



**REQUEST FOR PROPOSAL**

**No. 2021-08-PARKING**

**PARKING LOT STRIPING**

**June 4, 2021**

**Issued by:**



**New Hampshire  
Liquor Commission  
50 Storrs Street  
Concord, NH 03301**

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**TABLE 1: SCHEDULE**

The following table sets forth the Schedule for this Request for Proposal (“RFP”). The Schedule is subject to change at the sole discretion of the New Hampshire Liquor Commission (“NHLC”). Any changes will be posted on the NHLC official website, [https://www.nh.gov/liquor/public\\_notices.shtml](https://www.nh.gov/liquor/public_notices.shtml). Proposers are responsible for checking the website for any schedule changes.

<b><u>Event</u></b>	<b><u>Responsibility</u></b>	<b><u>Date</u></b>
Request for Proposals Issued	NHLC	Friday, June 4, 2021
Deadline to Submit Inquiries By Electronic mail to NHLC Issuing Officer	Potential Respondents	Friday, June 18, 2021 at 2:00 p.m.
Anticipated Response Date to Inquiries	NHLC	Friday, June 25, 2021
Deadline for Submission of Sealed Proposals:  NH Liquor Commission ATTN: Janet Donnelly, RFP 2021-08 50 Storrs Street Concord, NH 03301	Proposers	Friday, July 9, 2021 at 2:00 p.m.

## **PART I - GENERAL INFORMATION FOR PROPOSERS**

### **1. PURPOSE**

The New Hampshire Liquor Commission (“NHLC” or “State”) seeks to procure a qualified contractor to provide periodic parking lot striping at the following locations:

1. Liquor Commission Headquarters, 50 Storrs Street, Concord, NH 03301
2. Store 2, 100B Route 9, West Chesterfield, NH 03466;
3. Store 15, 6 Ashbrook Court, Keene, NH 03431;
4. Store 62, Raymond Shopping Center, 11 Freetown Road, Route 27, Raymond, NH 03077;
5. Store 69, 27 Coliseum Avenue, Nashua, NH 03063;
6. Store 73, I-95 South, Hampton, NH 03843;
7. Store 76, I-95 North, Hampton, NH 03843;
8. Store 38, Portsmouth Circle, 500 Woodbury Ave, 03081; and
9. 14 Hall Street, Concord, NH 03301

The NHLC is issuing this Request for Proposals (RFP) to solicit and evaluate proposals from interested companies with the goal of contracting with one selected Contractor (“Contractor” or “Proposer”).

### **2. ISSUING OFFICE**

The Issuing Officer responsible for managing this RFP and the sole point of contact is:

Ms. Janet Donnelly, Paralegal  
NH Liquor Commission,  
50 Storrs Street  
Concord, NH, 03301  
(email: [janet.donnelly@liquor.nh.gov](mailto:janet.donnelly@liquor.nh.gov))

All inquiries regarding this RFP must be submitted electronically to the Issuing Officer.

3. **SCOPE**

This RFP contains instructions governing the required content of proposals, terms governing this procurement process, a description of the services sought by the NHLC, requirements that a proposer must satisfy to be eligible for consideration, evaluation criteria, standard contract terms and conditions, and other requirements that must be satisfied in each proposal.

4. **PROJECT DELIVERABLES**

NHLC proposes to enter into a four year agreement with a contractor to provide parking lot striping services on an as needed basis at various Liquor Commission locations throughout the State.

The scope of services shall include, but shall not be limited to:

- Repaint the existing spaces at all locations listed under Locations and Specifications.
- The paint used shall conform to NH Department of Transportation (“DOT”) specifications as described in NH DOT section 708 of the standard specifications for road and bridge construction.
- All line markings shall be reproduced in kind unless otherwise noted in this RFP, subsequent contract, or as further directed by a NHLC representative. All work shall be in accordance with standards set by the DOT specifications.
- The paint shall be applied with airless or air assisted spray equipment at the rate consistent with the specification standard and the lines shall be applied under dry conditions with humidity levels of 80% or less.
- The contractor shall ensure that newly applied pavement markings are protected from traffic until paint has cured and that method of protecting will not constitute a hazard to the traveling public. Any damage to any markings as a result of tracking shall be repaired by the contractor at their expense.

