

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

Date: July 1, 2019

NOTICE OF CONTRACT

COMMODITY: VEHICLE DAMAGE APPRAISAL

CONTRACT NO.: 8002552 NIGP: 918

VENDOR: Northern New England Appraisal VENDOR # : VC # 220271  
248 Daniel Webster Highway  
Meredith, NH 03253

CONTACT PERSON(S): David Draghi  
Tel. No.: 603-279-5002  
Fax No.: # 603-279-5006  
E-Mail: [ddraghi@nnadjustment.com](mailto:ddraghi@nnadjustment.com)

EFFECTIVE FROM: July 1, 2019 through June 30, 2022

PAYMENT & TERMS: 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>

INVOICING & PAYMENTS: Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

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

ORDERING: State agencies will place their orders by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. Eligible participants will utilize their own individually established ordering procedures.

MINIMUM ORDERS: There is no minimum order required under this contract.

SCOPE OF SERVICES:  
The Vendor shall provide appraisal services with expert knowledge and experience to assess accident related vehicle damage. Appraisal services shall be unbiased repair recommendations based on the manufacturer's specifications, accepted industry procedures, and safety concerns without favoritism towards any other vendor.

APPRAISAL:  
Vendor shall provide services for all appraisals at the vehicles location. The Vendor shall complete an appraisal of the damaged vehicle by accessing all areas that may have damage including opening the hood, deck lid and doors, checking wheel wells, frame, suspension, glass, drive line and under carriage. The Vendor shall submit to the agency an appraisal with itemization of parts, work and labor required with cost for each. All replacements must be original equipment manufacturer (OEM) unless otherwise approved by the State. The appraising Vendor will not perform any repairs or body work. Vendor shall provide a picture (electronic format) of damaged areas along with the detailed damage appraisal.

SUPPLEMENTAL REPAIRS:  
If the repair facility should request additional repairs not indicated in the original appraisal, the successful Vendor shall concur with the facility that the additional repairs are needed and submit a supplemental appraisal to the agency. The supplemental appraisal shall include an itemization of additional parts, work and labor required with cost for each. There shall be no additional charge for any re-inspection.

**POST INSPECTION:**

The Vendor shall follow up with an inspection of the vehicle to insure the repairs were completed as specified for fit, quality and performance and that the vehicle is in pre-accident condition. The Vendor will test drive the vehicle and check all electronic accessories, and pay attention to details such as making sure the doors, hood, and deck lid open and close smoothly and examine freshly painted areas for a good color match. Also, during the test drive, listen for any unusual noises and test the handling. After the test drive, notify the agency in writing that the vehicle has been accepted and approved.

All services performed under this Contract(s) shall be performed between the hours of 7:30 A.M. and 4:00 P.M unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall be paid for any off-hour work.

The Vendor shall not commence work until a conference is held with each agency, at which representatives of the Vendor and the State are present. The conference shall be arranged by the requesting agency (State).

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Vendor's employees, equipment or supplies. The Vendor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Vendor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Vendor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Vendor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

The Vendor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

The Vendor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.

County	Cost per Appraisal
Belknap	\$150.00
Carroll	\$150.00
Cheshire	\$150.00
Coos	\$150.00
Grafton	\$150.00
Hillsborough	\$150.00
Merrimack	\$150.00
Rockingham	\$150.00
Strafford	\$150.00
Sullivan	\$150.00

**QUESTIONS:** Direct any questions to Jeff Haley, 603-271-2202 or [Jeffrey.Haley@DAS.NH.Gov](mailto:Jeffrey.Haley@DAS.NH.Gov)