

INVITATION TO BID # GH 16-09

State of New Hampshire
Dept of Health and Human Services
Glenclyff Home

Walk through available by appointment

Contact Person: Kevin Lincoln, Bus. Admin 603-989-3111 X1511

Closing Date: 4/09/2015

Closing Time: 12:00 Noon

Bids can be submitted via e-mail to: GH-Bids@dhhs.state.nh.us

Or Mailed to: PO Box 76 Glenclyff, NH 03238

Marked "GH Bid"

Or Delivered to 393 High Street

Glenclyff, NH 03238

Marked "GH Bid"

Contract Services: Overhead Door Repair, 7/1/2015-6/30/2017

Contractor/Company Name: _____

Officer Submitting Bid:

Name: _____ Title: _____

Mailing Address: _____

E-Mail Address: _____ Telephone Number: _____

Bid Detail-Do not add unrequested details to any bid forms

Hourly Fees

Days M-F (7 AM-5 PM) \$ _____ Weekends \$ _____

Nights M-F (5 PM-7 AM) _____ Holidays \$ _____

Round trip travel expense including mileage and time \$ _____

Mark-up of Replacement Parts _____ %

Contract will be awarded based on one (1), four (4) hour weekday service call plus associated traveling cost.

EXHIBIT A
SCOPE OF SERVICE

From July 1, 2015 to June 30, 2017, The Contractor shall provide repairs and maintenance services for Overhead Door Repair as follows:

1. The Contractor shall possess the necessary knowledge and shall provide a copy of all licenses and permits required to perform semi-annual preventative maintenance and any repairs on any of the twelve (12) overhead doors and motors on the Glencliff Home campus.
2. No repairs or preventative maintenance is to be completed without prior authorization from the Administrator of Glencliff Home.
3. The Contractor is expected to respond to Glencliff Home phone calls and maintenance concerns in a timely manner. Should Glencliff Home have an emergency situation, the Contractor is expected to have the situation rectified within 48 hours.
4. The commencement date of this agreement shall be the Effective Date, that is July 1, 2015, or date of State of New Hampshire approval, whichever is later. The contractor shall not be paid for any services, which may be provided prior to the Effective Date.

End of Exhibit A