***THIS CONTRACT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE PARKING LOT STRIPING AT LOCATIONS LISTED AND DESCRIBED HEREIN.***

**Locations and Specifications:**

All areas listed as “spaces” are standard 20’ x 10’ areas. Handicap spaces must meet ADA requirements and be repainted in kind to their existing size and colors. Areas listed as truck, trailer and bus spaces are 40’ x 10’.

***\*Please note that the locations and specifications are estimates and are subject to change and/or modification.***

**LOCATION**

**SPECIFICATIONS**

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Liquor Commission Headquarters  
50 Storrs Street  
Concord, NH 03301

93 – Regular spaces  
1 – ADA standard space  
2 – Handicapped spaces with hash marks  
8 – Diagonal spaces with end hash marks

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#2 - 100B Route 9  
W. Chesterfield, NH 03466

2 – ADA spaces  
48 – Regular spaces  
3 – White crosswalks  
1 – White stop accompanied by 1 solid yellow line  
1 – Large white stop sign at the exit onto RT 9  
1 – Double solid yellow line all the way to RT 9

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#15- 6 Ashbrook Court  
Keene, NH 03431

3 – ADA spaces  
52 – Regular spaces

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#62 – Raymond Shopping Center,  
Route 27, RFD 2  
Raymond, NH 03077

4 – Lateral spaces  
2 – ADA spaces  
14 – Standard spaces

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#69 – 27 Coliseum Avenue  
Nashua, NH 03063

3 – Preferred spaces of low emitting cars  
6 – ADA spaces with white crosshatch between  
83 – Standard spaces

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#73 – I-95 South  
PO Box 1993  
Hampton, NH 03843

7 – Directional arrows, exit to be in yellow  
9 – Trailer spaces  
6 – Bus spaces  
8 – ADA spaces  
1 – Large crosshatched area in front of main entrance  
2 – No Parking spaces in 6-inch letters  
134 – Standard spaces  
Yellow crosshatch area between handicapped parking area  
and first row of regular spaces to prevent parking  
“FIRE LANE - NO PARKING” in front of store

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#76 – I-95 North  
PO Box 2081  
Hampton, NH 03843

1 - Crosswalk  
7 - ADA spaces with 3 white crosshatch every 2 spaces, with  
yellow curbs

5 – Trailer/Bus spaces  
5 – Yellow light pole stands  
261 – Standard spaces  
32 – Employee parking spaces in back  
1 – ADA employee parking space in back  
1 – Long stripe at the end of the parking lot by exit  
1 – White stripe for cart return are in front of store  
4 – Yellow stripes for entry ramps to sidewalks  
All curbing in the front of the store painted yellow  
Crosshatch area in front of main entry  
“FIRE LANE - NO PARKING” in front of store

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#38 – Portsmouth Circle,  
500 Woodbury Ave  
Portsmouth, NH 03801

2 – Cross walks  
6 – ADA spaces  
180 – Standard spaces  
5 – Yellow light poles in parking lot  
2 – Bus spaces

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NHLC Maintenance Facility  
14 Hall Street  
Concord, NH, 03301

13 – Regular spaces  
1 – ADA space  
1 – No parking at carport space

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## **PART II - RFP TERMS AND INSTRUCTIONS**

### **1. TYPE OF CONTRACT**

Any contract resulting from this RFP shall be structured as a not-to-exceed contract.

### **2. RFP INQUIRIES AND RESPONSES**

#### **A. Inquiry Submission**

All inquiries concerning this RFP, including requests for clarifications, requests for changes to the RFP, or exceptions to New Hampshire Form P-37, which is attached to this RFP as Appendix A, shall be submitted via email to [Janet.Donnely@liquor.nh.gov](mailto:Janet.Donnely@liquor.nh.gov), who shall be the Issuing Officer and single point of contact for this RFP. Proposers shall not contact the Issuing Officer by phone. Proposers shall not contact the issuing officer after the close of the proposal inquiry period. **All inquiries must be received by the RFP Issuing Officer no later than 2:00 p.m. on Friday, June 18, 2021.** Inquiries received after the Proposer Inquiry Period shall not be considered properly submitted and may not be answered.

