

77 mac



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner  
  
Sheri L. Rockburn  
Assistant Commissioner

April 8, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### REQUESTED ACTION

Authorize the Department of Administrative Services to enter a contract with Integrated Builders, Inc., (VC# 528915) Bedford, New Hampshire, for a total price not to exceed \$22,272 for carpet replacement services at 29 Hazen Drive, Concord, NH 03301. The term of the contract shall begin on April 23, 2025, or upon approval of the Governor and Executive Council whichever is later, through June 30, 2025.  
**100% Transfer from Other Agencies.**

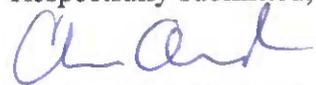
Funding is available in account titled Division of Plant and Property as follows:

DES/HHS BLDG 27-29 HZN DR	<u>FY25</u>
01-14-14-141510-20300000-048-500226 – Contract Repair	\$22,272

### EXPLANATION

In accordance with RSA 21-I:12, II B, the Department of Administrative Services, Division of Plant and Property Management is responsible to “provide for the general maintenance of state-owned buildings and grounds, except as otherwise provided by law.” The Division of Plant and Property maintains 95 state owned buildings located throughout the state. This contract will provide carpet replacement services, including removal of the existing carpet and installation of new carpet, for the state-owned facility located at 29 Hazen Drive, Concord, NH 03301.

DAS, through the Bureau of Purchase and Property, issued a request for bid (RFB) 116-25 for carpet replacement at 29 Hazen Drive February 27, 2025, with responses due March 26, 2025. The RFB reached 102 vendors through the NIGP registry with an additional 32 directly sourced. There were two compliant bids received from Integrated Builders Inc. and Edge Pro Flooring, Inc. with the lowest bid from Integrated Builders, Inc. Attached is a copy of the bid results.

Respectfully submitted,  
  
Charles M. Arlinghaus,  
Commissioner



Division of Procurement Support Services  
Bureau of Purchase Property

Gary S. Lunetta  
Director  
(603) 271-2201

Bid Summary

Bid Description	Carpet Replacement at 29 Hazen Drive	Agency	Dept. of Environmental Services
Bid #	116-25	RQ #	Pending
Agent Name	Jonah Rosa	Bid Closing	3/26/2025 at 9:30 AM

Indicates Award:

BASE BID						
Qty	UOM	Product Description	Integrated Builders Inc.		Edge Pro Flooring, Inc.	
			Unit Cost	Extended Cost	Unit Cost	Extended Cost
8,800	SQ FT	Removal and disposal of existing carpet and cover base (approximately 8,800 square feet)	\$0.53	\$4,664.00	\$0.35	\$3,080.00
8,800	SQ FT	Furnish new cover base only (approximately 8,800 square feet)	\$0.23	\$2,024.00	\$0.17	\$1,496.00
8,800	SQ FT	Labor to install owner supplied new carpet and new dark gray cover base (approximately 8,800 square feet)	\$0.88	\$7,744.00	\$1.22	\$10,736.00
<b>Total</b>				<b>\$14,432.00</b>		<b>\$15,312.00</b>

ALTERNATE BID						
Qty	UOM	Product Description	Integrated Builders Inc.		Edge Pro Flooring, Inc.	
			Unit Cost	Extended Cost	Unit Cost	Extended Cost
2,000	SQ FT	Removal and disposal of existing carpet and cover base (approximately 2,000 square feet)	\$1.56	\$3,120.00	\$0.72	\$1,440.00
2,000	SQ FT	Carpet Disposal (approximately 2,000 square feet)	included	included	\$0.37	\$740.00
	SQ FT	Furnish new carpet (12 boxes to match existing) and new cover base, 24" x 24" tiles per paragraph 27	included	included	\$3.68	\$7,360.00
2,000	SQ FT	Labor to install owner supplied and vendor supplied new carpet and new cover base	\$2.36	\$4,720.00	\$2.30	\$4,600.00
<b>Total</b>				<b>\$7,840.00</b>		<b>\$14,140.00</b>

Recommendation Summary	
Number of Solicitations Received	2
Number of Sourced bidders	32
Number of NIGP Vendors Sourced	102
Number of non-responsive bidders	132
D&B Report Attached	Yes
Method of Payment (P-card/ACH)	ACH
FOB Delivered	Yes
Special Notes:	

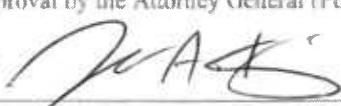
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name Department of Administrative Services		1.2 State Agency Address 25 Capitol Street Concord, NH 03301	
1.3 Contractor Name  <i>Integrated Builders, Inc.</i>		1.4 Contractor Address  <i>2 Dublin Ct., Bedford, NH 03110</i>	
1.5 Contractor Phone Number  <i>(603) 450-6000</i>	1.6 Account Unit and Class 010-014-01400- 20300000-048-500226	1.7 Completion Date 6/30/2025	1.8 Price Limitation \$22,272.00
1.9 Contracting Officer for State Agency Donald Perrin		1.10 State Agency Telephone Number 603-688-5159	
1.11 Contractor Signature  		1.12 Name and Title of Contractor Signatory  <i>Jason Carrin, President, Owner, Director</i>	
1.13 State Agency Signature  		1.14 Name and Title of State Agency Signatory Charles M. Arlinghaus, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)  By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable)  By:  On: <i>4/21/25</i>			
1.17 Approval by the Governor and Executive Council (if applicable)  G&C Item number: _____ G&C Meeting Date: _____			

