



NEW HAMPSHIRE STATE

LIQUOR COMMISSION

SIGN MAINTENANCE, REPAIR AND REPLACEMENT

REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSAL
FOR SIGNAGE SERVICES 2008
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Request for Proposals

Title: Sign Maintenance, Repair/Replacement Services

Issue Date: May 2, 2008

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 Governor and Executive Council Approval through June 30, 2011 with one, two-year option to renew (through June 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 Wednesday May 21, 2008**, at 50 Storrs Street, Concord, for furnishing the services described herein. **Proposals postmarked prior to, but received after deadline, will not be accepted.**

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.

Proposal Opening: Wednesday, May 21, 2008 at 9:00am

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.

Bid information made public at the time of the opening, will be limited to the names of the companies bidding.

ALL PROPOSALS MUST BE LABELED: PROPOSAL-SIGNAGE 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 Sign Maintenance, Repair/Replacement 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 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. 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.us

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 **UL Listed** contractor to provide scheduled preventative sign maintenance, along with repair/replacement and new signage, as described within. Locations are listed in Exhibit A – Part Four, 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.

Note: Modifications and/or new replacement equipment added during the term of the contract is also the responsibility of the Vendor.

THIS CONTRACT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE SIGNAGE 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 FOUR. FEEL FREE TO BID ON ONE OR MORE ZONES, WHATEVER YOU FEEL BEST SUITED TO HANDLE.

1.2. Contractors must provide UL listed certificate for the company.

- 1.3. Signs are fluorescent tube cabinet, open, neon tube, neon tube cabinet and non- illuminated metal, Plexiglas, plastic and lexon panels. See enclosed list for description of each location, which is a partial listing of equipment sorted by building. These lists are for informational purposes only and should not be construed as being complete and comprehensive. It is the responsibility of the successful vendor to ascertain this information as part of the contract.

- 1.4. The following are particular specifications which must be offered by any potential Vendor bidding to provide such services:

- a. The contract covers PLANNED preventative maintenance and service calls.
- b. Work to be performed on an on-call basis.
- c. Work shall consist of, but not limited to, the repair, modification, addition or new signage.
- d. Major repairs service will require an estimate being submitted to the Liquor Commission. The cost of providing the estimate will be at no charge to the Commission.

- 1.5. Work Schedules: - Work will be completed on a pre-arranged schedule to be coordinated with Maintenance Engineer, John Tower, 271-1710. The Bidder shall provide planned preventative maintenance schedules two weeks prior to performing the service.

- 1.6. To perform Preventive Maintenance Service to all signs, the following must be completed:

- a. Check and repair all supports, wind-braces, seams and face retainers.
- b. Check and repair all sign faces for minor repairs, cracks, and small holes, etc.
- c. Open all drain holes, if required.
- d. Plug and seal all unnecessary holes and cracks in cabinets and returns with caulking, color to match as close to possible.
- e. Repair or replace defective or broken transformers and/or ballasts, fluorescent lamps, neon tubes and wiring with the sign.

