

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: _____

Company Name: _____

Address: _____

To: Point of Contact: Danielle Ruest
Telephone: 603-271-3290
Email: Danielle.ruest@nh.gov

RE: Bid Invitation Name: **HVAC (Heating, Ventilation and Air Conditioning) Preventative Maintenance and Repair Services**
Bid Number: **BID 1806-16**
Bid Posted Date: November 23, 2015
Bid Opening Date and Time: **December 11, 2015 @ 10:00 AM (EST)**

[Insert name of signor] _____, on behalf of _____ [insert name of entity submitting bid (collectively referred to as "Vendor") hereby submits an offer as contained in the written bid submitted herewith ("Bid") to the State of New Hampshire in response to BID # 1806-16 for HVAC (Heating, Ventilation and Air Conditioning) Preventative Maintenance and Repair Services at the price(s) quoted herein in complete accordance with the bid.

Vendor attests to the fact that:

1. The Vendor has reviewed and agreed to be bound by the Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 180 days from the Bid Opening date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
 - a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
 - b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
 - c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
 - d. Is currently debarred from performing work on any project of the federal government or the government of any state;
 - e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
 - f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
 - g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
 - h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
 - i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
 - j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

Authorized Signor's Signature _____ Authorized Signor's Title _____

NOTARY PUBLIC/JUSTICE OF THE PEACE

COUNTY: _____ STATE: _____ ZIP: _____

On the ____ day of _____, 2015, personally appeared before me, the above named _____, in his/her capacity as authorized representative of _____, known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.

In witness thereof, I hereunto set my hand and official seal.

(Notary Public/Justice of the Peace)

My commission expires: _____ (Date)

**REQUEST FOR BID FOR HVAC Preventative Maintenance and Repair Services FOR
THE STATE OF NEW HAMPSHIRE**

PURPOSE:

The purpose of this bid invitation is to establish a contract(s) for HVAC (Heating, Ventilation and Air Conditioning) Preventative Maintenance and Repair Services to the State of New Hampshire with services indicated in the SCOPE OF SERVICES section of this bid invitation, in accordance with the requirements of this bid invitation and any resulting contract.

INSTRUCTIONS TO VENDOR:

Read the entire bid invitation prior to filling it out. Complete the pricing information in the "Offer" section (detailed information on how to fill out the pricing information can be found in the "Offer" section); complete the "Vendor Contact Information" section; and finally, fill out, sign, and notarize page one of the bid invitation.

BID SUBMITTAL:

All bids must be submitted on this form (or an exact copy), must be typed or clearly printed in ink, and must be received on or before the date and time specified on page 1 of this bid. Interested parties may submit a bid to the State of New Hampshire Bureau of Purchase and Property by **email to PRCHWEB@NH.GOV**. All bids must be clearly marked with bid number, date due and purchasing agent's name.

IF YOU ARE EXPERIENCING DIFFICULTIES EMAILING YOUR BID OR YOU WISH TO VERIFY THAT YOUR BID RESPONSE HAS BEEN RECEIVED, PLEASE CALL (603) 271-2201 AND ASK A PURCHASING ASSISTANT FOR ASSISTANCE OR TO CHECK ON THE STATUS OF YOUR BID RESPONSE.

TIMELINE:

The timeline below is provided as a general guideline and is subject to change. Unless stated otherwise, considered the dates below a "no later than" date.

11/23/2015	Bid Solicitation distributed on or by
12/2/2015	3:00 (EST) PM Last day for questions, clarifications, and/or requested changes to bid
12/11/2015	10:00 (EST) AM Bid Opening
12/15/2015	Estimated Notification(s) to Award to apparent low bidder(s)

CONTRACT TERM:

The term of the contract(s) shall be from January 1, 2016 or the date of award, whichever is later, through December 31, 2018 a period of approximately three (3) years. The contract(s) may be extended for an additional two (2) years thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the successful Vendor(s) and the State with the approval of the Commissioner of the Department of Administrative Services. The maximum term of the contract(s) (including all extensions) shall not exceed five (5) years.

ELIGIBLE PARTICIPANTS:

Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate at their discretion. In doing so, they are entitled to the prices established under the contract(s). However, they are responsible for their association with the successful Vendor. The State of New Hampshire assumes no liability of any kind between the successful Vendor and any of these entities.

SPECIFICATIONS:

Complete specifications required are detailed in **SCOPE OF SERVICES** in this bid. In responding to the bid, the Vendor shall address all requirements for information as outlined.

TERMS OF SUBMISSION:

All material received in response to this bid shall become the property of the State and will not be returned to the Vendor. Regardless of the Vendors selected, the State reserves the right to use any information presented in a bid response. The content of each Vendor's bid shall become public information once a contract(s) has been awarded.

The Vendor's signature on a bid submitted in response to this request guarantees that all of the State of New Hampshire's Terms and Conditions are accepted by the Vendor.

The form P-37 Contract attached hereto shall be part of this bid and the basis for the contract(s). The successful Vendor and the State, following notification, shall promptly execute this contract form, which is to be completed by incorporating the service requirements and price conditions established by the vendor's offer.

Complete bids shall be filled out on the original documents and format that are a part of this bid invitation. Vendors may submit additional paperwork with pricing, but all pricing shall be on the documents provided with this bid invitation and in the State's format.

LIABILITY:

The State shall not be held liable for any costs incurred by Vendor(s) in the preparation of bid(s) or for work performed prior to contract issuance.

PUBLIC DISCLOSURE OF BID SUBMISSIONS:

Generally, all bids and proposals (including all materials submitted in connection with them, such as attachments, exhibits and addenda) become public information upon the effective date of a resulting contract or purchase order. However, to the extent consistent with applicable state and federal laws and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (the "Right-to-Know" Law), the State will attempt to maintain the confidentiality of portions of a bid that are clearly and properly marked by a Vendor as confidential. Any and all information contained in or connected to a bid or proposal that a Vendor considers confidential must be clearly designated in a manner that draws attention to the designation. The State shall have no obligation to maintain the confidentiality of any portion of a bid, proposal or related material, which is not so marked. Marking an entire bid, proposal, attachment or sections thereof confidential without taking into consideration the public's right to know will neither be accepted nor honored by the State. Notwithstanding any provision of this RFP/RFB to the contrary, pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders, regardless of whether or not marked as confidential. If a bid or proposal results in a purchase order or contract, whether or not subject to approval by the Governor and Executive Council, all material contained in, made part of, or submitted with the contract or purchase order shall be subject to public disclosure.

If a request is made to the State by any person or entity to view or receive copies of any portion of a bid or proposal, and if disclosure is not prohibited under RSA 21-I: 13-a, Vendors acknowledge and agree that the State may disclose any and all portions of the bid, proposal or related materials which is not marked as confidential. In the case of bids, proposals or related materials that contain portions marked confidential, the State will assess what information it believes is subject to release; notify the Vendor that the request has been made; indicate what, if any, portions of the bid, proposal or related material will not be released; and notify the Vendor of the date it plans to release the materials. The State is not obligated to comply with a Vendor's designation regarding confidentiality.

By submitting a bid or proposal, the Vendor agrees that unless it obtains and provides to the State, prior to the date specified in the notice described in the paragraph above, a court order valid and enforceable in the State of New Hampshire, at its sole expense, enjoining the release of the requested information, the State may release the information on the date specified in the notice without any liability to the Vendor.

TERMINATION:

The State of New Hampshire shall have the right to terminate the contract at any time by giving the successful Vendor a thirty (30) day written notice.

VENDOR CERTIFICATIONS:

ALL Vendors **SHALL** be duly registered as a Vendor authorized to conduct business in the State of New Hampshire prior to the issuance of a contract. Vendors shall comply with the certifications below throughout the term of any contract which results from this bid. Failure to comply shall be grounds for the termination of any contract:

- **STATE OF NEW HAMPSHIRE VENDOR APPLICATION:** Prior to any award, Vendor **MUST** have a completed Vendor Application and Alternate W-9 Form on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms (no fee): <http://admin.state.nh.us/purchasing/Contractor.asp>

- **NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION:** A bid award, in the form of a contract, will **ONLY** be awarded to a Vendor who is registered to do business **AND** in good standing with the State of New Hampshire. Please visit the following website to find out more about the requirements for registration with the NH Secretary of State: <http://www.sos.nh.gov/corporate>.
- **CONFIDENTIALITY & CRIMINAL RECORD:** If requested by the using agency, the Contractor and their employees, and Sub-Contractors (if any), shall be required to sign and submit a Confidential Nature of Department Records Form and a Criminal Authorization Records Form. These forms shall be returned to the individual using agency prior to the start of any work.

CERTIFICATE OF INSURANCE:

Prior to being awarded a contract the Vendor shall be required to submit proof of Comprehensive General Liability prior to performing any services for the State. The coverage shall have appropriate riders 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. Coverage shall also include automobile liability and State of New Hampshire workers' compensation as defined by the State.

INVOICING:

Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance to the State's satisfaction.

BID INQUIRIES:

All questions regarding this bid, including clarifications and proposed specification changes shall be submitted in writing to Danielle Ruest, Purchasing Agent, Bureau of Purchase and Property, at danielle.ruest@nh.gov. All requests, questions, and clarifications shall be submitted no later than December 2, 2015 by 3:00 PM.

The Vendor shall include complete contact information including the Vendor's name, telephone number, fax number and e-mail address.

BID DUE DATE:

All bid submissions shall be received at the Bureau of Purchase and Property no later than the date and time shown on the transmittal letter of this bid. Submissions received after the date and time specified will be marked as "Late" and will not be considered in the evaluation process.

All offers shall remain valid for a period of one hundred and eighty (180) days from the bid due date. A vendor's disclosure or distribution of bids other than to DAS, Bureau of Purchase and Property may be grounds for disqualification.

ADDENDA:

In the event it becomes necessary to add to or revise any part of this bid prior to the scheduled submittal date, the NH Bureau of Purchase and Property will post on our web site any Addenda. Before your submission and periodically prior to the RFB closing, Vendors are required to **check the site for any addenda** or other materials that may have been issued affecting the bid. The web site address is <http://das.nh.gov/Purchasing/vendorresources.asp>.

VENDOR RESPONSIBILITY:

The successful Vendor shall be solely responsible for meeting all terms and conditions specified in the bid, and any resulting contract.

All State of New Hampshire bid invitations and addenda to these bid invitations are advertised on our website at: <http://das.nh.gov/Purchasing/vendorresources.asp>.

It is a prospective Vendor's responsibility to access our website to determine any bid invitation under which they wish to participate. It is also the Vendor(s)'s responsibility to access our website for any posted addendum.

The website is updated several times per day; it is the responsibility of the prospective Vendor(s) to access the website frequently to ensure no bidding opportunity or addenda is overlooked.

It is the prospective Vendor's responsibility to forward a signed copy (if the form has a signature block) of any addenda to the Bureau of Purchase and Property with the bid response.

In preparation of your bid response, you shall:

- Complete the pricing information in the "Offer" section; and
- Complete all other required information on your offer; and
- Complete the "Vendor Contact Information" section; and
- Complete the company information on the "Transmittal Letter" page, and sign the bid in the space provided on that page. The Transmittal Letter page must be notarized to be an official submission.

IF AWARDED A CONTRACT:

The Contractor must complete the following sections of the attached Agreement State of New Hampshire Form #P-37:

- Section 1.3 Contractor Name
- Section 1.4 Contractor Address
- Section 1.11 Contractor Signature
- Section 1.12 Name & Title of Contractor Signor
- Section 1.13 Acknowledgement
- Section 1.13.1 Signature of Notary Public or Justice of the Peace
- Section 1.13.2 Name & Title of Notary or Justice of the Peace

- Provide certificate of insurance with the minimum limits required as described above on Page 2.
- Provide certificate of workers' compensation.
- Provide a certificate of good standing from the NH Secretary of State or proof of your completion of and payment for the start of the registration process.

BID PRICES:

Bid prices must be in US dollars and must include delivery and all other costs required by this bid invitation. Special charges, surcharges, processing charges, delivery charges, or fuel charges of any kind (by whatever name) may not be added on at any time (to include writing them separately in the RFB "Offer" section). Any and all charges **must be built into your bid price** at the time of the bid.

PAYMENT:

Payments shall be made via ACH and/or Procurement Card (P-Card –Visa Credit Card). Use the following link to enroll with the State Treasury for ACH payments:

<http://www.nh.gov/treasury/Divisions/DocsForms/Tforms.htm?inc=P>

The resulting contract(s) has mandatory Procurement Card usage for agencies enrolled in the State P-Card Program.

AWARD:

The award shall be made to the responsible Vendor(s) meeting the criteria established in this RFB and providing the lowest cost by Section. Vendors may bid on one or more Sections to be considered, however the Section must be bid in its entirety to be considered, unless otherwise noted. The State reserves the right to reject any or all bids or any part thereof and add/delete locations to the contract price. If an award is made it shall be in the form of a State of New Hampshire Contract(s).

Any resulting contract(s) shall become effective on the date approved by the Commissioner of Department of Administrative Services for the State of New Hampshire.

NOTIFICATION AND AWARD OF CONTRACT(S):

Bid results will not be given by telephone. For Vendors wishing to attend the bid opening, only the names of the vendors submitting responses will be made public. Specific response information will not be given out. Bid results will be made public after final approval of the contract(s).

Bid results may also be viewed on our website at <http://das.nh.gov/purchasing>.

SITE VISITATION:

Prior to bidding, it is each Vendor's responsibility to become thoroughly familiar with the site of the intended service, to determine everything necessary to accomplish the service. Arrangements to visit these locations can be made by contacting the person indicated in the attached Appendices (see "Agency Contact Person & Number" for each location). Failure of the Vendor to perform a site visit does not relieve the Vendor of responsibility to fully understand what is necessary to accomplish a successful and complete service. Vendor(s) are responsible for having ascertained pertinent local conditions, such as equipment conditions, locations,

accessibility and general character of the sites, and knowledge of conditions affecting delivery performance. The act of submitting a bid is to be considered in full acknowledgment that the Vendor(s) is familiar with the conditions and requirements of these specifications.

