

STATE OF NEW HAMPSHIRE  
BUREAU OF PURCHASE AND PROPERTY  
STATE HOUSE ANNEX - ROOM 102  
25 CAPITOL ST  
CONCORD NH 03301-6398

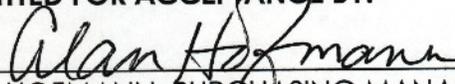
DATE: OCTOBER 27, 2017

NIGP CODE: 060-8400

CONTRACT FOR: VEHICLE SPRINGS, LEAVES & SUSPENSION

CONTRACT #:	CONTRACTOR:	VENDOR CODE #:
8002248	DONOVAN SPRING COMPANY	ID # 156508 B001
8002247	BERLIN SPRING INC.	ID # 174115 P001

SUBMITTED FOR ACCEPTANCE BY:

  
ALAN HOFMANN, PURCHASING MANAGER  
BUREAU OF PURCHASE AND PROPERTY

DATE 10/31/17

APPROVED FOR ACCEPTANCE BY:

  
GARY LUNETTA, ADMINISTRATOR IV  
BUREAU OF PURCHASE AND PROPERTY

DATE 10/31/17

ENDORSED FOR ACCEPTANCE BY:

  
LISA M. POLLARD, DIRECTOR  
DIVISION OF PROCUREMENT & SUPPORT SERVICES

DATE 11-1-17

ACCEPTED FOR THE STATE OF NEW HAMPSHIRE UNDER THE AUTHORITY GRANTED TO ME BY NEW HAMPSHIRE REVISED STATUTES, ANNOTATED 21-I:14, XII.

  
CHARLES M. ARLINGHAUS, COMMISSIONER  
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 11-1-17

Division of Procurement and Support Services  
Bureau of Purchase and Property  
25 Capitol Street, State House Annex  
Concord, NH 03301-6398

Date: 9/15/17

Bid No.: 2023-18

Date of Bid Closing: 9/28/17

Time of Bid Closing: 10:00 AM (EST)

PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO: Alan Hofmann: E-mail alan.hofmann@nh.gov  
EMAIL YOUR BID TO: PRCHWEB@NH.GOV

### BID INVITATION FOR: VEHICLE SPRINGS AND COMPONENTS - SUPPLY ONLY

[insert name of signor] Beth Isaacson-Dupont, on behalf of Berlin Spring, Inc. [insert name of entity submitting bid (collectively referred to as "Vendor")] hereby submits an offer as contained in the written bid submitted herewith ("Bid") to the State of New Hampshire in response to BID 2023-18 at the price(s) quoted herein in complete accordance with the bid.

Vendor attests to the fact that:

1. The Vendor has reviewed and agreed to be bound by the Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 180 days from the Bid Opening date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
  - a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
  - b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
  - c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
  - d. Is currently debarred from performing work on any project of the federal government or the government of any state;
  - e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
  - f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
  - g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
  - h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
  - i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
  - j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

This document shall be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

Authorized Signor's Signature Beth Isaacson-Dupont Authorized Signor's Title President

#### NOTARY PUBLIC/JUSTICE OF THE PEACE

COUNTY: Coos STATE: NH ZIP: 03570

On the 25 day of Monday, 2017, personally appeared before me, the above named Beth Isaacson-Dupont, in his/her capacity as authorized representative of Berlin Spring, Inc., known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.

In witness thereof, I hereunto set my hand and official seal.

Jillian P. Hammond  
(Notary Public/Justice of the Peace)

My commission expires: JILLIAN P. HAMMOND, Notary Public (Date) 9/25/17  
My Commission Expires October 15, 2019

Form P31-B

Unless specifically amended or deleted by the Division of Procurement and Support Services, the following General Terms and Conditions apply to this Bid and any resulting Purchase Order or Contract.

#### GENERAL CONDITIONS AND INSTRUCTIONS:

Revised: 8/21/2017 PAR

**NATURE OF, AND ELIGIBILITY TO RESPOND.** This bid invitation is submitted in accordance with Chapter 21-1, and rules promulgated thereunder, and constitutes a firm and binding offer. A bid may not be withdrawn unless permission is obtained from the Bureau of Purchase and Property.

Bids may be issued only by the Bureau of Purchase and Property 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 demonstration or evaluation purposes shall be delivered and installed free of charge and shall be removed at no cost to the State. Demonstration units shall not be offered to the State as new equipment.

**BIDS.** Bids must be received at the Bureau of Purchase and Property before the date and time specified for the opening. Bids must be submitted on this bid form or exact copies 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 unless required by law.

