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

**DATE: 03/18/2019**

**CONTRACT #s:**
**8002486 8002487 8002488 8002489**
**8002490 8002491 8002492 8002493**
**8002494 8002495 8002496 8002497**
**8002498 8002501 8002502 8002503**
**8002504**

**NIGP CODE: 450-* and 150-***

**CONTRACT FOR:** Building Materials and Hardware

**CONTRACTOR: Multiple – See Attached**

**VENDOR CODE #:** Multiple – See Attached

**SUBMITTED FOR ACCEPTANCE BY:**

Liz Moskalenko
PURCHASING AGENT
BUREAU OF PURCHASE AND PROPERTY
DATE 3/18/19.

**********

**RECOMMENDED FOR ACCEPTANCE BY:**

mtS
PURCHASING MANAGER/ADMINISTRATOR III
DATE 3/18/19

**********

**APPROVED FOR ACCEPTANCE BY:**

GARY LUNETTA, DIRECTOR
DIVISION OF PROCUREMENT & SUPPORT SERVICES
DATE 3/19/19

**********

**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 3/19/19

Revised 6/12/18 MTS

THE GRANITE GROUP
SOLID AS OUR NAME

# BID NO: 2182-19

Thank you for the opportunity to bid 2182-19 please see attached bid paperwork should you have any questions please let me know thanks Jeff..

Division of Procurement and Support Services
Bureau of Purchase and Property
25 Capitol Street, Room 102, State House Annex
Concord, NH 03301-6398

Date: 2/26/19
Bid No.: 2182-19
Date of Bid Closing: 03/08/19
Time of Bid Closing: 11:00 AM (EST)

**PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO Liz Moskalenko: E-mail Elizabeth.Moskalenko@das.nh.gov**
**EMAIL YOUR BID TO: NH.Purchasing@DAS.NH.Gov**

## BID INVITATION FOR CONTRACT: BUILDING MATERIALS AND HARDWARE

[Insert name of signor] Jeff Gravel, on behalf of The Granite Group [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 2182-19 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** _____ **Authorized Signor's Title** Sales Rep

**NOTARY PUBLIC/JUSTICE OF THE PEACE**

**COUNTY:** Merrimack **STATE:** NH **ZIP:** 03301

**On the** 7 **day of** March **, 2019, personally appeared before me, the above named** Jeff Gravel **, in his/her capacity as authorized representative of** The Granite Group **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.**

JESSICA B. BARRY
★ NOTARY PUBLIC - NEW HAMPSHIRE ★
My Commission Expires December 2, 2020

Jessica B. Barry
**(Notary Public/Justice of the Peace)**

**My commission expires:** _____ **(Date)**

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: 12/26/18 LMR

**NATURE OF AND ELIGIBILITY TO RESPOND.** This bid invitation is submitted in accordance with Chapter 21-1, and rules promulgated thereunder, and constitute 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 closing. 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 closing. 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 closing, 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 CONTRACT:**
**BUILDING MATERIALS & HARDWARE**

**PURPOSE:**
The purpose of this bid invitation is to establish a contract for supplying the State of New Hampshire agencies with the items indicated in the "Offer" section of this bid invitation to be ordered or purchased as needed during the term of the contract, in accordance with the requirements of this bid invitation and any resulting contract. The intent of this contract is for walk-in convenience purchases at any listed retail outlets. Items ordered or purchased under any resulting contract shall be delivered FOB destination to the locations indicated in the requisitioning Agency Purchase Orders or retained at retail location for Agency pickup.

**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 NH.Purchasing@DAS.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 Liz Moskalenko at the following address: Elizabeth.Moskalenko@das.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.

| | |
|---|---|
| 02/26/2019 | Bid Solicitation distributed on or by |
| 03/06/2019 | Last day for questions, clarifications, and/or requested changes to bid |
| 03/08/2019 | 11:00 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, addenda, and vendor presentations) 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 NH 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, NH 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 bidder as confidential. Any and all information contained in or connected to a bid or proposal that a bidder considers confidential shall be clearly designated in the following manner:

**If the bidder considers any portion of a submission confidential, they shall provide a separate copy of the full and complete document, fully redacting those portions by blacking them out and shall note on the applicable page or pages of the document that the redacted portion or portions are "confidential."** Use of any other term or method, such as stating that a document or portion thereof is "proprietary", "not for public use", or "for client's use only", is *not* acceptable. In addition to providing an additional fully redacted copy of the bid submission to the person listed as the point of contact on Page one (1) of this document, the identified information considered to be confidential **must** be accompanied by a separate letter stating the rationale for each item designated as confidential. In other words, the letter must specifically state why and under what legal authority each redaction has been made. Submissions which do not conform to these instructions by failing to include a redacted copy (if required), by failing to include a letter specifying the rationale for each redaction, by failing to designate redactions in the manner required by these instructions, or by including redactions which are contrary to these instructions or operative law may be rejected by the State as not conforming to the requirements of the bid or proposal. The State will generally assume that a bid or proposal submitted without an additional redacted copy contains no information which the bidder deems confidential. Bids and proposals which contain no redactions, as well as redacted versions of submissions that have been accepted by the State, may be released to the public, including by means of posting on State web sites.

