

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

Date: October 22, 2015

NOTICE OF CONTRACT

COMMODITY: SHORT TERM WATER & SUPPLIES

CONTRACT NO.: 8001918

NIGP: 225-4000

VENDOR: Monadnock Mountain Spring Water  
PO Box 518  
Wilton, NH 03086 VENDOR # : 156407 B001

CONTACT PERSON(S): Sherry Fiske  
Tel. No.: (603) 654-2728 or 1-800-331-7873  
Fax No.: (603) 654-5306  
E-Mail: [Monadnock8@tds.net](mailto:Monadnock8@tds.net)

EFFECTIVE FROM: November 1, 2015 Through: October 31, 2018

TERMS: Net 30 Days if using ACH \*. If using Procurement Card (P-Card), card will be charged upon delivery/shipment.

PAYMENT: Payments shall be made via ACH\*. Use the following link to enroll with the State Treasury: <http://www.nh.gov/treasury/Divisions/DocsForms/Tforms.htm?inc=P>  
  
\*If the agency is enrolled in the P-Card program, payments shall be made via P-Card.

DELIVERY TIME: The Contractor will be required to accomplish delivery of any item ordered under the contract within five (5) business days from the placement of the order. If declared an emergency, delivery will be within 48 hours.  
  
The use of a private carrier to make delivery **does not** relieve the Contractor from the responsibility of meeting the delivery requirement.  
  
**Emergency response time** – the Vendor will make every effort to deliver in less time than indicated, when requested by reason of emergency (i.e. residential emergency or location runs out of water). Minimum acceptable response time per district shall be within forty-eight (48) hours.

F.O.B.: Destination

ORDERING: 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.  
  
**Department of Environmental Services (DES)** will place orders directly with the Contractor in writing via fax or email on a will call basis or bi-weekly delivery schedule.

**MINIMUM ORDERS:**

There is no minimum order required under this contract. Delivery is to be accomplished within 5 business days from the date the order is placed.

**INVOICING:**

Invoicing shall be done to the Agency Remit Account on the basis of each order completed, or other mutually agreed upon timeframe between the Contractor and agency (example: monthly invoice). 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.

**Department of Environmental Services (DES):** Invoicing will be on a transaction or quarterly basis to: **PO Box 95, Concord, NH 03302-0095**. Delivery slips will indicate delivery location, date of delivery, quantity of full bottles of water left, quantity of empty bottles pick up, location of physical address, account number, State contract number and correlating pricing.

**SPECIFICATIONS:**

- Short-term basis will be for up to two (2) years based upon emergency and needs of each location(s).
- Rental equipment for Hot/Cold and Cold floor coolers will be based upon weekly and monthly rates.
- No bottle deposit allowed.
- If applicable, to install a filter system, the Contractor will quote the additional cost and the Agency has the option of approving the work or declining the filter system installation in total.
- Any and all permits will be the physical and financial responsibility of the Contractor where applicable.
- All plumbing and piping installed by the Contractor will meet all state and local building codes.

**VENDOR'S BALANCE OF PRODUCT LINE ITEMS**

The items in each category include the items most commonly purchased by State of New Hampshire agencies. During the term of contract, the state may purchase other items in relation to other water products from the Contractor's Balance of Product Line. All items ordered will include all shipping/charges.

**QUESTIONS:** Direct any questions to Karen Dorsett, 603-271-3146 or [Karen.Dorsett2@NH.Gov](mailto:Karen.Dorsett2@NH.Gov).

**PRODUCTS & PRICING:**

PRODUCT TYPE	PRODUCT #	UOM	DELIVERED PRICE PER EACH/CASE
5 GALLON BOTTLE	05	1/EACH	\$2.70
1 GALLON BOTTLE	12	6/CASE	\$4.00
1/2 LITER BOTTLE	84	24/CASE	\$4.50
16.9 OZ BOTTLE	84	24/CASE	\$4.50
7 OZ. PAPER CUPS	380	1000/CASE	\$25.00
RENTAL RATES			
HOT & COLD COOLER	\$2.00 WEEKLY	\$5.00 MONTHLY	
COLD COOLER	\$2.00 WEEKLY	\$5.00 MONTHLY	