SCOPE OF SERVICES:

The Contractor(s) shall provide the State with preventative maintenance, repair and emergency services for the Heating, Ventilation, and Air Conditioning (“HVAC”) equipment and associated devices (see attached equipment lists) owned by the State of New Hampshire, as described throughout this bid invitation.

All services performed under this Contract(s) shall be performed between the hours of 7:30 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State, or other hours are required by the State. Any deviation in work hours shall be pre-approved by the respective agency. 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 Vendor shall not commence work until a conference is held with each agency, at which representatives of the Vendor 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 Vendor’s employees, equipment or supplies. The Vendor shall replace, in satisfactory condition, all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Vendor 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 Vendor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Vendor to dismiss from the work such employees as he/she 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 Vendor 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 Vendor’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, please include 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.

Specifications are separated into the following Sections:

- SECTION I: DEPARTMENT OF SAFETY**
- SECTION II: DEPARTMENT OF TRANSPORTATION & DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT**
- SECTION III: BUREAU OF FACILITIES AND ASSET MANAGEMENT**
- SECTION IV: DEPARTMENT OF ADMINISTRATIVE SERVICES, BUREAU OF COURT FACILITIES**
- SECTION V: DEPARTMENT OF ADMINISTRATIVE SERVICES, GENERAL SERVICES**
- SECTION VI: DEPARTMENT OF HEALTH & HUMAN SERVICES, GLENCLIFF HOME**
- SECTION VII: ADJUTANT GENERAL**
- SECTION VIII: ADJUTANT GENERAL NORTH**
- SECTION IX: ADJUTANT GENERAL JFHQ #1 (TO TAKE EFFECT 12/1/2016)**

WARRANTY REQUIREMENTS (APPLIES TO ALL SECTIONS):

The successful Vendor(s) shall be required to warranty all of the equipment awarded for a period of not less than the manufacturer’s United States warranty standard period of time or standard number of years indicated by manufacturer, from the date the items are received, inspected and accepted by the State of New Hampshire. The warranty shall cover 100% of all parts, shipping, labor, travel, lodging and expenses.

SECTION I: DEPARTMENT OF SAFETY

1. The Contractor shall provide the Department of Safety with preventative maintenance, repair and emergency services for the Heating, Ventilation, and Air Conditioning (“HVAC”) equipment and associated devices (see attached equipment lists) owned by the State of New Hampshire, as described throughout this bid invitation.
2. The term “preventative maintenance” as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this bid in Appendix A, Section I.
3. The Contractor shall provide an annual fall maintenance inspection of the unit heaters as described herein. The maintenance inspection shall include the following services:
 - Brush or vacuum grilles, coils, fan, etc.
 - Lubricate fan and motor bearings where applicable
 - Check belts and sheaves where applicable
 - Check/clean drains, pans, condenser pumps
 - Check/clean strainers where applicable
 - Check steam traps, valves, etc. where applicable
 - Check and tighten all electrical connections
 - Check all control operations
 - Lubricate and adjust dampers and linkages
 - Check unit-operating conditions
 - Check heat exchanger for leaks where applicable
 - Check gas valve and controls where applicable
 - Check oil burner and controls where applicable N 8
 - Check and tighten electric heater connections
 - Check amps/volts where applicable
 - Check filters
 - Check fan assembly
 - Lubricate fan and motor bearings as required
 - Check motor volts/amps
 - Check/adjust belts and sheaves
 - Check burner interlock controls
 - Check and tighten all mounting hardware
 - Check overall operation
 - Check and tighten electrical connections
 - Check operating controls
 - Check thermometer accuracy
 - Check hardware and gaskets
 - Check overall operation
 - Any other maintenance or component replacement or repair necessary to maintain equipment in accordance with manufacturer’s specifications
4. The Contractor shall provide an annual inspection in the spring (March – May) of the air handler systems. Inspections shall include the following:
 - Check bearings for wear
 - Check fans and fan shafts for proper balance
 - Check all belts for proper tension, alignment and wear
 - Check all air handling systems for proper flow, operation and control sequence (All related controls are included)
 - Clean all heating and cooling coils
 - Clean and scrub all condensation pans and check to ensure that pans are pitched correctly for proper drainage
 - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
 - Check all sheaves for proper alignment
 - Check and tighten all electrical terminations
 - Check contacts for wear

- Check and record motor current against nameplate
- Check all safety controls
- Lubricate motors/bearings where applicable
- Check fan wheels - clean as required
- Check fan scrolls - clean as required
- Check fan bearing supports
- Check motor supports
- Check damper operation
- Check damper linkages
- Check motor damper operation
- Inspect and clean condensate pumps where applicable
- Replace air filters (the State shall supply the filters and the Contractor shall install the filters)
- Check humidifier strainer where applicable
- Check and clean humidifier float assembly
- Check humidifier level controls
- Check and clean humidifier drain/pan
- Check humidifier heating elements
- Check all humidifier controls
- Check and clean outside air intakes
- Check for any unusual noises or vibrations
- Check structural integrity of the unit
- Any other maintenance or component replacement or repair necessary to maintain the air handlers in accordance with manufacturer's specifications is included in this agreement

5. The Contractor shall inspect and complete preventative maintenance on all air conditioning systems annually in the spring (March- May) as required to maintain them in proper operating condition by providing, at a minimum the following services:

- Check and record volts/amps of compressors
- Check and record volts/amps of condenser fan motor where applicable
- Check starter and contact surfaces
- Check and record operating temperatures
- Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
- Check moisture indicators and sight glasses
- Check oil level
- Check oil contamination
- Check all belts where applicable
- Check all safety controls
- Check superheat and adjustment
- Check hot gas by-pass controls where applicable
- Check head pressure controls where applicable
- Check unloader operation where applicable
- Check all operating controls
- Check and tighten all electrical connections
- Lubricate motors/bearings where applicable
- Inspect and clean condenser coil
- Clean and paint rusted areas
- Check water cooled condenser coil where applicable
- Check water regulating valve where applicable
- Check cap tubes/piping for chafing
- Check crankcase heaters
- Visually check for oil refrigerant leaks (Contractor shall be responsible for the removal and disposal of any used refrigerant)
- Check fan wheels - clean as required
- Check fan scrolls - clean as required
- Check fan sheave wear
- Check fan sheave alignment
- Check fan bearing supports
- Check motor supports
- Check damper operation

- Check damper linkages
 - Check motor damper operation
 - Inspect and clean evaporator coils
 - Inspect and clean condensate pans
 - Inspect and clean condensate pumps where applicable
 - Replace air filters (the State shall supply the filters and the Contractor shall install the filters)
 - Check humidifier strainer where applicable
 - Check and clean humidifier float assembly
 - Check humidifier level controls
 - Check and clean humidifier drain/pan
 - Check humidifier heating elements
 - Check all humidifier controls
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit
 - Check glycol level if applicable
6. The Contractor shall provide annual fall cleaning and inspections of all heating systems including boilers, furnaces and domestic hot water tanks as described below:
- Remove all cleaning access panels
 - Wire brush and vacuum all fireside surfaces free of soot
 - Wash coat all refractory; perform patching of refractory as required
 - Replace all gasket(s) as required
 - Reseal boiler access panels
 - Inspect all burners; Adjust spark gap and test pilots
 - Test fire all burners
 - Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs
 - Test and ensure that all operating controls for the respective heating systems are working properly
 - Collect and properly dispose of all waste products that result from the cleaning or repairs to the above mentioned boilers
 - Any other maintenance or component replacement or repair necessary to maintain the boilers, burners, domestic hot water systems and associated controls in proper working order in accordance with manufacturer's specifications is included in this agreement
7. The Contractor shall provide semi-annual inspections of all control systems including all components as described below. These inspections will take place in the spring and fall. The automatic temperature control system services shall consist of, at a minimum, the following services:
- Calibrate all transmitter receiver gauges and controllers
 - Check all PE switches, solenoid air valves and limit controls
 - Check all control valves and pilot positioners
 - Check operation of all auxiliary devices
 - Review HVAC system sequence of operation
 - Check all dampers and lubricate
 - Check operational sequence of all VAV's, single duct terminal units, CAV's and related preheat, reheat and radiation valves and motors, if equipment is not working notify maintenance mechanics
 - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
 - Check all room thermostats
 - Check time clock operation and settings
 - Check particle filters and oil filters (change as required)
 - Check pressure reducing valve settings
 - Check low-pressure safety valve
 - Check air dryer refrigerant pressure/temperatures
 - Check air dryer drain tap and by pass valves
 - Drain air compressor tank and check traps
 - Check air compressor oil pressure
 - Check air compressor belt and sheaves (change as required); Change air compressor suction filter as required
 - Check air compressor unloaders and check valve
 - Check air compressor operating controls including PE switch, starter and alternator

- Check air compressor high-pressure safety valve
 - Perform any software changes, upgrades and backups as required
 - Repair or replace all defective components
 - Any other maintenance, or component replacement or repair necessary to maintain the control systems in accordance with manufacturer's specifications is included with this agreement
8. The Contractor shall maintain all digital control systems and associated devices on a semi-annual basis; spring (March-May) and fall (Sept-Nov) as required to maintain them in proper operating condition by providing, at a minimum the following services:
 - Review system for proper operation, verify that all associated devices start and stop properly, check that set points are maintained, and verify scheduling
 - Check operational sequence of all VAV's, and related preheat, reheat and radiation valves and motors
 - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
 - Test and calibrate all devices including but not limited to thermostats, actuators, controls, dampers, valves, variable air volume devices
 - Make back-up copies of software configurations and operating system. Provide customer with access to most recent copy
 - Check and record any system abnormalities or deficiencies
 9. The Contractor shall maintain all variable speed drive systems and associated devices on a semi-annual basis; spring (March - May) and fall (September -November), as required to maintain them in proper operating condition by providing, at a minimum the following services:
 - Review system for proper operation, verify that all associated devices start, run at various speeds and stop
 - Clean the unit
 - Check and record input and output voltages
 - Check all electrical connections
 - Check units with infrared tool to detect any hot spots
 - Check circulating fans for proper operation and or excessive wear, vibration or noise
 - Inspect capacitors for any bulging or leakage
 - Monitor and record heat sink temperatures
 - Check and record any system abnormalities or deficiencies
 10. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the agency contact as listed in Appendix A.
 11. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems that have, at a minimum, obtained a "journeyman" level of competence.
 12. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three hours after the call is entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
 13. Request to repair and/or replace parts shall be approved by the Administrator, Department of Safety or his/her designated representative(s). Materials shall be invoiced not to exceed 10% above vendor's cost. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the Administrator, Department of Safety or his/her designated representative(s).
 14. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain signature thereon from the Administrator, Department of Safety or his/her designated representative(s).
 15. The Contractor shall present two copies of a Final Report of work done the previous calendar year. The report may be in a narrative during each month of the contract year. The report shall be submitted to the Agency Contact/Administrator listed in Appendix A or his/her designated representative(s), on or before January 15 of the following year.

16. The Agency, shall:
 - a. Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
 - b. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.

17. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.

SECTION II: DEPARTMENT OF TRANSPORTATION & DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT (REST AREAS/WELCOME CENTERS)

1. The Contractor shall provide the Department of Transportation and Department of Resources and Economic Development with preventative maintenance, repair and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (see attached equipment lists) owned by the State of New Hampshire, as described throughout this bid invitation.
2. The term "preventative maintenance" as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this bid in Appendix A, Section II.
3. The Contractor shall provide annual fall cleaning and inspections (October – November) of all heating systems including boilers, furnaces and domestic hot water tanks as described below:
 - Remove all cleaning access panels
 - Wire brush and vacuum all fireside surfaces free of soot
 - Wash coat all refractory; perform patching of refractory as required
 - Replace all gasketing as required
 - Reseal boiler access panels
 - Inspect all burners; Adjust spark gap and test pilots
 - Test fire all burners
 - Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs
 - Test and ensure that all operating controls for the respective heating systems are working properly
 - Collect and properly dispose of all waste products that result from the cleaning or repairs to the above mentioned boilers
 - For the below noted registered boilers, the Contractor shall measure CO and O₂ levels in exhaust, before and after tune-up, consistent with 40 CFR Part 63 Subpart JJJJJJ. The Contractor shall provide the tune-up record to the Administrator or designee in order for the State to certify the facility has complied with the tune up requirements for boiler(s).
 - a. District 2: New London 214 Patrol Shed, Boderus G315 Boiler
 - b. District 5: Chester 513 Patrol Shed, 2004 Viessman Oil Fired Boiler
Manchester 527 Patrol Shed, Smith Oil Fired Boiler
District 5 Office, Knight/Lockinvaier Boiler
 - c. District 6 Newfields 609 Patrol Shed, Bard Oil Fired Boiler
4. The Contractor shall provide an annual fall maintenance inspection of the unit heaters as described herein. The maintenance inspection shall include the following services:
 - Brush or vacuum grilles, coils, fan, etc.
 - Lubricate fan and motor bearings where applicable
 - Check belts and sheaves where applicable
 - Check steam traps, valves, etc. where applicable
 - Check and tighten all electrical connections
 - Check all control operations
 - Lubricate and adjust dampers and linkages
 - Check heat exchanger for leaks where applicable
 - Check gas valve and controls where applicable
 - Check oil burner and controls where applicable
 - Check and tighten electric heater connections
 - Check amps/volts where applicable
 - Check filters
 - Check fan assembly
 - Check and tighten all mounting hardware
 - Check overall operation
 - Check hardware and gaskets

5. The Contractor shall provide inspections and cleaning of the air handler systems:
 - a. All Rest Areas/Welcome Centers, and Districts 3, 4 and 5 require semi-annual inspections in the spring (March – May) and fall (October – November).
 - b. District 6 requires inspection and cleaning to be completed in the fall (October – November) *except Rest Areas.
 - c. District 2 requires inspections be completed in the spring (March – May) *except Rest Areas.

