

## Response to Questions submitted to NH DOC

**RFP Title: Refrigeration Maintenance Services**

**RFP Number: NHDOC 07-03-GF MAINT**

1. Page 1, Exhibit A “Scope of Services”, Paragraph 1 Is the equipment to be serviced broken down per location into make, model, attachments, extras and energy source at each location? Does the State have inventory of parts on hand at the facilities?

**Answer: The equipment is not broken down per location into make, model, etc. The department does have parts on hand.**

2. Page 3, Exhibit B “Estimate Budget/Method of Payment”, Paragraph  
What are the official paid holidays for the State?

**Answer: The State of NH Holidays is posted on the [www.nh.gov](http://www.nh.gov) website.**

3. Page 5, Exhibit B “Estimated Budget/Method of Payment”, Paragraph 8.  
Is there an example of the invoice paperwork that is to be submitted for payment? Are sign offs required? Are there forms the State would like to see used for the invoice/payment process?

**Answer: There is no example that we have established. After service work has been completed a work service receipt needs to be signed and dated and left at the facility. No specific form is required.**