



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

June 01, 2016
Bureau of Mechanical Services

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, N.H. 03301

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract with Unifirst Corporation, (Vendor 177547), Nashua NH, on the basis of a low bid in the amount of \$26,432.64 for providing uniforms to certain employees of the Bureau of Mechanical Services effective upon Governor and Council approval or July 1, 2016, whichever is later, through June 30, 2018. 92% Highway Funds, 8% Other Funds.

Funding is available as follows for FY 2017 and is contingent upon the availability and continued appropriation for FY 2018 funds:

Table with 3 columns: Account Number, FY 2017, FY 2018. Row 1: 04-96-96-960515-3005 Mechanical Services, \$13,216.32, \$13,216.32. Row 2: 020-500212 Clothing, \$13,216.32, \$13,216.32.

EXPLANATION

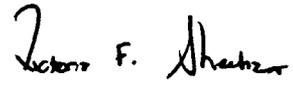
The Department of Transportation has undertaken a safety program to protect its employees from the harmful effects of lead. The Mechanical Services employees that have the potential for lead exposure are located in the Concord facility and seven (7) satellite locations, fifty three (53) of the Bureau's employees. The uniforms will be in addition to the other engineered enhancements that the Department has undertaken to reduce the harm that lead presents. Included enhancements are lead fume extractor equipment, written safety procedures, and vacuum machine w/HEPA filters. After each day's work, the employee will leave the uniform at his/her place of work. This procedure is to prevent lead being taken home to the employee's family. This contract is for supplying fifty three (53) employees with uniforms.

Invitations for bids to supply uniforms for the Bureau of Mechanical Services, at seven (7) satellite locations (Concord, Center Ossipee, Swanzey, Enfield, North Hampton and Dover) and five (5) repair shops, welding shop, truck shop, car shop, paint shop and machine shop within the Concord facility. The Request for Bid (RFB) was placed on Administrative Services' bidding web site on May 5, 2016. The bid closing date was May 16, 2016. Two (2) responses were received, Unifirst Corporation at \$26,432.64 and G & K Services at \$34,403.20.

The contract has been approved by the Attorney General as to form and execution. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Service's Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this contract is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan". The signature is written in a cursive style with a large initial 'V'.

Victoria F. Sheehan
Commissioner

Attachment

STATE OF NH - DEPARTMENT OF TRANSPORTATION - BUREAU OF MECHANICAL SERVICES

BID RFB_DOT_2017_02 RENTING OF UNIFORMS

BID DUE DATE 5/16/2016

TIME 1:30 PM

BID EVALUATION SUMMARY

VENDOR	UNIT	QUANTITY	DESCRIPTION	UNIT COST / \$	NUMBER OF SETS	TOTAL WEEKLY COST / \$	TOTAL ANNUAL COST / \$	TOTAL CONTRACT COST/\$ 2 YEARS
OFFER SECTION A REPAIR FACILITY LOCATIONS #1 THROUGH #10								
Unifirst Corp.	Each	43	Shift	\$0.24	X 11	= \$113.52	\$5,903.04	\$11,806.08
Unifirst Corp.	Each	43	Pant	\$0.24	X 11	= \$113.52	\$5,903.04	\$11,806.08
OFFERED COST FOR CLEANING AND TRANSPORTING ONLY STATE SUPPLIED POLO SHIRT								
Unifirst Corp.	Each	6	Shift	\$1.00	X 1	= \$6.00	\$312.00	\$624.00
				UNIFIRST GRAND TOTAL SECTION A		\$233.04	\$12,118.08	\$24,236.16
OFFERED COST FOR CLEANING AND TRANSPORTING ONLY STATE SUPPLIED POLO SHIRT								
G & K services	Each	43	Shift	\$0.30	X 11	= \$141.90	\$7,378.80	\$14,757.60
G & K services	Each	43	Pant	\$0.30	X 11	= \$141.90	\$7,378.80	\$14,757.60
OFFERED COST FOR CLEANING AND TRANSPORTING ONLY STATE SUPPLIED POLO SHIRT								
G & K services	Each	6	Shift	\$0.50	X 1	= \$3.00	\$156.00	\$312.00
				G & K GRAND TOTAL SECTION A		\$286.80	\$14,913.60	\$29,827.20
OFFER SECTION B REPAIR FACILITY LOCATIONS #11 and # 12								
Unifirst Corp.	Each	4	Shift	\$0.24	X 11	= \$10.56	\$549.12	\$1,098.24
Unifirst Corp.	Each	4	Pant	\$0.24	X 11	= \$10.56	\$549.12	\$1,098.24
				UNIFIRST GRAND TOTAL SECTION B		\$21.12	\$1,098.24	\$2,196.48
OFFERED COST FOR CLEANING AND TRANSPORTING ONLY STATE SUPPLIED POLO SHIRT								
G & K services	Each	4	Shift	\$0.40	X 11	= \$17.60	\$915.20	\$1,830.40
G & K services	Each	4	Pant	\$0.60	X 11	= \$26.40	\$1,372.80	\$2,745.60
				G & K GRAND TOTAL SECTION B		\$44.00	\$2,288.00	\$4,576.00

