



**NEW HAMPSHIRE STATE**

**LIQUOR COMMISSION**

**FORKLIFT MAINTENANCE AND SERVICE**

**REQUEST FOR PROPOSAL**

**REQUEST FOR PROPOSAL  
FOR FORKLIFT SERVICES 2008  
TABLE OF CONTENTS**

<b><u>REQUEST FOR PROPOSAL</u></b>	<b>1</b>
<b><u>EXHIBIT A – PART ONE – GENERAL INFORMATION</u></b>	
1. NON-COMMITMENT OF THE STATE	3
2. TERMS AND DEFINITIONS	4
3. CONTRACTING OFFICER	4
4. RESTRICTIONS ON COMMUNICATIONS	4
<b><u>EXHIBIT A – PART TWO - REQUIREMENTS</u></b>	
1. SCOPE OF SERVICES	5
2. INSURANCE	8
3. BIDS	8
4. TERM	9
<b><u>EXHIBIT A – PART THREE – EVALUATION AND AWARD CRITERIA</u></b>	
1. EVALUATION	10
2. AWARD	10
<b><u>EXHIBIT A – PART FOUR - LOCATIONS</u></b>	
1. LIST OF LOCATIONS	11
<b><u>EXHIBIT A – PART FIVE</u></b>	
1. EQUIPMENT LIST	12
<b><u>EXHIBIT B – PART ONE - BIDDER’S RESPONSE SHEET</u></b>	
1. BIDDER’S REPRESENTATIVE	14
2. REFERENCES	14
<b><u>EXHIBIT B – PART TWO – BUDGET AND METHOD OF PAYMENT</u></b>	
1. PREVENTATIVE MAINTENANCE	15
2. SERVICES OTHER THAN PREVENTATIVE MAINTENANCE	18
3. INVOICING	19
<b><u>EXHIBIT C – SPECIAL PROVISION</u></b>	<b>20</b>
<b><u>ATTACHMENTS</u></b>	<b>21</b>

# Request for Proposals

**Title:** Forklift Maintenance and Services

**Issue Date:** October 24, 2008

**Issuing Agency:** New Hampshire State Liquor Commission

**Mailing Address:** P.O. Box 503  
Concord NH 03302-0503

**Physical Address:** 50 Storrs Street  
Concord, NH 03301

**Period of Contract:** From Governor and Executive Council Approval through December 31, 2011 with one, two-year option to renew (through December 31, 2013) upon written consent of both parties, and approval by the Governor and Executive Council.

**Written Proposal Deadline:** Sealed proposals will be received until **9:00AM, on Thursday, November 13, 2008**, at 50 Storrs Street, Concord, for furnishing the services described herein. **Proposals postmarked prior to, but received after deadline, will not be accepted.**

**If sending through the mail, send to: NHSLC, P.O. Box 503, Concord, NH 03302-0503**

**If sending via another carrier, send to: NHSLC, 50 Storrs Street, Concord, NH 03301**

**Or hand-delivered, deliver to: The New Hampshire State Liquor Commission, 50 Storrs Street, Concord, NH 03301.**

**Proposal Opening: Thursday, November 13, 2008 at 9:00am**

Bids must be made on the enclosed bid form and must be typed or clearly printed in ink, and signed. Corrections must be initialed. Bids that are not complete or are unsigned will not be considered. Faxed Bids will **NOT** be accepted.

Bid information made public at the time of the opening, will be limited to the names of the companies bidding.

ALL PROPOSALS MUST BE LABELED: PROPOSAL-FORKLIFT MAINTENANCE AND SERVICE  
Attention: Tina Demers

All inquiries for information should be directed to: John Tower, telephone 603-271-1710

In compliance with this Request for Proposals, and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation.

**THIS BID IS NOT VALID UNLESS SIGNED BY A PERSON AUTHORIZED TO LEGALLY BIND THE COMPANY.**

Name and Address of Company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PLEASE DIRECT ANY QUESTIONS REGARDING THIS PROPOSAL TO: John Tower, Maintenance Engineer, PHONE: 271-1710**

**PROPOSAL FOR: Proposal for Forklift Maintenance, Repair/Replacement Services at various liquor stores throughout the state**

*Unless specifically deleted by the N.H. State Liquor Commission, the following General Terms and Conditions apply to this Proposal and any resulting Contract.*

**GENERAL CONDITIONS FOR BIDDING AND CONTRACTS FOR MATERIALS, EQUIPMENT AND SUPPLIES**

**NATURE OF PROPOSAL AND ELIGIBILITY TO BID.**

The proposal is submitted in accordance with Chapter 21-1 and Chapter 8, and rules promulgated thereunder, and constitutes a firm and binding offer. The determination of whether a bid proposal may be withdrawn is solely at the discretion of the N.H. State Liquor Commission. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five days of the date of bid opening, and the bidder establishes that the bid contains a material mistake, and that the mistake occurred despite the exercise of reasonable care.

