

Division of Procurement and Support Services
Bureau of Purchase and Property
25 Capitol Street, Room 102, State House Annex
Concord, NH 03301-6398

Date: 12/29/20
Bid No.: 2427-21
Date of Bid Closing: 01/29/21
Time of Bid Closing: 11:00 AM (EST)

PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO LAURA INGRAM: E-mail Laura.J.Ingram@DAS.NH.Gov
EMAIL YOUR BID TO: NH.Purchasing@DAS.NH.Gov

BID INVITATION FOR CONTRACT: REFLECTIVE SHEETING – LICENSE PLATE

[Insert name of signor] _____, on behalf of _____ [insert name of entity submitting bid (collectively referred to as "Vendor") hereby submits an offer as contained in the written bid submitted herewith ("Bid") to the State of New Hampshire in response to BID 2427-21 at the price(s) quoted herein in complete accordance with the bid.

Vendor attests to the fact that:

1. The Vendor has reviewed and agreed to be bound by the Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 180 days from the Bid Closing date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
 - a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
 - b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
 - c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
 - d. Is currently debarred from performing work on any project of the federal government or the government of any state;
 - e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
 - f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
 - g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
 - h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
 - i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
 - j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

This document shall be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

Authorized Signor's Signature _____ Authorized Signor's Title _____

NOTARY PUBLIC/JUSTICE OF THE PEACE

COUNTY: _____ STATE: _____ ZIP: _____

On the ____ day of _____, 2021, personally appeared before me, the above named _____, in his/her capacity as authorized representative of _____, known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.

In witness thereof, I hereunto set my hand and official seal.

(Notary Public/Justice of the Peace)

My commission expires: _____ (Date)

Form P31-B

Unless specifically amended or deleted by the Division of Procurement and Support Services, the following General Terms and Conditions apply to this Bid and any resulting Purchase Order or Contract.

GENERAL CONDITIONS AND INSTRUCTIONS:

NATURE OF AND ELIGIBILITY TO RESPOND. This bid invitation is submitted in accordance with Chapter 21-1, and rules promulgated thereunder, and constitute a firm and binding offer. A bid may not be withdrawn unless permission is obtained from the Bureau of Purchase and Property.

Bids may be issued only by the Bureau of Purchase and Property and are not transferable.

SAMPLES AND DEMONSTRATIONS. When samples are required they must be submitted free of costs and will not be returned. Items left for demonstration or evaluation purposes shall be delivered and installed free of charge and shall be removed at no cost to the State. Demonstration units shall not be offered to the State as new equipment.

BIDS. Bids must be received at the Bureau of Purchase and Property before the date and time specified for the closing. Bids must be submitted on this bid form or exact copies and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling unless required by law.

SPECIFICATIONS. Vendors must submit on items as specified. Proposed changes must be submitted in writing and received at the Bureau of Purchase and Property at least five (5) business days prior to the bid closing. Vendors shall be notified in writing if any changes to the specifications are made.

AWARD. The award will be made to the responsible Vendor submitting a conforming bid meeting specifications at the lowest cost unless other criteria are noted in the bid. Unless otherwise noted, the award may be made by individual items.

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

When identical low bids are received, the award will be made in accordance with the Administrative Rules.

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

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

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

FEDERAL FUNDS. This Division of Plant and Property Management, under RSA 21-1:14, VIII shall assure the continuation or granting of federal funds or other assistance not otherwise provided for by law by following the Federal Procurement Standards.

STATE'S OPTIONS: The Bureau of Purchase and Property reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to award the bid solely as it deems to be in the best interest of the State, and to waive irregularities that it considers not material to the bid.

PUBLIC INFORMATION: The responding vendor hereby acknowledges that all information relating to this bid and any resulting order (Including but not limited to fees, contracts, agreements and prices) are subject to these laws of the State of New Hampshire regarding public information.

PERSONAL LIABILITY: The responding vendor agrees that in the preparation of this bid or the execution of any resulting contract or order, representatives of the State of New Hampshire shall incur no liability of any kind.

PROOF OF COMPLIANCE. The responding vendor may be required to supply proof of compliance with proposal specifications. When requested, the responding vendor must immediately supply the Bureau of Purchase and Property with certified test results or certificates of compliance. Where none are available, the State may require independent laboratory testing. All costs for such testing certified test results or certificate of compliance shall be the responsibility of the responding vendor.

FORM OF CONTRACT. The terms and conditions set forth in any additional Terms and Conditions by the Bureau of Purchase and Property are part of the bid and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

CONTRACT TERMS AND CONDITIONS

1. The State of New Hampshire, acting through the Division of Procurement and Support Services, engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State documents, if any, and the Vendor's bid or quotation, both of which are incorporated herein by reference.

2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS. In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities, which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws.

3. TERM. The contract, and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.

4. CONTRACT PRICE. The contract price, a payment schedule and a maximum limitation of price shall be as specified by the bid invitation and the Vendor's bid. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the Vendor and complete payment for the Services. The State shall have no other liability to the Vendor.

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

6. INVOICING. All invoices must list Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the invitation to bid or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

7. PERSONNEL.

7.1. The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

7.2. The person signing this agreement on behalf of the State, or his or her delegee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.

8. EVENT OF DEFAULT; REMEDIES.

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

8.1.1. failure to deliver the goods or services satisfactorily or on schedule; or

8.1.2. failure to submit any report required hereunder; or

8.1.3. failure to perform any of the other covenants and conditions 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 Vendor 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 Vendor notice of termination; and

8.2.2. give the Vendor 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 Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and

8.2.3. set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and

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

9. 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, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver 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 default on the part of the Vendor.

10. VENDOR'S RELATION TO THE STATE. In the performance of this agreement the Vendor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

11. ASSIGNMENT AND SUBCONTRACTS. The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State.

12. 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 on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. 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 shall survive the termination of this agreement.

12.1 PATENT PROTECTION. The seller agrees to indemnify and defend the State of New Hampshire from all claims and losses resulting from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

13. TOXIC SUBSTANCES. In compliance with RSA 277-A Toxic Substances in the Workplace known as the Workers Right to Know Act, the vendor shall provide Safety Data Sheets (277-A:4 Safety Data Sheets) for all products covered by said law.

14. 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 below.

15. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

16. 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.

17. ADDITIONAL PROVISIONS. The additional provisions (if any) have been set forth as Exhibit "A" hereto.

18. 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.