The NHLC intends to issue official responses to properly-submitted inquiries on or before the date specified in the Schedule; however, this date is subject to change at the NHLC's discretion. The NHLC may consolidate or paraphrase inquiries for efficiency and clarity. The NHLC may amend this RFP on its own initiative or in response to issues raised by inquiries. Oral statements, representations, clarifications, or modifications shall not be binding upon the NHLC. The NHLC will post official responses at: [https://www.nh.gov/liquor/public\\_notices.shtml](https://www.nh.gov/liquor/public_notices.shtml). Proposers are responsible for viewing the most updated information before submitting a proposal.

### **3. AMENDMENT TO THE RFP**

The NHLC may amend this RFP at any time at its sole discretion. The NHLC will post any amendments on its website located at [https://www.nh.gov/liquor/public\\_notices.shtml](https://www.nh.gov/liquor/public_notices.shtml). The NHLC may extend deadlines and/or invite the submission of additional information from proposers. Proposers are responsible for checking the website periodically for any new information or amendments to the RFP. The NHLC shall not be bound by any verbal information, and any written information that is not contained within the RFP or formally issued as an amendment by the Issuing Officer.

### **4. PROPOSAL FORMAT**

Proposers must submit a complete response to this RFP using the format specified in Part III. An official authorized to bind the proposer to its proposal must sign the proposal.

### **5. PROPOSALS AND AWARDS**

The NHLC intends to award a contract to one proposer as a result of this RFP. Notwithstanding the foregoing or any provision of this RFP to the contrary, the NHLC reserves the right, at any time and in its sole discretion, to reject any or all proposals, wholly or in part, and/or to award multiple

contracts to one or more proposers, wholly or in part. A contractor will not retain any exclusive rights to provide the services and supplies described in this RFP process during the term of a contract or any extension thereto. The NHLC may, at its sole discretion, obtain services and related materials from other contractors.

**6. PROPOSAL SUBMISSION**

**A. Proposal Submission Deadline**

Proposals must be submitted in hard copy and clearly marked “New Hampshire Liquor Commission, Response to RFP 2021-08-PARKING.” Proposals must be submitted to the Issuing Office no later than the Closing Date and Time in Table 1: *Schedule*. **Any Proposer that elects to mail its Proposal must allow sufficient mail delivery time to ensure timely receipt.** The NHLC accepts no responsibility for mislabeled, damaged, or delayed mail. Proposals will not be accepted via electronic mail or facsimile transmission. The receipt of a Proposal by the State’s mail system does not qualify as receipt of a Proposal by the Issuing Office.

If due to inclement weather, natural disaster or any other cause, the location in which Proposals are to be returned is closed on the Closing Date and Time in Table 1: *Schedule*, the deadline for submission shall be automatically extended until the next NHLC business day in which the Issuing Office is open, unless the Proposers are otherwise notified by the Issuing Office. The time for submission of proposals shall remain the same. Proposals not submitted by the Closing Date and Time in Table 1: *Schedule* or as otherwise extended pursuant to this RFP shall be rejected.

**B. Proposal Receipt**

A Proposal will be considered received on the date and time of the NHLC’s receipt as officially documented by the NHLC.

**C. Proposal Information**

1. Proposal packages must be delivered to the address below and identified on the outside of the envelope as:

Proposals: Courier Delivery Only  
New Hampshire Liquor Commission  
ATTN: “Janet Donnelly, RFP 2021-08-PARKING”  
50 Storrs Street  
Concord, NH 03301  
By Mail Only  
New Hampshire Liquor Commission  
ATTN: Janet Donnelly, RFP 2021-08-PARKING  
50 Storrs Street  
Concord, NH 03301

From: Company/Proposer Name  
Address  
Phone Number and Fax Number  
Email Address

2. All Proposal packets submitted in response to this RFP must consist of:
  1. One (1) original (clearly identified as such) and three (3) copies of the “Technical Proposal,” including all required attachments; and
  2. One (1) original Cost Proposal in a separate and sealed envelope labeled “COST PROPOSAL.”
3. Proposers are advised to carefully read and complete all information requested in this RFP. **A proposal that does not comply with the conditions for submittal may be considered unacceptable by the NHLC and may be rejected without further consideration.**
4. The contents of the proposal of the successful proposers(s) will become contractual obligations, except to the extent the contents are changed through best and final offers or contract discussions. The finalized and approved contract language shall prevail over the proposal in the event of any inconsistency or ambiguity.

