



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:

3,000#, 3,500#, 4,000# & 5000# PROPANE LIFT TRUCKS & 5,000# MANUAL, HYDRAULIC PALLET JACKS

REQUEST FOR QUOTATION # 05-17

RESPONSE DUE DATE:

ON OR BEFORE **JUNE 6, 2016 @2:00 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 QUOTATION (RFQ): FOR THE PURPOSE OF ACQUISITION OF PRODUCTS OR SERVICES FOR USE IN TIMES OF STATE EMERGENCY OR FEDERAL DISASTER DECLARATION.

COMMODITY (PRODUCTS) REQUIRED:

3,000#, 3,500#, 4,000# & 5000# PROPANE LIFT TRUCKS & 5,000# MANUAL, HYDRAULIC PALLET JACKS

1. GENERAL INFORMATION

1.1. PURPOSE & SCOPE

This 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

FAX NUMBER FOR THIS LOCATION

+++++

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

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 state offered prices.

DAILY, WEEKLY AND MONTHLY RENTAL RATES

3,000# LP LIFT TRUCKS \$ _____ / DAY \$ _____ / WEEK, \$ _____ / MONTH
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____

3,500# LP LIFT TRUCKS \$ _____ / DAY \$ _____ / WEEK, \$ _____ / MONTH
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____

4,000# LP LIFT TRUCKS \$ _____ / DAY \$ _____ / WEEK, \$ _____ / MONTH
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____

5,000# LP LIFT TRUCKS \$ _____ / DAY \$ _____ / WEEK, \$ _____ / MONTH
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____

5,000# MANUAL HYDRAULIC PALLET JACKS \$ _____ / DAY \$ _____ / WEEK, \$ _____ / MONTH
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____
 List quantities and location available _____

PRODUCT DELIVERY LEAD-TIME AND GEOGRAPHIC COVERAGE

Please check the counties you could deliver to and fill in the lead-time required to make delivery from your closest distribution site.

Belknap _____

LEAD TIME REQUIRED TO DELIVER TO THIS REGION

_____/HOURS

Do you charge for delivery? Yes _____ / No _____, if yes how much? \$ _____/Delivery

Can the state pick up from any of your locations? Yes _____ / No _____

Carroll _____

LEAD TIME REQUIRED TO DELIVER TO THIS REGION

_____/HOURS

Do you charge for delivery? Yes _____ / No _____, if yes how much? \$ _____/Delivery

Can the state pick up from any of your locations? Yes _____ / No _____

Cheshire _____

LEAD TIME REQUIRED TO DELIVER TO THIS REGION

_____/HOURS

Do you charge for delivery? Yes _____ / No _____, if yes how much? \$ _____/Delivery

Can the state pick up from any of your locations? Yes _____ / No _____

Coos _____

LEAD TIME REQUIRED TO DELIVER TO THIS REGION

_____/HOURS

Do you charge for delivery? Yes _____ / No _____, if yes how much? \$ _____/Delivery

Can the state pick up from any of your locations? Yes _____ / No _____

Grafton _____

LEAD TIME REQUIRED TO DELIVER TO THIS REGION

_____/HOURS

Do you charge for delivery? Yes _____ / No _____, if yes how much? \$ _____/Delivery

Can the state pick up from any of your locations? Yes _____ / No _____

Hillsborough _____

LEAD TIME REQUIRED TO DELIVER TO THIS REGION

_____/HOURS

Do you charge for delivery? Yes _____ / No _____, if yes how much? \$ _____/Delivery

Can the state pick up from any of your locations? Yes _____ / No _____

Merrimack _____

LEAD TIME REQUIRED TO DELIVER TO THIS REGION

_____ /HOURS

Do you charge for delivery? Yes _____ / No _____, if yes how much? \$ _____/Delivery

Can the state pick up from any of your locations? Yes _____ / No _____

Rockingham _____

LEAD TIME REQUIRED TO DELIVER TO THIS REGION

_____ /HOURS

Do you charge for delivery? Yes _____ / No _____, if yes how much? \$ _____/Delivery

Can the state pick up from any of your locations? Yes _____ / No _____

Strafford _____

LEAD TIME REQUIRED TO DELIVER TO THIS REGION

_____ /HOURS

Do you charge for delivery? Yes _____ / No _____, if yes how much? \$ _____/Delivery

Can the state pick up from any of your locations? Yes _____ / No _____

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 RFQ will support agreements with vendors to provide products and services required in the **event of an emergency**.