

**THE STATE OF NEW HAMPSHIRE  
ADJUTANT GENERAL'S DEPARTMENT**

**REQUEST FOR BID  
TO PROVIDE BUILDING 2 (CST) CANOPY IMPROVEMENTS  
STATE MILITARY RESERVATION (SMR), CONCORD, NH**

**FOR THE PERIOD OF GOVERNOR AND COUNCIL APPROVAL THROUGH JUNE 30, 2017**

**PURPOSE:**

This bid document is a Request for Bid (RFB) issued by The Adjutant General's Department, to establish a contract for the provision of Canopy Improvements to Building 2 (CST), State Military Reservation, 4 Pembroke Road, Concord, NH.

**SPECIFICATIONS:**

Complete specifications and requirements are outlined in the specific Scope of Services with attached drawings A1 and A2.

**VENDOR RESPONSIBILITY:**

The successful Vendor shall be solely responsible for meeting all terms and conditions specified in the RFB, and any resulting contract(s).

**TERMS OF SUBMISSION:**

All material received in response to this RFB shall become the property of State and will not be returned to the Vendor. Regardless of the Vendor selected, State reserves the right to use any information presented in a bid response. The content of each Vendor's bid shall become public information once a contract(s) has been awarded.

RFB responses/submissions shall be completed by using the original RFB format. Vendors may submit various additional paperwork with their pricing, but all pricing ("the actual bid") shall be made in the State's format, or the bid will be disqualified.

**LIABILITY:**

The State shall not be held liable for any costs incurred by the vendor in the preparation of their bid or for work performed prior to contract(s) issuance.

**PUBLIC DISCLOSURE OF BID SUBMISSIONS:**

Generally, all bids and vendor's Bid Proposals (including all materials submitted in connection with them, such as attachments, exhibits and addenda) become public information upon the effective date of a resulting contract or purchase order. However, to the extent consistent with applicable state and federal laws and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (the "Right-to-Know" Law), the State will attempt to maintain the confidentiality of portions of a bid that are clearly and properly marked by a bidder as confidential. Any and all information contained in or connected to a bid or vendor's Bid Proposal that a bidder considers confidential must be clearly designated in a manner that draws attention to the designation. The State shall have no obligation to maintain the confidentiality of any portion of a bid, vendor's Bid Proposal or related material, which is not so marked. Marking an entire bid, vendor's Bid Proposal, attachment or sections thereof confidential without taking into consideration the public's right to know will neither be accepted nor honored by the State. Notwithstanding any provision of this bid to the contrary, pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders, regardless of whether or not marked as confidential. If a bid or vendor's Bid Proposal results in a purchase order or contract, whether or not subject to approval by

the Governor and Executive Council, all material contained in, made part of, or submitted with the contract or purchase order shall be subject to public disclosure.

If a request is made to the State by any person or entity to view or receive copies of any portion of a bid or vendor's Bid Proposal, and if disclosure is not prohibited under RSA 21-I: 13-a, bidders acknowledge and agree that the State may disclose any and all portions of the bid, vendor's Bid Proposal or related materials which is not marked as confidential. In the case of bids, vendor's Bid Proposals or related materials that contain portions marked confidential, the State will assess what information it believes is subject to release; notify the bidder that the request has been made; indicate what, if any, portions of the bid, vendor's Bid Proposal or related material will not be released; and notify the bidder of the date it plans to release the materials. The State is not obligated to comply with a bidder's designation regarding confidentiality.

By submitting a bid or vendor's Bid Proposal, the bidder agrees that unless it obtains and provides to the State, prior to the date specified in the notice described in the paragraph above, a court order valid and enforceable in the State of New Hampshire, at its sole expense, enjoining the release of the requested information, the State may release the information on the date specified in the notice without any liability to the bidder.

#### **VENDOR CERTIFICATIONS AND REQUIREMENTS:**

All bidding vendors shall be duly registered as a Vendor authorized to conduct business in the State of New Hampshire.

