

CONTRACT: CONTRACT –Reflective & Non-Reflective Sheeting

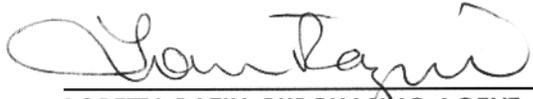
CONTRACT #: 8001455 – 3M

8001456 – Osburn Associates

8001457 – Nippon Carbide

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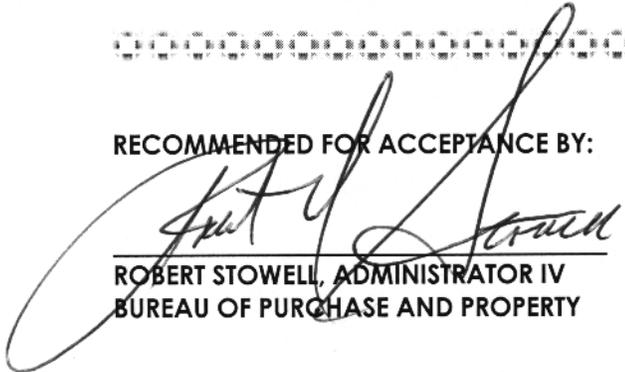
SUBMITTED FOR ACCEPTANCE BY:


LORETTA RAZIN, PURCHASING AGENT
BUREAU OF PURCHASE AND PROPERTY

DATE 10/21/13



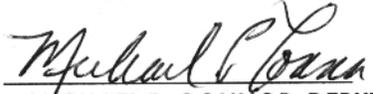
RECOMMENDED FOR ACCEPTANCE BY:


ROBERT STOWELL, ADMINISTRATOR IV
BUREAU OF PURCHASE AND PROPERTY

DATE 10/22/13



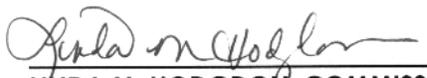
ENDORSED FOR ACCEPTANCE BY:

ENDORSED BY: 
MICHAEL P. CONNOR, DEPUTY COMMISSIONER
PLANT AND PROPERTY MGT.

DATE 10/22/13



ACCEPTED FOR THE STATE OF NEW HAMPSHIRE UNDER THE AUTHORITY GRANTED TO ME BY NEW HAMPSHIRE REVISED STATUTES, ANNOTATED 21-I:14, XII.


LINDA M. HODGDON, COMMISSIONER
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 10/23/13

* **NOTES:** This contract is in result of NH Bid 1514-14 for statewide contracts for reflective and non-reflective sheeting. This contract will be in effect 11/1/2013 through 08/30/2016 with 2 one year extensions. I have worked with Dept of Corrections and Dept of Transportation for re-writing of bid specifications for certification and performance requirements.

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State of New Hampshire
Division of Plant and Property Management
Bureau of Purchase and Property
25 Capitol Street, State House Annex
Concord, NH 03301-6398

Date: July 24, 2013
Bid No.: 1514-14
Date of Bid Opening: August 5, 2013
Time of Bid Opening: 1:30 PM (EST)

YOU MAY EMAIL YOUR BID TO LORETTA HEAD AT: EMAIL PRCHWEB@NH.GOV
Or if needed, FAX No. 603/ 271-7564

BID INVITATION FOR CONTRACT: Reflective & Non-Reflective Sheeting

Dear Loretta:

[Insert name of signor] Steven C Gastin on behalf of Osborn Associates, Inc. [insert name of entity submitting bid (collectively referred to as "Vendor")] hereby submits an offer as contained in the written bid submitted herewith ("Bid") to the State of New Hampshire in response to **BID #1514-14** at the price(s) quoted herein in complete accordance with the bid.

Vendor attests to the fact that:

1. The Vendor has reviewed and agreed to be bound by the Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 180 days from the Bid Opening date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
 - a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
 - b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
 - c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
 - d. Is currently debarred from performing work on any project of the federal government or the government of any state;
 - e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
 - f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
 - g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
 - h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
 - i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
 - j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

This document must be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

Authorized Signor's Signature [Signature] Authorized Signor's Title Sales

NOTARY PUBLIC/JUSTICE OF THE PEACE

COUNTY: Hocking STATE: Ohio ZIP: 43138

On the 5th day of August, 2013, personally appeared before me, the above named Steve Gastin, in his/her capacity as authorized representative of _____, known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.

In witness thereof, I hereunto set my hand and official seal.

[Signature]
(Notary Public/Justice of the Peace)

My commission expires: 2-12-18 8-2-13



MELINDA THOMPSON
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires ^{Form P31-B} February 12, 2018
Recorded in
Hocking County

Unless specifically amended or deleted by the Division of Plant and Property Management, the following General Terms and Conditions apply to this Bid and any resulting Purchase Order or Contract.

GENERAL CONDITIONS AND INSTRUCTIONS:

NATURE OF AND ELIGIBILITY TO RESPOND. This bid invitation is submitted in accordance with Chapter 21-1, and rules promulgated thereunder, and constitutes a firm and binding offer. A bid may not be withdrawn unless permission is obtained from the Bureau of Purchase and Property.