Air Handler system Inspections and cleaning shall include the following:

- Check bearings for wear
- Check fans and fan shafts for proper balance
- Check all belts for proper tension, alignment and wear
- Check all air systems for proper flow, operation and control sequence (**all related controls are included**)
- Clean all heating and cooling coils
- Clean and scrub all condensation pans and check to make sure that pans are pitched correctly for proper drainage
- Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
- Check all sheaves for proper alignment
- Check and tighten all electrical terminations
- Check contacts for wear
- Check and record motor current against nameplate
- Check all safety controls
- Lubricate motors/bearings where applicable
- Check fan wheels - clean as required
- Check fan scrolls - clean as required
- Check fan bearing supports
- Check motor supports
- Check damper operation
- Check damper linkages
- Check motor damper operation
- Inspect and clean condensate pumps where applicable
- Replace air filters

i. Air Filters shall be provided by the Contractor. Filters must meet or exceed existing filters for efficiency and quality. Filters are to be replaced on the following schedule:

- Quarterly for District 4 and all Rest Areas/Welcome Centers
- Semi-annually for District 5 (except Rest Areas/Welcome Centers)
- Annually for Districts 2, 3, 6 (except Rest Areas/Welcome Centers)

- Check and clean outside air intakes
- Check for any unusual noises or vibrations
- Check structural integrity of the unit
- Check humidifier strainer where applicable
- Check and clean humidifier drain/pan
- Check and clean humidifier float assembly
- Check humidifier level controls
- Check humidifier heating elements
- Check all humidifier controls
- Clean all air ducts

6. Contractor shall inspect and complete preventative maintenance on the air conditioning systems (for **District 6** this applies **only** to the 271 Main Street, Durham location), annually in the spring (March – May) as required to maintain them in proper operating condition by providing, at a minimum, the following services:
 - Check and record volts/amps of compressors
 - Check and record volts/amps of condenser fan motor where applicable
 - Check starter and contact surfaces
 - Check and record operating temperatures
 - Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
 - Check moisture indicators and sight glasses
 - Check oil level
 - Check oil contamination

- Check all belts where applicable
 - Check all safety controls
 - Check superheat and adjustment
 - Check hot gas by pass controls where applicable
 - Check head pressure controls where applicable
 - Check unloader operation where applicable
 - Check all operating controls
 - Check and tighten all electrical connections
 - Lubricate motors/bearings where applicable
 - Inspect and clean condenser coil
 - Clean and paint rusted areas
 - Check water cooled condenser coil where applicable
 - Check water regulating valve where applicable
 - Check cap tubes/piping for chafing
 - Check crankcase heaters
 - Visual check for oil refrigerant leaks (Contractor shall be responsible for the removal and disposal of used refrigerant)
 - Check fan wheels - clean as required
 - Check fan scrolls - clean as required
 - Check fan sheave wear
 - Check fan sheave alignment
 - Check fan bearing supports
 - Check motor supports
 - Check damper operation
 - Check damper linkages
 - Check motor damper operation
 - Inspect and clean evaporator coils
 - Inspect and clean condensate pans
 - Inspect and clean condensate pumps where applicable
 - Replace air filters
 - i. Air Filters shall be provided by the Contractor. Filters must meet or exceed existing filters for efficiency and quality. Filters are to be replaced on the following schedule:
 - Quarterly for District 4 and all Rest Areas/Welcome Centers
 - Semi-annually for District 5 (except Rest Areas/Welcome Centers)
 - Annually for Districts 2, 3, 6 (except Rest Areas/Welcome Centers)
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit
 - Check glycol level if applicable
7. For the Heat Pumps identified in **District 5**, the Contractor shall retain the services of a competent independent water treatment company to provide complete chemical water treatment forced hot water systems. The Contractor shall test all and provide the proper amount of chemicals for the forced hot water systems. The tests shall be completed in the months of October and January of each year. Water treatment reports for the Subcontractor shall be submitted and directed to the Contracting Officer and the District Administrators, Department of Transportation, or Bureau Chief, DRED, Division of Travel and Tourism Development or his/her designated representative, and should include at a minimum:
- PH
 - Dissolved solids
 - Alkalinity
 - Nitrate Levels
8. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the District Administrators, Department of Transportation, or Bureau Chief, DRED, Division of Travel and Tourism Development or his/her designated representative as listed in Appendix A, Section II.
9. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems that have obtained a "journeyman" level of competence.

10. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three hours after the call is entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
11. Request to repair and/or replace parts shall be approved by the District Administrator or his/her designated representative. Materials shall be invoiced not to exceed 10% above vendor's cost. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the applicable District Administrators, Department of Transportation, or Bureau Chief, DRED, Division of Travel and Tourism Development or his/her designated representative.
12. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain signature thereon from the District Administrators, Department of Transportation, or Bureau Chief, DRED, Division of Travel and Tourism Development or his/her designated representative.
13. The Contractor shall present two copies of a Final Report for each District of work done the previous calendar year. The reports may be in a narrative during each month of the contract year. The reports shall be submitted on or before January 15 of the following year. The reports shall be submitted to the District Administrators, Department of Transportation, or Bureau Chief, DRED, Division of Travel and Tourism Development or his/her designated representative.
14. The above-referenced District Administrators, Department of Transportation, OR Bureau Chief, DRED, Division of Travel and Tourism Development shall:
 - a. Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
 - b. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
15. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.
16. If applicable, as determined by the District or Bureau Chief, the Contractor (to include each employee and any approved sub-contractor(s) working in a state office or externally with the State's records) shall be required to sign the State of New Hampshire's Confidentiality Form and Criminal Record Authorization Form. Prior to placing an individual in a State facility, all prospective personnel must receive clearance from the NH Department of Safety, Division of State Police, Criminal Bureau. Said clearance shall be obtained by submitting a Criminal Record Release Authorization Form on behalf of all personnel/employees and sub-contractor(s) to the Requesting Agency.

SECTION III: BUREAU OF FACILITIES AND ASSET MANAGEMENT

1. The Contractor shall provide the Bureau of Facilities and Asset Management with preventative maintenance, repair and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (see attached equipment lists) owned by the State of New Hampshire, as described throughout this bid invitation.
2. The term "preventative maintenance" as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this bid invitation in Appendix A, Section III. Seasons are defined as:
 - Cooling Season (on or before April 30)
 - Heating season (on or before September 30)
3. The Contractor shall provide an annual fall maintenance inspection of the unit heaters, radiant heat panels, baseboards, make-up air units, infrared heaters and cabinet heaters as described herein. The maintenance inspection shall include the following services:
 - Brush or vacuum grilles, coils, fan, etc.
 - Lubricate fan and motor bearings where applicable
 - Check belts and sheaves where applicable
 - Check steam traps, valves, etc. where applicable
 - Check and tighten all electrical connections
 - Check all control operations
 - Lubricate and adjust dampers and linkages
 - Check heat exchanger for leaks where applicable
 - Check gas valve and controls where applicable
 - Check oil burner and controls where applicable
 - Check and tighten electric heater connections
 - Check amps/volts where applicable
 - Check filters
 - Check fan assembly
 - Check and tighten all mounting hardware
 - Check overall operation
 - Check hardware and gaskets
4. Contractor shall inspect and complete preventative maintenance on all air conditioning systems and chiller systems annually in the spring (March – May) as required to maintain them in proper operating condition by providing, at a minimum, the following services:
 - Check and record volts/amps of compressors
 - Check and record volts/amps of condenser fan motor where applicable
 - Check starter and contact surfaces
 - Check and record operating temperatures
 - Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
 - Check moisture indicators and sight glasses
 - Check oil level
 - Check oil contamination
 - Check all belts where applicable
 - Check all safety controls
 - Check superheat and adjustment
 - Check hot gas by-pass controls where applicable
 - Check head pressure controls where applicable
 - Check unloader operation where applicable
 - Check all operating controls
 - Check and tighten all electrical connections
 - Lubricate motors/bearings where applicable
 - Inspect and clean condenser coil
 - Clean and paint rusted areas
 - Check water cooled condenser coil where applicable

- Check water regulating valve where applicable
 - Check cap tubes/piping for chafing
 - Check crankcase heaters
 - Visually check for oil refrigerant leaks (Contractor shall be responsible for the removal and disposal of used refrigerant)
 - Check fan wheels - clean as required
 - Check fan scrolls - clean as required
 - Check fan sheave wear
 - Check fan sheave alignment
 - Check fan bearing supports
 - Check motor supports
 - Check damper operation
 - Check damper linkages
 - Check motor damper operation
 - Inspect and clean evaporator coils
 - Inspect and clean condensate pans
 - Inspect and clean condensate pumps where applicable
 - Replace air filters (**See #9 Air Filters**)
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit
 - Check glycol level if applicable
 - Check humidifier strainer where applicable
 - Check and clean humidifier drain/pan
 - Check and clean humidifier float assembly
 - Check humidifier level controls
 - Check humidifier heating elements
 - Check all humidifier controls
 - Check and clean outside air intakes,
 - Check for any unusual noises or vibrations,
 - Check structural integrity of the unit,
 - Check glycol level if applicable.
5. The Contractor shall maintain all digital control systems and associated devices on a semi-annual basis; spring (March – May) and fall (September – November) as required to maintain them in proper operating condition by providing, at a minimum, the following services:
- Review system for proper operation, verify that all associated devices start and stop properly, check that set points are maintained, and verify scheduling
 - Check operational sequence of all VAV's, and related preheat, reheat and radiation valves and motors
 - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
 - Test and calibrate all devices including but not limited to thermostats, actuators, controls, dampers, valves, variable air volume devices
 - Make back-up copies of software configurations and operating system. Provide customer with access to most recent copy
 - Check and record any system abnormalities or deficiencies
6. The Contractor shall inspect all condenser water, and chilled water pumps as well as any glycol pumps annually in the spring (March- May). In addition the Contractor shall inspect all forced hot water pumps and circulators in the fall (September - November) as required to maintain them in proper operating condition by providing, at a minimum, the following services:
- Inspect electrical connections and contactors
 - Check couplings for alignment and wear and realign or replace when necessary
 - Lubricate all bearings
 - Check packing and adjust if necessary
 - Clean strainers
 - Check impeller and wearing rings
 - Check for any bearing wear
 - Check gaskets
 - Check for proper operation
 - Check for any improper vibration or noise

- Tighten all nuts and bolts
 - Check and tighten all electrical terminations
 - Check contacts for wear
 - Check and record motor current against nameplate
 - Check motor mounts and vibrator pads
7. The Contractor shall perform annual fall cleaning and inspections of all heating systems including boilers, furnaces and domestic hot water tanks as described below:
- Remove all cleaning access panels
 - Wire brush and vacuum all fireside surfaces free of soot
 - Wash coat all refractory; perform patching of refractory as required
 - Replace all gasketing as required
 - Reseal boiler access panels
 - Inspect all burners; Adjust spark gap and test pilots
 - Test fire all burners
 - Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs
 - Test and ensure that all operating controls for the respective heating systems are working properly
 - Collect and properly dispose of all waste products that result from the cleaning or repairs to the above mentioned boilers
8. The Contractor shall provide semi-annual inspections in the spring (March – May) and fall (September – November) of the air handler systems. Inspections shall include the following:
- Check bearings for wear
 - Check fans and fan shafts for proper balance
 - Check all belts for proper tension, alignment and wear
 - Checking all air handling systems for proper flow, operation and control sequence (All related controls are included)
 - Clean all heating and cooling coils
 - Clean and scrub all condensation pans and check to ensure that pans are pitched correctly for proper drainage
 - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
 - Check all sheaves for proper alignment
 - Check and tighten all electrical terminations
 - Check contacts for wear
 - Check and record motor current against nameplate
 - Check all safety controls
 - Lubricate motors/bearings where applicable
 - Check fan wheels - clean as required
 - Check fan scrolls - clean as required
 - Check fan bearing supports
 - Check motor supports
 - Check damper operation
 - Check damper linkages
 - Check motor damper operation
 - Inspect and clean condensate pumps where applicable
 - Replace air filters **(See #9 Air Filters)**
 - Check humidifier strainer where applicable
 - Check and clean humidifier float assembly
 - Check humidifier level controls
 - Check and clean humidifier drain/pan
 - Check humidifier heating elements
 - Check all humidifier controls
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit

9. AIR FILTERS: Contractor(s) is responsible for providing and replacing all air filters (including anti-mold filters). The list below contains air filters used in these facilities.

Manufacturer	Description
Sanyo	apatite filter STKFDXB
Sanyo	Air Filter Assembly 2 852-0-2307-34002
Mitsubishi	Outlander Particulate Type Filter
Trane	1" (cm) TA and Pl. Media Model 02 87/8 x 191/8
Trane	1" (cm) TA and Pl. Media, Model 04 87/8 x 241/8
Trane	1" Fresh Air Filter (only on cabinet styles D, E, and H with bottom return and fresh air opening) Model 02 51/2 x 191/8
Trane	1" Fresh Air Filter (only on cabinet styles D, E, and H with bottom return and fresh air opening) Model 04 51/2 x 241/8
Trane (roof top)	20 – 30 ton take 20 x 20 x 2; 40 ton 20 x 25 x 2

Filters shall meet or exceed existing filters for efficiency and quality

10. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the Administrator, or his/her designated representative.
11. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems that have obtained a "journeyman" level of competence.
12. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three (3) hours after the call is entered. Contractor shall provide a "not to exceed" estimate before starting any work. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
13. Request to repair and/or replace parts shall be approved in advance by the Administrator Bureau of Facilities and Assets Management, or his designated representative. Materials shall be invoiced not to exceed 10% above Contractor's cost. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the Administrator, or his designated representative.
14. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain signature thereon from the Administrator, or his designated representative.
15. The Contractor shall present two copies of a Final Report of work done the previous fiscal year. The report may be in a narrative during each month of the contract year. The reports shall be submitted to the Administrator or his/her designated representative on or before January 15 of the following year.
16. The above-referenced District Administrators, Department of Transportation, OR Bureau Chief, DRED, Division of Travel and Tourism Development shall:
- Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
 - Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
17. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.