**SPECIFICATIONS.** Vendors must submit on items as specified. Proposed changes must be submitted in writing and received at the Bureau of Purchase and Property at least five (5) business days prior to the bid opening. Vendors shall be notified in writing if any changes to the specifications are made.

**AWARD.** The award will be made to the responsible Vendor submitting a conforming bid meeting specifications at the lowest cost unless other criteria are noted in the bid. Unless otherwise noted, the award may be made by individual items.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received the award will be made in accordance with the Administrative Rules.

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.

**PATENT INFRINGEMENT.** Any responding vendor who has reason to believe that any other responding vendor will violate a patent should such responding vendor be awarded the contract shall set forth in writing, prior to the date and time of opening, the grounds for his belief and a detailed description of the patent.

**ASSIGNMENT PROVISION.** The responding vendor hereby agrees to 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 materially affect the price of goods or services obtained by the state under this contract if so requested by the State of New Hampshire.

**FEDERAL FUNDS.** This Division of Plant and Property Management, under RSA 21-1:14, VIII shall assure the continuation or granting of federal funds or other assistance not otherwise provided for by law by following the Federal Procurement Standards.

**STATE'S OPTIONS:** The Bureau of Purchase and Property reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to award the bid solely as it deems to be in the best interest of the State, and to waive irregularities that it considers not material to the bid.

**PUBLIC INFORMATION:** The responding vendor hereby acknowledges that all information relating to this bid and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to these laws of the State of New Hampshire regarding public information.

**PERSONAL LIABILITY:** The responding vendor agrees that in the preparation of this bid or the execution of any resulting contract or order, representatives of the State of New Hampshire shall incur no liability of any kind.

**PROOF OF COMPLIANCE.** The responding vendor may be required to supply proof of compliance with proposal specifications. When requested, the responding vendor must immediately supply the Bureau of Purchase and Property with certified test results or certificates of compliance. Where 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 responding vendor.

**FORM OF CONTRACT.** The terms and conditions set forth in any additional Terms and Conditions by the Bureau of Purchase and Property are part of the bid and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

## CONTRACT TERMS AND CONDITIONS

1. The State of New Hampshire, acting through the Division of Procurement and Support Services, engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State documents, if any, and the Vendor's bid or quotation, both of which are incorporated herein by reference.

**2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS.** In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws.

**3. TERM.** The contract, and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.

**4. CONTRACT PRICE.** The contract price, a payment schedule and a maximum limitation of price shall be as specified by the bid invitation and the Vendor's bid. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the Vendor and complete payment for the Services. The State shall have no other liability to the Vendor.

**5. DELIVERY.** If the vendor fails to furnish items and/or services in accordance with all requirements, including delivery, 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 shipments. All deliveries shall be FOB Destination.

**6. INVOICING.** All invoices must list Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the invitation to bid 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.

### **7. PERSONNEL.**

**7.1.** The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

**7.2.** The person signing this agreement on behalf of the State, or his or her delegee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.

### **8. EVENT OF DEFAULT; REMEDIES.**

**8.1.** Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder ("Events of Default"):

- 8.1.1.** failure to deliver the goods or services satisfactorily or on schedule; or
- 8.1.2.** failure to submit any report required hereunder; or
- 8.1.3.** failure to perform any of the other covenants and conditions 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 Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence 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 Vendor notice of termination; and
- 8.2.2.** give the Vendor 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 Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and
- 8.2.3.** set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and
- 8.2.4.** treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

**9. WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any

provision hereof. No such failure or waiver 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 default on the part of the Vendor.

**10. VENDOR'S RELATION TO THE STATE.** In the performance of this agreement the Vendor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

**11. ASSIGNMENT AND SUBCONTRACTS.** The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State.

**12. 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 on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

**12.1 PATENT PROTECTION.** The seller agrees to indemnify and defend the State of New Hampshire from all claims and losses resulting from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

**13. TOXIC SUBSTANCES.** In compliance with RSA 277-A Toxic Substances in the Workplace known as the Workers Right to Know Act, the vendor shall provide Safety Data Sheets (277-A:4 Safety Data Sheets) for all products covered by said law.

**14. NOTICE.** Any notice by a party hereto to the other 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 below.

**15. AMENDMENT.** This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

**16. 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.

**17. ADDITIONAL PROVISIONS.** The additional provisions (if any) have been set forth as Exhibit "A" hereto.

**18. 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.

## BID INVITATION FOR: VEHICLE SPRINGS AND COMPONENTS- SUPPLY ONLY

### **PURPOSE:**

The purpose of this bid invitation is to establish a contract(s) for supplying the State of New Hampshire agencies with the items indicated in the "Offer" section of this bid invitation to be ordered as needed during the term of the contract, in accordance with the requirements of this bid invitation and any resulting contract. Items ordered under any resulting contract shall be delivered FOB destination to the locations indicated in the "Delivery Locations" section of this bid invitation.

