

**Department of Administrative Services**  
**Division of Procurement and Support Services**  
**Bureau of Purchase & Property**

**REQUEST FOR CONTRACT EXTENSION**

**DATE:** January 3, 2020

**CONTRACT:** Glass Spheres, Supply & Deliver

**CONTRACT NO.:** 8002455 – Potters Industries VC 166473

**CONTRACT PERIOD:** February 1, 2019 through January 31, 2020  
**EXTENSION:** February 1, 2020 through January 31, 2021

**QUESTIONS:** Laura Ingram, Purchasing Agent  
Phone: 603-271- 2009  
E-Mail: [Laura.Ingram@NH.Gov](mailto:Laura.Ingram@NH.Gov)

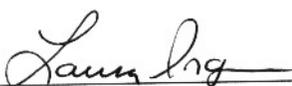
**EXPLANATION**

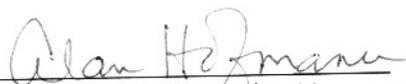
I am requesting the approval to exercise a one year extension provision, with a (30) thirty day out option allowed for statewide contract 8002455. The current contract was implemented on February 1, 2019 for one (1) year with additional extensions, as a result of RFB #2138-19.

By allowing this extension, it provides a savings of \$1700 in lab costs plus an estimated savings of 32 hours of NHDOT labor. NHDOT is in full support of this extension.

I have verified through System for Award Management that there are no records of debarment or exclusions listed.

The vendor has agreed to extend under the same terms, conditions and pricing structure. I recommend the extension of the contracted based on the information provided above and believe that to do so would be in the best interest of the State.

PROPOSED BY:   
Laura Ingram, Purchasing Agent  
Bureau of Purchase and Property

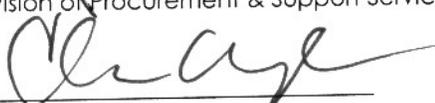
REVIEWED BY:   
Alan Hofmann, Purchasing Manager  
Bureau of Purchase and Property

DATE PROPOSED: 1/3/2020

DATE REVIEWED 1/6/2020

REVIEWED BY:   
Gary S. Lunetta, Director  
Division of Procurement & Support Services

APPROVED BY:   
Charles M. Arlinghaus, Commissioner  
Department of Administrative Services

DATE REVIEWED: 

DATE APPROVED: 1/6/2020

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

DATE: 12/31/18

CONTRACT #: 8002455

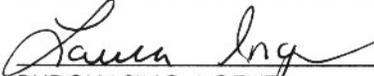
NIGP CODE: 550-0400

CONTRACT FOR: Glass Spheres, Supply & Deliver

CONTRACTOR: Potters Industries

VENDOR CODE #: 166473

SUBMITTED FOR ACCEPTANCE BY:

  
PURCHASING AGENT  
BUREAU OF PURCHASE AND PROPERTY

DATE 12/31/18

RECOMMENDED FOR ACCEPTANCE BY:

Ash 1/2/19 MTS  
PURCHASING MANAGER/ADMINISTRATOR III

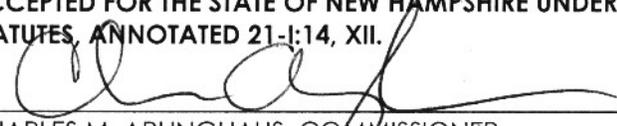
DATE 1/2/19

APPROVED FOR ACCEPTANCE BY:

  
GARY LUNETTA, DIRECTOR  
DIVISION OF PROCUREMENT & SUPPORT SERVICES

DATE 1/9/19

ACCEPTED FOR THE STATE OF NEW HAMPSHIRE UNDER THE AUTHORITY GRANTED TO ME BY NEW HAMPSHIRE REVISED STATUTES, ANNOTATED 21-1:14, XII.

  
CHARLES M. ARLINGHAUS, COMMISSIONER  
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 1-9-19

Division of Procurement and Support Services  
Bureau of Purchase and Property  
25 Capitol Street, State House Annex  
Concord, NH 03301-4398

Date: 10/22/18

Bid No.: 2138-19

Date of Bid Closing: 11/5/18

Time of Bid Closing: 10:30 AM (EST)

PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO: Laura Ingram: E-mail [Laura.Ingram@dDAS.NH.Gov](mailto:Laura.Ingram@dDAS.NH.Gov)  
EMAIL YOUR BID TO: [PRCHWEB@NH.GOV](mailto:PRCHWEB@NH.GOV)

### BID INVITATION FOR CONTRACT: GLASS SPHERES

[Insert name of signor] Yvonne D. Harris, on behalf of Potters Industries, LLC [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 2138-19 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 Closing 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 *Yvonne D. Harris* Authorized Signor's Title Contract Administrator

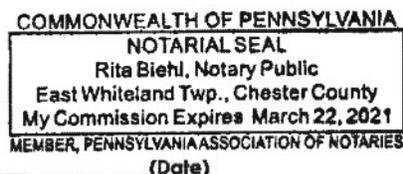
NOTARY PUBLIC/JUSTICE OF THE PEACE

COUNTY: Chester STATE: Pennsylvania ZIP: 19355

On the 2 day of November, 2018, personally appeared before me, the above named Yvonne Harris, in his/her capacity as authorized representative of Potters, 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.

*Rita Biehl*  
(Notary Public/Justice of the Peace)



My commission expires: March 22, 2021

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.

**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.

**GLASS SPHERES, SUPPLY AND DELIVER** (per Exhibit A State of New Hampshire Glass Bead Specifications)

Container Type	Unit of Measure	Qty	Delivered Price	
			Unit price/LB	Extended Cost (qty * unit price)
Bag (50-lbs)	pounds	176,000	\$0.354	\$62,304.00
Box (2,000-lbs)	pounds	1,408,000	\$0.354	\$498,432.00
<b>Total cost</b> (sum extended cost)				<b>\$560,736.00</b>

**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>Yvonne D. Harris</u> Contact Person	<u>610-651-4714</u> Local Telephone Number	<u>800-552-3237</u> Toll Free Telephone Number
<u>610-408-9723</u> Fax Number	<u>Yvonne.Harris@pottersbeads.com</u> E-mail Address	<u>www.pottersbeads.com</u> Company Website
<u>Potters Industries, LLC</u> Vendor Company Name	<u>00-201-0858</u> DUNS #	
<u>P.O. Box 841, Valley Forge, PA 19482-0841</u> Vendor Address		

**Note: To be considered, bid shall be signed and notarized on front cover sheet in the space provided.**