SECTION IV: DEPARTMENT OF ADMINISTRATIVE SERVICES: BUREAU OF COURT FACILITIES

1. The Contractor shall provide the Bureau of Court Facilities with a **“total maintenance program”** and **“automatic temperature control system services”** for refrigerated water chillers, air conditioning systems, plate heat exchangers, boilers, burners, domestic hot water heating systems, air handlers, pumps, controls and associated devices (see attached equipment list, Appendix A, SECTION IV, for the types of equipment to be covered) owned by the State of New Hampshire, Bureau of Court Facilities.
2. The term “total maintenance program” and “automatic temperature control system services” shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this bid invitation in Appendix A.
3. The term “total maintenance program” as used above shall mean servicing, repairing, lubricating and/or replacing chiller, heat plate exchanger, air handling system, heating and air conditioning system components, all controls, valves, dampers, motors and associated devices as necessary, as well as providing all necessary fluid and refrigerants. This includes all controls for the boilers, all oil and gas fired burners and all supporting equipment. Mechanical system associated devices, shall include cooling towers, glycol coolers, air cooled condensers, humidifiers, condenser fans and motors, supply and return fans and motors, radiation convectors, unit heaters, and cabinet heaters, chilled water, heating, condenser water and glycol pumps, automatic controls, dampers, valves, all electrical components including coils and contactors (from the load side of the respective disconnect switches), automatic and manual valves, gauges, strainers, chilled water loop (to the main supply and return shutoff valves only), condenser water, glycol and refrigerant loops, and all other devices associated with the chilled water and condenser water systems. Shells, tubes, hot water tanks and actual boiler vessels are excluded.
4. The term “automatic temperature control system services” as used above shall include servicing, repairing, replacing, lubricating and calibrating all pneumatic, electric and electronic systems and associated devices as required. Pneumatic system associated devices shall include air compressors, motors, refrigerated air dryers, filters, pressure reducing stations and time clocks. Direct digital control systems shall include all hardware (terminals, printers, video stations and all other components, software and peripheral equipment (valves and motors)).
5. The Contractor shall clean all condenser tubes once each year in order to remove all scale and sludge. The Contractor may use either chemical or mechanical means to accomplish the above, but if chemical means are used the Administrator, Bureau of Court Facilities must be notified so that he/she may inspect and approve the cleaning. The Contractor shall be responsible to clean evaporator tubes, if required, to maintain the chiller in proper operating condition.
6. The Contractor shall maintain all refrigerated chillers and air conditioning systems and make monthly visits from April through September, and additionally as required, to maintain them in proper operating condition by providing, at a minimum the following services:
 - Check unit thoroughly for refrigerant leaks and proper amount of refrigerant; add refrigerant as required(Contractor shall be responsible for the removal and disposal of used refrigerant),
 - Check and calibrate safety and operating controls,
 - Check and tighten all electrical terminals and terminations, check contacts for wear and replace and or repair all defective electrical components,
 - Check oil level in compressors and add as required,
 - Check glycol level and add as required,
 - Check crankcase heaters,
 - Check internal interlocks, flow switches and any associated pumps and fans,
 - Check oil samples for acid and change oil when so indicated by analysis,
 - Any other maintenance or component replacement or repair necessary to maintain the refrigerated chillers and air conditioning systems in accordance with manufacturers' specifications is included in this agreement. **Any associated costs for crane or hoist usage shall be included.**

7. The Contractor shall maintain all digital control systems and associated devices on a semi-annual basis, and as required to maintain them in proper operating condition by providing, at a minimum, the following services:
 - Review system for proper operation, verify that equipment starts and stops properly, check that set points are maintained, and verify scheduling
 - Provide parts and labor for proper system operation during scheduled preventative maintenance
 - Repair any system failures due to normal wear and tear
 - Repair and/or replace any defective valves, damper motors or actuators etc.
 - Provide emergency calls between inspections, diagnosis of trouble, make adjustments and supply parts and labor
 - Any other maintenance or component replacement or repair necessary to maintain the digital control systems in accordance with manufacturer's specifications is included.
8. The Contractor shall clean and check all cooling towers a minimum of once a year and as required to maintain them in proper operating condition. At a minimum, the services shall consist of the following:
 - Draining, flushing and cleaning towers
 - Clean and paint rusted areas
 - Check and clean or replace nozzles
 - Check float valves and repair or replace as necessary
 - Inspect and lubricate all bearings
 - Check fans for balance and repair /or replace if necessary
 - Clean fan blades
 - Check and tightening all electrical terminations. Check contacts for wear, repair and/or replace defective electrical components and check motor current against nameplate.
 - Any other maintenance or component replacement or repair necessary to maintain the cooling towers in accordance with manufacturer's specifications is included.
9. The Contractor shall clean and check all air-cooled condensers and glycol coolers a minimum of once a year and as required to maintain them in proper working condition. At a minimum, this service shall consist of the following:
 - Clean condenser completely including coil surfaces
 - Clean and painting rusted areas
 - Inspect and lubricate bearings
 - Check for refrigerant leaks, and repair (Contractor shall be responsible for the removal and disposal of used refrigerant)
 - Check fans for balancing and repair or replace if necessary
 - Clean fan blades
 - Check and tighten all electrical terminations, check contacts for wear. Repair and/or replace defective electrical components and check motor current against nameplate.
 - Any other maintenance or component replacement or repair necessary to maintain the condensers in accordance with manufacturer's specifications is included.
10. The Contractor shall clean and check the Vicarb plate heat exchanger a minimum of once a year and as required to maintain it in proper working condition. The Contractor shall inspect the equipment completely and perform any required maintenance pursuant to the manufacturers' recommendations.
11. The Contractor shall maintain all condenser water, chilled water, circulator pumps and glycol pumps a minimum of once a year and as required to maintain them in proper operating condition by providing, at a minimum, the following services:
 - Clean and paint pump housings when required
 - Inspect electrical connections and contactors
 - Check couplings for alignment and wear and realign or replace when necessary
 - Lubrication of all bearings
 - Check packing and adjust or replace if necessary
 - Clean strainers
 - Check impeller and wearing rings and replace if necessary
 - Check for bearing wear and replace if needed
 - Check and replace gaskets when needed
 - Tighten all nuts and bolts, check and tighten all electrical terminations; check contacts for wear, repair and/or replace defective electrical components, check motor current against nameplate and check

motor mounts and vibrator pads

- Any other maintenance or component replacement necessary to maintain the condenser water, chilled water, circulator pumps and glycol pumps in accordance with manufacturer's specifications is included.

12. The Contractor shall provide semi - annual inspections of all control systems including all components as described below. These inspections will take place in the spring and fall. The automatic temperature control system services shall consist, at a minimum, the following services:

- Calibrate all transmitter receiver gauges and controllers
- Check all PE switches, solenoid air valves and limit controls
- Check all control valves and pilot positioners
- Check operation of all auxiliary devices
- Review HVAC system sequence of operation
- Check all dampers and lubricate
- Check operational sequence of all VAV's, single duct terminal units, CAV's and related preheat, reheat and radiation valves and motors, if equipment is not working notify maintenance mechanics
- Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
- Check all room thermostats
- Check time clock operation and settings
- Check particle filters and oil filters (change as required)
- Check pressure reducing valve settings
- Check low-pressure safety valve
- Check air dryer refrigerant pressure/temperatures
- Check air dryer drain tap and by pass valves
- Drain air compressor tank and check traps
- Check air compressor oil pressure
- Check air compressor belt and sheaves (change as required); Change air compressor suction filter as required
- Check air compressor unloaders and check valve
- Check air compressor operating controls including PE switch, starter and alternator
- Check air compressor high-pressure safety valve
- Perform any software changes, upgrades and back-ups as required
- Repair or replace all defective components
- Any other maintenance, or component replacement or repair necessary to maintain the control systems in accordance with manufacturer's specifications is included.

13. The Contractor shall provide annual fall cleaning and inspections of all heating systems including boilers and domestic hot water tanks as described below:

- Remove all cleaning access panels
- Wire brush and vacuum all fireside surfaces free of soot
- Wash coat all refractory; perform patching of refractory as required
- Replace all gaskets as required
- Reseal boiler access panels
- Inspect all burners; Adjust spark gap and test pilots
- Test fire all burners
- Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs
- Test and ensure that all operating controls for the respective heating systems are working properly
- Collect and properly dispose of all waste products that result from the cleaning or repairs to the above mentioned boilers
- Any other maintenance or component replacement or repair necessary to maintain the boilers, burners, domestic hot water systems and associated controls in proper working order in accordance with manufacturer's specifications is included.

14. Air handler systems shall be inspected semi-annually in the spring and the fall. Maintenance shall be performed on the air handlers during these semi-annual inspections and shall include, at a minimum, the following services:
- Repair or replace defective bearings as required
 - Check fans and fan shafts for proper balance and repair or replace as necessary
 - Check all belts for proper tension, alignment and wear, replace belts as required
 - Check all air handling systems for proper flow, operation and control sequence (All related controls are included)
 - Clean all heating and cooling coils (2) two times a year **(this work to be completed after 4:00 PM)**
 - Clean and scrub all condensation pans and check to make sure that pans are pitched correctly for proper drainage **(this work is to be performed off hours, weekday nights, or weekends)**
 - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
 - Air filters will be provided by the State and shall be replaced by the Contractor semi-annually
 - Align all sheaves and repair or replace as required
 - Check and tighten all electrical terminations; check contacts for wear; and/or replace defective electrical components and check motor current against nameplate
 - Any other maintenance or component replacement or repair necessary to maintain the air handlers in accordance with manufacturer's specifications is included.
15. In addition to annual start up and shut down and any emergency required, the contractor shall provide monthly inspections during the months of April through September of each chilled water and air conditioning system. During these monthly visits, the Contractor shall completely inspect the equipment and perform any required maintenance pursuant to the manufacturers' recommendation.
16. The Contractor shall be responsible to retain the services of a competent independent water treatment company to test and provide water treatment of the glycol system for PH, specific gravity, freeze point and glycol percentage. The Contractor is responsible to treat the glycol loop to maintain proper PH, and inhibitor levels. The Contractor is not responsible to replace glycol in the system that results from a leak in the system. The State will provide all glycol that may be required.
17. The Contractor shall retain the services of a competent independent water treatment company to provide complete chemical water treatment of the cooling towers, condenser water, chilled water loops and forced hot water systems. The Contractor shall test and provide chemicals for the chilled water systems on a monthly basis from April through September. In additional, the Contractor shall test and provide chemical for all forced hot water systems in October and January of each year. Water treatment reports for the Subcontractor shall be submitted and directed to the Administrator, Bureau of Court Facilities, or his/her designated representative and should include at a minimum:
- PH
 - Dissolved solids
 - Alkalinity
 - Level of Nitrates
18. Prior to April 1 of each year, the Contractor shall retain the services of a competent independent electrical testing company to provide electrical testing of all disconnect switches, motor starters, wiring and all other electrical devices associated with the water chiller and all air conditioning systems. At a minimum, the following services must be done:
- Megger all motors
 - Check over current settings
 - Check insulation resistance
 - Check contact resistance
 - Check all connections for tightness and
 - Clean, service, and repair and/or replace all defective components

A complete report of the results from the electrical testing company shall be submitted directly to the Administrator, Bureau of Court Facilities or his/her designated representative within thirty (30) days of completing the work.

19. The Contractor shall, in performing the services as described herein utilize mechanics skilled in the service of large water chillers and air conditioning systems that have obtained a "journeyman" level of competence. Apprentices may be used only for work of a routine nature and then only when accompanied by and under the direction of a qualified journeyman. Further, the Contractor shall maintain all necessary certifications and/or licensing as required by state and/or federal law (e.g. NH Gas Fitter's License for all persons engaged in the installation, servicing and/or repair of gas fired appliances; EPA Certification for CFC (chlorofluorocarbons) Recovery).
20. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three hours (five hours for Coos County Superior Court, Carroll County Superior Court and Northern Carroll County District Court) after the call is entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment, except for Coos County Superior Court, Carroll County Superior Court and Northern Carroll County District Court where the State may deduct the additional time over five hours from any overtime payment.
21. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the Administrator, Bureau of Court Facilities or his/her designated representative.
22. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain the signature thereon from the Administrator, Bureau of Court Facilities or his/her designated representative.
23. The Contractor shall present two copies of a Final Report of work completed the previous calendar year. The report may be in a narrative format for each month of the contract year. The report shall be submitted to the Administrator, Bureau of Court Facilities, on or before January 15.
24. The Contractor shall furnish and maintain a performance bond or other security acceptable to the Administrator, Bureau of Court Facilities for 100% of this Section (Section I). The bond shall cover the contract period and must be executed by a company authorized to do business in the State of New Hampshire.
25. The Administrator, Bureau of Court Facilities, or his/her designated representative shall:
 - a. Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
 - b. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
26. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.