EXHIBIT A - PART TWO
REQUIREMENTS

- f. Once each year, between the months of August and October, the signs must be externally cleaned. A checklist must be done at this time; list sign size, condition and type (neon, fluorescent, etc.), giving all information on ballast or transformers and bulb sizes and whether or not sign conforms to or is UL listed. A complete list of all stores must be sent to the Liquor Commission representative, John Tower, no later than the first Friday of November each year
 - g. Once every two years both sides of sign faces must be cleaned (where applicable) and exterior of face polished.
 - h. A separate work order must be made on each sign and sent in with the invoice for payment. The Liquor Commission representative is the contact person and the only one that can request services except for an emergency repair call.
 - i. Each sign must have a separate checklists and a color photo or digital picture sent to the Liquor Commission representative, John Tower, no later than the first Friday in November each year. These can be sent as an e-mail attachment to jtower@liquor.state.nh.us.
 - j. UL listed contractor must be on call for all emergency repairs.
 - k. All work must be performed during regular working hours unless an emergency situation arises.
 - l. Vendor will bid for the Preventive Maintenance on a time and materials basis; and the total for the Preventative Maintenance service **will not exceed** the per year bid.
 - m. The Commission is committed to energy conservation and environmental sustainability. As part of our effort to achieve these goals the vendor will install energy efficient lamps and ballasts during repairs. All new signs will be energy efficient in design and approved by the Liquor Commission before installation. In addition the vendor will make best efforts to use eco-friendly materials in all signs.
- 1.7. Preventative maintenance is expected to be billed at a fixed rate per store for preventative maintenance on Exhibit B – Part Two, any service required above and beyond normal manufacturer preventative maintenance will require an estimate to be approved by the maintenance engineer before any work is performed. Any work performed above preventative maintenance must be billed on a separate invoice.
- 1.8. The Liquor Commission requires a copy of UL listed contractor’s material invoices for verification of price mark-up on each billing.
- 1.9. Response Time:
- 1.9.1. All emergency situations shall have an immediate response time.
 - 1.9.2. All planned repairs/enhancements must have a minimum response time of one (1) week
- 1.10. Normal Working Hours: Normal hours are considered to be 8:00 AM to 5:00 PM, Monday through Friday.
- 1.11. Other Hours: Other hours will be considered overtime, holidays, and weekends.
- 1.12. **Upon arrival at the site the Contractor shall sign in with the manager of the store or person in charge and after each scheduled, before leaving the job site present a written summary of the work performed and obtain the State’s signature thereon. (time of day must be written in and manager must initial at time of arrival and again at time of departure)**

EXHIBIT A - PART TWO
REQUIREMENTS

- 1.13. Experience Requirements: **It is mandatory that the Bidder as a company, corporation, or other entity must have a minimum of three (3) years successful experience in commercial sign repair. This experience must be completed prior to the date established for the receipt of the proposal.** Any bidder unable to or failing to comply with this provision will not be considered for this contract.
- 1.14. 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.
- 1.15. Caution to Bidders: The sign 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.
- 1.16. 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.
- 1.17. The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
- 1.18. 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.
- 1.19. 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.
- 1.20. 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.
- 1.21. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
- 1.22. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.

EXHIBIT A - PART TWO
REQUIREMENTS

2. INSURANCE:

- 2.1. 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

- 3.1. 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.
- 3.2. 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.
- 3.3. The time and effort expended in bid preparation is entirely the responsibility of the bidder.
- 3.4. 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.
- 3.5. 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:

The term of the contract shall be effective upon Governor and Executive Council Approval through June 30, 2011. 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 qualified 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 unit prices.