Contractor Initials:   
 Date: *3/27/25*

**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.

EXHIBIT "A"

SPECIAL PROVISIONS

1. No Special Provisions.

Contractor Initials

Date

Handwritten signature and date: 3/27/25

Contractor Initials: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT "B"

### SCOPE OF SERVICES

1. Vendor shall supply all labor, tools, transportation, materials, equipment and permits as necessary and required to replace carpet at 29 Hazen Drive in Concord, NH as described herein.
2. The term of this contract shall be from April 1, 2025, through June 30, 2025.
3. Except as otherwise provided in this Scope of Services, all services performed under any contract resulting from this solicitation shall be performed Monday through Friday between the hours of 7:00 A.M. and 3:30 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall be paid for any off-hour work.
4. Floor substrate shall be prepared as required by the manufacturer to ensure compliance with warranty requirements for all floor and base materials. Moisture testing shall be provided as required by manufacturer and compliance certificate shall be submitted to Owner before material installation begins.
5. Installation shall be in full compliance with manufacturer's recommended installation requirements. Upon completion of the work, the area of installation shall be left clean and ready for use. The completed installation shall be thoroughly vacuumed, with all rubbish removed from the site by the installer. The Vendor shall not commence work until a conference is held with each State agency intending to utilize the Vendor's services, at which representatives of the Vendor and the State are present. The conference shall be arranged by the State agency.
6. The State shall require correction of any defective work and the repair of any damage to any part of a building, or its appurtenances caused by the Vendor or its employees, subcontractors, equipment or supplies. The Vendor shall correct, repair, or replace all defective work, as needed, to complete said work in satisfactory condition, and the Vendor shall repair all damage so caused in order to restore the building and its appurtenances to their previous condition. Upon failure of the Vendor to proceed promptly with the necessary corrections or repairs, the State may withhold any amount necessary to correct all defective work or repair all damage from payments to the Vendor.
7. The work staff shall consist of qualified persons completely familiar with the products and equipment that they will use. The Contracting Officer may require the Vendor to dismiss from the work such employees as the Contracting Officer deems 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 and the State.
8. Neither the Vendor nor its employees or subcontractors shall represent themselves as employees or agents of the State.
9. While on State property the Vendor, its employees, and its subcontractors shall be subject to the authority and control of the State, but under no circumstances shall such persons be deemed to be employees of the State.
10. All personnel shall observe all regulations or special restrictions in effect at any State agency location at which services are to be provided.
11. The Vendor's personnel shall be allowed only in areas where services are to be provided. The use of State telephones by the Vendor, its employees, or its subcontractors is prohibited.
12. If subcontractors are to be utilized, then please provide information regarding the proposed subcontractors, including: the name of the subcontractor, the subcontractor's business address, a primary contact person, and three references from clients that are currently receiving services from the subcontractor. The State must communicate its approval of the subcontractor to the Vendor before the subcontractor may begin any work.

**EXHIBIT "C"**  
**PAYMENT TERMS**

1. The Contractor hereby agrees to provide "Replacement Services" at 29 Hazen Drive in Concord, NH for a not to exceed a total of \$22,272.00 (herein after referred to as the contract price) in return for the services described in Exhibit "B".
2. Invoices shall be submitted after completion of work. Special charges, surcharges, processing charges, or fuel charges of any kind (by whatever name) may not be added on at any time.
3. Payments shall be paid in full within thirty (30) days after receipt of invoice and acceptance to the State's satisfaction. Payments will be made via ACH unless otherwise specified by the State.

  
3/27/25

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that INTEGRATED-BUILDERS INCORPORATED is a New Hampshire Profit Corporation registered to transact business in New Hampshire on March 26, 2024. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 958052

Certificate Number: 0007148302



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 3rd day of April A.D. 2025.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan  
Secretary of State

Certificate of Authority # 1

(Corporation, Non-Profit Corporation)

**Corporate Resolution**

I, Jason Carrica, hereby certify that I am duly elected Clerk/Secretary/Officer of  
Integrated Builders, Inc. I hereby certify the following is a true copy of a vote taken at  
(Name)  
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on March 27, 2025  
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Jason Carrica, President, Owner, Director  
(Name and Title) (may list more than one person) is

duly authorized to enter into contracts or agreements on behalf of  
Integrated Builders, Inc. with the State of New Hampshire and any of  
(Name of Corporation)

its agencies or departments and further is authorized to execute any documents  
which may in his/her judgment be desirable or necessary to effect the purpose of  
this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force  
and effect as of the date of the contract to which this certificate is attached. This authority  
remains valid for thirty (30) days from the date of this Corporate Resolution. I further certify  
that it is understood that the State of New Hampshire will rely on this certificate as evidence that  
the person(s) listed above currently occupy the position(s) indicated and that they have full  
authority to bind the corporation. To the extent that there are any limits on the authority of any  
listed individual to bind the corporation in contracts with the State of New Hampshire, all such  
limitations are expressly stated herein.