Proposals may be Issued only by the N.H. State Liquor Commission to authorized vendors and are not transferable.

**SAMPLES AND DEMONSTRATIONS.** When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstrations purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the State. Said demonstrations units shall not be offered to the State as new equipment.

**BIDS.** Bids must be received at the N.H. Liquor Commission before the date and time specified for the opening. Bids must be made on the official bid proposal and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling. Bids that are not complete or unsigned will not be considered.

Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

**SPECIFICATIONS.** Vendors must bid on items as specified. Any proposed changes must be detailed in writing and received at the N.H. Liquor Commission at least five (5) days prior to the bid opening. Vendors shall be notified in writing if any changes to bid specifications are made. Verbal agreements or instructions from any source are not authorized.

**AWARD.** The award will be made to the responsible bidder meeting specifications at the lowest cost unless other criteria are noted in the proposal. Unless other criteria are noted in the proposal, the award may be made by individual items. The State reserves the right to reject any or all bids or any part thereof.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received with respect to price, award will be made by drawn lot.

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of invoice, whichever is later.

**DELIVERY.** If the vendor fails to furnish items and/or service in accordance with all requirements, including deliver, the State may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the State for any excess costs. If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established State personnel signatures on shipping documents shall signify only the receipt of shipment.

**INVOICING.** All invoices must be in triplicate showing Order number, Unit and Extension Prices and Discounts Allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

**PATENT INFRINGEMENT:** Any bidder who has reason to believe that any other bidder will violate a patent should such bidder be awarded the contract shall set forth in writing, prior to the date and time of bid opening, the grounds for his belief and a detailed description of the patent.

**ASSIGNMENT PROVISION.** The bidder/vendor hereby agrees that it will assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which affect the price of goods or services obtained by the State under this contract if so requested by the State of New Hampshire.

**TOXIC SUBSTANCES.** In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

**SPECIFICATION COMPLIANCE.** The vendor may be required to supply proof of compliance with bid specifications. When requested, the vendor must immediately supply the N.H. State Liquor Commission with certified test results or certificates of compliance. When none are available, the State may require independent laboratory testing. All costs for such testing, certified test results or certificate of compliance shall be the responsibility of the vendor.

**FORM OF CONTRACT.** The terms and conditions set forth on the following pages are part of the proposal and will apply to any contract awarded the bidder unless specific exceptions are taken and accepted by the N.H. State Liquor Commission.

**OFFER.** The undersigned hereby offers to sell to the State of New Hampshire the commodities or services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

**Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**By:** \_\_\_\_\_

**THIS BID IS NOT VALID UNLESS SIGNED BY A PERSON  
AUTHORIZED TO LEGALLY BIND THE BIDDER.**

\_\_\_\_\_  
Type or Print Name and Title

**EXHIBIT A - PART ONE**  
**GENERAL INFORMATION**

**1. NON-COMMITMENT OF THE STATE**

- 1.1. The solicitation of bids by this RFP does not commit the State of New Hampshire Liquor Commission to award a contract or to pay costs incurred in the preparation of a bid proposal. All materials received in response to this RFP shall become the property of the State of New Hampshire and will not be returned to the Vendor. Regardless of the Vendor(s) selected, the State reserves the right to use any information presented in the proposal. The content of each Vendor's proposal is required by law to become public information once a contract has been awarded.
- 1.2. The State of New Hampshire assumes no responsibility or liability for costs incurred by the bidders in preparing or submitting their proposals or for samples included in their response to this RFP, or in making any requested oral presentation regarding this RFP. Any samples or any type of artwork submitted by the vendor will be returned upon request.
- 1.3. All proposals shall remain valid for a period of 180 days from the proposal due date.
- 1.4. The State of New Hampshire Liquor Commission reserves the right to accept, reject any or all proposals received in response to this RFP, or to cancel this RFP entirely if it is in the best interest of the State.
- 1.5. The State of New Hampshire Liquor Commission reserves the right to waive any informality in bid proposal content. However, failure to furnish all information requested may disqualify the bid.
- 1.6. The contents of the proposal of the successful bidder will become part of any contract awarded as a result of this procurement process.
- 1.7. Addenda to the Request for Proposal:  
In the event it becomes necessary to revise any portion of the RFP, addenda will be posted on the New Hampshire State Liquor Commission website at [www.nh.gov/liquor/public\\_notices.shtml](http://www.nh.gov/liquor/public_notices.shtml). Before your submission, always check the site for any addenda or other materials that may have been issued, that would affect the RFP.
- 1.8. Proposal Disclosure:  
RSA 21-I:13-a, II – (1988) provides, in part that no information shall be made available to the public concerning invitations or proposals for public bids from the time the proposal is made public until contract is actually awarded, in order to protect the integrity of the public bidding process. Accordingly, the NHSLC has determined that information contained in proposals submitted to this or any subsequent RFP issued by the NHSLC shall not be released to the public or to other persons identified in RSA 21-I:13-a, II, until the NHSLC has awarded a contract. At that time all proposals will be disclosed to the public to the extent required by the statutes governing access to public records and meeting (the “Right to Know” law), RSA Ch. 91-A.
- 1.9. Proposal Disclosure Exemption  
If an Offeror wishes to submit information it believes to fall within an exemption from the disclosure requirements of the Right to Know Law, RSA Ch. 91-A, the Vendor must clearly mark each page of its proposal containing such information. A designation by the Vendor of information it believes exempt does not have the effect of making such information exempt. The State will determine the information it believes is properly exempted from disclosure.

