



REQUEST FOR BIDS

2012-11

**Purchase and Installation of
Digital Video Surveillance Equipment**

March 26, 2012

Issued by:

NH Liquor Commission



New Hampshire

Liquor Commission

PO Box 503, Concord, NH 03302

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EXHIBITS

Exhibit A - No Response Form

Exhibit B - Contract Terms and Conditions (General Provisions, Form P-37 (v. 1/09))

Exhibit C - Bid and Addendum Acknowledgement

TABLE 1: SCHEDULE OF EVENTS

The following table sets forth the Schedule of Events for this Request for Bids (“RFB”). 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 Bids Issued: | Issuing Office | Monday, March 26, 2012 |
| Deadline to Submit Inquiries By Electronic mail to NHLC Issuing Officer (“Closing Date”) | Potential Respondents | Wednesday, April 4, 2012 at 4:00 pm |
| NHLC Anticipated Date to Issue Responses to Potential Respondent Inquiries | Issuing Office | Friday, April 6, 2012 |
| Deadline for Submission of Sealed Bids to Issuing Office at: ATTN: Craig Bulkley NH Liquor Commission 50 Storrs St, PO Box 503 Concord, NH 03302-0503 | Respondents | Monday, April 16, 2012 at 2:00 pm |

PART I - GENERAL INFORMATION FOR RESPONDENTS

1. PURPOSE

The N.H. Liquor Commission (“NHLC”) seeks to procure digital surveillance system equipment and installation services at retail store locations throughout New Hampshire as needed. The NHLC is issuing this request for bid as a vehicle for soliciting and evaluating bids from interested parties. This RFB describes the project and the NHLC’s requirements. A respondent may submit a bid for services as further described in Part II, Section 24 of this RFB governing “Method of Award.”

2. ISSUING OFFICE

This Request for Bid is issued by the NHLC that shall serve as the Issuing Office for this RFB. The Issuing Officer responsible for managing the RFB and serving as the sole point of contact is:

Craig Bulkley, Director, Division of Administration

NH Liquor Commission,

P.O. Box 503

Concord, NH, 03302-0503

(tel: 603-230-7010)

(email: cbulkley@liquor.state.nh.us).

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

3. SCOPE

This RFB contains instructions governing the required content of bids, 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 bid.

4. PROJECT NEED

The intent of this RFB is to obtain a contractor to provide and install digital security system equipment at various retail store locations throughout the state that will be later identified.

5. KEY SUCCESS CRITERIA

The goal of this project is to certify a vendor capable of providing and installing digital surveillance system equipment as required at various potential retail store locations. All products must meet all industry standards and be of satisfactory quality.

6. MINIMUM QUALIFICATIONS

- a. Bidder must have a minimum of 5 years of experience in the alarm/surveillance industry with the size and scope of this project. Bidder must provide information relative to similar projects and products used.
- b. Bidder must supply 3 references for similar projects.

Note: The above items A and B must be submitted as requested, proving your company meets the minimum qualifications in order to move on to the evaluation process. If these items are not submitted, the Bid is subject to disqualification.

7. PROJECT DELIVERABLES:

The NHLC's deliverables for the future engagements shall consist of the following:

- a. The NHLC proposes to enter into an agreement with an experienced alarm equipment installation company that follows the National Burglar Fire Alarm Association standards. The NHLC will identify locations for installation as required over the course of the contract.

THIS CONTRACT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE THE SERVICES DESCRIBED HEREIN.