EXHIBIT A - PART FOUR

LOCATIONS

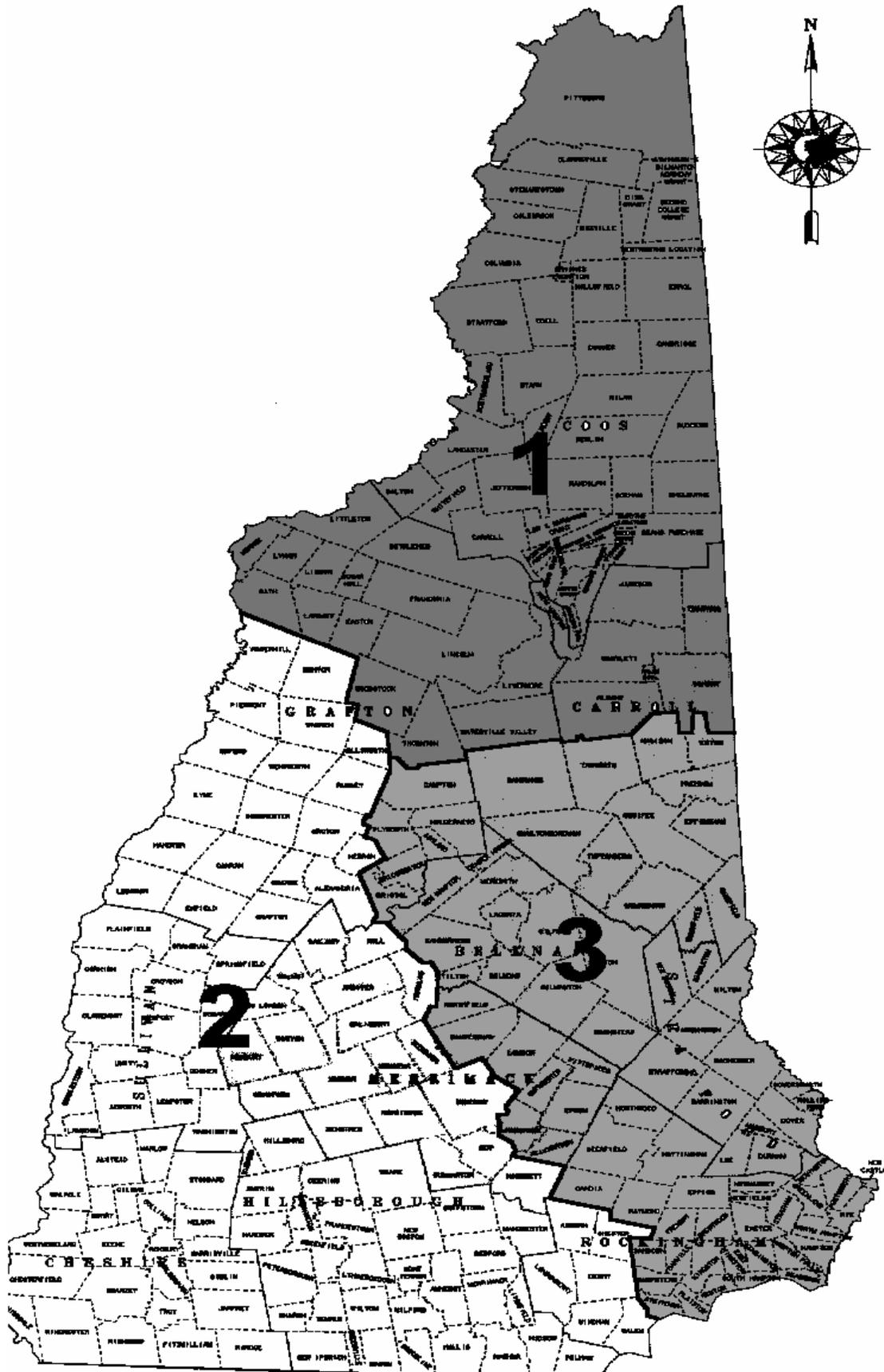


EXHIBIT A - PART FOUR**LOCATIONS****Zone 1****Store #:****Store Address:****Sign Description**

5	17 Pleasant St., IGA Shopping Plaza Berlin, NH	(1) 3'-6" X 15' roof-mount: Lamps - (3) F96DHO, (3) F84DHO Ballast (2) ASB 2040-24, Aluminum pylon signs
7	568 Meadow Street, Globe Shopping Center Littleton, NH	Wall mount: Lamps- (6) F96DHO, (3) F84DHO Ballast (1) FR468D, (1) FR668D (1) 3' X 22'
16	1Forest St, Butson's Complex Woodsville, NH	(1) 3' X 22' wall mount: Lamps – (6) F96DHO, (3) F72DHO Ballast ASB 1224-24. Road pylon includes (1) 4' X 5' d.f. (4) F60DHO Lamps, (1) ASB 1224 –24 Ballast
18	124 Main Street Colebrook, NH	(1) 56" X 6' d.f. flag-mount: Lamps – (4) F60DHO – Ballast (1) ASB 2040-24. (1) 30" X 22' s.f. wall-mount: Lamps – (9) F84DHO – Ballast (3) ASB 2040-24
23	234 White Mountain Highway Suite 9 Conway, NH	(1) 33"x 12" Alum. Non-illuminated Pan Face Sign with HP Vinyl Lettering mounted in 1"x1" bronze tube frame
26	Northumberland Shp Ctr, PO Box 42 Rte. 3 Groveton, NH	(1) 2' X 19' wall-mount: Lamps – (4) F120DHO – Ballast ASB 2040-24, road sign is 6' X 6' d.f. non-illuminated aluminum.
29	100 Lancaster Road Whitefield, NH	(1) 30" X 22' wall-mount: Lamps (6) F96DHO, (3) F72DHO – Ballast (2) ASB 1224-24, (1) ASB 0620-24. (1) 6' X 8' d.f. road sign: Lamps – F72DHO – Ballast (1) ASB 1224-24
37	199A Main Street, Butson's Marketplace Lancaster, NH	(1) 18" X 80" wall-mount sign New Hampshire: Lamps – (2) F72DHO – Ballast FR458D. (1) 2' X 10' wall-mount sign Liquor & Wine Outlet, (2) F120DHO lamps, (1) FR468D Ballast
47	North Woodstock Plaza, Box 11 North Woodstock, NH	(1) 17" X 11' white aluminum wall-mount w/black dimensional letters STATE LIQUOR STORE/LOTTERY TICKETS. Road sign: (2) 14' X 4' back-to-back s.f. road sign (vertical) LIQUOR (horizontal) STATE STORE (all separate faces) each contains (8) F84DHO Lamps, (2) ASB 2040-24 Ballast
52	159 Main Street, Androscoggin Plaza Gorham, NH	(1) 3' X 22' s.f. roof mount: Lamps (6) F96DHO – Ballast (3) ASB 1224-24. Road sign has (1) 2' X 8' d.f. aluminum between posts of plaza pylon.
54	Route 302 PO Box 166 Glen, NH	(1) 2'x8' Alum. Non-illuminated Pan Face sign

