

STATE OF NEW HAMPSHIRE  
Department of Administrative Services  
Division of Procurement and Support Services  
Bureau of Purchase and Property  
State House Annex  
Concord, New Hampshire 03301

Rev. 11/25/2014

Notice of Contract

**COMMODITY:** Preventive Maintenance, Repair and Emergency Services for HVAC Equipment for the Adjutant General's Department (JFHA, Building One)

**CONTRACT NO.:** 8001502

**NIGP CODE:** 941-5500

**Vendor:** Control Technologies, Inc. **Vendor #** 160482  
111 Zachary Road  
Manchester, NH 03109

Daryl Caron, Service/Sales  
Telephone: 603-626-6070  
Fax: 603-626-0352

**Effective From:** January 8, 2014 through November 30, 2016

**Questions:** Danielle Ruest, Purchasing Agent, 603-271-3290; E-Mail [Danielle.Ruest@nh.gov](mailto:Danielle.Ruest@nh.gov)

**Contract Usage:** This contract is for the Adjutant General's Department **only** (JFHA, Building One) as specifically identified herein.

**SCOPE OF SERVICES  
ADJUTANT GENERAL'S DEPARTMENT**

**I. PURPOSE:**

The Contractor hereby agrees to provide the State of New Hampshire with Heating, Ventilation and Air Conditioning (hereinafter referred to as "HVAC") maintenance and repair services for the **Adjutant General's Department** (JFHA, Building One) in accordance with RFB 1573-14 and as described herein.

**II. TERM:**

The contract was approved by the Commissioner (DAS) effective January 8, 2014 and shall expire thereafter on November 30, 2016. The agreement may be renewed for an additional term of two years upon terms and conditions as the parties may mutually agree and upon the approval of the Commissioner, Department of Administrative Services.

The State of New Hampshire shall have the right to terminate the contract at any time by giving the Contractor thirty (30) days advance written notice.

**III. SPECIFICATIONS FOR A MAINTENANCE AND REPAIR SERVICE CONTRACT FOR HVAC EQUIPMENT:**

The specifications for HVAC maintenance and repair services shall be as follows:

1. The Contractor shall provide The Adjutant General's Department with "preventive maintenance" and emergency services for the Heating, Ventilation, and Air Conditioning

("HVAC") equipment and associated devices owned by the State of New Hampshire at the following location:

**JFHQ Building #1**

**4 Pembroke Road, Concord, NH**

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 A.

**Special Note:** The Spring preventive maintenance services (to be performed in March – May) shall commence in the spring of 2014, or no sooner than March 1, 2014. The fall preventive maintenance services (to be performed in September – November) shall commence in the fall of 2014, or no sooner than September 1, 2014.

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,
- 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,
- 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,
  - Lube 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 maintaining 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 by the Subcontractor shall be submitted and directed to Paul Annis, or John Garrett, 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.

The Contractor has chosen the following Subcontractor as the independent water treatment company to provide complete chemical water treatment for the glycol system:

Aquafax, Inc.  
Durham, NH

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.

**EFFECTIVE July 10, 2014**, the Contractor shall begin servicing HVAC equipment coming off from a warranty period (see Appendix A – Equipment effective 7/10/2014) as described in this Section III, to include the additional services listed as #12, #13, and #14 below.

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:

- Draining, flushing and cleaning towers,
- Cleaning and painting rusted areas,
- Checking and cleaning or replacing nozzles,
- Checking float valves and repairing or replacing if necessary,
- Inspecting and lubricating all bearings,
- Checking fans for balance and repairing or replacing if necessary,
- Cleaning fan blades,
- Checking and tightening 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:

- Cleaning condenser completely including coil surfaces,
- Cleaning and painting rusted areas,
- Inspecting and lubricating bearings,
- Checking for refrigerant leaks and repair (Contractor shall be responsible for the removal and disposal of used refrigerant),
- Checking fans for balancing and repairing or replacing if necessary,
- Cleaning fan blades,
- Checking and tightening 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 20% 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, [paul.annis@nfg@mail.mil](mailto:paul.annis@nfg@mail.mil) on or before December 31, 2014 for the period covering December 1, 2013 – November 30, 2014; on or before December 31, 2015 for the period covering December 1, 2014 – November 30, 2015; on or before December 31, 2016 for the period covering December 1, 2015 – November 30, 2016.
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 (see Appendix B) on behalf of all personnel/employees and subcontractor to Paul Annis and/or John Garrett.

#### **CONTRACT PRICE, INVOICING AND PAYMENT TERMS**

1. **Contract Price.** The Contractor shall receive payment in the amount of \$45,072 in return for the services described in Exhibit A (hereinafter referred to as the contract price).
2. The Contractor hereby agrees to provide said services in compliance with all the requirements specified in Exhibit A at the prices indicated below for the term of the contract.