**EXHIBIT A - PART ONE**  
**GENERAL INFORMATION**

**2. TERMS AND DEFINITIONS**

- 2.1. The NHSLC has issued, and is responsible for this RFP. The Department will enter into the resulting Contract on behalf of the State.
- 2.2. “Bidder” or “Vendor” refers to any individual, corporation, partnership or agency that responds in writing to this RFP. “State” refers to the State of New Hampshire; “NHSLC” refers to the New Hampshire State Liquor Commission.
- 2.3. “Contractor” refers to the Bidder under this Request for Proposals (RFP) with which the New Hampshire State Liquor Commission negotiates a contract. The terms in this RFP referring to “Contractor”, represent contract terms that will be a part of the final Contract.
- 2.4. The “Contract” is the resulting contract entered into between NHSLC and the successful Offeror.

**3. CONTRACTING OFFICER**

The Contracting Officer, acting on the Liquor Commission’s behalf, is the sole point of contact in all matters relating to this RFP. All communications concerning this RFP must be addressed **in writing** via email, mail or facsimile to the Contracting Officer:

John Tower, Maintenance Engineer  
New Hampshire State Liquor Commission  
50 Storrs Street.  
Concord, NH 03301  
Tel: (603) 271-1710  
FAX: (603) 271-3897  
Email: [jtower@liquor.state.nh.us](mailto:jtower@liquor.state.nh.us)

**4. RESTRICTIONS ON COMMUNICATIONS**

Other than the contracting officer listed above, bidders shall make **no unsolicited contact with any New Hampshire State Liquor Commission personnel including Commissioners**, or agency designee regarding this RFP. Prior to the award of a contract, bidders shall not represent themselves to liquor commission staff or liquor commission retailers as having the endorsement of the liquor commission. Bidders who are currently doing business with New Hampshire Liquor Commission may continue to do so. However, any communication regarding this RFP is prohibited.

**EXHIBIT A - PART TWO**  
**REQUIREMENTS**

**1. SCOPE OF SERVICES:**

1.1. The State of New Hampshire Liquor Commission proposes to enter into a contract with a contractor to provide all parts and labor for scheduled forklift maintenance and repair services on equipment including the purchasing of new equipment, as described within. The locations that are listed in Exhibit A – Part Four, are subject to change, if at any time a store is closed, opened, or relocated, and will be considered part of this contract. The listing of equipment provided within is also subject to change.

Note: Modifications and/or new replacement equipment added during the term of the contract is also the responsibility of the Vendor.

THIS CONTRACT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR SUPERVISION, AND TRANSPORTATION NECESSARY FOR THE SUCCESSFUL COMPLETION OF THE WORK AREA AS SHOWN AT LOCATIONS LISTED AND DESCRIBED HEREIN.

1.2. The following are particular specifications which must be offered by any potential Vendor bidding to provide such services:

A. Check fluid levels and add as needed:

- |  |                    |
|--|--------------------|
| 1. Brake Fluid                                 | 3. Battery         |
| 2. Differential, Speed Reducer, and Transaxle. | 4. Hydraulic fluid |

B. Check Conditions - Wear or Damage.

- |   |                |
|---|----------------|
| 1. Hydraulic Tank Breather - Clean or Replace | 3. Forks       |
| 2. Safety Decals - Replace if necessary       | 4. Lift Chains |

C. Check Conditions - Wear or Damage.

- |  |                        |
|--|------------------------|
| 1. Hydraulic Tank Breather - Clean or Replace      | 6. Forks               |
| 2. Safety Decals - Replace if necessary            | 7. Lift Chains         |
| 3. Brake Shoes - Adjust/Replace as required        | 8. Contactor Tips      |
| 4. Parking and/or seat brake - Adjust as necessary | 9. All Hydraulic Hoses |
| 5. Lift and tilt cylinders.                        |                        |

D. Lube and Latches

- |                                     |                                |
|-------------------------------------|--------------------------------|
| 1. Upright Pivots, Sliding Surfaces | 4. Hoist Chain                 |
| 2. Steering Axle/Tie Rods           | 5. Parking Brake               |
| 3. Hood hinges, latches, seat rails | 6. Control levers and linkages |

E. Check Operation

- |                   |                |
|-------------------|----------------|
| 1. Limit Switches | 3. Creep Speed |
| 2. Plugging       |                |

1.3. The Planned Maintenance Price (Exhibit B – Part Two) includes labor, travel time, mileage, rag disposal, all waste material disposal, and lubricant for chassis lubrication.

