



State of New Hampshire  
Department of Health and Human Services

**REQUEST FOR BID**

FOR

Landscaping and Property Maintenance for Hampstead Hospital

RFB-2023-HH-01-LANDS

RELEASE DATE: April 26, 2023

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# New Hampshire Department of Health and Human Services

## Landscaping and Property Maintenance for Hampstead Hospital

### 1. PURPOSE AND OVERVIEW

#### 1.1. Introduction

The New Hampshire Department of Health and Human Services, Hampstead Hospital and Residential Treatment Facility (“Department”) is seeking responses to this Request for Bid (“solicitation” or “RFB”) from qualified Vendors to provide landscaping and property maintenance services to the Hampstead Hospital grounds, located at 218 East Rd., Hampstead NH, 03841.

The Department anticipates awarding one (1) contract for the services in this solicitation.

#### 1.2. Key Information

The information in the table below is as anticipated by the Department. All information is subject to change, the availability of funds, and/or approval by the Governor and Executive Council.

<b>Contract Effective Date</b>	<b>Approximately June 14, 2023</b>	
<b>Contract End Date</b>	<b>June 30, 2025</b>	
<b>Renewal Options</b>	The Department may extend contracted services for up to four (4) additional years.	
<b>Funding Source</b>	The Department anticipates using Other funds for resulting contract.	
	Assistance Listing #	NA
	Award Name	NA
<b>Point of Contact</b>	James P. Corbett, Contract Specialist James.P.Corbett@dhhs.nh.gov 603-271-9467	
From the date of release of this solicitation until an award is made and announced regarding the selection of a Vendor, all communication with personnel employed by or under contract with the Department regarding this solicitation is prohibited unless first approved by the Point of Contact listed above. Department employees have been directed not to hold conferences and/or discussions concerning this solicitation with any potential contractor during the selection process, unless otherwise authorized by the Point of Contact. Vendors may be disqualified for violating this restriction on communications.		

#### 1.3. Procurement Timetable

All times are according to Eastern Time. The Department reserves the right to modify these dates and times at its sole discretion.		
Item	Action	Date
1.	RFB Released	4/26/2023
2.	Questions Submission Deadline	5/5/2023

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		<b>12:00 PM Noon</b>
3.	Department Response to Questions Published	5/8/2023
4.	Bid Submission Due Date	5/25/2023 <b>10:00 AM</b>
5.	Public Bid Opening <i>(Bidder's interested in attending the Public Bid Opening must register with the Sole Point of Contact in Subsection 1.2 by email no later than 12:00 PM Noon 5/24/23 to obtain information on how to attend the opening.)</i>	5/25/2023 <b>12:00 PM Noon</b>

## 1.4. Background

### 1.4.1. New Hampshire Department of Health and Human Services, Hampstead Hospital and Residential Treatment Facility

Hampstead Hospital (HH) is a fully accredited state operated hospital in Hampstead, NH, that provides acute psychiatric and substance disorder inpatient care to children, adolescents, and young adults. The hospital has approximately 40 beds and provides 24 hour nursing care to children, adolescents and young adults ages 3 to 18.

The primary goal of acute inpatient treatment of patients with severe and complex diagnostic mental health presentations, is to stabilize patients and facilitate a rapid return to their pre-hospital living situation.

### 1.4.2. Objective

This Request for Bids (RFB) is published to solicit bids from Vendors for the provision of landscaping and grounds maintenance on 11.32 acres of property at Hampstead Hospital located at 218 East Rd, Hampstead, NH 03841.

## 2. STATEMENT OF WORK

### 2.1. Scope of Services

2.1.1. The selected Vendor must provide landscaping and property maintenance services for the Hampstead Hospital grounds located at 218 East Rd, Hampstead NH, 03841.

