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

DATE: June 6, 2019

CONTRACT #: 8002539 – Computer Hut [IT Insiders] (VC 155697)
8002540 – Onx USA (VC 223063)
8002541 – GovConnection (VC 175742)

CONTRACT FOR: Computer, Personal & Peripheral Hardware

NIGP CODE: 204-00

SUBMITTED FOR ACCEPTANCE BY:

[Signature]
JENNIFER JACO, PURCHASING AGENT
BUREAU OF PURCHASE AND PROPERTY

DATE 6/6/19

RECOMMENDED FOR ACCEPTANCE BY:

[Signature]
LORETTA RAZIN, PURCHASING MANAGER
BUREAU OF PURCHASE AND PROPERTY

DATE 6/6/19

APPROVED FOR ACCEPTANCE BY:

[Signature]
GARY LUNETA, DIRECTOR
DIVISION OF PROCUREMENT & SUPPORT SERVICES

DATE 6/6/19

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

[Signature]
CHARLES M. ARLINGHAUS, COMMISSIONER
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 6/10/19

Revised 6/12/18 MTS
Bid Invitation for Contract: Computer - Personal & Peripheral Hardware

[Insert name of signor] [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 2212-20 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-h: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 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 21-1:11-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

NOTARY PUBLIC/JUSTICE OF THE PEACE
COUNTY: Middlesex STATE: MA
ZIP: 02150
On the 29 day of May 2019, personally appeared before me, the above named [Name], in his/her capacity as authorized representative of [Company], 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.

(Notary Public/Justice of the Peace)

My commission expires: JUNE 25, 2024

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:

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 a 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 seems 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 hereunder, 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 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 repurchase 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 delegatee ("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, indemnity 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: COMPUTER - PERSONAL & PERIPHERAL HARDWARE

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 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.

BID INQUIRIES:
Any questions, clarifications, and/or requested changes shall be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid and shall be received in writing at the Bureau of Purchase and Property no later than 4:00 PM on the date 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 Loretta Razin at the following address: Loretta.Razin@DAS.NH.Gov.

ADDENDATA:
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.

05/21/2019 Bid Solicitation distributed on or by
05/28/2019 Last day for questions, clarifications, and/or requested changes to bid
05/30/2019 11:00 AM (EST) Bid Closing
07/01/2019 Implementation / Posting of Contract

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 from July 1, 2019 through June 30, 2022, 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.

CONTRACT AWARD:
The award shall be made to the responsible Vendor(s) meeting the criteria established in this RFB and providing the lowest cost in total. The State reserves the right to reject any or all bids or any part thereof and add/delete items/locations to the contract. All award(s) shall be, in the form of a State of New Hampshire Contract(s). It is the intent of the State to award up to three (3) contracts. DoIT hardware standards are awarded on a monthly basis. The State will request pricing from all awarded vendors and agencies will be instructed to purchase from the low quote for each month.

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.

NOTIFICATION AND AWARD OF CONTRACT(S):
Bid results shall not be given by telephone. For Vendors wishing to attend the bid closing, the names of the vendors submitting responses and pricing shall be made public. Other specific response information shall not be given out. Bid results shall be made public after final approval of the contract(s).

Bid results may also be viewed on our website at [https://das.nh.gov/purchasing](https://das.nh.gov/purchasing)

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

LIABILITY:
The State shall not be held liable for any costs incurred by Vendors in the preparation of bids or for work performed prior to contract issuance.

For Vendors wishing to attend the bid closing: 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](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.
**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".

**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 includes the Department of Information and Technology approved “Standards” for agency use. Also includes a list, representative of non-standardized items that have been purchased by State of New Hampshire agencies during the contract term. These items may or may not be purchased in future contracts, but will be used for the valuation of award(s). During the term of contract, the state may purchase other items in relation to Computer Hardware Peripherals from the successful Vendor’s Balance of Product Line. All items ordered shall include all shipping/charges as specified above in “Bid Prices”.

**WARRANTY REQUIREMENTS:**
Successful Vendor shall be required to warranty all of the equipment 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. Vendor shall make available an extended manufacturer’s warranty. This optional warranty period shall be at least one (1) year from expiration of the manufacturer’s warranty. Replacement parts shall be from the original equipment manufacturer. Replacement components used to fulfill a warranty claim may be used for refurbished but must be warranted as new equipment.

