



State of New Hampshire
Department of Health and Human Services

REQUEST FOR BID

FOR

Maintenance and Repair of Commercial Laundry Equipment for
Glenclyff Home

RFB-2024-GLENCLIFF-02-MAINT

RELEASE DATE: January 30, 2023

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New Hampshire Department of Health and Human Services Maintenance and Repaire of Commercial Laundry Equipment for Glencliff Home

1. PURPOSE AND OVERVIEW

1.1. Introduction

The New Hampshire Department of Health and Human Services, Glencliff Home (“Department”) is seeking responses to this Request for Bid from qualified Bidders to provide semi-annual preventative maintenance and repair services, including emergency repairs, on the commercial laundry equipment at the Glencliff Home in Glencliff, New Hampshire.

The selected Bidder must possess the necessary knowledge and skills to provide preventative maintenance and repair services on commercial laundry equipment.

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.

Contract Effective Date	July 1, 2024	
Contract End Date	June 30, 2026	
Renewal Options	The Department may extend contracted services for up to four (4) additional years.	
Funding Source	The Department anticipates using General and Other funds for resulting contract.	
	Assistance Listing #	N/A
	Award Name	N/A
Point of Contact	Corey R. Nachman, Contract Specialist Corey.R.Nachman@dhhs.nh.gov 603-271-9341	
From the date of release of this solicitation until an award is made and announced regarding the selection of a Bidder, 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. Bidder 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	1/30/2023

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2.	Letter of Intent (Optional)	2/5/2023
3.	Questions Submission Deadline	2/17/2023 1:00PM
4.	Department Response to Questions Published	3/3/2023
5.	Bid Submission Due Date	3/10/2023 10:00AM
6.	Public Bid Opening <i>(Bidders interested in attending the Public Bid Opening must register with the Sole Point of Contact in Subsection 1.2 by email no later than March 8, 2023 at 11:00 AM to obtain information on how to attend the opening.)</i>	3/10/2023 1:00 PM

1.4. Background

1.4.1. New Hampshire Department of Health and Human Services, Glencliff Home

1.4.1.1. The Department of Health and Human Services is the largest state government agency in New Hampshire and is responsible for the health, safety and well-being of the citizens of New Hampshire. The Department provides services for children, adults, and families, and administers various programs throughout New Hampshire. These services are provided via contracts or partnerships with families, community groups, private providers, other state and local government entities, and many citizens throughout the state. The Department also makes behavioral health services available through community mental health centers and institutions such as NHH and Glencliff Home.

1.4.1.2. Glencliff Home provides high quality long-term psychiatric and medical care in a home-like residential environment for New Hampshire residents who have a developmental disability or mental illness, with an emphasis on independence, dignity, and acceptance. Glencliff Home offers long term medical care in a supervised safe therapeutic environment while ensuring the highest quality of life as possible.

1.4.2. Objective

1.4.2.1. This Request for Bids (RFB) is published to solicit bids from Bidders for the provision of semi-annual preventative maintenance and repairs services inclusive of travel on the commercial laundry equipment located at the Glencliff Home. The selected Bidder must ensure Glencliff Home Administration needs are provided in a timely manner and in accordance with federal and state rules, laws, and policies.

2. STATEMENT OF WORK

2.1. Covered Services

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- 2.1.1. The selected Bidder must provide semi-annual preventative maintenance and repair services, inclusive of travel on the commercial laundry equipment located at the Glencliff Home.
- 2.1.2. The selected Bidder must ensure the needed maintenance and repairs are provided in a timely manner and in accordance with federal and state rules, laws, and policies.