2.1.2. The selected Vendor must provide landscaping and property maintenance services, including, but not limited to:

2.1.2.1. Lawn mowing.

2.1.2.2. Walk away blowing.

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- 2.1.2.3. Irrigation.
- 2.1.2.4. Playground sand replacement.
- 2.1.2.5. Weeding.
- 2.1.2.6. Fertilizing.
- 2.1.2.7. Bark and mulching.
- 2.1.3. The selected Vendor must provide spring (herein approximately April through June for the purposes of this solicitation) cleanup services, including, but not limited to leaf raking, and debris clean-up and removal. Any debris hazards such as cut branches and/or leaf piles must be removed from premises no later than day of trimming or blowing.
- 2.1.4. The selected Vendor must provide fall (herein approximately September through November for the purposes of this solicitation) cleanup services, including, but not limited to leaf raking of lawn areas, cleanup of subgrade egresses, and tree branch debris cleanup and any debris hazards such as fallen or cut branches and/or leaf piles must be removed from premises no later than day of trimming or blowing.”
- 2.1.5. The selected Vendor must provide installation and bed edging services each spring.
- 2.1.6. The selected Vendor must provide shrub and tree trimming services each spring and fall.
- 2.1.7. The selected Vendor must supply all labor, equipment, materials and tools necessary to complete the scope of work.

### **2.2. Bid Requirements**

- 2.2.1. The selected Bidder must provide two (2) references for whom the Bidder has provided similar services in the previous five (5) years.

## **3. BID EVALUATION**

### **3.1. Bid Scoring**

- 3.1.1. Bid scores will be calculated based on the Total Cost Bid as submitted on Appendix B, Transmittal Cover Letter, Bidder Information and Bid Sheet, Section 5, Bid Sheet.

### **3.2. Vendor Selection**

- 3.2.1. Vendors must complete Appendix B, Transmittal Cover Letter, Bidder Information and Bid Sheet, and submit the supporting documentation in accordance with Section 6, Bid Response Requirements, Subsection 6.3, Bid Contents, by the Bid Submission Deadline in Subsection 1.3, Procurement Timetable.
- 3.2.2. Public Bids will be opened on the day and time specified in Subsection 1.3, Procurement Timetable.

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- 3.2.3. One (1) Vendor with the lowest Annualized Cost Bid as submitted on Appendix B, Transmittal Cover Letter, Bidder Information and Bid Sheet, Section 5, Bid Sheet, will be selected.
- 3.2.4. Should the Department be unable to reach agreement with the selected Vendor during Contract discussions, the Department may then undertake Contract discussions with the next lowest Vendor and so forth. Such discussions may continue at the sole option of the Department, until an agreement is reached, or all Proposals are rejected.
- 3.2.5. Bids must conform to all instructions, requirements and contents indicated below and in Subsection 2.2.

#### **4. SOLICITATION RESPONSE PROCESS**

##### **4.1. Questions and Answers**

##### **4.1.1. Vendor's Questions**

- 4.1.1.1. All questions about this Solicitation including, but not limited to, requests for clarification, additional information or any changes to the Solicitation must be made in writing, by email only, citing the Solicitation page number and part or subpart, and submitted to the Contract Specialist identified in Subsection 1.2.
- 4.1.1.2. The Department may consolidate or paraphrase questions for efficiency and clarity. Questions that are not understood will not be answered. Statements that are not questions will not receive a response.
- 4.1.1.3. All questions must be submitted by email; however, the Department assumes no liability for ensuring accurate and complete email transmissions.
- 4.1.1.4. Questions must be received by the Department by the deadline given in Subsection 1.3, Procurement Timetable.

##### **4.1.2. Department Responses**

- 4.1.2.1. The Department intends to issue responses to properly submitted questions by the deadline specified in Subsection 1.3, Procurement Timetable. All oral answers given are non-binding. Written answers to questions received will be posted on the Department's website at (<https://www.dhhs.nh.gov/doing-business-dhhs/contracts-procurement-opportunities>). This date may be subject to change at the Department's discretion.

##### **4.1.3. Exceptions**

- 4.1.3.1. The Department will require the successful Vendor to execute a contract using the Form P-37, General Provisions and Standard Exhibits, which are attached as Appendix A. To the extent that a Vendor believes that exceptions to Appendix A will be necessary for

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the Vendor to enter into a Contract, the Vendor must note those issues during the Question Period in Subsection 1.3. Vendors may not request exceptions to the Scope of Services or any other sections of this Solicitation.

4.1.3.2. The Department will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion in its response to Vendor questions.

4.1.3.3. Any exceptions to the standard form contract and exhibits that are not raised by a Vendor during the Question Period may not be considered. In no event is a Vendor to submit its own standard contract terms and conditions as a replacement for the Department's terms in response to this Solicitation.

