

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

January 1, 2016

**NOTICE OF CONTRACT**

**COMMODITY:** HVAC Preventative Maintenance, Repair and Emergency Services

**CONTRACT NUMBER:** 8001957

**NIGP CODE:** 941-5500

**CONTRACTOR:** Thermal Stor Refrigeration, Inc. **Vendor No.:** 156405  
 8 Industrial Park Drive, #7  
 Hooksett, NH 03106

**Contact:** Lance Kelton  
**Phone:** 603-641-6000  
**Fax:** 603-641-6627

**CONTRACT PERIOD:** JANUARY 1, 2016 THROUGH DECEMBER 31, 2018

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

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

**PAYMENTS:** Payments shall be made via P-card upon receipt of properly documented invoice and acceptance of work to the State's satisfaction.

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

**SPECIFICATIONS:** Thermal Stor Refrigeration shall provide the Glenclyff Home with preventative maintenance, repair and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (see attached equipment list) owned by the State of New Hampshire, as described herein.

**PRICING:**

FACILITY NAME	ADDRESS	TOWN	SEMI-ANNUAL PRICE (1/1/16 - 12/31/18)
Glenclyff Home	393 High Street	Glenclyff	\$900.00
<b>SEMI-ANNUAL TOTALS</b>			<b>\$900.00</b>
<b>ANNUAL PRICING</b>			<b>\$1,800.00</b>
<b>CONTRACT PRICE</b>			<b>\$5,400.00</b>

**PRICING QUOTATIONS FOR INDIVIDUAL PROJECTS, REPAIRS AND EMERGENCY CALLS (APPLIES TO ALL SECTIONS)**

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.

Monday thru Friday 8:00 AM to 4:30 PM Journeyman Mechanic	\$ <u>70.00</u> per hour/per person
Monday thru Friday 4:31 PM to 7:59 AM Journeyman Mechanic	\$ <u>105.00</u> per hour/per person
Saturday Work: Journeyman Mechanic	\$ <u>105.00</u> per hour/per person
Sunday Work: Journeyman Mechanic	\$ <u>105.00</u> per hour/per person

## SPECIFICATIONS:

1. 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.
2. 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.
3. 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.
4. The semi-annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the Administrator, Glenclyff Home, or his/her designated representative.
  5. 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.
  6. 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.
  7. Request to repair and/or replace parts shall be approved by the Administrator, Glenclyff 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, Glenclyff Home, or his/her designated representative(s).
  8. 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, Glenclyff Home, or his/her designated representative(s).
  9. 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.

10. 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.
11. 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.
12. 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.

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

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

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

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

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

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

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