**ABILITY TO PROVIDE:**
Successful Vendor(s) shall provide State of New Hampshire agencies and eligible participants with entire requirements of the items requested in this bid invitation and any resulting contract without delay or substitution.

**ORDERING PROCEDURE:**
The Bureau of Purchase and Property shall issue purchase orders on behalf of the State agencies with a value over $500.00.

Agencies may place orders with a total value of $500.00 or less by using a State of New Hampshire purchasing card (P-card). All orders over $500.00 must have NH Department of Information Technology approval. At time of order placement, the agency shall indicate the payment method of P-Card.

Vendor shall be capable of accepting orders via telephone, web, E: Mail & fax and use of Pcard.

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.

**ESTIMATED USAGE:**
The quantities indicated in the offer section of this bid invitation are an estimate only for the State of New Hampshire’s annual requirements. These quantities are indicated for informational purposes only and shall not be considered minimum or guaranteed quantities, nor shall they be considered maximum quantities. These quantities do not include any eligible participant usage.
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.

Material received damage or “Dead on Arrival” shall be replaced within four (4) business days of notification by the State. If this is not possible, the State reserves the right to cancel the order or may require loaner equipment, of at least equal functionality, to be provided until delivery can be made.

Shipments shall be properly packaged/tied; etc. to meet accepted commercial standards without any charge to the State of New Hampshire.

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-sellable 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:
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.

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 submitted to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the PO#, 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 = 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. All IT contract limits are $500.00, anything over needs DOIT approval (requisition) which has to be entered into NH First.

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.

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refurbished: shall not have been used as demonstration equipment, and shall not have been placed anywhere for evaluation purposes.

The manufacturers and/or product numbers indicated are the only ones that are acceptable under this bid invitation.

**CUSTOMER SUPPORT SERVICES**
The successful vendor shall provide both pre- and post-sales support for the hardware, software, and peripheral equipment specified in the contract. The Vendor shall have a central contact point, available during normal working hours, for resolving customer support problems.

Pre-Sales Support shall include, but is not limited to:
- Product Quotes
- Product Research
- Product Recommendation
- Product Specifications
- Assistance to State Agencies in configuring systems that best meet their needs.

Post-Sales Support shall, include but is not limited to:
- Delivery Information
- Product Return
- Invoice/Billing Issues
- Facilitate Resolution of Product Problems

**OPTIONAL INSTALLATION & ACCEPTANCE**
Orders for equipment may specify installation services and technical support. The successful vendor shall then be responsible for assembling the system components either at the vendor's warehouse, factory, assembly plant or retail outlet or, with prior approval, they may be assembled on-site at the State Agency location.

Installation shall consist of unpacking, removal of cartons, placing the components and related peripherals in a suitable work area (that shall be provided by the State Agency), installing the system software and testing the system for proper operation within its environment. Installation may also include configuration and/or installation of application software, when applicable.

The complete system and related peripherals shall be accepted by the State Agency upon successful completion of the system installation, which shall take place within five (5) working days of delivery unless waived by the purchasing Agency. If installation is not completed within five (5) working days, the State reserves the right to cancel the order and purchase outside the contract.

**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 subdivision 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.

*See Attachment A*

**VENDOR CONTACT INFORMATION:**
Please provide contact information below for a person knowledgeable of and who can answer questions regarding this bid response. **Note: To be considered, bid shall be signed and notarized on front cover sheet in the space provided.**

Contact Person: [Signature]
Local Telephone Number: 744-853-2406
Toll Free Telephone Number: [Signature]
E-mail Address: Marilyn.Koch@cbts.com
Company Website: [Signature]
Vendor Company Name: [Signature]
Vendor Address: [Signature]

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# ATTACHMENT A – OFFER SHEET

