

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: March 14, 2016

NOTICE OF CONTRACT - REVISION
(Updated Contract)

CONTRACT: BOTTLED WATER & RENTAL OF COOLERS

CONTRACT NO.: 8001493

NIGP CODE: 225-4000

CONTRACTOR: W. B. Mason VC# 174526 R001
97 Eddy Road
Suite 4
Manchester, NH 03102

Contact Persons: Rose Levasseur/NH Team Tel. 888 926-2766 Ext. 1815 (DO NOT PRESS 2)
Fax: 800 421-3683
Email: Rose.Levasseur@wbmason.com

Luke Bergeron, Sales Rep. Tel. 888 926-2766 Ext. 1834
Cell No. 603 365-6656
Email: Luke.Bergeron@wbmason.com

Lindsay Martin, Sales Rep. Cell No. 508 521-5164
Email: Lindsay.Martin@wbmason.com

EFFECTIVE FROM: JANUARY 1, 2014 Through: DECEMBER 31, 2016

TERMS: NET 30 DAYS

F.O.B.: DESTINATION (includes all delivery charges)

MINIMUM ORDERS: NONE

DELIVERY: BIWEEKLY OR WILL CALL

ORDERING PROCEDURE: Agencies shall place orders directly with the Contractor via fax, email or On-Line at www.wbmason.com, (Contact to obtain a password for on-line access). For orders on a "will call" basis or bi weekly delivery schedule as stated on the district delivery schedule herein. For orders under \$500, agencies will need to complete an RQ10 Requisition Form for Bureau of Purchase and Property for approval.

QUESTIONS: Matt Johnson at Matthew.Johnson@NH.Gov or call 603-271-3146

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 any contract. In doing so, they are entitled to the prices established under the contract. Participants are solely responsible for their association with the Contractor; the State of New Hampshire assumes no liability

between the Contractor and any of these entities. Participants may be required to sign a participating addendum in order to be eligible to utilize any contract resulting from this bid invitation.

ORDERING AUTHORITY:

The Contractor and agency shall be responsible for establishing proper identification for agency employees authorized to purchase from this contract.

When utilizing either the **will call** or **fixed delivery schedule** for receiving water, the Contractor shall not leave reams of drinking cups or any other unauthorized Contractor's product at any delivery location without prior request or consent of the utilizing agency.

DELIVERY SLIPS:

Delivery slips will be left at each delivery location and the slip will indicate the following information:

- Date of delivery
- The quantity of full bottles of water left
- The quantity of reams of cups left (with prior permission, see "ordering authority" section).
- Quantity of empty bottles picked up
- Location physical address and account number
- State water contract number and correlating pricing

DELIVERY TIME AND FREQUENCY:

- All deliveries to the **Department of Transportation** state highway sheds are to be made between the hours of 7:00 a.m. and 3:00 p.m.
- Deliveries to other state agencies are to be made between the hours of 8:00 a.m. and 3:00 p.m.

RETURNS:

Return authorizations and credits shall be provided without penalty for the in-stock non-water items in resalable condition (cups and dispensers). Bottled water in any commodity or container once sold cannot be returned for any reason.

COOLER SPLASH GUARDS:

Cooler splashguards shall be provided upon request from the utilizing agency at no charge to the State.

PRODUCTS & PRICES:

RENTAL PER MONTH FOR WATER COOLERS

HOT/COLD COOLER		\$0.99/MONTH
COLD/ROOM TEMP	COOLER	\$0.89/MONTH

REAM OF 9 OZ. FLAT BOTTOM CUPS, (50 CUPS PER REAM) - \$1.88 / REAM

BOTTLED WATER 5 GALLON BOTTLE - \$1.69 EA.

NO BOTTLE DEPOSIT ALLOWED WITHIN THIS CONTRACT

EMERGENCY RESPONSE TIME

The Contractor will make all efforts to deliver in less time than stated above when so requested by reason of emergency (ie. location runs out of water). Minimum acceptable response time per district shall be:

RESPONSE TIME:

48 HRS
