

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: August 11, 2020

**NOTICE OF CONTRACT REVISION**  
(UPDATED VENDOR CONTACT)

**COMMODITY:** Baked Goods

**CONTRACT NO.:** 8002666 **NIGP:** 393-4300

**VENDOR:** Koffee Kup Bakery, Inc. **VENDOR #:** 229850 B001  
59 Rathe Road  
Colchester, VT 05446

**CONTACT PERSON:** Brian Carpentier  
**Tel. No.:** 603-493-9898  
**E-Mail:** [bowsales@koffeekupbakery.biz](mailto:bowsales@koffeekupbakery.biz) or [BCarpentier@koffeekupbakery.biz](mailto:BCarpentier@koffeekupbakery.biz)  
  
Chad Carpentier  
**Tel. No.:** 603-706-2153  
**E-Mail:** [ccarpentier@koffeekupbakery.biz](mailto:ccarpentier@koffeekupbakery.biz)

**EFFECTIVE FROM:** March 1, 2020 through February 28, 2023

**PAYMENT & TERMS:** 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 Pcard Program, payments shall be made via Pcard. The resulting contract has mandatory Procurement Card usage for agencies enrolled in the State P-Card Program.

**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.

**DELIVERY TIME:** Within four (4) business days from the placement of the order. Delivery is expected to ALL State of NH locations.  
  
Back orders shall be delivered within three (3) days and shall be communicated/verified to ordering agency. Orders out of stock or unavailable, successful vendor shall communicate with ordering agency on possible substitution or cancelling items. Discontinued items need communicated to Department of Administrative Services for contract update.

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

**F.O.B.:**

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

**ORDERING:** State agencies shall place their orders by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. It is recommended that State/Agency establish a standardized weekly order with delivery established for their standard stock. Orders may be modified for cycle menu changes (summer & winter) and during holiday or special events. Those orders need to be communicated by Agency to Vendor seven(7) days in advance of expected delivery or upon mutual agreement. Eligible participants shall utilize their own individually established ordering procedures.

State/Agency should communicate with vendor during menu change or annually to discuss ordering updates, changes/modifications and concerns to ensure product availability and delivery term are met.

**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, such entities shall be solely responsible for their association with the successful Vendor. The State of New Hampshire shall assume no liability as may arise from such an association between the successful Vendor and any such eligible participants.

**ABILITY TO PROVIDE:**

Successful Vendor shall be capable of providing each State of New Hampshire agencies and eligible participants with their entire requirements of the items required in this bid invitation and any resulting contract without any delay or substitution. Should substitution be required, vendor must communicate to State/Agency prior to acceptance. See Delivery section below.

**GAURANTEE FRESHNESS:**

The successful Vendor shall be required to deliver orders placed by State/Agency for a guarantee freshness for a minimum of seven (7) days for organic and two (2) weeks for standard items from receipt of order, utilizing the "Use by Date"; "Sell By"; "Best Before" date. Orders received and freshness has failed or not within that period, the State/Agency may return items for a full refund or exchange within seven (7) days from receipt of order, without additional charge/fees/delivery.

**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.

**BALANCE OF PRODUCT LINE ITEMS**

During the term of contract, the state may purchase other items in relation to baked goods from the successful Contractor's Balance of Product Line. All items ordered will include all shipping/charges.