2.2. Scope of Work

- 2.2.1. The selected Bidder must conduct semi-annual preventative maintenance and repair services, including emergency repair services, inclusive of travel on the commercial laundry equipment located at the Glencliff Home, 393 High Street, Glencliff, NH.
- 2.2.2. The selected Bidder must provide a copy of all applicable licenses and permits required to Glencliff Home prior to commencing services.
- 2.2.3. The selected Bidder must possess the necessary knowledge and skills to provide preventative maintenance and repair services on commercial laundry equipment including, but not limited to:
 - 2.2.3.1. 35 lb. and 200 lb. Milnor washers;
 - 2.2.3.2. 50 lb. and three (3)-100 lb. Unimac washers;
 - 2.2.3.3. 125 lb. A.D.C. dryer;
 - 2.2.3.4. 75 lb. Alliance and three (3)-120 lb. Unimac steam dryers;
 - 2.2.3.5. Eight (8) Ozone boxes; and
 - 2.2.3.6. Two (2) Ozone towers.
- 2.2.4. The selected Bidder must obtain authorization from the Glencliff Home Administrator prior to conducting any repairs or preventative maintenance.
- 2.2.5. The selected Bidder must respond to telephone calls from Glencliff Home regarding maintenance concerns within twenty-four (24) hours.
- 2.2.6. The selected Bidder must have Glencliff Home laundry equipment emergency repair situations rectified within forty-eight (48) of receiving notification.
- 2.2.7. The selected Bidder must begin emergency repair work within four (4) hours of receiving a request for emergency repairs from Glencliff Home.
- 2.2.8. The selected Bidder must submit an estimate for repair services needed for any defects found through services completed in Subsection 2.2. to Glencliff Home's appointed designee, for approval prior to initiating repairs. The selected Bidder must ensure any estimates include, but are not limited to:
 - 2.2.8.1. Labor costs;
 - 2.2.8.2. Parts costs;
 - 2.2.8.3. Materials costs; and
 - 2.2.8.4. Equipment costs.

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- 2.2.9. The selected Bidder must ensure, upon approval for the repair services needed, the following:
 - 2.2.9.1. All repair services are performed in accordance with the manufacturer's specifications; and,
 - 2.2.9.2. All repair services performed are completed by a certified technician.
- 2.2.10. Except as otherwise specified, all new parts and labor must be covered by warranty against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the date of acceptance of work by the Department.
- 2.2.11. If repairs or changes are required in connection with work necessary as a result of the use of materials, equipment or workmanship which are inferior, defective, or not in accordance with the terms of the resulting contract must, upon receipt of notice from the Department, and at the selected Bidder's own expense:
 - 2.2.11.1. Place in satisfactory condition all such work and correct all defects therein;
 - 2.2.11.2. Make good all damage to the building, site, equipment, and contents thereof, is the result of the use of materials, equipment or workmanship, which are inferior, defective, or not in accordance with the terms of the resulting contract; and,
 - 2.2.11.3. Make good any work, material, or equipment and contents of any building or site disturbed in fulfilling any such guarantee.
- 2.2.12. The selected Bidder must ensure their staff providing services at Glencliff Home are informed of and knowledgeable of applicable state and federal privacy and confidentiality laws and regulations. The selected Bidder must adhere to Department security requirements. See Appendix C.

2.3. Staffing

- 2.3.1. The selected Bidder must provide sufficient licensed and trained staff to provide the services in this RFB.

2.4. Bid Requirements

- 2.4.1. The selected Bidder must maintain active licenses to perform services as required by the State of New Hampshire.
- 2.4.2. The selected Bidder must meet insurance requirements as indicated in Appendix A, Form P-37, General Provisions.
- 2.4.3. The selected Vendor must comply with all Department requirements, policies, and procedures relative to infection prevention, mitigation, and control to mitigate, and control to mitigate the risks of disease transmission by the date of work performed.

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.

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3.2. Bidder Selection

- 3.2.1. Bidders 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.
- 3.2.3. One (1) Bidder with the lowest Annualized Cost Bid as submitted on Appendix B, Transmittal Cover Letter, Bidder Information and Bid Sheet, will be selected.
- 3.2.4. Bids must conform to all instructions, requirements and contents indicated below and in Subsection 2.4.

4. SOLICITATION RESPONSE PROCESS

4.1. Questions and Answers

4.1.1. Bidder'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. The questions must be submitted by email; 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 Bidder 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 Bidder believes that exceptions to Appendix A will be necessary for the Bidder to enter into a Contract, the Bidder must note those issues during the Question Period in Subsection 1.3. Bidders may not request exceptions to the Scope of Services or any other sections of this Solicitation.

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- 4.1.3.2. The Department will review requested exceptions and accept, reject or note it is open to negotiation of the proposed exception at its sole discretion in its response to Bidder questions.
- 4.1.3.3. Any exceptions to the standard form contract and exhibits not raised by a Bidder during the Question Period may not be considered. **No Bidder may 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, prior to the Submission Deadline on its own initiative or in response to issues raised through Bidder questions. In the event that an addendum is published, the Department, 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-2024-GLENCLIFF-02-MAINT (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 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 Bidder compliance with the requirements of this Solicitation. The Department may waive or offer a limited opportunity for a Bidder 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 Bidder's expense.

