



NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PLANT AND PROPERTY MANAGEMENT
BUREAU OF PURCHASE AND PROPERTY

5/27/2016

REQUEST FOR QUOTATION (RFQ) TO ESTABLISH MULTI-VENDOR CONTRACTS FOR:

PURCHASE OF EMERGENCY SUPPLIES

REQUEST FOR BID # 04-17

RESPONSE DUE DATE:

ON OR BEFORE **JUNE 6, 2016 @1:50 PM EST**

RESPOND TO RFB:

EMAIL BID TO PRCHWEB@NH.GOV
PLEASE CALL (603) 271-2201 FOR ASSISTANCE

REFER ALL QUESTIONS TO:

LORETTA RAZIN, PURCHASING MANAGER
PHONE: 603-271-0579
E-MAIL: LORETTA.RAZIN@NH.GOV



**NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PURCHASE AND PROPERTY**

REQUEST FOR BID (RFB): FOR THE PURPOSE OF ACQUISITION OF PRODUCTS OR SERVICES FOR USE IN TIMES OF STATE EMERGENCY OR FEDERAL DISASTER DECLARATION.

**COMMODITY (PRODUCTS) REQUIRED:
PURCHASE OF EMERGENCY SUPPLIES**

1. GENERAL INFORMATION

1.1. PURPOSE & SCOPE

This Request for Quotation (RFQ) issued by the State of New Hampshire Department of Administrative Services, Bureau of Purchase and Property, is to solicit expressions of interest from qualified vendors who wish to supply products or services which may be required in times of a disaster or emergency.

The State's objective is to establish agreements with various commodity vendors based on vendor location, distribution area, inventory, delivery capabilities and cost containment. This RFQ has no bearing or relationship to vendors who currently hold any state contracts. The state will attempt to establish these agreements with all vendors interested in supporting this initiative.

THE STATE OF NEW HAMPSHIRE IS EXEMPT FROM SALES TAX AND WILL FURNISH A CERTIFICATE UPON ESTABLISHMENT OF AN AGREEMENT IF REQUESTED BY VENDOR.

1.2. LIABILITY

This solicitation does not commit the State to publish an award or contract, nor does it bind the vendor to supply any product or service listed within to the State of New Hampshire in time of emergency.

1.3. CONTRACT TERM:

The term of the contract shall be from the date of award through AUGUST 31, 2018, a period of approximately TWO years. The contract may be extended for additional periods of time thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the vendor and the Bureau of Purchase and Property, with the approval of the Commissioner of the Department of Administrative Services.

1.4. TERMINATION:

The State of New Hampshire shall have the right to terminate the purchase contract at any time by giving the vendor a thirty (30) day written notice.

2. RESPONSE INSTRUCTIONS

2.1. RFQ RESPONSE, DESTINATION AND DEADLINE

Vendors are requested to complete the enclosed RFQ and return to the email listed above.

2.2. VENDOR INFORMATION - PLEASE COMPLETE THIS FORM

CORPORATE ADDRESS AND REMITTANCE ADDRESS

COMPANY NAME

WATTS (800) PHONE NUMBER FOR THIS LOCATION

COMPANY ADDRESS

PHONE NUMBER FOR THIS LOCATION

CITY/TOWN & STATE

FAX NUMBER FOR THIS LOCATION

AGREEMENT MANAGER FOR THIS LOCATION

E-MAIL FOR AGREEMENT MANAGER

REMITTANCE ADDRESS, IF DIFFERENT

DISTRIBUTION INFORMATION

PLEASE LIST ALL DISTRIBUTION SITE (S) FOR STATE TRANSACTIONS

COMPANY NAME

CONTACT PERSON FOR THIS LOCATION

COMPANY ADDRESS

PHONE NUMBER FOR THIS LOCATION

CITY/TOWN & STATE

FAX NUMBER FOR THIS LOCATION

+++++

COMPANY NAME

CONTACT PERSON FOR THIS LOCATION

COMPANY ADDRESS

PHONE NUMBER FOR THIS LOCATION

CITY/TOWN & STATE

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COMPANY ADDRESS

PHONE NUMBER FOR THIS LOCATION

CITY/TOWN & STATE

FAX NUMBER FOR THIS LOCATION

EMERGENCY INFORMATION

EMERGENCY ACCESS TO VENDOR (EMERGENCY/AFTER HOURS / WEEKENDS / HOLIDAYS)