## **7. EVALUATION OF PROPOSALS AND CRITERIA**

Proposals will be evaluated to determine whether they conform to the requirements of this RFP. Proposals that fail to meet the requirements, including timeliness, completeness, format and content, may be rejected without further evaluation. Proposers will be notified in writing or by electronic mail. Each conforming proposal shall be evaluated based on experience, capacity to perform as required, and price.

The NHLC may cancel this RFP in its sole discretion for any reason.

## **8. PLANNED EVALUATIONS**

The NHLC will use the following process:

- Initial screening to ensure that the Proposals are in compliance with submission requirements;
- Evaluation of Technical Proposals and scoring;
- Review of Cost Proposals and final scoring;
- Best and Final Offer (BAFO), if deemed beneficial; and
- Select the highest-scoring Proposer and begin contract negotiation.

## **9. INITIAL SCREENING**

The NHLC will conduct an initial screening to verify Proposer compliance with the submission requirements set forth in this RFP. A Proposal that fails to satisfy either submission requirements or minimum standards may be rejected without further consideration.

## **10. TECHNICAL SCORING OF PROPOSALS**

The NHLC will select an evaluation team to score Technical Proposals (*i.e.* non-cost related criteria).

## 11. COST PROPOSAL REVIEW

The evaluation team will unseal and review Cost Proposals after scoring Technical Proposals. Each Cost Proposal will be scored independently according to the following formula:

$$\text{Vendor's Cost Proposal Score} = \left( \frac{\text{Lowest Proposed Cost}}{\text{Vendor's Proposed Cost}} \right) \times \text{Total Possible Points}$$

Proposers are advised that this **is not a lowest bid award** and that the score of the Cost Proposal will be combined with the other categories to determine the highest-scoring Proposer.

## 12. BEST AND FINAL OFFER

Upon completion of the scoring process, the NHLC may, at its sole discretion, invite the highest-scoring Proposers to submit a “Best and Final Offer” (BAFO”).

The NHLC reserves the right to select the Proposer based solely on the initial proposals and is under no obligation to solicit a BAFO from any Proposers. Proposers are encouraged to provide their most competitive prices in their initial proposals in the event the NHLC does not request a BAFO.

If the NHLC invites a Proposer to submit a BAFO, the NHLC will provide a submission deadline. The NHLC may communicate in writing to any Proposer selected to participate in the BAFO any price or cost targets that the NHLC is seeking for the BAFO. All restrictions on contact with NHLC employees shall remain in effect during the BAFO period.

Each invited Proposer may only make one BAFO. The BAFO may not alter the substance of the Proposer’s technical proposal. The BAFO may only amend the Proposer’s initial Cost Proposal.

To the extent the NHLC solicits and receives a BAFO pursuant to this section, the NHLC will re-score the BAFO participants’ Cost Proposal. The NHLC will not select a Proposer based on the lowest-priced BAFO proposal. A final selection, if any, shall be based on the combined score of the technical proposal and the BAFO Cost Proposal. Only those Proposers who were invited to submit a BAFO will be considered for the award.

## 13. FINAL SELECTION

The NHLC will conduct a final selection based on its evaluation of the initial proposals or, if requested, as a result of the Best and Final Offer, and begin contract negotiations with the selected Proposer.

Following scoring, the NHLC may issue an “intent to negotiate” notice to a Proposer based on its evaluations. Should the NHLC be unable to reach agreement with the selected Proposer during Contract discussions, the NHLC may then undertake Contract discussions with the second preferred Proposer and so on, or the NHLC may reject all proposals, cancel this RFP, or solicit new proposals under a new acquisition process.

#### **14. RIGHTS OF THE NHLC IN ACCEPTING AND EVALUATING PROPOSALS**

The NHLC reserves the right to:

- a. Make independent investigations in evaluating Proposals and consider any source of information, including but not limited to State employees, previous customer experiences, internet research, and rating agencies;
- b. Request additional information to clarify elements of a Proposal;
- c. Waive minor or immaterial deviations from the RFP requirements, if determined to be in the best interest of the State;
- d. Omit any planned evaluation step if, in the NHLC's view, the step is not needed;
- e. At its sole discretion, reject any and all Proposals at any time;
- f. Cancel this RFP;
- g. Initiate a new procurement process for the same services; and/or
- h. Open contract discussions with the second highest scoring Proposer and so on, if the NHLC is unable to reach an agreement on Contract terms with the higher scoring Proposer(s).