EXHIBIT A - PART FOUR

LOCATIONS

Zone 2

Store #:

Store Address:

1	80 Storrs St., Ames Plaza Concord, NH	(1) 4' x 33' Cabinet Sign with Lexan face, roof mount
2	913 Gulf Road West Chesterfield, NH	(2) 12" X 70" aluminum road signs, (1) 16" X 120" wood sign
3	122 McGregor St., St. Mary's Plaza Manchester, NH	(3) 3' X 12', wall-mount: Lamps - (4) F96DHO (4) F48DHO – Ballast (3) 34L24-32
4	1271 Hooksett Rd., K-Mart Plaza Hooksett, NH	(1) 3' X 23' wall-mount: Lamps - (9) F96DHO, (3) F84DHO – Ballast (1) FR468D, (1) FR668D – (1) 1' X 4' under-canopy, (2) F84DHO – Ballast (1) ASB 0412-24
8	367 Washington Street (Route 103) Claremont, NH	(1) 36" X 24" wall mount, Internally illuminated: Lamps (6) F96DHO, (3) F84DHO- Ballast (3) FR488D
10	333 Lincoln Street Manchester, NH	(1) 2'x8' Cabinet Sign wall Mount
11	12 Centerra Parkway Lebanon, NH	(1) 2' X 14' Single face wall sign: Aluminum face, black with white push thru letters. (4) 84" Lamps, (1) V34L 24-32 Ballast
15	6 Ash Brook Court Keene, NH	(1) 74" X 80" d.f. road sign: Lamps – (6) F72DHO – Ballast (1) FR668D. Wall sign has 24" script New Hampshire over 24" Univ. Roman caps Liquor Store in neon, (3) 15/30 transformers in (1) 3' X 20' raceway
17	Franklin Shopping Center, 880 Central St Franklin, NH	(1) 3' X 22' wall-mount: Lamps – (6) F96DHO, (3) F84DHO – Ballast FR488D
20	35 Manchester Road Derry, NH	Raceway Mounted Low Voltage LED Channel Letter Set – New Hampshire Liquor & Wine Outlet
21	1 Jaffrey Road, Route 202 Suite 1 Peterborough, NH	(1) 3' X 22' wall-mount: Lamps – (6) F96DHO, (3) F84DHO – Ballast FR468D, (1) FR 688D
22	44A Route 13 Brookline, NH	