- b. Contractors must follow the National Burglar Fire Alarm Association standards and meets all minimum industry standards.
- c. The specifications indicated in this bid invitation will be considered the minimum requirements. Contractor's offer must meet or exceed these minimum requirements.
- d. **The NHLC may request the Contractor to provide security clearance and/or background checks for any and all Contractor representatives that may work in any facility.**
- e. The Contractor shall provide employee picture identification badges identifying the company name and each employee servicing the NHLC account. All contract employees, while servicing the NHLC, shall wear the identification badge.
- f. All equipment installations must be approved by the NHLC before any work begins.
- g. Placement of the equipment will be provided by the NHLC designated representative, with schematics indicating the placement of the equipment.
- h. Upon the successful award of contract, but prior to beginning any work, the contractor will discuss any design and components being considered. It is recommended that the contractor meet with the NHLC representative on site to walk the space and resolve any questions prior to beginning work.
- i. The shall be responsible for providing reasonable means of access to all equipment covered by this agreement and promptly notify the Contractor of any malfunction in the system(s) which comes to the NHLC's attention.
- j. The Contractor shall be responsible for providing a proposed schedule for installation a minimum of one week (5 working days) before the installation occurs.
- k. The contractor will install the system(s) in accordance with the manufacturer's written instructions in addition to all codes and standards set forth by, but not limited to, the National Electrical Code, the

National Building Code, Underwriters Laboratories, and the local Authority Having Jurisdiction. The Contractor shall see that all system installation shall be accomplished in accordance with the applicable codes, manufacturer recommendations and any State or Local codes and regulations.

- l. Wires are not to be exposed or visible. The contractor will conceal all wires within the office by “fishing” wire in the walls, ceilings, and doorframes to ensure tamper resistance. No mechanical pulling of wires is allowed. All wiring will be with CAT 6 wiring.
- m. It may be necessary to place wire in electrical metallic tubing (EMT) in some locations in which walls cannot be fished. No wire mold will be used. Every attempt to fish wires in walls will be made before using EMT. The size of the EMT will be larger than needed to permit additional wire pulls. The contractor must securely fasten all wires in the ceiling to overhead wire supports in order to prevent damage that may occur from existing or future wire runs in the ceiling. The contractor shall not use any existing data cabling “J” hooks to support security systems wiring or cables. Contractors are to install their own cable supporting hardware. Any damage to existing cables caused by mounting or pulling of any wires will be the responsibility of the contractor to repair at no additional cost to the NHLC.
- n. The contractor shall not splice or utilize T-taps, etc., except inside of the control panel, spare enclosure, cabinets, or auxiliary power supply.
- o. The contractor may not use the existing isolated ground outlets to power any of the security system equipment.
- p. The contractor must label each wire, cable, etc. as it enters its termination location on the head end for long term troubleshooting purposes. If wire numbers are used, a true wire legend must remain on site with a full description of each device, its destination point, and termination point. Periodic labels must be placed on the wire to indicate type of wire; for example “CCTV”. All other items, including detectors, sensors, junction boxes, control panels, transformers, phone jacks, etc. must be labeled to show the device and/or zone number on the front cover of the specific device.
- q. All necessary patching, painting, or repairs as a result of this installation must be performed by the contractor at no additional cost to the NHLC.
- r. After installation of the security system, the contractor will inspect and test the system.
- s. The contractor will provide operator training to the employees selected by the NHLC, and will distribute associated User Guides to the local user.
- t. The contractor is responsible for submitting any manufacturer warranties’. The contractor shall warranty all equipment and the installation for a period of three years from the date the installation is completed and accepted. This warranty shall cover 100% of all parts, labor, travel and any other expenses. No additional costs for service due to system or component malfunction during the one year warranty period will be paid by the NHLC.

- u. All equipment remains the property of the NHLC. The contractor retains no liens, titles, or ownership against any equipment, installed or uninstalled. All surplus equipment should be shipped to the NHLC at the following address via FedEx or UPS at the time of final inspection.
- v. Failure to comply with any part of this RFB may result in penalties and/or extra costs for the contractor at no additional cost to the NHLC.
- w. Existing buildings with security systems may need upgrades over the course of the contract. Existing analog cameras less than four years old may be encoded and integrated into any modifications to existing systems. Analog cameras older than four years may be replaced with state of the art IP cameras when requested by the NHLC.
- x. Upon arrival at the site the Contractor shall sign in with the manager of the store or person in charge and after each scheduled or emergency call, before leaving the job site present a written summary of the work performed and obtain the NHLC's signature thereon. (Time of day must be written in and manager must initial at time of arrival and again at time of departure)
- y. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall determine the NHLC's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
- z. The Contractor will furnish and install all equipment, cables, wires, outlets, circuits, connectors, wall or ceiling mounting brackets, safety devices, labor, supervision and all other equipment necessary for the installation of the security systems contained within this RFB. All work pertaining to the installation of the security equipment as covered by the RFB is the responsibility of the contractor.
- aa. The Contractor shall complete the entire work to the satisfaction of the NHLC 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 NHLC representatives as given from time to time during the progress of the work, under the terms of this contract.
- bb. 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.
- cc. 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.
- dd. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.
- ee. Normal Working Hours: Normal hours are considered to be 8:00 AM to 5:00 PM, Monday through Friday.
- ff. Other Hours: Other hours will be considered overtime, holidays, and weekends.