### **INSTRUCTIONS TO VENDOR:**

**Read the entire bid invitation prior to filling it out.** Complete the pricing information in the "Offer" section (detailed information on how to fill out the pricing information can be found in the "Offer" section); complete the "Vendor Contact Information" section; and finally, fill out, sign, and notarize page 1 of the bid invitation.

### **BID SUBMITTAL:**

All bids shall be submitted on this form or an exact copy, shall be typed or clearly printed in ink and shall be received on or before the date and time specified on page 1 of this bid under "Bid closing". Interested parties may submit a bid to the State of New Hampshire Bureau of Purchase and Property by **email to [PRCHWEB@NH.GOV](mailto:PRCHWEB@NH.GOV)**. All bids shall be clearly marked with bid number, date due and purchasing agent's name.

IF YOU ARE EXPERIENCING DIFFICULTIES EMAILING YOUR BID OR YOU WISH TO VERIFY THAT YOUR BID RESPONSE HAS BEEN RECEIVED, PLEASE CALL (603) 271-2201.

### **REQUEST FOR CHANGES AND/OR CLARIFICATION:**

Any Questions shall be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid. Submissions shall clearly identify the bid Number, the Vendor's name and address and the name of the person submitting the question. Any questions, clarifications, and/or requested changes shall be received in writing at the Bureau of Purchase and Property no later than 4:00 PM as listed in the timeline below. Questions shall not be submitted to anyone other than the Purchasing Agent or his/her representative. Bidders that submit questions verbally or in writing to any other State entity or State personnel shall be found in violation of this part and may be found non-compliant.

Questions shall be submitted by E-mail to Alan Hofmann at the following address: [alan.hofmann@nh.gov](mailto:alan.hofmann@nh.gov)

### **ADDENDA:**

In the event it becomes necessary to add to or revise any part of this bid prior to the scheduled submittal date, the NH Bureau of Purchase and Property shall post on our web site any Addenda. Before your submission and periodically prior to the RFB closing, **check the site for any addenda** or other materials that may have been issued affecting the bid. The web site address is

<https://das.nh.gov/Purchasing/vendorresources.asp>.

### **TIMELINE:**

The timeline below is provided as a general guideline and is subject to change. Unless stated otherwise, considered the dates below a "no later than" date.

09/15/2017	Bid Solicitation distributed on or by
09/21/2017	Last day for questions, clarifications, and/or requested changes to bid
09/28/2017	10:00 AM (EST) Bid Closing

### **GOVERNING TERMS AND CONDITIONS:**

A responding bid that has been completed and signed by your representative shall constitute your company's acceptance of all State of New Hampshire terms and conditions and shall legally obligate your company to these terms and conditions.

A signed response further signifies that from the time the bid is published (bid solicitation date and time) until a contract is awarded, no bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who shall select, evaluate, or award the RFB.

Furthermore, a signed response signifies that any terms and/or conditions that may be or have been submitted by the Vendor are specifically null and void and are not a part of this bid invitation or any awarded purchase order, even if said terms and/or conditions contain language to the contrary.

**PUBLIC DISCLOSURE OF BID OR PROPOSAL SUBMISSIONS:**

Generally, the full contents of any bid or proposal (including all materials submitted in connection with it, such as attachments, exhibits and addenda) become public information upon completion of final contract or purchase order negotiations with the selected vendor. Certain information concerning bids or proposals, including but not limited to pricing or scoring, is generally available to the public even before this time, in accordance with the provisions of RSA 21-G: 37.

To the extent consistent with applicable state and federal laws and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (the "Right-to-Know" Law), the State shall, after final negotiations with the selected vendor are complete, attempt to maintain the confidentiality of portions of a bid or proposal that are clearly and properly marked by a Vendor as confidential. Any and all information contained in or connected to a bid or proposal that a Vendor considers confidential shall be clearly designated in the following manner:

1. If the Vendor considers a portion of a page of a submission confidential, it shall highlight those portions of the page in yellow and note "confidential" beside the highlighting. Use of any other term, such as "proprietary", "not for public use", or "for client's use only", is not acceptable.
2. If a Vendor considers one or more full pages of a submission confidential, it may either highlight and mark those pages as noted above or, in the alternative, place those pages in a separate envelope marked "confidential," clearly noting to which section or part of the bid or proposal the segregated materials pertain.