BID INVITATION FOR: REFLECTIVE SHEETING – LICENSE PLATE

PURPOSE:

The purpose of this bid invitation is to establish a contract for supplying the State of New Hampshire agencies with the items indicated in the "Offer" section of this bid invitation to be ordered as needed during the term of the contract, in accordance with the requirements of this bid invitation and any resulting contract. Items ordered under any resulting contract shall be delivered FOB destination to the locations indicated in the "Delivery Locations" section of this bid invitation.

INSTRUCTIONS TO VENDOR:

Read the entire bid invitation prior to filling it out. Complete the pricing information in the "Offer" section (detailed information on how to fill out the pricing information can be found in the "Offer" section); complete the "Vendor Contact Information" section; and finally, fill out, sign, and notarize page 1 of the bid invitation.

BID SUBMITTAL:

All bids shall be submitted on this form or an exact copy, shall be typed or clearly printed in ink and shall be received on or before the date and time specified on page 1 of this bid under "Bid closing". Interested parties may submit a bid to the State of New Hampshire Bureau of Purchase and Property by **email to NH.Purchasing@DAS.NH.Gov**. All bids shall be clearly marked with bid number, date due and purchasing agent's name.

IF YOU ARE EXPERIENCING DIFFICULTIES EMAILING YOUR BID OR YOU WISH TO VERIFY THAT YOUR BID RESPONSE HAS BEEN RECEIVED, PLEASE CALL (603) 271-2201.

REQUEST FOR CHANGES AND/OR CLARIFICATION:

Any Questions shall be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid. Submissions shall clearly identify the bid Number, the Vendor's name and address and the name of the person submitting the question. Any questions, clarifications, and/or requested changes shall be received in writing at the Bureau of Purchase and Property no later than 4:00 PM as listed in the timeline below. Questions shall not be submitted to anyone other than the Purchasing Agent or his/her representative. Bidders that submit questions verbally or in writing to any other State entity or State personnel shall be found in violation of this part and may be found non-compliant.

Questions shall be submitted by E-mail to Laura Ingram at the following address: Laura.Ingram@DAS.NH.Gov

ADDENDA:

In the event it becomes necessary to add to or revise any part of this bid prior to the scheduled submittal date, the NH Bureau of Purchase and Property shall post on our web site any Addenda. Before your submission and periodically prior to the RFB closing, **check the site for any addenda** or other materials that may have been issued affecting the bid. The web site address is <https://das.nh.gov/purchasing/purchasing.aspx>

TIMELINE:

The timeline below is provided as a general guideline and is subject to change. Unless stated otherwise, considered the dates below a "no later than" date.

12/29/2020	Bid Solicitation distributed on or by
01/22/2021	Last day for questions, clarifications, and/or requested changes to bid
01/29/2021	11:00 AM (EST) Bid Closing
11/01/2021	Implementation / Posting of Contract

GOVERNING TERMS AND CONDITIONS:

A responding bid that has been completed and signed by your representative shall constitute your company's acceptance of all State of New Hampshire terms and conditions and shall legally obligate your company to these terms and conditions.

A signed response further signifies that from the time the bid is published (bid solicitation date and time) 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 shall select, evaluate, or award the RFB.

Furthermore, a signed response signifies that any terms and/or conditions that may be or have been submitted by the Vendor are specifically null and void and are not a part of this bid invitation or any awarded purchase order, even if said terms and/or conditions contain language to the contrary.

CHAPTER ADM 600 PROCUREMENT AND PROPERTY RULES APPLY TO AND ARE MADE A PART HEREOF

PUBLIC DISCLOSURE OF BID OR PROPOSAL SUBMISSIONS:

Generally, the full contents of any bid or proposal (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and vendor presentations) become public information upon completion of final contract or purchase order negotiations with the selected vendor. Certain information concerning bids or proposals, including but not limited to pricing or scoring, is generally available to the public even before this time, in accordance with the provisions of NH RSA 21-G: 37.

To the extent consistent with applicable state and federal laws and regulations, as determined by the State, including, but not limited to, NH RSA Chapter 91-A (the "Right-to-Know" Law), the State shall, after final negotiations with the selected vendor are complete, attempt to maintain the confidentiality of portions of a bid or proposal that are clearly and properly marked by a bidder as confidential. Any and all information contained in or connected to a bid or proposal that a bidder considers confidential shall be clearly designated in the following manner:

If the bidder considers any portion of a submission confidential, they shall provide a separate copy of the full and complete document, fully redacting those portions by blacking them out and shall note on the applicable page or pages of the document that the redacted portion or portions are "confidential." Use of any other term or method, such as stating that a document or portion thereof is "proprietary", "not for public use", or "for client's use only", is not acceptable. In addition to providing an additional fully redacted copy of the bid submission to the person listed as the point of contact on Page one (1) of this document, the identified information considered to be confidential **must be accompanied by a separate letter stating the rationale for each item designated as confidential. In other words, the letter must specifically state why and under what legal authority each redaction has been made. Submissions which do not conform to these instructions by failing to include a redacted copy (if required), by failing to include a letter specifying the rationale for each redaction, by failing to designate redactions in the manner required by these instructions, or by including redactions which are contrary to these instructions or operative law may be rejected by the State as not conforming to the requirements of the bid or proposal. The State will generally assume that a bid or proposal submitted without an additional redacted copy contains no information that the bidder deems confidential. Bids and proposals that contain no redactions, as well as redacted versions of submissions that have been accepted by the State, may be released to the public, including by means of posting on State web sites.**

The State shall have no obligation to maintain the confidentiality of any portion of a bid, proposal or related material, which is not marked in accordance with the foregoing provisions. It is specifically understood and agreed that the bidder waives any claim of confidentiality as to any portion of a response to this RFB or RFP that is not marked as indicated above, and that unmarked (or improperly marked) submissions may be disseminated to any person, without limitation. Marking an entire bid, proposal, attachment or full sections thereof confidential without taking into consideration the public's right to know shall neither be accepted nor honored by the State.

Notwithstanding any provision of this request for submission to the contrary, proposed pricing shall be subject to public disclosure REGARDLESS of whether or not marked as confidential.