Bids may be issued only by the Bureau of Purchase and Property and are not transferable.

SAMPLES AND DEMONSTRATIONS. When samples are required they must be submitted free of costs and will not be returned. Items left for demonstration or evaluation purposes shall be delivered and installed free of charge and shall be removed at no cost to the State. Demonstration units shall not be offered to the State as new equipment.

Bids. Bids must be received at the Bureau of Purchase and Property before the date and time specified for the opening. Bids must be submitted on this bid form or exact copies and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling unless required by law.

Bids will be made available to the public after the time of award. Bid results will be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.

SPECIFICATIONS. Vendors must submit on items as specified. Proposed changes must be submitted in writing and received at the Bureau of Purchase and Property at least five (5) working days prior to the bid opening. Vendors shall be notified in writing if any changes to the specifications are made.

AWARD. 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.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

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

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of Invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of Invoice, whichever is later.

PATENT INFRINGEMENT. Any responding vendor who has reason to believe that any other responding vendor will violate a patent should such responding vendor be awarded the contract shall set forth in writing, prior to the date and time of opening, the grounds for his belief and a detailed description of the patent.

ASSIGNMENT PROVISION. The responding vendor hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which materially affect the price of goods or services obtained by the state under this contract if so requested by the State of New Hampshire.

FEDERAL FUNDS. This Division of Plant and Property Management, under RSA 21-1:14, VIII shall assure the continuation or granting of federal funds or other assistance not otherwise provided for by law by following the Federal Procurement Standards.

STATE'S OPTIONS: The Bureau of Purchase and Property reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to award the bid solely as it deems to be in the best interest of the State, and to waive irregularities that it considers not material to the bid.

PUBLIC INFORMATION: The responding vendor hereby acknowledges that all information relating to this bid and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to these laws of the State of New Hampshire regarding public information.

PERSONAL LIABILITY: The responding vendor agrees that in the preparation of this bid or the execution of any resulting contract or order, representatives of the State of New Hampshire shall incur no liability of any kind.

PROOF OF COMPLIANCE. The responding vendor may be required to supply proof of compliance with proposal specifications. When requested, the responding vendor must immediately supply the Bureau of Purchase and Property with certified test results or certificates of compliance. Where none are available, the State may require independent laboratory testing. All costs for such testing certified test results or certificate of compliance shall be the responsibility of the responding vendor.

FORM OF CONTRACT. The terms and conditions set forth in any additional Terms and Conditions by the Bureau of Purchase and Property are part of the bid and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

CONTRACT TERMS AND CONDITIONS

1. The State of New Hampshire, acting through the Division of Plant and Property Management, engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State documents, if any, and the Vendor's bid or quotation, both of which are incorporated herein by reference.

2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS. In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws.

3. TERM. The contract and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.

4. CONTRACT PRICE. The contract price, a payment schedule and a maximum limitation of price shall be as specified by the bid invitation and the Vendor's bid. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the Vendor and complete payment for the Services. The State shall have no other liability to the Vendor.

5. DELIVERY. If the vendor fails to furnish items and/or services in accordance with all requirements, including delivery, the state may purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the state for any excess costs.

6. INVOICING. All invoices must be in triplicate showing Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the invitation to bid or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all Items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

7. PERSONNEL.

7.1. The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

7.2. The person signing this agreement on behalf of the State, or his or her delegee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.

8. EVENT OF DEFAULT; REMEDIES.

8.1. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder ("Events of Default"):

8.1.1. failure to deliver the goods or services satisfactorily or on schedule; or

8.1.2. failure to submit any report required hereunder; or

8.1.3. failure to perform any of the other covenants and conditions of this agreement.

8.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1. give the Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this agreement, effective two (2) days after giving the Vendor notice of termination; and

8.2.2. give the Vendor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and

8.2.3. set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and

8.2.4. treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

9. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Vendor.

10. VENDOR'S RELATION TO THE STATE. In the performance of this agreement the Vendor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

11. ASSIGNMENT AND SUBCONTRACTS. The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State. If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipments. All deliveries shall be FOB Destination.

12. INDEMNIFICATION. The contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

12.1 PATENT PROTECTION. The seller agrees to indemnify and defend the State of New Hampshire from all claims and losses resulting from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

13. TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

14. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given below.

15. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

16. CONSTRUCTION OF AGREEMENT AND TERMS. This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

17. ADDITIONAL PROVISIONS. The additional provisions (if any) have been set forth as Exhibit "A" hereto.

18. ENTIRE AGREEMENT. This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

**BID INVITATION FOR:
A CONTRACT FOR: Reflective & Non-Reflective Sheeting**

INSTRUCTIONS TO VENDOR:

Read the entire bid invitation prior to filling it out. Complete the pricing information in the "Offer" section (the unit price is the price for the unit of purchase required by this bid invitation (i.e. each, case, box, etc.) and all other required information on your offer. The extension is the unit price multiplied by the quantity required by this bid invitation. Also complete the "Vendor Contact Information" section. Finally, complete the company information on the "General Conditions and Instructions" page of this bid invitation, then sign the bid in the space provided on that page.