SECTION V: DEPARTMENT OF ADMINISTRATIVE SERVICES: BUREAU OF GENERAL SERVICES

1. The Contractor shall provide the Bureau of General Services with a **“total maintenance program”** for refrigerated water chillers, air conditioning systems, plate heat exchangers, and associated devices (see attached equipment list, Appendix A, SECTION V, for the types of equipment to be covered) owned by the State of New Hampshire
2. The term “total maintenance program” as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this bid invitation in Appendix A.
3. The term “total maintenance program” as used above shall mean servicing, repairing, lubricating and/or replacing chillers and air conditioning system components, and associated devices as necessary, as well as providing all necessary fluid and refrigerants. Mechanical system associated devices, shall include cooling towers, glycol coolers, air cooled condensers, condenser fans and motors, chilled water, condenser water and glycol pumps, automatic controls, dampers, valves, all electrical components including coils and contactors (from the load side of the respective disconnect switches), automatic and manual valves, gauges, strainers, chilled water loop (to the main supply and return shutoff valves only), condenser water, glycol and refrigerant loops, and all other devices associated with the chilled water and condenser water systems. Shells and tubes are excluded from this agreement.
4. The Contractor shall perform the procedures necessary to “startup” and “shutdown” the chillers in accordance with the manufacturers’ recommendations. Start and shutdown times will be determined by the State, and will vary from location to location. Should startup be required before May 1st or shutdown after September 30th, the State will be responsible for cooling tower draining and refilling in the event of freezing temperatures.
5. The Contractor shall clean all condenser tubes once each year in order to remove all scale and sludge. The Contractor shall use either chemical or mechanical means to accomplish the above, but if chemical means are used the Administrator, Bureau of General Services must be notified so that he/she may inspect and approve the cleaning. The Contractor shall be responsible to clean evaporator tubes if required to maintain the chiller in proper operating condition.
6. The Contractor shall maintain all refrigerated chillers and air conditioning systems and as required to maintain them in proper operating condition by providing, at a minimum the following services:
 - Check unit thoroughly for refrigerant leaks and proper amount of refrigerant; add refrigerant as required (Contractor shall be responsible for the removal and disposal of used refrigerant)
 - Check and calibrate safety and operating controls
 - Check and tighten all electrical terminals and terminations, check contacts for wear and replace and/or repair all defective electrical components
 - Check oil level in compressors and add as required
 - Check glycol level and add as required
 - Check crankcase heaters
 - Check internal interlocks, flow switches and any associated pumps and fans
 - Check oil samples for acid and change oil when so indicated by analysis
 - Any other maintenance or component replacement or repair necessary to maintain the refrigerated chillers and air conditioning systems in accordance with manufacturer’s specifications. **Any associated costs for crane or hoist usage shall be included.**
7. The Contractor shall clean and check all cooling towers a minimum of once a year and as required to maintain them in proper operating condition. At a minimum, the services shall consist of the following:
 - Draining, flushing and cleaning towers
 - Clean and painting rusted areas
 - Check and clean or replace nozzles
 - Check float valves and repair or replace if necessary
 - Inspect and lubricate all bearings
 - Check fans for balance and repair or replace if necessary
 - Clean fan blades

- Check and tightening all electrical terminations. Check contacts for wear; repair and/or replace defective electrical components and check motor current against nameplate.
 - Any other maintenance or component replacement or repair necessary to maintain the cooling towers in accordance with manufacturer's specifications is included.
8. The Contractor shall maintain all condenser water, chilled water, circulator pumps and glycol pumps a minimum of once a year and as required to maintain them in proper operating condition by providing, at a minimum, the following services:
- Clean and painting of pump housings when required
 - Inspect electrical connections and contactors
 - Check couplings for alignment and wear and realign or replace when necessary
 - Lubrication of all bearings
 - Check packing and adjust or replace if necessary
 - Clean strainers
 - Check impeller and wearing rings and replace if necessary
 - Check for bearing wear and replace if needed
 - Check and replace gaskets when needed
 - Tighten all nuts and bolts, check and tighten all electrical terminations, check contacts for wear, repair and/or replace defective electrical components, check motor current against nameplate and check motor mounts and vibrator pads.
 - Any other maintenance or component replacement necessary to maintain the condenser water, chilled water, circulator pumps and glycol pumps in accordance with manufacturer's specifications is included in this agreement.
9. The Contractor shall clean and check the Plate Heat Exchanger a minimum of once a year and as required to maintain it in proper working condition. The Contractor shall inspect the equipment completely and perform any required maintenance in accordance with the manufacturer's recommendations.
10. Air handler systems shall be inspected semi-annually in the spring and the fall. Maintenance shall be performed on the air handlers during these semi-annual inspections and shall include, at a minimum, the following services:
- Repair or replace defective bearings as required
 - Check fans and fan shafts for proper balance and repair or replace as necessary
 - Check all belts for proper tension, alignment and wear, replace belts as required
 - Check all air handling systems for proper flow, operation and control sequence (All related controls are included)
 - Align all sheaves and repair or replace as required
 - Check and tighten all electrical terminations, check contacts for wear; Repair and/or replace defective electrical components and check motor current against nameplate
 - Any other maintenance or component replacement or repair necessary to maintain the air handlers in accordance with manufacturer's specifications is included in this agreement.
11. In addition to annual start up and shut down and any emergency requirement, the contractor shall provide a monthly inspection visit for each chilled water and air conditioning system. During these monthly visits, they shall completely inspect the equipment and perform any required maintenance pursuant to the manufacturers' recommendation.
12. The Contractor shall be responsible to retain the services of a competent independent water treatment company to test and provide water treatment of the glycol system for PH, specific gravity, freeze point and glycol percentage. The Contractor is responsible to treat the glycol loop to maintain proper PH, and inhibitor levels. The Contractor is not responsible to replace glycol in the system that results from a leak in the system. The State will provide all glycol that may be required.

The Contractor shall retain the services of a competent independent water treatment company to provide complete chemical water treatment of the cooling towers, condenser water and chilled water loops. Monthly water treatment reports for the Subcontractor shall be submitted and directed to the Administrator, Bureau of General Services and should include at a minimum:

- PH
- Dissolved solids
- Alkalinity

13. In March of each year, the Contractor shall provide electrical testing of all disconnect switches, motor starters, wiring and all other electrical devices associated with the water chiller and all air conditioning systems. At a minimum the following must be done:
 - Megger all motors
 - Check over current settings
 - Check insulation resistance
 - Check contact resistance
 - Check all connections for tightness, and
 - Clean service and repair and/or replace all defective components.
 - A complete report of the results from the electrical testing company shall be submitted directly to the Administrator, Bureau of General Services within thirty days of completing the work.
14. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems that have obtained a "journeyman" level of competence. Apprentices may be used only for work of a routine nature and then only when accompanied by and under the direction of a qualified journeyman. Further, the Contractor shall maintain all necessary certifications and/or licensing as required by state and/or federal law (e.g. NH Gas Fitter's License for all persons engaged in the installation, servicing and/or repair of gas fired appliances; EPA Certification for CFC (chlorofluorocarbons) Recovery).
15. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three hours after the call is entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
16. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the Administrator, Bureau of General Services or his/her designated representative.
17. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain the signature thereon from the Administrator, Bureau of General Services or his/her designated representative.
18. The Contractor shall present two copies of a Final Report of work completed the previous calendar year. The report may be in a narrative format for each month of the contract year. The report shall be submitted to the Administrator, Bureau of General Services, on or before January 15.
19. The Contractor shall furnish and maintain a performance bond or other security acceptable to the Administrator, Bureau of General Services for 100% of this Section. The bond shall cover the contract period and must be executed by a company authorized to do business in the State of New Hampshire.
20. The Administrator, Bureau of General Services, shall:
 - a. Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
 - b. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
21. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.

SECTION VI: DEPARTMENT OF HEALTH AND HUMAN SERVICES, GLENCLIFF HOME

1. The Contractor shall provide the Glencliff Home, at 393 High Street, Glencliff, NH (hereinafter referred to as "Glencliff Home") with preventative maintenance, repair and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (see attached equipment list, Appendix A, Section VI for the types of equipment to be covered) owned by the State of New Hampshire, Glencliff Home, as described throughout this bid invitation.
2. The term "preventative maintenance" as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this bid invitation in Appendix A.
3. The Contractor shall provide a semi-annual maintenance inspection of the air handler systems in the spring (March – May) and fall (September – November) as described herein. The maintenance inspection shall include the following services:
 - Check bearings for wear
 - Check fans and fan shafts for proper balance
 - Check all belts for proper tension, alignment and wear
 - Check all air handling systems for proper flow, operation and control sequence (**All related controls are included**)
 - Clean all heating and cooling coils
 - Clean and scrub all condensation pans and check to make sure that pans are pitched correctly for proper drainage
 - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
 - Check all sheaves for proper alignment
 - Check and tighten all electrical terminations
 - Check contacts for wear
 - Check and record motor current against nameplate
 - Check all safety controls
 - Lube motors/bearings where applicable
 - Check fan wheels - clean as required
 - Check fan scrolls - clean as required
 - Check fan bearing supports
 - Check motor supports
 - Check damper operation
 - Check damper linkages
 - Check motor damper operation
 - Inspect and clean condensate pumps where applicable
 - Replace air filters (**The State shall provide filters**)
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit
 - Any other maintenance or component replacement or repair necessary to maintain the air handlers in accordance with manufacturer's specifications is included in this agreement.
4. The Contractor shall inspect and complete preventative maintenance on all air conditioning systems annually in the spring (March- May) as required to maintain them in proper operating condition by providing, at a minimum the following services:
 - Check and record volts/amps of compressors
 - Check and record volts/amps of condenser fan motor where applicable
 - Check starter and contact surfaces
 - Check and record operating temperatures
 - Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
 - Check moisture indicators and sight glasses
 - Check oil level
 - Check oil contamination

- Check all belts where applicable
 - Check all safety controls
 - Check superheat and adjustment
 - Check hot gas by pass controls where applicable
 - Check head pressure controls where applicable
 - Check unloader operation where applicable
 - Check all operating controls
 - Check and tighten all electrical connections
 - Lube motors/bearings where applicable
 - Inspect and clean condenser coil
 - Clean and paint rusted areas
 - Check water cooled condenser coil where applicable
 - Check water regulating valve where applicable
 - Check cap tubes/piping for chafing
 - Check crankcase heaters
 - Visual check for oil refrigerant leaks (Contractor shall be responsible for the removal and disposal of any used refrigerant)
 - Check fan wheels - clean as required
 - Check fan scrolls - clean as required
 - Check fan sheave wear
 - Check fan sheave alignment
 - Check fan bearing supports
 - Check motor supports
 - Check damper operation
 - Check damper linkages
 - Check motor damper operation
 - Inspect and clean evaporator coils
 - Inspect and clean condensate pans
 - Inspect and clean condensate pumps where applicable
 - Replace air filters (the State shall supply the filters and the Contractor shall install the filters)
 - Check humidifier strainer where applicable
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit
 - Check glycol level if applicable.
5. The semi-annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the Administrator, Glencliff Home, or his/her designated representative.
 6. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems that have obtained a "journeyman" level of competence.
 7. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three hours after the call is entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
 8. Request to repair and/or replace parts shall be approved by the Administrator, Glencliff Home, or his/her designated representative(s). Materials shall be invoiced not to exceed 10% above vendor's cost. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the Administrator, Glencliff Home, or his/her designated representative(s).
 9. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain signature thereon from the Administrator, Glencliff Home, or his/her designated representative(s).

10. The Contractor shall present two copies of a Final Report of work done the previous calendar year. The report may be in a narrative during each month of the contract year. The report shall be submitted to the Administrator, Glenclyff Home, or his/her designated representative(s), on or before January 15 of the following year.
11. The Administrator, Glenclyff Home, shall:
 - a. Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
 - b. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
12. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.
13. If applicable, as determined by the Glenclyff Home, the Contractor (to include each employee and any approved sub-contractor(s) working in a state office or externally with the State's records) shall be required to sign the State of New Hampshire's Confidentiality Form and Criminal Record Authorization Form. Prior to placing an individual in a State facility, all prospective personnel must receive clearance from the NH Department of Safety, Division of State Police, Criminal Bureau. Said clearance shall be obtained by submitting a Criminal Record Release Authorization Form on behalf of all personnel/employees and sub-contractor(s) to the Requesting Agency.

SECTION VII: ADJUTANT GENERAL'S DEPARTMENT

1. The Contractor shall provide the Adjutant General's Department with "preventative maintenance" and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (see attached equipment list, Appendix B, Section VII for the types of equipment to be covered) owned by the State of New Hampshire, Adjutant General's Department, as described throughout this bid invitation.
2. The term "preventative maintenance" as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this bid invitation in Appendix B, Section VII.
3. The Contractor shall provide an annual fall cleaning and inspections* of all heating systems including boilers, furnaces and domestic hot water tanks as described below:
 - Remove all cleaning access panels
 - Wire brush and vacuum all fireside surfaces free of soot
 - Wash coat all refractory; perform patching of refractory as required
 - Replace all gasketing as required
 - Reseal boiler access panels
 - Inspect all burners; Adjust spark gap and test pilots
 - Test fire all burners
 - Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs
 - Test and ensure that all operating controls for the respective heating systems are working properly
 - Collect and properly dispose of all waste products that result from the cleaning or repairs to the above mentioned boilers.

*For the AASF Facility, the cooling and heating systems glycol shall be inspected annually in the fall (September – November) for PH and other properties needed to provide correct temperature, protection and distribution to 10 degrees below zero (report findings and provide recommendations to Plant Maintenance Engineer or his designated representative). All materials to be provided must meet original specifications. All waste materials are to be disposed of according to State and Federal laws.

4. The Contractor shall provide an annual fall maintenance inspection* of the unit heaters, radiant heat panels, baseboards, make-up air units, infrared heaters and cabinet heaters as described herein. The maintenance inspection shall include the following services:
 - Brush or vacuum grilles, coils, fans, baseboards, fin tubes, etc.
 - Lubricate fan and motor bearings where applicable
 - Check belts and sheaves where applicable
 - Check steam traps, valves, etc. where applicable
 - Check and tighten all electrical connections
 - Check all control operations
 - Lubricate and adjust dampers and linkages
 - Check heat exchanger for leaks where applicable
 - Check gas valve and controls where applicable
 - Check oil burner and controls where applicable
 - Check and tighten electric heater connections
 - Check amps/volts where applicable
 - Check filters
 - Check fan assembly
 - Check and tighten all mounting hardware
 - Check overall operation
 - Check hardware and gaskets.

*NOTE: AASF Facility. The Contractor shall provide a semi-annual inspection in the spring (March – May) and fall (September – November) of the unit heaters (Make-up heaters Jackson/Church) as identified.

5. The Contractor shall provide an annual maintenance inspection of the exhaust fans in the fall (September - November) as described herein. The maintenance inspection shall include the following services:
 - Brush, vacuum or clean grills, coils and fans
 - Lubricate fan and motor bearings where applicable
 - Check belts and sheaves where applicable
 - Check and tighten all electrical connections
 - Check all control operations
 - Lubricate and adjust any dampers or linkages
 - Check amps/volts where applicable
 - Check fan assembly
 - Check and tighten all mounting hardware
 - Check overall operation

6. The Contractor shall provide an annual inspection in the spring (March – May) of the air handler systems. Inspections shall include the following:
 - Check bearings for wear
 - Checking fans and fan shafts for proper balance
 - Checking all belts for proper tension, alignment and wear
 - Checking all air handling systems for proper flow, operation and control sequence. All related controls are included.
 - Clean all heating and cooling coils
 - Clean and scrub all condensation pans and check to make sure that pans are pitched correctly for proper drainage
 - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
 - Check all sheaves for proper alignment
 - Check and tighten all electrical terminations
 - Check contacts for wear
 - Check and record motor current against nameplate
 - Check all safety controls
 - Lubricate motors/bearings where applicable
 - Check fan wheels - clean as required
 - Check fan scrolls - clean as required
 - Check fan bearing supports
 - Check motor supports
 - Check damper operation
 - Check damper linkages
 - Check motor damper operation
 - Inspect and clean condensate pumps where applicable
 - Replace air filters (**Contractor shall provide filters; Filters to meet or exceed existing filters for efficiency and quality**)
 - Check humidifier strainer where applicable
 - Check and clean humidifier float assembly
 - Check humidifier level controls
 - Check and clean humidifier drain/pan
 - Check humidifier heating elements
 - Check all humidifier controls
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit.