If a request is made to the State by any person or entity to view or receive copies of any portion of a proposal and if disclosure is not prohibited under NH RSA 21-G:37 or any other applicable law or regulation, bidders acknowledge and agree that the State may disclose any and all portions of the proposal or related materials which is not marked as confidential. In the case of bids, proposals or related materials that contain portions marked confidential, the State shall assess what information it believes is subject to release; notify the bidder that the request has been made; indicate what, if any, portions of the proposal or related material shall not be released; and notify the bidder of the date it plans to release the materials. The State is not obligated to comply with a bidder's designation regarding confidentiality. The State shall have no obligation to advise a bidder that an individual or entity is attempting to electronically access, or has been referred to, materials which have been made publicly available on the State's web sites.

By submitting a bid or proposal, the bidder agrees that unless it obtains and provides to the State, prior to the date specified in the notice described in the paragraph above, a court order valid and enforceable in the State of New Hampshire, at its sole expense, enjoining the release of the requested information, the State may release the information on the date specified in the notice without any liability to the bidder.

Notwithstanding NH 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 this bid invitation from the time this bid is published until the closing date for responses.

ELIGIBLE PARTICIPANTS:

Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate under this contract whenever said sub-division or nonprofit agency so desires. These entities are autonomous and may participate at their sole discretion. In doing so, they are entitled to the prices established under the contract. However, such entities shall be solely responsible for their association with the successful Vendor. The State of New Hampshire shall assume no liability as may arise from such an association between the successful Vendor and any such eligible participants.

CONTRACT TERM:

The term of the contract shall be from November 1, 2021 through October 31, 2024, a period of three (3) years to a maximum of five (5) years. The contract may be extended for additional periods of time thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the successful Vendor and the Bureau of Purchase and Property, with the approval of the Commissioner of the Department of Administrative Services.

CONTRACT AWARD:

The award shall be made to the responsible Vendor meeting the criteria established in this RFB and providing the lowest cost in total of the reflective / non-reflective sheeting as indicated in the "offer" section of this bid invitation. The award is based on the price per square foot not on the price per roll. The State reserves the right to reject any or all bids or any part thereof and add/delete locations to the contract price. If an award is made it shall be, in the form of a State of New Hampshire Contract (s).

Successful Vendor shall not be allowed to require any other type of order, nor shall the successful Vendor be allowed to require the filling out or signing of any other document by State of New Hampshire personnel.

NOTIFICATION AND AWARD OF CONTRACT(S):

Bid results shall not be given by telephone. For Vendors wishing to attend the bid closing, the names of the vendors submitting responses and pricing shall be made public. Other specific response information shall not be given out. Bid results shall be made public after final approval of the contract(s).

Bid results may also be viewed on our website at <https://apps.das.nh.gov/bidscontracts/bids.aspx>.

For Vendors wishing to attend the bid closing: **Names of the Vendors submitting responses and pricing shall be made public to the above website. There will be no public openings at this time.**

LIABILITY:

The State shall not be held liable for any costs incurred by Vendors in the preparation of bids or for work performed prior to contract issuance.

TERMINATION:

The State of New Hampshire shall have the right to terminate the purchase contract at any time with written notice to the successful Vendor a thirty (30) day written notice.

VENDOR CERTIFICATIONS:

All Vendors shall be duly registered with the NH Bureau of Purchase and Property as State of New Hampshire vendors. All Vendors that are corporations, limited liability companies, or other limited liability business entities (this excludes sole proprietors and general partnerships) shall be duly registered with the New Hampshire Secretary of State to conduct business in the State of New Hampshire.

- **STATE OF NEW HAMPSHIRE VENDOR APPLICATION:** To be eligible for a contract award, a Vendor must have a completed Vendor Application Package on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms (no fee): <https://DAS.NH.Gov/Purchasing>
- **CONFIDENTIALITY & CRIMINAL RECORD:** If Applicable, any employee or approved subcontractor of the Vendor who will be accessing or working with records of the State of New Hampshire shall be required to

sign a Confidentiality and Non-Disclosure Agreement and a Release of Criminal Record Authorization Form. These forms shall be returned to the designated State agency prior to commencing any work.

- **CERTIFICATE OF INSURANCE:**

Prior to being awarded a contract the Vendor shall be required to submit proof of comprehensive general liability insurance coverage prior to performing any services for the State. The coverage shall insure 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. Coverage shall also include State of New Hampshire workers' compensation insurance to the extent required by RSA Chapter 281-A.

VENDOR RESPONSIBILITY:

The successful Vendor shall be solely responsible for meeting all terms and conditions specified in the bid and any resulting contract.

All State of New Hampshire bid invitations and addenda to such bid invitations are advertised on our website at: <https://apps.das.nh.gov/bidscontracts/bids.aspx>.

It is a prospective Vendor's responsibility to access our website to determine any bid invitation under which the Vendor desires to participate. It is also the Vendor's responsibility to access our website for any posted addenda.

The website is updated several times per day; it is the responsibility of the prospective Vendor to access the website frequently to ensure that no bidding opportunity or addendum is overlooked.

It is the prospective Vendor's responsibility to forward a signed copy of any addendum requiring the Vendor's signature to the Bureau of Purchase and Property with the bid response.

In preparation of a bid response, the prospective Vendor shall:

- Provide pricing information as indicated in the "Offer" section; and
- Provide all other information required for the bid response (if applicable); and
- Complete the "Vendor Contact Information" section; and
- Add applicable prospective Vendor information to the "Transmittal Letter" form, and sign the form in the space provided. The Transmittal Letter form must be signed under oath and acknowledged by a notary public or justice of the peace in order for the bid response to be considered.

BID PRICES:

Bid prices shall remain firm for the entire contract period and shall be in US dollars and shall include delivery and all other costs required by this bid invitation. Special charges, surcharges (including credit card transaction fees), or fuel charges of any kind (by whatever name) may not be added on at any time. Any and all charges **shall be built into your bid price** at the time of the bid. Unless otherwise specified, prices shall be F.O.B. DESTINATION, (included in the price bid), which means delivered to a state agency's receiving dock or other designated point as specified in this contract or subsequent purchase orders without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.

Per Administrative Rule Part Admin 606.01(e) "if there is a discrepancy between the unit price and the extension price in a response to an RFP, RFB or RFQ, the unit price shall be binding upon the vendor".

Price decreases shall become effective immediately as they become effective to the general trade or the Vendor's best/preferred customer

Per Administrative Rule Part Admin 606.01(e) "if there is a discrepancy between the unit price and the extension price in a response to an RFP, RFB or RFQ, the unit price shall be binding upon the vendor".

