

Monthly Reporting

The Contractor shall provide monthly reports summarizing the previous month's maintenance activities (e.g. inspection failures, service calls, repairs) and any deficiency, if applicable. Reports shall also indicate the installation date of the equipment and the code the equipment was inspected under. Monthly reports shall be submitted electronically to the purchasing agent assigned to the contract and the agency.

Capitol Plans

Contractor shall also draft a capitol plan, providing suggested upgrades to the existing system for each location and shall submit to the contract manager within one (1) year of contract initiation.

Repair Reports

Upon the completion of each scheduled repair service or emergency repair and prior to leaving the serviced location, the Contractor shall present a written summary of the work performed and obtain the State's signature thereon.

Replacement Parts

The Contractor shall, in performing the services as described herein, have readily available spare parts to support the described systems at the Contractor's cost throughout the duration of this contract.

The Contractor shall maintain or have readily available replacement parts that are new and of the same quality and brand name as that is being replaced. Substitutions shall be permitted only with prior authorization of the agency.

Service

The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. Normal (regular) system maintenance shall occur between the hours indicated for each location. The Contractor shall be paid for service that is required on weekday evenings after regular hours, weekends, and on State Holidays at the repair rates established by this Contract.

The Contractor shall respond to service calls within one (1) hour for emergency calls and for non-emergency calls. If on-site service is required on an emergency basis Contractor shall arrive on-site anywhere in the state within two (2) hours, except for Coos County. For on-site service for emergency calls in Coos County, Contractor shall be on-site within four (4) hours. If on-site service is required for a non-emergency call, Contractor shall arrive on-site anywhere in the State within one (1) business day. The agency placing the service call shall determine whether the situation constitutes an emergency or a non-emergency.

If the Contractor cannot complete emergency repairs or replace the part(s) within twenty-four (24) hours, the Contractor shall contact the agency contact and indicate why the repair or replacing the part(s) cannot be completed and when the equipment shall be returned to normal use.

The Contractor shall present, after each scheduled or emergency call and before leaving the job site, a written summary of the work performed and obtain the State's signature thereon.

Inspection and Maintenance Requirements

The kitchen fire suppression system testing and inspection services are to be performed as required by the applicable NFPA 96 regulations, of the adopted edition during the hours specified for each location. Semi-annual tests shall be performed in March through May, and September through November, of each year. The Contractor is required to repair or replace any defective components to maintain the systems in proper operating condition; Defective part(s) shall be repaired and/or replaced at the State's expense as detailed herein.

The Contractor shall be responsible for ensuring the fire panels, fire alarm devices, and the tamper and flow switches are in proper working order during testing. A State employee will be available to provide access to the building and system(s).

The Contractor shall provide Kitchen Suppression System Services, on a semi-annual basis in accordance with NFPA 96 standards of the adopted edition.

The Contractor shall promptly report all deficiencies to the Agency Contact Person. Request to repair and/or replace parts shall be approved in advance by the Agency Contact Person prior to any actual work being

performed by the Contractor. Parts and materials shall be invoiced not to exceed 10% above Contractor's cost. The State reserves the right to request the Contractor supply the State with invoices from suppliers documenting the Contractor's cost.

The Contractor shall provide a proposed schedule for the inspections a minimum of two weeks (10 working days) before the actual inspections occur. The Contractor shall be responsible to establish the appointments and/or schedule by working with the individual Agency Contacts; the agreed upon schedule shall be provided in writing to the Agency Contact Person. The Contractor shall employ a sufficient number of trained technicians so that inspections are completed on time as scheduled.

The Contractor shall present after each scheduled or emergency call and before leaving the job site, a written summary of the work performed and obtain the State's signature thereon.

All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.

The State shall be responsible to provide reasonable means of access to all equipment covered by this agreement and promptly notify the Contractor of any malfunction in the system(s) that comes to the State's attention.

All services performed under this Contract shall be performed between the hours listed for each location unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall be paid for any off-hour work.

All services performed under this Contract(s) shall be performed between the hours of 8:00 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges will be paid for any off-hour work.

The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting agency (State).

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

If **sub-contractors** are to be utilized, Contractor shall provide information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.

PRICING:

Kitchen Fire Suppression				
	DESCRIPTION	ANNUAL COST	ANNUAL COST	ANNUAL COST
		2019-2020	2020-2021	2021-2022
New Hampshire Hospital				
Kitchen (REQUIRES Hood cleaning every 4 months) 36 Clinton Street Concord, NH	3 gallon single tank, 10 nozzle	\$1,150.00	\$1,150.00	\$1,185.00
Rehab Kitchen Room L223 36 Clinton Street Concord, NH	Single Tank 2 Nozzles	\$1,150.00	\$1,150.00	\$1,185.00
TOTAL		\$2,300.00	\$2,300.00	\$2,370.00
Glenciff Home				
LaMott Wing Basement Glenciff, NH	Stove #6 Nozzle	\$383.00	\$383.00	\$395.00
LaMott Wing Basement Glenciff, NH	Stove #8 Nozzle	\$383.00	\$383.00	\$395.00
TOTAL		\$766.00	\$766.00	\$790.00
Department of Resources and Economic Development				
Food Service Kitchen Sherman Adams Building Mt. Washington State Park	N/A	\$383.00	\$383.00	\$395.00
State Crew Kitchen Sherman Adams Building Mt. Washington State Park	N/A	\$383.00	\$383.00	\$395.00
Observatory Crew Kitchen Sherman Adams Building Mt. Washington State Park	N/A	\$383.00	\$383.00	\$395.00
TOTAL		\$1,149.00	\$1,149.00	\$1,185.00
Employment Security (Location Requires Background Checks Before Service Begins)				
Tobey Building Cafeteria 45 South Fruit Street Concord, NH	Vent-o-hood	\$383.00	\$383.00	\$395.00
TOTAL		\$383.00	\$383.00	\$395.00
Veteran's Home				
Main Kitchen 139 Winter Street Tilton, NH	Range, Steamer, Kettle, and oven 8 heads total	\$775.00	\$775.00	\$798.00
Kitchenettes 139 Winter Street Tilton, NH	Single Tank 2 Nozzles	\$775.00	\$775.00	\$798.00
TOTAL		\$1,550.00	\$1,550.00	\$1,596.00

PRICING QUOTATIONS FOR INDIVIDUAL PROJECTS:

State will request quotations by providing a SOW describing the services required and the applicable technical qualifications. Contractor must return quotes within three (3) business days. The quoted hourly rates shall not exceed the rates established under this contract. The SOW shall be issued to all Contractors under this contract for a quote. The project engagement will be based upon the lowest cost qualified quote.