EXHIBIT A - PART FOUR**LOCATIONS****Zone 2****Store #:****Store Address:**

24	52 John Stark Highway, Sugar River Shp. Ctr. Newport, NH	(1) 3' X 20' wall-mount: Lamps – (6) F120DHO – Ballast (1) ASB 2040-24, pylon sign contains (2) 9" X 6' panels
27	Globe Plaza, 300 Main St. Nashua, NH	(1) internally illuminated: 12" X 10' wall mount: Lamps – (1) F120DHO – Ballast 256-272-800, 16" & 13" neon channel letters (2) 7500-30 transformers.
30	189 Elm Street, Granite Town Plaza Rte. 101 Milford, NH	(1) 3' X 22' wall-mount: Lamps – (6) F96DHO, (3) F84DHO – Ballast (1) FR468D, (1) FR688D
31	885 Hanover St., East Side Plaza Manchester, NH	Wall mount Channel neon 24" script New Hampshire w/ 24" Univ Roman caps LIQUOR STORE (3) 15/30 transformers
32	Westside Plaza, 40 Northwest Blvd Nashua, NH	(1) 3' x 24' Alum. Illuminated sign, High output fluorescent lamps + ballast Lexan face With HP Vinyl Letters
33	31 Hamel Dr., North Side Plaza Manchester, NH	Front: 24" wall mount channel neon WINES & SPIRITS (cooper Black style) (3) 15/30 transformer. Side: (1) 4' X 4' fluorescent logo w/ (3) F48DHO lamps, (1) FR458D ballast. 24" script channel neon New Hampshire w/ 30" Univ Roman caps NEW HAMPSHIRE, (3) 15/30 transformers.
34	417 South Broadway Salem, NH	Building signage 12" cast aluminum. New Hampshire State Liquor Store. Road sign has d.f. w/top section fluorescent. (12) F84CWHO, (3) FR888D ballasts, lower section has exposed neon OPEN (9/30 transformer). Reader board has (12) F48CWHO lamps, (3) FR668D Ballast
35	15 Antrim Road, Suite #1 Hillsboro, NH	(1) 24"x 19' wall mount Cabinet sign (1) 30"x12" wall mount Cabinet Sign
36	80 Peterborough Street., Monadnock Plaza Jaffrey, NH	(1) 30" X 12' wall-mount: Lamps – (6) F72DHO – Ballast FR488D
40	32 Ames Plaza Lane Walpole, NH	16" Univ Roman caps channel neon. No raceway. LIQUOR STORE (no info on transformers)
48	Route 119 - Box 114 Hinsdale, NH	(1) 3' X 20' wall-mount: Lamps – (6) F120DHO – Ballast (2) FR488D. 6' X 8' d.f. road sign on single pole: (8) F72DHO lamps, (1) FR468D Ballast

EXHIBIT A - PART FOUR

LOCATIONS

Zone 2

Store #:

Store Address:

50	269 DW Highway South, Southgate Shp. Mall Nashua, NH	(2) wall mount sets same display: (1) 4' X 4' fluorescent box w/ (4) F48DHO lamps, (1) ASB 0816-24 ballast. Channel neon 24" script New Hampshire w/ 24" Univ Roman Liquor Store, each uses (3) 15/30 transformer
51	Route 38, PO Box 10 Pelham, NH	(1) 3' X 20' wall-mount: Lamps – (5) F72DHO, (3)F108DHO — Ballast (1) ASB 2436-46, (1) ASB 2032-34
53	212 Lowell Road, Market Basket Shp. Ctr. Hudson, NH	(1) 3' X 20' wall-mount: Lamps (6) F72DHO, (3) F108DHO – – Ballast (1) ASB 2032-34, (3) ASB 2436-46,
55	Bedford Grove Plaza Ste 2, 5 Colby Court Bedford, NH	
58	605 Mast Road, Shop 'N Save Plaza Goffstown, NH	43"/32" wall mount channel neon caps LIQUOR: (2) 12/30 transformers: 4' X5' cabinet Liquor * Wine Outlet (2) 12k PBKM transformers
59	356 DW Highway, Shaw's Shopping Ctr. Merrimack, NH	(1) 3'x12' Int. lite cabinet sign with lexan face and HUD lamps + ballast
60	10 Benning Dr.,12A Powerhouse Plaza, Unit #3 W. Lebanon, NH	Front Sign: wall mount 24" channel neon Wines & Spirits: (2) 15/30 transformers, (1) 75/30 transformer, rear sign (facing I-89): Channel neon on raceways: 6" X 94" cabinet on raceway: & Wine Outlet, (2) 9K/30 transformers
61	Routes 12 & 119 PO Box 111 Fitzwilliam, NH	(1) 30" X 22' roof-mount, has single slide-out face. Contains: Lamps (9) F96DHO – Ballast (1) FR488D, (1) FR668D
63	30 Warwick Road, Suite 1 Winchester, NH	(1) 30" X 22' wall-mount with single slide-out dace: Lamps – (9) F96DHO – Ballast (2) ASB 200-24 and (1) FR488D
64	Route 11, New London Shopping Center New London, NH	(2) sets 12" cast aluminum anodized bronze letters LIQUOR STORE
65	Center at Campton Corners, 25 Vintinner Rd Campton, NH	(1) 2'x16' Non-Illuminated Alum.Pan face sign Bronze tube trim HP vinyl letters
66	I-93 North, Route 3A, PO Box 16296 Hooksett, NH	30" formed plastic STATE LIQUOR STORE, 18" formed plastic LOTTERY TICKETS both sets of letters are painted

