

**Request for Proposal For:**

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF SAFETY  
DIVISION OF STATE POLICE**

**PAINTING OF STATE POLICE VEHICLES**

**PURPOSE:**

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for the State of New Hampshire – Department of Safety Division State Police for painting of State Police vehicles.

**VENDOR CERTIFICATION:**

The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not, will need to submit a completed Alternate W-9 form (no fee) with contract and must be willing to comply with all terms and conditions of the State of NH.

**New Hampshire Secretary of State Registration**

A person or persons conducting business under any name other than his/her own legal name must register with the New Hampshire Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'foreign' (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications:

<http://www.sos.nh.gov>

**CONTRACT TERM:**

The term of any resulting contract shall begin upon Governor and Council approval and end on June 30, 2013. The State of New Hampshire shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

**PAYMENT AND COMPENSATION:**

Payment terms: Contractor to invoice the State as vehicles are completed to the State's satisfaction. The State agrees to pay such invoices within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by New Hampshire Division State Police.

**SCOPE OF SERVICES:**

Paint Specification for State Police Cruisers

The NH Department of Safety, Division of State Police is seeking bids for the painting of approximately 75 (**seventy-five**) new *State Police VEHICLES*. Each vehicle will have been painted black by the manufacturer and will be repainted in conformance to the color schema attached. Bid price must include pickup and delivery of the vehicle from the NH Department of Safety, Automotive Facility, 39 Hazen Drive, Concord, NH 03305. **The vendor shall produce one car for inspection and approval by the Division of State Police before proceeding with the balance of the painting.**

**Specifications:**

- Possess a paint application system and painting area, which meets applicable safety and environmental requirements. The applications system must be able to produce a color and finish comparable to that of the original manufacturers finish.
- All refinishing will be base coat, clear coat consisting of a color scheme as per the following: the base coat Ivy Green shall be Dupont 4814 or equivalent and the Rose Metallic shall be Dupont 7205 or equivalent.
- All paint and clear coat products must be an approved product of the vehicle Manufacturer.
- Each vehicle must be prepped in accordance with vehicle and paint manufacturer's specification prior to painting.
- All jams will be masked between 3/16 to ¼ inch from outer edge of painted area to prevent overspray from entering jams of vehicles
- The following items will be removed and re-installed when refinishing each vehicle; grills, headlamps, tail lamps, nameplates and emblems.
- Each vehicle shall be painted in a downdraft spray booth capable of baking the base/clear coat finish for a minimum of 30 minutes upon reaching a surface temperature of 140 degrees.

**BID AMOUNT TO PAINT EACH VEHICLE: \$\_\_\_\_\_**

No reimbursement by the State for travel time or mileage shall be allowed.

Vendor questions should be directed to:

Sgt. Lawrence Bolduc at 223-3863 or [Lawrence.bolduc@dos.nh.gov](mailto:Lawrence.bolduc@dos.nh.gov)

**ADDITIONAL INFORMATION:**

The State reserves the right to make a written request for additional information in writing from a Contractor-Vendor to assist in understanding or clarifying a Bid Proposal. The State reserves the right to accept or reject any or all of the proposals.

**INSURANCE:**

The vendor awarded the contract will need to furnish an insurance certificate with a minimum of 250,000.00 per occurrence and 2,000,000.00 aggregate for general liability, naming the New Hampshire Department of Safety as additional insured.

The bidder shall, at its sole expense, obtain said insurance and maintain in force, and shall require any sub-contractor or assignee to obtain and maintain in force, both for the benefit of the State. The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.

The policies described above shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

**SUBMISSION OF RESPONSE:** Bids are due **Thursday, September 15, 2011 at 2:00 pm**. Bidders shall forward **sealed** bids on company letterhead. Your response must include all the materials and labor as separate line items for work. They can be mailed in an envelope clearly marked "BID PROPOSAL FOR CRUISER PAINTING" to Jeanette Patten, NH Department of Safety, Division of State Police, 33 Hazen Drive, Concord, NH 03305, or hand carried to the same address. The New Hampshire Department of Safety is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling Jeanette Patten at 223-8437. The New Hampshire Department of Safety reserves the right to accept or reject any or all of the proposals. All submissions must have a copy of insurance certificate, State of NH good standing certificate, and a Corporate Resolution regarding authorization to enter into a contract with the State of New Hampshire.

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the New Hampshire Department of Safety will fax addenda and have it posted to the NH Department of Administrative website. Before submission, always check for any addenda or other materials that may have been issued, which would affect the RFP.

**AWARD:**

The contract will be awarded solely on the qualified low bid. The State of New Hampshire reserves the right to waive any and all informalities in the best interest of the State. Bids will be opened on September 15, 2011 at 2:00 p.m. Lowest qualified bid will be informed later that day by e-mail or phone.

SERVICE BID FORM EXHIBIT A

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

Checklist:

Support Svcs hours: Monday thru Friday 8:15 am to 4:15 pm

- 1) Copy of Insurance certificate attached?
- 2) Proof of Worker's Comp. attached?
- 3) Copy of Secretary of State's Certificate attached?
- 4) Copy of Certificate of Board Vote (indicates who is authorized to sign on behalf of Company/Corporation) attached?
- 5) Copy of Alternate W-9 attached?

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS BID MUST BE SIGNED BY A PERSON AUTHORIZED TO LEGALLY BIND THE COMPANY/CORPORATION BIDDING.**