



REQUEST FOR PROPOSAL

2010-06

**Purchase Master-Keyed Lock System
and Training on Installation**

August 11, 2010

Issued by:

NH Liquor Commission



New Hampshire

Liquor Commission

PO Box 503, Concord, NH 03302

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TABLE 1: SCHEDULE OF EVENTS

The following table sets forth the Schedule of Events for this RFP. The Schedule of Events is subject to change at the sole discretion of the N.H. Liquor Commission. Any changes will be posted on the N.H. Liquor Commission official website located at www.nh.gov/liquor. Respondents are responsible for checking the website for any schedule changes.

<u>Events</u>	<u>Responsibility</u>	<u>Date</u>
Request for Proposals Issued:	Issuing Office	Wednesday, August 4, 2010
Deadline to Submit Inquiries By Electronic mail to NHLC Issuing Officer (“Closing Date”)	Potential Respondents	Monday, August 16, 2010 at 4:00 pm
NHLC Anticipated Date to Issue Responses to Potential Respondent Inquiries	Issuing Office	Wednesday, August 18, 2010
Deadline for Submission of Sealed Proposals to Issuing Office at: ATTN: Craig Bulkely NH State Liquor Commission 50 Storrs St, PO Box 503 Concord, NH 03302-0503	Respondents	Wednesday, September 8, 2010 at 9:00 am

PART I - GENERAL INFORMATION FOR RESPONDENTS

1. PURPOSE

The N.H. Liquor Commission (“NHLC”) seeks to procure a master keyed lock system and installation training. The NHLC is issuing this request for proposal (“RFP”) as a vehicle for soliciting and evaluating proposals from interested parties. This RFP describes the project and the NHLC’s requirements. A respondent may submit a proposal for lock services as further described in Section 23 of this RFP governing “Method of Award.”

2. ISSUING OFFICE

This Request for Proposal (“RFP”) is issued by the N.H. Liquor Commission (“NHLC”) that shall serve as the Issuing Office for this RFP. The Issuing Officer responsible for managing the RFP and serving as the sole point of contact is:

Mr. Craig W. Bulkley, Director of Administration
NH State Liquor Commission, P.O. Box 503
Concord, NH, 03302-0503
(tel: 603-271-2788)
(email: cbulkley@liquor.state.nh.us).

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

3. SCOPE

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

4. PROJECT NEED

The intent of this RFP is to purchase a master-keyed lock system and training on installation to implement at all our retail store locations.

5. **PROJECT DELIVERABLES**

The NHLC's key lock Services deliverables for this engagement consist of the following:

- I. Vendor must provide a master-key system
 - a. The 76 retail stores will be keyed independently of each other.
 - b. Regional sub-master key
 - c. Master key
 - d. Successful Bidder will be responsible for on site keying meeting for system design and future expansion.
 - e. Successful bidder will have service location(s) within 120 mile radius for service purposes.
 - f. Successful bidder will provide on-site training.
- II. Vendor will provide 200 Small Format Interchangeable Cores (SFIC) 6-pin aluminum finish
 - a. Key system will be an end-user restricted system owned by NHLC
 - b. Cores and keys will be stamped with visual key control
 - c. Cores can be supplied with optional blank faceplate for security purposes
- III. Vendor will provide rim cylinder housing and mortise cylinder housings with Adams rite cam. All housings will be SFIC compatible with aluminum finish.
- IV. Collars (spacing rings) for SFIC cylinder housings installed on storefront doors. Aluminum finish.
- V. 85 Grade 2 arrow locks for store office doors
 - a. Lock will be cylindrical in design and meet the requirements of ANSI A156.2 series 4000 Grade 2 and UL 3 hour listed
 - b. Lever design conforms to ADA requirements
 - c. Locks will be prepped to accept SFIC 6 or 7 pin cores.
 - d. Lock will be non handed and capable of 1 3/8" to 1 3/4" thick doors
 - e. Lock will have optional (removable) thru bolts out side of the 161 prep for ease of retrofit.
- VI. Vendor will provide fifteen (15) dummy cylinders.
- VII. Vendor's proposal will include two pricing options:

Option #1 – Above material installed by NH Liquor Commission employees

Option #2 – Above material installed by vendor (See Appendix C for list of store locations)

Vendor's proposal will include two pricing options:

Provide other Adams rite replacement locks at a discount for the duration of the agreement (off published list price)

Vendor must be capable of providing keys upon request.

Key pricing discounts quoted must be applied to the most current, lowest, published suggested retail price for a minimum of three years

PART II – RFP TERMS AND INSTRUCTIONS

1. TYPE OF CONTRACT

- a. **Fixed-Fee Contract.** Any contract resulting from this RFP shall be structured as a fixed-fee contract.

2. RFP INQUIRIES AND RESPONSES

- a. **Inquiry Submission.** Respondents must submit all inquiries, exceptions, or additions regarding this RFP, including without limitation, requests for clarifications or modifications to the RFP, by electronic mail (with the subject line titled “Lock RFP Questions”) to the Issuing Officer identified in RFP, Part I, Section 2: *Issuing Officer* no later than the deadline to submit inquiries to NHLC Issuing Office specified in Table 1: *Schedule of Events*. Respondents must cite the relevant RFP title, RFP number, page, section, and paragraph in the inquiry submission. Respondents must not contact the Issuing Officer by telephone with any inquiries.
- b. **NHLC Responses to Inquiries.** The NHLC intends to issue official responses, in its discretion, to inquiries submitted on or before the deadline specified in Table 1: *Schedule of Events*. The NHLC may consolidate and/or paraphrase inquiries for sufficiency and clarity. Oral statements, representations, clarifications and modifications shall not be binding upon the NHLC. The Issuing Officer anticipates posting official answers to the questions on the NHLC website at www.nh.gov/liquor by the date specified in Table 1: *Schedule of Events*.