DATED: 3/27/2025

ATTEST: Jason Carrica  
(Name & Title)  
President, Owner, Director



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Wieczorek Insurance 166 Concord St.  Manchester NH 03104	<b>CONTACT NAME:</b> Susan Biron <b>PHONE (A/C, No, Ext):</b> (603) 668-3311 <b>FAX (A/C, No):</b> (603) 668-8413 <b>E-MAIL ADDRESS:</b> Susan@wizinsurance.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Safety Indemnity</td> <td>33618</td> </tr> <tr> <td>INSURER B: United Financial Casualty Co</td> <td>11770</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Safety Indemnity	33618	INSURER B: United Financial Casualty Co	11770	INSURER C:		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A: Safety Indemnity	33618													
INSURER B: United Financial Casualty Co	11770													
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
<b>INSURED</b> Integrated Builders 2 Dublin Ct  Bedford NH 03110														

**COVERAGES**      **CERTIFICATE NUMBER:** 25-26 Basic      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CNH6270244	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	States Covered: NH Officer Excl: Jason Carrier 6S60UB-A380799-4-25	2/1/2025	2/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  State of New Hampshire Department of Admin Services 25 Capitol St Concord, NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  R Wieczorek/SUSAN 
---	---

© 1988-2014 ACORD CORPORATION. All rights reserved.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

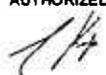
PRODUCER	Simply Business 53 State Street 19th Floor Boston, MA 02109	CONTACT NAME:	Simply Business	
		PHONE (A/C, No, Ext):	(866) 538-7491	FAX (A/C, No):
		E-MAIL ADDRESS:	contactus@simplybusiness.com	
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A:	Spinnaker Insurance Company	24376
INSURED	Integrated-Builders, Inc. 2 Dublin Ct Bedford, New Hampshire 03110	INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		
		INSURER G:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		HBW4579037XB1	07/25/2024	07/25/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE <input type="checkbox"/> Y/N OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	PROFESSIONAL LIABILITY						EACH CLAIM AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate holder is included as an additional insured on the General Liability policy per written contract.

<b>CERTIFICATE HOLDER</b>  State of New Hampshire, 25 Capital Street, Concord, NH 03110	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

© 1988-2015 ACORD CORPORATION. All rights reserved.

*Integrated-Builders Inc.*  
**Commercial & Residential Construction**  
[www.Integrated-Builders.com](http://www.Integrated-Builders.com)

March 25, 2025

**SENT VIA E-MAIL**

Mr. Jonah Rosa  
Department of Administrative Services  
Division of Procurement and Support Services  
25 Capital Street  
Concord, NH 03301

**RE : State of New Hampshire RFB 116-25**  
**Request for Carpet Replacement at 29 Hazen Drive**  
**Initial Due Date: 3/26/25**

Dear Mr. Rosa,

It is with great pleasure to provide the New Hampshire Department of Administrative Services with the attached bid for Carpet Replacement services at 29 Hazen Drive. Per my discussion and walkthrough with Mr. Stephen Lewis on March 21, 2025, physical disposal of the carpet will be on-site, thus no cost is associated in my bid related to carpet disposal, other than labor associated with the disposal on-site. Additionally, as I read the Request for Bid, all carpet will be supplied by the State of New Hampshire, including the Alternate location. Please do not hesitate to contact the undersigned if there are any questions.

Sincerely,



**Jason Carrier, Owner & Founder**  
Integrated-Builders Inc  
c: (603) 450-6000  
[JasonCarrier@Integrated-Builders.com](mailto:JasonCarrier@Integrated-Builders.com)



SDVOSB (certification pending)