### 4.2. Solicitation Amendment

4.2.1. The Department reserves the right to amend this Solicitation by publishing any addenda, as it deems appropriate, prior to the Submission Deadline on its own initiative or in response to issues raised through Vendor questions. In the event that an addendum is published, the Department, at its sole discretion, may extend the Submission Deadline.

## 5. SOLICITATION RESPONSE SUBMISSION INSTRUCTIONS

5.1. Responses to this Solicitation must be submitted electronically via email to **rfx@dhhs.nh.gov** AND to the Contract Specialist at the email address specified in Subsection 1.2.

5.1.1. The subject line must include the following information:

RFB-2023-HH-01-LANDS (email xx of xx).

5.2. The maximum size of file attachments per email is 10 MB. Submissions with file attachments exceeding 10 MB must be sent via multiple emails.

5.3. The Department must receive submissions by the time and date specified in the Procurement Timetable in Section 1.3 and in the manner specified or it may be rejected as non-compliant, unless waived by the Department as a non-material deviation.

5.4. The Department will conduct an initial screening step to verify Vendor compliance with the requirements of this Solicitation. The Department may waive or offer a limited opportunity for a Vendor to cure immaterial deviations from the Solicitation requirements if it is deemed to be in the best interest of the Department.

5.5. Late submissions that are not accepted will remain unopened. Disqualified submissions will be discarded. Submission of solicitation responses shall be at the Vendor's expense.

## 6. BID RESPONSE REQUIREMENTS

6.1. Acceptable solicitation responses must offer all services identified in Section 2 - Statement of Work, unless an allowance for partial scope is specifically described in Section 2.

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### 6.2. Bid Contents

Each Response must contain the following, in the order described in this section:

#### 6.2.1. **Appendix B – Transmittal Letter, Bidder Information and Bid Sheet**, including:

- 6.2.1.1. **Vendor Code Number** - Prior to executing any resulting contract, the selected Vendor will be required to provide a vendor code number issued by the State of New Hampshire Department of Administrative Services upon registering as an authorized vendor with the State. Vendors are strongly encourage to provide a vendor code number in the Appendix B if available. More information can be found at: <https://das.nh.gov/purchasing/vendorresources.aspx>

## 7. ADDITIONAL TERMS AND REQUIREMENTS

### 7.1. Non-Collusion

The Vendor's required signature on the Appendix B – Transmittal Letter, Bidder Information and Bid Sheet submitted in response to this Solicitation guarantees that the prices, terms and conditions, and services quoted have been established without collusion with other Vendors and without effort to preclude the Department from obtaining the best possible competitive bid.

### 7.2. Collaborative Solicitation Responses

Solicitation responses must be submitted by one organization. Any collaborating organization must be designated as a subcontractor subject to the terms of Appendix A, P-37 General Provisions and Standard Exhibits.

### 7.3. Validity of Solicitation Responses

Solicitation responses must be valid for one hundred and eighty (180) days following the deadline for submission in the Procurement Timetable above in Subsection 1.3, or until the Effective Date of any resulting contract, whichever is later.

### 7.4. Debarment

Vendors who are ineligible to bid on proposals, bids or quotes issued by the Department of Administrative Services, Division of Procurement and Support Services pursuant to the provisions of RSA 21-I:11-c shall not be considered eligible for an award under this solicitation.

### 7.5. Property of Department

Any material property submitted and received in response to this solicitation will become the property of the Department and will not be returned to the Vendor. The Department reserves the right to use any information presented in any solicitation response provided that its use does not violate any copyrights or other provisions of law.

### 7.6. Bid Withdrawal

Prior to the Bid Submission Deadline specified in Subsection 1.3, Procurement Timetable, a submitted Letter of Intent or bids may be withdrawn by submitting a written request for its withdrawal to the Contract Specialist specified in Subsection 1.2.



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### 7.7. Confidentiality

- 7.7.1. Pursuant to RSA 21-G:37, the content of responses to this solicitation must remain confidential until the Governor and Executive Council have awarded a contract. The Vendor's disclosure or distribution of the contents of its solicitation response, other than to the Department, will be grounds for disqualification at the Department's sole discretion.

