



State of New Hampshire
Liquor Commission

Attachment 3:
Pricing Worksheet
Locksmith Services
RFP #2026-07 – Locks

Pricing Worksheet

Instructions

Vendors must provide all information requested below. The information provided will be used to determine the Cost Proposal score as outlined in the RFP, Section 8(G).

Vendor must include all costs associated with the services provided under any contract resulting from this RFP. Provide with this Pricing Worksheet any discussion necessary to ensure understanding of data provided. The proposed initial contract term is September 1, 2026, to August 31, 2029. The Vendor must assume all reasonable travel and related expenses. All labor rates will be “fully loaded,” including, but not limited to: meals, hotel/housing, airfare, car rentals, and out-of-pocket expenses.

Contract Rates

To be completed by Vendor:

A. Hourly Labor Rate

Hourly rates shall include the rate for one (1) technician and vehicles.

1. **Standard Hours:** Standard Hours are defined as Monday through Friday, 8:00 a.m. through 5:00 p.m.

Standard Hours Rate: \$ _____/Hour

2. **Non-Standard Hours:** Non-Standard Hours are defined as days or hours not included in Standard Hours and Holidays. Holidays are defined as those days recognized by the State of New Hampshire as holidays in RSA 288:1.

Non-Standard Hours Rate: \$ _____/Hour

B. Mileage Charge

Mileage allowed shall be portal to portal, or the distance from the previous worksite to the new worksite, whichever is less.

Mileage Rate: \$ _____/Mile

C. Materials Charges

Materials Charge is the percentage mark-up from the Vendor's cost that will be applied to materials or parts.

Materials Charge: _____%