1.4. The Other Service Price (Exhibit B – Part Two) includes an hourly rate for any other repair or service not listed. The hourly rate will include travel time, rage disposal, all waste material disposals, and hazardous materials disposal.

## EXHIBIT A - PART TWO

### REQUIREMENTS

- 1.5. The Material Vendor Markup on Exhibit B – Part Two applies when other parts and materials are authorized, the New Hampshire State Liquor Commission will be billed at Vendor's Cost plus a reasonable mark-up. When other parts and materials are used, the Vendor must provide the New Hampshire State Liquor Commission with a copy of the invoice that the Vendor purchased the part or material from to enable the Liquor Commission to verify the cost of the part and the applicable Vendor mark-up.
- 1.6. The contract covers PLANNED professional forklift maintenance and other repair services to be performed on an on-call basis.
- 1.7. Work shall consist of, but not limited to, the repair, modification, addition and scheduled planned maintenance on equipment.
- 1.8. Work Schedules: - Work will be completed on a pre-arranged schedule to be coordinated with Maintenance Engineer, John Tower, 271-1710. The Bidder shall provide planned preventative maintenance schedules two weeks prior to performing the service.
- 1.9. Preventative maintenance will be billed at a fixed rate per equipment for preventative maintenance on Exhibit B – Part Two, any service required above and beyond normal manufacturer preventative maintenance will require an estimate to be approved by the maintenance engineer before any work is performed. Any work performed above preventative maintenance must be billed on a separate invoice. The cost of providing the estimate will be at no charge to the Commission.
- 1.10. The Contractor will provide planned preventative maintenance schedules two weeks prior to performing the service.
- 1.11. Normal Working Hours: Normal store hours are considered to be 8:00 AM to 5:00 PM, Monday through Friday. (Warehouse hours are 7:00 AM to 3:00 PM, Monday through Friday).
- 1.12. If a piece of equipment can not be repaired on location, there will be no charge for transportation of the equipment to or from the vendor's maintenance facility.
  - a. Replacement parts equal to or better than manufacturer's distributor will be billed at cost.
  - b. There will be no charge for travel time, mileage, or disposal of rags or waste to the Liquor Commission on service calls or when performing planned maintenance. Replacement units will be provided in emergency situations at no charge to the Liquor Commission.
  - c. The Liquor Commission will have the option of selecting the best way to ship parts. Freight charges will be billed at cost.
  - d. There will be no charge for shop supplies.
  - e. Replacement units will be provided in emergency situations at no charge to the Liquor Commission.
  - f. If a piece of equipment can not be repaired on location, there will be no charge for transportation of the equipment to or from the vendor's maintenance facility.
- 1.13. Response Time:
  - All emergency situations shall have a maximum service response time of two hours.
  - All repairs/enhancements must have a minimum response time of one (1) week

**EXHIBIT A - PART TWO**  
**REQUIREMENTS**

- 1.14. Maintenance History: The Contractor will make available a maintenance history for each piece of equipment covered under this agreement. The maintenance history should include date of service, detailed description of problem, parts replaced, and cost of repair
- 1.15. Equipment List: The equipment list provided in Exhibit A-Part Five is a list of current equipment. This contract will also include any equipment that the Liquor Commission should acquire during the term of this contract, and will be serviced and billed at a rate equivalent to the equipment listed in Exhibit B – Part Two.
- 1.16. Warranty: All service, parts, and labor, is warranted for 30 days. This provision in no way alters the manufacturers' warranty.
- 1.17. **Upon arrival at the site the Contractor shall sign in with the manager of the store or person in charge and after each scheduled, before leaving the job site present a written summary of the work performed and obtain the State's signature thereon. (time of day must be written in and manager must initial at time of arrival and again at time of departure)**
- 1.18. **Experience Requirements: It is mandatory that the Bidder as a company, corporation, or other entity must have a minimum of three (3) years successful experience in forklift repair. This experience must be completed prior to the date established for the receipt of the proposal. Any bidder unable to or failing to comply with this provision will not be considered for this contract.**
- 1.19. The Contractor shall not allow awarded contract(s) to be sub-contracted. Use of a sub-contractor will immediately terminate the contract.
- 1.20. The State reserves the right to hire equipment other than the Contractor if the Contractor's equipment does not report ready for service within one (2) hours of the time ordered. When such equipment, other than the Contractor's is employed, any expense incurred above the contract price shall be borne by the Contractor and such additional expense shall be deducted from any money due the Contractor.
- 1.21. Caution to Bidders: The forklift services called for by this solicitation are critical to the needs of the New Hampshire State Liquor Commission. All contractual requirements will be strictly enforced. Any Contractor receiving an award hereunder will be held fully responsible for proper performance of contract requirements. The Liquor Commission expects a high standard of cleanliness and professionalism in performance of this contract. It is expected that an initial extra effort on the part of the Contractor will be provided to create and maintain a condition of excellence meeting the requirements of the Liquor Commission and their representative who shall be the sole judge of the level of excellence expected.
- 1.22. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall conduct his work so as to interfere as little as possible with State business, determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
- 1.23. The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
- 1.24. The Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work, labor, and equipment to be done and furnished under this contract, shall be done and finished strictly pursuant to, and in conformity with the specifications described herein and any directions of the State representatives as given from time to time during the progress of the work, under the terms of this contract.