WARRANTY REQUIREMENTS:

The successful Vendor shall be required to provide warranties on all equipment/items provided by the Vendor for a period of not less than one (1) year or the manufacturer's standard warranty period, whichever is greater, commencing on the date that the equipment is received, inspected, and accepted by the State of New Hampshire. The warranty shall cover 100% of repair or replacement costs, including all parts, shipping, labor, travel, lodging, and expenses.

ABILITY TO PROVIDE:

Successful Vendor shall be capable of providing each State of New Hampshire agencies and eligible participants with their entire requirements of the items required in this bid invitation and any resulting contract without any delay or substitution to the entire State of New Hampshire.

ORDERING PROCEDURE:

State agencies shall place their orders by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. Eligible participants shall utilize their own individually established ordering procedures.

AUDITS AND ACCOUNTING:

The successful Vendor shall allow representatives of the State of New Hampshire to have complete access to all records for the purpose of determining compliance with the terms and conditions of this bid invitation and in determining the award and for monitoring any resulting contract.

At intervals during the contract term, and prior to the termination of the contract, the successful Vendor may be required to provide a complete and accurate accounting of all products and quantities ordered by each agency and institution and by political sub-divisions and authorized non-profit organizations.

ESTIMATED USAGE:

The quantities indicated in the offer section of this bid invitation are an estimate only for the State of New Hampshire's annual requirements. These quantities are indicated for informational purposes only and shall not be considered minimum or guaranteed quantities, nor shall they be considered maximum quantities. These quantities **do not** include any eligible participant usage.

USAGE REPORTING:

The successful Vendor shall be required to submit a quarterly and annual usage report for analysis for each state agency or eligible participant. Reports are due no later than 30 days after each end of each calendar quarter Bureau of Procurement Services Laura Ingram and sent electronic to Laura.J.Ingram@DAS.NH.Gov. At a minimum, the Report shall include:

- Contract Number
- Utilizing Agency and Eligible Participant
- Items Sold and/or All Products Purchased (showing the manufacturer, item, part number, and the final cost.)
- Total Cost of all Products Purchased. Ability to sort by agency/eligible participant.
- Preferred in Excel format

ACCOUNT COMMUNICATION & ESCALATION:

All communication regarding account details including but not limited to, shipping and receiving, invoice reconciliation, product availability, etc. shall be handled direct with the agency contact assigned. If for any reason a resolution cannot be met at an agency level the vendor agrees to escalate the concern to the Bureau of Purchase and Property prior to imposing any restriction or hold on the account in question.

RETURNED GOODS:

The successful Vendor shall resolve all order and invoice discrepancies within five (5) business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. shall be picked up by the successful Vendor within ten (10) business days of notification with no restocking or freight charges, and shall be replaced with specified products or the agency shall be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.

Standard stock products ordered in error by the State of New Hampshire shall be returned for full credit within fifteen (15) business days of receipt. Products shall be in re-saleable condition (original container, unused) and there shall be no restocking fee charged for these products. The using agency shall be responsible for any freight charges to return these items to the successful Vendor.

DELIVERY TIME:

As specified in Section VII of the attached specifications.

The use of a private carrier to make delivery **does not** relieve the successful Vendor from the responsibility of meeting the delivery requirement.

PAYMENT:

Payment method (P-Card or ACH). **Payments shall be made via ACH or Procurement Card (P-card = Credit Card) unless otherwise specified by the state of New Hampshire. Use the following link to enroll with the State Treasury for ACH payments: <https://www.nh.gov/treasury/state-vendors/index.htm>** Eligible participants shall negotiate their own payment methods with the successful Vendor.

INVOICING:

Invoicing shall be done to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price. Invoicing for eligible participants shall be in accordance with their individual requirements.

TERMS OF PAYMENT:

Payment shall be made in full within thirty (30) days after receipt of the invoice and acceptance of the corresponding goods and/or services to the State's satisfaction.

VENDOR'S BALANCE OF PRODUCT LINE ITEMS

The items in each category include the items most commonly purchased by State of New Hampshire agencies, and shall be used for award purposes. During the term of contract, the state may purchase other items in relation to bid description from the successful Vendor's Balance of Product Line. All items ordered shall include all shipping/charges as specified above in "Bid Prices".

PRODUCT SAMPLES:

If applicable, product sample shall be the exact quality, brand and style being quoted in this bid. Vendors shall be contacted during the evaluation process if sample is required - Do Not Submit Sample with RFB Response. All samples shall be provided at no charge to the State of NH Bureau of Purchase and Property, and shall not be returned.

SPECIFICATIONS:

Complete specifications required are detailed in the **SCOPE OF SERVICES** section of this bid invitation. In responding to the bid invitation, the prospective Vendor shall address all requirements for information as outlined herein.

SITE VISITATION:

Prior to bidding, it is each Vendor's responsibility to become thoroughly familiar with the site of the intended installation, to determine everything necessary to accomplish the installation. Call Don Kraemer at 603-271-1870 to make an appointment to view the site of the intended installation. Failure of the Vendor to make a site visit does not relieve the Vendor of responsibility to fully understand what is necessary to accomplish a successful and complete installation.

SPECIFICATION COMPLIANCE:

Vendor's offer shall meet or exceed the required specifications as written. The State of New Hampshire shall be the sole determining factor of what meets or exceeds the required specifications.

Unless otherwise specified by the Bureau of Purchase and Property in this bid invitation document, all items offered by the Vendor shall be new (and of the current model year, if applicable); shall not be used, rebuilt, refurbished; shall not have been used as demonstration equipment, and shall not have been placed anywhere for evaluation purposes.

The manufacturers and/or product numbers indicated are the only ones that are acceptable under this bid invitation.

SECTION I - GENERAL

These specifications shall cover the materials, performance characteristics, quality, and testing of retroreflective sheeting and support services necessary to produce finished license plates.

A. DESCRIPTION:

1. The retroreflective license plate shall consist of retroreflective (hereinafter referred to as "reflective" only) sheeting laminated to a specified aluminum substrate that is then embossed and message roll coated according to the sheeting manufacturer's recommendations.