Enclosure(s): (1) Documents Requested in RFB Application



**NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF PROCUREMENT AND SUPPORT SERVICES**

**REQUEST FOR BID FOR CARPET REPLACEMENT AT 29 HAZEN DRIVE  
(SUPPLY AND INSTALL)**

**116-25**

**DUE DATE: 3/26/2025 9:30 AM (EASTERN TIME)**

Table of Contents

1. PURPOSE: .....3  
2. INSTRUCTIONS TO VENDOR: .....3  
3. BID SUBMITTAL: .....3  
4. BID INQUIRIES: .....3  
5. BID DUE DATE: .....3  
6. ADDENDA: .....3  
7. TIMELINE: .....3  
8. TERMS OF SUBMISSION: .....3  
9. GOVERNING TERMS AND CONDITIONS: .....4  
10. NON-EXCLUSIVE CONTRACT: .....4  
11. PUBLIC DISCLOSURE OF BID OR PROPOSAL SUBMISSIONS: .....4  
12. TERMINATION: .....5  
13. VENDOR CERTIFICATIONS: .....5  
14. VENDOR RESPONSIBILITY: .....6  
15. BID RESULTS: .....6  
16. CONTRACT AWARD: .....6  
17. NOTIFICATION AND AWARD OF CONTRACT(S): .....6  
18. LIABILITY: .....6  
19. INSTALLATION REQUIREMENTS: .....6  
20. RETURNED GOODS: .....7  
21. PAYMENT: .....7  
22. INVOICING: .....7  
23. TERMS OF PAYMENT: .....7  
24. F.O.B.: .....7  
25. WARRANTY REQUIREMENTS: .....7  
26. OBLIGATIONS AND LIABILITY OF THE VENDOR: .....7  
27. SPECIFICATIONS: .....8  
28. SITE VISITATION: .....8  
29. SCOPE OF SERVICES: .....8  
30. SPECIFICATION COMPLIANCE: .....9  
31. ENVIRONMENTALLY FRIENDLY PRODUCTS: .....9  
32. BID PRICES: .....9  
33. OFFER: .....10  
34. DELIVERY: .....10  
35. VENDOR CONTACT INFORMATION: .....10  
36. The Bid Opening is open to the public online at the following: .....11  
STATE OF NEW HAMPSHIRE TRANSMITTAL LETTER .....12  
CONTRACT TERMS AND CONDITIONS: .....14

Contractor Initials   
Date 3/25/25

**1. PURPOSE:**

1.1. The purpose of this bid invitation is to establish a contract, in the form of a purchase order, with the State of New Hampshire for the supply and installation of the item(s) indicated in the "Offer" section of this bid invitation, in accordance with the requirements of this bid invitation and any resulting contract.

**2. INSTRUCTIONS TO VENDOR:**

2.1. 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, and sign the bid transmittal letter.

**3. BID SUBMITTAL:**

3.1. 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 paragraph 7 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](mailto:NH.Purchasing@DAS.NH.Gov). All bids shall be clearly marked with bid number, date due and purchasing agent's name.

3.2. 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.

**4. BID INQUIRIES:**

4.1. Any questions, clarifications, and/or requested changes shall be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid and shall be received in writing at the Bureau of Purchase and Property no later than 4:00 PM on the date 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.

4.2. Questions shall be submitted by email to JONAH ROSA at [JONAH.I.ROSA@DAS.NH.GOV](mailto:JONAH.I.ROSA@DAS.NH.GOV).

4.3. Submissions shall clearly identify the bid Number, the Vendor's name and address and the name of the person submitting the question.

**5. BID DUE DATE:**

5.1. All bid submissions shall be received at the Bureau of Purchase and Property no later than the date and time shown on the transmittal letter of this bid. Submissions received after the date and time specified shall be marked as "Late" and shall not be considered in the evaluation process.

5.2. All bid submissions shall be treated as firm offers to remain valid for acceptance for a period of one hundred eighty (180) days from the bid due date. The transmittal of a vendor's response or bid submission to any State agency or office other than the Department of Administrative Services (DAS), Bureau of Purchase and Property may be grounds for disqualification.

**6. ADDENDA:**

6.1. 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, Vendors are required to check the site for any addenda or other materials that may have been issued affecting the bid. The web site address is <https://apps.das.nh.gov/bidcontracts/bids.aspx>.

**7. TIMELINE:**

7.1. The timeline below is provided as a general guideline and is subject to change.

Bid Solicitation distributed on or by:	2/27/2025
Last day for questions, clarifications, and/or requested changes to bid:	3/18/2025
States response to questions, clarifications, and/or requested changes to bid:	3/20/2025
Bid Closing (Eastern Time):	3/26/2025 9:30 AM

**8. TERMS OF SUBMISSION:**

8.1. All material received in response to this bid shall become the property of the State and shall not be returned to the Vendor. Regardless of the Vendors selected, the State reserves the right to use any information

Contractor Initials   
Date 3/25/25

presented in a bid response. The content of each Vendor's bid shall become public information once a contract(s) has been awarded.

- 8.2. 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.
- 8.3. 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.
- 8.4. 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.
- 8.5. Complete bids shall be filled out on the original documents and format that are a part of this bid invitation. Vendors may submit additional paperwork with pricing, but all pricing shall be on the documents provided with this bid invitation and in the State's format.
- 8.6. CHAPTER ADM 600 PROCUREMENT AND PROPERTY RULES APPLY TO AND ARE MADE A PART HEREOF.

**9. GOVERNING TERMS AND CONDITIONS:**

- 9.1. A responding bid that has been completed and signed by Vendor's representative shall constitute Vendor's acceptance of all State of New Hampshire terms and conditions and shall legally obligate Vendor to these terms and conditions.
- 9.2. 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.
- 9.3. 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.

**10. NON-EXCLUSIVE CONTRACT:**

- 10.1. Any resulting Contract from this RFB will be a non-exclusive Contract. The State reserves the right, at its discretion, to retain other Contractors to provide any of the Services or Deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total Proposal.