## EXHIBIT A - PART TWO

### REQUIREMENTS

- 1.25. The Contractor shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.
- 1.26. The Contractor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work being done is different from what was estimated or expected, or account of the weather, elements or other causes.
- 1.27. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
- 1.28. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.

### INSURANCE:

- 1.29. The bidders shall furnish to the Contracting Officer, prior to the start of any work, insurance certificates for comprehensive general liability, automobile liability and worker's compensation in accordance with the following:
  - a. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident; and
  - b. Fire and extended coverage insurance covering all property which has been received from the State or purchased with funds provided for that purpose under this agreement.
  - c. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.

## 2. BIDS

- 2.1. Bidders shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Bids should encompass all criteria set forth in this RFP.
- 2.2. The time and effort expended in bid preparation is entirely the responsibility of the bidder.
- 2.3. Before submitting a bid, each vendor is encouraged to visit the sites and become familiar with the equipment and pertinent local conditions, such as location, accessibility and general character of the buildings. The act of submitting a bid is to be considered full acknowledgement that the vendor has inspected the sites and is familiar with the conditions and requirements of these specifications. Arrangements to look at these locations must be made prior to bidding by contacting John Tower at telephone number 271-1710.
- 2.4. Bids will be made public and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall only be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.

**EXHIBIT A - PART TWO**  
**REQUIREMENTS**

2.5. All Bidder correspondence and submittal shall be sent to :

State of New Hampshire  
Liquor Commission  
P. O. Box 503  
Concord, NH 03302-503  
Attn: Tina Demers

Questions can also be sent via e-mail to [tdemers@liquor.state.nh.us](mailto:tdemers@liquor.state.nh.us).

**3. TERM:**

The term of the contract shall be effective upon Governor and Executive Council Approval through December 31, 2011. Upon completion of the terms, if the vendor notifies the Liquor Commission by an instrument in writing and both parties here to agree this contract may be amended for an additional Two-year term upon approval of the Governor and Executive Council of the State of New Hampshire.

**EXHIBIT A - PART THREE**  
**EVALUATION AND AWARD CRITERIA**

**1. EVALUATION:**

- 1.1. The Liquor Commission will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
- 1.2. The Liquor Commission will select the bid proposal(s) most advantageous to the State for award; the resulting contract to be executed by the Commission subject to approval by the Attorney General's Office and Governor and Executive Council, as required.
- 1.3. Failure of the bidder to provide any information requested by the RFP may result in disqualification of the bid.
- 1.4. The criteria to be used in the evaluation of the bid proposals is as follows:
  - a. The ability of the bidder to meet the minimum specified requirements contained in Exhibit A-Part Two.
  - b. The overall costs of the proposal satisfying the requirements contained in Exhibit A-Part Two.
- 1.5. Bids will only be considered from Contractors that have a minimum of three years of successful experience providing forklift services. The Contractor shall be required to demonstrate that they have successfully completed these type services for clients of the same size and magnitude for a minimum of three years. Failure to demonstrate this experience will be grounds for bid rejection.
- 1.6. The Commission will make the decision for selection of a Bidder. Proposals will be evaluated for purpose of award by the New Hampshire Liquor Commission. The selected Bidder will be notified in writing.
- 1.7. NHSLC may cancel this RFP, or reject proposals at any time prior to an award.
- 1.8. Bid award for the services requested under these specifications will be based upon capacity to perform, capacity of the state to monitor and enforce performance, availability of resources to perform services, and price.
- 1.9. The State reserves the right to reject any or all bids or any part thereof as deemed to be in the best interest of the state.
- 1.10. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the New Hampshire Attorney General Office and Governor and Executive Council.