3. AMENDMENT TO THE RFP

The NHLC may amend this RFP at any time and at its sole discretion. The NHLC will post any amendments to the RFP on the NHLC official website located at www.nh.gov/liquor. In the event the NHLC determines it necessary to amend this RFP, the NHLC may extend deadlines and/or invite submission of additional information from respondents at any time, as the NHLC deems appropriate and at its sole discretion. Respondents are responsible for checking the website periodically for any new information or amendments to the RFP. The NHLC shall not be bound by any verbal information, and any written information that is not contained within the RFP or formally issued as an amendment by the Issuing Officer.

4. PROPOSAL FORMAT

Respondents must submit a complete response to this RFP using the format specified in Part III of this RFP. An official authorized to bind the respondent to the proposal must sign the proposal. If the official signs the Proposal Cover Sheet and the Proposal Cover Sheet is attached to the proposal, the requirement will be met. Proof of signatory authorization must be included with the proposal submission.

5. **ECONOMY OF PREPARATION**

Proposals should provide a straightforward, concise description of the respondent's ability to meet the requirements of the RFP.

6. **PROPOSALS AND AWARDS**

The NHLC intends to award one or more contract(s) to one or more respondents as a result of this RFP.

Each proposal must itself fully conform to the requirements of this RFP. In order to ensure that a submission is evaluated appropriately, respondents must submit the proposal(s) in sealed envelopes that are clearly marked as follows:

"Proposal in Response to RFP 2010-06 Locksmith Services (Master-Keyed Lock System)"

Notwithstanding the foregoing or any provision of this RFP to the contrary, the NHLC reserves the right, at any time and in its sole discretion, to reject any or all proposals, wholly or in part, and/or to award to multiple contracts to one or more respondents, wholly or in part.

A contractor will not retain any exclusive rights to provide the services and supplies described in this RFP process during the term of a contract or any extension thereto. The NHLC may, at its sole discretion, obtain Master-Keyed Lock System and related materials from other contractors.

7. **PROPOSAL SUBMISSION**

a. **Proposal Submission Deadline:** Proposals must be submitted in hard copy 1 original and one copy, clearly marked as specified in Section 6: *Proposals and Awards*. Proposals must be submitted to the Issuing Office no later than the Closing Date and Time in Table 1: *Schedule of Events*. Any respondent who elects to mail its proposal must allow sufficient mail delivery time to ensure timely receipt of its proposal. The NHLC accepts no responsibility for mislabeled, damaged or delayed mail. Proposals will not be accepted via electronic mail or facsimile transmission. The receipt of a proposal by the state's mail system does not qualify as receipt of a proposal by the Issuing Office.

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

- b. **Proposal Receipt**: A proposal will be considered received on the date and time of the NHLC's receipt as officially documented by the NHLC.

8. PROHIBITED COMMUNICATIONS

From the issue date of this RFP until the effective date of a resulting contract with any respondent, the Issuing Officer shall serve as the sole point of contact concerning this RFP. Respondents are prohibited from distributing any part of their proposals except to the Issuing Office as required under this RFP. Except for contacts with the Issuing Officer as permitted by this RFP, respondents are prohibited from contacting or lobbying any NHLC personnel or evaluation committee members regarding this RFP. Any respondent's attempt to improperly influence the evaluation of proposals and selection of a respondent may result in the disqualification and elimination of that respondent from this RFP procurement process. If the NHLC later discovers that the respondent has engaged in any communications prohibited under this RFP, the NHLC may reject the offending proposal or rescind a contract award, without any liability to the respondent. Respondents are prohibited from distributing any part of their proposals except to the Issuing Office as required under this RFP.

9. VALIDITY OF PROPOSAL

- a. By submitting a proposal, a respondent acknowledges and agrees that:
 - i. Its proposal shall remain in effect and is binding on the respondent for a period of one hundred and eighty (180) days following the Closing Date and Time in Table 1: *Schedule of Events*;
 - ii. The contents of the proposal of the successful respondent will become contractual obligations, except to the extent the contents are changed through best and final offers or contract discussions, and if a contract is finalized. The finalized and approved contract language shall prevail over the respondent's proposal in the event of any inconsistency or ambiguity;
 - iii. The respondent waives any right to withdraw or modify its proposal, except as permitted in the RFP;
 - iv. Proposals are irrevocable unless the proposal is withdrawn as permitted under this RFP or the expiration of 180 day(s) from the Closing Date and Time in Table 1: *Schedule of Events*. A respondent must submit a written request to withdraw a proposal that is signed by an authorized representative of the respondent and submitted to the Issuing Officer prior to the Closing Date and Time in Table 1: *Schedule of Events*. If a respondent attempts to provide such written notice by facsimile transmission, the NHLC shall not be responsible or liable for errors in facsimile transmission. A respondent may modify its proposal by withdrawing its proposal and submitting a new sealed proposal that complies with the requirements of this RFP, but only if the respondent withdraws and resubmits its proposal prior to the Closing Date and Time in Table 1: *Schedule of Events*.

10. NON-COMMITMENT

Notwithstanding any provision of this RFP to the contrary, this RFP does not commit the NHLC to award a contract. By submitting a proposal, a respondent acknowledges and agrees that the NHLC may, at any time and in its sole discretion, and without any liability to a respondent, reject any and all proposals, or any portions thereof; cancel this RFP; and solicit new proposals under another acquisition process.

11. RESPONDENTS' COSTS AND EXPENSES

By submitting a proposal, a respondent acknowledges and agrees that the NHLC is not responsible or liable for any costs or expenses incurred by a respondent in connection with its participation in this procurement process, including, but not limited to: (1) any costs or expenses incurred by a respondent in relation to the preparation of a proposal or a respondent's participation at the pre-proposal conference or oral presentation and discussions, and other RFP processes and events; and (2) costs and expenses associated with any work performed by a respondent prior to the effective date (date of Liquor Commission and Attorney General's Office approval) of a contract with the respondent.