**PRICING:**

Product	U/M	Pack Size	Weight	Unit Cost
Wheat Dinner Roll	Ea.	12	14.4 Oz.	\$ 1.92
White Dinner Roll	Ea.	12	14.4 Oz.	\$ 1.82
Plain Kaiser Roll	Ea.	6	15 Oz.	\$ 1.85
Plain Hoagie Roll	Ea.	6	15 Oz.	\$ 1.85
Wheat Kaiser Roll	Ea.	6	15 Oz.	\$ 1.95
Wheat Grinder Roll	Ea.	6	19.2 Oz.	\$ 1.98
Sweet Kaiser Roll	Ea.	6	15 Oz.	\$ 1.86
White Hoagie Roll	Ea.	12	27.6 Oz.	\$ 2.24
White Hot Dog Roll	Ea.	8	12 Oz.	\$ 1.83
White Hamburger Roll 8pk	Ea.	8	16 Oz.	\$ 1.87
White Hamburger Roll 12pk (Small)	Ea.	12	18 Oz.	\$ 1.92
Wheat Hamburger Roll 12pk (Small)	Ea.	12	20 Oz.	\$ 2.04
White Hamburger Roll 12pk (Large)	Ea.	12	24 Oz.	\$ 1.97
Wheat Hamburger Roll 12pk (Large)	Ea.	12	24 Oz.	\$ 2.09
White Hot Dog Roll 12pk	Ea.	12	18 Oz.	\$ 1.89
Wheat Hot Dog Roll 16pk	Ea.	16	32 Oz.	\$ 2.05
White English Muffins 6pk	Ea.	6	12 Oz.	\$ 1.85
Jelly Doughnut 6pk (Plain)	Ea.	6	15 Oz.	\$ 2.46
Chocolate Donut 6pk	Ea.	6	14 Oz.	\$ 2.41
Split Top White (Whole)	Ea.	22	22 Oz.	\$ 1.90
Split Top Wheat (Whole)	Ea.	20	20 Oz.	\$ 1.93
French (Whole)	Ea.	1	14 Oz.	\$ 2.74
French Bread(Sliced)	Ea.	18 Slices	22 Oz.	\$ 1.90
White Pullman Sandwich (Sliced)	Ea.	24 Slices	20 Oz.	\$ 1.71
Whole Wheat Bread (Sliced)	Ea.	18 Slices	24 Oz.	\$ 2.14
Seeded Rye (Sliced)	Ea.	22 Slices	32 Oz.	\$ 2.17
No Seed Rye (Sliced)	Ea.	22 Slices	32 Oz.	\$ 2.15
Multigrain Vienna (Sliced)	Ea.	22 Slices	32 Oz.	\$ 2.31
Wheat Vienna(Sliced)	Ea.	22 Slices	32 Oz.	\$ 2.04
White Vienna (Sliced)	Ea.	22 Slices	32 Oz.	\$ 1.96
Marble Rye (Sliced)	Ea.	22 Slices	32 Oz.	\$ 2.20
Cinn Raisin Bread (Sliced)	Ea.	18 Slices	20 Oz.	\$ 2.31
Texas Toast (Sliced)	Ea.	13 Slices	24 Oz.	\$ 1.90
White Pullman (Sliced)	Ea.	26 Slices	24 Oz.	\$ 1.89
Wheat Pullman (Sliced)	Ea.	26 Slices	24 Oz.	\$ 1.94

**LOCATIONS:**

AGENCY	DELIVERY
<b>Dept. of Corrections</b> 138 East Milan Road Berlin NH 03570	M - F 7:30 am to 12:00 AM & 12:30 PM to 3:00 PM Jeff Young 603-752-0369
<b>Dept. of Corrections</b> 3 Maguire Street Concord NH 03302	M - F 7:30 AM to 2:30 PM Call 603-271-1876 Prior to Delivery
<b>Concord Community Corrections Center</b> 60 Iron Works Road Concord NH 03301	M - F 7:30 AM to 2:30 PM Heather Cornock 603-271-2227
<b>Manchester Community Corrections Center</b> 126 Lowell Street Manchester NH 03104	M - F 7:30 AM to 2:30 PM Heather Cornock 603-271-2227
<b>Glenclyff Home</b> 393 High Street Glenclyff NH 03238	M - F 8:00 AM to 3:30 PM Bruce McKenzie 603-989-3111 / 95220
<b>Dept. of Health &amp; Human Services</b> 8 Rightway Path Laconia NH 03246	M - F 10:00 AM to 4:00 PM Charlene Gordon 603-524-6651 / 311
<b>Dept. of Health &amp; Human Services</b> 15 Brook Street Manchester NH 03103	M - F 10:00 AM to 6:00 PM Eric Carlson 603-668-2971
<b>Dept. of Health &amp; Human Services</b> 1056 N. River Road Manchester NH 03101	M - TH 6:00 AM to 3:00 PM Rita Desbiens 603-625-5471 / 312
<b>NH Veteran's Home</b> 139 Winter Street Tilton NH 03276	M - F 8:00 AM to 11:00 AM & 12:30 PM to 3:30 PM Lynn Hillbrunner 603-527-4893
<b>NH Dept. Of Resources &amp; Economic Development</b> 30 Jimtown Road Gorham NH 03581	M - F 7:30 am to 12:00 AM & 12:30 PM to 3:00 PM Donna or Stephanie 603-466-2269
<b>NH Hospital</b> 36 Clinton Street Concord NH 03301	M - F 6:00 am to 2:00 PM Brianna Mancini/Daniel Rinden 603-271-5360 271-5512
<b>NH Hospital</b> 129 Pleasant Street) Concord NH 03301	M - F 6:00 am to 2:00 PM Brianna Mancini/Daniel Rinden 603-271-5360 271-5512

**QUESTIONS:** Direct any questions to Loretta Razin, 603-271-0579 or [Loretta.Razin@DAS.NH.Gov](mailto:Loretta.Razin@DAS.NH.Gov)