**11. PUBLIC DISCLOSURE OF BID OR PROPOSAL SUBMISSIONS:**

- 11.1. 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.
- 11.2. 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:
- 11.3. 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 stamped or otherwise marked with the notation "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

- 11.4. 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 which the bidder deems confidential. Bids and proposals which 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.
- 11.5. 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.
- 11.6. 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.
- 11.7. 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.
- 11.8. 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.
- 11.9. 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.

## 12. TERMINATION:

- 12.1. The State of New Hampshire shall have the right to terminate this contract at any time by giving the successful Vendor a thirty (30) day written notice.

## 13. VENDOR CERTIFICATIONS:

- 13.1. 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.
- 13.2. 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>.
- 13.3. NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION: To be eligible for a contract award, a Vendor that is a corporation, limited liability company, or other limited liability business entity (this

  
3/25/05

excludes sole proprietors and general partnerships) must be registered to conduct business in the State of New Hampshire **AND** in good standing with the NH Secretary of State. Please visit the following website to find out more about the requirements for registration with the NH Secretary of State:  
<https://sos.nh.gov/corporation-division/>.

- 13.4. **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.
- 13.5. **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.

**14. VENDOR RESPONSIBILITY:**

- 14.1. 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 these 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.
- 14.2. In preparation of a bid response, the prospective Vendor shall:
- 14.2.1. Provide pricing information as indicated in the "Offer" section; and
  - 14.2.2. Provide all other information required for the bid response (if applicable); and
  - 14.2.3. Complete the "Vendor Contact Information" section; and
  - 14.2.4. Complete the company information on the "Transmittal Letter" page, and sign under penalty of unsworn falsification in the space provided on that page.

**15. BID RESULTS:**

- 15.1. Bid results may be viewed when available, once the award has been made, on our web site only at: <https://apps.das.nh.gov/bidscontracts/bids.aspx>.
- 15.2. For Vendors wishing to attend the bid closing, please be advised that: Only the names of the Vendors submitting responses and total cost shall be made public. In lieu of in person public bid openings the State shall conduct openings via electronic means until further notice.

**16. CONTRACT AWARD:**

- 16.1. The award shall be made to the Vendor meeting the criteria established in this RFB and providing the lowest cost in total. The State reserves the right to reject any or all bids or any part thereof and add/delete items/locations to the contract. All award(s) shall be, in the form of a State of New Hampshire purchase orders.

**17. NOTIFICATION AND AWARD OF CONTRACT(S):**

- 17.1. 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).
- 17.2. Bid results may also be viewed on our website at <https://apps.das.nh.gov/bidscontracts/bids.aspx>.

**18. LIABILITY:**

- 18.1. 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.

**19. INSTALLATION REQUIREMENTS:**

- 19.1. Successful Vendor shall be required to supply, deliver, uncrate, set into place, make all of the final connections, start-up and test all of the equipment (turn-key) awarded in accordance with Bid Specifications.

**20. RETURNED GOODS:**

20.1. The successful Vendor shall resolve all order and invoice discrepancies within five 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 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.

**21. PAYMENT:**

21.1. Payments shall be made via ACH. Use the following link to enroll with the State Treasury for ACH payments: <https://www.nh.gov/treasury/state-vendors/index.htm>.

**22. INVOICING:**

22.1. Invoices shall be submitted to [corrine.m.lemay@das.nh.gov](mailto:corrine.m.lemay@das.nh.gov) after completion of work.

22.2. Itemized invoices shall be submitted to the using agency after delivery of the products and include the following at a minimum:

22.2.1. State of NH purchase order (PO) number

22.2.2. State of NH contract number if applicable

22.2.3. State of NH ordering agency information

22.2.3.1. Name and contact information of ordering individual

22.2.3.2. Name of ordering state agency / department

22.2.3.3. Address of ordering state agency / department

22.2.3.4. Name and contact information of ordering state agency accounts payable office

22.2.4. Date of purchase

22.2.5. Date of delivery

22.2.6. Vendor order number

22.2.7. Vendor account representative name and contact information

22.2.8. Product description, quantity ordered, quantity delivered, unit price, total price for payment

**23. TERMS OF PAYMENT:**

23.1. Payment shall not be due until 30 days after the invoice has been received at the agency business office or all services have been provided, items have been delivered, inspected, and accepted by the agency, whichever is later.

**24. F.O.B.:**

24.1. The F.O.B. shall be destination to the following delivery/installation point:

Department of Environmental Services, 29 Hazen Drive, Concord, NH 03301

The signature of state personnel on shipping documents shall signify the receipt but not the acceptance of the shipment signed for.

**25. WARRANTY REQUIREMENTS:**

25.1. Successful Vendor shall be required to warranty all the products and services awarded to Vendor for a period of not less than one (1) year or the manufacturer's standard period of time, whichever is greater, from the date the items are received, inspected and accepted by the State of New Hampshire. The warranty shall cover 100% of all parts, shipping, labor, travel, lodging and expenses.

