

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
25 CAPITOL STREET - ROOM 102
CONCORD NEW HAMPSHIRE 03301-6398

DATE: MAY 15, 2015

NOTICE OF CONTRACT

COMMODITY: PHOTOGRAPHIC SUPPLIES

CONTRACT #: 8001468

NIGP CODE: 655-3500

CONTRACTOR: WB HUNT #174484 P001
100 MAIN STREET
MELROSE, MA 02176

CONTACT PERSON: ROGER TREADWELL
TEL. 781 462-2343 FAX: 603 606-4074
E-MAIL: rtreadwell@wbhunt.com

BACK-UP CONTACT MARTY WEISKOFF – 781 462-2339 mweiskoff@wbhunt.com

CONTRACT PERIOD: DECEMBER 1, 2013 THROUGH NOVEMBER 30, 2016

DELIVERY: FOB DESTINATION 1-3 WORKING DAYS AFTER RECEIPT OF ORDER FOR IN-STOCK ITEMS, NOT MORE THAN 7 WORKING DAYS FOR NOT-IN-STOCK ITEMS

PRICING: MINIMUM OF 15% OFF OF MANUFACTURERS PRICE LISTS. AGENCIES TO CONTACT CONTRACTOR FOR CURRENT PRICING.

ORDERING: SEE BELOW FOR ORDERING INSTRUCTIONS
NO EQUIPMENT MAY BE PURCHASED UNDER THIS CONTRACT.

TERMS: NET 30 DAYS

FOR FURTHER INFORMATION CONTACT: ROBERT LAWSON
Bob.lawson@nh.gov
PURCHASING AGENT
TEL (603) 271-3147

PURPOSE:

The purpose of this contract is to supply the State of New Hampshire agencies with the item(s) included in the tables at the end of this Notice. To be ordered as needed during the term of the contract, in accordance with the requirements of this Contract. Items ordered under this Contract shall be delivered FOB destination.

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 Vendor. The State of New Hampshire assumes no liability between the Contractor and any of these entities.

ORDERING PROCEDURE:

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

DELIVERY TIME:

The Contractor shall be required to accomplish delivery of any item ordered under the contract within three (3) working days from the placement of the order for In-Stock items and seven (7) working days for Not-In-Stock items.

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

RETURNED GOODS:

The Contractor shall resolve all order and invoice discrepancies within five business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. shall be picked up by the Contractor within five business days of notification with no restocking or freight charges, and shall be replaced with specified products or the agency shall 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 shall be returned for full credit within fifteen days of receipt. Products shall be in re-saleable condition (original container, unused) and there shall be no restocking fee charged for these products. The using agency shall be responsible for any freight charges to return these items to the Contractor.

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 shall be in accordance with their individual requirements.

WARRANTY REQUIREMENTS:

Contractor shall be required to warranty all of the equipment awarded 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.

MINIMUM ORDERS:

There shall be no minimum order whether in item quantity or dollar value associated with this contract.

PRICING QUOTATIONS:

The State expects to receive pricing quotations within one business day. Quotes shall be honored for 60 days unless there are special circumstances. These special exceptions shall be clearly noted as part of any quotation.

If there is a price decrease between the time of the quote and the time of receipt of the Purchase Order the Contractor is required to invoice at the new lower price.

PRICE ADJUSTMENTS:

During the contract period, the Contractor is required to immediately pass on general Contractor price decreases and any price decrease that reflects changes in the reseller's percentage above cost. If, during the period of the

contract, there is a manufacturer's or Contractor's source price increase, the Contractor may increase the State's price as long as the "discount" or "mark-up" remains the same as in the Contract.

The Contractor may offer additional discounts such as: quantity discounts, percent off or cash discounts for early payment, educational, special promotions, and sale pricing, etc., but these discounts shall be made available to all State Agencies when offered.

The State requires that a price list, which reflects the State pricing, be available via your web page and shall be available in printable form. All state agencies should have access to this pricing and it shall be maintained current.

PRODUCT SUBSTITUTION:

There can be no change in the Brands of items offered during the term of contract without the prior approval of the Bureau of Purchase and Property.