

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

NOTICE OF CONTRACT

COMMODITY: HVAC Preventive Maintenance, Repair and Emergency Services  
DRED Hampton Beach

CONTRACT NO.: 8001668

NIGP CODE: 941-5500

CONTRACTOR: Precision Temperature Control, Inc. Vendor # 203466  
460 Route 101  
Bedford, NH 03110

Contact: Jim Hennessy /Gene Hennessy  
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Email: [jimh@precisiontempcontrol.com](mailto:jimh@precisiontempcontrol.com)  
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CONTRACT PERIOD: January 15, 2015 through October 31, 2018

STATE CONTACT: Gary Bashline  
Phone: 603-436-1552  
Email: [gary.bashline@dred.state.nh.us](mailto:gary.bashline@dred.state.nh.us)

CONTRACT USAGE: This contract is for the (DRED) Parks and Recreation division Hampton Beach as specifically identified herein.

QUESTIONS: Danielle Ruest, Purchasing Agent  
Phone: 603-271-2201 X227  
Email: [Danielle.Ruest@nh.gov](mailto:Danielle.Ruest@nh.gov)

1. The Contractor shall provide the Department of Resources and Economic Development (DRED), Parks and Recreation division, with Preventive Maintenance, Repairs, and Emergency Repair Services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (see attached equipment list for the types of equipment to be covered) owned by the State of New Hampshire at the following locations:

Facility	Address	City	Date Opened
South Pavilion	160 Ocean Blvd	Hampton NH	June 16, 2011
North & South	60 & 280 Ocean	Hampton NH	May 26, 2011
North Pavilion	180 Ocean Blvd	Hampton NH	June 16, 2011
Seashell Building	170 Ocean Blvd,	Hampton NH	December 2011

2. The term Preventive Maintenance, Repairs, and Emergency Repair Services as used above shall include providing all supervision, materials, equipment, labor, tools and transportation necessary for the successful completion of the work under the terms and conditions contained herein. When finished all service items shall meet manufacturer's requirements. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this contract. Seasons are defined as follows
  - Spring (Cooling) Season (work to be scheduled in May)
  - Fall (Heating) Season (work to be scheduled in September)
3. The Contractor shall provide an annual fall maintenance inspection of the unit heaters, radiant heat panels, heating coils, baseboards, make-up air units, infrared heaters and cabinet heaters as described herein. This maintenance inspection shall include the following services:
  - Brush or vacuum grilles, coils, fans, baseboards, fin tubes, etc. removing all foreign substances,
  - Check air intake and flue gas for obstruction or damage.
  - Check all control operations,
  - Check all gas and water pipes for signs of corrosion; replace any pipes that are corroded.
  - Check amps/volts where applicable,
  - Check and tighten all electrical connections,
  - Check and tighten all mounting hardware,
  - Check and tighten electric heater connections,
  - Check belts and sheaves where applicable,
  - Check fan assembly, clean/service as required,
  - Check/clean filters, replace if necessary (See # 9 Air Filters),
  - Check gas valve and controls where applicable; Clean the gas/air distributor plate, the orifice plate,
  - Check hardware and gaskets.
  - Check oil burner and controls where applicable,
  - Check/service louvered doors as required,
  - Check overall operation,
  - Check steam traps, valves, etc. where applicable,
  - Check the functioning/safety of the air intake and flue gas conduit,
  - Check the gas/air-ratio,
  - Check/Clean the heat exchanger, burner and condensate trap
  - Examine the venting systems and cleaning of the screens in the vent terminal.
  - Inspect the low water cutoffs, including flushing of float types and clean the condensate collections and disposal system,
  - Lube and adjust dampers and linkages,
  - Lubricate fan and motor bearings where applicable,
  - Measure the carbon monoxide content (CO),
  - Measure the inlet gas pressure,