7. The Contractor shall inspect and complete preventative maintenance on all air conditioning and chiller systems annually in the spring (March- May)* as required to maintain them in proper operating condition by providing, at a minimum the following services:
- Check and record volts/amps of compressors
 - Check and record volts/amps of condenser fan motor where applicable
 - Check starter and contact surfaces
 - Check and record operating temperatures
 - Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
 - Check moisture indicators and sight glasses
 - Check oil level
 - Check oil contamination
 - Check all belts where applicable
 - Check all safety controls
 - Check superheat and adjustment
 - Check hot gas by pass controls where applicable
 - Check head pressure controls where applicable
 - Check unloader operation where applicable
 - Check all operating controls
 - Check and tighten all electrical connections
 - Lubricate motors/bearings where applicable
 - Inspect and clean condenser coil
 - Clean and paint rusted areas
 - Check water cooled condenser coil where applicable
 - Check water regulating valve where applicable
 - Check cap tubes/piping for chafing
 - Check crankcase heaters
 - Visual check for oil refrigerant leaks (Contractor shall be responsible for the removal and disposal of any used refrigerant)
 - Check fan wheels - clean as required
 - Check fan scrolls - clean as required
 - Check fan sheave wear
 - Check fan sheave alignment
 - Check fan bearing supports
 - Check motor supports
 - Check damper operation
 - Check damper linkages
 - Check motor damper operation
 - Inspect and clean evaporator coils
 - Inspect and clean condensate pans
 - Inspect and clean condensate pumps where applicable
 - Replace air filters (Contractor shall provide filters; Air filters to meet or exceed existing filters for efficiency and quality)
 - Check humidifier strainer where applicable
 - Check and clean humidifier float assembly
 - Check humidifier level controls
 - Check and clean humidifier drain/pan
 - Check humidifier heating elements
 - Check all humidifier controls
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit
 - Check glycol level if applicable

*NOTE: Liebert Air Conditioning Systems. The Contractor shall provide a semi-annual inspection in the spring (March – May) and fall (September – November) of the Liebert Air Conditioning Systems identified for:

- USPFO Building A SMR (Concord),
- Building H SMR (Concord) facilities
- Manchester RC (Manchester)

8. The Contractor shall maintain all digital control systems and associated devices on a semi-annual basis; spring (March-May) and fall (Sept-Nov) as required to maintain them in proper operating condition by providing, at a minimum the following services:
 - Review system for proper operation, verify that all associated devices start and stop properly, check that set points are maintained, and verify scheduling
 - Check operational sequence of all VAV's, and related preheat, reheat and radiation valves and motors
 - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
 - Test and calibrate all devices including but not limited to thermostats, actuators, controls, dampers, valves, variable air volume devices
 - Make back-up copies of software configurations and operating system. Provide customer with access to most recent copy.
 - Check and record and system abnormalities or deficiencies

9. The Contractor shall provide a semi-annual inspection in the spring (March – May) and fall (September – November) of the pneumatic control systems including all components as described below. The automatic temperature control system services shall consist, at a minimum, the following services:
 - Calibrate all transmitter receiver gauges and controllers
 - Check all PE switches, solenoid air valves and limit controls
 - Check all control valves and pilot positioners
 - Check operation of all auxiliary devices
 - Review HVAC system sequence of operation
 - Check all dampers and lubricate
 - Check operational sequence of all VAV's, CAV's and related preheat, reheat and radiation valves and motors, if equipment is not working notify maintenance mechanics
 - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
 - Check all room thermostats
 - Check time clock operation and settings
 - Check particle filters and oil filters (change as required)
 - Check pressure reducing valve settings
 - Check low-pressure safety valve
 - Check air dryer refrigerant pressure/temperatures
 - Check air dryer drain tap and by pass valves
 - Drain air compressor tank and check traps
 - Check air compressor oil pressure
 - Check air compressor belt and sheaves (change as required); Change air compressor suction filter as required.
 - Check air compressor unloaders and check valve
 - Check air compressor operating controls including PE switch, starter and alternator
 - Check air compressor high-pressure safety valve
 - Repair or replace all defective components

10. The Contractor shall inspect all condenser water, and chilled water pumps as well as any glycol pumps annually in the spring (March- May). In addition the Contractor shall inspect all forced hot water pumps and circulators in the fall (September - November) as required to maintain them in proper operating condition by providing, at a minimum, the following services:
 - Inspect electrical connections and contactors
 - Check couplings for alignment and wear and realign or replace when necessary
 - Lubricate all bearings
 - Check packing and adjust if necessary
 - Clean strainers
 - Check impeller and wearing rings
 - Check for any bearing wear
 - Check gaskets
 - Check for proper operation
 - Check for any improper vibration or noise
 - Tighten all nuts and bolts
 - Check and tighten all electrical terminations
 - Check contacts for wear
 - Check and record motor current against nameplate
 - Check motor mounts and vibrator pads.

11. The Contractor shall retain the services of a competent independent water treatment company to provide complete chemical water treatment forced hot water systems. The Contractor shall test all and provide the proper amount of chemicals for the forced hot water systems. The tests shall be completed in the months of October and January of each year. Water treatment reports for the Subcontractor shall be submitted and directed to the Contracting Officer and should include at a minimum:

- PH
- Dissolved solids
- Alkalinity
- Nitrate Levels

The Contractor shall provide complete water treatment for the steam boilers at the Manchester Armory. The Contractor shall test and provide chemicals for the steam boilers on a weekly basis from October through April. The forced hot water system in Manchester is not included in this requirement.

12. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, or his designated representative.
13. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems that have obtained a "journeyman" level of competence. Further, the Contractor shall maintain all necessary certifications and/or licensing as required by state and/or federal law (e.g. Gas Fitter's License for all persons engaged in the installation, servicing and/or repair of gas fired appliances; EPA Certification for CFC (chlorofluorocarbons) Recovery).
14. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three hours after the call is entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
15. Request to repair and/or replace parts shall be approved by Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, or his designated representative. Materials shall be invoiced not to exceed 10% above vendor's cost. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, or his designated representative.
16. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain signature thereon from Paul Annis, Plant Maintenance Engineer, Adjutant General's Department.
17. The Contractor shall present two copies of a Final Report of work done the previous calendar year. The report may be in a narrative during each month of the contract year. The report shall be submitted to the Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, on or before January 15 of the following year.
18. Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, or his designated representative shall:
- a. Provide the Contractor with all pertinent information regarding the requirements within two working days of receiving a request for information from the Contractor.
 - b. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
19. If applicable, as determined by the Adjutant General's Department, the Contractor (to include each employee and any approved sub-contractor(s) working in a state office or externally with the State's records) shall be required to sign the State of New Hampshire's Confidentiality Form and Criminal Record Authorization Form. Prior to placing an individual in a State facility, all prospective personnel must receive clearance from the NH Department of Safety, Division of State Police, Criminal Bureau. Said clearance shall be obtained by submitting a Criminal Record Release Authorization Form on behalf of all personnel/employees and sub-contractor(s) to the Requesting Agency.

SECTION VIII: ADJUTANT GENERAL'S DEPARTMENT, NORTH LOCATIONS

1. The Contractor shall provide the Adjutant General's Department with "preventative maintenance" and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (see attached equipment list, Appendix B, Section VIII for the types of equipment to be covered) owned by the State of New Hampshire, Adjutant General's Department, as described throughout this bid invitation.
2. The term "preventative maintenance" as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this bid invitation in Appendix B, Section VIII.
3. The Contractor shall provide an annual fall cleaning and inspections of all heating systems including boilers and domestic hot water tanks as described below:
 - Remove all cleaning access panels
 - Wire brush and vacuum all fireside surfaces free of soot
 - Wash coat all refractory; perform patching of refractory as required
 - Replace all gasketing as required
 - Reseal boiler access panels
 - Inspect all burners; Adjust spark gap and test pilots
 - Test fire all burners
 - Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs
 - Test and ensure that all operating controls for the respective heating systems are working properly
 - Collect and properly dispose of all waste products that result from the cleaning or repairs to the above mentioned boilers
 - Any other maintenance or component replacement or repair necessary to maintain the boilers, burners, domestic hot water systems and associated controls in proper working order in accordance with manufacturer's specifications is included in this agreement.
4. The Contractor shall provide an annual maintenance inspection of the unit heaters as described herein. The maintenance inspection shall include the following services:
 - Brush or vacuum grilles, coils, fan, etc.
 - Lubricate fan and motor bearings where applicable
 - Check belts and sheaves where applicable
 - Check steam traps, valves, etc. where applicable
 - Check and tighten all electrical connections
 - Check all control operations
 - Lubricate and adjust dampers and linkages
 - Check heat exchanger for leaks where applicable
 - Check gas valve and controls where applicable
 - Check oil burner and controls where applicable
 - Check and tighten electric heater connections
 - Check amps/volts where applicable
 - Check filters
 - Check fan assembly
 - Check and tighten all mounting hardware
 - Check overall operation
 - Check hardware and gaskets.
5. Air handler systems shall be inspected annually in the spring (March-May). Inspections shall include the following:
 - Check bearings for wear
 - Checking fans and fan shafts for proper balance
 - Checking all belts for proper tension, alignment and wear
 - Checking all air handling systems for proper flow, operation and control sequence. All related controls are included.
 - Clean all heating and cooling coils

- Clean and scrub all condensation pans and check to make sure that pans are pitched correctly for proper drainage
 - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
 - Check all sheaves for proper alignment
 - Check and tighten all electrical terminations
 - Check contacts for wear
 - Check and record motor current against nameplate
 - Check all safety controls
 - Lubricate motors/bearings where applicable
 - Check fan wheels - clean as required
 - Check fan scrolls - clean as required
 - Check fan bearing supports
 - Check motor supports
 - Check damper operation
 - Check damper linkages
 - Check motor damper operation
 - Inspect and clean condensate pumps where applicable
 - Replace air filters **(Contractor shall provide filters; Filters to meet or exceed existing filters for efficiency and quality)**
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit
 - Any other maintenance or component replacement or repair necessary to maintain the air handlers in accordance with manufacturer's specifications is included in this agreement.
6. The Contractor shall provide an annual maintenance inspection of the exhaust fans in the fall (September - November) as described herein. The maintenance inspection shall include the following services:
- Brush, vacuum or clean grills, coils and fans
 - Lubricate fan and motor bearings where applicable
 - Check belts and sheaves where applicable
 - Check and tighten all electrical connections
 - Check all control operations
 - Lubricate and adjust any dampers or linkages
 - Check amps/volts where applicable
 - Check fan assembly
 - Check and tighten all mounting hardware
 - Check overall operation.
7. In addition to the services described herein, the Contractor shall inspect and complete preventative maintenance on all air conditioning systems in the spring (March- May) as required to maintain them in proper operating condition by providing, at a minimum the following services:
- Check and record volts/amps of compressors
 - Check and record volts/amps of condenser fan motor where applicable
 - Check starter and contact surfaces
 - Check and record operating temperatures
 - Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
 - Check moisture indicators and sight glasses
 - Check oil level
 - Check oil contamination
 - Check all belts where applicable
 - Check all safety controls
 - Check superheat and adjustment
 - Check hot gas by pass controls where applicable
 - Check head pressure controls where applicable
 - Check unloader operation where applicable
 - Check all operating controls
 - Check and tighten all electrical connections
 - Lubricate motors/bearings where applicable

- Inspect and clean condenser coil
 - Clean and paint rusted areas
 - Check water cooled condenser coil where applicable
 - Check water regulating valve where applicable
 - Check cap tubes/piping for chafing
 - Check crankcase heaters
 - Visual check for oil refrigerant leaks (Contractor shall be responsible for the removal and disposal of used refrigerant)
 - Check fan wheels - clean as required
 - Check fan scrolls - clean as required
 - Check fan sheave wear
 - Check fan sheave alignment
 - Check fan bearing supports
 - Check motor supports
 - Check damper operation
 - Check damper linkages
 - Check motor damper operation
 - Inspect and clean evaporator coils
 - Inspect and clean condensate pans
 - Inspect and clean condensate pumps where applicable
 - Replace air filters (**Contractor shall provide filters; Air filters to meet or exceed existing filters for efficiency and quality**)
 - Check and clean outside air intakes
 - Check for any unusual noises or vibrations
 - Check structural integrity of the unit
 - Check glycol level if applicable.
8. In addition to the services described herein, the Contractor shall maintain all digital control systems and associated devices on a semi-annual basis; spring (March-May) and fall (Sept-Nov) as required to maintain them in proper operating condition by providing, at a minimum the following services:
- Review system for proper operation, verify that all associated devices start and stop properly, check that set points are maintained, and verify scheduling
 - Check operational sequence of all VAV's, and related preheat, reheat and radiation valves and motors
 - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
 - Test and calibrate all devices including but not limited to thermostats, actuators, controls, dampers, valves, variable air volume devices
 - Make back-up copies of software configurations and operating system. Provide customer with access to most recent copy.
 - Check and record and system abnormalities or deficiencies.
9. In addition to the services described herein, the Contractor shall inspect all condenser water, and chilled water pumps as well as any glycol pumps in the spring (March- May). In addition the Contractor shall inspect all forced hot water pumps and circulator in the fall (September - November) as required to maintain them in proper operating condition by providing, at a minimum, the following services:
- Inspect electrical connections and contactors
 - Check couplings for alignment and wear and realign or replace when necessary
 - Lubricate all bearings
 - Check packing and adjust if necessary
 - Clean strainers
 - Check impeller and wearing rings
 - Check for any bearing wear
 - Check gaskets
 - Check for proper operation
 - Check for any improper vibration or noise
 - Tighten all nuts and bolts
 - Check and tighten all electrical terminations
 - Check contacts for wear
 - Check and record motor current against nameplate
 - Check motor mounts and vibrator pads.

