

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX
25 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301

Date: March 29, 2016

NOTICE OF CONTRACT

COMMODITY: LABORATORY CHEMICALS, SUPPLIES AND EQUIPMENT

CONTRACT NUMBER: 8002001

NIGP CODE: 490-0000

CONTRACTOR: VWR International, LLC VDR 177850

Customer Service (P) 770-335-7925
(F) 484-881-5697
(E) Lewis_mcmillan@vwr.com

With copy to: government@vwr.com

COMPANY WEBSITE: www.vwr.com

CONTRACT PERIOD: April 1, 2016 to March 31, 2019

BALANCE OF PRODUCT LINE: Agencies may purchase other related items off the contract that are not specifically listed in the discounts.

EXCLUSIONS: \$10,000 limit per order. Equipment and supplies which may be included in Contractor's catalog, but which are not specifically designed or intended for laboratory use (i.e. reception chairs, couches, coffee tables, general office equipment)

F.O.B.: Destination, dockside delivery, unless otherwise specified.

MINIMUM ORDER: A *minimum* order quantity no greater than \$50 per order, under which it may assess delivery charges. Orders in excess of the minimum order quantity will be delivered FOB Destination, inside delivery, to the location identified.

For orders totaling less than \$50 per order, or Offeror's stated Minimum Order Quantity, whichever is lower, the State agencies will pay the actual freight charges.

State agencies will be encouraged to consolidate orders on a weekly basis, where practical; and to consolidate orders for hazardous chemicals, in order to minimize hazardous materials fees.

ORDERING PROCEDURE: State agencies will place their orders by electronic order entry, by telephone, by e-mail, by FAX, or they may establish a standard delivery order. If the Contractor's electronic order entry system is not compatible with the laboratories' computer equipment or if the laboratories' system is not of sufficient size, the Contractor will be required to provide, install and maintain equipment to support the Contractor's electronic order entry system. The Bureau of Purchase and Property and OIT must approve the capabilities of the hardware and software provided by the Contractor.

Political sub-divisions and authorized non-profit organizations will utilize their own individually established ordering procedures.

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 Contractor 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.

OTHER 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 Contractor. The State of New Hampshire assumes no liability of any kind and must be held blameless for any association between the Contractor and any of these entities.

INVOICING: Invoicing shall be done on the basis of each order completed. Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price. Invoicing for political sub-divisions and authorized non-profit organizations will be in accordance with their individual requirements. Material handling/shipping fees may be included.

QUESTIONS: Laura Ingram, Purchasing Agent
(E) laura.ingram@Nh.gov, (P) 603-271-2201