BID SUBMITTAL

All bids must be submitted on this form or an exact copy, must be typed or clearly printed in ink and must be received on or before the date and time specified on page 1 of this bid. Interested parties may submit a bid to the State of New Hampshire Bureau of Purchase and Property, 25 Capitol Street, Room 102, Concord NH 03301 by **email to PRCHWEB@NH.GOV** or if needed, may **fax to (603) 271-7564**. All bids must be clearly marked with bid number, date due and purchasing agent's name. If you are experiencing difficulties faxing, please call (603) 271-2201 and ask for an alternate fax number. **IF YOU WISH TO VERIFY YOUR BID RESPONSE HAS BEEN RECEIVED, CALL (603) 271-2201 AND ASK A PURCHASING ASSISTANT TO CHECK ON THE STATUS OF YOUR BID RESPONSE.**

GOVERNING TERMS AND CONDITIONS:

A responding bid that has been completed and signed by your representative will constitute your company's acceptance of all State of New Hampshire terms and conditions and will legally obligate your company to these terms and conditions.

A signed response further signifies that any terms and/or conditions that may be or have been submitted by the Vendor are specifically null and void and are not a part of this bid invitation or any awarded purchase order, even if said terms and/or conditions contain language to the contrary.

PUBLIC DISCLOSURE OF BID SUBMISSIONS:

Generally, all bids and 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 Vendor as confidential. Any and all information contained in or connected to a bid or proposal that a Vendor 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, proposal or related material, which is not so marked. Marking an entire 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 RFP/RFB 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 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 proposal, and if disclosure is not prohibited under RSA 21-I: 13-a, Vendors acknowledge and agree that the State may disclose any and all portions of the bid, proposal or related materials which is not marked as confidential. In the case of bids, proposals or related materials that contain portions marked confidential, the State will assess what information it believes is subject to release; notify the Vendor that the request has been made; indicate what, if any, portions of the bid, proposal or related material will not be released; and notify the Vendor of the date it plans to release the materials. The State is not obligated to comply with a Vendor's designation regarding confidentiality.

By submitting a bid or proposal, the Vendor 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 Vendor.

PURPOSE:

The purpose of this bid invitation is to establish a contract(s) for supplying the State of New Hampshire agencies with the item(s) indicated in the "Offer" section of this bid invitation to be ordered as needed during the term of the contract, in accordance with the requirements of this bid invitation and any resulting contract. Items ordered under any resulting contract must be delivered FOB destination to the location(s) indicated in the "Delivery Locations" section of this bid invitation.

ELIGIBLE PARTICIPANTS:

Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate under this contract whenever said sub-division or nonprofit agency so desires. These entities are autonomous and may participate at their sole discretion. In doing so, they are entitled to the prices established under the contract. However, they are solely responsible for their association with the successful Vendor. The State of New Hampshire assumes no liability between the successful Vendor and any of these entities.

CONTRACT TERM:

The term of the contract shall be from date of award through August 30, 2016, a period of approximately 3 years to a maximum of 5 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 successful Vendor and the Bureau of Purchase and Property, with the approval of the Commissioner of the Department of Administrative Services.

TERMINATION:

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

VENDOR CERTIFICATIONS:

ALL Vendors **SHALL** be duly registered as a Vendor authorized to conduct business in the State of New Hampshire. Vendors shall comply with the certifications below at the time of submission and through the term of any contract which results from said bid. Failure to comply shall be grounds for disqualification of bid and/or the termination of any resultant contract:

- **STATE OF NEW HAMPSHIRE VENDOR APPLICATION:** Vendor **SHALL** have a completed Vendor Application and Alternate W-9 Form which **SHALL** be on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms (no fee): <http://admin.state.nh.us/purchasing/Contractor.asp>
- **NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION:** A bid award, in the form of a contract(s), will **ONLY** be awarded to a Vendor who is registered to do business **AND** 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>.
- **CONFIDENTIALITY & CRIMINAL RECORD:** If Applicable, by the using agency, the Vendor will have signed by each of employees or its approved sub-contractor(s), if any, working in the office or externally with the State of New Hampshire records a Confidentiality form and Criminal Record Authorization Form. These forms shall be returned to the individual using agency prior to the start of any work.

REQUEST FOR CHANGES AND/OR CLARIFICATION:

Any Questions must be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid. Submissions must clearly identify the bid Number, the Vendor's name and address and the name of the person submitting the question. Any requested changes to this bid invitation by the Vendor must be received in writing at the Bureau of Purchase and Property no later than 4:30 PM on the (5th) fifth business day **prior** to the date of the bid opening.

Questions must be submitted by E-mail to Loretta Head at the following address: Loretta.Head@NH.Gov.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this bid prior to the scheduled submittal date, the NH Bureau of Purchase and Property will post on our web site any Addenda. Before your submission, check the site for any addenda or other materials that may have been issued affecting the bid. The web site address is www.admin.state.nh.us/purchasing/bids.

