



**REQUEST FOR PROPOSALS
RFP 2024-09-LANDSCAPING
PROFESSIONAL LANDSCAPING SERVICES**

August 29, 2024

Issued by:



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

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TABLE 1: SCHEDULE OF EVENTS

The following table provides a schedule of events for this Request for Proposals (“RFP”). The NHLC reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum. Any such Addendum will be affected by posting on the NHLC official website at <http://gov.liquorandwineoutlets.com/public-notices> Proposers are responsible for checking the website.

| <u>EVENTS</u> | <u>RESPONSIBILITY</u> | <u>DATE</u> |
|---|------------------------------|--|
| Request for Proposals Issued | NHLC | Thursday, August 29, 2024 |
| Deadline to Submit Inquiries by Electronic Mail to NHLC Issuing Officer | Potential Bidders | Friday, September 13, 2024, by 2:00 p.m. |
| Anticipated Response Date to Inquiries | NHLC | Friday, September 20, 2024, by 2:00 p.m. |
| Deadline for Submission of Proposals | Bidders | Friday, October 4, 2024, by 2:00 p.m. |

PART I: GENERAL INFORMATION AND SCOPE OF WORK

1. PURPOSE

The N.H. Liquor Commission (“NHLC” or “State”) seeks to procure services for professional landscaping services at two (2) retail store locations: Keene and West Chesterfield, New Hampshire. The NHLC is issuing this RFP to solicit and evaluate proposals from interested Bidders with the goal of contracting with one selected Vendor. This RFP describes the services sought by the NHLC and provides the terms governing the procurement process, including instructions governing the required content of a proposal, and the criteria by which submissions are evaluated. A Bidder may submit a proposal as further described in Part III of this RFP.

2. BIDDER INSTRUCTIONS

Interested Bidders must read the entire RFP and submit the required documents in the manner specified in the RFP. Bidders are responsible for reviewing the most updated information related to this RFP before submitting proposals. If a Bidder’s response to this RFP does not comply with the conditions for submittal, the NHLC may reject it without further consideration.

3. SCOPE OF WORK

A. Minimum Qualifications

The successful vendor must have a minimum of five (5) years’ experience providing landscaping services for commercial projects. The successful vendor shall have the technical capability and employ a sufficient number of trained technicians to provide landscaping services, at two (2) retail store locations: Keene and West Chesterfield, New Hampshire, according to the following requirements:

- 1) Vendor shall be familiar with, or had the opportunity to become familiar with, the conditions and requirements of these specifications having ascertained pertinent local conditions, such as equipment conditions, locations, accessibility, and general character of the sites.
- 2) The successful vendor shall furnish all materials, equipment, labor, and transportation necessary to provide the services described herein.

The two NHLC Liquor & Wine Outlet locations are set out in Appendix A.

B. Project Deliverables

The successful Contractor will be expected to provide the following services for two (2) retail store locations located in Keene and West Chesterfield, New Hampshire:

1) Grass Cutting/Trimming:

- a. All turf areas shall be mowed once per week from April through October.
- b. Lawn areas are mowed at no less than three (3) inches in height.
- c. Clippings will be left on the lawn, as long as, no readily visible clumps remain on the grass surface 24-hours after mowing. Otherwise, clippings will be collected and removed by the Contractor.

- d. All sidewalks, fences, parking lots, and other surfaced areas bordered by grass, buildings adjacent to turf, trees, plant rings, and beds will be edged with every mowing.
- e. Line trimming will be used around trees and shrubs with extra care being given to minimize injury to the bark of plants and trees.
- f. Contractor will clean up all clippings from sidewalks, parking lots, and roadways immediately after mowing and/or edging.

2) **Seeding:**

- a. Any bald turf areas shall be free from dead leaves, grass or debris.
- b. Remove and discard any poor grass or weeds within the area.
- c. Rake out bald areas until smooth and no big clumps are in soil.
- d. Provide a thin layer of quality seeds on the bald area, raking the seeds gently into the topsoil or compost.
- e. Cover the repaired area with straw or like material to hold in moisture and protect seeds from birds.
- f. Water seeds daily until germination have taken place.

3) **Loam:**

- a. Loam shall be applied on an as needed basis and by the direction of the Contracting Officer of the NHLC.

