

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF PLANT AND PROPERTY MANAGEMENT  
BUREAU OF PURCHASE AND PROPERTY  
STATE HOUSE ANNEX, 25 CAPITOL STREET ROOM 102  
CONCORD, NEW HAMPSHIRE 03301

**NOTICE OF CONTRACT**

**DATE:** MARCH 31, 2020

**CONTRACT:** VEHICLE REPLACEMENT PARTS AND SUPPLIES  
MASS TRANSPORTATION-VEHICLE PARTS AND SUPPLIES

**COUNTIES:** ALL COUNTIES

**NIGP CODE:** 055-0000

**CONTRACT NO.:** **8002679**

**CONTRACTOR:** GENUINE PARTS COMPANY (NAPA)  
2999 WILDWOOD PARKWAY  
ATLANTA GA 30339

**VENDOR #** 210979

**CONTACT PERSON:** DON LACHANCE  
**Telephone No.:** 679-934-5057  
**E-mail:** don\_lachance@genpt.com

**EFFECTIVE FROM:** April 1, 2015, 2020 through March 31, 2023

**Questions:** Alan Hofmann, Purchasing Manager  
**Phone:** 603-271-2550  
**E-Mail:** [alan.hofmann@nh.gov](mailto:alan.hofmann@nh.gov)

**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.

**CONTRACT TERM:**

The term of the contract extension shall be through March 31, 2023, a period of approximately 3 years. The contract extension shall remain under the same terms, conditions and pricing structure upon the mutual agreement between the Contractor and the Bureau of Purchase and Property, with the approval of the Commissioner of the Department of Administrative Services.

**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.

**ORDERING PROCEDURE:**

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

**DELIVERY TIME:**

The Contractor will be required to accomplish delivery as per the following:

Agencies may pick up at the Contractor's location during the Contractor's normal business hours

**CONTRACTOR'S STANDARD STOCK ITEMS –AT THE STORE LOCATION:**

Orders placed for in-stock inventory before 10:00 AM, shall be delivered the same day.  
After 10:00 AM shall be the next business day morning.

**CONTRACTOR'S STANDARD STOCK ITEMS – DISTRIBUTION CENTER: 1-2 BUSINESS DAYS**

**CONTRACTOR'S STANDARD STOCK ITEMS – FACTORY: 5 BUSINESS DAYS**

**DELIVERY TIME - SPECIAL ORDERS:**

Special order items will have delivery or lead times expressed to contract users at time of order or inquiry. It will be the Contractor's responsibility to maintain communication with the "special order product" manufacturer to insure the special order item meets the stated delivery time. If the Contractor is notified by the manufacturer of an extended lead time over the original time quoted, the Contractor will contact the ordering contract user and advise of extended delays. At this point the contract user may approve the additional lead-time or cancel the special order without penalty or fees. All quoted or stated delivery times will be from the receipt of verbal, telephone, fax or e-mail orders.

**OUT OF STOCK / BACKORDERS:**

If a standard inventory item is out of stock, the Contractor is required to make every effort to supply the ordered item within the original delivery time frame. This effort would include checking other distribution branches or the factory for the requested product to expedite availability and delivery. Every effort will be made to have the item delivered or made available for pick-up within 3 days from original order date.

- The contract user may purchase items required from another source (for items offered under contract) if the Contractor is stocked out at that branch or location at time of order or visit.
- All contract users are allowed to cancel any standard inventory item on back-order status without penalties or fees by giving notice to the Contractor.
- It will be the responsibility of the Contractor to contact the ordering contract user as soon as possible when the back-ordered or "special order product" has been received and is available for pick-up or delivery.
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The use of a private carrier to make delivery **does not** relieve the Contractor from the responsibility of meeting the delivery requirement.

**ESTABLISHMENT OF ACCOUNTS:**

Each State of New Hampshire agency must have its own individual customer account number. There will be instances where sub-sections of an agency will need their own individual customer account number. Should any State of New Hampshire agency place an order under the contract, the Contractor agrees to establish an account within three (3) working days from the date the order is placed. However, there must be no delay in any shipment; the agency must receive the items ordered in accordance with the delivery time required under the "Delivery Time" section of this contract, as if an account already exists for them.

**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.

**PAYMENT:**

Payment method (P-Card or ACH). Payments shall be made via ACH or Procurement Card (P-card = 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>  
Eligible participants shall negotiate their own payment methods with the successful Vendor.

**INVOICING:**

Invoicing shall be done to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price. Invoicing for eligible participants shall be in accordance with their individual requirements.

**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.

**MINIMUM ORDERS:** None

COUNTY	GENUINE PARTS
COOS	X
GRAFTON	X
CARROLL	X
SULLIVAN	X
MERRIMACK	X
BELKNAP	X
STRAFFORD	X
CHESHIRE	X
HILLSBOROUGH	X
ROCKINGHAM	X

PLEASE REFER TO THE ATTACHED GENUINE PARTS PRICING SCHEDULE  
DISCOUNTS FOR PARTS THAT ARE NOT LISTED, USE THE BALANCE OF PRODUCT LINE

<b>TOWN/CITY</b>	<b>STATE &amp; ZIP</b>	<b>NAME AND ADDRESS</b>	<b>MANAGER/ OWNER</b>	<b>PHONE #</b>
AMESBURY*	MA 01913	SJF Enterprises, Inc. 19 Macy Street	Scott Jessurun S.Jessurun/J.Farmer**	978-388-3070
AYER	MA 01432	Ayer Auto Parts 25 Park Street	Joe Hodge Joe Hodge**	978-772-0403
BRADFORD	VT 05033	FMS Auto Parts, Inc. 732 Waits River Rd. - Route 25	Mike Olsen Michael Olsen/Frank Stoddard**	802-222-9224
CENTER CONWAY	NH 03813	Redstone Auto Parts 512 Eastman Street	Gary Nash Neal Chase	603-356-2442
COLEBROOK	NH 03576	Coos Auto Supply 16 Colby Street	Brett Brooks	603-237-5505
DRACUT	MA 01826	Fearon Auto & Paint 500 Merrimack Avenue	Dennis Fearon Dennis Fearon**	978458-1661
EPPING	NH 03042	E & J Auto Parts, Inc. 329 Calef Highway	Sue Davis Ed Warren**	603-679-5412
FARMINGTON	NH 03835	Farmington Auto Supply 673 Route 11	Kirk & Bobby Kirkpatrick (Dan Kirkpatrick)	603-755-2264
LITTLETON	NH 03561	C&S Auto & Truck Parts 225 Union Street	Kellie Clark	603-444-2982
PETERBOROUGH	NH 03458	Peterborough Auto Supply, LLC 136 Grove St. Ext. - Depot Square	James Cook, Jr.** James Cook, III**	603-924-7179
ROCHESTER	NH 13867	Signal Auto Supply 45 Hancock Street	Mike Wawrzkievicz	603-332-4274
SANBORNVILLE	NH 03872	Sanbornville Auto Supply 1687 White Mountain Highway	Chris St. Laurent	603-285-1975
SEABROOK	NH 03874	SJF Enterprises, Inc. 1 Batchelder Road	Ross Gannette S.Jessurun/J.Farmer	603-474-3023
WEST OSSIPEE	NH 03890	Ossipee Auto Parts 1687 White Mountain Highway	Christopher Moneypenney	603-539-2296
WHITEFIELD	NH 03598	C&S Auto & Truck Parts 110 Lancaster Road	Kellie Clark	603-837-9094
WOLFEBORO	NH 03894	Wolfeboro Auto Supply 6 Bay Street	Chris St. Laurent	603-569-1688