10. The Contractor shall retain the services of a competent independent water treatment company to provide complete chemical water treatment forced hot water systems. The Contractor shall test all and provide the proper amount of chemicals for the forced hot water systems (except for Franklin). The tests shall be completed in the months of October and January of each year. Water treatment reports for the Subcontractor shall be submitted and directed to the Contracting Officer and should include at a minimum:
 - PH
 - Dissolved solids
 - Alkalinity
 - Nitrate Levels
11. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, or his designated representative.
12. The Contractor shall, in performing the services as described herein utilize mechanics skilled in the service of large water chillers and air conditioning systems that have obtained a "journeyman" level of competence. Further, the Contractor shall maintain all necessary certifications and/or licensing as required by state and or federal law (e.g. NH Gas Fitter's License for all persons engaged in the installation, servicing and/or repair of gas fired appliances; EPA Certification for CFC (chlorofluorocarbons) Recovery).
13. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three hours after the call is entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
14. Request to repair and/or replace parts shall be approved by Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, or his designated representative. Materials shall be invoiced not to exceed 10% above vendor's cost. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, or his designated representative.
15. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain signature thereon from Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, or his designated representative.
16. The Contractor shall present two copies of a Final Report of work done the previous calendar year. The report may be in a narrative during each month of the contract year. The report shall be submitted to the Administrator, Adjutant General's Department, on or before January 15 of the following year.
17. Paul Annis, Plant Maintenance Engineer, Adjutant General's Department, or his designated representative shall:
 - a. Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
 - b. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
18. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.

SECTION IX: ADJUTANT GENERAL JFHQ #1 (TO TAKE EFFECT 12/1/2016)

1. The Contractor shall provide The Adjutant General's Department with "preventative maintenance" and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (see attached equipment list, Appendix B, Section IX for the types of equipment to be covered) owned by the State of New Hampshire, Adjutant General's Department, as described throughout this bid invitation.
2. The term "preventive maintenance" as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this contract in Appendix B.
*NOTE: This building and equipment is under contract until November 30, 2016. Services shall not commence under any resulting contract until December 1, 2016
3. The Contractor shall make annual fall cleaning and inspections of all heating systems including boilers, furnaces and domestic hot water tanks as described below:
 - Remove all cleaning access panels,
 - Wire brush and vacuum all fireside surfaces free of soot,
 - Wash coat all refractory; perform patching of refractory as required,
 - Replace all gasketing as required,
 - Reseal boiler access panels,
 - Inspect all burners; Adjust spark gap and test pilots,
 - Test fire all burners,
 - Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs,
 - Test and ensure that all operating controls for the respective heating systems are working properly,
 - Collect and properly dispose of all waste products that result from the cleaning or repairs to the above mentioned boilers.
4. The Contractor shall provide a semi-annual inspection in the spring (March – May) and fall (September – November) of the air handler systems. Inspections shall include the following:
 - Check bearings for wear,
 - Check fans and fan shafts for proper balance,
 - Check all belts for proper tension, alignment and wear,
 - Check all air handling systems for proper flow, operation and control sequence. All related controls are included,
 - Clean all heating and cooling coils,
 - Clean and scrub all condensation pans and check to make sure that pans are pitched correctly for proper drainage,
 - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order,
 - Check all sheaves for proper alignment,
 - Check and tighten all electrical terminations,
 - Check contacts for wear,
 - Check and record motor current against nameplate,
 - Check all safety controls,
 - Lube motors/bearings where applicable,
 - Check fan wheels - clean as required,
 - Check fan scrolls - clean as required,
 - Check fan bearing supports,
 - Check motor supports,
 - Check damper operation,
 - Check damper linkages,
 - Check motor damper operation,
 - Inspect and clean condensate pumps where applicable,
 - Replace air filters (**Contractor shall provide filters. Filters to meet or exceed existing filters for efficiency and quality**),
 - Check humidifier strainer where applicable,

- Check and clean humidifier float assembly,
 - Check humidifier level controls,
 - Check and clean humidifier drain/pan,
 - Check humidifier heating elements,
 - Check all humidifier controls,
 - Check and clean outside air intakes,
 - Check for any unusual noises or vibrations,
 - Check structural integrity of the unit.
5. The Contractor shall provide an annual fall maintenance inspection of the unit heaters, radiant heat panels, baseboards, make-up air units, infrared heaters and cabinet heaters as described herein. The maintenance inspection shall include the following services:
- Brush or vacuum grilles, coils, fans, baseboards, fin tubes, etc.,
 - Lubricate fan and motor bearings where applicable,
 - Check belts and sheaves where applicable,
 - Check steam traps, valves, etc. where applicable,
 - Check and tighten all electrical connections,
 - Check all control operations,
 - Lubricate and adjust dampers and linkages,
 - Check heat exchanger for leaks where applicable,
 - Check gas valve and controls where applicable,
 - Check oil burner and controls where applicable,
 - Check and tighten electric heater connections,
 - Check amps/volts where applicable,
 - Check filters,
 - Check fan assembly,
 - Check and tighten all mounting hardware,
 - Check overall operation,
 - Check hardware and gaskets.
6. The Contractor shall provide annual maintenance inspection of the exhaust fans in the fall (September - November) as described herein. The maintenance inspection shall include the following services:
- Brush, vacuum or clean grills, coils and fans,
 - Lubricate fan and motor bearings where applicable,
 - Check belts and sheaves where applicable,
 - Check and tighten all electrical connections,
 - Check all control operations,
 - Lube and adjust any dampers or linkages,
 - Check amps/volts where applicable,
 - Check fan assembly,
 - Check and tighten all mounting hardware,
 - Check overall operation.
7. The Contractor shall inspect and complete preventive maintenance on all air conditioning and chiller systems annually in the spring (March- May) as required to maintain them in proper operating condition by providing, at a minimum the following services:
- Check and record volts/amps of compressors,
 - Check and record volts/amps of condenser fan motor where applicable,
 - Check starter and contact surfaces,
 - Check and record operating temperatures,
 - Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant),
 - Check moisture indicators and sight glasses,
 - Check oil level,
 - Check oil contamination,
 - Check all belts where applicable,
 - Check all safety controls,
 - Check superheat and adjustment,
 - Check hot gas by pass controls where applicable,

- Check head pressure controls where applicable,
 - Check unloader operation where applicable,
 - Check all operating controls,
 - Check and tighten all electrical connections,
 - Lube motors/bearings where applicable,
 - Inspect and clean condenser coil,
 - Clean and paint rusted areas,
 - Check water cooled condenser coil where applicable,
 - Check water regulating valve where applicable,
 - Check cap tubes/piping for chafing,
 - Check crankcase heaters,
 - Visual check for oil refrigerant leaks (Contractor shall be responsible for the removal and disposal of any used refrigerant),
 - Check fan wheels - clean as required,
 - Check fan scrolls - clean as required,
 - Check fan sheave wear,
 - Check fan sheave alignment,
 - Check fan bearing supports,
 - Check motor supports,
 - Check damper operation,
 - Check damper linkages,
 - Check motor damper operation,
 - Inspect and clean evaporator coils,
 - Inspect and clean condensate pans,
 - Inspect and clean condensate pumps where applicable,
 - Replace air filters (**Contractor shall provide filters. Air filters to meet or exceed existing filters for efficiency and quality**),
 - Check humidifier strainer where applicable,
 - Check and clean humidifier float assembly,
 - Check humidifier level controls,
 - Check and clean humidifier drain/pan,
 - Check humidifier heating elements,
 - Check all humidifier controls,
 - Check and clean outside air intakes,
 - Check for any unusual noises or vibrations,
 - Check structural integrity of the unit,
 - Check glycol level if applicable
8. The Contractor shall maintain all digital control systems and associated devices on a semi-annual basis: spring (March-May) and fall (September - November) as required to properly maintaining their operating condition by providing, at a minimum the following services:
- Review system for proper operation, verify that all associated devices start and stop properly, check that set points are maintained, and verify scheduling,
 - Check operational sequence of all VAV's, and related preheat, reheat and radiation valves and motors,
 - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters,
 - Test and calibrate all devices including but not limited to thermostats, actuators, controls, dampers, valves, variable air volume devices,
 - Make backup copies of software configurations and operating system. Provide customer with access to most recent copy,
 - Check and record any system abnormalities or deficiencies
9. The Contractor shall inspect all condenser water, and chilled water pumps as well as any glycol pumps annually in the spring (March- May). In addition the Contractor shall inspect all forced hot water pumps and circulators in the fall (September - November) as required to properly maintain their operating condition by providing, at a minimum, the following services:
- Inspect electrical connections and contactors,
 - Check couplings for alignment and wear and realign or replace when necessary,
 - Lubricate all bearings,
 - Check packing and adjust if necessary,

- Clean strainers,
- Check impeller and wearing rings,
- Check for any bearing wear,
- Check gaskets,
- Check for proper operation,
- Check for any improper vibration or noise,
- Tighten all nuts and bolts,
- Check and tighten all electrical terminations,
- Check contacts for wear,
- Check and record motor current against nameplate,
- Check motor mounts and vibrator pads.

10. The Contractor shall retain the services of a competent independent water treatment company to provide complete chemical water treatment for the glycol system (cooling tower loop has glycol). The Contractor shall test all and provide the proper amount of chemicals for the system. The tests shall be completed in the months of May (or upon start up) and October (or upon shut down) of each year. Water treatment reports provided shall be submitted and directed to Paul Annis, and should include at a minimum;

- PH
- Dissolved solids
- Alkalinity
- Nitrate Levels

Note: The boilers water loop does not need to be tested.

As it relates to the liquid chemicals for the glycol system, the State will be responsible for the cost of the chemicals. The Contractor shall retain the services for testing and submit a quote to the State for the cost of replacing the chemicals. After prior approval by the State, the Contractor shall be responsible for the installation.

11. The Contractor shall replace all 11" cartridge filters (on AHU 1 thru 5) on a semi-annual basis. The Contractor shall supply such filters.

12. The Contractor shall clean and check the cooling tower at a minimum of once a year and as required maintaining it in proper operating condition. At a minimum, the services shall consist of the following:

- Drain, flush and clean towers,
- Clean and paint rusted areas,
- Check and clean or replace nozzles,
- Check float valves and repair or replace if necessary,
- Inspect and lubricate all bearings,
- Check fans for balance and repair or replace if necessary,
- Clean fan blades,
- Check and tighten all electrical terminations, checking contacts for wear and checking motor current against nameplate.

13. The Contractor shall clean and check the glycol cooler at a minimum of once a year and as required to maintain it in proper working condition. At a minimum, this service shall consist of the following:

- Clean condenser completely including coil surfaces,
- Clean and paint rusted areas,
- Inspect and lubricate bearings,
- Check for refrigerant leaks and repair (Contractor shall be responsible for the removal and disposal of used refrigerant),
- Check fans for balancing and repair or replace if necessary,
- Clean fan blades,
- Check and tighten all electrical terminations, checking contacts for wear and checking motor current against nameplate.

14. The Contractor shall clean and replace the two (2) cotton bag filters on a semi-annual basis; the bag filters are located in the output side of the well system. The Contractor shall remove the existing cotton bags, flush out and leave to dry. The State shall provide the replacement filters.

15. The annual preventive maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of Paul Annis, Plant Maintenance Engineer, or his designated representative John Garrett, Maintenance Technician.
16. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems that have obtained a "journeyman" level of competence.
17. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three hours after the call is entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
18. Request to repair and/or replace parts shall be approved (in advance of any repair work) by Paul Annis, Plant Maintenance Engineer, or his designated representative John Garrett, Maintenance Technician. Materials shall be invoiced not to exceed 10% above vendor's cost. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of Paul Annis, or his designated representative John Garrett.
19. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain signature thereon from Paul Annis, Plant Maintenance Engineer, or his designated representative John Garrett, Maintenance Technician.
20. The Contractor shall present two copies of a Final Report of work done the previous calendar year. The report shall be a service report, listing the work done each month of the contract year. The report may be submitted electronically or in hard copy to Paul Annis, Plant Maintenance Engineer, on or before January 15 of the following year.
21. Paul Annis, Plant Maintenance Engineer, or his designated representative John Garrett, Maintenance Technician, shall:
 - a. Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
 - b. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
22. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.
23. The Contractor (to include each employee and any approved subcontractor working in a state office or externally with the State's records) will be required to sign the State of New Hampshire's Confidentiality Form and Criminal Record Authorization Form. Prior to placing an individual in a State facility, all prospective personnel must receive clearance from the NH Department of Safety, Division of State Police, Criminal Bureau. Said clearance shall be obtained by submitting a Criminal Record Release Authorization Form on behalf of all personnel/employees and subcontractor to the Requesting Agency.

PERFORMING SERVICES:

The Vendor will perform all services according to the requirements and specifications of this bid.

OBLIGATIONS AND LIABILITY OF THE VENDOR:

The Vendor shall perform all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner and within the time hereinafter specified. Vendor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon and fixed therefore. All the work, labor and equipment to be done and furnished under the resulting contract(s), shall be done and furnished strictly pursuant to, and in conformity with the specifications described herein, and the directions of the State representatives as given from time to time during the progress of the work, under the terms of the contract(s) and also in accordance with contract drawings.

The Vendor shall take all responsibility for the work under any resulting contract; for the protection of the work; and for preventing injuries to persons and damage to property and utilities on or about the work. They shall in no way be relieved of their responsibility by any right of the State to give permission or issue orders relating to any part of the work; or by any such permission given on orders issued or by failure of the State to give such permission or issue such orders. The Vendor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work is done is differed from what was estimated or expected, or account of the weather, elements or other causes.

The Vendor agrees that any damage or injury to buildings, materials, and equipment or to other property during the performance of this service will be repaired at their own expense.

OFFER:

Vendor hereby offers to perform the services to the State of New Hampshire, as specified at the prices quoted below, in complete accordance with general and detailed specifications included herewith.