BID PRICES:

Bid prices must be in US dollars and must include delivery and all other costs required by this bid invitation. Bid prices should result in prices that are no higher than those charged to the Vendor's best/preferred customer. Special charges, surcharges, or fuel charges of any kind (by whatever name) may not be added on at any time. Any and all charges **must be built into your bid price** at the time of the bid.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our web site only at: admin.state.nh.us/purchasing/index2.asp.

For Vendors wishing to attend the bid Opening: **Only the names of the Vendors submitting responses will be made public.**

ABILITY TO PROVIDE:

Successful Vendor must be capable of providing each State of New Hampshire agencies and eligible participants with their entire requirements of the items required in this bid invitation and any resulting contract without any delay or substitution.

ORDERING PROCEDURE:

State agencies will place their orders by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. Eligible participants will utilize their own individually established ordering procedures.

AUDITS AND ACCOUNTING:

The successful Vendor shall allow representatives of the State of New Hampshire to have complete access to all records for the purpose of determining compliance with the terms and conditions of this bid invitation and in determining the award and for monitoring any resulting contract.

At intervals during the contract term, and prior to the termination of the contract, the successful Vendor may be required to provide a complete and accurate accounting of all products and quantities ordered by each agency and institution and by political sub-divisions and authorized non-profit organizations.

ESTIMATED CONTRACT VALUE:

The annual value of the contract is estimated to be \$600,000.00. This figure is given for informational purposes only and shall not be considered a guaranteed or minimum figure, nor shall it be considered a maximum figure. This figure **does not** include any eligible participant figures.

ESTIMATED USAGE:

The quantities indicated in the offer section of this bid invitation are an estimate only for the State of New Hampshire's annual requirements. These quantities are indicated for informational purposes only and shall not be considered minimum or guaranteed quantities, nor shall they be considered maximum quantities. These quantities **do not** include any eligible participant usage.

DELIVERY TIME:

The successful Vendor will be required to accomplish delivery of any item ordered under the contract within ten (10) working days from the placement of the order.

The use of a private carrier to make delivery **does not** relieve the successful Vendor from the responsibility of meeting the delivery requirement.

ESTABLISHMENT OF ACCOUNTS:

Each State of New Hampshire agency must have its own individual customer account number. There will be instances where sub-sections of an agency will need their own individual customer account number. Should any State of New Hampshire agency place an order under the contract, the successful Vendor agrees to establish an account within three (3) working days from the date the order is placed. However, there must be no delay in any shipment; the agency must receive the items ordered in accordance with the delivery time required under the "Delivery Time" section of this bid invitation, as if an account already exists for them.

RETURNED GOODS:

The successful Vendor must resolve all order and invoice discrepancies within five business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. must be picked up by the successful Vendor within five business days of notification with no restocking or freight charges, and must be replaced with specified products or the agency will be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.

Standard stock products ordered in error by the State of New Hampshire must be returned for full credit within fifteen days of receipt. Products must be in re-saleable condition (original container, unused) and there will be no restocking fee charged for these products. The using agency will be responsible for any freight charges to return these items to the successful Vendor.

INVOICING:

Invoicing shall be done to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price. Invoicing for eligible participants will be in accordance with their individual requirements.

WARRANTY REQUIREMENTS:

Successful Vendor shall be required to warranty all of the equipment awarded to Vendor for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State of New Hampshire. The warranty shall cover 100% of all parts, shipping, labor, travel, lodging and expenses.

VENDOR'S BALANCE OF PRODUCT LINE ITEMS

The items in each category include the items most commonly purchased by State of New Hampshire agencies, and will be used for award purposes. During the term of contract, the state may purchase other items in relation to sheeting from the successful Vendor's Balance of Product Line.

SPECIFICATION COMPLIANCE:

Vendor's offer must meet or exceed the required specifications as written. The State of New Hampshire shall be the sole determining factor of what meets or exceeds the required specifications.

Unless otherwise specified by the Bureau of Purchase and Property in this bid invitation document, all equipment offered by the Vendor must be new; shall not be used, rebuilt, refurbished; shall not have been used as demonstration equipment, and shall not have been placed anywhere for evaluation purposes.

CONTRACT AWARD:

The award of the contract(s) shall be based upon the total net low of each section (Section A – K) from the listing indicated in the "offer" section of this bid invitation. If a contract(s) is/are awarded, it will be awarded by section to no more than three vendors.

SPECIFICATION COMPLIANCE:

Bidder's offer must meet or exceed the required specifications as written. The State of New Hampshire shall be the sole determining factor of what meets or exceeds the required specifications.

Unless otherwise specified by the Bureau of Purchase and Property in this bid invitation document, all equipment offered by the bidder must be new; shall not be used, rebuilt, refurbished; shall not have been used as demonstration equipment, and shall not have been placed anywhere for evaluation purposes.