You shall also provide a letter to the person listed as the point of contact for this RFB or RFP, identifying the specific page number and section of the information you consider to be confidential information and provide your rationale for each designation.

The State shall have no obligation to maintain the confidentiality of any portion of a bid, proposal or related material, which is not marked in accordance with the foregoing provisions. It is specifically understood and agreed that the Vendor waives any claim of confidentiality as to any portion of a response to this RFB or RFP that is not marked as indicated above, and that unmarked (or improperly marked) submissions may be disseminated to any person, without limitation. Marking an entire bid, proposal, attachment or full sections thereof confidential without taking into consideration the public's right to know shall neither be accepted nor honored by the State. Bids or proposals submitted with markings not in conformity with the foregoing provisions of this request for submission, or submitted without an explanation of the Vendor's rationale for a confidentiality designation, may be deemed not to comply with the requirements of the bid or proposal (subject to correction and cure).

Notwithstanding any provision of this request for submission to the contrary, proposed pricing shall be subject to public disclosure REGARDLESS of whether or not marked as confidential.

If a request is made to the State by any person or entity to view or receive copies of any portion of a proposal and if disclosure is not prohibited under RSA 21-G:37 or any other applicable law or regulation, Vendors acknowledge and agree that the State may disclose any and all portions of the proposal or related materials which is not marked as confidential. In the case of bids, proposals or related materials that contain portions marked confidential, the State shall assess what information it believes is subject to release; notify the Vendor that the request has been made; indicate what, if any, portions of the proposal or related material shall not be released; and notify the Vendor of the date it plans to release the materials. The State is not obligated to comply with a Vendor's designation regarding confidentiality.

By submitting a bid or proposal, the Vendor agrees that unless it obtains and provides to the State, prior to the date specified in the notice described in the paragraph above, a court order valid and enforceable in the State of New Hampshire, at its sole expense, enjoining the release of the requested information, the State may release the information on the date specified in the notice without any liability to the Vendor.

Notwithstanding RSA 91-A:4, no information shall be available to the public, or to the members of the general court or its staff concerning specific responses to this bid invitation from the time this bid is published until the closing date for responses.

From the closing date of the bid until the award is made is considered "quiet time." Bidders may not discuss their bid or anything specifically pertaining to the bid with any State entity (other than personnel from the

Bureau of Purchase and Property) including the requesting/customer agency(ies). If found in violation of this part, the bidder shall be found non-compliant and shall no longer be allowed to proceed in the award process.

**ELIGIBLE PARTICIPANTS:**

Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate under this contract whenever said sub-division or nonprofit agency so desires. These entities are autonomous and may participate at their sole discretion. In doing so, they are entitled to the prices established under the contract. However, they are solely responsible for their association with the successful Vendor. The State of New Hampshire assumes no liability between the successful Vendor and any of these entities.

**CONTRACT TERM:**

The term of the contract shall be from November 1, 2017 through October 31, 2020, a period of 3 years to a maximum of 5 years. The contract may be extended for additional periods of time thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the successful Vendor and the Bureau of Purchase and Property, with the approval of the Commissioner of the Department of Administrative Services.

**BID RESULTS:**

Bid results may be viewed when available, once the award has been made, on our web site only at: <https://das.nh.gov/purchasing>.

For Vendors wishing to attend the bid Opening: **Names of the Vendors submitting responses and pricing shall be made public.**

**TERMINATION:**

The State of New Hampshire shall have the right to terminate the purchase contract at any time by giving the successful Vendor a thirty (30) day written notice.

**VENDOR CERTIFICATIONS:**

All Vendors shall be duly registered as a vendor authorized to conduct business in the State of New Hampshire.

- **STATE OF NEW HAMPSHIRE VENDOR APPLICATION:** Prior to bid award, Vendors shall have a completed Vendor Application Package on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms (no fee): <https://DAS.NH.Gov/Purchasing>
- **NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION:** A bid award, in the form of a contract(s), shall **ONLY** be awarded to a Vendor who is registered to do business **AND** in good standing with the State of New Hampshire. Please visit the following website to find out more about the requirements for registration with the NH Secretary of State: <https://www.sos.nh.gov/corporate>.
- **CONFIDENTIALITY & CRIMINAL RECORD:** If Applicable, by the using agency, the Vendor shall have signed by each of employees or its approved sub-contractor(s), if any, working in the office or externally with the State of New Hampshire records a Confidentiality form and Criminal Record Authorization Form. These forms shall be returned to the individual using agency prior to the start of any work.

