

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: 8001962

NIGP CODE: 941-5500

CONTRACTOR: Pinnacle Rock Mechanical Services, LLC. **Vendor No.:** 270211
28 Jones Road, Suite 2A
Milford, NH 03055

Contact: Marti Gagnon
Phone: (888) 285-3689 x109
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Contact: Brian Tyler
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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 (P) 603-271-3290

SPECIFICATIONS: Pinnacle Rock Mechanical Services, LLC 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 herein.

PRICING:

FACILITY NAME	ADDRESS	TOWN	SEMI-ANNUAL PRICE
Colebrook Rest Area	Route 3 NB	Colebrook	\$530.00
Littleton Rest Area	I-93 NB/Exit 44	Littleton	\$500.00
Springfield Rest Area	I-89 NB	Springfield	\$700.00
Lebanon Rest Area	I-89 SB	Lebanon	\$400.00
New London 214 Patrol Shed	63 Old Dump Road	New London	\$375.00
North Conway Rest Area	3654 White Mtn Hwy	Conway	\$400.00
Sanbornton Rest Area	I-93 SB	Gilford	\$400.00
District 4 Office	19 Base Hill Road	Swanzy	\$450.00
Chester Patrol Section 513	825 Raymond Road	Chester	\$375.00
Manchester Patrol Section 527	NH Route 101 East Bound	Manchester	\$250.00
District 5 Office	NH DOS Troop B, 16 East Point Drive	Bedford	\$1,600.00
Canterbury Rest Area	I-93 North Bound	Canterbury	\$450.00
Salem Welcome Center	I-93 North Bound	Salem	\$650.00
Sutton Rest Area	I-89 South Bound	Sutton	\$475.00
Milton Patrol Shed 601	245 White Mountain Highway	Milton	\$500.00
Strafford Patrol Shed 602	1011 Parker Mountain Road	Strafford	\$350.00
Gonic Patrol Shed 603	25 Cemetery Road	Gonic	\$375.00
Northwood Patrol Shed 604	Box 1159 First NH Turnpike	Northwood	\$375.00
Lee Patrol Shed 605	65 Pinkham Road	Lee	\$350.00
Dover Patrol Shed 606	50 Gerrish Road	Dover	\$350.00
Survey Crew Shed 606A	77 Dover Point Road	Old Dover Shed	\$350.00
Exeter Patrol Shed 607	253 Epping Road	Exeter	\$475.00
Epping Patrol Shed 608	73 Old Hedding Road	Epping	\$375.00
Newfields Patrol Shed 609	39 College Road	Newfields	\$350.00
Rye/N.Hampton Patrol Shed 610	61 Dow Lane	Rye/N.Hampton	\$350.00
S. Kingston Patrol Shed 611	35 Newton Junction Road	S. Kingston	\$350.00
N.Hampton Patrol Shed 612	143 South Road North	N. Hampton	\$350.00
Kingston Patrol Shed 615	65 Mill Road	Kingston	\$350.00
District 6 Office	271 Main Street	Durham	\$475.00
SEMI-ANNUAL TOTALS			\$13,280.00
ANNUAL PRICING			\$26,560.00
CONTRACT PRICE			\$79,680.00

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>\$ 75.00</u> per hour/per person
Monday thru Friday 4:31 PM to 7:59 AM Journeyman Mechanic	<u>\$ 112.50</u> per hour/per person
Saturday Work: Journeyman Mechanic	<u>\$ 112.50</u> per hour/per person
Sunday Work: Journeyman Mechanic	<u>\$ 112.50</u> per hour/per person

SCOPE OF WORK:

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 contract in Appendix A.
2. 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 JJJJJ. 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/Lockinvair Boiler
 - c. District 6 Newfields 609 Patrol Shed, Bard Oil Fired Boiler
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 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. 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
5. 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
6. 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 I.
 7. 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.
 8. 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.
 9. 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 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 applicable District Administrators, Department of Transportation, or Bureau Chief, DRED, Division of Travel and Tourism Development or his/her designated representative.
 10. 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.
 11. 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.
 12. 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.
13. 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.
14. 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.

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.