2. The reflective sheeting shall consist of lens elements enclosed within a transparent resin and shall have a pre-coated pressure sensitive adhesive backing protected by a removable liner. The pre-printed design, in the reflective sheeting, shall be buried below the sheeting surface to insure reliable long-term durability.
3. The reflective sheeting, when applied to the license plate substrate and blanked to finished size, shall contain at the discretion of the Director of Motor Vehicles:
 - a. Identifying marks for purposes of on-vehicle traceability, warranty enforcement and anti-counterfeiting in accordance with these specifications. The warranty marks shall be buried below the sheeting surface for durability and shall incorporate the manufacturer's production run number that designates the source of manufacture, year of manufacture, and specific lot from which the material was supplied. The warranty marks shall not interfere or detract from the graphic design or reduce sheeting brightness and shall be durable for the service life of the license plate.
 - b. Prospective bidders shall demonstrate their capability to provide these security devices.
4. Pre-printed reflective sheeting shall conform to the design, colors and sheeting type as approved by the state and reflective sheeting manufacturer. When using white background sheeting, all graphic inks shall be transparent to facilitate the same daytime/nighttime appearances.
5. In addition to a square foot price for pre-printed reflective sheeting, each bidder shall include pricing of unprinted white reflective sheeting (annual and multi-year) and any colored sheeting offered. The specifications contained herein shall apply to all standard size plate classifications and are inclusive of all special category plates issued by the State wherein reflective material is requested.

B. QUALIFICATIONS

Before any bid is considered, the bidder shall meet the following criteria:

1. To assure high quality license plate performance, durability and service, the successful sheeting supplier shall provide the State with proof of successful L/P manufacturing in other states. The successful bidder shall:
 - a. Show evidence of successful manufacture and application of preprinted license plate sheetings, thinners, and roll coat inks as parts of a totally integrated license plate system.

B. QUALIFICATIONS - CONTINUED

- b. Provide state-of-the-art, operational application equipment at no charge, as a fundamental component of a totally integrated license plate system. The successful bidder shall show manufacturing experience in other states.
 - c. The sheeting supplier shall provide a list of equipment and flow diagrams.
 - d. Provide list and qualifications of experienced, full-time graphic design, customer service, technical service and sales service personnel.
 - e. Provide expert equipment installation service and on-site technical service within 48 hours at no charge; provide immediate toll-free call-in technical service.
 - f. Provide next day delivery of stocked equipment parts; provide the State with detailed list.
 - g. Ship sheeting rolls via "bulk-pack" configuration per layer for ease of handling in the tag shop.
 - h. Conform to all performance requirements of this specification as specified in Section II and as tested by the State designated testing lab.
2. The bidder will provide all necessary samples for the agency or their designated testing facility to

certify the material compliance with these specifications. At the request of the agency, the bidder may also be required to compensate the agency or their testing agents for the cost of any material testing.

3. A corporate officer shall certify that all license plate sheetings and roll coat inks purchased by the State are covered by the sheeting manufacturer ISO 9001 Registration.
4. The bidder shall submit technical data exhibiting characteristics of all materials proposed. Information submitted shall include detailed processing conditions for each phase of license plate manufacture. Such information shall also include times and temperatures required for curing roll coat pastes used in the production of completed license plates.
5. Bidders failing to conform to any of these qualification requirements may be disqualified.

C. PERIODIC EVALUATION:

The State reserves the right to periodically evaluate the performance of materials. Samples for periodic evaluation of performance will be selected at random from materials submitted on State purchase orders. Failure of materials to comply with the requirements of this specification shall be cause for removal.

D. TECHNOLOGICAL IMPROVEMENTS

The existing sheeting supplier may, with agreement of the State, incorporate technological improvements that better optimize the license plate production process and/or license plate performance. This may include any automated license plate production systems as approved by the New Hampshire Division of Motor Vehicles.

SECTION II - PERFORMANCE STANDARDS

A. LICENSE PLATE SHEETING

1. Substrate

The sheeting shall be laminated to properly conversion coated aluminum substrate recommended by the sheeting manufacturer.

2. Diffuse Daytime Color

Through instrumental color testing, the diffuse daytime color of the reflective sheeting shall conform to color requirements as determined spectrophotometrically in accordance with ASTM E-1164 and E-1349, utilizing either 45/0 or 0/45 degree illumination/viewing conditions as described in E-1164 and E-1349 for retroreflective materials. Chromaticity and the Luminance Factor based on CIE tristimulus values for the 2° observer and illuminant D65 shall be calculated in accordance with ASTM E-308.

The color specification limits for white license plate sheeting are listed on the following chart. (See Appendix I for other sheeting colors).

COLOR SPECIFICATION
Chromaticity Coordinates

Pairs	White Corner Points		Luminance Factor
	x	y	Y%
1	.303	.287	42 min.
2	.368	.353	
3	.340	.380	
4	.274	.316	

3. Adhesive and Protective Liner:

- a. The precoated adhesive shall form a durable bond to flat conversion coated license plate surfaces as recommended by the reflective sheeting manufacturer.
- b. The protective liner attached to the adhesive shall be removable by peeling without soaking in water or other solvents and shall be easily removed after accelerated storage for four hours at 150°F (66°C) under weight of 2.5 lbs. per square inch (1.14KG per 6.45 sq. cm).

4. Roll Coating

- a. The reflective sheeting shall be roll coated and compatible with transparent and opaque colors manufactured by the sheeting manufacturer.
- b. The sheeting supplier shall supply roll coat inks that meet State and Federal VOC regulations.
- c. The roll coat ink shall be durable for the service life of the license plate and shall not fade, crack or peel from the surface of the license plate.

5. Inventory Control

- a. To assist the license plate tag shop with inventory control problems, the sheeting supplier shall mark the sheeting with an integral, directional image that incorporates the lot number so that the tag shop can employ first in/first out principles.

B. FINISHED LICENSE PLATES

Test panels shall be prepared in accordance with Section III, Para. A.

1. Retroreflective Characteristics

- a. The coefficient of retroreflection for the sheeting shall be measured on flat, clean, finished license plate test panels prepared per III.A and shall have the following minimum values at 0.2° observation angle, expressed as candlepower per foot-candle per square foot (candelas per lux per square meter) of material. Measurements shall be conducted in accordance with ASTM E-810, "Standard Test Method for Coefficient of Retroreflection of Retroreflective Sheeting". Measurements on reflective sheeting with a preprinted graphic design shall be taken in an unprinted sheeting area.