EXHIBIT A - PART FOUR

LOCATIONS

Zone 2

Store #:

Store Address:

67	I-93 South, 25 Springer Road Hooksett, NH	30" formed plastic STATE LIQUOR STORE, 18" formed plastic LOTTERY TICKETS both sets of letters are painted
69	27 Coliseum Ave. Nashua, NH	Front sign (1) 4' X 26'-2" wall-mount w/ 7' semicircle above: Lamps – (8) F96DHO, (2) F72DHO, (4) F60DHO, (4) F48DHO: contains (4) ballast, (1) 18" X 11' aluminum wall-mount sign: (1) set 12" formed plastic letters FINE WINES. Side sign (1) 5' X 16' wall-mount (16) F72DHO lamps, (4) FR468D ballast
70	37 Monadnock Hwy, Wilber's Market Place Swansey, NH	(1) 3' X 15'-6" roof-mount: Lamps – (6) F96CWHO – Ballast (2) ASB 2040-24
72	100 Fort Eddy Road Concord, NH	24" wall mount channel neon New Hampshire LIQUOR STORE, (2) 15/30 transformers
74	34 Nashua Road, Market Basket Plaza Londonderry, NH	(1) 2'x12.5' Int. Durinotic Bronze Finish Alum. Illuminated Wall sign, High Output Lamps and ballast. Lexan sign face with HP vinyl letters
77	497 US Rt 202, Chesire MKP, Unit #7 Rindge, NH	Wall mount Channel neon: (1) 6" X 11' box New Hampshire, (1) 30" Liquor, 30" X 44" box & Wine Outlet, uses (4) transformers

EXHIBIT A - PART FOUR**LOCATIONS****Zone 3****Store #:****Store Address:**

6	800 Islington St., Pick 'N Pay Portsmouth, NH	(1) 3' X 23' wall-mount: Lamps - (6) F96DHO, (3) F84DHO - Ballast (1) FR468D, (1) FR668D
9	47 Chestnut St. Dover, NH	(1) 30" X 20' wall-mount- reconditioned- not UL, one slide-out face. Lamps - (6) F96DHO, (3) F72DHO -Ballasts (3) ASB1224-24 or equal
12	Route 25, 12A Main Street Unit #1 Center Harbor, NH	(10 2'x16' Alum. Non-illuminated pan face sign
13	5 Somersworth Plaza Somersworth, NH	12" cast aluminum letters
14	Lilac Mall, Route 125 Rochester, NH	(1) 3' X 22' wall mount: Lamps – (6) F96DHO, (3) F84DHO – Ballast (1) FR468D, (1) FR688D
19	494 Tenney Mt HWY Unit #3 Plymouth, NH	(1) 4' X 4' logo fluorescent wall mount logo: Lamps – (4) F48DHO – Ballast (1) ASB 0620-24. 24" script wall neon New Hampshire w/ 24" Univ Roman caps LIQUOR STORE. (3) 15/30 transformers. (1) 3' X 8' d.f. pylon sign, Lamps - (3) F96DHO - Ballast (1) ASB 1224-24
25	Kings Highway Plaza, Kings Highway Stratham, NH	(1) 3' X 20' wall-mount: Lamps – (6) F96DHO, (3) F84DHO – Ballast FR468D, (1) FR688D.
28	186 Ocean Blvd. Seabrook, NH	
38	Portsmouth Circle, 605 US Interstate By-Pass Portsmouth, NH	(3) 5' X 22' single flex face at traffic circle: each has (12) F96DHO, (6) F84DHO Lamps. (3) FR688D Ballast. (1) 2' X 12' wall-mount: Lamps – (2) F64DHO, (2) F84DHO – Ballast FR486DR
39	35 Center Street Wolfeboro Falls, NH	(1) 21" X 12' sandblasted wall-mount sign
41	Lafayette Boulevard PO Box 236 Seabrook, NH	(1) 3' X 22' wall-mount: Lamps – (6) F96DHO, (3) F84DHO – Ballast FR468D
42	71 Rte 104, Old Province Common Meredith, NH	(2) 4' X 12' roof mount internally illuminated box: Lamps - (16) F84DHO – Ballast (1) FR496D