6. BID RESPONSE REQUIREMENTS

- 6.1. Acceptable solicitation responses must offer all services identified in Section 2 - Statement of Work.

6.2. Bid Contents

- 6.2.1. Each Response must contain the following, in the order described in this section:
 - 6.2.1.1. Appendix B – Transmittal Letter, Bidder Information and Bid Sheet, including:
 - 6.2.1.1.1. Bidder Code Number - Prior to executing any resulting contract(s), the selected Bidder will be required to provide a Bidder Code Number issued by the State of New Hampshire Department of Administrative Services upon registering as an

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authorized bidder with the State. Bidders are strongly encouraged to provide a Bidder Code Number within the Appendix B if available. More information can be found at: <https://das.nh.gov/purchasing/selected Bidderresources.aspx>

7. ADDITIONAL TERMS AND REQUIREMENTS

7.1. Non-Collusion

The Bidder's required signature on the Appendix B – Transmittal Letter, Bidder Information, and Bid Sheet submitted in response to this Solicitation certifies that the prices, terms and conditions, and services quoted have been established without collusion with other Bidders 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

Bidders 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 becomes the property of the Department and will not be returned to the Bidder. 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, bids may be withdrawn by submitting a written request for its withdrawal to the Contract Specialist specified in Subsection 1.2.

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 Bidder'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

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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 Bidder believes any information submitted in response to this solicitation should be kept confidential, the Bidder must specifically identify that information and 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 Bidder claims must be exempt from disclosure as "CONFIDENTIAL." Bidders 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. Bidders 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 Bidder'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 marked confidential, the Department must first assess what information it is obligated to release. The Department will then notify the Bidder 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 Bidder 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, Bidders 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;

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- 7.8.8. The Department is not obligated to comply with a Bidder'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 Bidder.

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 Bidder. In the event that the resulting contract does not require Governor and 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, bidders 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

This solicitation does not commit the Department to award a contract. The Department reserves the right to reject any and all 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 Bidder agrees that the Department is not responsible for or liable for any costs incurred by a Bidder 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 Bidder 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 Bidder with an opportunity to change, extend, or otherwise amend its solicitation response in intent or substance.

7.13. Oral Presentations and Discussions

The Department reserves the right to require some or all Bidders to make oral presentations of their solicitation response. The purpose of the oral presentation is to clarify and expound upon information provided in the written solicitation response. Bidders are prohibited from altering the original substance of their solicitation response during the oral presentations. The Department may use the information gained from oral presentations to refine the technical

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review scores. All costs associated with an oral presentation must be borne entirely by the Bidder.

7.14. Successful Bidder Notice and Contract Negotiations

If a Bidder 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 Bidder, all submitted solicitation responses remain eligible for selection by the Department. In the event contract negotiations are unsuccessful with the selected Bidder, the evaluation team may recommend another Bidder. The Department will not contact Bidder(s) that are not initially selected to enter into contract negotiations.

7.15. Scope of Award and Contract Award Notice

7.15.1. The Department may 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.

7.15.2. If a contract is awarded, the selected Bidder must obtain written consent from the Department before any public announcement or news release is issued pertaining to any contract award.

7.16. Site Visits

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

7.17. 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 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.

7.18. Contingency

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

7.19. Ethical Requirements

From the time this solicitation is published until a contract is awarded, no Bidder may 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 Bidder that violates RSA 21-G: 38 shall be subject to prosecution for an offense under RSA 640:2. Any Bidder who has been convicted of an

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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, is disqualified from submitting a response to this solicitation, or similar request for submission and every such Bidder is disqualified from submitting any solicitation response or similar request for submission issued by any state agency. A Bidder that is 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 must note that information on the list maintained on the state's internal intranet system, except in the case of annulment, and the information, must be deleted from the list.

7.20. Liquidated Damages

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

8. COMPLIANCE

8.1. The selected Bidder 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. Records

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

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

8.2.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all costs and expenses, and which are acceptable to the Department, which 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.

8.2.2. During the term of the resulting contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives must 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 disallows any expenses claimed by the selected Bidder as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the selected Bidder.

8.3. Background Checks

8.3.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure that said individual has undergone:

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- 8.3.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
- 8.3.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

APPENDICES TO THIS SOLICITATION

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

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

8.6. Appendix C – Confidentiality Statement