Color	Entrance Angle	
	-4°	40°
White	50	16
Yellow	25	10
Orange	25	10
Lemon-Yellow	25	10
Gold	25	10
Green	18	7
Blue	18	7
Red	9	3

2. Resistance to Accelerated Weathering.

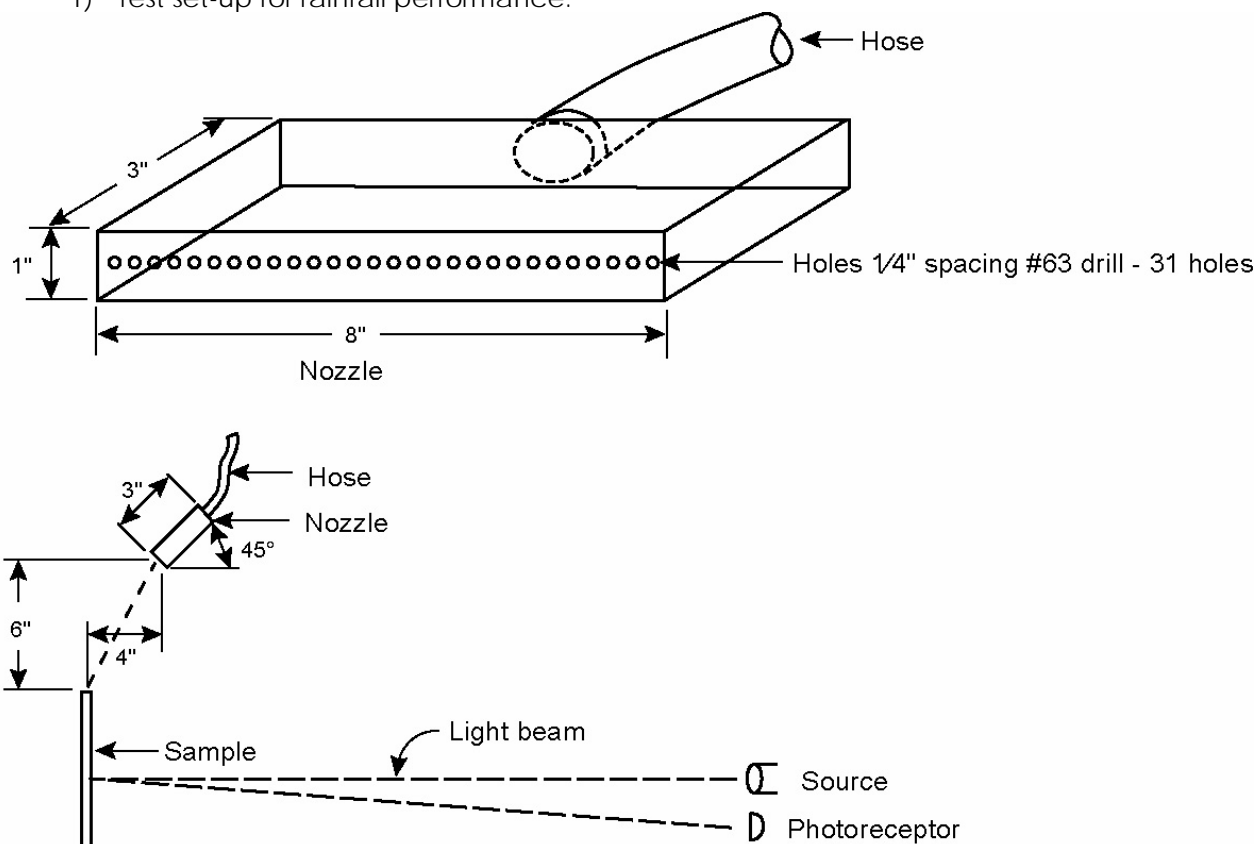
- a. The sheeting shall be weather resistant and show no appreciable discoloration, crazing, cracking, blistering, lifting or dimensional change and the surface shall continue to be essentially smooth to provide direct application of validation stickers, determined after the following accelerated weathering tests:
- b. Laboratory testing – 2,000 hours in Xenon arc weatherometer using ASTM G 155 -Type BH, Method A. Samples shall maintain 70% of retroreflective table values shown in II, B. 1.

- c. Outdoor accelerated testing – Samples shall be placed in a 24 month unprotected outdoor exposure, facing the equator and inclined 45 degrees from the vertical. Retroreflective measurements, taken after cleaning, shall result in 70% or more retention of the table values shown in II, B. 1.

3. Rainfall Performance

- a. The Coefficient of Retroreflection of the same finished license plate test panels, measured on the same flat area of the test panels, totally wet by rain, shall not be less than 90 percent of the values specified above. The photometric performance during rainfall shall be determined as follows:

1) Test set-up for rainfall performance:



Place source and photoreceptor in horizontal plane

- 2) Place the test panel in an upright position 6 inches (15.2 cm) below and 4 inches (10.1 cm) in front of the nozzle as shown below:
- 3) Apply sufficient water pressure so that the upper surface of the spray envelope strikes the top of the panel.
- 4) With water falling on the panel, measure the coefficient of retroreflection. Wet performance measurements shall be conducted at 0.2° observation and -4° entrance angles in accordance with ASTM E-810.

4. Daytime/Nighttime Color

- a. To assist in positive daytime/nighttime identification of license plates, the color of the reflective background of the sheetings, including any pre-printed design, shall be similar in daylight and by illumination at night.

5. Flexibility - Embossing

- a. The sheeting shall, when correctly applied to treated aluminum, conform to the minimum/maximum tolerances for embossing and/or debossing dies as used by the manufacturing facility that supplies finished plates to the state and as recommended by the sheeting manufacturer.
 - b. Finished, embossed license plates shall show no appreciable wrinkling, cracking, or squirming at or around embossed/debossed areas.
6. Cleanability.
- a. Finished license plates, manufactured in accordance with the recommendations of the reflective sheeting manufacturer, shall be easily cleansed of normal dirt accumulation by washing with water and mild detergent. A test panel shall be sprayed with water-suspended soils collected from the underside of vehicle fenders, mixed with water in the proportion of five pounds (2.27 kg) of soil to one gallon (3.78 liters) of water, and poured through a paint strainer.
 - b. The mixture shall then be sprayed onto the panel while particles are in suspension. After the panel is thoroughly dry, it shall be cleaned by washing with a mixture of water and mild detergent, rinsed with clean water and wiped dry for examination. The panel shall show no appreciable difference when compared to a new clean panel.
7. Solvent Resistance
- a. License plate panels prepared per III.A shall be sufficiently solvent resistant to withstand exposure to mineral spirits, turpentine, toluene, xylene, and methyl alcohol without dissolving, wrinkling, puckering, blistering or edge lifting.
 - b. Test panels shall be 1" x 6" strips cut from license plate blanks. Strips of the license plate shall be immersed in a container with 4 inches of each solvent separately, at room temperature. Solvents and immersion time shall be as follows:
 - 1) Mineral spirits and turpentine - immersed for 10 minutes.
 - 2) Toluene, xylene and methyl alcohol - immersed for 1 minute.
 - c. At the end of the immersion time remove the samples from the containers and allow to dry before examining for any wrinkling, puckering, blistering, edge lifting or dissolving of the sheeting and adhesive. Failure of samples shall be cause for rejections.
8. Gasoline Resistance
- a. Finished license plates shall be sufficiently gasoline resistant to withstand exposure to gasoline when tested as follows.
 - b. Test panels shall be immersed in a commercially available unleaded gasoline for a period of one minute. After removal from the gasoline the test panels will be air-dried. The test panels shall show no evidence of dulling, whitening, softening, puckering, blistering, crinkling, or dissolving of the exterior film, inks, or adhesive, or separation from the aluminum substrate.