4) **Pruning:**

- a. Shrubs will be pruned, by hand, as needed, to ensure proper informal shape, fullness, and bloom. Electronic and/or gasoline powered shears can be used in pruning.
- b. Tree pruning will be done at least once per year and is limited to branches below twenty (20) feet in height.
- c. Branches will be pruned just outside the brand collar.
- d. Pruning paint will not be applied.
- e. Sucker growth will be removed by hand from the base of trees. No herbicides will be used.
- f. Shrubs and vines must be trimmed as needed to permit unobstructed passage to customers or vehicles.
- g. Trimming near vehicular entry or exits shall be carried out to prevent sight restrictions.
- h. No trees under utility lines will be pruned.
- i. No pruning will be done during or immediately following growth flushes.
- j. Contractor will remove all litter.

5) **Mulching:**

- a. All mulched areas shall be replenished once a year during the spring months (April-May).
- b. The bark mulch must maintain a depth of no less than three (3) inches.
- c. The cost of the bark mulch will be agreed upon prior to such service being rendered.
- d. All curb, roadway, and bed line edges will be trenched to help contain the applied mulch.

6) **Weeding:**

- a. All weeds shall be removed, including stores with flower beds.

7) **Raking/Leaf Removal:**

- a. All leaves and fallen twigs, branches, and limbs shall be raked and removed during the course of a normal season and additionally after a major (rain) or heavy windstorm.
- b. All leaves and fallen twigs, branches, and limbs shall be removed from the premise by the end of the landscaping season in November.
- c. All labor, tools, transportation, disposal costs, materials, and equipment relative to leaf removal shall be the responsibility of the Contractor.

B. Additional Requirements

- 1) Any service required above and beyond normal manufacturer preventative maintenance in an amount over \$250.00 will require a written estimate. The Contractor shall provide the written estimate and obtain approval from the Contract Officer, before any work is performed.
- 2) The Vendor shall perform all work and furnish all materials, tools, equipment, and safety devices necessary for the execution of work.
- 3) The Vendor shall perform all work according to the best practices and standards of the trade and in accordance with local, state, and federal codes.
- 4) The Vendor shall complete work to the satisfaction of the NHLC and in accordance with the specifications herein mentioned, at the price herein.
- 5) Major projects or services shall require an estimate prior to work commencing. The estimate shall be provided at no charge to the NHLC.
- 6) The Vendor shall take all responsibility for work under this contract, for the protection of the work, and for preventing injuries to persons and damage to property and utilities on or about the work. The Vendor shall in no way be relieved of its responsibility by any right of the NHLC to give permission or issue orders relating to any part of the work, or by any such permission given on orders issued or by failure of the NHLC to give such permission or issue such orders.
- 7) The Vendor shall bear all losses on account of the amount or character of the work performed, or because the nature in which the work performed is different from what was estimated or expected, or on account of the weather, elements, or other causes.

- 8) The NHLC shall require correction of defective work or damages to any part of the building or its appurtenances when caused by the Vendor's employees, equipment, or supplies. The Vendor shall place in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure by the Vendor to proceed promptly with the necessary corrections, the State may withhold any monetary amount necessary to correct all defective work or damages from payments to the Vendor.
- 9) The Contractor's employees shall consist of qualified technicians who are completely familiar with the products and equipment they shall use. The NHLC Contracting Officer(s) may require the Vendor to dismiss such employees as they deem incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security.
- 10) **The NHLC may request that the Vendor provide security clearance and background checks for any Vendor representative working at any NHLC location.**
- 11) Vendor shall provide photo identification badges for all its employees and employees or representatives shall wear the photo identification badges when working at any NHLC location.
- 12) The Vendor or their staff shall not represent themselves as employees or agents of the State.
- 13) While on the NHLC property, Vendor's staff shall be subject to control of the State, but under no circumstances shall such staff be deemed to be employees of the State or NHLC.
- 14) The Vendor and its staff shall observe all regulations or special restrictions in effect at the location being serviced.
- 15) The Vendor and its staff shall perform all work in such a manner as not to inconvenience building occupants. The Vendor shall determine the NHLC's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
- 16) The Vendor and its staff shall be allowed only in areas where work is being performed. The use of state telephones is prohibited.
- 17) Any Contract resulting from this RFP shall not, in whole or in part, be subcontracted, assigned, or otherwise transferred to any other Vendor without prior written approval by the NHLC. In the event the NHLC approves the use of a subcontractor, the Vendor shall be directly responsible for subcontractor's performance and work quality. Subcontractors must abide by all terms and conditions under this RFP and any resulting contract.
- 18) The Vendor shall maintain a Certificate of Good Standing with the Office of the Secretary of State of New Hampshire at all times and shall produce the same, dated within sixty (60) days, upon request.