**2. AWARD:**

The bid shall be awarded to the lowest qualified bidder meeting all the specifications listed within. The gross bid must be the exact additive total of the bid for all requirements. The State reserves the right to remove one or more locations from the project at the price quoted in the bid with the remaining locations serviced at the individually quoted prices.

**EXHIBIT A - PART FOUR**

**LOCATIONS**

<b><u>Store #:</u></b>	<b><u>Store Address:</u></b>	<b><u>Store #:</u></b>	<b><u>Store Address:</u></b>
15	6 Ash Brook Court Keene, NH	53	212 Lowell Road, Market Basket Shp. Ctr. Hudson, NH
23	234 White Mountain Highway Suite 9 Conway, NH	54	Route 302, PO Box 166 Glen, NH
25	Kings Highway Plaza, Kings Highway Stratham, NH	56	9D Lake Shore Drive, Airport Plaza Unit 1 Gilford, NH
27	Globe Plaza, 300 Main St. Nashua, NH	60	10 Benning Dr., 12A Powerhouse Plaza, Unit #3 W. Lebanon, NH
32	Westside Plaza, 40 Northwest Blvd. Nashua, NH 03063	66	I-93 North, Route 3A, PO Box 16296 Hooksett, NH
34	417 South Broadway Salem, NH	67	I-93 South, 25 Springer Road Hooksett, NH
38	Portsmouth Circle, 605 US Interstate By-Pass Portsmouth, NH	69	27 Coliseum Ave. Nashua, NH
44	20 Lake Street Bristol, NH	73	I-95 South, PO Box 1993 Hampton, NH
48	Route 119 - Box 114 Hinsdale, NH	76	I-95 North, PO Box 2081 Hampton, NH
50	269 DW Highway South, Southgate Shp. Mall Nashua, NH	Concord Warehouse	50 Storrs St. Concord, NH 03301

**EXHIBIT A- PART FIVE**

**EQUIPMENT LIST**

MAKE	MODEL/SERIAL #	PM FREQUENCY	LOCATION
Hyster (Reach Truck)	N40 XMR / E138HO1639T	90 days	Warehouse
Hyster (Reach Truck)	N40 XMR / E138HO1638T	90 days	Warehouse
Hyster (Reach Truck)	N40 XMR / E138H02765U	90 days	Warehouse
Hyster (Reach Truck)	N40 ZR /D470N01922F	90 days	Warehouse
Yale (Slip-Sheet)	ERC 50 / A908N07536E	90 days	Warehouse
Hyster (Receiving-Forklift)	E45XM-27 / F108VO6353T	90 days	Warehouse
Hyster (Receiving-Clamp)	E45XM-33 / F108VO1784R	90 days	Warehouse
Hyster (Shipping Forklift)	E30X3 / C114VO8985T	90 days	Warehouse
Hyster (Truck Bay)	E40XL /C108VO3693G	120 days	Warehouse
Hyster (Rider)	B60XT /B199HO3624T	120 days	Warehouse
Hyster (Rider)	B60XT /B199HO3623T	120 days	Warehouse
Hyster(Rider)	B60XT /B199HO3634T	120 days	Warehouse
Hyster (Rider)	B60XT /B199H04807U	120 days	Warehouse
Hyster(Rider)	B60XT /B199H04806U	120 days	Warehouse
Hyster(Rider)	B60Z /A230N03383B	120 days	Warehouse
Hyster(Rider)	B60Z /A230N02208Z	120 days	Warehouse
Hyster(Rider)	B60Z/A230N03384B	120 days	Warehouse
Hyster(Rider)	B60Z /A230N04529D	120 days	Warehouse
Hyster(Rider)	B60Z/A230N02207Z	120 days	Warehouse
Hyster(Rider)	B60Z /A230N04528D	120 days	Warehouse
Yale (Walker)	MPW040 /N9454987	120 days	Warehouse
Yale (Walker)	MPW040 /N452100	120 days	Warehouse
Mark Lift	J-19 Serial #98816762	<b>Bi-Annual*</b>	Warehouse