12. PROPERTY OF STATE

The proposal and all material received in response to this RFP shall become the property of the NHLC and will not be returned to respondents. By submitting a proposal, a respondent acknowledges and agrees that the NHLC may, at its sole option, use any or all ideas not protected by intellectual property rights that are presented in any proposal regardless of whether the proposal becomes part of a contract. Notwithstanding any respondent copyright designations contained on proposals, the NHLC shall have the right to make copies and distribute proposals internally and to comply with public record or other disclosure requirements under the provisions of any the State of New Hampshire or United States statute or regulation, or rule or order of any court of competent jurisdiction.

13. DISCUSSIONS FOR CLARIFICATION

The NHLC may require, at its discretion, respondents who submit proposals to provide the NHLC with oral and/or written clarification of their proposal to the NHLC to ensure thorough mutual understanding and respondent responsiveness to the solicitation requirements. The Issuing Officer will initiate requests for clarification. The NHLC reserves the right to recall any respondents for additional discussions as it deems necessary.

14. PRESENTATIONS

The NHLC may, at its discretion require a respondent to participate in oral and/or written presentations on any aspects of its proposal. Respondents may also be required to demonstrate any product(s) and/or service(s) proposed at the NHLC site.

15. INFORMATION TECHNOLOGY COMPLIANCE REQUIREMENT

In the event that any portion of a respondent's proposal requires software or hardware is connected to or installed on NHLC network then all such computer products and services must comply with the requirements of the N.H. Department of Information Technology, which are available upon request. The Respondent shall stay knowledgeable with and shall abide by these standards for all related work resulting from this RFP.

16. CONTRACT TERMS AND CONDITIONS

The NHLC's standard terms and conditions are set forth in Appendix A of this RFP. In the event of any conflict between the NHLC's terms and conditions and any portion of a proposal, the NHLC's terms and conditions shall take precedence and supersede any and all such conflicting provisions contained in a proposal, at the sole discretion of the NHLC. Additionally, any resulting contract may include additional provisions provided that they are agreed to by the NHLC and in a form and substance as prescribed by the NHLC. The failure of a selected respondent to reach agreement with the NHLC on contractual terms, conditions and other provisions may result in cancellation of the selection as described in this RFP.

17. CONFIDENTIALITY/SENSITIVE INFORMATION

The selected respondent may have access to confidential/sensitive information in the course of performing its obligations under the contract, and may be required to sign a confidentiality agreement.

18. DISCLOSURE OF PROPOSAL

- a. **Respondent Obligation.** A respondent must maintain the confidentiality of its proposal until the effective date of a resulting with any respondent. A respondent's disclosure or distribution of its proposal to any individual or entity, other than the Issuing Office, prior to the effective date may be grounds for disqualification at the discretion of the NHLC.
- b. **NHLC Obligation.** The NHLC shall maintain the confidentiality of each proposal until a contract award is made as contemplated under N.H. RSA 21-I:13-a, II. Following an award as contemplated in RSA 21-I:13-a, II, the NHLC will disclose all proposals in accordance with applicable law and regulations, including, but not limited to, N.H. RSA Chapter 91-A, the Right to Know Law. Any respondent who determines that it must divulge any confidential, commercial or financial or other information not subject to public disclosure under applicable laws and regulations, (collectively referred to as "Respondent Confidential Information"), must submit in its proposal a signed

written statement describing in detail the nature of the Respondent Confidential Information and the grounds for its position that the Respondent Confidential Information is exempt from public disclosure under applicable law and regulations, including but not limited to, the Right to Know Law, N.H. RSA Chapter 91-A; and submit a redacted version of its proposal that removes only the Respondent Confidential Information along with an unredacted proposal.

19. CONDITIONAL NATURE OF AGREEMENT

Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account.

20. BEST AND FINAL OFFERS

The NHLC may, at its sole discretion, solicit Best And Final Offers (“BAFOs”) from respondents who have submitted responsive proposals and which have been determined to be reasonably possible of selection for a contract award.

- a. Respondents will be given opportunity to respond with a BAFO under a procedure defined by the NHLC which may include one (1) or more of the following:
 - i. Enter into pre-selection discussions:
 1. Schedule written and/or oral presentations or scripted demonstrations; and/or
 2. Request revised proposals.
 - b. The NHLC will evaluate BAFOs against Criteria for Selection found in Part IV, Section IV-3. The NHLC will conduct BAFO proceedings uniformly, the BAFOs will be subject to solicitation by the NHLC and NHLC’s timely receipt of responses pursuant to schedule set by the NHLC. Respondents are encouraged to submit their best price as part of their initial proposal and not to assume there will be an opportunity to provide a BAFO at a later date.

21. NEWS RELEASES

Respondents shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this project without prior written approval of the NHLC, and only in coordination with the Issuing Office.

22. RESPONDENT'S REPRESENTATIONS AND AUTHORIZATIONS

By submitting a proposal, a respondent agrees, represents and acknowledges that:

- a. All information provided by, and representations made by, the respondent in its proposal are material and important and may be relied upon by the NHLC in awarding a contract;
- b. Any misstatement, omission or misrepresentation by a respondent shall constitute fraudulent concealment from the Issuing Office of the true facts relating to the proposal submission;
- c. The respondent has arrived at the price(s), amounts, terms and conditions in its proposal independently and without consultation, communication or agreement with any other respondent or potential respondent, and without effort to preclude the NHLC from obtaining the best possible competitive proposal. The respondent has not disclosed the price(s), the amount of the proposal nor the approximate price(s) or amount(s) of its proposal to any other firm or person, including but not limited to, a respondent or potential respondent for this RFP;
- d. The respondent has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal in response to this RFP or to submit a proposal higher than this proposal or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal; and
- e. The respondent makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