FACILITY	December, 2013 – November 30, 2016	
	<u>Semi-Annual Price</u>	<u>Extended Price</u>
JFHQ Bldg 1	\$7,512 x 6	\$45,072

3. **Repair Rates, Emergency Service as Required, Per Hour.** In addition to the contract price, the Contractor shall be paid for repair work and emergency calls at such rates that are detailed below. The Contractor shall also be paid for parts that require replacement. Parts shall be invoiced at cost plus 20% over contractor's net cost. Said invoices shall contain all appropriate information detailing the list and net prices as appropriate and their respective discounts.

The total amount of the contingency for the extra work (not included in the basic scope of work as described in Exhibit A) shall not exceed \$34,560 for a total contract contingency amount. Notwithstanding any provision of this contract to the contrary, in no event shall the total payments including the contingency exceed \$79,632 for the contract term.

**REPAIR RATES, EMERGENCY SERVICE AS REQUIRED, PER HOUR:**

Monday thru Friday 8:00 AM to 4:30 PM	
Journeyman Mechanic	\$ 80.00 Mechanic per hour/per person
Monday thru Friday 4:31 PM to 7:59 AM	
Journeyman Mechanic	\$ 120.00 Mechanic per hour/per person
Saturday Work:	
Journeyman Mechanic	\$ 120.00 Mechanic per hour/per person
Sunday Work:	
Journeyman Mechanic	\$ 120.00 Mechanic per hour/per person

4. **Mileage and Travel Reimbursement (Applicable to repair and emergency service calls).** The Contractor shall be reimbursed for mileage traveled to a state site at the standard mileage rate for business as established by the Internal Revenue Service. This mileage and reimbursement rate shall be itemized on the contractor's invoice. Travel miles shall be calculated for one vehicle per job site or any number of continuous sites per day.

Travel time shall be computed for each scheduled mechanic based on starting from home base, last job site or Concord, whichever is closest to the call or scheduled visit and the return to home base.

The Contractor shall not be reimbursed for mileage and travel time for the semi-annual preventive maintenance visits.

5. **Invoicing.** The Contractor shall be responsible for submitting invoices on the last day of each month in which services have been performed. **For Preventive Maintenance services, payments will be made semi-annually in December and June** (June 2014, December 2014, June 2015, December 2015 June 2016 and December 2016).

In addition to the contract price, the Contractor shall be paid for repair work and emergency calls at such rates that are detailed within the Repair Rates/Emergency Service as Required Section. All parts shall be invoiced at 20% over Vendor's cost.

Invoices shall be submitted to the following address:

State of New Hampshire  
The Adjutant General's Department  
State Military Reservation / BA Office  
4 Pembroke Road  
Concord, NH 03301

6. **Payment Terms.** Payment shall be due within thirty (30) days after receipt of properly documented invoices and acceptance of the work to the State's satisfaction.

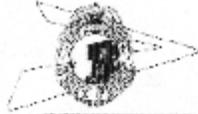
## SPECIAL PROVISIONS

1. Delete Paragraph 14.1.1 and substitute the following: comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per incident and no less than \$2,000,000 in excess/umbrella liability each occurrence; and
2. There are no other special provisions for this contract.

**APPENDIX A**  
**Equipment List**

1. See attached inventory list for the equipment covered by this agreement.

APPENDIX B  
Criminal Record Release Authorization Form



New Hampshire Department of Safety  
**DIVISION OF STATE POLICE**  
Central Repository for Criminal Records  
33 Hazen Drive, Concord, NH 03305

**CRIMINAL RECORD RELEASE AUTHORIZATION FORM**

**SECTION I**

PLEASE TYPE OR PRINT CLEARLY, ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

NAME \_\_\_\_\_  
LAST (MAIDEN ALIAS) FIRST MI

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

DATE OF BIRTH \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_ SEX \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

PURPOSE FOR RECORD:  Housing  Employment  Admissions/Expatriation  Other \_\_\_\_\_

My below signature certifies I am the individual listed above and that the information provided is true.

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Signatures provided at request for release pursuant to NH RSA 348-B

**SECTION II**

IF RECORD IS TO BE MAILED TO YOU, OR RECEIVED BY SOMEONE OTHER THAN YOURSELF.

**ALL OF SECTION II MUST BE COMPLETED**

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:

NAME OF PERSON / FIRM TO RECEIVE RECORD \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(NH 9-6) (Notary Exp.)

SIGNATURE OF PERSON / FIRM TO RECEIVE RECORD \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: A \$25.00 fee is required for each request- make checks payable to: State of NH - Criminal Records.

**APPENDIX C**  
**Account Number**

The account numbers for Section 1.6 are as follows:

Preventive Maintenance (Annually)

Account Number	%	Amount
2240-103	70%	10,516.00
2245-103	30%	<u>4,508.00</u>
Total		15,024.00 per year

Repair Allowance (Per Year)

Account Number	%	Amount
2240-103	70%	8064.00
2245-103	30%	<u>3456.00</u>
Total		11,520.00 per year