## Hardware Peripheral Product Descriptions

<table>
<thead>
<tr>
<th>2yr Est Usage</th>
<th>UOM</th>
<th>Section 1 - Printers</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>EA</td>
<td>HP LaserJet Pro M203DW G3Q47A#BGJ with USB cable</td>
</tr>
<tr>
<td>25</td>
<td>EA</td>
<td>HP LaserJet Enterprise M506DN w/Energy Star Labeling F2A69A#BGJ</td>
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<tr>
<td>55</td>
<td>EA</td>
<td>HP LJ M506x with Energy Star Labeling F2A70A#BGJ</td>
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<tr>
<td>10</td>
<td>EA</td>
<td>HP LASERJET M608X K0Q19A#BGJ</td>
</tr>
<tr>
<td>5</td>
<td>EA</td>
<td>HP LJ Enterprise 700 Printer M712DN (CF236A#BGJ)</td>
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<tr>
<td>1</td>
<td>EA</td>
<td>HP LaserJet Enterprise M806dn Printer CF244A#BGJ</td>
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<tr>
<td>3</td>
<td>EA</td>
<td>HP CLJ M254 Printer T6B80A</td>
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<tr>
<td>20</td>
<td>EA</td>
<td>HP LJ PRO 452 DN Laser Printer CF389A#BGJ</td>
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<tr>
<td>30</td>
<td>EA</td>
<td>HP CLJ 500 M553DN Printer, PN:B5L25A#BGJ</td>
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<tr>
<td>15</td>
<td>EA</td>
<td>HP CLJ M652DN J7Z99A#BGJ</td>
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<td>EA</td>
<td>CLJ Color LaserJet Enterprise M855xH Printer w/Energy Star Labeling, A2W78A#BGJ</td>
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**TOTAL SECTION 1** $_

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<tr>
<th>2yr Est Usage</th>
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<th>Section 2 - Miscellaneous</th>
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<td>Epson PowerLite S27 (w/spare bulb and carry case) part # V11H894020 for the projector and part # V13H010L88 for the spare bulb.</td>
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<td>375</td>
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<td>Kingston Black Box; 8GB DTVP/8GB</td>
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<td>165</td>
<td>EA</td>
<td>Kingston Black Box; 16GB DTVP/16GB</td>
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<td>EA</td>
<td>Kingston Black Box; 32GB DTVP/32GB</td>
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<td>25</td>
<td>EA</td>
<td>USB 2.0 Cable 6ft. Male A to Male B Connectors</td>
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<tr>
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<td>EA</td>
<td>Apple 11 IN ipad Pro WiFi + Cell MU162LL/A</td>
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<tr>
<td>30</td>
<td>EA</td>
<td>Microsoft Surface Pro Tablet Core i5 7300U/ 2.6 GHz Win 10 Pro 64 Bit 8GB Bluetooth Commercial FJY-00001</td>
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<td>32</td>
<td>EA</td>
<td>Microsoft Surface Dock Docking Station 2 x Mini DP- GigE commercial for Surface Book, Book 2, Book with Performance Base, Laptop, Pro 3, Pro 4 PF3-00005</td>
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<td>35</td>
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<td>Microsoft Surface Pro Type Cover (M1725) Keyboard with trackpad accelerometer English North American Layout black commercial for Surface Pro (Mid 2017), Pro 3, Pro 4 FMM-00001</td>
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<td>5</td>
<td>EA</td>
<td>Logitech Wireless Keyboard K270/ Mouse M185</td>
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<td>1</td>
<td>EA</td>
<td>Plantronics HW720 Encorepro Headband Headset Binaural Noise Cancel 78714-101 Black</td>
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<td>EA</td>
<td>Plantronics P10/2250 Plug-Prong Amp for Nortel 2250 60288-41</td>
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<td>1</td>
<td>EA</td>
<td>Plantronics 27708-01 Quick Disconnect Mute Switch for P10&amp;P10H Adapters</td>
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<td>10</td>
<td>EA</td>
<td>Kodak Scannmate I1100 1664390 Document Scanner</td>
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<tr>
<td>55</td>
<td>EA</td>
<td>Fujitsu Fi-7260 Sheetfeed / Flatbed Scanner 600 dpi Optical PA03670-B555</td>
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**TOTAL SECTION 2** $_