SECTION III - TEST PANELS AND QUALITY CONFORMANCE

A. TEST PANELS

- 1. Finished license plate test panels 6" x 12" (15.2cm x 30.5cm) must be provided for testing and evaluation within ten (10) calendar days if required by the state, and shall be produced of the same materials, on the same equipment and by the same general processes of substrate preparation, laminating, embossing or debossing, roll coating and oven drying as the production plates, in accordance with the sheeting manufacturer's recommendations. Note the following test panel exceptions for II. B. (1, 6, 8, 9) testing.

2. Special test panels for photometric, cold weather resistance and solvent resistance testing shall be produced as above, except that they shall not be embossed (for ease of testing) and they shall not be roll coated. These test panels must be cured for a minimum of 25 minutes at 190-260°F (to simulate oven drying) and must be conditioned for at least 24 hours at 72° ± 4°F (22° ± 2°C) and 50% ± 2% R.H. prior to testing.

B. QUALITY CONFORMANCE

1. Failure of the reflective sheeting to meet any requirement specified herein shall be cause for refusal to accept materials until evidence has been provided by the manufacturer that corrective action has been taken to eliminate deficiencies.

SECTION IV - PERFORMANCE LIFE & WARRANTIES

A. PERFORMANCE LIFE

1. Reflective sheeting applied and processed into finished license plates according to the sheeting manufacturer's instruction shall be considered to perform effectively for the service life specified (excluding those plates showing mechanical damage) if:
 - a. The plates show no fading, cracking, blistering or peeling which will significantly impair the intended visibility or legibility of the plate, and if
 - b. The clean rear plate retains at least 9 candlepower per foot-candle per plate (.84 candelas per lux per plate) for the length of the intended issue being bid. (up to a period of 5 years).¹
2. Measurements shall be conducted at 0.2° observation angle and -4° entrance angle. Coefficient of Luminous Intensity shall be measured using the test method outlined in ASTM E-810 except that the coefficient of luminous intensity shall be determined in accordance with ASTM E-808-01 Para. 3.2.2 and ASTM E-809-02 Para. 12.3. Note: Reflective license plates with a graphic preprinted design may not meet this requirement as large graphic printed areas may affect the reflectivity levels of the finished license plates.

B. WARRANTY PROVISIONS

1. The sheeting shall be imaged with a directional, integral warranty mark, so as to be traceable to the specific manufacturer's production run numbers from which the material originated. If at any time during the specified performance life of the reflective material provided, a one half of one percent sample of clean, rear plates produced from a given production run (identified by the integral warranty mark) reveals that 10 percent or more of that sample are found to be defective in visual or brightness performance requirements as defined herein, the vendor shall be responsible for replacement of all plates manufactured from that specific lot of material.
2. The sheeting supplier shall be responsible for all replacement costs associated with a specific lot; a maximum liability assessment of \$5.00 per plate will be invoked for failed plates associated with a specific lot. Reimbursement of the State shall be in dollars and/or materials equal to the assessed damage, at the State's discretion.
3. To assure effective identification, the warranty marks shall be approximately 1.125 inches in diameter on standard 6" x 12" plates and shall be of a design mutually agreed upon by the State and the sheeting manufacturer. The manufacturer may vary the number, design and placement of the marks for motorcycle or smaller license plate sizes.
4. The warranty marks shall be verifiable on a license plate once properly affixed to the vehicle's

¹ Assumes white sheeting background

designated mounting area, from an approximate head-on distance of six (6) feet;

(1.) Warranty marks shall not be observable at 2 feet or 20 feet or when the viewer steps to one side from the head-on viewing position so as not to compete or conflict with vital plate information.

OR

(2.) Warranty marks shall change appearance when the view steps to one side creating more than 45° angle to the plate so as not to compete or conflict with vital plate information.

B. WARRANTY PROVISIONS - CONTINUED

5. The warranty marks shall be verifiable under both ambient light and retroreflected light at night, shall not interfere or conflict with the plate design or aesthetics, shall not alter sheeting colors or reduce sheeting brightness below specified levels and shall be required at the discretion of State.

SECTION V - SUPPORT SERVICES

A. PLATE DESIGN SERVICE

1. The reflective sheeting supplier shall, without additional cost, maintain a full-time professional design service to assist the state in creating a license plate of high legibility, recognition and desired aesthetics.
The design will become the property of the State of New Hampshire.
2. Consistency of printing and roll coat inks must be maintained throughout the contract period. The supplier must provide for and maintain an exact color to existing and/or selected designs by the State. The sheeting supplier shall be required to furnish sheeting based on the current license plate design/format or any approved State design. Failure to maintain colors in accordance with this section will be cause for contract cancellation.
3. Special-plate-category designs shall be provided in standard roll form so that they can be manufactured into finished plates by the same process and on the same machinery as used for the basic design(s) covered by this contract. The successful bidder must be able to provide these designs in quantities as limited as one 300-ft. roll of material.
4. The state reserves the right to redesign any or all of the plates required under these specifications during any resulting contract period.

B. TECHNICAL SERVICE

1. License Plate Materials and Manufacturing Equipment
 - a. The reflective sheeting supplier shall, without additional cost, provide the license plate manufacturing shop with expert technical service and product information. A list of expert technical service personnel, their qualifications and experience must be provided.
 - b. On-site technical service shall, without additional cost, be available within 48 hours of notification by the manufacturing shop of production difficulties.