CERTIFICATION AND PERFORMANCE REQUIREMENTS:

Certification: the sheeting manufacturer shall submit with each lot or shipment, a certification stating that the material supplied will meet all the specifications noted within and all the requirements listed below:

Performance requirements: Type I, II, III, IV, VIII, IX (type VII and X have been eliminated from ASTM Specification) including Fluorescent sheeting processed and applied to a sign blank materials in accordance with sheeting manufacturer's recommendations, shall perform as per the following:

- 80% of value listed in their appropriate ASTM 4956 retro-reflective tables up to 7 years
- 70% of value listed in their appropriate ASTM 4956 retro-reflective tables up to 10 years

Obligation: where it can be shown that the sheeting supplied and used according to the sheeting manufacturer's recommendations have not met the performance requirements as above. The sheeting manufacturer shall cover restoration/ replacement costs as follows:

7 years: The sheeting manufacturer will cover the cost of restoring the sign surface to its original effectiveness at no cost to the using agency for materials and labor.

10 years: The sheeting manufacturer will cover the cost of replacing the sheeting required to restore the sign to its original effectiveness at no cost to the using agency for materials and labor.

Agency obligation: the using agency shall be responsible for dating all the signs at the time of application of sheeting. That date constitutes the start of the certification and performance requirements.

Matched Components:

The State reserves the right to match sheeting manufacture material for any type background being used. For example: Manufacture A is awarded Type IV and Manufacture B is awarded Type XI. The State chooses to make a sign with Type IV background and Type XI copy. The State will have the ability to use Manufacture A Type XI sheeting for construction of this sign.

Catalogs/Price Lists:

All bidders must submit an appropriate catalog and price list for all groups they are bidding on. Successful vendors will supply appropriate catalogs and price lists to agencies that request them. The successful vendor shall furnish a master price list indicating the manufacturers part number ,description ,size and price per roll, using the awarded prices .

MINIMUM ORDER:

There will be no minimum order whether in item quantity or dollar value associated with any contract resulting from this bid.

DELIVERY LOCATIONS:

The following are the current State of New Hampshire agency/institution locations which, if you are awarded a contract, you are expected to service. The State of New Hampshire reserves the right to add locations to this list at the contract prices or to delete locations, as needed. This listing **does not** include any eligible participants.

OFFER:

Bidder hereby offers to furnish reflective and non-reflective sheeting to State of New Hampshire agencies and institutions and to any political sub-division and authorized non-profit organization wishing to participate, in accordance with all of the requirements of this bid invitation at the following prices for the entire contract term and any extension.

SECTION A - ASTM D4956 - TYPE I - ENGINEERING GRADE - ENCLOSED LENS GLASS BEAD REFLECTIVE SHEETING

PRESSURE SENSITIVE ADHESIVE ROLL GOODS

	PRICE PER SQ. FT.	MFG. CODE NO.
PRESSURE SENSITIVE	\$ <u> .67 </u>	<u> T-1500 </u>

MANUFACTURER'S BRAND NAME QUOTING: Avery T-1500 Eg

APPLICATION TAPE

PAPER:	PRICE PER SQ. FT.	MFG. CODE NO.
	\$ <u> .11 </u>	<u> 4850 </u>

CLEAR FILM:	PRICE PER SQ. FT.	MFG. CODE NO.
	\$ <u> .16 </u>	<u> AT-60 </u>

MANUFACTURER'S BRAND NAME QUOTING: Avery/R-Tape

GROUP A NOTE:

1. WASHERS To protect the sign surface from damage by bolts or other fasteners shall be supplied at no charge.
2. All colors provided under group A will be at the same price.
3. SCREEN INKS, PROCESS COLORS, TONERS, CLEARS AND SLIP SHEETING SHALL BE SPECIFICALLY FORMULATED FOR USE WITH THOSE SHEETINGS IN GROUP A AND SHALL BE SUPPLIED AT NO CHARGE.

SECTION B - ASTM D4956- TYPE II - SUPER ENGINEERING GRADE - ENCLOSED LENS GLASS BEAD REFLECTIVE SHEETING

PRESSURE SENSITIVE ADHESIVE ROLL GOODS

	PRICE PER SQ. FT.	MFG. CODE NO.
PRESSURE SENSITIVE	\$ <u>1.06</u>	<u>15000</u>

MANUFACTURER'S BRAND NAME QUOTING: Mikkalite Super EG

APPLICATION TAPE

PAPER:	PRICE PER SQ. FT.	MFG. CODE NO.
	\$ <u>.11</u>	<u>4050</u>
CLEAR FILM:	PRICE PER SQ. FT.	MFG. CODE NO.
	\$ <u>.16</u>	<u>AT-60</u>

MANUFACTURER'S BRAND NAME QUOTING: Avery / R-Tape

GROUP B NOTE:

WASHERS (To protect the sign surface from damage by bolts or other fasteners), SCREEN INKS, PROCESS COLORS, TONERS, CLEARS AND SLIP SHEETING SHALL BE SPECIFICALLY FORMULATED FOR USE WITH THOSE SHEETINGS IN GROUP B AND SHALL BE SUPPLIED AT NO CHARGE.

