

Request #: Safety 2016-

Description: State Police cruiser reconditioning & transport to the White Farm

Status:

Closing Date: **01/21/2016**

Closing Time: 2:00 p.m.

Posted Date: 01/05/2016

Request Type: RFP

Category: Services, Contractual

Agency: Safety

Division: State Police

Contact: Jeanette Patten, State Police (603.223.8437)

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF STATE POLICE**

CRUISER RECONDITIONING & TRANSPORT TO THE WHITE FARM

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for the State of New Hampshire – Department of Safety Division of State Police for the provision of surplus cruiser reconditioning and transport to the White Farm for auction.

VENDOR CERTIFICATION:

The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not, will need to submit a completed Alternate W-9 form (no fee) with contract and must be willing to comply with all terms and conditions of the State of NH (please see terms on the attached Form P-37, General Provisions Agreement form).

New Hampshire Secretary of State Registration

A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'foreign' (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications:

<http://www.sos.nh.gov/corporate>

CONTRACT TERM:

The term of any resulting contract shall begin on upon Governor and Council approval and shall end on June 30, 2017. The State will have the ability to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified. The State shall have the right to terminate the contract at any time by giving the Contractor a thirty-(30) day written notice.

PAYMENT AND COMPENSATION:

Payment terms: Contractor to invoice the State within ten (10) business days as vehicles are completed to the State's satisfaction. The State agrees to pay such invoices within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by New Hampshire Division of State Police.

SCOPE OF SERVICES:

- 1. Transport State Police vehicles (up to 120 vehicles total contract term) from the garage located at the Department of Safety Automotive Facility, 39 Hazen Drive, Concord, NH 03305, recondition and deliver to White Farm, 144 Clinton Street, Concord, NH 03301 at a cost of \$_____ (included with the reconditioning cost per vehicle).*
- 2. Once notified by the Department of Safety Automotive Facility that they have a minimum of three (3) vehicles to be reconditioned, the vehicles shall be removed not later than seven (7) business days after said notification.*
- 3. From the notification by the Department of Safety Automotive Facility, vehicles will be removed, reconditioned and delivered to the White Farm no later than thirty (30) days.*

Reconditioning consists of the following:

1. The grinding of all insignia, decals and markings so that no State Police markings or insignia are visible, to include adhesives.
2. The filling of all drilled holes from antenna and light bars with **non-removable nylon hole plugs.**
3. The re-painting of all areas damaged during the reconditioning process leaving the vehicle one solid color (green) upon final paint.
4. The vehicle must be painted to such quality that will allow maximum value to the State of New Hampshire at auction.
5. The finished product must not allow any State Police lettering or insignia visible, even by shadowing of faded paint.

Some vehicles have sustained severe accident damage and may require special provisions removing it from the Concord facility.

No reimbursement by the State for travel time or mileage shall be allowed.

Vendor questions should be directed to:

Captain Christopher J. Wagner @ 603.223.3863 or christopher.wagner@dos.nh.gov

EVALUATION CRITERIA:

- a. Demonstrate an understanding and acceptance of the scope of work and RFP requirements
- b. Demonstrate an ability to meet the requirements of the scope of work
- c. Relevant experience, qualifications and capabilities of the Vendor and key personnel
- d. Price and value of proposal

ADDITIONAL INFORMATION:

The State reserves the right to make a written request for additional information in writing from a Contractor-Vendor to assist in understanding or clarifying a Proposal. The State reserves the right to accept or reject any or all of the proposals.

INSURANCE:

The vendor awarded the contract will need to furnish an insurance certificate with a minimum of 1,000,000.00 per occurrence and 2,000,000.00 aggregate for general liability, naming the New Hampshire Department of Safety as additional insured.

The vendor shall, at its sole expense, obtain said insurance and maintain in force, and shall require any sub-contractor or assignee to obtain and maintain in force, both for the benefit of the State. The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 30 days after written notice thereof has been received by the State.

The policies described above shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

WORKERS' COMPENSATION: The vendor will need to furnish proof of Workers' Compensation in accordance with RSA 281-A:7.

SUBMISSION OF RESPONSE:

Bids are due **Thursday, January 21, 2016 at 2:00 p.m.** Vendors shall forward sealed proposals on company letterhead. Your response must include all the materials and labor as separate line items for work. They can be mailed in an envelope clearly marked "PROPOSAL FOR CRUISER RECONDITIONING" to Jeanette Patten, NH Department of Safety, Division of State Police, 33 Hazen Drive, Rm. 210, Concord, NH 03305, or hand carried to the same address. The New Hampshire Department of Safety is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to insure your proposal was received please verify by calling Jeanette Patten at 603.223.8437. The New Hampshire Department of Safety reserves the right to accept or reject any or all of the proposals.

The selected vendor shall provide the following documents:

1. Completed Alternate W-9 form
2. State of New Hampshire Certificate of Good Standing (issued on or after December 1, 2015, must have gold seal)
3. Copy of insurance certificate naming the State of New Hampshire Department of Safety as Certificate Holder;
4. Proof of Workers' Compensation in accordance with RSA 281-A:7;
5. Corporate Resolution (signature authorization) regarding authorization to enter into a contract with the State of New Hampshire (indicates who is authorized to sign contracts on behalf of the company, any questions should be directed to the vendor's legal advisor).
6. The source of the Corporate Resolution (i.e., bylaws, board of director's meeting minutes)

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the New Hampshire Department of Safety will post addenda to the Administrative Services website, www.nh.gov follow links to **Current Bidding Opportunities**. Before submission, always check for any addenda or other materials that may have been issued, which would affect the RFP.

AWARD:

The contract will be awarded based upon the evaluation criteria as stated on page 3. The State reserves the right to waive any and all informalities in the best interest of the State. **Proposals will be opened on Thursday, January 21, 2016 at 2:00 p.m. at the James Hayes Building, 33 Hazen Drive, Support Services Conference Room, Concord, NH 03305.** Notification of award will be made by phone or email the following Monday.

SERVICE BID FORM EXHIBIT A

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

SIGNATURE: _____

PRINTED NAME: _____

EMAIL: _____

DATE: _____

THIS BID MUST BE SIGNED BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER.

Support Services Bureau Hours: Monday thru Friday 8:15 am to 4:30 pm

File: c:/CruiserReconditioningRFP