



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 ICE

REQUEST FOR BID # 06-17

RESPONSE DUE DATE: ON OR BEFORE **JUNE 6, 2016 @2:10 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 ICE**

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

FAX NUMBER FOR THIS LOCATION

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COMPANY NAME

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+++++

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 product sizes and state offered prices. If other sizes are available, please add to the list.

<u>Description</u>	<u>\$/PK</u>
5 lbs. Bag of Ice Cubes	_____
10 lbs. Bag of Ice Cubes	_____
10 lbs. Block of Ice	_____
Other	
_____	_____
_____	_____
_____	_____
_____	_____

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**.