**26. OBLIGATIONS AND LIABILITY OF THE VENDOR:**

26.1. The successful Vendor shall perform all work and furnish all materials, tools, equipment, and safety devices necessary to perform the requested services in the manner and within the time hereinafter specified. The Vendor shall provide said services to the satisfaction of the State and in accordance with the specifications and at the price set forth herein. All work to be performed and all equipment to be furnished pursuant to the Scope of Services included herein shall be performed and furnished in strict accordance with the specifications included herein, the terms of any contract awarded as a result of this solicitation, any associated contract drawings, and the directions of State representatives as may be given from time to time while the work is in progress.

Contractor Initials   
Date 3/25/25

- 26.2. The successful Vendor shall take full responsibility for the work to be performed pursuant to the Scope of Services included herein; for the protection of said work; and for preventing injuries to persons and damage to property and utilities on or about said work. The Vendor shall in no way be relieved of such responsibility by any authority of the State to give permission or issue orders relating to any part of the work, by any such permission given or orders issued, or by any failure of the State to give such permission or issue such orders. The successful Vendor shall bear all losses accruing to the Vendor as a result of the amount, quality, or character of the work required, or because the nature or characteristics of the work location is different from what the Vendor estimated or expected, or due to delays or other complications caused by the weather, elements, or other natural causes.
- 26.3. The successful Vendor agrees that any damage to any buildings, materials, equipment, or other property resulting from the Vendor's performance of the requested services shall be repaired at the Vendor's own expense so that such buildings, materials, equipment, or other property are satisfactorily restored to their prior condition.

**27. SPECIFICATIONS:**

- 27.1. 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.
- 27.2. Vendor shall provide 12 cases of Shaw Diffuse Flutter carpet tile to match the existing in addition to all new cove base.
- 27.3. Vendors shall provide material safety data sheets with the delivery of any and all products covered by RSA 277-A, the "Worker's Right to Know Act."

**28. SITE VISITATION:**

- 28.1. Prior to bidding, it is each Vendor's responsibility to become thoroughly familiar with the sites of the intended service, to determine everything necessary to accomplish the services. 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 services. Coordinate site visits with Stephen Lewis at [stephen.w.lewis@das.nh.gov](mailto:stephen.w.lewis@das.nh.gov) or at (603) 235-4645.

**29. SCOPE OF SERVICES:**

- 29.1. Vendor shall supply all labor, tools, transportation, materials, equipment and permits as necessary and required to replace carpet at 29 Hazen Drive in Concord, NH as described herein.
- 29.2. Except as otherwise provided in this Scope of Services, all services performed under any contract resulting from this solicitation shall be performed Monday through Friday between the hours of 7:00 A.M. and 3:30 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall be paid for any off-hour work.
- 29.3. Floor substrate shall be prepared as required by the manufacturer to ensure compliance with warranty requirements for all floor and base materials. Moisture testing shall be provided as required by manufacturer and compliance certificate shall be submitted to Owner before material installation begins.
- 29.4. Installation shall be in full compliance with manufacturer's recommended installation requirements. Upon completion of the work, the area of installation shall be left clean and ready for use. The completed installation shall be thoroughly vacuumed, with all rubbish removed from the site by the installer. The Vendor shall not commence work until a conference is held with each State agency intending to utilize the Vendor's services, at which representatives of the Vendor and the State are present. The conference shall be arranged by the State agency.
- 29.5. The State shall require correction of any defective work and the repair of any damage to any part of a building, or its appurtenances caused by the Vendor or its employees, subcontractors, equipment or supplies. The Vendor shall correct, repair, or replace all defective work, as needed, to complete said work in satisfactory condition, and the Vendor shall repair all damage so caused in order to restore the building and its appurtenances to their previous condition. Upon failure of the Vendor to proceed promptly with the necessary corrections or repairs, the State may withhold any amount necessary to correct all defective work or repair all damage from payments to the Vendor.

- 29.6. The work staff shall consist of qualified persons completely familiar with the products and equipment that they will use. The Contracting Officer may require the Vendor to dismiss from the work such employees as the Contracting Officer deems 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 and the State.
- 29.7. Neither the Vendor nor its employees or subcontractors shall represent themselves as employees or agents of the State.
- 29.8. While on State property the Vendor, its employees, and its subcontractors shall be subject to the authority and control of the State, but under no circumstances shall such persons be deemed to be employees of the State.
- 29.9. All personnel shall observe all regulations or special restrictions in effect at any State agency location at which services are to be provided.
- 29.10. The Vendor's personnel shall be allowed only in areas where services are to be provided. The use of State telephones by the Vendor, its employees, or its subcontractors is prohibited.
- 29.11. If subcontractors are to be utilized, then please provide information regarding the proposed subcontractors, including: the name of the subcontractor, the subcontractor's business address, a primary contact person, and three references from clients that are currently receiving services from the subcontractor. The State must communicate its approval of the subcontractor to the Vendor before the subcontractor may begin any work.

**30. SPECIFICATION COMPLIANCE:**

- 30.1. 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.
- 30.2. Unless otherwise specified by the Bureau of Purchase and Property in this bid invitation document, all equipment and 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.
- 30.3. The manufacturers and/or product numbers indicated are the only ones that are acceptable under this bid invitation.