SECTION C - ASTM D4956- TYPE III - HIGH INTENSITY GRADE - ENCAPSULATED LENS REFLECTIVE SHEETING

Note: Type III High Intensity Grade Prismatic Sheeting can be used in replacement of Type III High Intensity as long as it meets ASTM D4956 Type III requirements. Vendors must note if their price is for Type III prismatic sheeting.

C1: PRESSURE SENSITIVE ADHESIVE ROLL GOODS - RIGID SIGN APPLICATION

	PRICE PER SQ. FT.	MFG. CODE NO.
PRESSURE SENSITIVE	\$ <u>1.08</u>	<u></u>

MANUFACTURER'S BRAND NAME QUOTING: Avery T-6500

APPLICATION TAPE

PAPER:	PRICE PER SQ. FT.	MFG. CODE NO.
	\$ <u>.11</u>	<u>4050</u>
CLEAR FILM:	PRICE PER SQ. FT.	MFG. CODE NO.
	\$ <u>.16</u>	<u>AT-60</u>

MANUFACTURER'S BRAND NAME QUOTING: Avery / R-Tape

C2: NON-SIGNING APPLICATION, FLEXIBLE TYPE III ENCAPULSATED LENS REFLECTIVE SHEETING FOR REBOUNDABLE PLASTIC TRAFFIC CONTROL DEVICES - STANDARD MFG COLORS

PRICE PER SQ. FT. MFG. CODE NO.

\$ 1.84 WR-6100

MANUFACTURER'S BRAND NAME QUOTING: Avery WR-6100 Reboundable HIP

APPLICATION TAPE

PAPER: PRICE PER SQ. FT. MFG. CODE NO.

\$.11 4050

CLEAR FILM: PRICE PER SQ. FT. MFG. CODE NO.

\$.16 AT-60

MANUFACTURER'S BRAND NAME QUOTING: Avery/R-Tape

C3: TYPE III ENCAPULSATED LENS REFLECTIVE SHEETING FOR RIGID SUBSTRATE SIGNS AND BARRICADES IN THE CONSTRUCTION WORK ZONE- STANDARD MFG COLORS

PRICE PER SQ. FT. MFG. CODE NO.

\$ ~~1.24~~ ^{sq} 1.24 W-6100/6200

MANUFACTURER'S BRAND NAME QUOTING: Avery/W-6100/6200 HIP Barricade

APPLICATION TAPE

PAPER: PRICE PER SQ. FT. MFG. CODE NO.

\$.11 4050

CLEAR FILM: PRICE PER SQ. FT. MFG. CODE NO.

\$.16 AT-60

MANUFACTURER'S BRAND NAME QUOTING: Avery/R-Tape

GROUP C NOTE:

WASHERS, (To protect the sign surface from damage by bolts or other fasteners) SCREEN INKS, PROCESS COLORS, TONERS, CLEARS AND SLIP SHEETING SHALL BE SPECIFICALLY FORMULATED FOR USE WITH THOSE SHEETINGS IN GROUP C AND SHALL BE SUPPLIED AT NO CHARGE.

SECTION D - ASTM D4956- TYPE IV -HIGH INTENSITY GRADE - MICROPRISMATIC LENS REFLECTIVE SHEETING

D1: PRESSURE SENSITIVE ADHESIVE ROLL GOODS

	PRICE PER SQ. FT.	MFG. CODE NO.
PRESSURE SENSITIVE	\$ <u>1.08</u>	<u>T-6500</u>
MANUFACTURER'S BRAND NAME QUOTING: <u>Avery HIP</u>		

GROUP D NOTE:

- 1. WASHERS To protect the sign surface from damage by bolts or other fasteners shall be supplied at no charge.
- 2. All colors provided under group A will be at the same price.
- 3. SCREEN INKS, PROCESS COLORS, TONERS, CLEARS AND SLIP SHEETING SHALL BE SPECIFICALLY FORMULATED FOR USE WITH THOSE SHEETINGS IN GROUP D AND SHALL BE SUPPLIED AT NO CHARGE. - *This may not apply to Traffic but may apply to the prison.*

SECTION E - SHEETING FOR VEHICLE MARKING AS PER THE ATTACHED MINIMUM SPECIFICATIONS

E1: ENCLOSED LENS VEHICLE MARKINGS - REMOVEABLE AND NON-REMOVEABLE

REMOVEABLE:	PRICE PER SQ. FT.	MFG. CODE NO.
WHITE:	\$ <u>3.19</u>	<u>680-CR</u>
MANUFACTURER'S BRAND NAME QUOTING: <u>3M</u>		

E2: NON-REMOVEABLE: PRICE PER SQ. FT. MFG. CODE NO.

