

**STATE OF NEW HAMPSHIRE**  
**Department of Administrative Services**  
**Division of Procurement and Support Services**  
**Bureau of Purchase and Property**  
**State House Annex**  
**Concord, New Hampshire 03301**

**Effective Date:** October 1, 2020

**NOTICE OF CONTRACT AMENDMENT**  
(UPDATED VENDOR EMAIL)

**COMMODITY:** FOOD - Coffee and Tea

**CONTRACT NO.:** 8002333

**NIGP:** 393-4100

**VENDOR:** Interstate Gourmet Coffee Roasters, Inc. **VENDOR # :** 161674  
43 Norfolk Avenue  
S. Easton, MA 02375

**CONTACT PERSON(s):** Michele Silva  
**Tel. No.:** 1 (508) 238-8393  
**E-Mail:** [cofroast@aol.com](mailto:cofroast@aol.com)

**CONTRACT PERIOD:** July 1, 2018 Through June 30, 2021

**PAYMENT TERMS:** Net 30

**PAYMENT:** Payments shall be made via Procurement Card (P-Card –Credit Card) or ACH\*.  
Orders charged upon delivery/shipment.  
  
\*If the agency is enrolled in the P-card Program, payments shall be made via P-card. The resulting contract has mandatory Procurement Card usage for agencies enrolled in the State P-Card Program.

**INVOICING:** Invoices shall be submitted after completion of work to the requesting agency. Payment shall be after receipt of invoice and acceptance of the work to the State's satisfaction.

**DELIVERY TIME:** Within 7 working days from placement of order.

**F.O.B.:** F.O.B. Destination to any location within the State of New Hampshire

**ORDERING:** State agencies will place their orders direct to vendor by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. Political sub-divisions and authorized non-profit organizations will utilize their own individually established ordering procedures.

**QUESTIONS:** Direct any questions to Loretta Razin, Purchasing Manager  
603-271-0579, [Loretta.M.Razin@das.nh.gov](mailto:Loretta.M.Razin@das.nh.gov)

**MINIMUM ORDERS:**

There is no minimum order required under this contract.

**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 501c of the Federal Internal Revenue Code, shall be eligible to participate under this contract whenever said sub-division or nonprofit agency so desires.

**USAGE REPORTING:**

Contractor shall be required to submit usage reports for analysis to the Division of Procurement and Support Services, Purchasing Agent/Contract Manager.

Contract Number (State of New Hampshire Contract # and Multi-State Contract Number/Agreement Reference).

Utilizing Agency and Eligible Participants

Items sold and/or all products purchased (showing the Manufacturer, item, part number, and the final cost)

Total cost of all products purchased. Ability to sort as needed from any category, including Agency and/or eligible participant

Excel or CSV formatted document or other compatible document

**EQUIPMENT REQUIRED:**

The successful bidder will provide each State of New Hampshire agency/institution delivery location (if they opt to receive the equipment) with one new commercial six-gallon urn or one new commercial drip type (at their option) at no cost to the State of New Hampshire. The equipment will operate on 120V. The equipment shall be delivered to each of the delivery locations and shall be set-up and made operational by the successful bidder. The maintenance and repair of the equipment is the responsibility of the successful bidder, who shall maintain and repair all of this equipment without charge.

**PRODUCTS & PRICING:**

Regular Urn Coffee, 24 - 14 ounce bags per case	<b>\$70.12</b>
Decaffeinated Urn Coffee, 24 - 13 ounce bags per case	<b>\$76.24</b>
Regular Drip Coffee 24 - 14 ounce bags per case	<b>\$70.12</b>
Regular Drip Coffee 144 - 1.7 ounce packs per case	<b>\$47.84</b>
Decaffeinated Drip Coffee 144 - 1.7 ounce packs per case	<b>\$52.64</b>
Regular Tea Bags 1000 bags per case	<b>\$19.95</b>
Decaffeinated Tea Bags 1000 bags per case	<b>\$20.94</b>
Urn Filters, 18" X 6", 3 Gallon, 250 per pack	<b>\$9.00</b>
Urn Filters, 21" X 9", 6 Gallon, 250 per pack	<b>\$15.00</b>
8 Oz. Drip Coffee Filters	<b>\$0.00</b>

**BALANCE OF PRODUCT LINE ITEMS**

During the term of contract, the state may purchase other items in relation to XX from the successful Contractor's Balance of Product Line, that are not already incorporated into another statewide contract. All items ordered will include all shipping/charges.