23. METHOD OF AWARD

The NHLC evaluation committee will select a proposal(s) based on criteria set forth in Part IV. The evaluation committee may consist of senior staff member(s) of the NHLC. The evaluation committee will submit a recommendation on its selection of a proposal(s) to the NHLC Commissioners for final approval. The responsible respondent(s) whose proposal(s) the NHLC is determines to be the most advantageous to the State of New Hampshire, after taking into consideration all of the evaluation factors, shall be notified in writing of its selection for contract discussions. The resulting contract(s) will be based on the standard terms and conditions contained in Attachment A, and modifications and additions to the standard clauses acceptable to the NHLC in its discretion. If the NHLC is unable to reach agreement with a respondent(s) during contract discussions, the NHLC may, at its sole discretion and at any time, reject and cancel the first respondent selection and commence contract discussions with the next highest ranked respondent, and continue on in this manner at its discretion. The NHLC may, at its sole discretion, terminate any contract discussions, as it deems appropriate and at any time.

24. USE OF ELECTRONIC VERSIONS OF THIS RFP

This RFP is available in electronic form. If a respondent accepts the RFP in electronic form, the respondent acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the respondent's possession or relied upon by the respondent, and the Issuing Office's version of the RFP, the Issuing Office's version shall govern.

PART III - INFORMATION REQUIRED FROM THE RESPONDENT

1. COST BREAKDOWN

Under Pricing Option #1

Total Material Cost \$ _____

Total Training Cost \$ _____

Under Pricing Option #2

Cost Per Location

State in succinct terms your understanding of the problem presented and/or the services and equipment required by this RFP.

STORE # LOCATION	ENTRY DOOR	ENTRY FOYER	EXIT DOOR	EXIT FOYER	OFFICE DOOR	TOTAL PRICE
1 – Concord	1	1	1	1	1	
2 – W. Chesterfield	1		1		1	
4 – Hooksett	1		1		1	
5 – Berlin	1	1	1	1	1	
6 – Portsmouth	1	1	1	1	1	
7 – Littleton	1	1	1	1	1	
8 – Claremont	1				1	
9 – Dover	1		1		1	
10 – Manchester	1	1	1	1	1	
11 – Lebanon	1		1		1	
12 – Center Harbor	1				1	
13 - Somersworth	1		1		1	
14 – Rochester	1				1	
15 – Keene	1	1	1	1	1	
16 – Woodsville	1				1	
17 – Franklin	1					

STORE # LOCATION	ENTRY DOOR	ENTRY FOYER	EXIT DOOR	EXIT FOYER	OFFICE DOOR	TOTAL PRICE
18 – Colebrook	1		1		1	
19 – Plymouth	1	1	1	1	1	
20 – Derry	1		1		1	
21 – Peterborough	1		1		1	
22 – Brookline	1		1		1	
23 – Conway	2		2		1	
24 – Newport	1		1		1	
25 – Stratham	1		1		1	
26 – Groveton	1		1		1	
27 – Nashua	1		1		1	
28 – Seabrook Beach	1		1		1	
29 – Whitefield	1		1		1	
30 – Milford	1		1		1	
31 – Manchester	1		1		1	
32 – Nashua	1	1	1	1	1	
33 – Manchester	1	1	1	1	1	
34 – Salem	1		1		1	
35 – Hillsboro	1				1	
36 – Jaffrey	1		1		1	
37 – Lancaster	1	1	1			
38 – Portsmouth	1	1	1	1	1	
39 – Wolfeboro	1		1			
40 – Walpole	1		1		1	
41 – Seabrook	1	1	1	1	1	

STORE # LOCATION	ENTRY DOOR	ENTRY FOYER	EXIT DOOR	EXIT FOYER	OFFICE DOOR	TOTAL PRICE
42 – Meredith	1					
43 – Farmington	1	1			1	
44 – Bristol	1	1	1	1	1	
45 – Pittsfield	1				1	
46 – Ashland	1	1	1	1	1	
47 – Lincoln	1		1		1	
48 – Hinsdale	1		1		1	
49 – Plaistow	1	1	1	1	1	
50 – Nashua	1		1		1	
51 – Pelham	1				1	
52 – Gorham	1		1		1	
53 – Hudson	1		1		1	
54 – Glen	1		1		1	
55 – Bedford	1	1	1	1	1	
56 – Gilford	1		1		1	
57 – Ossipee	1	1	1	1		
58 – Goffstown	1		1		1	
59 – Merrimack	1		1		1	
60 – West Lebanon	1		1		1	
62 – Raymond	1		1		1	
63 – Winchester	1		1		1	
64 – New London	1		1		1	
65 – Campton	1				1	
66 – Hooksett – N	1	1	1	1	1	

STORE # LOCATION	ENTRY DOOR	ENTRY FOYER	EXIT DOOR	EXIT FOYER	OFFICE DOOR	TOTAL PRICE
67 – Hooksett – S	1	1	1	1	1	
68 – N. Hampton	1	1	1			
69 – Nashua	1	1	1	1	1	
70 – Swanzey	1		1		1	
71 – Lee	1		1		1	
72 – Concord	1		1		1	
73 – Hampton – S	2	1	2	1	1	
74 – Londonderry	1		1			
75 – Belmont	1		1		1	
76 – Hampton – N	1	1	1	1	1	
77 – Ridge	1		1		1	
78 - Hampstead	1		1		1	
TOTALS	78	24	67	21	69	

Total of 282 locks

Appendix C is a complete listing of stores including hours of operation.

2. **MANAGEMENT SUMMARY**

Include a description of the organization and the personnel available for the services to be provided.

3. **PRIOR EXPERIENCE**

Include a detailed summary of your company's experience with emphasis on the retail environment. Experience shown should be work done by individuals who will be assigned to this project, as well as that of your company. Experience should include projects completed for retail businesses where the size and scope are similar to the size of the NHLC and the size and scope of this project. Experience referred to should be identified by customer, including the name, current address and telephone number of the responsible official who may be contacted. The NHLC reserves the right to contact any and all persons listed by the respondent concerning past work experience.