**BID PRICES:**

Bid prices shall be in US dollars and shall include delivery and all other costs required by this bid invitation. Special charges, surcharges (including credit card transaction fees), or fuel charges of any kind (by whatever name) may not be added on at any time. Any and all charges **shall be built into your bid price** at the time of the bid.

Per Administrative Rule 606.01(e) "if there is a discrepancy between the unit price and the extension price in a response to an RFP, RFB or RFQ, the unit price shall be binding upon the vendor".

**PRICE ADJUSTMENTS:**

The successful Vendors may request price increases during the term of the contract, however price increase for any product shall not be in excess of prices being charged to the general trade or the Vendor's best/preferred customer at the time of delivery. Written notice of an impending price increase, including substantiation for it, must be submitted in writing to Bureau of Purchase & Property, 25 Capitol Street, Rm. 102, Concord, NH 03301, no less than thirty(30) days prior to the effective date of said price increase. The State reserves the right to reject any price increases it deems unreasonable.

**The DISCOUNTS bid by the successful Vendor shall remain firm for the entire term of the contract and shall include delivery and all other charges. PRICE INCREASES ARE ACCEPTABLE AS THE MANUFACTURERS LIST PRICE SCHEDULE CHANGES, BUT THE DISCOUNTS WILL REMAIN FIRM.**

Updated Published Price List must be E-mailed to alan.hofmann@nh.gov.

Price decreases shall become effective immediately as they become effective to the general trade or the Vendor's best/preferred customer.

**CONTRACT AWARD:**

The award shall be made to the responsible Vendors meeting the criteria established in this RFB and providing the highest percent discount from the MANUFACTURERS PUBLISHED LIST PRICE SCHEDULES in Part 1 and Part 2. The State reserves the right to reject any or all bids or any part thereof and add/delete locations to the contract price. If an award is made it shall be, in the form of a State of New Hampshire Contracts.

Successful Vendor shall not be allowed to require any other type of order, nor shall the successful Vendor be allowed to require the filling out or signing of any other document by State of New Hampshire personnel.

**WARRANTY REQUIREMENTS:**

Successful Vendor shall be required to warranty all of the items awarded to Vendor for a period of not less than one (1) year or the manufacturer's standard period of time, whichever is greater, from the date the items are received, inspected and accepted by the State of New Hampshire. The warranty shall cover 100% of all parts, shipping, labor, travel, lodging and expenses.

**ABILITY TO PROVIDE:**

Successful Vendor shall be capable of providing each State of New Hampshire agencies and eligible participants with their entire requirements of the items required in this bid invitation and any resulting contract without any delay or substitution.

**ORDERING PROCEDURE:**

State agencies shall place their orders by electronic order entry, by E-mail, by Facsimile, or they may establish a standard delivery order. Eligible participants shall utilize their own individually established ordering procedures.

**AUDITS AND ACCOUNTING:**

The successful Vendor shall allow representatives of the State of New Hampshire to have complete access to all records for the purpose of determining compliance with the terms and conditions of this bid invitation and in determining the award and for monitoring any resulting contract.

At intervals during the contract term, and prior to the termination of the contract, the successful Vendor may be required to provide a complete and accurate accounting of all products and quantities ordered by each agency and institution and by political sub-divisions and authorized non-profit organizations.

**USAGE REPORTING:**

The successful Vendor shall be required to submit a quarterly and annual usage report for analysis to determine contract compliance. At a minimum, the Report shall include:

- Contract Number
- Utilizing Agency and Eligible Participant
- All Products Purchased (showing the manufacturer, item, part number, list price and the final cost after discount.)
- Total Cost of all Products Purchased

**ESTABLISHMENT OF ACCOUNTS:**

Each State of New Hampshire agency shall have its own individual customer account number. There shall be instances where sub-sections of an agency shall need their own individual customer account number. Should any State of New Hampshire agency place an order under the contract, the successful Vendor agrees to establish an account within three business days from the date the order is placed. However, there shall be no delay in any shipment; the agency shall receive the items ordered in accordance with the delivery time required under the "Delivery Time" section of this bid invitation, as if an account already exists for them.

**RETURNED GOODS:**

The successful Vendor shall resolve all order and invoice discrepancies within five (5) business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. shall be picked up by the successful Vendor within ten (10) business days of notification with no restocking or freight charges, and shall be replaced with specified products or the agency shall be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.

Standard stock products ordered in error by the State of New Hampshire shall be returned for full credit within fifteen (15) business days of receipt. Products shall be in re-saleable condition (original container, unused) and there shall be no restocking fee charged for these products. The using agency shall be responsible for any freight charges to return these items to the successful Vendor.