LIST ALL NAMES AND NUMBERS THAT WOULD APPLY TO SUPPORTING THIS AGREEMENT

<u>CONTACT NAME</u>	<u>TEL#</u>	<u>CELL</u>	<u>E-MAIL</u>
_____ / _____ / _____ / _____			
_____ / _____ / _____ / _____			
_____ / _____ / _____ / _____			
_____ / _____ / _____ / _____			
_____ / _____ / _____ / _____			

2.3 PRODUCT INFORMATION

PRODUCT PRICE

Please list current product sizes and state offered prices. The below items are an example of typical items needed, if other items are available, please add to the list or provide a product list.

Description	\$/PK	Package Size	SKU #
Band-Aids 1X3			
Batteries, AA Cell			
Batteries, AAA Cell			
Batteries, C Cell			
Batteries, D Cell			
Box Cutter			
Box Cutter Blades			
Cart, Utility, 2-Shelf, Rubbermaid 4520-88			
Chalk Line (100')			
Chalk Line Refill, Bottle			
Chemical Light Stick, One-Time Use			
Cones, Plastic Warning Orange 25"			
Cones, Plastic Warning Orange 28"			
Ear Plugs, Classic, No-Cord			
Extension Cord, 50' Heavy Duty (14/3, SJEOW, L.E.)			
First Aid Kit, 25 Person			
Flashlight, Battery Powered			
Gloves, Cotton Work, Heavy Duty			
Gloves, Latex, Large			
Packing Paper, Brown Kraft, 24"X1100' Roll, 40 lb wt.			
Pallets, Wooden, Standard 40"X48"			
Paper Towels, White Household			
Paper Towels, White Multi-fold			
Paper, Copier, White dual Purpose. 8.5X11, Recycled			
Rubber Bands			
Sand Bags, Un-Filled, Ties, PolyProp, 14X26			
Shipping Tape, 2"X50 yds, Clear			
Stretch Wrap, Clear 18X1500			
Stretch Wrap, Hand Wrapper			

Tape Electric Blue, 3/4" x 66 ft			
Tape Electric Green, 3/4" x 66 ft			
Tape Electric Orange, 3/4" x 66 ft			
Tape Electric Red, 3/4" x 66 ft			
Tape Electric White, 3/4" x 66 ft			
Tape Electric Yellow, 3/4" x 66 ft			
Tape, Gray Duct Tape, 2X60 Yds			
Tape, Plastic "CAUTION" 3X1000'			
Toilet Paper, Standard Rolls			
Totes, Plastic w/Covers, Standard Size			
Trash Bag, 10-Gallon, 17X17			
Trash Bag, 50-Gallon, 36X60			
Trash Bag, Large 33X40			
Trash Can, Plastic, 50-Gal			
Trash Can/Wastebasket, Plastic, 10 Gal/28 Qt			

COUNTIES SERVICED

Please check all counties you are able to service, list the delivery time, if you charge a delivery fee, and if the state can pick up the product from vendor location.

COUNTY	DELIVERY TIME	DELIVERY FEE Y/N?	PICK UP FROM VENDOR LOC Y/N?
BELKNAP	_____	_____	_____
CARROLL	_____	_____	_____
CHESHIRE	_____	_____	_____
COOS	_____	_____	_____
GRAFTON	_____	_____	_____
HILLSBOROUGH	_____	_____	_____
MERRIMACK	_____	_____	_____
ROCKINGHAM	_____	_____	_____
STRAFFORD	_____	_____	_____
SULLIVAN	_____	_____	_____

3.0 CLOSING

The State of New Hampshire, Department of Administrative Services thanks you for your efforts in preparing this response. The information gathered in this RFB will support agreements with vendors to provide products and services required in the **event of an emergency**.