

**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**

NOTICE OF CONTRACT

DATE: 11/26/2018

COMMODITY: AUTOMOTIVE - FORD REPLACEMENT PARTS  
CONCORD NH LOCATIONS ONLY

NIGP CODE: 060-7100

CONTRACT #: 8002441

CONTRACTOR: GRAPPONE FORD                      CONTRACTOR # 174081 P001  
PO BOX 1200  
CONCORD NH 03302-1200

CONTACT PERSON: PENNY STAFFORD  
Telephone: 226-8051  
Facsimile: 226-8006  
E-Mail: [pstafford@grappone.com](mailto:pstafford@grappone.com)

**CONTRACT TERM:**

The term of the contract shall be from December 1, 2018 through **NOVEMBER 30, 2021**, a period of approximately 3 years.

**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 Contractor. The State of New Hampshire assumes no liability between the Contractor and any of these entities.

**TERMINATION:**

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

**CONTRACT PRICES:**

The DISCOUNTS shall remain firm for the entire term of the contract and any extension thereof and shall include delivery and all other charges. PRICE INCREASES ARE ACCEPTABLE AS THE FORD MANUFACTURERS LIST PRICE SCHEDULE CHANGES, BUT THE DISCOUNTS WILL REMAIN FIRM.

QUESTIONS: ALAN HOFMANN  
Purchasing Manager  
PHONE: 271-2550  
E-MAIL: [alan.hofmann@nh.gov](mailto:alan.hofmann@nh.gov)

**ABILITY TO PROVIDE:**

The Contractor must be capable of providing the State of New Hampshire Department of Safety, Department of Transportation, Mechanical Services and all state agencies with their entire requirements without any delay or substitution.

**ORDERING PROCEDURE:**

State agencies in Concord NH shall place their orders direct to Contractor by fax or other acceptable methods. All orders must show state contract number, agency billing, shipping, contact person and telephone number. Orders that total more than \$10,000 must be submitted to the Bureau of Purchase and Property on a form designated by the Bureau. Agencies and the Contractor shall be responsible for establishing proper identification for individuals authorized to use contracts.

Political sub-divisions and authorized non-profit organizations shall utilize their own individually established ordering procedures.

**MINIMUM ORDER:**

There is no minimum order.

**DELIVERY TIME:**

The Contractor shall be required to stock the listed parts and deliver the items according to the following schedule. FOR DEPARTMENT OF SAFETY AND DEPARTMENT OF TRANSPORTATION CONCORD NH LOCATIONS AND OTHER AGENCIES LOCATED IN CONCORD NH

STOCK ITEMS: The Contractor will be required to accomplish delivery of any stock items ordered under the contract as follows:

If an order is placed for stock items before 10 AM, they shall be delivered the same day before 4 PM. Orders placed after 10 AM will be delivered the next business day morning. Balance of product line items ordered under the contract shall be delivered within **two (2) working days (EXCEPT FOR FACTORY BACK ORDERS )** from the receipt of the order.

**DELIVERY TIME- ALL STATE AGENCIES**

All state agencies may pick-up items at the Contractor's location using the pricing schedule and discounts. Delivery shall be free of charge within two (2) working days from the receipt of the order

**EXPRESS SHIPPING CHARGES**

The State of New Hampshire will be responsible for paying EXPRESS shipping charges on "NON-STOCK" or "SPECIAL ORDER" items not usually stocked by the Contractor if the requester deems the item urgent and approves the use of express shipping.

**RETURNED GOODS:**

The Contractor must resolve all order and invoice discrepancies within five business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. must be picked up by the Contractor within five business days of notification with no restocking or freight charges, and must be replaced with specified products or the agency will 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 must be returned for full credit within fifteen days of receipt. Products must be in re-saleable condition (original container, unused) and there will be no restocking fee charged for these products. The using agency will be responsible for any freight charges to return these items to the Contractor.

**USAGE REPORTING:**

If requested, the Contractor shall be required to submit a quarterly report for analysis to determine contract compliance.

- I. Contract number
- II. Utilizing agency
- III. All products purchased
- IV. Showing the manufacturer, item, part number, list price and the final cost after discount

**INVOICING:**

Invoicing shall be done on the basis of each order completed. Invoices shall clearly indicate the contract number, quantity, description, packaging, date delivered, and contract price. Invoicing for political sub-divisions and authorized non-profit organizations will 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.

Eligible participants shall negotiate their own payment methods with Contractor

			<b>GRAPPONE FORD</b>		
			<b>LIST PRICE</b>	<b>DISC</b>	<b>\$ AFTER DISC</b>
<b>ITEM</b>	<b>PART #</b>	<b>DESCRIPTION</b>			
#1	BC3Z*9G282*E	PUMP	678.36	44%	379.88
#2	BC3Z*19703*B	COMPRESSOR	384.09	44%	215.09
#3	8C3Z*9910608*B	MEMBER	410.17	34%	270.71
#4	BC3Z*17508*A	WIPER MOTOR	170.84	44%	95.67
#5	BC3Z*5230*E	EXHAUST	823.52	34%	543.52
#6	BC3Z*18476*B	RADIATOR	105.47	44%	59.06
#7	HC3Z*3A131*A	DRAG LINK ROD END	53.96	44%	30.22
#8	HC3Z*3304*B	DRAG LINK ROD ASSY	105.60	44%	59.14
#9	BL3Z*5230*G	MUFFLER	580.34	34%	383.02
#10	AC3Z*28264A00*B	CABLE	169.07	34%	111.59
#11	7C3Z*3280*D	ROD	67.87	44%	38.01
#12	FT187	FILTER	44.84	44%	25.11
#13	SW7016	WIPER SWITCH	49.85	44%	27.92
#14	BL3Z*3B676*A	SHAFT	297.38	34%	196.27
#15	BL3Z*5E212*C	CONVERTER	785.93	34%	518.71
#16	BC3Z*8005*H	RADIATOR	423.95	44%	237.41
#17	FL-2016	FILTER	32.11	44%	17.98
#18	FD-4615	FILTER	107.27	44%	60.07
<b>BALANCE OF PRODUCT LINE</b>					
FORD REPLACEMENT PARTS					34%
POWER TRAIN (ENGINES/TRANSMISSIONS)					17%
COLLISION/BODY PARTS					30%