**EXHIBIT A- PART FIVE**

**EQUIPMENT LIST**

MAKE	MODEL/SERIAL #	PM FREQUENCY	LOCATION
Hyster	W45XT A215HO322220S	Annual	Store #15
Hyster	W40Z B218N09475D	Annual	Store #23
Hyster	W40XT /A218H03787W	Annual	Store #25
Hyster	W403C /C135UXXXXX	Annual	Store #27
Hyster	W45XT /B215H01817U	Annual	Store #32
Hyster	W45XT /A215H03198S	Annual	Store #34
Yale	MPB040-EN24T2748 B827N19608C	Annual	Store #38
Clark	WP40 /WP40-0573-PM8023	Annual	Store #38
Hyster	W40XT /A218H06135X	Annual	Store #44
Hyster	W45XT /B215H01816V	Annual	Store #48
Hyster	WP60XL /D135K3800G	Annual	Store #50
Clark	WP 40 /0134-PM7122	Annual	Store #53
Toyota	7HBW23 37HBW23-25332	Annual	Store #54
Hyster	W40XT /A218H06136X	Annual	Store #56
Yale	NPB040EN24T2748 B827N19606C	Annual	Store #60
Hyster	W45XT /A215H032005	120 days	Store #66
Yale	MPB040 EN24T2748 B827N10305B	Annual	Store #67
Hyster	W45XT /A215H03199S	Annual	Store #69
Big Joe	DD124-A6 343084	Annual	Store #69
Yale	MPB040-EN24T2748 B827N10306B	Annual	Store #73
Hyster	W45XT /A215H02037S	<b>Bi-Annual*</b>	Store #76
Hyster	W45XT /A215H03197S	Annual	Store #76
Up-Right, Inc	63400-003 4553	Annual	Store #76

\*Maintenance plus OSHA safety inspections

**EXHIBIT B- PART ONE**  
**BIDDER'S RESPONSE SHEET**

1. **BIDDER'S REPRESENTATIVES:** The Bidder shall be required to supply the Contracting Officer with the name and telephone number of the Bidder's representative who will be on call incase of emergency twenty-four (24) hours a day.

**Name, address, and telephone number of Bidder's agent who is on twenty-four-(24) hour call.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

2. **REFERENCES:** Please list three references and contact persons that your firm has performed similar work for.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT B – PART TWO**  
**BUDGET AND METHOD OF PAYMENT**

**1. PREVENTATIVE MAINTENANCE:**

MAKE /MODEL/SERIAL #	PM FREQUENCY	YEAR ONE Governor & Council To December 31, 2009	YEAR TWO January 1, 2010 To December 31, 2010	YEAR THREE January 1, 2011 To December 31, 2011
Hyster (Reach Truck) N40 XMR / E138HO1639T	90 days			
Hyster (Reach Truck) N40 XMR / E138HO1638T	90 days			
Hyster (Reach Truck) N40 XMR / E138H02765U	90 days			
Hyster (Reach Truck) N40 ZR /D470N01922F	90 days			
Yale (Slip-Sheet) ERC 50 / A908N07536E	90 days			
Hyster (Receiving-Forklift) E45XM-27/ F108VO6353T	90 days			
Hyster (Receiving-Clamp) E45XM-33/ F108VO1784R	90 days			
Hyster (Shipping Forklift) E30X3 / C114VO8985T	90 days			
Hyster (Truck Bay) E40XL /C108VO3693G	120 days			
Hyster (Rider) B60XT /B199HO3624T	120 days			
Hyster (Rider) B60XT /B199HO3623T	120 days			
Hyster(Rider) B60XT /B199HO3634T	120 days			
Hyster (Rider) B60XT /B199H04807U	120 days			
Hyster(Rider) B60XT /B199H04806U	120 days			
Hyster(Rider) B60Z /A230N03383B	120 days			
Hyster(Rider) B60Z /A230N02208Z	120 days			

**EXHIBIT B – PART TWO**  
**BUDGET AND METHOD OF PAYMENT**

MAKE / MODEL SERIAL #	PM FREQUENCY	YEAR ONE Governor & Council To December 31, 2009	YEAR TWO January 1, 2010 To December 31, 2010	YEAR THREE January 1, 2011 To December 31, 2011
Hyster(Rider) B60Z /A230N03384B	120 days			
Hyster(Rider) B60Z /A230N04529D	120 days			
Hyster(Rider) B60Z /A230N02207Z	120 days			
Hyster(Rider) B60Z /A230N04528D	120 days			
Yale (Walker) MPW040 /N9454987	120 days			
Yale (Walker) MPW040 /N452100	120 days			
Mark Lift J-19 Serial #98816762	Bi-Annual			
Hyster W45XT/ A215HO322220S	Annual			
Hyster W40Z / B218N09475D	Annual			
Hyster W40XT /A218H03787W	Annual			
Hyster W403C /C135UXXXXX	Annual			
Hyster W45XT /B215H01817U	Annual			
Hyster W45XT /A215H03198S	Annual			
Yale MPB040-EN24T2748 Serial No. B827N19608C	Annual			
Clark WP40 / 0573-PM8023	Annual			
Hyster W40XT /A218H06135X	Annual			
Hyster W45XT /B215H01816V	Annual			