AWARD BY SECTION MADE TO THIS BIDDER

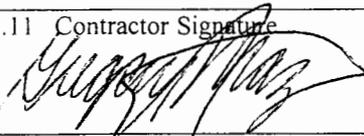
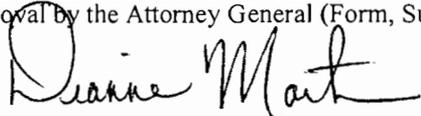
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Dot Mechanical Services		1.2 State Agency Address 33 Smokey Bear Blvd, Concord NH 03301	
1.3 Contractor Name Unifirst Corporation		1.4 Contractor Address 8 Industrial Park Drive, Nashua NH	
1.5 Contractor Phone Number 603-888-1323	1.6 Account Number 04-96-960515-3005 mechanical services - 020-500212 clothing	1.7 Completion Date 6/30/2018	1.8 Price Limitation FY17 - \$13,216.32 FY18 - \$13,216.32 TOTAL - \$26,432.64
1.9 Contracting Officer for State Agency Michael P. Walsh II		1.10 State Agency Telephone Number 603-271-1667	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Gregory J. Mazurek, General Manager	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>6/24/16</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary or Justice of the Peace 			
1.13.2 Name and Title of Notary or Justice of the Peace Jenilee Batchelder, Notary			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory David Rodriguez, Director of Operations	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>6/24/16</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/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 A 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 as indicated in block 1.18, 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 1.14 ("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. 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, 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 this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account 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 B which is incorporated herein by reference.

5.2 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. The State shall have no liability to the Contractor other than the contract price.

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 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.

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 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 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 Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor 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.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor 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 Contractor further 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 all rules, regulations and orders, and 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 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor 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

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all 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.

9.2 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.

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

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) 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. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

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. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. 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 in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee 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 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 his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this 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 Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

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. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her 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. 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 of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default 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 Event of Default on the part of the Contractor.

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. 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. 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.

20. 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.

21. 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.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. 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.

24. 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.

EXHIBIT A - SCOPE OF SERVICES

UNIFORMS GENERAL

Provide/lease uniforms for a daily change for up to Fifty - three (53) permanent employees on a weekly basis from the date of award through June 30, 2018. Uniforms sets are to consist of eleven (11) long sleeve shirts and eleven (11) pair of pants (5 changes each week plus 1 making 11 uniform sets) for each employee and are provide weekly delivery to all locations.

UNIFORM SPECIFICATIONS:

Shirts must be 100 % cotton, two buttons thru pockets, six (6) buttons with gripper at the neck, pencil slot in the left pocket, and stitched down front facing. Color shall be navy blue

Patch with the employees name shall be affixed to the right hand shirtfront. An additional patch shall be affixed on the left hand shirtfront signifying "NHDOT", Thread for name and "NH DOT" shall be white. Photo sample attached.

Pants must be 100 % cotton jean style or slack style front pockets, set in back pockets, brass zipper with button closure. Pant leg length shall be of sufficient length to extend below the top of the work boot.

UNIFORM INITIAL FITTINGS / MEASUREMENTS

Initial fitting of individual employees at Department's convenience when shifts occur (generally, 7:00 am to 3:30 pm, Monday-Friday) at Repair facilities, see attached list. Measuring and fittings shall be done on site at repair facility listed.

Please reference **Table 1** to identify the location, contact personal and number of perspective participants within this solicitation / Contract. Initial sizing of all awarded locations should occur after apparent contract notification but prior to contract inception (7/1/2016) to eliminate a break in service for availability of uniforms.

Contractor shall provide the **initial measuring** of uniforms for a new employee to the program within 7 business days of request from location contact to vendor representative. Initial delivery of uniforms for new employee shall not exceed seven (7) business days from **initial measuring**.