gg. **SUBCONTRACTOR**

Subcontracting any portion of the contract is not permitted without prior approval from the NHLC. Subcontracting is only permitted with prior approval from the Liquor Commission. In the event the NHLC approves the use of subcontractors in performance of this contract, the prime contractor is not relieved of its responsibility and obligation to meet all the requirements of this agreement

8. EQUIPMENT / SYSTEM REQUIREMENTS:

- a. Product substitutions are not permitted without the express written approval of the NHLC. The contractor must document all proposed changes in writing and receive approval from the NHLC prior to implementation. If a substitution is made without written permission, the contractor may have to replace the parts in question without delay and at no cost to the NHLC. Additional fees or expenses for items not specifically addressed by the contract or the NHLC will not be approved.
- b. The NHLC has the sole right to determine what constitutes an acceptable substitution.
- c. Contractors are asked to bid the specific equipment and configurations identified, however substitutions may be accepted if the capabilities of the substitutions meet and/or exceed the capabilities of the requested item. The NHLC reserves the right to determine what is considered an acceptable substitution, and to reject any or all substitutions offered. For those items not specifically identified by make and model, vendors shall offer solutions that meet the capabilities described in the items description.
- d. The CCTV system will be used primarily for real time monitoring of activity at critical or vulnerable areas identified by the NHLC, i.e., visually establishing entry identification and monitoring visitor movement. A secondary function is the retention of images for evidentiary purposes. A tertiary function is live remote viewing.
- e. The contractor will set up and configure the surveillance system to be network ready to have the capability to stream remotely and ensure proper performance including, but not limited to, frame rate, image quality, and bandwidth utilization.

Minimum specifications for equipment:

Cameras:

- All Cameras will be strategically placed and will utilize internet protocol (IP), no analog.
- All cameras will have H.264 compression, built in motion detection, and will be able to achieve frame rates at maximum resolution of 30 frames per second. Cameras will all include the ability to record “on-board”, to provide redundancy to the recording server. All cameras will include storage media to record at least 90 days by including a 16 GB class 10 storage card.
- All interior cameras will be in dome housing.
- Interior cameras will all have the ability to produce standard and high definition images (At least one million pixels). It is expected that scenes of interest will include resolutions of at least 25 pixels per foot. Cash drawers and entry/exit points should have 50 pixels per foot. Interior cameras facing public entrances will have effective wide dynamic range (WDR) on the camera.
- Capable of at least 1 megapixel resolution (chances are, many locations may be at a quarter of this resolution, but they should be able to hit 1 MP).
- Record to at least 8 fps continuous during working hours, motion after hours. Cameras on registers to record 15 fps minimum continuous during operating hours.
- Camera on server room to record for 90 days. All other cameras to record for 30 days.
- Day/Night capable with mechanical cut filter.
- Exterior cameras will have high definition ability with resolutions of at least one million pixels. These will also have auto-iris and varifocal features. Lenses will be selected based on the scenes of interest. Will have day/night functionality with a mechanical cut filter, to allow future IR illumination if required. Specifications to allow operation to -10 F. Cameras facing exterior doors and windows must include wide dynamic range. Bidder shall include pricing for pan, tilt, zoom cameras.
- Day/Night capable with mechanical cut filter.
- All cameras (interior and exterior) will record one frame per second continuous at all times with 8 frames per second on motion/alarm/event and 15 frames per second at registers and the main store entry points.
- Must include heaters or ability to operate to -10 F.
- Cameras that may be specified to record and view license plates must have appropriate resolution and features to identify day and night.
- Cameras will be mounted in such a way as to protect against environmental elements and criminal tampering.
- Cameras will have at least a 3 year manufacturer’s warranty.