4. **WORK PLAN**

Describe your plan for accomplishing the project. Be sure to include a detailed timeline with costs.

5. **SUBCONTRACTOR**

Subcontracting any portion of the contract is not permitted without prior approval from the NHLC.

6. **OBJECTIONS & ADDITIONS TO STANDARD CONTRACT TERMS & CONDITIONS AND/OR AGREEMENT STANDARDS**

The respondent must identify which, if any, of the terms and conditions contained in Appendix A of this RFP it desires to negotiate, and the additional terms and conditions the respondent would like to add to the standard contract terms and conditions. The respondent's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the NHLC may consider late objections and additional requests, if it is in the best interests of the State of New Hampshire and the NHLC. The NHLC may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions and/or agreement standards. The respondent shall not request changes to other provisions of the RFP; nor shall the respondent request to completely substitute its own terms and conditions for Appendix A. All terms and conditions must appear in one (1) integrated contract. The NHLC will not accept references to the respondents, or any other, online guides or online terms or conditions contained in any proposal.

PART IV - CRITERIA FOR SELECTION

1. MANDATORY RESPONSIVENESS REQUIREMENTS

To be eligible for selection, a proposal must be:

1. Timely received from a respondent; and
2. Properly signed by the respondent's authorized representative, signature coversheet is provided in Appendix B.

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

2. REVIEW AND EVALUATION

The Issuing Office plans to utilize a committee of qualified personnel to review and evaluate timely submitted proposals. The Issuing Office will notify in writing of its selection contract discussions the responsible respondent whose proposal is determined to be the most advantageous to the State of New Hampshire as determined by the NHLC after taking into consideration all of the evaluation factors.

3. CRITERIA FOR SELECTION –

The NHLC has established the weight for the evaluation criteria for this RFP as specified in the following table:

<u>Criteria</u>	<u>Percent</u>
Overall Engagement Price	55%
Experience	25%
Capacity to Perform in a Timely Manner	20%

The following criteria will be used in evaluating each proposal:

Overall Engagement Price – This refers to the professional fees and expenses.

Experience – This refers to the respondent's prior experience performing the services listed within.

Capacity – This refers to the respondent's organizational capacity to handle the services at our retail store locations especially in regards to the installation listed in Option #2.

Appendix A

APPENDIX A

Subject: _____

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATIONS.

1.1 State Agency Name New Hampshire State Liquor Commission	1.2 State Agency Address P.O. Box 503, 50 Storrs St., Concord, NH 03302-0503		
1.3 Contractor Name	1.4 Contractor Address		
1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation \$
1.9 Contracting Officer for State Agency George P. Tsiopras, CFO	1.10 State Agency Telephone Number 603-271-2788		
1.11 Contractor Signature	1.12 Name & Title of Contractor Signatory		
1.13 Acknowledgment: State of _____, County of _____ On, _____, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace (Seal)			
1.13.2 Name and Title of Notary Public or Justice of the Peace			
1.14 State Agency Signature	1.15 Name/Title of State Agency Signatory Mark M. Bodi, Chairman Joseph W. Mollica, Commissioner Earl M. Sweeney, Acting Commissioner		
1.16 Approval by the N.H. Department of Administration, Division of Personnel (<i>if applicable</i>) By: _____ Director, On: _____			
1.17 Approval by Attorney General (Form, Substance, and Execution) By: _____ On: _____			
1.18 Approval by Governor and Council By: _____ On: _____			

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

3. EFFECTIVE DATE/ COMPLETION OF SERVICES.

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement, (“Effective Date”)

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

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

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

6.1. In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

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

6.3. If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulation and guidelines as the State New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

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

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

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

Contractor Initials _____
Date _____

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1. failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

8.2.3. set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Defaults; and/or.

8.2.4. treat the Agreement as breached and pursue any of its remedies at law or in equity, or both

9. DATA/ACCESS/CONFIDENTIALITY/PRESEVATION.

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

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

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

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report (“Termination Report”) describing in detail all Services performed, and the contract price earned, to

and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR’S RELATION TO THE STATE.

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor.

Notwithstanding the foregoing, nothing herein contained shall be deemed to constitutue a waiver of the sovereign immunity of the State, which immunity is hereby reseved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

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

14.1.1. Comprehensive general liability insurance against all claims of bodily injury, death or property damage in amounts of not less than \$250,00 per claim and \$2,000,000 per occurrence: and

14.1.2. fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

Contractor Initials_____

Date_____

14.3. The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under the Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modified of the policy.

15. WORKER’S COMPENSATION.

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

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

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

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed

by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

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

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

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein be reference.

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

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Contractor Initials_____

Date_____

SPECIAL PROVISIONS

Sections 1.16 and 1.18 are hereby deleted.

Section 3.1 is hereby deleted and replaced with the following: “Notwithstanding any provision of this Agreement to the contrary, this Agreement and all obligations of the parties hereunder shall not become effective until the date that the State executes this Agreement (the “Effective Date”).”

Section 12 is hereby deleted and replaced with the following: “The contractor shall not assign, or otherwise transfer any interest in this Agreement, without the prior written consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.”

Section 18 is hereby deleted and replaced with the following: “This Agreement may be amended, waived or discharged only by an instrument in writing signed by the Contractor and the State.”

Appendix B

Request for Proposals

Title: Locksmith Services RFP 2010-06

Issue Date: August 11, 2010

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

Period of Contract: From Liquor Commission and Attorney General's Office approval through June 30, 2011.