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 bidder 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.

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 NH RSA 21-G:37 or any other applicable law or regulation, bidders 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 bidder that the request has been made; indicate what, if any, portions of the proposal or related material shall not be released; and notify the bidder of the date it plans to release the materials. The State is not obligated to comply with a bidder's designation regarding confidentiality. The State shall have no obligation to advise a bidder that an individual or entity is attempting to electronically access, or has been referred to, materials which have been made publicly available on the State's web sites.

By submitting a bid or proposal, the bidder 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 bidder.

Notwithstanding NH 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.

**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 on or before April 1, 2019 through February 28, 2022 a period of 5 years to a maximum of 8 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.

**CONTRACT AWARD:**
The awards shall be made to the responsible Vendors meeting the criteria established in this RFB as well as meet the State's needs and specifications. The State's objective is to establish multi-vendor-contracts, based on vendor minimum discount per category, locations, distribution area, inventory, delivery capabilities and cost containment. The State of New Hampshire may award based on deepest discount offered on page 10, ranked by Primary, Secondary and so forth. As well the State reserves the right to purchase material from the most economical source of supply with consideration of product, price and transported distance. The State reserves the right to reject any or all bids or any part thereof and add/delete items/locations to the contract. All awards shall be in the form of a State of New Hampshire Contract.

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.

**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.

**DELIVERY CHARGES:**
Agency may pick up supplies at vendors' place of business or vendor may deliver. Delivery fees must be shown in vendor bid, a delivery charge per mile or other delivery rates and methods of calculation. In cases where a vendor's price list charges a per mile charge for delivery the distance from vendor to point of delivery will be as agreed upon by the Vendor and requiring Agency utilizing Google Maps.

All products must be delivered in the manufacturer's standard package. Costs shall include all packing and/or crating charges. Cases shall be of durable construction, good condition, properly labeled and suitable in every respect for storage and handling of contents. Each shipping carton shall be marked with the PO numbers, line numbers, part numbers, descriptions, quantities and any related information must appear on packing slip and match exactly with product labels, thus enabling simple receipt, validation and accounts process.

Deliveries not accepted at retail establishment will be "Inside Deliveries" as designated by Agency representative of the requisitioning Agency placing the order. Inside delivery refers to a delivery to other than a loading dock, front lobby, or reception area. Specific instructions will be noted on the order. Any damages resulting to building interior will be the responsibility of the Vendor. If damage does occur, it shall be the responsibility of the Vendor to immediately notify the requisitioning Agency.

Responsibility and liability for loss or damage shall remain the Vendors until final inspection and acceptance when responsibility shall pass to the requisitioning Agency except s to latent defects, fraud and Vendors warranty obligations. Any portion of an order to be shipped without transportation charges that is back ordered shall be shipped without charge.

**DELIVERY TIME:**
The successful Vendor shall be required to accomplish delivery of any item ordered under the contract within ten (10) business days from the placement of the order. Delivery shall be coordinated with the agency on the delivery date and

shall be delivered within the agreed upon timeframe. Any Non-Stock items will have a specified guaranteed delivery not exceeding 10 business days from date of order.

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

**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.

**BID PRICING:**
Bid pricing shall be in recognized in US dollars and if applicable, delivery charges shall show per mile or other rates and methods of calculation. 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 shown on your bid** at the time of the bid.

**ORDERING:**
State agencies shall place their orders directly with the vendor, or they may establish a standard delivery order. Eligible participants shall utilize their own individually established ordering procedures. Agencies and vendors will be responsible for establishing proper identification for authorized individuals utilizing contract. Contract number must be shown on all documents.

**PURCHASES:**
Purchases resulting from this contract will be initiated by the end using State Agency with the Vendor. The Vendor must generate an invoice with the correct retail price and the appropriate percentage off amount listed. The Vendor must be willing to accept the Agency purchasing card as payment without extra charges or fees. The Agency may also choose account billing with the Vendor. These details shall be negotiated between the Agency and the Vendor.

**PURCHASE LIMITS:**
Purchases over $5,000.00 shall require a Purchase Order from the Bureau of Purchase and Property.

**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*

- 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.