Digital Video Recorder/NVR/Server:

All systems:

- Windows Server 2008 R2
- System server will run on a Windows operating system
- Quote on both rack mountable in 2 or 4 post rack as well as desktop located
- DVD R/W driver
- Redundant power
- Quote each of the three systems below separately:
 1. System 1: Up to 15 cameras (megapixel) with recording specs (This should be included in the “per camera” quote based on the VMS system) with 2 TB Usable Storage.
 2. System 2: Up to 30 cameras with 4 TB usable storage.
 3. System 3: Up to 45 cameras with 6 TB usable storage.
- All servers will be set up for RAID 1 mirroring.
- System to have SSD (solid state drive) drives for OS
- 1300-1500VA UPS connected to the server and the POE switch providing 15 minutes of battery backup support.
- Bidders to quote both Exacq and Milestone VMS software.
- All cameras will be connected to the network switch with POE (power over Ethernet). Bidder to quote both a Cisco and HP Procurve switch.
- The video storage drives shall be configured for RAID 1. Optional rack mounted RAID 5 storage should be quoted as an option for larger stores.
- Compression will be set by the contractor but must not compromise image quality.
- Recording shall be continuous during business hours.
- After-hour recording is at the discretion of the customer but may be event driven by motion, triggers, time-lapse, or programmed schedules.
- The surveillance system will have an emergency power backup (UPS) in case of unplanned power or network outage and surge protectors for each component. Backup power system should have ability to be monitored. Video server/PC should be configured for safe “shutdown” and “startup” upon loss of power after fifteen (15) minutes.
- System software will **have the ability** to allow secure browser, Windows client software, and mobile device secure access.
- System will **have the ability** to allow integration of Windows active directory/LDAP for user access.
- System will **have the ability** to provide schematics and mapping in a multi-monitor environment.

- System will **have the ability** to integrate into and record transactions from the checkout registers. Searching should be possible of the video/transactions from entered text data from purchase receipts.
- A viewing workstation will be provided at each store location. (The recording server will not be used as a viewing station).
- All network cabling will be installed to industry standards. This will include proper termination patch panels and jacks. Upon completion, contractor will provide customer with report of cable certification testing.
- Contractor will provide network devices (switches, routers, and midspans) approved by the customers IT department.
- Final system will provide 3 years of license fees, if needed, for all software and components, license only for the cameras provided.
- Servers, UPS, and network devices shall all have at least a 3 year manufactures warranty.
- One spare drive (s) to be included for RAiD5 storage and one for RAiD1 OS array.
- Rack mountable
- Dual Ethernet interfaces.

Software

- License for 3 years
- Unlimited client connections (included in price)

Display:

17" Color Monitor-Flat Screen LCD

9. FUTURE EXPECTATIONS (for winning bidder for specified jobs)

- a. It is the responsibility of the Contractor to become fully informed as to the nature and extent of the work required in the future projects and the relation to any other work in the building. The contractor shall carefully examine the specifications and any drawings made part of the specifications. It is suggested that the contractor visit the site(s), because claims of misunderstanding as to either materials to be supplied, or work to be performed, will not receive consideration.
- b. The submission of a quote shall constitute an agreement to all provisions referred to herein and/or indicated on the accompanying drawings. Any variance from the specifications must be submitted in writing with the bid.
- c. It is the Bidder's responsibility to verify all quantities and configurations with the drawings and written specifications.