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<th>Unit Price</th>
<th>Ext Price</th>
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<td><strong>Wattage 1000</strong></td>
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<td>10</td>
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<td>SRT1000RXLXLA APC UPS SRT 1000VA RM 120V - 1000 VA/900 W - 120 V AC - 10 Minute Stand-by Time - 2U Rack-mountable - 6 x NEMA 5-15R</td>
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<td>40</td>
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<td>AP9631 APC UPS Network Management Card - SmartSlot WITH ENVIRONMENTAL MONITORING</td>
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<td>RBC155 APC Replacement Battery Cartridge #155</td>
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<td>SRT48RMBP APC UPS SRT 48V 1kVA 1.5kVA RM Battery Pack - 48 V DC - Sealed Lead Acid (SLA) - Leak Proof/Maintenance-free - Hot Swappable - 3 Year Minimum Battery Life - 5 Year Maximum Battery Life RM BATTERY PACK</td>
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<td>$</td>
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<td><strong>Wattage 1500</strong></td>
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<tr>
<td>25</td>
<td>EA</td>
<td>SRT1500RXLXLA APC UPS SRT 1500VA RM 120V - 1500 VA/1350 W - 120 V AC - 5 Minute Stand-by Time - 2U Rack-mountable - 6 x NEMA 5-15R</td>
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<td>AP9631 APC UPS Network Management Card - SmartSlot WITH ENVIRONMENTAL MONITORING</td>
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<td>RBC155 APC Replacement Battery Cartridge #155</td>
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<td>1</td>
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<td>SRT48RMBP APC UPS SRT 48V 1kVA 1.5kVA RM Battery Pack - 48 V DC - Sealed Lead Acid (SLA) - Leak Proof/Maintenance-free - Hot Swappable - 3 Year Minimum Battery Life - 5 Year Maximum Battery Life RM BATTERY PACK</td>
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<td><strong>Wattage 2200</strong></td>
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<td>EA</td>
<td>SRT2200RXLXLA APC UPS SRT 2200VA RM 120V - 2200 VA/1800 W - 120 V AC - 2U Tower/Rack Mountable - 6 x NEMA 5-20R, 1 x NEMA L5-20R 120V</td>
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<td>AP9631 APC UPS Network Management Card - SmartSlot WITH ENVIRONMENTAL MONITORING</td>
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<td>RBC141 APC Replacement Battery Cartridge #141 - Lead Acid - Maintenance-free/Sealed/Leak Proof - Hot Swappable - 3 Year Minimum Battery Life - 5 Year Maximum Battery Life</td>
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<td>SRT72RMBP APC UPS SRT 72V 2.2kVA RM Battery Pack - Sealed Lead Acid (SLA) - Leak Proof/Maintenance-free - Hot Swappable - 3 Year Minimum Battery Life - 5 Year Maximum Battery Life BATTERY PACK</td>
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<td>SRT3000RXLXLA APC UPS SRT 3000VA RM 120V - 3000 VA/2700 W - 120 V AC - 2U Tower/Rack Mountable - 1 x NEMA L5-30R, 1 x NEMA L5-20R, 8 x NEMA 5-20R 120V</td>
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<td>AP9631 APC UPS Network Management Card - SmartSlot WITH ENVIRONMENTAL MONITORING</td>
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<td>RBC152 APC Replacement Battery Cartridge #152 - Lead Acid - Maintenance-free/Sealed/Leak Proof - Hot Swappable - 3 Year Minimum Battery Life - 5 Year Maximum Battery Life NO. 152</td>
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<td>SRT96RMBP APC UPS SRT 96V 3kVA RM Battery Pack - Sealed Lead Acid (SLA) - Leak Proof/Maintenance-free - 3 Year Minimum Battery Life - 5 Year Maximum Battery Life BATTERY PACK</td>
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<td><strong>Wattage 5000</strong></td>
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<td>2</td>
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<td>APC by Schneider Electric Smart-UPS SRT 5000VA RM 208V to 120V 2U Step-Down Transformer 5000VA/4250W - 120 VAC - 4 Minute Stand-by Time - 5U RackMountable - 1X NEMA L6-30R, 2x NEMA L5-20R, 12x NEMA 5-20</td>
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<td>RBC140 APC Replacement Battery cartridge #140 - 120 V DC - Sealed Lead Acid (SLA) - Spill-proof/Maintenance-free - 3 Year Minimum Battery Life - 5 Year Maximum Battery Life NUMBER 140</td>
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<td>AP9631 APC UPS Network Management Card - SmartSlot WITH ENVIRONMENTAL MONITORING</td>
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**TOTAL SECTION 3** $ 

**GRAND TOTAL OF ALL THREE SECTIONS** $