**DELIVERY TIME:**

See Delivery Time in specifications

The use of a private carrier to make delivery **does not** relieve the successful Vendor from the responsibility of meeting the delivery requirement.

**INVOICING:**

Invoicing shall be done to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price. Invoicing for eligible participants shall be in accordance with their individual requirements.

**PAYMENT:**

Payment method (P-Card or ACH). **Payments shall be made via ACH or Procurement Card (P-card = Visa Credit Card). Use the following link to enroll with the State Treasury for ACH payments:**

<http://www.nh.gov/Treasury/Divisions/DocsForms/Tforms.htm?inc=P>. Eligible participants shall negotiate their own payment methods with awarded vendor.

Please select payment method. **It shall be one or the other, not both.**

Payments shall be made via ACH:  Yes  (Yes/No)

Payments shall be made via Procurement Card (Visa Credit Card). At no additional charge to the State  (Yes/No)

**VENDOR'S BALANCE OF PRODUCT LINE ITEMS**

The items in each category include the items most commonly purchased by State of New Hampshire agencies, and shall be used for award purposes. During the term of contract, the state may purchase other items in relation to the bid description from the successful Vendor's Balance of Product Line. All items ordered shall include all shipping/charges as specified above in "Bid Prices".

**SPECIFICATION COMPLIANCE:**

Vendor's offer shall meet or exceed the required specifications as written. The State of New Hampshire shall be the sole determining factor of what meets or exceeds the required specifications.

Unless otherwise specified by the Bureau of Purchase and Property in this bid invitation document, all items offered by the Vendor shall be new (and of the current model year, if applicable); shall not be used, rebuilt, refurbished; shall not have been used as demonstration equipment, and shall not have been placed anywhere for evaluation purposes.

**MINIMUM ORDERS:**

There will be no minimum order whether in item quantity or dollar value associated with any contract resulting from this bid.

**OFFER:**

Vendor hereby offers to furnish to State of New Hampshire agencies and institutions and to any political sub-division and authorized non-profit organization wishing to participate, in accordance with all of the requirements of this bid invitation at the following prices for the entire contract term and any extension.

**PART 1**  
**THE F.O.B DESTINATION AND DELIVERY TIME IS FOR**  
**NH DEPARTMENT OF TRANSPORTATION - BUREAU OF MECHANICAL SERVICES**  
**AND ALL AGENCIES IN CONCORD NH ONLY**

**F.O.B.:**

The F.O.B. shall be destination to the following delivery point:

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION  
 BUREAU OF MECHANICAL SERVICES  
 33 SMOKEY BEAR BLVD  
 CONCORD NH 03301  
 AND  
 AGENCIES IN CONCORD NH

**DELIVERY TIME:** AFTER RECEIPT OF ORDER FROM MECHANICAL SERVICES SHALL BE:

IN-STOCK ITEMS FROM THE LIST--: **1 BUSINESS DAY**

STANDARD NON-STOCK ITEMS --: **5 BUSINESS DAYS**

BALANCE OF PRODUCT LINE ITEMS ORDERED UNDER THE CONTRACT SHALL BE DELIVERED WITHIN **FIVE (5) WORKING DAYS** FROM THE RECEIPT OF THE ORDER.

VENDOR'S SPECIAL ORDER ITEMS: **SEE BELOW**

**DELIVERY TIME - SPECIAL ORDERS:**

Special order items will have delivery or lead times expressed to contract users at time of order or inquiry. It will be the vendor's responsibility to maintain communication with the "special order product" manufacturer to insure the special order item meets the stated delivery time. If the contract vendor is notified by the manufacturer of an extended lead time over the original time quoted, the vendor will contact the ordering contract user and advise of extended delays. At this point the contract user may approve the additional lead-time or cancel the special order without penalty or fees. All quoted or stated delivery times will be from the receipt of verbal, telephone, facsimile or e-mail orders.

**OUT OF STOCK / BACKORDERS:**

If a **standard inventory item** is out of stock, the contract vendor is required to make every effort to supply the ordered item within the original delivery time frame. This effort would include checking other distribution branches or the factory for the requested product to expedite availability and delivery. Every effort will be made to have the item delivered or made available for pick-up within 3 days from original order date.

- The contract user may purchase items required from another source (for items offered under contract) if the contract vendor is stocked out at that branch or location at time of order or visit.
- All contract users are allowed to cancel any standard inventory item on back-order status without penalties or fees by giving notice to the contract vendor.
- It will be the responsibility of the contract vendor to contact the ordering contract user as soon as possible when the back-ordered or "special order product" has been received and is available for pick-up or delivery.