WHITE:	\$ <u>2.04</u>	<u>HV-1200</u>
COLORS:	\$ <u>2.04</u>	<u>HV-1200</u>
MANUFACTURER'S BRAND NAME QUOTING: <u>Avery HV-1200 High Visibility</u>		

GROUP E NOTE: SCREEN INKS, PROCESS COLORS, TONERS, CLEARS AND SLIP SHEETING SHALL BE SPECIFICALLY FORMULATED FOR USE WITH THOSE SHEETINGS IN GROUP E AND SHALL BE SUPPLIED AT NO CHARGE

SECTION F - ASTM D4956 - WIDE ANGLE PRISMATIC - TYPE VIII

F: WIDE ANGLE PRISMATIC RETROREFLECTIVE SHEETING FOR TRAFFIC CONTROL SIGNS
- STANDARD MFG COLORS

	PRICE PER SQ. FT.	MFG. CODE NO.
ALL COLORS (EXCEPT FLUORESCENT)	\$ 2.08	T-7500
FLUORESCENT ORANGE	\$ 2.08	W-7514
FLUORESCENT YELLOW	\$ 2.08	T-7511
FLUORESCENT YELLOW-GREEN	\$ 2.08	T-7513

MANUFACTURER'S BRAND NAME QUOTING: Avery MVP

GROUP F NOTE: WASHERS, (To protect the sign surface from damage by bolts or other fasteners) SCREEN INKS, PROCESS COLORS, TONERS, CLEARS AND SLIP SHEETING SHALL BE SPECIFICALLY FORMULATED FOR USE WITH THOSE SHEETINGS IN GROUP F AND SHALL BE SUPPLIED AT NO CHARGE.

SECTION G - ASTM D4956 - CUBE CORNER MICROPRISMATIC - TYPE IX

G: WIDE ANGLE PRISMATIC RETROREFLECTIVE SHEETING FOR TRAFFIC CONTROL SIGNS
- STANDARD MFG COLORS

	PRICE PER SQ. FT.	MFG. CODE NO.
ALL COLORS (EXCEPT FLUORESCENT)	\$ 2.09	T-9500
FLUORESCENT ORANGE	\$ 2.09	W-9514
FLUORESCENT YELLOW	\$ 2.09	T-9511
FLUORESCENT YELLOW-GREEN	\$ 2.09	T-9513

MANUFACTURER'S BRAND NAME QUOTING: Avery OmniView

GROUP G NOTE: WASHERS, (To protect the sign surface from damage by bolts or other fasteners) SCREEN INKS, PROCESS COLORS, TONERS, CLEARS AND SLIP SHEETING SHALL BE SPECIFICALLY FORMULATED FOR USE WITH THOSE SHEETINGS IN GROUP C AND SHALL BE SUPPLIED AT NO CHARGE. See Group G for not mark-ups

SECTION H - ASTM D4956 - CUBE CORNER MICROPRISMATIC - TYPE XI

H: WIDE ANGLE PRISMATIC RETROREFLECTIVE SHEETING FOR TRAFFIC CONTROL SIGNS
- STANDARD MFG COLORS

	PRICE PER SQ. FT.	MFG. CODE NO.
ALL COLORS (EXCEPT FLUORESCENT)	\$ <u>3.14</u>	<u>T-11500</u>
FLUORESCENT ORANGE	\$ <u>2.70</u>	<u>W-11514</u>
FLUORESCENT YELLOW	\$ <u>3.14</u>	<u>T-11511</u>
FLUORESCENT YELLOW-GREEN	\$ <u>3.14</u>	<u>T-11513</u>

MANUFACTURER'S BRAND NAME QUOTING: Avery OmniCube

GROUP H NOTE: WASHERS, (To protect the sign surface from damage by bolts or other fasteners) SCREEN INKS, PROCESS COLORS, TONERS, CLEARS AND SLIP SHEETING SHALL BE SPECIFICALLY FORMULATED FOR USE WITH THOSE SHEETINGS IN GROUP C AND SHALL BE SUPPLIED AT NO CHARGE. See Group H for not mark-ups

SECTION I - MARKINGS FOR VEHICLE CONSPICUITY AS PER NHTSA AMENDMENT FMVSS#108 (49CFR571) SPECIFICATIONS

I1: WIDE ANGLE PRISMATIC RETROREFLECTIVE SHEETING FOR USE ON VEHICLES

	PRICE PER SQ. FT.	MFG. CODE NO.
RED AND WHITE	\$ <u>2.36</u>	<u>V-5720-10</u>
WHITE	\$ <u>2.36</u>	<u>V-5720-10</u>

MANUFACTURER'S BRAND NAME QUOTING: Avery Conspicuity

SECTION J - NON-REFLECTIVE PLASTIC AND VINYL FILM

J1: PRESSURE SENSITIVE NON REFLECTIVE SHEETING, 2 MIL CAST, 8 YEAR DURABILITY

SIZE	PRICE PER SQFT	MFG. CODE NO.
	\$ <u>.57</u>	<u>SC 900-0</u>
12" X 50 YARDS	\$ <u>85.50</u>	<u>SC900-0</u>
15" X 50 YARDS	\$ <u>106.88</u>	<u>SC 900-0</u>
24" X 50 YARDS	\$ <u>171.00</u>	<u>SC 900-0</u>
30" X 50 YARDS	\$ <u>213.75</u>	<u>SC 900-0</u>
36" X 50 YARDS	\$ <u>256.50</u>	<u>SC 900-0</u>

48" X 50 YARDS

\$ 342.00

SC 900-0

MANUFACTURER'S BRAND NAME QUOTING: Avery 900 Supercast Opaque

J2: POSITIONABLE PRESSURE SENSITIVE NON REFLECTIVE SHEETING, 2 MIL CAST, 8 YEAR DURABILITY

SIZE

PRICE PER SQFT

MFG. CODE NO.