PART II - RFB TERMS AND INSTRUCTIONS

1. **TYPE OF CONTRACT**

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

2. **RFB INQUIRIES AND RESPONSES**

- a. **Inquiry Submission.** Respondents must submit all inquiries, exceptions, or additions regarding this RFB, including without limitation, requests for clarifications or modifications to the RFB, by electronic mail (with the subject line titled “Security System RFB Questions”) to the Issuing Officer identified in RFB, 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 RFB title, RFB 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 RFB**

The NHLC may amend this RFB at any time and at its sole discretion. The NHLC will post any amendments to the RFB on the NHLC official website located at www.nh.gov/liquor. In the event the NHLC determines it necessary to amend this RFB, 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 RFB. The NHLC shall not be bound by any verbal information, and any written information that is not contained within the RFB or formally issued as an amendment by the Issuing Officer.

4. **BID FORMAT**

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

5. **ECONOMY OF PREPARATION**

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

6. **BIDS AND AWARDS**

The intends to award a contract to a respondents as a result of this RFB.

Notwithstanding the foregoing or any provision of this RFB to the contrary, the NHLC reserves the right, at any time and in its sole discretion, to reject any or all bids, 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 RFB process during the term of a contract or any extension thereto. The NHLC may, at its sole discretion, obtain services and related materials from other contractors.

The NHLC has identified the basic approach to meeting its requirements and encourages respondents to be creative and propose their best solution to meeting these requirements.

7. **BID SUBMISSION**

- a. **Bid Submission Deadline**: Bids must be submitted in hard copy and clearly marked “New Hampshire Liquor Commission, Response to RFB 2012-11” and as specified in Section 7: *Bids*. Bids 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 bid must allow sufficient mail delivery time to ensure timely receipt of its bid. The NHLC accepts no responsibility for mislabeled, damaged or delayed mail. Bids will not be accepted via electronic mail or facsimile transmission. The receipt of a bid by the state’s mail system does not qualify as receipt of a bid by the Issuing Office.
 - i. If due to inclement weather, natural disaster or any other cause, the location to which bids 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 bids shall remain the same. Bids not submitted by the Closing Date and Time in Table 1: *Schedule of Events* or as otherwise extended pursuant to this RFB will be rejected.
- b. **Bid Receipt**: A bid will be considered received on the date and time of the NHLC’s receipt as officially documented by the NHLC.
- c. Bid Information
 - i. Bids from all interested Bidders qualified to provide services’ listed within will be received until 2:00 p.m. on Monday, April 16, 2012. Bid packages will not be accepted after that time. The bid packages may be delivered to the address below and identified on the outside of the envelope as:

Bids: Courier Delivery Only
New Hampshire Liquor Commission
50 Storrs Street
Concord NH 03301
ATTN: Craig W. Bulkley RFB 2012-11”
By Mail Only

New Hampshire Liquor Commission
ATTN: Craig W. Bulkley RFB 2012-11”
Post Office Box 503
Concord NH 03302-0503

From: Company/Bidder Name
Address of Bidder
Phone No. Of Bidder
Fax No. of Bidder
Email Address:

- ii. Bidders are advised to carefully read and complete all information requested in this RFB. If the Bidder’s response to this RFB does not comply with the conditions for submittal to this RFB, **it may be considered unacceptable by the NHLC and may be rejected without further consideration.**
- iii. A draft agreement presented as Exhibit B is attached for informational purposes to inform the Bidder of the type of Agreement that will be used for the prosecution of this work. Bidders are instructed to thoroughly familiarize themselves with the terms, covenants, and conditions of the draft Agreement. The successful Bidder will be required to execute a similar agreement with the NHLC
- iv. It is the NHLC’s intention to award the contract to one Bidder. The NHLC will make the final determination in its sole judgment as to which Bidder(s) and bid(s) are the most advantageous.
- v. The contents of the bid of the successful respondent(s) 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 bid in the event of any inconsistency or ambiguity;
- vi. Under the laws of the State of New Hampshire, a bid may be considered public record, and if determined to be so, must be made available for inspection and copying by any citizen of New Hampshire. Therefore, the NHLC cannot guarantee the confidentiality of any proprietary or otherwise sensitive information. Confidential or Proprietary information must be marked as such on each page and may be submitted in a separate envelope, sealed and marked **“Confidential Information”**. It is understood, however, that the NHLC will have no liability for disclosure of such information contained in or with any bid. Any proprietary or otherwise sensitive information contained in or with any bid is subject to disclosure, unless exempted under the New Hampshire Right to Know Act.