PART II - CONTRACT TERMS AND INSTRUCTIONS

1. **TYPE OF CONTRACT AND CONTRACT PERIOD**

Any contract resulting from this RFP shall be structured as a not-to-exceed contract. The contract will be for a period of three (3) years with a possibility of two, two-year extensions.

Contract Continuity: Upon expiration of the initial contract term or any extension to it, the Bidder must continue to provide all services required under the same terms and conditions of the then-in-force contract on a month-to-month basis for a period not to exceed four (4) months to enable the NHLC to identify a satisfactory replacement.

2. **PROPOSALS AND AWARDS; NON-EXCLUSIVE CONTRACT**

The NHLC intends to award a contract to one Bidder. However, 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 Bidders, wholly or in part. A Vendor will not retain any exclusive rights to provide the services and supplies described in this RFP. The NHLC reserves the right, at its discretion, to retain other vendors to provide any of the services or deliverables identified in this RFP or make an award by item, part or portion of an item, group of items, or total Proposal.

3. **STANDARD CONTRACT TERMS**

The NHLC will require the selected Vendor to execute a contract using the Standard Terms and Conditions of the State of New Hampshire (Form P-37) which is attached as Appendix A. In no event is a Bidder to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this RFP.

The terms of this RFP and the selected Vendor's Proposal will be used to form the terms of any resulting contract. The resulting contract may incorporate some or all of the selected Vendor's Proposal. References in Form P-37 to Exhibits A, B, and C are references to the required structure of any resulting contract (Exhibit A – Special Provisions/Amendments to the P-37, Exhibit B – Scope of Services, and Exhibit C – Payment Terms) and are not references to sections of this RFP.

The NHLC may consider modifications to Form P-37. If a Bidder believes that exceptions to Form P-37 are necessary, the Bidder shall raise those issues during the RFP Inquiry and Response Period by requesting an exception to the provision at issue. The NHLC will review requested exceptions and accept, reject, or note that it is open to negotiation of the proposed exception. The NHLC will provide notice of the exceptions that have been accepted or deemed negotiable by posting this information on its website.

PART III: REQUEST FOR PROPOSAL PROCESS

1. **AGENCY POINT OF CONTACT**

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

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

2. **PROHIBITED COMMUNICATIONS**

From the issue date of this RFP until an award is made and announced regarding the selection of a Vendor, the Issuing Officer shall serve as the sole point of contact for this RFP. Bidders are prohibited from distributing any part of their proposals except to the Issuing Officer as required under this RFP. All communication with personnel employed by or under contract with the NHLC regarding this RFP is prohibited unless first approved by the RFP Issuing Officer. NHLC employees have been directed not to hold conferences and/or discussions concerning this RFP with any potential Bidder during the selection process, unless otherwise authorized by the RFP Issuing Officer. Bidders may be disqualified for violating this restriction on communications.

3. **RFP INQUIRIES AND RESPONSES**

- A. **Inquiry Submission.** All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, any changes to the RFP, and any exceptions to the contract terms in Appendix A, including the Form P-37, shall be submitted via electronic mail (with the subject line titled “RFP-2024-09-Landscaping: Professional Landscaping Services Questions”) to the Issuing Officer, Janet Donnelly, at Janet.M.Donnelly@liquor.nh.gov. Bidders shall not contact the Issuing Officer by telephone. Bidders shall not contact the Issuing Officer after the close of the inquiry period. All inquiries must be received by the Deadline to Submit Inquiries (see Table 1: Schedule of Events herein).
- B. **NHLC Responses to Inquiries.** The NHLC intends to issue responses to inquiries submitted on or before the date specified in Table 1: Schedule of Events; however, this date is subject to change at the NHLC’s discretion. The NHLC may consolidate and/or paraphrase questions for sufficiency and clarity. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the NHLC. The NHLC will post responses at <http://gov.liquorandwineoutlets.com/public-notices>. Bidders are responsible for reviewing the most updated information related to this RFP before submitting a proposal.