Written Proposal Deadline: Sealed proposals will be received until **9:00AM, on Wednesday, September 8, 2010** for furnishing the services described herein. **Proposals postmarked prior to, but received after deadline, will not be accepted.**

Proposal Opening: Wednesday, September 8, 2010 at 9:00 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 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 CLEARLY LABELED:
"Proposal in Response to RFP 2010-06 Locksmith Services"
Attention: Craig W. Bulkley, Director of Administration

In compliance with this Request For Proposals, and to all the conditions imposed herein, the undersigned Offerors 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: _____

Appendix C

ST	LOCATION	ADDRESS	PHONE	WEEKDAY HOURS	SATURDAY HOURS	SUNDAY HOURS
1	Concord	80 Storrs St., Concord, NH 03302	271-1700	9:00 am - 6:30 pm Thurs & Fri 8:00 pm	9:00 am - 6:30 pm	11:00 am - 5:30 pm
2	W Chesterfield	PO Box 177, Riverside Plaza, 913 Gulf Rd, West Chesterfield, NH 03466	256-6482	9:00 am - 6:00 pm Friday close 8:00 pm	9:00 am - 7:00 pm	10:00 am - 5:00 pm
4	Hooksett	1271 Hooksett Rd, Hooksett, NH 03106	641-5145	9:30 am - 8:00 pm Friday close 9:00 pm	9:30 am - 8:00 pm	CLOSED
5	Berlin	IGA Shopping Plaza 17 Pleasant St Berlin, NH 03570	752-1552	9:30 am - 5:00 pm	9:30 am - 6:00 pm	CLOSED
6	Portsmouth	Pick N Pay, 800 Islington Street Portsmouth, NH 03801	436-3382 Fax:431-6479	9:00 am - 6:00 pm Friday close 8:00 pm	9:00 am - 6:00 pm	10:00 am - 5:00 pm
7	Littleton	568 Meadow Street, Globe Shopping Center Littleton, NH 03561	444-5726	9:00 am - 5:30 pm Friday close 7:00 pm	9:00 am - 6:00 pm	9:00 am - 5:00 pm
8	Claremont	Claremont Market Place, 367 Washington St, (Route 103) Claremont, NH 03743	543-0200	9:00 am - 5:30 pm Friday close 7:00 pm	9:00 am - 5:30 pm	10:00 am - 3:30 pm
9	Dover	47 Chestnut Street Dover, NH 03820	742-3738	9:30 am - 6:00 pm Friday close 8:00 pm	9:30 am - 6:00 pm	10:00 am - 5:00 pm
10	Manchester	333 Lincoln Street Manchester, NH 03103-5749	626-0940	M -W 10:00am-6:30pm Th-F 10:00am-8:00 pm	10:00 am - 6:30 pm	11:00 am - 5:30 pm
11	Lebanon	12 Centerra Parkway Lebanon, NH 03766	643-8979	9:30 am - 6:00 pm Friday close 7:00 pm	9:30 am - 6:00 pm	10:00 am - 5:00 pm
12	Center Harbor	Route 25, 12 A Main Street, Senter's Marketplace, Unit #1 ; PO BOX 160 Center Harbor, NH 03226	253-3169	9:00 am - 6:00 pm Friday close 7:00 pm	9:00 am - 6:00 pm	10:00 am - 5:00 pm
13	Somersworth	5 Somersworth Plaza Somersworth, NH 03878	692-2555	10:00 am - 5:30 pm Friday close 7:00 pm	10:00 am - 5:30 pm	CLOSED
14	Rochester	Lilac Mall, Route 125 Rochester, NH 03867	332-0378	9:30 am - 6:00 pm Friday close 8:00 pm	9:30 am - 6:00 pm	10:00 am - 5:00 pm
15	Keene	6 Ash Brook Court Keene, NH 03431	352-1568	9:00 am - 8:00 pm Friday close 9:00 pm	9:00 am - 9:00 pm	9:00 pm - 6:00 pm

ST	LOCATION	ADDRESS	PHONE	WEEKDAY HOURS	SATURDAY HOURS	SUNDAY HOURS
16	Woodsville	1 Forest St Butson's Complex Woodsville, NH 03785	747-3471	10:00 am - 5:30 pm Friday close 7:00 pm	10:00 am - 5:30 pm	CLOSED
17	Franklin	Franklin Shopping Center 880 Central St. Franklin, NH 03235	934-3523	9:30 am - 5:30 pm Friday close 7:00 pm	9:30 am - 5:30 pm	CLOSED
18	Colebrook	124 Main Street Colebrook, NH 03576	237-4097	9:30 am - 5:30 pm	9:30 am - 5:30 pm	CLOSED
19	Plymouth	494 Tenney Mt Hwy Unit #3 Plymouth, NH 03264	536-3614	9:30 am - 5:30 pm Friday close 7:00 pm	9:30 am - 5:30 pm	10:00 am - 4:00 pm
20	Derry	Derry Meadows Shoppes 35 Manchester Rd. Derry, NH 03038	437-2826	10:00 am- 7:00 pm Friday close 9:00 pm	10:00am - 7:00 pm	10:00 am - 6:00 pm
21	Peterborough	One Jaffrey Road, Rte 202 Suite 12 Peterborough, NH 03458	924-6671	9:00 am - 6:00 pm Thurs & Fri 7:00 pm	9:00 am - 7:00 pm	9:00 am - 5:00 pm
22	Brookline	44A Route 13 Brookline, NH 03033	672-8426	M -W 9:00am - 7:00pm Th-F 9:00 am- 9:00 pm	9:00 am - 9:00 pm	10:00 am - 5:00 pm
23	Conway	234 White Mountain Hwy, Suite 9 Conway, NH 03818	447-2782	9:00 am - 7:00 pm Friday close 8:00 pm	9:00 am - 7:00 pm	9:30 am - 5:30 pm
24	Newport	Sugar River Shopping Center 52 John Stark Hwy Newport, NH 03773	863-3550	10:00 am - 5:30 pm Friday close 7:00 pm	10:00 am - 5:30 pm	CLOSED
25	Stratham	Kings Highway Plaza Kings Hwy, 28B Portsmouth Ave., Stratham, NH 03885	772-2021	10:00 am - 7:00 pm Friday close 8:00 pm	10:00 am - 7:00 pm	12:00 - 5:00 pm
26	Groveton	Northumberland Shopping Center PO Box 42 Route 3 Groveton, NH 03582	636-1003	10:00 am - 5:30 pm CLOSED Mondays	10:00 am - 5:30 pm	CLOSED
27	Nashua	Market Place Plaza 300 Main Street Nashua, NH 03060	595-2374	10:00 am - 6:00 pm	10:00 am - 6:00 pm	CLOSED
28	Seabrook Beach	186 Ocean Blvd. Seabrook, NH 03874	474-9441	10:00 am - 6:00 pm Friday close 7:00 pm	10:00 am - 7:00 pm	12:00 - 5:00 pm
29	Whitefield	100 Lancaster Road PO Box 183 Whitefield, NH 03598	837-2632	10:00 am - 5:30 pm CLOSED Wednesdays	10:00 am - 5:30 pm	CLOSED