### 7.8. Public Disclosure

- 7.8.1. The information submitted in response to this solicitation (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and presentations), any resulting contract, and information provided during the contractual relationship may be subject to public disclosure under Right-to-Know laws, including RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this solicitation will be made accessible to the public online via the New Hampshire Secretary of State website (<https://sos.nh.gov/>).
- 7.8.2. Confidential, commercial or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If a Vendor believes any information submitted in response to this solicitation should be kept confidential, the Vendor must specifically identify that information where it appears in the submission in a manner that draws attention to the designation and must mark/stamp each page of the materials that the Vendor's claims must be exempt from disclosure as "CONFIDENTIAL." Vendor must also provide a letter to the person listed as the point of contact for this solicitation, identifying the specific page number and section of the information considered to be confidential, commercial or financial and providing the rationale for each designation. Marking or designating an entire submission, attachment or section as confidential shall neither be accepted nor honored by the Department. The Vendor must also provide a separate copy of the full and complete document, fully redacting those portions and shall note on the applicable page or pages that the redacted portion or portions are "confidential."
- 7.8.3. Submissions which do not conform to these instructions by failing to include a redacted copy (if necessary), by failing to include a letter specifying the rationale for each redaction, by failing to designate the 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 Department as not conforming to the requirements of the solicitation.
- 7.8.4. Pricing, which includes but is not limited to, the administrative costs and other performance guarantees in responses or any subsequently awarded contract shall be subject to public disclosure regardless of whether it is marked as confidential.
- 7.8.5. Notwithstanding a Vendor's designations, the Department is obligated under the Right-to-Know law to conduct an independent analysis of the confidentiality of the information submitted in response to the solicitation. If a request is made to the Department to view or receive copies of any portion of the response that is

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marked confidential, the Department shall first assess what information it is obligated to release. The Department will then notify the Vendor that a request has been made, indicate what, if any, information the Department has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the response. To halt the release of information by the Department, a Vendor must initiate and provide to the Department, prior to the date specified in the notice, a court action in the Superior Court of the State of New Hampshire, at its sole expense, seeking to enjoin the release of the requested information.

- 7.8.6. By submitting a response to this solicitation, Vendors acknowledge and agree that:
- 7.8.7. The Department may disclose any and all portions of the response or related materials which are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this solicitation;
- 7.8.8. The Department is not obligated to comply with a Vendor's designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted; and
- 7.8.9. The Department may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to a Vendor.

#### **7.9. Electronic Posting of RFB Results and Resulting Contract**

- 7.9.1. At the time of receipt of responses, the Department will post the number of responses received with no further information. No later than five (5) business days prior to submission of a contract to the Department of Administrative Services pursuant to this solicitation, the Department will post the name, rank or score of each responding Vendor. In the event that the resulting contract does not require Governor & Executive Council approval, the Agency will disclose the rank or score at least five (5) business days before final approval of the contract.
- 7.9.2. Pursuant to RSA 91-A and RSA 9-F:1, the Secretary of State will post to the public any document submitted to G&C for approval, including contracts resulting from this solicitation, and posts those documents on its website (<https://sos.nh.gov/administration/miscellaneous/governor-executive-council/>). By submitting a response to this solicitation, Vendors acknowledge and agree that, in accordance with the above mentioned statutes and policies, (and regardless of whether any specific request is made to view any document relating to this solicitation), any contract resulting from this solicitation that is submitted to G&C for approval will be made accessible to the public online.

#### **7.10. Non-Commitment**

Notwithstanding any other provision of this solicitation, this solicitation does not commit the Department to award a contract. The Department reserves the right to reject any and all

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responses to this solicitation or any portions thereof, at any time and to cancel this solicitation and to solicit new solicitation responses under a new procurement process.

### **7.11. Liability**

By submitting a response to this solicitation, the Vendor agrees that in no event shall the Department be either responsible for or held liable for any costs incurred by a Vendor in the preparation or submittal of or otherwise in connection with a solicitation response, or for work performed prior to the Effective Date of a resulting contract.

### **7.12. Request for Additional Information or Materials**

The Department may request any Vendor to provide additional information or materials needed to clarify information presented in the solicitation response. Such a request will be issued in writing and will not provide a Vendor with an opportunity to change, extend, or otherwise amend its solicitation response in intent or substance.

### **7.13. Successful Vendor Notice and Contract Negotiations**

If a Vendor is selected, the Department will send written notification of their selection and the Department's desire to enter into contract negotiations. Until the Department successfully completes negotiations with the selected Vendor, all submitted solicitation responses remain eligible for selection by the Department. In the event contract negotiations are unsuccessful with the selected Vendor, the evaluation team may recommend another Vendor. The Department will not contact Vendors that are not initially selected to enter into contract negotiations.