4. **OPTIONAL SITE VISIT**

The optional site visit is for informational purposes only. Potential bidders may visit the locations listed in Appendix A if they wish, however, the visit must be during the Outlet Stores operating hours and prior to the date specified in Table 1: Deadline to Submit Inquiries by Electronic Mail, in the event they have any questions after viewing the site(s). Further, no potential bidder is to have any contact with any NHLC Outlet employee at either location.

5. **AMENDMENT TO THE RFP**

The NHLC may amend this RFP at any time and at its sole discretion. The NHLC will post any amendments to the RFP on the NHLC official website located at <http://gov.liquorandwineoutlets.com/public-notices>. In the event of an amendment to this RFP, the NHLC may extend deadlines and/or invite submission of additional information. Bidders 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 or any written information that is not contained within the RFP or formally issued as an amendment by the Issuing Officer.

6. **PROPOSAL SUBMISSION**

- A. **Proposal Submission Deadline:** Proposals must be submitted in hard copy and clearly marked “New Hampshire Liquor Commission, Response to RFP-2024-09-Landscaping.” Proposals must be received by the Issuing Officer no later than the Deadline for Submission of Proposals in Table 1: Schedule of Events. Any Bidder that elects to mail its proposal must allow sufficient mail delivery time to ensure timely receipt of its proposal. The NHLC accepts no responsibility for mislabeled, damaged, undeliverable, or delayed mailed proposals. Proposals will not be accepted via electronic mail or facsimile transmission.

If, due to inclement weather, natural disaster, or any other cause the location to which proposals are to be returned is closed on the Deadline for Submission of Proposals in Table 1: Schedule of Events, the deadline for submission shall be automatically extended until the next day the office is open, unless the Bidders are otherwise notified. The time for submission of proposals shall remain the same.

Proposals not received by the Deadline for Submission of Proposals in Table 1: Schedule of Events or as otherwise extended pursuant to this RFP will 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. **Submission Information:** Proposals shall be delivered to the address below and identified on the envelope as:

Proposals: New Hampshire Liquor Commission
 ATTN: Janet Donnelly, RFP-2024-09-LANDSCAPING
 50 Storrs Street
 Concord, NH 03302

From: Company/Bidder Name
 Address of Bidder
 Phone No. Of Bidder
 Fax No. of Bidder
 Email Address of Bidder

D. **Format of Submission:**

All proposals submitted must consist of:

- I. One (1) original (clearly identified as such) and three (3) copies (clearly identified as such) of the Technical Proposal, including all required attachments; and

II. One (1) original Cost Proposal **in a separate and sealed envelope** labeled “COST PROPOSAL.”

- E. **Requirements of Proposal:** Bidders must submit a complete response to this RFP using the format specified in Part V and provide all information requested. If the Bidders response does not comply with the conditions for submittal to this RFP, the NHLC may reject it.
- F. **Economy of Preparation:** Proposals should provide a straightforward, concise description of the Bidder's ability to meet the requirements of the RFP.

7. **RFP TERMS AND CONDITIONS**

- A. **Proposal Preparation Cost:** By submitting a proposal, the Bidder agrees that in no event shall the NHLC be either responsible for or held liable for any costs incurred by a Bidder in the preparation of or in connection with the proposal, or for work performed prior to the Effective Date of a resulting contract.
- B. **Validity of Proposal:** Proposals must be valid for one hundred and eighty (180) days following the Deadline for Submission of Proposals in Table 1: Schedule of Events, or until the Effective Date of any resulting contract, whichever is later, and can be further extended by mutual agreement.
- C. **Debarment:** Vendors who are ineligible to bid on proposals, bids or quotes issued by the New Hampshire Department of Administrative Services, Division of Procurement and Support Services pursuant to the provisions of RSA 21-I:11-c shall not be considered eligible for an award under this RFP.
- D. **Non-Collusion:** The Bidder’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 Vendors and without effort to preclude the NHLC from obtaining the best possible competitive proposal.
- E. **Property of the NHLC:** All material received in response to this RFP shall become the property of the NHLC and will not be returned to the Bidder. Upon contract award, the NHLC reserves the right to use any information presented in any proposal.
- F. **Proposal Confidentiality:** 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 Bidder’s disclosure or distribution of proposals other than to the NHLC may be grounds for disqualification.
- G. **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 portion thereof, at any time; to cancel this RFP; and to solicit new proposals under a new acquisition process.
- H. **Electronic Posting of RFP Results and Resulting Contract:** At the time of receipt of proposals, the NHLC will post the number of responses received with no further information. No later than five (5) business days prior to final approval, or submission of a contract to the