#### **15. NON-COLLUSION**

The Proposer's signature on a Proposal submitted in response to this RFP guarantees that the prices, terms and conditions, and work quoted have been established without collusion with other Proposers and without effort to preclude the NHLC from obtaining the best possible competitive Proposal.

#### **16. PROPERTY OF THE NHLC**

All material received in response to this RFP shall become the property of the State of New Hampshire and will not be returned to the Proposer. Upon Contract award, the NHLC reserves the right to use any information presented in any Proposal.

#### **17. CONFIDENTIALITY OF PROPOSAL**

Unless necessary for the approval of a contract, the substance of a proposal must remain confidential until the Effective Date of any Contract resulting from this RFP. A Proposer's disclosure or distribution of Proposals other than to the NHLC will be grounds for disqualification.

#### **18. PUBLIC DISCLOSURE**

In order to protect the integrity of the bidding process, notwithstanding RSA 91-A:4, no information shall be available to the public, or to the members of the general court or its staff concerning specific responses to requests for bids (RFBs), requests for proposals (RFPs), requests for applications (RFAs), or similar requests for submission for the purpose of procuring goods or services or awarding contracts from the time the request is made public until the closing date for responses. On the closing date for responses, the NHLC will post the number of responses received with no further information on the NHLC website. At least 5 business days prior to submitting the proposed contract to the department of administrative services, the NHLC will post the rank or score for each responding vendor on its website. RSA 21-G:37.

The content of each Proposal shall become public information upon the award of any resulting Contract. *Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A.* However, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to this request for proposal should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as “CONFIDENTIAL.” A designation by the Proposer of information it believes exempt does not have the effect of making such information exempt. The NHLC will determine the information it believes is properly exempted from disclosure. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Proposer pricing will be subject to disclosure upon approval of the contract. The NHLC will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential.

If a request is made to the NHLC to view portions of a Proposal that the Proposer has properly and clearly marked confidential, the NHLC will notify the Proposer of the request and of the date the NHLC plans to release the records. By submitting a Proposal, Proposers agree that unless the Proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the NHLC may release the requested information on the date specified in the NHLC’s notice without any liability to the Proposers.

#### **19. NON-COMMITMENT**

Notwithstanding any other provision of this RFP, this RFP does not commit the NHLC to award a Contract. The NHLC reserves the right, at its sole discretion, to reject any and all Proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new Proposals under a new acquisition process.

#### **20. PROPOSAL PREPARATION COST**

By submitting a Proposal, a Proposer agrees that in no event shall the NHLC be either responsible for or held liable for any costs incurred by a Proposer in the preparation of or in connection with the Proposal, or for Work performed prior to the Effective Date of a resulting Contract.

#### **21. ETHICAL REQUIREMENTS**

From the time this RFP is published until a contract is awarded, no Proposer shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any Proposer that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any Proposer that has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or that is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such Proposer shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A Proposer that was disqualified under this section because of a pending criminal charge that is subsequently dismissed, results in an acquittal, or is annulled, may notify the Department of Administrative Services, which shall note that

information on the list maintained on the state's internal intranet system, except that in the case of annulment, the information shall be deleted from the list.

## **22. CHALLENGES ON FORM OR PROCESS OF THE RFP**

A proposer questioning an agency's identification of the selected vendor may request that the agency review its selection process. Such request shall be made in writing and be received by the agency within 5 business days after the rank or score is posted on the agency website. The request shall specify all points on which the proposer believes the agency erred in its process and shall contain such argument in support of its position as the proposer seeks to present. In response, the issuing agency shall review the process it followed for evaluating responses and, within 5 business days of receiving the request for review, issue a written response either affirming its initial selection of a vendor or canceling the RFP. In its request for review, a proposer shall not submit, and an agency shall not accept nor consider, any substantive information that was not included by the proposer in its original proposal. No hearing shall be held in conjunction with a review. The outcome shall not be subject to appeal.

The Proposer acknowledges that by submitting a proposal, the Proposer has waived any challenges to the NHLC's authority to conduct this procurement and to the form and process of this RFP.