**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.

**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 report including but not limited to all products, quantities spend (invoice and P-Card) and discounted savings by each agency, district, institution, contract, 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.)
- Utilizing District
- 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.

**INVOICING:**
Invoicing shall be submitted to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the quantity, description, unit of measure, date delivered, and contract discount percentile. Invoicing shall contain full and correct agency. 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) unless otherwise specified by the state of New Hampshire. Use the following link to enroll with the State Treasury for ACH payments: https://www.nh.gov/treasury/state-vendors/index.htm** Eligible participants shall negotiate their own payment methods with awarded vendor.

**VENDOR'S BALANCE OF PRODUCT LINE ITEMS**
During the term of contract, the state may purchase other items in relation to building materials and hardware from the successful Vendor's Balance of Product Line. This shall include only the purchase of other building materials and hardware related products equal to or exceeding original required product.

**SPECIFICATION COMPLIANCE:**
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 equipment/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.

**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.

**Participating Vendor Locations and Normal Operating Hours**
Participating vendors, please see below:

Bid/contract is approved for discounting at all State locations for the term of the contract and/or approved contract extension: ✓ Yes ___ No

If vendor is a smaller participating vendor, please include all vendor locations (town) and DBA's:

Mon – Fri: ALL Locations
Weekend: Londonderry 8:00 - 12:00 winter
Holidays: _____

Building materials and hardware are considered any products planned or structurally consumable and shall meet or exceed requirements as defined by NH Agency standards.

| Product Listing | Discount % |
|---|---|
| Regular List Price Product | NA % |
| Sale Priced Product | NA % |
| Volume Purchased Product (no min.) | NA % |
| Volume Purchased Product (min. order qty.) | NA % |
| **Material Handling** | |
| Paint | NA % |
| Plumbing | 40 % |
| Lighting | NA % |
| Electrical | 20 % |
| Power Source | NA % |
| Lumber and Composites | NA % |
| Plywood | NA % |
| Drywall | NA % |
| Hardware | 20 % |
| Flooring | NA % |
| Cement and Masonry | NA % |
| Metal Sheets & Rods | NA % |
| Heating and Cooling | 25 % |
| Hand Tools | 10 % |
| Security | NA % |
| Safety | 20 % |
| Outdoor/Garden | NA % |
| Other - PIPE, VALVES, Fittings | 40 % |
| Other - | % |

PLEASE INDICATE ANY ADDITIONAL OFFER OF DISCOUNT OFF PUBLISHED PRODUCT PRICING LIST_____.

PLEASE INDICATE DELIVERY CHARGE PER MILE OR OTHER DELIVERY RATES AND METHOD OF CALCULATION _____.

IF ITEMIZED PRODUCT LIST IS PREFFERED, PLEASE ATTACH AND REFERENCE BID NUMBER, DATE AND AUTHORIZED PRINTED NAME AND SIGNATURE.

**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:

Jeff Gravel — Contact Person
603-545-3345 — Local Telephone Number
_____ — Toll Free Telephone Number

603-224-4125 — Fax Number
Concordsales@TheGraniteGroup.com — E-mail Address
~~[illegible]~~ MY Granite Access — Company Website

The Granite Group — Vendor Company Name
003239907 — DUNS #

6 Storrs St Concord NH. 03301 — Vendor Address

**DELIVERY LOCATIONS:**
If you are awarded a contract, you are expected to service all current State of New Hampshire agencies/institution locations within the facility's normal delivery area. This listing **does not** include any eligible participants.

********** **Informational Purposes Only** **********

**Disaster Recovery**
Do you provide an emergency preparedness plan to aid the State during emergency or disaster recovery efforts with specifics to response time, available supplies and other goods/services that may be offered (circle one)?

Yes or No

The State may request a hard copy and/or link to Contractor's emergency preparedness plan or website. Is this readily available (circle one)?

Yes or No

**Emergency Services:**

**Explain customer service policy and/or emergency services available:**
We offer on call service for After Hours.

**Where are your Emergency locations?**
SEE Attached

**Emergency Operating Hours**
Mon – Fri:
Work week after hours:
Weekend:
Holiday:
24/7

# EMERGENCY ON CALL PHONE NUMBERS

**New Hampshire**

| | |
|---|---|
| Londonderry | 603-845-0859 |
| Concord | 603-545-3479 |
| Exeter | 603-395-2119 |
| Gilford | 603-832-2039 |
| Hooksett | 603-518-1409 |
| Keene | 603-757-1049 |
| Lebanon | 603-442-6499 |
| Manchester | 603-518-1509 |
| Milford | 603-732-0599 |
| Nashua | 603-459-2519 |
| Portsmouth | 603-545-3489 |
| Rochester | 603-822-3019 |