

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: 7/18/16

COMMODITY: CONTRACT-SERVICES-VEHICLE DAMAGE APPRAISAL

NIGP CODE: 928-0000

CONTRACT #: 8002057

COMPANY NAME: NORTHERN NEW ENGLAND APPRAISAL **VENDOR #** 220271
PO BOX 749 B001
MEREDITH N.H. 03253

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EFFECTIVE FROM: JULY 22, 2016 THROUGH JUNE 30, 2019

Questions: Alan Hofmann, Purchasing Manager

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
VEHICLE DAMAGE APPRAISAL

EXHIBIT A
SCOPE OF SERVICES

NOTE: THIS CONTRACT SHALL BE UTILIZED IN ACCORDANCE WITH
ADM 608.01 REPAIRS TO MOTOR VEHICLES.

(A) REPAIRS TO MOTOR VEHICLES FOR AMOUNTS EQUAL TO OR LESS THAN THE AMOUNT ESTABLISHED BY RSA 21-I:11, IV MAY BE ACCOMPLISHED BY THE AGENCY WITHOUT PROCESSING THROUGH THE DIVISION.

(B) A REPAIR TO A MOTOR VEHICLE WHICH EXCEEDS THE AMOUNT ESTABLISHED BY RSA 21-I: 11, IV. SHALL BE HANDLED IN ACCORDANCE WITH THE FOLLOWING PROCEDURE:

IF THE AMOUNT OF DAMAGE EXCEEDS THE RSA 21-I:11, IV LIMIT, (\$10,000.00) THE AGENCY SHALL CALL THE CONTRACTOR FOR A VEHICLE DAMAGE APPRAISAL, THE AGENCY WILL THEN ATTACH THE APPRAISAL TO AN RQ10 REQUISITION AND FORWARD IT TO THE BUREAU OF PURCHASE AND PROPERTY FOR PROCESSING.

SCOPE OF WORK

The purpose of this contract is to provide all labor, mileage, parking, tolls, transportation, lodging, meals, materials, equipment, tools and report preparation as necessary to provide the required level of services as described herein. The scope of work shall include VEHICLE DAMAGE APPRAISAL SERVICES, at the location where the vehicle is. VEHICLE DAMAGE APPRAISAL SERVICES shall be completed in 2 business days from the request of the using agency; the report shall be submitted to the using agency within 3 business days from the appraisal.

All services performed under this Contract shall be performed between the hours of 8:00 A.M. and 4:00 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. No premium charges will be paid for any off-hour work.

The contractor shall not commence work until a conference is held with each agency, at which representatives of the contractor and the State are present. The conference will be arranged by the requesting agency (State).

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 work staff shall consist of qualified persons 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 deems 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.

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EXHIBIT A
SCOPE OF SERVICES - CONTINUED

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

SCOPE OF WORK: Appraisals for Automobiles and Light Trucks

APPRAISAL:

The price for an appraisal shall include the initial appraisal, supplemental appraisal (if necessary) and the post inspection.

Contractor shall use one of the following computerized data bases

Audatex North America
Mitchell Data – Ultra Mate
CCC

The contractor shall complete an appraisal of the damaged vehicle by accessing all areas that may have damage including opening the hood, deck lid and doors, checking wheel wells, frame, suspension, glass, drive line and under carriage. Submit to the agency an appraisal with itemization of parts, work and labor required with cost for each.

SUPPLEMENTAL REPAIRS:

If the repair facility should request additional repairs not indicated in the original appraisal, the contractor shall concur with the facility that the additional repairs are needed and submit a supplemental appraisal to the agency. The supplemental appraisal shall include an itemization of additional parts, work and labor required with cost for each.

POST INSPECTION:

The contractor shall follow up with an inspection of the vehicle to insure the repairs were completed as specified for fit, quality and performance and that the vehicle is in pre-accident condition. The contractor will test drive the vehicle and check all electronic accessories, and pay attention to details such as making sure the doors, hood, and deck lid open and close smoothly and examine freshly painted areas for a good color match. Also, during the test drive, listen for any unusual noises and test the handling. After the test drive, notify the agency in writing that the vehicle has been accepted and approved.

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EXHIBIT B

INVOICING:

Itemized invoices must include the following:

- Agency name
- Agency location
- Date work was completed
- Brief description of services rendered
- Contract number
- Contract price

The invoice shall be sent to the address of the using agency under agreement.

Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

PAYMENT

Payments shall be made via ACH. Use the following link to enroll with the State Treasury for ACH payments:

<http://www.nh.gov/treasury/Divisions/DocsForms/Tforms.htm?inc=P>

PAYMENT SCHEDULE

STATE OF NEW HAMPSHIRE	NORTHERN NEW ENGLAND APPRAISAL
VENDOR:	
COOS	
PRICE PER APPRAISAL	145.00
GRAFTON	
PRICE PER APPRAISAL	145.00
CARROLL	
PRICE PER APPRAISAL	145.00
SULLIVAN	
PRICE PER APPRAISAL	145.00
MERRIMACK	
PRICE PER APPRAISAL	145.00
BELKNAP	
PRICE PER APPRAISAL	145.00
STRAFFORD	
PRICE PER APPRAISAL	145.00
CHESHIRE	
PRICE PER APPRAISAL	145.00
HILLSBOROUGH	
PRICE PER APPRAISAL	145.00
ROCKINGHAM	
PRICE PER APPRAISAL	145.00