EXHIBIT A - PART FOUR

LOCATIONS

Zone 3

Store #:

Store Address:

43	829 NH Rte 11, Unit #2 Farmington, NH	(2) 3' X 20' wall-mount: each sign contains (6) F72DHO, (3) F108DHO Lamps. Ballast (1) FR688D, (1) FR488D
44	20 Lake Street Bristol, NH	(1) 30" X 12' wall-mount: Lamps – (2) F84DHO, (2) F64DHO – Ballast (1) FR466DR. Road sign is (1) 4' X 97" d.f. fluorescent, (4) F96DHO lamps, (1) FR488D Ballast.
45	6 Water Street Pittsfield, NH	(2) 22" X 10'-8" s.f. aluminum wall mount
46	46 No. Main Street Ashland, NH	(1) new 30' X 12' aluminum wall-mount: (1) 30" X 22' roof-mount with single slide-in face, contains: Lamps – (6) F96DHO, (3) F72DHO – Ballast (3) ASB 2040-24. . Road sign is 6' X 22' blue factory-finish aluminum w/vinyl graphics w/ (1) 4' X 8' metalwood sign between poles "Open Sundays"
49	9 Plaistow Road, Shaw's Plaza Plaistow, NH	(1) 2'x15'Int. lite Alum.Cabinet Sign. High Output lamps and ballast, Lexan Face with HP Vinyl Letters
56	9D Lake Shore Drive, Airport Plaza Unit 1 Gilford, NH	(1) 3' X 24' wall mount internally illuminated: Lamps – (6) F96DHO, (6) F48DHO – Ballast (2) 256-696-800
57	240 Route 16B Indian Mound Shopping Ctr. Ctr. Ossipee, NH	(1) 30" X 12' wall-mount: Lamps – (2) F84DHO, (2) F84DHO – Ballast (1) FR488
62	Route 27, RFD#2, Raymond Shopping Ctr. Raymond, NH	Front sign is (1) 30" X 22' wall-mount, has single slide-out face: Lamps – (3) F72DHO, (3) F96DHO run from (1) FR688D ballast. (3) F72DHO lamps run from FR458D ballast. Side sign is (1) 16" X 12' wall mount State Liquor Store: Lamps - (2) F84DHO, (2) F64DHO – (1) ASB 2040-24 ballast
68	Lafayette Road, Village Shopping Ctr. No. Hampton, NH	(1) 4' X 16' wall-mount Lamps – (6) F96DHO –Ballast (2) ASB 1632-24
71	90 Calef Highway Unit #4 Lee, NH	(1) 30" X 22' wall-mount w/ single slide-out face: Lamps –(6) F96DHO, (3) F72DHO – Ballast (1) FR458D, (1) FR688D
73	I-95 South, PO Box 1993 Hampton, NH	Front 30" Neon channel letters raceway mounted. White aluminum plexi, neon.

EXHIBIT A - PART FOUR

LOCATIONS

Zone 3

Store #:

Store Address:

75	15 Old State Road, Unit 1 Belmont, NH	(1) 3' X 22' wall-mount: Lamps – (6) F96DHO, (3) F84DHO – Ballast (1) FR488D
76	I-95 North, PO Box 2081 Hampton, NH	24" channel neon NH STATE LIQUOR OUTLET, (2) 9/30 and (4) 12/30 transformers, 18" Wine Specialty Store: (2) 15/30 transformers. Wall mount reader board uses F96DHO lamps, neon OPEN at top of sing (1) 6K/30 transformer

EXHIBIT B – PART ONE

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

1. YEARLY MAINTENANCE COST BY STORE:

ZONE ONE

PREVENTATIVE MAINTENANCE

ST	Location	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	Three Year Total
		July 1, 2008 To June 30, 2009	July 1, 2009 To June 30, 2010	July 1, 2010 To June 30, 2011	
5	Berlin				
7	Littleton				
16	Woodsville				
18	Colebrook				
23	Conway				
26	Groveton				
29	Whitefield				
37	Lancaster				
47	N Woodstock				
52	Gorham				
54	Glen				
	Zone One Preventative Maintenance Totals:				