- vii. No bid may be withdrawn after it has been submitted to the NHLC unless the Bidder so requests by letter and such request by letter is received by the NHLC before the deadline for receiving bids. Any request for withdrawal after the deadline must be made in writing and may be denied in the NHLC's sole discretion.
 - viii. A respondent may modify its bid by withdrawing its bid and submitting a new sealed bid that complies with the requirements of this RFB, but only if the respondent withdraws and resubmits its bid prior to the Closing Date and Time in Table 1: *Schedule of Events*.
 - ix. In submitting the bid, the Bidder agrees that the bid will remain valid for one hundred eighty (180) calendar days after the closing date for submission of bids and may be extended beyond that by mutual agreement.
- d. Interpretation of Bid Document
- i. If discrepancies or omissions are found by any prospective Bidder or there is doubt as to the true meaning of any part of this RFB, a written request for clarification or interpretation shall be submitted to Craig W. Bulkley, Director of Administration, NHLC , prior to 4:00 pm Wednesday, April 14, 2012. (cbulkley@liquor.state.nh.us)
 - ii. The NHLC is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addendum. All communication will be via cbulkley@liquor.state.nh.us

8. EVALUATION OF BIDS AND CRITERIA

- a. Each bid submitted to the NHLC will be evaluated based on experience, and capacity to perform as required for various future projects.
 - i. The bids will be evaluated to determine whether they conform to the requirements of the RFB. Those bids failing to meet the requirements, including completeness, format and content, may be rejected without further evaluation, and Bidders will be so informed in writing.
 - ii. If, for any reason, the NHLC in its sole discretion is unable to select any of the Bidders, the NHLC reserves the right to negotiate contracts with other service providers outside the RFB process.

9. PROHIBITED COMMUNICATIONS

From the issue date of this RFB until the effective date of a resulting contract with any respondent, the Issuing Officer shall serve as the sole point of contact concerning this RFB. Respondents are prohibited from distributing any part of their bids except to the Issuing Office as required under this RFB. Except for contacts with the Issuing Officer as permitted by this RFB, respondents are prohibited from contacting or lobbying any NHLC personnel or evaluation committee members regarding this RFB. Any respondent's attempt to improperly influence the evaluation of bids and selection of a respondent may result in the disqualification and elimination of that respondent from this RFB procurement process. If the NHLC later discovers that the

respondent has engaged in any communications prohibited under this RFB, the NHLC may reject the offending bid or rescind a contract award, without any liability to the respondent. Respondents are prohibited from distributing any part of their bids except to the Issuing Office as required under this RFB.

10. VALIDITY OF BID

- a. By submitting a bid, a respondent acknowledges and agrees that:
 - i. Its bid 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 bid 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 bid in the event of any inconsistency or ambiguity;
 - iii. The respondent waives any right to withdraw or modify its bid, except as permitted in the RFB;
 - iv. Bids are irrevocable unless the bid is withdrawn as permitted under this RFB 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 bid 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 bid by withdrawing its bid and submitting a new sealed bid that complies with the requirements of this RFB, but only if the respondent withdraws and resubmits its bid prior to the Closing Date and Time in Table 1: *Schedule of Events*.

11. NON-COMMITMENT

Notwithstanding any provision of this RFB to the contrary, this RFB does not commit the NHLC to award a contract. By submitting a bid, 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 bids, or any portions thereof; cancel this RFB; and solicit new bids under another acquisition process.

12. RESPONDENTS' COSTS AND EXPENSES

By submitting a bid, 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 bid or a respondent's participation at the pre-bid conference or oral presentation and discussions, and other RFB 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.