- **STATE OF NEW HAMPSHIRE VENDOR APPLICATION:**  
Bidders shall have a completed Vendor Application and Alternate W-9 Form which shall be on file with the State of New Hampshire Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms: <http://admin.state.nh.us/purchasing/vendor.asp>
- **REGISTRATION WITH THE NEW HAMPSHIRE DEPARTMENT OF STATE (Secretary of State):**  
A bid award, will only be considered/awarded to a Vendor who is registered to do business and is in good standing with the State of New Hampshire. Please visit the following website to find out more about the requirements for registration with the NH Secretary of State: <http://www.sos.nh.gov/corporate>
- **DEBARMENT (Formerly "EPLS"):**  
The successful bidder shall also meet the requirements of the Federal System for Awards Management (SAM) formerly called "Excluded Party Listing System (EPLS)" Please see: <https://www.sam.gov/portal/public/SAM>
- **CERTIFICATE OF INSURANCE:**  
The successful bidder shall be required to submit proof of coverage prior to performing any services for the State. Upon contract award, the Contractor shall, at its sole expense, obtain and maintain in force. Please see the State Contract Form P-37, included in this packet, and the Exhibit C included with the Scope of Services document for the specific terms regarding insurance.

#### **RFB INQUIRIES:**

All questions regarding this bid invitation, including site information and equipment specifications shall be submitted via email to Jeanette Patten, Procurement Technician at [Jeanette.p.patten.nfg@mail.mil](mailto:Jeanette.p.patten.nfg@mail.mil). All requests shall be received by close of business Tuesday, October 11, 2016. All questions with answers will be posted by close of business Thursday, October 13, 2016 on the Administrative Services website: [http://das.nh.gov/purchasing/bids\\_posteddte.asp](http://das.nh.gov/purchasing/bids_posteddte.asp)

Vendor shall include complete contact information including the vendor's name, contact name, telephone number, fax number and e-mail address.

#### **RFB DUE DATE:**

All bid submissions shall be received at The Adjutant General's Department, 4 Pembroke Road, Concord, NH 03301 no later than 10:00 a.m., Thursday, October 20, 2016. Submissions received after the specified date and time shall be marked as "Late" and will not be considered in the evaluation process. **Bids may be submitted via mail or hand delivery. It is the bidder's responsibility to make sure that the bid is received by the Adjutant General's Department.**

All offers shall remain valid for a period of one hundred and eighty (180) days from the RFB due date. A Vendor's disclosure or distribution of bids other than to The Adjutant General's Department may be grounds for disqualification

**BIDDER(S) OPPORTUNITY:**

The act of submitting a bid is to be considered in full acknowledgment that the Bidder(s) is familiar with the conditions and requirements of these specifications.

**BIDDER'S RESPONSIBILITY:**

Read the entire RFB prior to completing the required return forms and your bid package.

**BID SUBMISSION:**

This RFB may have been delivered to you in either a U.S. Mail hard copy, facsimile, or web based format. Vendors shall return their signed complete hard copy to The Adjutant General's Department before the date and time above in "Bid Submission".

Submission of RFB's in its entirety via US Mail, hand-carried or emailed to:

The Adjutant General's Department BA  
Jeanette Patten, Procurement Technician  
4 Pembroke Road, Bldg. C  
Concord, NH 03301

**Bid submissions shall be clearly marked as:**  
"BID – CANOPY IMPROVEMENTS-BLDG 2 (CST)"

**NOTIFICATION AND AWARD OF CONTRACT(S):**

Bid results will not be given out over the telephone.

The award will be made to the responsible Vendor submitting a conforming bid meeting specifications at the lowest cost unless other criteria are noted in the bid. Unless otherwise noted, the award may be made by individual items.

When identical bids are received the award will be made in accordance with the Administrative Rules.

The State reserves the right to reject any or all bids or any part thereof.

**CONTRACT(S) TERMS AND CONDITIONS:**

The Vendor's signature on a bid submitted in response to this RFB guarantees that all of the State of New Hampshire's Terms and Conditions are accepted by the Vendor.

The Contract Form P-37 included herein

The term of the contract shall be from the date of Governor and Council approval through the period of June 30, 2017. The exact start date will vary dependent on the date of contract approval.

A State of New Hampshire Contract itself is not considered "official" until approved by Governor and Council.

**STATE CONTRACT TERMINATION:**

The State of New Hampshire shall have the right to terminate the contract at any time by giving the successful Vendor a seven (7) calendar day written notice.

**SITE VISITS:**

A mandatory pre-bid conference and site walk-through will be held at 10:00 a.m. Thursday, October 6, 2016. Interested vendors please call Jeanette Patten (603) 227-5094 to pre-register.