

**STATE OF NEW HAMPSHIRE  
BUREAU OF PURCHASE AND PROPERTY  
STATE HOUSE ANNEX - ROOM 102  
25 CAPITOL ST  
CONCORD NH 03301-6398**

**NOTICE OF CONTRACT**

**DATE:** 5/8/14

**COMMODITY:** CONTRACT-SERVICES-COLLECTION AND RECYCLING  
OF WASTE OIL AND ANTIFREEZE

**NIGP CODE:** 928-5600 OIL COLLECTION SERVICES, WASTE  
060-6715 ANTIFREEZE, AUTOMOTIVE, RECYCLED

**CONTRACT #:** 8001537

**CONTRACTOR:** OIL ENERGY RECOVERY, INC. VENDOR #: 205935

**CONTACT PERSON:** Michael Gentuso  
Telephone: 800-984-7559  
Telephone: 603-749-6072  
Facsimile : 978-897-5998  
Email: oerinc@gmail.com

**EFFECTIVE FROM:** MAY 9, 2014 Through MARCH 31, 2017

**Questions:** Alan Hofmann, Purchasing Agent  
**Phone:** 603-271-2550  
**Facsimile:** 603-271-2700  
**E-Mail:** alan.hofmann@nh.gov

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
COLLECTION AND RECYCLING OF WASTE OIL AND ANTIFREEZE  
EXHIBIT A  
SCOPE OF SERVICES

**CONTRACT ADMINISTRATION**

*CONTRACTOR CONTRACT MANAGER*

Company Name: Oil Energy Recovery, Inc.  
Contract Manager: Michael Gentuso  
Address: PO Box 492  
Stow, MA 01775  
Telephone: 800-984-7559  
Telephone: 603-749-6072  
Facsimile : 978-897-5998  
Email: oerinc@gmail.com

*STATE CONTRACT MANAGER*

Contract Manager: Alan Hofmann  
Title: Purchasing Agent  
Address: 25 Capitol Street  
State House Annex, Rm102  
Concord, New Hampshire 03301  
Telephone: 603-271-2550  
Facsimile : 603-271-2700  
Email: alan.hofmann@nh.gov

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
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EXHIBIT A  
SCOPE OF SERVICES

SCOPE OF WORK

Provide all labor, tools, transportation, materials, equipment and permits as necessary to provide the required level of services as described herein. The scope of work shall include collection and recycling of waste oil and antifreeze, at the locations and other agencies/locations as needed for the entire State of New Hampshire.

The contractor will respond to the agency's initial request within 2 business days to schedule an appointment and complete the services within a time frame that is mutually agreed upon. All services performed under this Contract shall be performed between the hours of 7:30 A.M. and 3:30 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer.

The Contractor agrees that any damage or injury to buildings, materials, equipment or to other property during the performance of this service will be repaired at their own expense.

The State shall require correction of defective work or damages to any part of the building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall place in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Vendor.

The work staff shall be qualified personnel that are completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deemed incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work deemed to be contrary to the public interest or inconsistent with the best interest of security.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

The Contractor shall furnish all personnel with uniforms, which shall be neat and clean in appearance with picture identification that is visible at all times.

The Contractor's personnel shall be allowed only in areas where work is being performed. The use of State telephones is prohibited.

If **sub-contractors** are to be utilized, information regarding the proposed sub-contractors including the name of the company, their address, contact person.

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**COLLECTION AND RECYCLING OF WASTE OIL AND ANTIFREEZE**  
**EXHIBIT A**  
**SCOPE OF SERVICES**

1. The Contractor shall be responsible for the collection and recycling of waste oils and antifreeze from each state agency location.
2. The Contractor assumes ownership of the materials covered by this contract at the time of collection.
3. It will be the responsibility of the contractor to inspect each state provided waste container at each pick up for leaks, or overfilling and to report verbally to the state employee monitoring the collection. A notation shall also to be made on the collection slip.
4. A collection slip is to be left at each location and must show the name of the driver, type of product, amount in gallons, and be signed by the state employee monitoring the collection. Amounts are to be determined by sticking both the storage container and the truck container with gallons computed by standard industry practice.
5. The state will provide storage containers.

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DEPARTMENT OF ADMINISTRATIVE SERVICES  
COLLECTION AND RECYCLING OF WASTE OIL AND ANTIFREEZE**

**EXHIBIT B**

**INVOICING:**

Collection receipt shall include agency name, address, and date of collection, gallons collected, contract number and amount.

Contractor shall make payments for the collection of waste oil to the State of New Hampshire in full within thirty (30) days from the last Wednesday of every month. The contractor will pay any amounts due to the State of New Hampshire that were processed by the end of the previous month.

Payments shall be sent to the remit to address listed below.

Remit to: DEPARTMENT OF ADMINISTRATIVE SERVICES  
RECYCLING FUND  
BUSINESS OFFICE  
25 CAPITOL STREET, ROOM 418  
CONCORD NH 03301

**PAYMENT SCHEDULE:**

<b>CONTRACTOR OIL ENERGY RECOVERY</b>	<b>UNIT \$</b>	<b>CONTRACTOR OIL ENERGY RECOVERY</b>	<b>UNIT \$</b>
<b>COOS</b>		<b>BELKNAP</b>	
WASTE OIL->100 GALS - CREDIT	<b>0.25</b>	WASTE OIL->100 GALS - CREDIT	<b>0.25</b>
WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>	WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>
ANTIFREEZE -CHARGE	<b>0.00</b>	ANTIFREEZE -CHARGE	<b>0.00</b>
<b>GRAFTON</b>		<b>STRAFFORD</b>	
WASTE OIL->100 GALS - CREDIT	<b>0.25</b>	WASTE OIL->100 GALS - CREDIT	<b>0.25</b>
WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>	WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>
ANTIFREEZE -CHARGE	<b>0.00</b>	ANTIFREEZE -CHARGE	<b>0.00</b>
<b>CARROLL</b>		<b>CHESHIRE</b>	
WASTE OIL->100 GALS - CREDIT	<b>0.25</b>	WASTE OIL->100 GALS - CREDIT	<b>0.25</b>
WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>	WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>
ANTIFREEZE -CHARGE	<b>0.00</b>	ANTIFREEZE -CHARGE	<b>0.00</b>
<b>SULLIVAN</b>		<b>HILLSBOROUGH</b>	
WASTE OIL->100 GALS - CREDIT	<b>0.25</b>	WASTE OIL->100 GALS - CREDIT	<b>0.25</b>
WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>	WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>
ANTIFREEZE -CHARGE	<b>0.00</b>	ANTIFREEZE -CHARGE	<b>0.00</b>
<b>MERRIMACK</b>		<b>ROCKINGHAM</b>	
WASTE OIL->100 GALS - CREDIT	<b>0.25</b>	WASTE OIL->100 GALS - CREDIT	<b>0.25</b>
WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>	WASTE OIL-< 100 GALS - CREDIT	<b>0.25</b>
ANTIFREEZE -CHARGE	<b>0.00</b>	ANTIFREEZE -CHARGE	<b>0.00</b>