### **7.14. Scope of Award and Contract Award Notice**

- 7.14.1. The Department reserves the right to award a service, part of a service, group of services, or total solicitation response and to reject any and all solicitation responses in whole or in part. A contract award is contingent on approval by the Governor and Executive Council.
- 7.14.2. If a contract is awarded, the selected Vendor must obtain written consent from the Department before any public announcement or news release is issued pertaining to any contract award.

### **7.15. Site Visits**

The Department may, at its sole discretion, at any time prior to contract award, conduct a site visit at the Vendor's location or at any other location deemed appropriate by the Department, to determine the Vendor's capacity to satisfy the terms of this solicitation. The Department may also require the Vendor to produce additional documents, records, or materials relevant to determining the Vendor's capacity to satisfy the terms of this solicitation. Any and all costs associated with any site visit or requests for documents shall be borne entirely by the Vendor.

### **7.16. Protest of Intended Award**

Any challenge of an award made or otherwise related to this solicitation shall be governed by RSA 21-G:37, and the procedures and terms of this solicitation. The procedure set forth in RSA 21-G:37, IV, shall be the sole remedy available to challenge any award resulting from this solicitation. In the event that any legal action is brought challenging this solicitation and selection process, outside of the review process identified in RSA 21-G:37, IV, and in the event

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that the State of New Hampshire prevails, the challenger agrees to pay all expenses of such action, including attorney's fees and costs at all stages of litigation.

### **7.17. Contingency**

Aspects of the award may be contingent upon changes to state or federal laws and regulations.

### **7.18. Ethical Requirements**

From the time this solicitation is published until a contract is awarded, no Vendor shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded a solicitation, or similar submission. Any Vendor that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any Vendor who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from submitting a response to this solicitation, or similar request for submission and every such Vendor shall be disqualified from submitting any solicitation response or similar request for submission issued by any state agency. A Vendor that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the Department of Administrative Services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

### **7.19. Liquidated Damages**

The selected Vendor agrees that liquidated damages may be determined by the Department as part of the contract specifications, as failure to achieve required performance levels will more than likely substantially delay and disrupt the Department's operations.

## **8. COMPLIANCE**

**8.1.** The selected Vendor must be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.

**8.2.** The selected Vendor may be required to participate in monitoring activities for the resulting contract.

### **8.3. Records**

8.3.1. The selected Vendor must maintain the following records during the resulting contract term where appropriate and as prescribed by the Department:

8.3.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the selected Vendor in the performance of the resulting contract, and all income received or collected by the selected Vendor .

8.3.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all

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such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

- 8.3.2. During the term of the resulting contract and the period for retention hereunder, the Department, and any of their designated representatives shall have access to all reports and records maintained pursuant to the resulting contract for purposes of audit, examination, excerpts and transcripts. If upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the selected Vendor as costs hereunder the Department shall retain the right, to deduct the amount of such expenses as are disallowed or to recover such sums from the selected Vendor.

#### **8.4. Audit Requirements**

- 8.4.1. The selected Bidder(s) must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:
  - 8.4.1.1. Condition A - The selected Bidder expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
  - 8.4.1.2. Condition B - The selected Bidder is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.
  - 8.4.1.3. Condition C - The selected Bidder is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
- 8.4.2. If Condition A exists, the selected Bidder(s) shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Bidder's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
- 8.4.3. If Condition B or Condition C exists, the selected Bidder(s) shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the selected Bidder's fiscal year.
- 8.4.4. Any selected Bidder that receives an amount equal to or greater than \$250,000 from the Department during a single fiscal year, regardless of the funding source, may be required, at a minimum, to submit annual financial audits performed by an independent CPA if the Department's risk assessment determination indicates the Bidder is high-risk.
- 8.4.5. In addition to, and not in any way in limitation of obligations of the resulting Contract(s), it is understood and agreed by the selected Bidder(s) that the selected Bidder(s) shall be held liable for any state or federal audit exceptions

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and shall return to the Department all payments made under the resulting Contract(s) to which exception has been taken, or which have been disallowed because of such an exception.

**9. APPENDICES TO THIS SOLICITATION**

**9.1. Appendix A – Form P-37 General Provisions and Standard Exhibits**

**9.2. Appendix B – Transmittal Letter, Bidder Information, and Bid Sheet**