Department of Administrative Services, the NHLC will post the ranks or scores of each responding vendor. By submitting a proposal, Bidders acknowledge and agree that the NHLC may make any contract resulting from this RFP accessible to the public online.

- I. **Challenges to Identification of Selected Vendor:** Within five (5) business days of the NHLC's posting of its selection on its website, Vendors may, in accordance with RSA 21-G:37, request that the NHLC review its selection process. The request must be in writing and must specify all points on which the vendor believes the NHLC erred in its process and shall contain such argument in support of its position as the Vendor seeks to present.

In its request for review, a Vendor shall not submit, and the NHLC will not accept nor consider, any substantive information that was not included in the original proposal. The NHLC will respond to the request within (5) business days of its receipt.

- J. **Ethical Requirements:** From the time this RFP is published until a contract is awarded, no Bidder 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 Bidder that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any Bidder who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such offense, shall be disqualified from bidding on the RFP, or similar request for submission issued by any state agency.

K. **Public Disclosure:**

I. The information submitted in response to this RFP (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and presentations), any resulting contract, and information provided during the contractual relationship may be subject to public disclosure under Right-to-Know law, including RSA 91-A. In addition, any contract entered into as a result of this RFP may be made accessible to the public online.

II. Confidential, commercial, or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If a Bidder believes that any information submitted in response to this RFP should be kept confidential, the Bidder must specifically identify that information where it appears in the submission in a manner that draws attention to the designation and must mark/stamp each page of the materials that the Bidder claims must be exempt from disclosure as "CONFIDENTIAL." Bidders must also provide a letter to the Issuing Officer, identifying the specific page number and section of the information the Bidder considers to be confidential, commercial, or financial and providing the rationale for each designation. Marking or designating an entire proposal, attachment, or section (e.g. pricing) as confidential shall neither be accepted nor honored by the NHLC. Bidder pricing will be subject to disclosure upon contract approval.

III. Notwithstanding a Bidder's designations, the NHLC is obligated under the Right-to-Know law to conduct an independent analysis of the confidentiality of the information submitted in a proposal. If a request is made to the NHLC to view or receive copies of any portion of a proposal, the NHLC shall first assess what information it is obligated to release. The NHLC will then notify the Bidder that a request has been made, indicate

what, if any, information the NHLC has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the proposal. To halt the release of information by the NHLC, a Bidder must initiate and provide to the NHLC, prior to the date specified in the notice, a court action in the Superior Court of the State of New Hampshire, at its sole expense, seeking to enjoin the release of the requested information.

IV. By submitting a proposal, Bidders acknowledge and agree that:

1. The NHLC may disclose any and all portions of the proposal or related materials which are not marked as confidential and/or which have not been specifically explained in the letter to the Issuing Officer.
2. The NHLC is not obligated to comply with a Bidder's designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted in the proposal; and
3. The NHLC may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to a Bidder.

PART IV: EVALUATION OF PROPOSALS

1. **CRITERIA FOR EVALUATION AND SCORING**

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

| CATEGORIES | POINTS | |
|---|--------|------------|
| TECHNICAL PROPOSAL | | 50 |
| Experience (Company and Team) – Bidder’s prior experience performing the services listed within the RFP | 25 | |
| Capacity - Bidder’s organizational capacity to handle the services listed within the RFP | 25 | |
| COST PROPOSAL | | 50 |
| Overall Engagement Price | 40 | |
| Hourly Charges | 5 | |
| Material Mark-Up Percentage | 5 | |
| | | |
| TOTAL POTENTIAL POINTS | | 100 |

2. **PLANNED EVALUATION STEPS**

The NHLC will use the following process for evaluation of submitted proposals:

- A. Initial screening for compliance with submission requirements;
- B. Evaluation of Technical Proposals and scoring;
- C. Review of Cost Proposals and scoring;
- D. Best and Final Offer (BAFO), if deemed beneficial; and
- E. Final selection of the highest scoring Bidder and begin contract negotiation.