- Measure the ionization current,
  - Perform a gas leak test under operating conditions,
  - Perform Internal leak testing,
  - Pressure test the heating system,
  - Visual inspection for general signs of corrosion.
4. The Contractor shall inspect and complete preventive maintenance on all air conditioning and chiller systems annually in the Spring Season as required to maintain them in proper operating condition by providing, at a minimum the following services:
- Apply anti-clog tablet (a self-cleansing product that is a health protection and preventive maintenance solution) when applicable.
  - Check all humidifier controls,
  - Check all operating controls,
  - Check all safety controls,
  - Check/Clean humidifier drain/pan, float assembly,
  - Check/Clean outside air intakes,
  - Check/Record operating temperatures,
  - Check/Record volts/amps of compressors, condenser fan motor where applicable,
  - Check and tighten all electrical connections,
  - Check bearing and motor bracket bolt torque and bearing set screw torque.
  - Check bearing Set Screws, fan and motor sheaves. Align/Tighten sheave set screws to the proper torque,
  - Check cap tubes/piping for chafing,
  - Check condenser unit for deterioration parts, comb condenser fins,
  - Check condition of gasketing and insulation around unit, door and dampers,
  - Check crankcase heaters,
  - Check damper operation, linkages, set screws, and blade adjustment. Service per manufacturer's specifications,
  - Check fan bearing grease line connections. Lines should be tight to the bearings,
  - Check fan bearing supports,
  - Check fan scrolls - clean as required,
  - Check fan sheave alignment, fan sheave wear,
  - Check fan wheels/Linkage - clean as required,
  - Check flex connections for cracks or leaks. Repair or replace damaged material,
  - Check for any unusual noises or vibrations,
  - Check for oil contamination and oil level,
  - Check glycol level if applicable, service per manufacturers recommendations,
  - Check head pressure controls where applicable,
  - Check hot gas by pass controls where applicable,
  - Check humidifier heating elements/humidifier level controls,
  - Check humidifier strainer where applicable,
  - Check moisture indicators and sight glasses,
  - Check motor supports,
  - Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant),
  - Check running ampere and operation pressure,
  - Check starter and contact surfaces,
  - Check structural integrity of the unit,
  - Check superheat and adjustment,
  - Check un-loader operation where applicable,
  - Check water cooled condenser coil where applicable,
  - Check water regulating valve where applicable,
  - Check/adjust/replace all belt and their tension where applicable.
  - Check/repair/replace insulation on the liquid piping, the gas piping, the equalizer pipe,

- Check/replace ultraviolet bulbs. Service/replace per manufactures recommendation,
  - Clean and wash air-conditioner outer panel, Clean condenser coils,
  - Clean Suction Grill,
  - Clean/replace air filters (Filters that are cleaned shall be replaced based upon Manufacturer specifications),
  - Diagnose and seal duct leakage,
  - Inspect and clean condensate pumps where applicable,
  - Inspect and clean condensate/drain pans,
  - Inspect and clean evaporator/ condenser coils per manufacturer specifications,
  - Inspect and clean Fan,
  - Inspect ducts, filters, blower, and indoor coil for dirt and other obstructions,
  - Inspect electric terminals, clean and tighten connections, and apply nonconductive coating. Check electrical contact points (All Connections) Inspect electrical components and insulation. Inspect wiring for damage,
  - Inspect fan motors for excessive vibration or temperature,
  - Inspect Motor Bearings and service if applicable,
  - Inspect the unit casting for corrosion. If damage is found, clean and repaint the surface with a rust-resistant primer and vinyl chlorinated lacquer or other manufacturer recommended coating.
  - Inspect Vacuum drain pipe,
  - Inspect/Clean coils of dirt build-up,
  - Insulation; inspect for wetness; repair/replace as needed,
  - Lube motors/bearings (fans) where applicable,
  - Lubricate motors, and inspect belts for tightness and wear,
  - Perform Air Tight Test and Vacuum Drying if needed,
  - Replace air filters (See # 9 Air Filters),
  - Rotate the fan wheel and check for obstructions in the fan housing,
  - Verify adequate airflow by measurement,
  - Verify correct electric control, making sure that heating is locked out when the thermostat calls for cooling and vice versa,
  - Verify correct refrigerant charge by measurement,
  - Verify correct thermostat operation,
  - Visual check for oil refrigerant leaks (Contractor shall remove and dispose of any used refrigerant),
  - Winterize the system, if required,
5. The Contractor shall maintain all digital control systems and associated devices, if applicable, on a semi-annual basis; Spring Season and Fall Season as required to maintain them in proper operating condition by providing, at a minimum the following services:
- Check and record and system abnormalities or deficiencies,
  - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters,
  - Check operational sequence of all VAV's, and related preheat, reheat and radiation valves and motors,
  - Make back-up copies of software configurations and operating system. Provide customer with access to most recent copy,
  - Review system for proper operation, verify that all associated devices start and stop properly, check that set points are maintained, and verify scheduling,
  - Test and calibrate all devices including but not limited to thermostats, actuators, controls, dampers, valves, variable air volume devices,
6. The Contractor shall inspect all condenser water, and chilled water pumps as well as any glycol pumps annually in the Spring Season. In addition the Contractor shall inspect all forced hot water pumps and circulators in the fall (September - November) as required; maintaining them in proper operating condition by providing, at a minimum, the following services:

- Check and record motor current against nameplate,
  - Check and tighten all electrical terminations,
  - Check contacts for wear,
  - Check couplings for alignment and wear and realign or replace when necessary,
  - Check for any bearing wear,
  - Check for any improper vibration or noise,
  - Check for proper operation,
  - Check gaskets,
  - Check impeller and wearing rings,
  - Check motor mounts and vibrator pads,
  - Check packing and adjust if necessary,
  - Clean strainers,
  - Inspect electrical connections and contactors,
  - Lubricate all bearings,
  - Tighten all nuts and bolts.
7. The Contractor shall perform annual fall cleaning and inspections of all heating systems including boilers, furnaces, Heat recovery ventilation (HRV), and domestic hot water tanks as described below:
- Check all Outdoor Intake and Exhaust Hoods/Vents, service as needed,
  - Check condensate drain and tubing to ensure they are free flowing.
  - Check for Moisture Transfer and Fungal Growth in Desiccant. Collect and properly dispose of all waste products,
  - Clean Grilles and Inspect the Ductwork,
  - Clean or Replace filters, Contractor shall keep additional sets on site so that if required SONH Employees can change. Contractor shall instruct State staff on the proper procedure to change filters.
  - Clean/wire brush and vacuum all fireside surfaces free of soot,
  - Inspect all burners; Adjust spark gap and test pilots,
  - Inspect belts for wear/cracks/misalignment and proper tension during maintenance. Replace as required,
  - Inspect/Balance HRV to meet manufacturer's specifications,
  - Inspect/Clean the heat exchanger core,
  - Inspect/Clean/service fans including the fan blades,
  - Remove all cleaning access panels,
  - Replace all gasketing as required,
  - Reseal boiler access panels,
  - 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,
  - Test fire all burners,
  - Wash coat all refractory; perform patching of refractory as required,
8. The Contractor shall perform an annual inspection in the Spring Season of the air handler systems. Said inspections shall include the following:
- Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order,
  - Check all humidifier controls,
  - Check all safety controls,
  - Check all sheaves for proper alignment,
  - Check/Clean humidifier drain/pan,
  - Check/Clean humidifier float assembly,
  - Check/Clean outside air intakes,
  - Check and record motor current against nameplate,

- Check and tighten all electrical terminations,
- Check bearings for wear,
- Check contacts for wear,
- Check damper linkages/operation,
- Check fan bearing supports,
- Check Fan Wheels/Scrolls - clean as required,
- Check for any unusual noises or vibrations,
- Check humidifier heating elements/humidifier level controls,
- Check humidifier strainer where applicable,
- Check motor damper operation/motor supports,
- Check structural integrity of the unit,
- Checking all air handling systems for proper flow/operation/control sequence including all related controls,
- Checking all belts for proper tension, alignment and wear,
- Check fans/fan shafts for proper balance,
- Clean all heating and cooling coils,
- Clean/scrub all condensation pans and verify that pans are pitched correctly for proper drainage,
- Inspect/Clean condensate pumps where applicable,
- Lube motors/bearings where applicable,
- Replace air filters (See # 9 Air Filters),

9. **Air Filters.** Contractors are responsible for providing and replacing all air filters (including anti-mold filters). The list below contains air filters used in these facilities.