THE BUREAU OF MECHANICAL SERVICES AND ALL AGENCIES MAY ALSO PICK-UP ITEMS AT THE VENDORS' LOCATION.

THE DISCOUNTS IN THE FOLLOWING LIST MAY VARY TO ALLOW THE BEST POSSIBLE PRICING  
 If part numbers have been superseded, please put in correct part number

EST ANNUAL QTY.	UNIT	SPRING PART NUMBER	CURRENT UNIT <u>LIST</u> PRICE	DISCOUNT	UNIT PRICE AFTER DISCOUNT
10	EACH	55-158	\$ 744.08	60 %	\$ 297.63

10	EACH	55-037	\$ 139.10	60 %	\$ 55.64
10	EACH	55-1217	\$ 633.88	60 %	\$ 253.55
10	EACH	46-1482	\$ 1,262.78	60 %	\$ 505.11
10	EACH	55-1236	\$ 976.28	60 %	\$ 390.51
10	EACH	46-1311	\$ 1,324.35	60 %	\$ 529.74

SHOW ONE FIRM DISCOUNT FOR BALANCE OF PRODUCT LINE FROM MANUFACTURERS LIST PRICE SCHEDULE / CATALOG

#1 MANUFACTURER	<u>DAYTON PARTS- SPRING ASSEMBLIES AND LEAVES</u>	DISCOUNT	<u>50 %</u>
#2 MANUFACTURER	<u>DAYTON PARTS -STEERING AND SUSPENSION</u>	DISCOUNT	<u>50 %</u>
#3 MANUFACTURER	<u>FLAGGS SUSPENSION - N/A</u>	DISCOUNT	<u>N/A %</u>
#4 MANUFACTURER	<u>AUTOMANN INC. - SPRING ASSEMBLIES AND LEAVES</u>	DISCOUNT	<u>55 %</u>
#5 MANUFACTURER	<u>UNIVERSAL GROUP - SPRING ASSEMBLIES AND LEAVES</u>	DISCOUNT	<u>55 %</u>

## PART II

### ALL OTHER STATE AGENCIES

**DELIVERY TIME-  
ALL OTHER STATE AGENCIES -**

IN-STOCK ITEMS--: **2 BUSINESS DAYS**  
STANDARD NON-STOCK ITEMS --: **5 BUSINESS DAYS**

MAY PICK-UP ITEMS AT THE VENDORS LOCATION USING THE BID PRICING SCHEDULE AND DISCOUNTS.

SHOW ONE FIRM DISCOUNT FOR PRODUCT LINE FROM MANUFACTURERS LIST PRICE SCHEDULE / CATALOG

**YOU DO NOT HAVE TO BID ON ALL COUNTIES - JUST THE ONES THAT YOU CAN SERVICE.**

### COOS COUNTY

#1 MANUFACTURER	<u>DAYTON PARTS- SPRING ASSEMBLIES AND LEAVES</u>	DISCOUNT	<u>50 %</u>
#2 MANUFACTURER	<u>DAYTON PARTS -STEERING AND SUSPENSION</u>	DISCOUNT	<u>50 %</u>
#3 MANUFACTURER	<u>FLAGGS SUSPENSION - N/A</u>	DISCOUNT	<u>N/A %</u>
#4 MANUFACTURER	<u>AUTOMANN INC. - SPRING ASSEMBLIES AND LEAVES</u>	DISCOUNT	<u>55 %</u>
#5 MANUFACTURER	<u>UNIVERSAL GROUP - SPRING ASSEMBLIES AND LEAVES</u>	DISCOUNT	<u>55 %</u>
#6 MANUFACTURER	_____	DISCOUNT	<u>%</u>
#7 MANUFACTURER	_____	DISCOUNT	<u>%</u>
#8 MANUFACTURER	_____	DISCOUNT	<u>%</u>

**INCLUDING: SPRINGS, U-BOLTS, PINS, NUTS, PLATES AND ACCESSORIES**



#8 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

**INCLUDING: SPRINGS, U-BOLTS, PINS, NUTS, PLATES AND ACCESSORIES  
MERRIMACK COUNTY**

#1 MANUFACTURER DAYTON PARTS- SPRING ASSEMBLIES AND LEAVES DISCOUNT 50 %  
#2 MANUFACTURER DAYTON PARTS -STEERING AND SUSPENSION DISCOUNT 50 %  
#3 MANUFACTURER FLAGGS SUSPENSION - N/A DISCOUNT N/A %  
#4 MANUFACTURER AUTOMANN INC. - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %  
#5 MANUFACTURER UNIVERSAL GROUP - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %  
#6 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %  
#7 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %  
#8 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