## **23. RESTRICTION OF CONTACT WITH NHLC EMPLOYEES**

From the date of release of this RFP until an award is made and announced regarding the selection of a Proposer, *all communication regarding this RFP with NHLC employees or other vendors under contract with the NHLC is forbidden.* NHLC employees have been directed not to hold conferences or engage in discussions concerning this RFP with any potential contractor during the selection process. Proposers may be disqualified for violating this restriction on communications.

## **24. OBJECTIONS TO STANDARD CONTRACT TERMS AND CONDITIONS**

The NHLC will require the successful Proposer to execute a Not-to-Exceed Contract using the Standard Terms and Conditions of the State of New Hampshire, which is attached as Appendix A. The use of the phrase "not-to-exceed" in this context means that the Proposer will agree to a not-to-exceed cap on the total value of the Contract, referred to as a "price limitation." The price limitation is the maximum amount payable to the selected contractor over the life of the contract.

To the extent that a Proposer believes that exceptions to Standard Terms and Conditions (P-37) will be necessary for the Proposer to enter into the Agreement, **the Proposer should submit those exceptions to the NHLC during the Proposer Inquiry Period.** The NHLC will review requested exceptions and accept, reject, or note that it is open to negotiation of the proposed exception at its sole discretion. If the NHLC accepts a Proposer's exception the NHLC will, at the conclusion of the inquiry period, provide notice to all potential Proposers of the exceptions that it has accepted and indicate that the exception is available to all potential Proposers. **Any exceptions to the standard form contract that are not raised during the Proposer Inquiry Period are waived.** In no event is a Proposer to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation.

**25. NEWS RELEASES**

Proposers shall not issue news releases, internet postings, advertisements, or other public communications pertaining to this project without prior written approval of the NHLC, and only in coordination with the Issuing Officer.



## **PART III - INFORMATION REQUIRED FROM THE PROPOSER**

Proposals must be submitted in the following format, including heading descriptions:

### **1. TECHNICAL PROPOSAL**

#### **A. Company Profile and Organizational Capacity**

Describe the company's background and ability to provide parking lot striping services to the NHLC. Include in your response a description of how your company's size and organizational structure will enable it to provide parking lot striping services to the NHLC that are of a higher quality than your competitors. Include the following information in your response:

- Full legal company name;
- Year business started;
- If applicable, information on any parent or subsidiary relationships;
- State of formation;
- Location of headquarters;
- Current number of individuals employed; and
- Relevant licenses or certifications held.

#### **B. Company Experience**

Provide a detailed summary of your company's experience providing parking lot striping services to commercial clients, with an emphasis on retail businesses. Include examples of projects completed for retail businesses where the size and scope are similar to the size of the NHLC and this project. Provide three (3) references by customer, including the name, current address, and telephone number of the responsible official who may be contacted. The NHLC reserves the right to contact any and all persons listed by the Proposer concerning past work experience. All contact information must be current. The NHLC shall not be responsible to search for contact information.

### **2. COST PROPOSAL**

#### **A. Price (annual striping):**

Provide your pricing below for annual striping at each location listed below. Although the NHLC is requesting annual pricing for each location as a means of evaluating participating vendors' pricing, the NHLC does not anticipate that the selected contractor will need to perform striping at each location every year. Rather, the NHLC will request striping jobs from the selected Contractor on an "as needed" basis over the life of the contract.

<b>Location</b>	<b>Labor Cost 2021</b>	<b>Materials Cost 2021</b>	<b>Total Cost 2021</b>
Store #2—West Chesterfield			
Store #15—Keene			
Store #62—Raymond			
Store #69—Nashua			
Store #73—I-95 South			
Store #76—I-95 North			
Store #38—Portsmouth			
NHLC Headquarters			
14 Hall Street (Concord)			

**TOTAL COST - 2021:**

\$ \_\_\_\_\_

<b>Location</b>	<b>Labor Cost 2022</b>	<b>Materials Cost 2022</b>	<b>Total Cost 2022</b>
Store #2—West Chesterfield			
Store #15—Keene			
Store #62—Raymond			
Store #69—Nashua			
Store #73—I-95 South			
Store #76—I-95 North			
Store #38—Portsmouth			
NHLC Headquarters			
14 Hall Street (Concord)			

