\$ <u>650.00</u>	\$ <u>650.00</u>	\$ <u>1,950.00</u>
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Total Zone Three:	\$ _____	\$ _____	\$ _____	\$ _____
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EXHIBIT C
SPECIAL PROVISIONS

There are no special provisions.

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.