13. PROPERTY OF STATE

The bid and all material received in response to this RFB shall become the property of the NHLC and will not be returned to respondents. By submitting a bid, 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 bid regardless of whether the bid becomes part of a contract. Notwithstanding any respondent copyright designations contained on bids, the NHLC shall have the right to make copies and distribute bids 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.

14. DISCUSSIONS FOR CLARIFICATION

The NHLC may require, at its discretion, respondents who submit bids to provide the NHLC with oral and/or written clarification of their bid 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.

15. PRESENTATIONS

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

16. INFORMATION TECHNOLOGY COMPLIANCE REQUIREMENT

In the event that any portion of a respondent's bid 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 RFB.

17. CONTRACT TERMS AND CONDITIONS

The NHLC's standard terms and conditions are set forth in Appendix A of this RFB. In the event of any conflict between the NHLC's terms and conditions and any portion of a bid, the NHLC's terms and conditions shall take precedence and supersede any and all such conflicting provisions contained in a bid, 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 RFB.

18. 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.

19. DISCLOSURE OF BIDS

- a. **Respondent Obligation.** A respondent must maintain the confidentiality of its bid until the effective date of a resulting with any respondent. A respondent's disclosure or distribution of its bid 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 bid 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 bids 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 bid 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 bid that removes only the Respondent Confidential Information along with an unredacted bid.

20. 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.

21. BEST AND FINAL OFFERS

The NHLC may, at its sole discretion, solicit Best and Final Offers (“BAFOs”) from respondents who have submitted responsive bids 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 bids.
- 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 bid and not to assume there will be an opportunity to provide a BAFO at a later date.

22. 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.

23. RESPONDENT’S REPRESENTATIONS AND AUTHORIZATIONS

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

- a. All information provided by, and representations made by, the respondent in its bid 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 bid submission;
- c. The respondent has arrived at the price(s), amounts, terms and conditions in its bid 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 bid. The respondent has not disclosed the price(s), the amount of the bid nor the approximate price(s) or amount(s) of its bid to any other firm or person, including but not limited to, a respondent or potential respondent for this RFB;
- d. The respondent has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a bid in response to this RFB or to submit a bid higher than this bid or to submit any intentionally high or noncompetitive bid or other form of complementary bid; and
- e. The respondent makes its bid 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 bid.

24. METHOD OF AWARD

The NHLC evaluation committee will select a bid(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 bid(s) to the NHLC Commissioners for final approval. The responsible respondent(s) whose bid(s) the NHLC 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.

25. USE OF ELECTRONIC VERSIONS OF THIS RFB

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

PART III - INFORMATION REQUIRED FROM THE RESPONDENT

Bids must be submitted in the following format, including heading descriptions:

1. 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.

2. CAPACITY TO PERFORM

Include a detailed summary of the company's organizational structure with emphasis on having the adequate employees and related experience to meet the project needs and potentially aggressive time lines.

3. 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 RFB 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 RFB; 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 bid.

4. COST PER EQUIPMENT:

Prices for the specified equipment **MUST** be entered on the following Price Response sheets. Vendors **MUST** provide pricing for **ALL** items specified to be considered for award. Vendors may **NOT** submit pricing in any format other than the tables provided. Do not asterisk items or make other notations. If you have questions resolve them through the Inquiries process stated earlier in this document. Bid prices must be FOB Destination.

Successful bidder hereby offers to sell the required items to the State of New Hampshire at the following price(s):

| ITEM DESCRIPTION | | 1 st YEAR PRICE* |
|--|--|-----------------------------|
| Type | Make & Model | |
| Interior Camera | | |
| Interior Camera, WDR | These are much more expensive, but really needed at main entrances with backlight problems | |
| Exterior Camera | | |
| Exterior Camera with Pan – Tilt - Zoom | | |
| NVR – 15 Cameras 2 TB usable storage | | |
| NVR- 30 Cameras, 4 TB | | |
| NVR – 45 Cameras, 6 TB | | |
| Monitor | | |
| Workstation with Monitor | | |

*After the first year of the contract equipment prices will be renegotiated to reflect the changes in technology. If the cost of the equipment listed within decreases over the term of the contract the contractor will pass the savings on to the State or replace the equipment with upgraded models.