**INCLUDING: SPRINGS, U-BOLTS, PINS, NUTS, PLATES AND ACCESSORIES**

**BELKNAP COUNTY**

#1 MANUFACTURER DAYTON PARTS- SPRING ASSEMBLIES AND LEAVES DISCOUNT 50 %  
#2 MANUFACTURER DAYTON PARTS -STEERING AND SUSPENSION DISCOUNT 50 %  
#3 MANUFACTURER FLAGGS SUSPENSION - N/A DISCOUNT N/A %  
#4 MANUFACTURER AUTOMANN INCE - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %  
#5 MANUFACTURER UNIVERSAL GROUP - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %  
#6 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %  
#7 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %  
#8 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

**INCLUDING: SPRINGS, U-BOLTS, PINS, NUTS, PLATES AND ACCESSORIES**

**STRAFFORD COUNTY**

#1 MANUFACTURER DAYTON PARTS- SPRING ASSEMBLIES AND LEAVES DISCOUNT 50 %  
#2 MANUFACTURER DAYTON PARTS -STEERING AND SUSPENSION DISCOUNT 50 %  
#3 MANUFACTURER FLAGGS SUSPENSION - N/A DISCOUNT N/A %  
#4 MANUFACTURER AUTOMANN INC. - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %  
#5 MANUFACTURER UNIVERSAL GROUP - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %  
#6 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %  
#7 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

#8 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

**INCLUDING: SPRINGS, U-BOLTS, PINS, NUTS, PLATES AND ACCESSORIES**

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**CHESHIRE COUNTY**

#1 MANUFACTURER DAYTON PARTS- SPRING ASSEMBLIES AND LEAVES DISCOUNT 50 %

#2 MANUFACTURER DAYTON PARTS -STEERING AND SUSPENSION DISCOUNT 50 %

#3 MANUFACTURER FLAGGS SUSPENSION - N/A DISCOUNT N/A %

#4 MANUFACTURER AUTOMANN INC.- SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %

#5 MANUFACTURER UNIVERSAL GROUP - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %

#6 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

#7 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

#8 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

**INCLUDING: SPRINGS, U-BOLTS, PINS, NUTS, PLATES AND ACCESSORIES**

**HILLSBOROUGH COUNTY**

#1 MANUFACTURER DAYTON PARTS- SPRING ASSEMBLIES AND LEAVES DISCOUNT 50 %

#2 MANUFACTURER DAYTON PARTS -STEERING AND SUSPENSION DISCOUNT 50 %

#3 MANUFACTURER FLAGGS SUSPENSION - N/A DISCOUNT N/A %

#4 MANUFACTURER AUTOMANN - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %

#5 MANUFACTURER UNIVERSAL GROUP - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %

#6 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

#7 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

#8 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

**INCLUDING: SPRINGS, U-BOLTS, PINS, NUTS, PLATES AND ACCESSORIES**

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**ROCKINGHAM COUNTY**

#1 MANUFACTURER DAYTON PARTS- SPRING ASSEMBLIES AND LEAVES DISCOUNT 50 %

#2 MANUFACTURER DAYTON PARTS -STEERING AND SUSPENSION DISCOUNT 50 %

#3 MANUFACTURER FLAGGS SUSPENSION - N/A DISCOUNT N/A %

#4 MANUFACTURER ATUOMANN INC. - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %

#5 MANUFACTURER UNIVERSAL GROUP - SPRING ASSEMBLIES AND LEAVES DISCOUNT 55 %

#6 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

#7 MANUFACTURER \_\_\_\_\_ DISCOUNT \_\_\_\_\_ %

**INCLUDING: SPRINGS, U-BOLTS, PINS, NUTS, PLATES AND ACCESSORIES**

**VENDOR CONTACT INFORMATION:**

The following information is for this office to be able to contact a person knowledgeable of your bid response, and who can answer questions regarding it:

<u>Berlin Spring, Inc.</u>		<u>P.O. Box 397 - 755 Third Avenue Berlin, NH 03570</u>
Company Name	Company Address	
<u>Beth Isaacson-Dupont / Shaun Roy</u>	<u>603-752-6230</u>	
Contact Person	Telephone Number	Toll Free Telephone Number
<u>603-752-5473</u>	<u>service@berlinspring.com</u>	
Facsimile Number	E-mail Address	Company Website

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