SECTION I: DEPARTMENT OF SAFETY

FACILITY NAME	ADDRESS	TOWN	SEMI-ANNUAL PRICE
Windham Weigh Station	I-93 N & S	Windham	
DMV Warehouse	23 Hazen Drive	Concord	
Troop A	315 Calef Hwy	Epping	
Troop C	15 Ashbrook Court	Keene	
Troop E	1864 White Mnt. Highway	Tamworth	
Troop F	549 Rte 302	Twin Mtn	
NH Marine Patrol	31 Dock Road	Gilford	
Fire Standards Administration	110 Smokey Bear Blvd	Concord	
Fire Standards Fire House	110 Smokey Bear Blvd	Concord	
Fire Standards Old Dorm	110 Smokey Bear Blvd	Concord	
Fire Standards New Dorm	110 Smokey Bear Blvd	Concord	
Fire Standards - ARFF Building	110 Smokey Bear Blvd	Concord	
Fire Standards - Storage Building	110 Smokey Bear Blvd	Concord	
Fire Standards - North	Trudeau Road	Bethlehem	
DOS Automotive Garage	39 Hazen Drive	Concord	
Troop D	125 Iron Works Road	Concord	
DOS Warehouse	41 Hazen Drive	Concord	
Troop G	91 Airport Road	Concord	
Marine Patrol - Belmont	3 Higgins Drive	Belmont	
DMV - Dover	50 Boston Harbor Road	Dover	
DMV/EMS - Milford	4 Meadowbrook Road	Milford	
TOTAL, SECTION I			

REPAIR RATES, EMERGENCY SERVICE AS REQUIRED, PER HOUR for SECTION I: DEPARTMENT OF SAFETY:

Monday thru Friday 8:00 AM to 4:30 PM
 Journeyman Mechanic \$ per hour/per person ____

Monday thru Friday 4:31 PM to 7:59 AM
 Journeyman Mechanic \$ per hour/per person ____

Saturday Work:
 Journeyman Mechanic \$ per hour/per person ____

Sunday Work:
 Journeyman Mechanic \$ per hour/per person ____

**SECTION II: DEPARTMENT OF TRANSPORTATION &
DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT**

FACILITY NAME	ADDRESS	TOWN	SEMI-ANNUAL PRICE
Colebrook Rest Area	Route 3 NB	Colebrook	
Littleton Rest Area	I-93 NB/Exit 44	Littleton	
Springfield Rest Area	I-89 NB	Springfield	
Lebanon Rest Area	I-89 SB	Lebanon	
New London 214 Patrol Shed	63 Old Dump Road	New London	
North Conway Rest Area	3654 White Mtn Hwy	Conway	
Sanbornton Rest Area	I-93 SB	Gilford	
District 4 Office	19 Base Hill Road	Swanzey	
Chester Patrol Section 513	825 Raymond Road	Chester	
Manchester Patrol Section 527	NHRoute 101 East Bound	Manchester	
District 5 Office	NH DOS Troop B, 16 East Point Drive	Bedford	
Canterbury Rest Area	I-93 North Bound	Canterbury	
Salem Welcome Center	I-93 North Bound	Salem	
Sutton Rest Area	I-89 South Bound	Sutton	
Milton Patrol Shed 601	245 White Mountain Highway	Milton	
Strafford Patrol Shed 602	1011 Parker Mountain Road	Strafford	
Gonic Patrol Shed 603	25 Cemetery Road	Gonic	
Northwood Patrol Shed 604	Box 1159 First NH Turnpike	Northwood	
Lee Patrol Shed 605	65 Pinkham Road	Lee	
Dover Patrol Shed 606	50 Gerrish Road	Dover	
Survey Crew Shed 606A	77 Dover Point Road	Old Dover Shed	
Exeter Patrol Shed 607	253 Epping Road	Exeter	
Epping Patrol Shed 608	73 Old Hedding Road	Epping	
Newfields Patrol Shed 609	39 College Road	Newfields	
Rye/N.Hampton Patrol Shed 610	61 Dow Lane	Rye/N.Hampton	
S. Kingston Patrol Shed 611	35 Newton Junction Road	S. Kingston	
N.Hampton Patrol Shed 612	143 South Road North	N. Hampton	
Kingston Patrol Shed 615	65 Mill Road	Kingston	
District 6 Office	271 Main Street	Durham	
TOTAL, SECTION II			

REPAIR RATES, EMERGENCY SERVICE AS REQUIRED, PER HOUR, FOR SECTION II: DEPARTMENT OF TRANSPORTATION & DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT:

Monday thru Friday 8:00 AM to 4:30 PM
Journeyman Mechanic \$ per hour/per person _____

Monday thru Friday 4:31 PM to 7:59 AM
Journeyman Mechanic \$ per hour/per person _____

Saturday Work:
Journeyman Mechanic \$ per hour/per person _____

Sunday Work:
Journeyman Mechanic \$ per hour/per person _____

SECTION III: BUREAU OF FACILITIES AND ASSET MANAGEMENT

FACILITY NAME	ADDRESS	TOWN	SEMI-ANNUAL PRICE
Brown Building	129 Pleasant Street	Concord	
Main Building	105 Pleasant Street	Concord	
Annex Building	115 Pleasant Street	Concord	
Thayer Building	97 Pleasant Street	Concord	
Philbrook Building	121 South Fruit Street	Concord	
TOTAL, SECTION III			

REPAIR RATES, EMERGENCY SERVICE AS REQUIRED, PER HOUR, FOR SECTION III: BUREAU OF FACILITIES AND ASSET MANAGEMENT:

Monday thru Friday 8:00 AM to 4:30 PM
 Journeyman Mechanic \$ per hour/per person _____

Monday thru Friday 4:31 PM to 7:59 AM
 Journeyman Mechanic \$ per hour/per person _____

Saturday Work:
 Journeyman Mechanic \$ per hour/per person _____

Sunday Work:
 Journeyman Mechanic \$ per hour/per person _____

**SECTION IV: DEPARTMENT OF ADMINISTRATIVE SERVICES,
 BUREAU OF COURT FACILITIES**

FACILITY NAME	ADDRESS	TOWN	MONTHLY PRICE 1/1/2016 - 12/31/2018
Carroll County Court	96 Water Village Road	Ossipee	
Concord Circuit Court	32 Clinton Street	Concord	
Coos County Superior Court	55 School Street	Lancaster	
Derry Circuit Court	10 Courthouse Lane	Derry	
Dover Circuit Court	25 St. Thomas Street	Dover	
Franklin Circuit Court	7 Hancock Terrace	Franklin	
Hillsborough County Court South	30 Spring Street	Nashua	
Jaffrey-Peterborough Circuit Court	84 Peterborough St/Rt. 202	Jaffrey	
Laconia Circuit Court	26 Academy Street	Laconia	
Lebanon Circuit Court	38 Centerra Parkway	Lebanon	
Manchester Circuit Court	35 Amherst Street	Manchester	
Merrimack Circuit Court	4 Baboosic Lake Road	Merrimack	
Northern Carroll County Circuit Court	35 East Conway Road, Rt. 302	North Conway	
Plymouth Circuit Court	26 Green Street	Plymouth	
Portsmouth Circuit Court	111 Parrott Avenue	Portsmouth	
Rochester Circuit Court	76 North Main Street	Rochester	
Rockingham County Court	#10 Route 125	Brentwood	
TOTAL, SECTION IV			

REPAIR RATES, EMERGENCY SERVICE AS REQUIRED, PER HOUR, FOR SECTION IV: DEPARTMENT OF ADMINISTRATIVE SERVICES, BUREAU OF COURT FACILITIES:

Monday thru Friday 8:00 AM to 4:30 PM
 Journeyman Mechanic \$ per hour/per person ____

Monday thru Friday 4:31 PM to 7:59 AM
 Journeyman Mechanic \$ per hour/per person ____

Saturday Work:
 Journeyman Mechanic \$ per hour/per person ____

Sunday Work:
 Journeyman Mechanic \$ per hour/per person ____

SECTION V: DEPARTMENT OF ADMINISTRATIVE SERVICES, GENERAL SERVICES

FACILITY NAME	ADDRESS	TOWN	MONTHLY PRICE 1/1/2016 - 12/31/2018
Admin Office of the Courts	1 Noble Drive	Concord	
Supreme Court Building	1 Noble Drive	Concord	
Department of Motor Vehicles	27 Hazen Drive	Concord	
James H. Hayes Safety	33 Hazen Drive	Concord	
DOT Materials & Research	5 Hazen Drive	Concord	
Health & Human Services	29 Hazen Drive	Concord	
Administrative Services Data Center	29 Hazen Drive	Concord	
John O. Morton Building	7 Hazen Drive	Concord	
Legislative Office Building	33 North State Street	Concord	
M&S Building / Dept of Revenue	109 Pleasant Street	Concord	
Records & Archives	71 South Fruit Street	Concord	
Emergency Operations Center	224 Sheep Davis Road	Concord	
McAuliffe-Shepard Discovery Center	2 Institute Drive	Concord	
TOTAL, SECTION V			

REPAIR RATES, EMERGENCY SERVICE AS REQUIRED, PER HOUR, FOR SECTION V: DEPARTMENT OF ADMINISTRATIVE SERVICES, GENERAL SERVICES:

Monday thru Friday 8:00 AM to 4:30 PM
 Journeyman Mechanic \$ per hour/per person ____

Monday thru Friday 4:31 PM to 7:59 AM
 Journeyman Mechanic \$ per hour/per person ____

Saturday Work:
 Journeyman Mechanic \$ per hour/per person ____

Sunday Work:
 Journeyman Mechanic \$ per hour/per person ____

SECTION VI: GLENCLIFF HOME

FACILITY NAME	ADDRESS	TOWN	SEMI-ANNUAL PRICE
Glenclyff Home	393 High Street	Glenclyff	

Monday thru Friday 8:00 AM to 4:30 PM
 Journeyman Mechanic \$ per hour/per person ____

Monday thru Friday 4:31 PM to 7:59 AM
 Journeyman Mechanic \$ per hour/per person ____

Saturday Work:
 Journeyman Mechanic \$ per hour/per person ____

Sunday Work:
 Journeyman Mechanic \$ per hour/per person ____

SECTION VII: ADJUTANT GENERAL

FACILITY NAME	ADDRESS	TOWN	SEMI-ANNUAL PRICE
AASF	26 Regional Drive	Concord	
USPFO Building A	4 Pembroke Road	Concord	
USPFO Building B/C	4 Pembroke Road	Concord	
Building F SMR	4 Pembroke Road	Concord	
Building G SMR	4 Pembroke Road	Concord	
Building H SMR	4 Pembroke Road	Concord	
Building L SMR	4 Pembroke Road	Concord	
Building M SMR	4 Pembroke Road	Concord	
Hillsboro FMS	140 West Main Street	Hillsborough	
Keene RC	110 Hasting Road	Keene	
Manchester	1059 Canal St	Manchester	
Milford RC	154 Osgood Rd.	Milford	
Nashua	154 Daniel Webster Hwy	Nashua	
Portsmouth	801 McGee Rd	Portsmouth	
Rochester	106 Brock Street	Rochester	
Somersworth	15 Blackwater Road	Somersworth	
Pembroke RTI	722 Riverwood Drive	Pembroke	
TOTAL, SECTION VII			

Monday thru Friday 8:00 AM to 4:30 PM
 Journeyman Mechanic \$ per hour/per person ____

Monday thru Friday 4:31 PM to 7:59 AM
 Journeyman Mechanic \$ per hour/per person ____

Saturday Work:
 Journeyman Mechanic \$ per hour/per person ____

Sunday Work:
 Journeyman Mechanic \$ per hour/per person ____

SECTION VIII: ADJUTANT GENERAL

FACILITY NAME	ADDRESS	TOWN	SEMI-ANNUAL PRICE
Berlin RC	26 Regional Drive	Concord	
Franklin Rc	4 Pembroke Road	Concord	
Lancaster RC	4 Pembroke Road	Concord	
Lebanon RC	4 Pembroke Road	Concord	
Plymouth RC	4 Pembroke Road	Concord	
Littleton RC	4 Pembroke Road	Concord	
Littleton FMS	4 Pembroke Road	Concord	
Littleton Addition	4 Pembroke Road	Concord	
TOTAL, SECTION VIII			

Monday thru Friday 8:00 AM to 4:30 PM
 Journeyman Mechanic \$ per hour/per person _____

Monday thru Friday 4:31 PM to 7:59 AM
 Journeyman Mechanic \$ per hour/per person _____

Saturday Work:
 Journeyman Mechanic \$ per hour/per person _____

Sunday Work:
 Journeyman Mechanic \$ per hour/per person _____

SECTION IX: ADJUTANT GENERAL

FACILITY NAME	ADDRESS	TOWN	SEMI-ANNUAL PRICE
JFHQ Building #1	1 Minute Man Way	Concord	

Monday thru Friday 8:00 AM to 4:30 PM
 Journeyman Mechanic \$ per hour/per person _____

Monday thru Friday 4:31 PM to 7:59 AM
 Journeyman Mechanic \$ per hour/per person _____

Saturday Work:
 Journeyman Mechanic \$ per hour/per person _____

Sunday Work:
 Journeyman Mechanic \$ per hour/per person _____

VENDOR CONTACT INFORMATION:

The following information is for this office to be able to contact a person knowledgeable of your bid response, and who can answer questions regarding it:

_____	_____	_____
Contact Person	Telephone Number	Toll Free Telephone Number
_____	_____	_____
Fax Number	E-mail Address	Company Website
_____	_____	
Vendor Company Name	DUNS #	

Note: To be considered, bid must be signed and notarized on front cover sheet in the space provided.

SAMPLE FORM TO BE COMPLETED UPON AWARD

FORM NUMBER P-37 (version 5/8/15)

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		1.2 State Agency Address	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation
1.9 Contracting Officer for State Agency		1.10 State Agency Telephone Number	
1.11 Contractor Signature		1.12 Name and Title of Contractor Signatory	
1.13 Acknowledgement: State of _____, County of _____			
On _____, 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 Public or Justice of the Peace			
[Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature		1.15 Name and Title of State Agency Signatory	
Date:			
1.16 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i>			
By: _____		Director, On: _____	
1.17 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>			
By: _____		On: _____	
1.18 Approval by the Governor and Executive Council			
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.