Request to **change sizes or request replacement of a uniform** item during term of contract shall be communicated between end user and vendor representative and shall physically occur within seven (7) business days of request by the user.

UNIFORM - DELIVERY / PICK UP

DELIVERY – delivery / pick up shall occur on a **weekly** basis on a fixed schedule with the exception of observed holidays as stated below to which adjustment for pickup ./ delivery shall be allowed.

NEW YEARS DAY	PRESIDENTS DAY
MARTIN LUTHER KING'S DAY	VETERAN'S DAY
MEMORIAL DAY	THANKSGIVING DAY
INDEPENDENCE DAY	DAY AFTER THANKSGIVING
LABOR DAY	CHRISTMAS DAY

All uniform items delivered shall be clean, in good condition (operational zippers, all buttons in place, belt loops attached). Uniform items shall be stored in a smoke free environment and delivered in a smoke free vehicle.

Bidder shall create and leave a pickup / drop off schedule at each Repair facility on a monthly basis for the purpose of user communication. Schedule shall

PICK UP – Bidder shall provide a "soiled garment locker" type container, labeled as such for the deposit of soiled inform items at the request of each Repair facility.

Samples: The Department may require a viewing of sample uniforms prior to final award.

Contractors Initials: MM
Date: 5/24/16

5/24/2016

**Exhibit B – Offer Section / Contract Payments
RFB PRICE OFFER FORM**

The bidder agrees to provide / clean uniform shirts and pants to the State of New Hampshire at the prices stated below for the term of the contract and any extension. Unit cost offered shall not exceed 2 decimals to the right.

OFFER SECTION A

Offer section A applies to location Repair facility Location Numbers 1,2,3,4,5,6,7,8,9,10. Reference Table 1									
Description	Unit	Quantity	Unit of measure		Unit Cost Supplied by Bidder / ea.		Number of sets		Total Weekly Cost
Shirts	Each	43	Ea.	X	\$.24	X	11	=	\$113.52
Pant / jean	Each	43	Ea.	X	\$.24	X	11	=	\$113.52
Offered cost for cleaning & transporting (only) state supplied polo shirt									
Wash state owned shirts	Each	6	Ea	x	\$1.00	x	1	=	6.00
Grand Total Weekly Cost									\$233.04
Offer section A total (52 weeks)									\$12,118.08

OFFER SECTION B

Offer section B applies to location Repair facility Location Numbers 11 & 12, Reference Table 1									
Description	Unit	Quantity	Unit of measure		Unit Cost Supplied by Bidder / ea.		Number of sets		Total Weekly Cost
Shirts	Each	4	Ea.	X	\$.24	X	11	=	\$10.56
Pant / jean	Each	4	Ea.	X	\$.24	X	11	=	\$10.56
Grand Total Weekly Cost									\$21.12
Offer section B total (52 weeks)									\$1098.24

Offer Section Totals A + B									\$13,216.32
Contract Total - FY 17 & FY18									\$26,432.64

INVOICING & PAYMENTS

Invoices shall be emailed to Bureau38@dot.state.nh.us

Invoices shall be submitted once per calendar month on a **statement format** with all transaction activity for the previous calendar month clearly stated and identified including delivery locations. Payment will be made for the actual number of garments processed during the statement period.

Payment terms for this contract are net thirty (30) days from receipt of invoice.

New Hampshire Department of Transportation – Mechanical Services reserves the right to add or delete the number of employees, as needed, during the term of the contract.

The award of a contract will be made to the bidder offering the lowest overall cost for lease of uniforms, including any miscellaneous associated costs.

Contractors Initials: MM
Date: 5/24/16

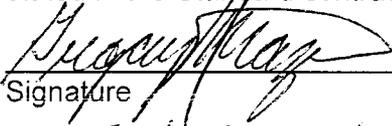
5/24/2016

Exhibit B – Offer Section / Contract Payments RFB PRICE OFFER FORM CONTINUED

The Bureau of Mechanical Services reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid and to award solely as it deems to be in the best interest of the State of New Hampshire.

The preceding service and contract agreement shall begin on or about July 1, 2017, or upon Governor and Council approval whichever is later, and end on June 30, 2018.