\$.62

SC 900-0 EZ RS

12" X 50 YARDS

\$ 93.00

SC 900-0 EZ RS

SECTION J - NON-REFLECTIVE PLASTIC AND VINYL FILM - CONTINUED

SIZE

PRICE PER ROLL

MFG. CODE NO.

15" X 50 YARDS

\$ 106.88

SC 900-0

24" X 50 YARDS

\$ 171.00

SC 900-0

30" X 50 YARDS

\$ 213.75

SC 900-0

36" X 50 YARDS

\$ 256.50

SC 900-0

48" X 50 YARDS

\$ 342.00

SC 900-0

MANUFACTURER'S BRAND NAME QUOTING: Avery 900 Supercast Opaque

SECTION K - OVERLAY FILMS FOR USE IN RETROREFLECTIVE SHEETING PER THE ATTACHED SPECIFICATIONS AND NHDOT SPECIFICATION SECTION 718 RETROREFLECTIVE SHEETING.

PRICE PER SQ FT

MFG CODE NO.

K1: OVERLAY FILM

\$.84

OL-2000

MANUFACTURER'S BRAND NAME QUOTING: Avery Transparent Overlay Film

Group K

OVERLAY FILMS
FOR USE ON RETROREFLECTIVE SHEETING

1.0 General Characteristics and Packaging.

1.1 Roll Goods. When supplied as roll goods, the Overlay film shall be of good appearance, free from ragged edges, cracks and extraneous materials. The maximum number of splices in each roll shall be three per 50 yards of material. Splices shall be butted. The sheeting shall be packed snugly in corrugated fiberboard cartons, in accordance with commercially accepted standards. Each carton shall clearly stipulate the brand, quantity, size, lot or run number, and color. Stored under normal conditions the Overlay film as furnished shall be suitable for use for a minimum period of one year.

1.2 Sign Faces. When supplied as a finished sign face or mounted sign, the sign face, made of Overlay film and retroreflective sheeting, shall comply with the appearance, specification, and good workmanship designated by the using agency for sign faces constructed of colored retroreflective sheeting of the same type.

2.0 Performance Requirements and Obligations.

2.1 Certification. The film manufacturer shall submit with each lot or shipment, a certification which states that the material supplied will meet all of the requirements listed herein.

2.2 Field Performance Requirements. The Overlay film applied to retroreflective sheeting, both materials applied in accordance with the manufacturer's recommendations, shall as a composite perform with the same effective performance life as the using agency specifies for that type of colored retroreflective sheeting. The composite sign will be considered unsatisfactory if it has deteriorated due to natural causes to the extent that: (1) the sign is ineffective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions; or (2) the coefficient of retroreflection is less than the minimums specified by the using agency for colored retroreflective sheeting.

2.3 Overlay Film Manufacturer's Replacement Obligation. Where it can be shown that retroreflective traffic signs with Overlay film supplied and used according to the film manufacturer's recommendations have not met the performance requirements of Section 2.2, the film manufacturer shall cover restoration costs as provided in the using agency specification for colored retroreflective sheeting.

2.4 Government Using Agency Obligation. The using agency shall be responsible for requiring dating of all signs at the time of application. That date constitutes the start of the field performance obligation period.

3.0 Technical Assistance Requirements

3.1 Instruction and Training. As requested the manufacturer supplying the Overlay film requirement shall provide the services of a qualified technician for instruction and training at the primary sign manufacturing facility designated by the agency. This instruction shall be available on a quarterly basis if needed at no additional cost, and shall include but not be limited to, training films, material application, equipment operation, packaging, storage and other proven sign shop practices as they apply to the Overlay film supplied by the manufacturer, and to assure that the resulting signs can comply with the applicable specifications. Additional on-site technical assistance by the manufacturer supplying the Overlay film shall be provided at each of the sign shops designated in the bid invitation. This assistance will be provided at least once each quarter of sign production, if required

VENDOR CONTACT INFORMATION:

The following information is for this office to be able to contact a person knowledgeable of your bid response, and who can answer questions regarding it:

Steven C. Gustin
Contact Person

740-385-6869
Local Telephone Number

800-523-8917
Toll Free Telephone Number

740-385-7592
Fax Number

steveg@osburns.com
E-mail Address

www.osburns.com
Company Website

Osburn Associates, Inc.
Company Name

Note: To be considered, bid must be signed and notarized on front cover sheet in the space provided.