ST	LOCATION	ADDRESS	PHONE	WEEKDAY HOURS	SATURDAY HOURS	SUNDAY HOURS
30	Milford	Granite Town Plaza, Suite 6 189 Elm Street, Route 101 West Milford, NH 03055	673-1666	10:00 am - 6:00 pm Friday close 8:00 pm	10:00 am - 6:00 pm	CLOSED
31	Manchester	East Side Plaza 885 Hanover Street Manchester, NH 03104	623-4613	10:00am-7:30pm Th & Fri close 8:00 pm	10:00 am - 8:00 pm	CLOSED
32	Nashua	Westside Plaza 40 Northwest Blvd. Nashua, NH 03063	594-4076	9:00 am - 8:00 pm Friday close 9 pm	9:00 am - 8: 00 pm	10:00 am - 6:00 pm
33	Manchester	North Side Plaza 1100 Bicentennial Drive Manchester, NH 03104	622-5044	9:00 am - 9:00 pm	9:00 am - 9:00 pm	11:00 am - 5:30 pm
34	Salem	417 South Broadway Salem, NH 03079	898-5243	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 6:00 pm
35	Hillsboro	15 Antrim Road, Suite #1 Hillsboro, NH 03244	464-3412	10:00 am - 5:30 pm Friday close 7:00 pm	10:00 am - 5:30 pm	CLOSED
36	Jaffrey	Monadnock Plaza 80 Peterborough St. Jaffrey, NH 03452	532-7291	Monday - CLOSED 10:00 am - 6:00 pm	10:00 am - 6:00 pm	CLOSED
37	Lancaster	Butson's Marketplace 199A Main St. Lancaster, NH 03584	788-4861	9:30 am - 5:30 pm	9:30 am - 5:30 pm	CLOSED
38	Portsmouth	Portsmouth Circle, 605 US Interstate By-Pass, Portsmouth, NH 03801	436-4806	8:00 am - 9:00 pm Thurs & Fri 10:00 pm	8:00 am - 10:00 pm	8:00 am - 9:00 pm
39	Wolfeboro	35 Center Street Wolfeboro Falls, NH 03896	569-3567	9:00 am - 6:00 pm Friday close 7:00 pm	9:00 am - 6:00 pm	9:00 am - 5:00 pm
40	Walpole	32 Ames Plaza Lane Walpole, NH 03608	756-3916	10:00 am - 5:30 pm Fri 9:30 am - 7:00 pm	9:30 am - 5:30 pm	CLOSED
41	Seabrook	Lafayette Boulevard, PO Box 236 Seabrook, NH 03874	474-3362	9:00 am - 6:00 pm Friday close 8:00 pm	9:00 am - 6:00 pm	10:00 am - 6:00 pm
42	Meredith	71 Route 104 Old Province Common Meredith, NH 03253	279-7018	9:00 am - 6:00 pm Fri 9:00 am - 8:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm
43	Farmington	829 NH Route 11, Unit #2 Farmington, NH 03835	755-3571	10:00 am - 5:30 pm Friday close 7:00 pm	10:00 am - 5:30 pm	CLOSED

ST	LOCATION	ADDRESS	PHONE	WEEKDAY HOURS	SATURDAY HOURS	SUNDAY HOURS
44	Bristol	20 Lake Street Bristol, NH 03222	744-2484	10:00 am - 5:30 pm Friday close 7:00 pm	9:00 am - 5:30 pm	CLOSED
45	Pittsfield	6 Water Street Pittsfield, NH 03263	435-6592	10:00 am - 5:30 pm Friday close 7:00 pm	10:00 am - 5:30 pm	CLOSED
46	Ashland	46 North Main Street Ashland, NH 03217	968-7556	10:00 am - 5:30 pm Friday close 7:00 pm	10:00 am - 5:30 pm	CLOSED
47	Lincoln	165 Main Street Lincoln, NH 03251	745-8922	10:00 am - 6:00 pm	10:00 am - 8:00 pm	12:00 - 6:00 pm
48	Hinsdale	Route 119, Box 114 Hinsdale, NH 03451	256-8637	9:00 am - 5:30 pm Friday close 7:00 pm	9:00 am - 5:30 pm	10:00 am - 6:00 pm
49	Plaistow	Market Basket Plz, 32 Plaistow Rd, #2A Plaistow, NH 03865	382-8511	9:00 am - 9:00 pm Fri 8:00 am - 9:00 pm	8:00 am - 9:00 pm	9:00 am - 6:00 pm
50	Nashua	So. Gate Shopping Mall 269 DW Hwy Nashua, NH 03060	888-0271	9:00 am - 9:00 pm	9:00 am - 9:00 pm	10:00 am - 6:00 pm
51	Pelham	Route 38, PO Box 10 Pelham, NH 03076	635-7551	9:00 am - 6:00 pm Friday close 8:00 pm	9:00 am - 6:00 pm	10:00 am - 6:00 pm
52	Gorham	159 Main Street Androscoggin Plaza Gorham, NH 03581	466-3367	9:30 am - 5:30 pm Friday close 7:00 pm	9:30 am - 5:30 pm	12:00 - 5:00 pm
53	Hudson	Market Basket Shopping Center 212 Lowell Rd Hudson, NH 03051	889-0549	10:00 am - 6:00 pm Friday close 8:00 pm	10:00 am - 6:00 pm	CLOSED
54	Glen	Route 302, PO Box 166 Glen, NH 03838	383-9000	9:30 am - 6:00 pm Friday close 8:00 pm	9:30 am - 7:00 pm	10:00 am - 5:00 pm
55	Bedford	Bedford Grove Plaza, Suite 2 5 Colby Court Bedford, NH 03110	627-5878	9:00 am - 9:00 pm	9:00 am - 9:00 pm	10:00 am - 6:00 pm
56	Gilford	18 Weirs Road Gilford, NH 03246	524-6083	9:00 am - 6:00 pm Friday close 8:00 pm	9:00 am - 7:00 pm	10:00 am - 5:00 pm
57	Ossipee	Indian Mound Shopping Center 240 Rte 16B Center Ossipee, NH 03814	539-2010	10:00 am - 5:30 pm Friday close 7:00 pm	10:00 am - 5:30 pm	CLOSED
58	Goffstown	Shop N Save Plaza 605 Mast Road Goffstown, NH 03102	626-4725	10:00 am - 6:00 pm Friday close 8:00 pm	10:00 am - 6:00 pm	CLOSED