A person who is authorized to legally obligate the bidder must sign this document. A signature on this document indicates that all State of New Hampshire terms and the bidder accepts conditions and that any and all other terms and conditions submitted by the bidder are null and void, even if such terms and conditions have terminology to the contrary. Bidder shall also be subject to State of New Hampshire's terms and conditions as stated in the Standard contract form (P-37). Sample p-37 document attached for bidders review


Signature

Gregory J. Mazonos, General Manager
Name and Title

UniFirst Corporation
Company Name

8 Industrial Park Dr., Nashua, NH, 03062
Address

5/24/16
Date

Contractors Initials: GM

Date: 5/24/16

SPECIAL PROVISIONS

EXHIBIT C:

There are no special provisions for this contract

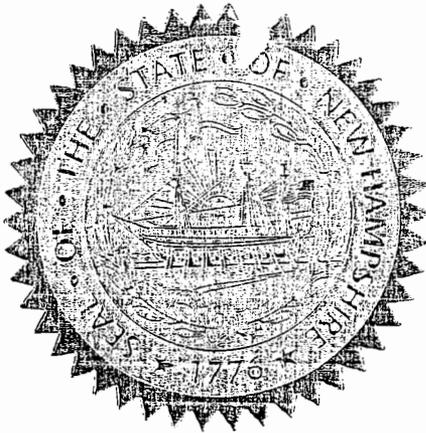
Contractor's Initials: MM
Date: 5/24/16

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that UNIFIRST CORPORATION a(n) Massachusetts corporation, is authorized to transact business in New Hampshire and qualified on September 2, 1970. I further certify that all fees and annual reports required by the Secretary of State's office have been received.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 2nd day of May, A.D. 2016

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE OF
UNIFIRST CORPORATION

I, Steven S. Sintros, Chief Financial Officer of UniFirst Corporation, hereby certify that at a meeting of the Board of Directors of said Corporation, which meeting was duly called and held on October 26, 2015, and at which meeting a quorum was present and acting throughout, the following vote was duly adopted:

VOTED: That each of the Vice Presidents, General Managers and Branch Managers (together with the General Managers, the "Location Managers") of the Corporation be, and each acting singly hereby is, authorized, for and in the name of the Corporation, to (i) execute bids and customer contracts regarding the Corporation providing garment or other services in an amount in each instance involving weekly payments on account thereof to the Corporation of not in excess of \$10,000 in the case of Vice Presidents and \$5,000 in the case of Location Managers; that the forms of any resolutions hereafter required or requested by any governmental authority or other party to whom a bid is submitted or any financial institution or other party providing charge accounts be, and they hereby are, ratified, confirmed and approved; and, further, and in each instance such authorization shall include authorization with respect to the signing of any agreements, instruments or other documents in connection therewith; and, further, the taking of any such action or the execution and delivery of any such agreements, instruments or other documents by any of such officers in accordance herewith shall be conclusive evidence of his or her authority to so act hereunder and the authorization thereof.

I CERTIFY that Greg Mazares is a General Manager of UniFirst Corporation.

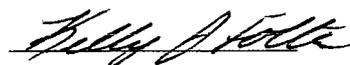
I FURTHER CERTIFY that the foregoing vote is in full force and effect and has not been modified or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand under seal this twenty fourth day of May 2016.



Steven S. Sintros
Chief Financial Officer

NOTARY:



Kelly J. Folta, Notary Public
My commission expires December 3, 2021

Signed and sealed this 24th day of May, 2016.



KELLY J. FOLTA
Notary Public
Commonwealth of Massachusetts
My Commission Expires
December 3, 2021

ADDITIONAL COVERAGE SCHEDULE

COVERAGE	LIMITS
POLICY TYPE: Business Auto CARRIER: National Union Fire Insurance Company of Pittsburgh POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 7469900	Any Auto \$2,000,000 Combined Single Limit
POLICY TYPE: Business Auto CARRIER: National Union Fire Insurance Company of Pittsburgh POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 7469901	Any Auto \$2,000,000 Combined Single Limit
POLICY TYPE: Workers Compensation and Employers Liability CARRIER: National Union Fire Insurance Company of Pittsburgh POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 1103501	WC - Per Statute \$1,000,000 E.L. Each Accident \$1,000,000 E.L. Disease Each Employee \$1,000,000 E.L. Disease Policy Limit
POLICY TYPE: Workers Compensation and Employers Liability CARRIER: New Hampshire Insurance Company POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 67940115	WC - Per Statute \$1,000,000 E.L. Each Accident \$1,000,000 E.L. Disease Each Employee \$1,000,000 E.L. Disease Policy Limit
POLICY TYPE: Workers Compensation and Employers Liability CARRIER: New Hampshire Insurance Company POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 67940116	WC - Per Statute \$1,000,000 E.L. Each Accident \$1,000,000 E.L. Disease Each Employee \$1,000,000 E.L. Disease Policy Limit
POLICY TYPE: Workers Compensation and Employers Liability CARRIER: New Hampshire Insurance Company POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 67940117	WC - Per Statute \$1,000,000 E.L. Each Accident \$1,000,000 E.L. Disease Each Employee \$1,000,000 E.L. Disease Policy Limit
POLICY TYPE: Workers Compensation and Employers Liability CARRIER: New Hampshire Insurance Company POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 67940118	WC - Per Statute \$1,000,000 E.L. Each Accident \$1,000,000 E.L. Disease Each Employee \$1,000,000 E.L. Disease Policy Limit