**31. ENVIRONMENTALLY FRIENDLY PRODUCTS:**

- 31.1. In accordance with State of New Hampshire RSA 9-C, the Bureau of Purchase and Property has an obligation to put into practice the interdependent principles of waste reduction, recycling, and recycled products purchasing. Contractors should supply environmentally preferable materials that meet performance requirements wherever practical in the fulfillment of this regulation. Environmentally preferable products and services have characteristics that include, but are not limited to, the following:
  - 31.1.1. Energy or water efficient
  - 31.1.2. Reusable
  - 31.1.3. Recyclable
  - 31.1.4. Contains postconsumer recycled materials
  - 31.1.5. Produces fewer polluting byproducts or safety hazards during manufacture, use, or disposal
  - 31.1.6. Certified by an independent, third-party eco-label (e.g., Green Seal, EcoLogo, etc.)
- 31.2. Suppliers citing environmentally preferred product claims shall follow the Federal Trade Commission's Green Marketing Guidelines and provide proper certification or detailed information on environmental benefits, durability, and recyclable properties as an attachment with their bid submission.
- 31.3. Whenever possible, Contractors shall eliminate PVC or polystyrene due to environmental and human health concerns. Contractors must notify the State if a product contains mercury and/or PFAS.
- 31.4. To promote fuel efficiency and reduce greenhouse gases and air pollution, Contractors are encouraged to use a SmartWay Transport/Carrier Partner for the shipment or transport of products. A list of SmartWay Transport partners can be found here: <https://www.epa.gov/smartway/smartway-partner-list>.

**32. BID PRICES:**

- 32.1. Bid prices shall be in US dollars and 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

Contractor Initials   
 Date 3/25/05

name) may not be added on at any time. Any and all charges shall be built into the bid price at the time of the bid.

32.2. 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 RFO, the unit price shall be binding upon the bidder".

**33. OFFER:**

33.1. The bidder offers to sell to the state of New Hampshire the commodities or services indicated at the price or prices quoted and in compliance with the requirements and specifications of the bid. Items to include supply, delivery, and installation. Quotes in lieu of a completed offer sheet will not be accepted.

33.2. Vendor shall include specification sheets with your submission.

Base Bid				
Qty	Unit of Measure	DESCRIPTION	PRICE EACH	EXTENDED PRICE
8,800	SQ FT	Removal and disposal of existing carpet and cove base (approximately 8,800 square feet)	\$ .53	\$ 4664
8,800	SQ FT	Furnish new cove base only (approximately 8,800 square feet)	\$ .23	\$ 2024
8,800	SQ FT	Labor to install owner supplied new carpet and new dark gray cove base (approximately 8,800 square feet)	\$ .88	\$ 7744
TOTAL				\$ 14432

Alternate Bid				
Qty	Unit of Measure	DESCRIPTION	PRICE EACH	EXTENDED PRICE
2,000	SQ FT	Removal and disposal of existing carpet and cove base (approximately 2,000 square feet)	\$ 1.56	\$ 3120
2,000	SQ FT	Carpet Disposal (approximately 2,000 square feet)	\$ —	\$ —
	SQ FT	Furnish new carpet (12 boxes to match existing) and new cove base, 24" x 24" tiles per paragraph 27	\$ —	\$ —
2,000	SQ FT	Labor to install owner supplied and vendor supplied new carpet and new cove base	\$ 2.36	\$ 4720
TOTAL				\$ 7840

33.3. Please provide the hourly rate to move furniture if needed: 50 —. This will not be a factor in determining an award.

**34. DELIVERY:**

34.1. The successful Vendor shall deliver and install any item/service awarded under the contract within thirty (30) business days from the award of a contract to the location noted in paragraph 24 (FOB).

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

**35. VENDOR CONTACT INFORMATION:**

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

Jason J. Carrier (603) 450-6010 Toll Free Telephone Number  
 Contact Person Local Telephone Number  
Jason Carrier@Integrated-Builders.com www.Integrated-Builders.com  
 Email Address Company Website  
Integrated-Builders, Incorporated 2 Dublin Ct. Bedford, NH 03110  
 Vendor Company Name Vendor Address  
528915 EG5ABLW5GX21  
 Vendor Number (provided by State of NH) DUNS and/or SAM.GOV Number

Contractor Initials [Signature]  
 Date 3/25/25

**36. The Bid Opening is open to the public online at the following:**

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 282 431 240 731

Passcode: yD3RJ2Ty

Dial in by phone

+1 603-931-4944, 87640329# United States, Concord

Find a local number

Phone conference ID: 876 403 29#

Join on a video conferencing device

Tenant key: nhgov@m.wcbex.com

Video ID: 114 138 123 4

More info

Contractor Initials 

Date 3/25/25



STATE OF NEW HAMPSHIRE TRANSMITTAL LETTER

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

Date: 2/27/2025
Bid No.: 116-25
Date of Bid Closing: 3/26/2025
Time of Bid Closing: 9:30 AM (ET)

PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO JONAH ROSA AT JONAH.L.ROSA@DAS.NH.GOV.
EMAIL YOUR BID TO: NH.PURCHASING@DAS.NH.GOV

BID INVITATION FOR CARPET REPLACEMENT AT 29 HAZEN DRIVE (SUPPLY AND INSTALL)

[Insert name of signor Jason Carnica, on behalf of Integrated Builders, Inc. (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 116-25 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 [Signature] Authorized Signor's Title Owner, President, Director

Contractor Initials [Signature]
Date 3/25/25

**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 constitutes 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. **CONDITIONAL AGREEMENT.** Notwithstanding any provision of the Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds, in the event of a reduction or termination of appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds, in the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate the Agreement immediately upon giving the Vendor notice of such termination. The State shall not be required to transfer funds from any other account in the event of funds in that Account are reduced or unavailable.