Manufacturer	Description
Mitsubishi	Outlander Particulate Type Filter
NuAire	NU 1030 17x13.5x2
NuAire	NU 2035 23.5x13.5x2
NuAire	NU 2540 23.5x14.5x2
NuAire	NU 820 17x13.5x2
NuAire	NU1600 1" pleated filters, 30%-40% ASHRAE dust spot efficiency, Two section core
Sanyo	Air Filter Ass'y 2 852-0-2307-34002
Sanyo	apatite filter STKFDXB
Trane	1" (cm) TA and Pl. Media Model 04 87/8 x 241/8
Trane	1" (cm) TA and Pl. Media Model 02 87/8 x 191/8
Trane	1" Fresh Air Filter Model 02 51/2 x 191/8
Trane	1" Fresh Air Filter Model 04 51/2 x 241/8
Trane	Refer to product catalog Trane CLCH-PRC003-EN for filter sizes, types, and quantities.
Trane (roof top)	20 – 30 ton 20 x 20 x 2 (40 ton 20 x 25 x 2)

***Replacement filters to meet or exceed existing filters for efficiency and quality.***

10. The annual preventive maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the State. All services performed under this Contract 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. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten (10) 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.
11. Due to the risk of microbial growth, Contractor shall insure that any contaminated material does not contact other areas of the unit or building. Contractor shall properly dispose of all contaminated materials and cleaning solution.
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.
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 (3) hours after the call is entered. Contractor shall provide a not to exceed estimate before starting any work. If overtime is necessary and is caused by the Contractor, the State may, at their discretion, deduct a portion of the additional time.

14. Requests to repair and/or replace parts shall be approved in advance by the State. Materials shall be invoiced not to exceed 20% 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 written authorization by the State. Before said parts are replaced the Contractor shall determine if said part(s) are still under manufacturer's warranty.
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 the State.
16. The Contractor shall present two copies of a Final Report of work done the previous Fiscal year (July 1 to June 30). The report may be a narrative summary of the work performed during each month of the contract year. The report shall be submitted to the State within 20 days of Fiscal year end.

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

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

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees that are deemed 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.

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

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

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

The Contractor shall furnish all personnel with uniforms, which shall be neat and clean in appearance with picture identification that is visible at all times.

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

### **Damage**

- a. The Contractor will agree to hold the State of NH harmless from liability arising out of injuries or damage caused while performing this work.
- b. The Contractor will agree that any damage to the building(s), materials, equipment or other property during the performance of the service will be repaired at their expense.

### **Debarment, Suspension, Ineligibility And Voluntary Exclusion Lower Tier Covered Transactions**

The Contractor certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

**Confidentiality & Criminal Record**

If Applicable, by the using agency, the Contractor and their employees and Sub-Contractors will be required to sign and submit a CONFIDENTIAL NATURE OF DEPARTMENT RECORDS FORM, and a CRIMINAL AUTHORIZATION RECORDS FORM. Forms to be provided by the using agency, prior to any work being done.

**EXHIBIT B**

**CONTRACT PRICE**

The Contractor hereby agrees to provide Preventive Maintenance, Repair and Emergency Services for HVAC Equipment Hampton Beach in complete compliance with the terms and conditions specified in Exhibit A for an amount up to and not to exceed price of \$34,000.00; this figure shall not be considered a guaranteed or minimum figure, however it shall be considered a maximum figure from the effective date of through the expiration date set as October 31, 2018.

**PRICING QUOTATIONS FOR INDIVIDUAL PROJECTS**

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

<b>FACILITY</b>	<b><u>Semi-Annual Price</u></b>
South Pavilion	\$ 400.00
North & South Bathhouses	\$ 400.00
North Pavilion	\$ 400.00
Seashell Building	\$ 400.00

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

	<b><u>RATE PER HOUR</u></b>
Monday thru Friday 8:00 AM to 4:30 PM	
Journeyman Mechanic per hour per person	\$ 80.00
Monday thru Friday 4:31 PM to 7:59 AM	
Journeyman Mechanic per hour per person	\$ 91.00
Saturday Work:	
Journeyman Mechanic per hour per person	\$ 91.00
Sunday Work:	
Journeyman Mechanic per hour per person	\$ 100.00

**INVOICE**

Itemized invoices shall be submitted after the completion of job/services and shall include: a brief description of the work done along with the location of work, to the individual agency.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the state satisfaction.

The invoice shall be sent to the address of the using agency under agreement.

**Billing Address**                      **DRED Business Office**  
**PO Box 1856**  
**Concord NH 03302-1856**