C. EQUIPMENT

1. The reflective sheeting supplier shall provide the necessary operational equipment for the intended contract period to laminate unprinted or pre-printed sheeting to the substrate inclusive of, but not limited to, the graphic reflective sheeting applicator including stretch control mechanism, and corresponding registry feed controls. The equipment may be used/refurbished (operational) or new.

Successful supplier shall install application and registry equipment at the License plate manufacturing location, and provide reflective sheeting for production in order to demonstrate over a period of 7 days that the equipment meets these specifications. The sheeting supplier shall cover costs during this 7-day period. This shall include reimbursement to the State of New Hampshire for all aluminum used in this testing, compensation for any labor dedicated by New Hampshire Correctional Industries employees for this trial period and will be liable for any damage to other State of New Hampshire equipment.

OR

The demonstration may be accomplished by taking agency personnel to view a system currently in operation or it may require setting up a system temporarily at the agency location. All expenses shall be paid by the vendor.

2. All required training shall be completed and equipment installed and operational within forty-five (45) days of notice of award of contract. Installation and training shall be acceptable upon consistently running the required line(s) at representative speeds not to exceed 100 strokes per minute with a rejection rate of 2% or less. The acceptability of the blanks shall be determined by the issuing agency in conjunction with the license plate plant management.
3. The sheeting supplier shall provide a list of available stocked parts to the license plate manufacturing shop. In event of equipment failure the sheeting supplier shall ship stocked replacement parts by express carrier within the next day
4. The successful sheeting supplier will reimburse the cost of any waste materials, including metal and sheeting generated because of installation and testing of application and registry equipment to the state. Any salary costs generated because the successful bidder requested to work during other than the normal scheduled work hours of the license plate plant employees will be borne by the vendor.
5. Upon expiration of the existing contract, the existing sheeting supplier's equipment shall be removed within thirty (30) days unless an extension of the sheeting contract has been negotiated with the sheeting supplier.
6. The successful sheeting supplier shall provide Preventative Maintenance to all equipment used in the process of applying sheeting and creating the license plates.
7. The successful sheeting supplier shall provide emergency repair services for all equipment used in the process of applying sheeting and creating license plates. One phone number shall be supplied for contact and response time shall be within 4 hours of initial call.

Contact Information: _____

SECTION VI - PACKAGING AND SHIPPING

To ensure easy access and proper inventory control, the reflective sheeting shall be shipped in bulk packages. To prevent roll damage, each pallet of bulk packages shall be designed to prevent double stacking by the shipper. Production run sequence numbers shall be affixed to the outside of each shipping package that corresponds to the materials contained therein. Each roll shall be additionally designated by a core identifier stamped or affixed with a permanent label to the inside of each roll core. A shipping or packaging list shall be affixed to one box on a pallet identifying all production runs contained within the shipment.

SECTION VII - DELIVERY SCHEDULE

All deliveries shall be provided F.O.B. to the State of New Hampshire's designated point of delivery. The first

expected delivery of reflective sheeting shall be no later than forty-five (45) days following official notification of contract award, initial order and receipt of State approved artwork. All subsequent orders shall be F.O.B. destination with expected delivery within thirty (30) days after receipt of order.

SECTION VIII - ACCOUNTABILITY

The manufacturer shall be accountable for all sheeting from the place of manufacture to the point of delivery. All over-run materials remaining in the manufacturer's possession after discontinuation of any design or the contract's cancellation, shall be destroyed and used for no other purpose.

SECTION IX - PROCESSING

- A. The reflective sheeting processing shall be in accordance with the recommendations of the manufacturer. All processing procedures for reflective material, thinners, solvents and inks must be exact at the vendor's expense, with equipment and procedures currently employed by the State.
- B. The sheeting manufacturer shall periodically properly remove all waste, thinners, and roll coat inks. In addition, the sheeting vendor shall remove wastes from other consumables used in the production of license plate.
- C. The Contractor will be required to deliver, free of charge, all clear coatings, thinners and inks on an "as needed" basis. Delivery in the amounts required must be completed within fifteen (15) days after receipt of order.
- D. The contract shall be for projected volumes, which are estimates only. The contract shall be for actual amounts ordered during the selected contract production period. Delivery schedules and quantities must be coordinated with the state's designated manufacturer.

COLOR SPECIFICATION

Chromaticity Coordinate

	Color	Corner x	Points y	Luminance Factor Y%
1.	White	.303 .368 .340 .274	.287 .353 .380 .316	42 Min.
2.	Yellow	.498 .557 .479 .438	.412 .442 .520 .472	28-38
3.	Lemon Yellow	.455 .514 .440 .395	.455 .485 .558 .508	40-50
4.	Orange	.505 .550 .600 .478	.354 .412 .360 .385	14-24
5.	Blue	.181 .270 .230 .103	.069 .220 .250 .246	11-20

6.	Green	.210	.275	15-25
		.280	.385	
		.180	.520	
		.080	.310	
7.	Red	.613	.297	5-10
		.636	.364	
		.558	.352	
		.708	.292	
8.	Gold	.435	.465	15-35
		.475	.420	
		.420	.370	
		.385	.420	

MINIMUM ORDERS:

There will be no minimum order whether in item quantity or dollar value associated with any contract resulting from this bid.

OFFER:

Vendor hereby offers to furnish to State of New Hampshire agencies and institutions and to any political sub-division and authorized non-profit organization wishing to participate, in accordance with all of the requirements of this bid invitation at the following prices for the entire contract term and any extension.

SEE ATTACHED EXCEL OFFER SECTION

VENDOR CONTACT INFORMATION:

Please provide contact information below for a person knowledgeable of and who can answer questions regarding, this bid response.

_____	_____	_____
Contact Person	Local Telephone Number	Toll Free Telephone Number
_____	_____	
E-mail Address	Company Website	
_____	_____	
Vendor Company Name	Vendor Address	

DELIVERY LOCATIONS:

The following are the current State of New Hampshire agency/institution locations which, if you are awarded a contract, you are expected to service. The State of New Hampshire reserves the right to add locations to this list at the contract prices or to delete locations, as needed. This listing does not include any eligible participants.

NH Dept. of Corrections Warehouse
3 McGuire St.
Concord, NH 03301

Note: To be considered, bid shall be signed and notarized on front cover sheet in the space provided.