ST	LOCATION	ADDRESS	PHONE	WEEKDAY HOURS	SATURDAY HOURS	SUNDAY HOURS
59	Merrimack	Merrimack Shopping Ctr Suite 6 Dobson Way Merrimack, NH 03054	424-2521	10:00 am - 7:00 pm Friday close 9:00 pm	10:00 am - 8:00 pm	10:00 am - 7:00 pm
60	W Lebanon	Powerhouse Plaza, Unit #3 10 Benning Drive 12A West Lebanon, NH 03784	298-8629	9:00 am - 8:00 pm	9:00 am - 8:00 pm	10:00 am - 5:00 pm
62	Raymond	Raymond Shopping Center Route 27, RFD 2 Raymond, NH 03077	895-2286	10:30 am - 5:30 pm Fri 9:00 am - 6:30 pm	9:00 am - 5:30 pm	CLOSED
63	Winchester	30 Warwick Road, Suite 1 Winchester, NH 03470-2819	239-6223	10:00 am - 5:30 pm Friday close 7:00 pm	10:00 am - 5:30 pm	CLOSED
64	New London	New London Shopping Center Route 11 PO Box 464 New London, NH 03257	526-6868	9:30 am - 5:30 pm Friday close 7:00 pm	9:30 am - 5:30 pm	10:30 am - 4:00 pm
65	Campton	Center at Campton Corners 25 Vintinner Road Campton, NH 03223	726-2901	10:00 am - 7:00 pm Friday close 9:00 pm	10:00 am - 9:00 pm	10:00 am - 7:00 pm
66	Hooksett	I-93 North, Route 3A PO Box 16296 Hooksett, NH 03106	485-5663	8:00 am - 9:00 pm Fri close 10:00 pm	8:00 am - 9:00 pm	8:00 am - 8:00 pm
67	Hooksett	I-93 South 25 Springer Road Hooksett, NH 03106	485-5816	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm
68	N Hampton	69 Lafayette Road Village Shopping Center North Hampton, NH 03862	964-6991	10:00 am - 7:00 pm Friday close 8:00 pm	10:00 am - 7:00 pm	11:00 am - 5:00 pm
69	Nashua	27 Coliseum Avenue Nashua, NH 03063	882-4670	9:00 am - 9:00 pm	9:00 am - 9:00 pm	10:00 am - 6:00 pm
70	Swanzey	Rte 12, Troy Rd 37 Monadnock Hwy Wilbur's Market Place Swanzey, NH 03431	357-0693	10:00 am - 6:00 pm Thurs & Fri close 7:00 pm	10:00 am - 6:00 pm	CLOSED
71	Lee	60 Calef Highway, Unit #4 Lee, NH 03861	868-7176	9:30 am - 6:00 pm Friday close 8:00 pm	9:30 am - 6:00 pm	10:00 am - 5:00 pm
72	Concord	100 Fort Eddy Road Concord, NH 03301	271-1725	9:30 am - 6:00 pm Friday close 8:00 pm	9:00 am - 6:00 pm	10:00 am - 5:00 pm

ST	LOCATION	ADDRESS	PHONE	WEEKDAY HOURS	SATURDAY HOURS	SUNDAY HOURS
73	Hampton- S	I-95 South, PO Box 1993 Hampton, NH 03843	926-3272	8:00 am - 9:00 pm	8:00 am - 9:00 pm	8:00 am - 9:00 pm
74	Londonderry	Market Basket Plaza 34 Nashua Rd. Londonderry, NH 03053	432-0270	9:00 am - 8:00 pm Friday close 9:00 pm	9:00 am - 8:00 pm	10:00 am - 6:00 pm
75	Belmont	15 Old State Road, Unit 1 Belmont, NH 03220	528-2170	9:30 am - 5:30 pm Friday close 7:00 pm	9:30 am - 5:30 pm	10:00 am - 5:00 pm
76	Hampton- N	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	8:00 am - 10:00 pm	8:00 am - 9:00 pm
77	Rindge	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	9:30 am - 8:00 pm	12:00 pm - 5:00 pm
78	Hampstead	416 Emerson Avenue, Unit #6 Hampstead, NH 03841	329-4037	10:00 am - 7:00 pm Friday close 9:00 pm	10:00 am - 7:00 pm	10:00 am - 6:00 pm