

**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:** March 2, 2020

**NOTICE OF CONTRACT**

**COMMODITY:** FOOD – FROZEN FISH

**CONTRACT NO.:** 8002670 **NIGP:** 393-000

**VENDOR:** Sysco Northern New England Inc **VENDOR # :**307650  
36 Thomas Drive  
Westbrook ME 04092

**CONTACT PERSON:** Shelly St Pierre  
**Tel. No:** 207-253-7058 / 800-632-4446  
**E-Mail:** [St.Pierre.Shelly@NNE.Sysco.com](mailto:St.Pierre.Shelly@NNE.Sysco.com)

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

**ORDERING PROCEDURE:** Agencies must obtain formal written quotes (fax or electronic) from both contracted vendors for each order totaling over \$800. The agency can then place orders directly to the Vendor with the lowest cost for items after both quotes have been obtained.

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.

**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.

**PAYMENT & TERMS:** **Payments shall be made via Procurement Card (P-card = Credit Card) without increase to prices** (Unless otherwise specified by the state of New Hampshire). Eligible participants shall negotiate their own payment methods with awarded vendor.

**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 direct to vendor 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.

**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.

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

**BALANCE OF PRODUCT LINE ITEMS**

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

**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.

**PRODUCTS:**

PRODUCT	U/M	PACK SIZE	WEIGHT
Pollock Wedge Battered(PUFI) Packed Under Federal Inspection	CASE	1/10 LB	3 OZ
Atlantic Cod Loins Skinless And Boneless; Individually Quick Frozen (IQF)	CASE	1/10 LB	4 OZ
Cod Fillet Baked Or Broil	CASE	1/10 LB	4 OZ
Pollock Fillet Alaskan Lemon & Pepper Flavor	CASE	1/10 LB	4 OZ
Cod (Whole Muscle) Nugget Breaded	CASE	1/10 LB	1 OZ
Pollock Filet IQF Individually Quick Frozen	CASE	1/10 LB	2-4 OZ
Pollock Nugget Bread CN (Child Nutrition)	CASE	1/10 LB	1 OZ
Pollock, Breaded Raw	CASE	1/20 LB	2-3 OZ

**DELIVERY LOCATIONS:**

The following are the current State of New Hampshire agency/institution locations which, if you are awarded a contract, you are expected to service. The State of New Hampshire reserves the right to add locations to this list at the contract prices or to delete locations, as needed. This listing does not include any eligible participants.

AGENCY	DELIVERY
Dept. of Corrections 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
Dept. of Corrections 3 Maguire Street Concord NH 03302	M - F 7:30 AM to 2:30 PM Call 603-271-1876 Prior to Delivery
Concord Community Corrections Center 60 Iron Works Road Concord NH 03301	M - F 7:30 AM to 2:30 PM Heather Cornock 603-271-2227
Manchester Community Corrections Center 126 Lowell Street Manchester NH 03104	M - F 7:30 AM to 2:30 PM Heather Cornock 603-271-2227
Glenclyff Home 393 High Street Glenclyff NH 03238	M - F 8:00 AM to 3:30 PM Bruce McKenzie 603-989-3111 / 95220
Dept. of Health & Human Services 8 Rightway Path Laconia NH 03246	M - F 10:00 AM to 4:00 PM Charlene Gordon 603-524-6651 / 311
Dept. of Health & Human Services 15 Brook Street Manchester NH 03103	M - F 10:00 AM to 6:00 PM Eric Carlson 603-668-2971
Dept. of Health & Human Services 1056 N. River Road Manchester NH 03101	M - TH 6:00 AM to 3:00 PM Rita Desbiens 603-625-5471 / 312
NH Veteran's Home 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
NH Dept. Of Resources & Economic Development 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
NH Hospital 36 Clinton Street Concord NH 03301	M - F 6:00 am to 2:00 PM Brianna Mancini/Daniel Rinden 603-271-5360 271-5512
NH Hospital 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)