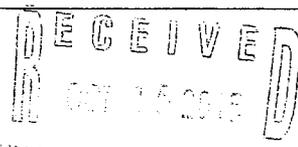

 RECEIVED
 OCT 14 2015
 NR DOT MECHANICAL

TABLE 1 - LOCATION REPAIR FACILITIES

LOCATION NUMBER	LOCATION [Repair Facilities]	ESTIMATED NUMBER OF PARTICIPATING EMPLOYEES
1	CENTER OSS�PEE - SATELITE Center Ossipee, NH 03864 Route # 25, 1/4 Mile East of Route 16. Contact Randy Colbath Tel: 603-539-4583	4
2	SWANZEY - SATELITE 19 Base Hill Rd., Swanzey, NH 03431 Contact: Donald Tardiff Tel: 603-352-9102	4
3	ENFIELD - SATELITE Exit 16 off I-89 Contact: Travis Wright Tel: 603-448-4015	4
4	NORTH HAMPTON - SATELITE 147 South Road North Hampton, NH 03862 Contact: Raymond Burovac Tel: 603-964-6500	4
5	CONCORD - WELDING SHOP 33 Smokey Bear Blvd., Concord, NH 03301 Contact: Joseph Cotton Tel: 603-271-3721	8
6	CONCORD - PAINT SHOP 33 Smokey Bear Blvd., Concord, NH 03301 Contact: Jeff Amrol Tel: 603-271-3721	2
7	CONCORD - TRUCK SHOP 33 Smokey Bear Blvd., Concord, NH 03301 Contact: Dana Parker Tel: 603-271-3721	10
8	CONCORD - CAR SHOP 33 Smokey Bear Blvd. Concord, NH 03301 Contact: Murray Howlett Tel: 603-271-3721	6
9	CONCORD - MACHINE SHOP 33 Smokey Bear Blvd., Concord, NH 03301 Contact: Joseph Hamel Tel: 603-271-3721	2
10	DOVER TURNPIKE MAINTENANCE - SATELITE 1 Indian Brook Dr., Dover, NH Contact: Adam White Tel: 603-846-5741	1
11	LANCASTER - SATELITE 647A Main Street Lancaster, NH Contact: Mark Corrigan Tel: 603-788-4177	4
12	TWIN MOUNTAIN - SATELITE RT. 302 Twin Mountain NH Contact: Donald Tardiff Tel: 603-352-9102	4
	TOTAL NUMBER OF EMPLOYEES	53
	Contractors Initials: <i>MM</i> Date: <i>5/24/16</i>	

POLICY TYPE: Workers Compensation and Employers Liability CARRIER: Insurance Company of the State of Pennsylvania POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 67940119	WC - Per Statute \$1,000,000 E.L. Each Accident \$1,000,000 E.L. Disease Each Employee \$1,000,000 E.L. Disease Policy Limit
POLICY TYPE: Workers Compensation and Employers Liability CARRIER: New Hampshire Insurance Company POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 67940120	WC - Per Statute \$1,000,000 E.L. Each Accident \$1,000,000 E.L. Disease Each Employee \$1,000,000 E.L. Disease Policy Limit
POLICY TYPE: Workers Compensation and Employers Liability CARRIER: New Hampshire Insurance Company POLICY TERM: 10/1/2015 to 10/1/2016 POLICY NUMBER: 67940121	WC - Per Statute \$1,000,000 E.L. Each Accident \$1,000,000 E.L. Disease Each Employee \$1,000,000 E.L. Disease Policy Limit

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