5. SERVICES:

- 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.
- The Liquor Commission retains the right to examine Vendor’s invoices for the materials used in completing work. The Liquor Commission will allow no other expenses incurred.

a. **Service Rates:**

Hourly Charges: (This estimate is on services other than the Preventative Maintenance.)

Monday through Friday - Regular Hours \$ _____/hour
Weekends, Holidays, and
After-Scheduled Working Hours \$ _____/hour

|

PART IV - CRITERIA FOR SELECTION

1. MANDATORY RESPONSIVENESS REQUIREMENTS

To be eligible for selection, a bid must be:

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

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

2. REVIEW AND EVALUATION

The Issuing Office plans to utilize a committee of qualified personnel to review and evaluate timely submitted bids. The Issuing Office will notify in writing of its selection contract discussions the responsible respondent whose bid 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 RFB as specified in the following table:

| <u>Criteria</u> | <u>Percent</u> |
|--|----------------|
| Overall Engagement Price | 50% |
| Demonstrate prior experience | 25% |
| Capacity to Perform in a Timely Manner | 25% |

The following criteria will be used in evaluating each bid:

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

Retail 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 including having the adequate employees and related experience to meet the project needs and potentially aggressive time lines.

Appendix A

EXHIBIT A
NO RESPONSE FORM

Response to Request for Bid for Digital Surveillance Equipment

Responders not responding to this solicitation are asked to complete this form. Please return this form **ONLY** to the address listed above or fax to (603)271-3897

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Reason for NO RESPONSE:

- Don't handle goods/service
- Unable to respond due to current staff availability and/or business conditions
- Insufficient time
- Unable to meet terms, conditions, specifications or requirements as described within the solicitation due to:

Other: _____

This *NO* response is authorized by : _____ Date: _____

Signature

Title: _____

- Please check one:
- Retain our company on the mailing list for future solicitations.
 - Please remove our company from the mailing list for this commodity or service

EXHIBIT B

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 603-230-7010 | |
| 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 Joseph W. Mollica , Chairman Mark M. Bodi, Commissioner Michael R. Milligan, 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 supplement by the regulations of the United State 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.”

EXHIBIT C
BID AND ADDENDUM ACKNOWLEDGEMENT

Response to Request for Bid for Digital Surveillance Equipment

The Bidder acknowledges the Bidder has carefully examined the RFB and draft Agreement.

The Bidders warrants that if Bid is accepted, Bidder will contract with the NHLC and comply with the requirements of the RFB and draft Agreement. Bidder agrees to deliver an executed Agreement to the NHLC within two (2) weeks of notification of acceptance of his/her Bid and receiving agreement from NHLC.

I, the undersigned, guarantee our Bid meets or exceeds specifications contained in the RFB document.

I affirm that I have read and understand all the provisions and conditions as set forth in this RFB. Our firm will comply with all provisions and conditions as specified.

I affirm that I am duly authorized to execute this potential contract; that this company, corporation, firm, partnership, or individual has not prepared this Bid in collusion with any other Bidder(s); and that the contents of this Bid as to terms, or conditions of said Bid have not been communicated by the undersigned nor by any employee or agent to any other Bidder(s) or to any other person(s) engaged in this type of business prior to the official opening of the Bid.

I also affirm that I have received and examined all Addenda that have been issued under this RFB as listed and initialed below:

| | | |
|--------------------|--------------|-----------------|
| Addendum No. _____ | Dated: _____ | Initialed _____ |
| Addendum No. _____ | Dated: _____ | Initialed _____ |
| Addendum No. _____ | Dated: _____ | Initialed _____ |
| Addendum No. _____ | Dated: _____ | Initialed _____ |

Company Name and Name of Bidder: _____

Signature of Authorized Person: _____

Title: _____

Business Address of Bidder: _____

Business Phone Number: _____

Date: _____