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

ZONE TWO
PREVENTATIVE MAINTENANCE

ST	Location	<u>YEAR ONE</u> July 1, 2008 To June 30, 2009	<u>YEAR TWO</u> July 1, 2009 To June 30, 2010	<u>YEAR THREE</u> July 1, 2010 To June 30, 2011	Three Year Total
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

ZONE TWO
PREVENTATIVE MAINTENANCE

(CONTINUED)

ST	Location	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	Three Year Total
		July 1, 2008 To June 30, 2009	July 1, 2009 To June 30, 2010	July 1, 2010 To June 30, 2011	
60	W Lebanon				
61	Fitzwilliam				
63	Winchester				
64	New London				
65	Campton				
70	Swanzy				
77	Rindge				
	Zone Two Preventative Maintenance Totals:				

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

ZONE THREE
PREVENTATIVE MAINTENANCE

ST	Location	<u>YEAR ONE</u> July 1, 2008 To June 30, 2009	<u>YEAR TWO</u> July 1, 2009 To June 30, 2010	<u>YEAR THREE</u> July 1, 2010 To June 30, 2011	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

ZONE THREE
PREVENTATIVE MAINTENANCE

(CONTINUED)

ST	Location	<u>YEAR ONE</u> July 1, 2008 To June 30, 2009	<u>YEAR TWO</u> July 1, 2009 To June 30, 2010	<u>YEAR THREE</u> July 1, 2010 To June 30, 2011	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

ZONE THREE
PREVENTATIVE MAINTENANCE

(CONTINUED)

ST	Location	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	Three Year Total
		July 1, 2008 To June 30, 2009	July 1, 2009 To June 30, 2010	July 1, 2010 To June 30, 2011	
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				
	Zone Three Preventative Maintenance Totals:				

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

2. SERVICES OTHER THAN PREVENTATIVE MAINTENANCE:

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

1. Billing repair rates are to include personnel and vehicles.
2. Charges shall consist of actual time at the job sites. An estimate of hours required and a number of staff needed to complete a requested service will be provided to the Liquor Commission by the Vendor at the time the Vendor schedules the work. Also, the Vendor must sign- in with the Store Manager upon start and completion of the work at the specified location.
3. Mileage allowed shall be portal to portal, or the distance from the previous worksite to the new worksite, whichever is less. The Liquor Commission will pay one (1) way on service calls; mileage and the rate of one (1) man.
4. The Liquor Commission retains the right to examine Vendor's invoices for the materials used in completing work. A copy of the Vendor's material invoices must be submitted with the billing to verify markup. The Liquor Commission will allow no other expenses incurred.

Charges shall consist of actual time at the job site. An estimate of hours required and number of workers needed to complete a requested service will be provided to the Liquor Commission by the Contractor at the time the Contractor schedules the work.

Disclaimer: This estimate is based on prior year actual figures and will be used to award bid, but is not a guarantee of hours, dollars, or mileage.

3. ZONE ONE: (SERVICES OTHER THAN PREVENTATIVE MAINTENANCE)

3.1. YEAR ONE – (July 1, 2008 to June 30, 2009)

- | | | |
|--|---|-----------------------|
| a. Shop Rates: | \$_____ Per person, per hour X 100 Hrs per year (<u>Estimate Only</u>) | = \$_____ |
| Service Rates: | \$_____ Per crane/lift, per hour X 100 Hrs per year (<u>Estimate Only</u>) | = \$_____ |
| b. Overtime Wages: | \$_____ Per person, per hour X 25 Hrs per year (<u>Estimate Only</u>) | = \$_____ |
| | \$_____ Per crane/lift, per hour X 10 Hrs per year (<u>Estimate Only</u>) | = \$_____ |
| c. Materials: | <u>Percentage</u> of Markup from Vendor's or Net Trade Cost = _____ X \$15,000 per year = \$_____ | |
| | (Mark-up Only) | |
| d. Materials Cost – (<u>Estimate Only</u>) per year: | | = \$ <u>15,000.00</u> |
| e. Mileage Charge: | \$_____ per mile X 3,000 miles per year (<u>Estimate Only</u>) | = \$_____ |

YEAR ONE BID TOTAL: = \$_____

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

4. 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.