**EXHIBIT B – PART TWO**  
**BUDGET AND METHOD OF PAYMENT**

MAKE / MODEL SERIAL #	PM FREQUENCY	YEAR ONE Governor & Council To December 31, 2009	YEAR TWO January 1, 2010 To December 31, 2010	YEAR THREE January 1, 2011 To December 31, 2011
Hyster WP60XL /D135K3800G	Annual			
Clark WP 40 /0134-PM7122	Annual			
Toyota 7HBW23 37HBW23-25332	Annual			
Hyster W40XT/A218H06136X	Annual			
Yale NPB040EN24T2748 B827N19606C	Annual			
Hyster W45XT/A215H032005	Annual			
Yale MPB040 EN24T2748 B827N10305B	Annual			
Hyster W45XT/A215H03199S	Annual			
Big Joe DD124-A6 343084	Annual			
Yale MPB040-EN24T2748 B827N10306B	Annual			
Hyster W45XT /A215H02037S	Bi-Annual			
Hyster W45XT /A215H03197S	Annual			
Up-Right, Inc 63400-003 4553	Annual			
<b>TOTAL</b>				

**EXHIBIT B – PART TWO**  
**BUDGET AND METHOD OF PAYMENT**

**2. SERVICES OTHER THAN PREVENTATIVE MAINTENANCE:**

Billing Charges: Disclaimer: The figures below are ESTIMATE ONLY, and will be used to award this bid, and are NOT a guarantee of hours, dollars, materials, or mileage.

1. Billing repair rates are to include personnel and vehicles.
2. Charges shall consist of actual time at the job sites. An estimate of hours required and a number of staff needed to complete a requested service will be provided to the Liquor Commission by the Vendor at the time the Vendor schedules the work. Also, the Vendor must sign- in with the Store Manager upon start and completion of the work at the specified location.
3. Mileage allowed shall be portal to portal, or the distance from the previous worksite to the new worksite, whichever is less. The Liquor Commission will pay one (1) way on service calls; mileage and the rate of one (1) man.
4. The Liquor Commission retains the right to examine Vendor's invoices for the materials used in completing work. A copy of the Vendor's material invoices must be submitted with the billing to verify markup. The Liquor Commission will allow no other expenses incurred.

Charges shall consist of actual time at the job site. An estimate of hours required and number of workers needed to complete a requested service will be provided to the Liquor Commission by the Contractor at the time the Contractor schedules the work.

**Disclaimer: This estimate is based on prior year actual figures and will be used to award bid, but is not a guarantee of hours, dollars, or mileage.**

A. Other Service Pricing:

1. Normal Hourly Rates: \$ \_\_\_\_\_ Per person, Per hour X 250 hrs (EST) = \_\_\_\_\_ (a)

2. Other Hourly Rates: \$ \_\_\_\_\_ Per person, Per hour X 100 hrs (EST) = \_\_\_\_\_ (b)

B. Materials:

1. Materials - (Estimate only) = 10,000.00 (1)

2. Vendor's % of Mark-up: \_\_\_\_\_ X \$ 10,000.00 = \_\_\_\_\_ (2)

Total Estimate Additional Materials: (1) + (2) = \_\_\_\_\_ (c)

C. Mileage: 2,500 miles X Cost Per Mile \$ \_\_\_\_\_ = \_\_\_\_\_ (d)

Sub-Total Bid: (Add lines a - d) = \$ \_\_\_\_\_

**EXHIBIT B – PART TWO**  
**BUDGET AND METHOD OF PAYMENT**

**3. INVOICING:**

1. All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.
2. All invoices must be submitted within 30 days of the fiscal year-end, (June 30<sup>th</sup>) of each year for work completed within the current fiscal year. It is the contractor's further responsibility to ensure that they have been paid within 60 days from the time of submittal. If invoices haven't been submitted within the above mentioned time frame, approval will be required from The Governor and Executive Council prior to any processing of payments, which will delay the payment process.
3. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
4. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the contract. The State of New Hampshire Liquor Commission does not pay late charges or interest.

**EXHIBIT C**  
**SPECIAL PROVISION**

There are no special Provisions

## **ATTACHMENTS TO BE INCLUDED WITH BID RESPONSE**

NOTE: These forms will be REQUIRED during contract signing. We ask that you provide them during the bid submission if possible, or be prepared to furnish them during contract signing.

1. Certificate of Insurance: This certificate is obtained from the Bidder's Insurance Company. One Original and two copies should be returned with Bidder's Response Sheet. The amount of insurance should reflect the requested levels of the RFP.
2. Certificate of Authorization/Good Standing: This document may be obtained through the Secretary of State's Office located in the State House, 107 North Main Street, Concord, NH 03301, 603-271-3242. One Original and two copies should be returned with the Bidder's Response Sheet.
3. Certificate of Authority/Existence: This is merely a notarized form on your company's letterhead stating the individual signing the contract is authorized to enter into contracts on behalf of the company. Make sure this form is notarized and that the person that signs this form is not the same person that signs the contract. Standard forms available upon request. One Original and two copies should be returned with the Bidder's Response Sheet.