3. **INITIAL SCREENING**

The NHLC will conduct an initial screening to verify that a Bidder is in compliance with the proposal submission requirements set forth in this RFP. The NHLC may reject a proposal that fails to satisfy the requirements. 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.

4. **REVIEW OF TECHNICAL PROPOSALS**

The NHLC will select an Evaluation Team to score Technical Proposals.

5. **SCORING OF COST PROPOSALS**

The Evaluation Team will unseal and review Cost Proposals after the final technical scoring of proposals. Bidders are advised that this is **not a low bid award** and that the scoring of the Cost Proposal will be combined with the scoring of the Technical Proposal to determine the overall highest scoring Bidder. Each Cost Proposal will be scored according to the following formula:3

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

6. **BEST AND FINAL OFFER**

Upon completion of the scoring process, the NHLC may, at its sole option, invite the highest scoring Bidders to submit a “Best and Final Offer” (BAFO) for the NHLC’s consideration. The NHLC reserves the right to select a Vendor based solely on the initial proposals and is under no obligation to solicit or accept a BAFO from any Bidders. As the NHLC may not request a BAFO, Bidders are encouraged to provide their most competitive prices in their initial proposals.

The BAFO is a one-time invitation only process for a Bidder to submit its lowest priced offer for the NHLC’s consideration. The NHLC will provide a deadline submission date for the BAFO and may uniformly communicate in writing any price/cost targets that the NHLC is seeking in the BAFO. All restrictions on contact with State employees outlined in this RFP shall remain in effect.

Each invited Bidder may only make one BAFO. The BAFO may not alter the substance of the Bidder’s Technical Proposal. The BAFO may only amend the Bidder’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 Proposals after review of the BAFO in accordance with Paragraph 5: Scoring of Cost Proposals above. The NHLC will not select a vendor based on the lowest priced BAFO proposal. A final selection, if any, shall be based on the combined score of the Technical Proposal and BAFO pricing. Only those Bidders who were invited to submit a BAFO will be considered for the award.

7. **FINAL SELECTION**

The NHLC will conduct a final selection based on the final evaluation of the proposals or, if requested, as a result of a BAFO. If the NHLC elects to make an award, the NHLC will issue an “intent to negotiate” notice to the highest-scoring Bidder. Should the NHLC be unable to reach agreement with the selected Bidder, the NHLC may negotiate with the second preferred Bidder and so on, or the NHLC may reject all proposals, cancel this RFP, or solicit proposals under a new procurement process.

8. **RIGHTS OF THE NHLC IN ACCEPTING AND EVALUATING PROPOSALS**

The NHLC reserves the right, at its sole discretion, to:

- A. Make independent investigations in evaluating proposals;
- B. Request additional information to clarify elements of a proposal;
- C. Waive minor or immaterial deviations from the RFP and contract requirements, if determined to be in the interest of the State;
- D. Omit any planned evaluation step, if in the NHLC’s view, the step is not needed;
- E. Reject any and all proposals at any time or cancel this RFP; and
- F. Open contract discussions with the second highest scoring Bidder and so on, if the NHLC is unable to reach an agreement on contract terms with the highest scoring Bidder(s).

PART V: INFORMATION REQUIRED FROM THE BIDDER

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

1. EXPERIENCE AND CAPABILITY

A. Company Profile and Experience

Describe the company’s background and its experience providing electrical preventative maintenance, repair, and related services, particularly to commercial and/or retail clients. Include examples of current retail business and/or government entity clients most similar in size and scope to the NHLC. In addition to describing the company’s experience, please provide the following information:

- Full legal company name and year business started;
- If applicable, information on any parent or subsidiary relationships;
- State of formation and location of headquarters;
- Current number of individuals employed; and
- Relevant licenses or certifications held.
- Provide three (3) customer references, including the name, current address, and telephone number and email of the responsible official who may be contacted by the NHLC.
- **Team Experience**-Identify the specific team of individuals who will provide service to the NHLC retail stores and the NHLC headquarters building. Include license status, years as an electrician and years of service with the company. Include specific experience with commercial and retail client projects.