5. **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.

6. **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. State personnel signatures on shipping documents shall signify only the receipt of shipments.

7. **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, whichever is later.

**8. PERSONNEL.**

8.1. 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.

8.2. The person signing this agreement on behalf of the State, or his or her delegate ("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.

8.3. The vendor shall at its own expense provide all personnel necessary to perform the services required under this agreement. The Vendor 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.

8.4. Unless otherwise authorized in writing, during the term of the Agreement, and for a period of six (6) months after completion of the agreement, the Vendor shall not hire and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the services to hire, any person, who is a State employee or official, who is materially involved in the procurement administration or performance of this.

**9. EVENT OF DEFAULT; REMEDIES.**

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

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

9.1.2. failure to submit any report required hereunder; or

9.1.3. failure to perform any of the other covenants and conditions of this agreement.

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

9.2.1. 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

9.2.2. 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

9.2.3. 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

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

10. **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.

Contractor Initials   
Date 3/25/05

**11. 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.

**12. 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.

**13. INDEMNIFICATION.** The contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based 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.

**13.1 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).

**14. INSURANCE.**

**14.1.** The Vendor shall, at its sole expense, obtain and maintain in force and shall require any subcontractor or assigned to obtain and maintain in force, the following insurance.

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

**14.1.2.** special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in 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 N.H. Department of Insurance and issued by insurers licensed in the State of New Hampshire.

**14.3.** The Vendor shall furnish to the State a certificate(s) of insurance for all insurance required under the Agreement. Vendor shall also furnish to the State certificate(s) of insurance for all renewal(s) of insurance required under the Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The Certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the State no less than thirty (30) days proper written notice of cancellation or modification of the policy.

**15. WORKERS COMPENSATION.**

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

**15.2.** To the extent of the Vendor is subject to the requirements of N.H. RSA chapter 281A, Vendor 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 the Agreement. Vendor shall furnish the Contracting Officer or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any other applicable renewal (1) thereof, which shall be attached and are incorporated herein by reference. The State 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 Vendor, or any subcontractor or employee of Vendor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of Services under the Agreement.

**16. 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.

**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 below.

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

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

**20. 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.

**21. 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 the Agreement will remain in full force and effect.

**22. 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.

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

**23.1.** In connection with the performance of the services required under this Agreement, the Vendor shall comply with all statutes, laws, regulation, and order of federal, state, county or municipal authorities which impose any obligation or duty upon the Vendor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from and convey information to the Vendor. In addition, the Vendor shall comply with all applicable copyright laws.

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

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

**24. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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

24.2. 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 the Agreement for any reason.

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

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

**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 relating hereto.

Contractor Initials   
Date 3/25/25



**STATE OF NEW HAMPSHIRE**  
**DIVISION OF PROCUREMENT AND SUPPORT SERVICES**  
 BUREAU OF PURCHASE AND PROPERTY  
 STATE HOUSE ANNEX  
 25 CAPITOL STREET  
 CONCORD, NEW HAMPSHIRE 03301-6398

Date of Change: March 13, 2025

**ADDENDUM # 01 TO BID INVITATION 116-25**

**DATE AND TIME OF BID CLOSING:** 3/26/2025 9:30 AM

**FOR:** Carpet Replacement at 29 Hazen Drive

Question 1: What is the total linear feet needed for the cove base?

**State Response:** The State does not have this information. It is recommended that interested Vendors visit the site to take measurements per paragraph 28 of the bid document.

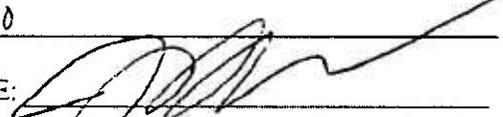
**PURCHASING AGENT:** JONAH ROSA

Email: [NH.Purchasing@das.nh.gov](mailto:NH.Purchasing@das.nh.gov)

NOTE: ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS AND MUST BE SUBMITTED WITH THE BID. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

RESPONDENT BUSINESS NAME: Integrated Builders, Inc.

ADDRESS: 2 Dublin Ct., Bedford, NH 03110

PRINT NAME: Jason Carrier, owner & president SIGNATURE: 

TEL. NO: (603) 450-6000 EMAIL ADDRESS: Jason.Carrier@Integrated-Builders.com

Please visit: <https://das.nh.gov/purchasing/vendorresources.aspx> (click on "Bid and Proposals") for complete bid and addendums.