

# KEENE STATE COLLEGE

Keene State College  
229 Main Street  
Keene, NH 03435-1603  
Phone: 603 358 2493  
Fax: 603 358 2495  
Web Site: [www.keene.edu/purchasing](http://www.keene.edu/purchasing)

Today's Date: May 18, 2017

RFX:14429-0001

Due Date & Time: 06/05/17 at 12:00

## New Boston Grand Piano

**Request for Bid. This is not an order.** Keene State College (hereafter referred to as KSC or Owner) reserves the right to reject any or all bids and to waive any formalities in the bid process. By responding to this solicitation, the respondent (or responding firm) acknowledges that, subject to the provisions of the New Hampshire RSA 91-A, also called "NH's Right to Know Law", all documents submitted as part of the response are public records after the issuance of an award, unless otherwise stated herein.

Responses must be transmitted via US Mail, or carrier service, and must be received by the due date and time. Other delivery methods (Fax, mail, email, etc.) are not acceptable.

Bids will be opened in the KSC Purchasing Offices on the date and time indicated above. Late bids will not be accepted.

### Holiday Closing:

Refer to RFX Timeline below for a listing of any holiday closings.

**KSC Inclement Weather Policy:** It is the College's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. Any events scheduled for a day when curtailed operations have been declared will be postponed until the next business day at the same time as originally scheduled.

**Contact:** The contact for this request for bid is Renee Harlow, Purchasing Director. Any communication regarding this bid between firms and KSC personnel and/or evaluation committee members is prohibited, unless previously authorized by the aforementioned agent or his/her designee.

**Questions:** All questions concerning this request for bid must be submitted in writing to Renee Harlow at [rharlow@keene.edu](mailto:rharlow@keene.edu). Questions will be answered via written addenda posted on the KSC Purchasing Website. It is the responsibility of the Bidder to verify that s/he has reviewed all addenda and other required documentation.

All questions must be received by the Questions due date. Questions received after this date will not be answered.

### **RFX Timeline (actual dates may vary slightly based upon individual circumstances)**

RFX Release	05/18/2017
Deadline for Written Questions	5/23/2017
Response to Questions	05/25/2017
RFX Due	06/05/2017 at 12:00 p.m.
Delivery & Installation	06/15/2017
KSC Holiday/Closing	5/26/2017

**Specifications:** The Owner requires a New Boston Grand Piano, Model GP178, Size 5'10",  
With generic-sized cotton padded cover and Fallboard lock.  
All items must be new; no used items will be considered.  
Quotes should include all costs to include delivery and installation.  
**Substitutions will not be accepted.**

**Pricing:** Unit prices shall be net and include all costs to supply, deliver and warranty items. In the case of a discrepancy between the unit price and the extended price, the unit price shall prevail. **An itemized quote shall be submitted in the bid response.**

**Evaluation Criteria:** Evaluation criteria will be based on, but not necessarily limited to the following factors:

- Price
- Compliance with specifications
- Delivery timeline
- Serviceability
- Warranty

**Insurance Requirements:** Within ten (10) business days after the Owner mails, sends a fax transmission or delivers a Notice of Acceptance, Agreement or Purchase Order, or prior to beginning work on campus, whichever is sooner, the successful Firm shall deliver to the Owner the Certificate of Insurance specified on the document entitled "Insurance Requirements." The document can be accessed by going to <http://www.unh.edu/purchasing/Insurance%20Requirements.pdf>.

**KSC Terms and Conditions:** Terms and conditions are available on the UNH Procurement Services web site at [www.unh.edu/purchasing/forms.html](http://www.unh.edu/purchasing/forms.html). By responding to this solicitation, the Firm acknowledges that s/he has read, understands and accepts the USNH/KSC's terms and conditions

**Public Records: Applicability of the New Hampshire Right to Know Law, RSA 91-A**

- Subject to the provisions of the New Hampshire Right to Know Law, RSA 91-A, prior to the issuance of an award the USNH shall treat all bids received as confidential. After the issuance of an award all bids shall be public records. If no award is issued and the solicitation is cancelled without intention of reissuance, all bids shall be public at the time of cancellation. If no award is issued and USNH intends to reissue the solicitation, all bids shall be confidential until the award is issued or the subsequent solicitation is cancelled without intention of reissuance.
- Also subject to the provisions of the New Hampshire Right to Know Law, RSA 91-A, the working papers and any other records of the discussions or deliberations of the evaluation committee or any of its members shall be treated as confidential and entitled to either or both of the specific exemptions from public access provided for in RSA 91-A:5, VIII and IX.
- Applying labels to documents such as "confidential" will not keep them from becoming public records as described in the preceding sections or otherwise affect the application and operation of the New Hampshire Right to Know Law, RSA 91-A."