B. Company Capability

Describe how the company intends to provide the NHLC with the deliverables set forth in RFP Part I, Section 3: Scope of Work above. Include in your description an overview of the company’s capability to provide timely and quality electrical preventative maintenance and repair services to the NHLC, such as the number of employees with related experience, number of and type of equipment and/or facilities, and ability to meet potentially aggressive timelines.

2. PRICING AND SERVICES

A. Fiscal Year Services:

The State Fiscal Year (FY) runs from July 1st to June 30th

FY24: Beginning on or around December 1st, 2024, through the end of season, along with startup of next season to June 30, 2025

FY25: July 1, 2025, through June 30, 2026

FY26: July 1, 2026, through June 30, 2027

| Location | Cost FY 2024 | Cost FY 2025 | Cost FY 2026 | Total |
|--------------------------------------|-------------------------|-------------------------|-------------------------|--------------|
| 100B Route 9, W. Chesterfield, NH | | | | |
| 6 Ash Brook Court Keene, NH 03431 | | | | |

B. Hourly Services:

Hourly Charges:

Provide hourly rates for repair and service. The hourly rates must include the rate for one (1) technician and vehicle.

Normal working hours \$ _____/hour

Other hours \$ _____/hour

Material Charges:

Provide the percentage mark-up that will be applied for materials.

Mark-up from Contractor's Cost _____%

APPENDIX A

Store Locations and Store Hours

**APPENDIX A
STORE LOCATIONS AND HOURS**

| STORE # | ADDRESS | MANAGER | TELEPHONE NUMBER | WEEKDAY HOURS | DESCRIPTION |
|---------|---------------------------------------|-------------------|------------------|---|--|
| 2 | 100B Route 9 W. Chesterfield NH | Ryan Burnham | 603-256-6482 | 9:00 AM - 7:00 PM Monday – Thursday 9:00 AM - 8:00 PM Friday & Saturday 9:00 AM - 6:00 PM Sunday | The optional site visit is for informational purposes only. |
| 15 | 6 Ash Brook Court Keene, NH | James Friedman | 603-352-1568 | 9:00 AM - 8:00 PM Monday – Thursday 9:00 AM - 9:00 PM Friday & Saturday 9:00 AM - 6:00 PM Sunday | |

APPENDIX B

Form P-37

APPENDIX B**FORM NUMBER P-37 (version 2/23/2023)**

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 PROVISIONS**1. IDENTIFICATION.**

| | | | |
|---|----------------------------|--|----------------------|
| 1.1 State Agency Name New Hampshire Liquor Commission | | 1.2 State Agency Address 50 Storrs Street Concord NH 03301 | |
| 1.3 Contractor Name | | 1.4 Contractor Address | |
| 1.5 Contractor Phone Number | 1.6 Account Unit and Class | 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 Date: | | 1.12 Name and Title of Contractor Signatory | |
| 1.13 State Agency Signature Date: | | 1.14 Name and Title of State Agency Signatory | |
| 1.15 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i> By: _____ Director, On: _____ | | | |
| 1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i> By: _____ On: _____ | | | |
| 1.17 Approval by the Governor and Executive Council <i>(if applicable)</i> G&C Item number: _____ G&C Meeting Date: _____ | | | |

2. 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 B 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, 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 1.13 (“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.

3.3 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. 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 by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C which is incorporated herein by reference.

5.2 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. 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.

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 The State’s liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

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 applicable 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 employment opportunity laws and the Governor’s order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor 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 this Agreement and all rules, regulations and orders pertaining to 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 The Contracting Officer specified in block 1.9, or any successor, shall be the State’s point of contact pertaining to this Agreement.

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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar 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. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, 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.

10.2 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.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

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.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial 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 or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 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 any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

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. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any 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. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

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. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. 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.

23. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. 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.

26. 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 with respect to the subject matter hereof.