

**STATE OF NEW HAMPSHIRE LIQUOR COMMISSION REQUEST TO SUBMIT
PROPOSAL FOR:**

RFP NO. 2022-02-AUTOMATIC DOOR REPAIR AND REPLACEMENT SERVICES

COMMISSION'S RESPONSES TO VENDOR INQUIRIES

QUESTION 1:

Q: On page 3, part J, there is a requirement of a preapproval with an NTE of \$500. Is a phone call with a verbal approval sufficient (which would allow service at that time), or is a written estimate (that would require a follow up visit to complete) required?

A: The selected contractor shall contact the NHLC's contract officer regarding the service at issue. At that time, the contract officer will either give the contractor verbal approval, which will allow the work to commence immediately, or inform the contractor that it needs a written estimate prior to the commencement of work.

QUESTION 2:

Q: On page 14, section 4 refers to Exhibit B, and Section 5 refers to Exhibit C. I did not see either of these exhibits in the document.

A: Exhibits B, and C are not yet created. Exhibits A, B, and C, are future attachments to the State of New Hampshire's Form P-37, which the NHLC will draft with the contractor selected as a result of this procurement process. Exhibit A (special provisions) is used to make amendments to the standard P-37 form language, if any. Exhibit B (services to be performed) is where the contracting parties set forth the scope of the services that they are contracting for. Exhibit C (contract price/price limitation/payment) is where the contracting parties provide the contract pricing and terms of payment.

This RFP process is used to identify a vendor that will enter into contract negotiations with the NHLC. Via this contract negotiation process, the parties will agree upon contract terms, which will then appear in Exhibits A, B, and C to the P-37. Although contract negotiations will take place with the selected vendor, during which the parties will establish the services to be performed (Exhibit B), this does not authorize the vendor to significantly deviate from the scope of work required by this RFP, as contained in its proposal.

QUESTION 3

Q. Is there a travel rate or are you asking the labor rates to include travel time?

A. The NHLC is seeking labor rates that include travel time. If a vendor would like to inform the NHLC what portion of its labor rates are dedicated to travel time, it may provide that information in its proposal.