**TOTAL COST – 2022:**

\$ \_\_\_\_\_

<b>Location</b>	<b>Labor Cost 2023</b>	<b>Materials Cost 2023</b>	<b>Total Cost 2023</b>
Store #2—West Chesterfield			
Store #15—Keene			
Store #62—Raymond			
Store #69—Nashua			
Store #73—I-95 South			
Store #76—I-95 North			
Store #38—Portsmouth			
NHLC Headquarters			
14 Hall Street (Concord)			

**TOTAL COST - 2023:**

\$ \_\_\_\_\_

<b>Location</b>	<b>Labor Cost 2024</b>	<b>Materials Cost 2024</b>	<b>Total Cost 2024</b>
Store #2—West Chesterfield			
Store #15—Keene			
Store #62—Raymond			
Store #69—Nashua			
Store #73—I-95 South			
Store #76—I-95 North			
Store #38—Portsmouth			
NHLC Headquarters			
14 Hall Street (Concord)			

**TOTAL COST - 2024:**

\$ \_\_\_\_\_

**PART IV – EVALUATION OF PROPOSALS**

**1. INITIAL SCREENING**

The NHLC will conduct an initial screening to verify Proposer compliance with the technical submission requirements set forth in this RFP. The NHLC may waive or offer a limited opportunity to cure immaterial deviations from the RFP requirements if it is determined to be in the best interest of the NHLC.

**2. CRITERIA FOR EVALUATION AND SCORING**

The NHLC Evaluation Committee will review and evaluate each responsive proposal according to the criteria outlined below using a scoring scale of 100 points:

CATEGORIES	POINTS	
<b>TECHNICAL</b>		<b>40</b>
Experience – Proposer Company and Staff Experience	20	
Capacity – Proposer’s organizational capacity to meet the project needs	20	
<b>COST</b>		<b>60</b>
Overall Engagement Price	60	
<b>TOTAL POTENTIAL POINTS</b>		<b>100</b>

**3. COST PROPOSAL SCORING**

The Cost Proposal will be allocated a maximum potential score of 60 points. For Section A of the Cost Proposal (Annual Striping), the NHLC will determine proposers’ scores using the formula set forth in Part II, Section 12, above. The NHLC will apply the formula independently to each years’ total cost for all locations. Each years’ total cost will receive a maximum of 15 points. The NHLC will then combine each proposer’s per-year total cost to obtain a maximum of 60 points, which will constitute the “Overall Engagement Price” scoring.

#### 4. **AWARD**

If, following the RFP process, the NHLC decides to engage in contract discussions/negotiations with a Proposer, it will do so with the responsible Proposer(s) meeting the criteria established in this RFP and achieving the highest evaluation scores based on evaluation of initial Proposals or as a result of the Best and Final Offer.

## **APPENDICES**

## APPENDIX A

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

### AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

#### GENERAL PROVISION

##### 1. IDENTIFICATIONS.

1.1 State Agency Name New Hampshire State Liquor Commission		1.2 State Agency Address 50 Storrs St., Concord, NH 03301	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation \$
1.9 Contracting Officer for State Agency		1.10 State Agency Telephone Number	
1.11 Contractor Signature		1.12 Name and Title of Contractor Signatory	
1.13 Acknowledgment: State of _____, County of _____  On, _____, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  (Seal)			
1.13.2 Name and Title of Notary Public or Justice of the Peace			
1.13 State Agency Signature  Date:		1.15 Name and Title of State Agency Signatory	
1.16 Approval by the N.H. Department of Administration, Division of Personnel ( <i>if applicable</i> ) By: _____ Director, On: _____			
1.17 Approval by Attorney General (Form, Substance, and Execution) ( <i>if applicable</i> ) By: _____ On: _____			
1.18 Approval by Governor and Executive Council ( <i>if applicable</i> ) By: _____ On: _____			

**2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED.**

The State of New Hampshire, acting through the agency identified in block 1.1 (“State”), engages Contractor identified in block 1.3 (“Contractor”) to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference (“Services”).

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 (“Effective Date”).

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available

appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the



Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

## **7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subContractor or other person, firm or corporation with whom it is

engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

## **8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages

the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

## **9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

9.1 As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**10. TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report (“Termination Report”) describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

**11. CONTRACTOR’S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an

independent Contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers’ compensation or other emoluments provided by the State to its employees.

**12.ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

**13. INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

## **14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subContractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and

endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

#### **15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subContractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subContractor or employee of Contractor, which might arise under applicable State of

New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**17. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

**18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

**20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.