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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street – Room 100  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

December 20, 2023

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

## REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a contract with Alliance Group Services, LLC (VC#464458), Essex Jct., VT, in an amount up to and not to exceed \$411,928.75 for HVAC preventative maintenance and repair with an option to extend for up to an additional two years effective upon Governor and Executive Council approval through June 30, 2028.

Funding shall be provided through individual agency expenditures, none of which shall be permitted unless there are sufficient appropriated funds to cover the expenditure.

## EXPLANATION

The Department of Administrative Services, through the Bureau of Purchase and Property (BoPP), issued request for bid (RFB) 2828-24 on September 29, 2023, with responses due on November 2, 2023. This bid reached 89 vendors through the NIGP registry with an additional 50 directly sourced. This bid is intended to result in a multi-award contract to ensure coverage across the entire State. There were two compliant responses; the responses were from Thayer Limited Liability Company and Alliance Group Services, LLC. Additional locations that were not awarded from this bid were bid under RFB 2857-24 with a closing date of December 13, 2023, to facilitate statewide coverage for HVAC preventative maintenance and repair.

The requested price limitation includes an allowance of \$82,385.75 (25%) to add new locations, new equipment, and address unplanned purchases or repairs under the contractor's balance of product line during the life of the contract. The State received a cost savings of 7% or \$32,059.50 when compared to the expiring contract's (Contract #8002589) pricing despite material costs associated with HVAC repair continuing to trend upwards of 20-25%.

Contract financials	
Estimated annual spend	\$73,231.78
Estimated 4.5-year term spend	\$329,543.01
Add allowance for balance of product line (25%)	\$82,385.75
Requested price limitation	\$411,928.75

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 2

The requested contract with Alliance Group Services, LLC includes a provision whereby price decreases take effect as they become available to the general trade which will be closely monitored by the BoPP. Upon approval, the BoPP will assess market conditions quarterly and rebid if necessary to capitalize on significant cost reductions as the market trends normalize.

Based on the foregoing, I am respectfully recommending approval of the contract with Alliance Group Services, LLC.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner



Division of Procurement Support Services  
Bureau of Purchase Property

Gary S. Lunetta  
Director  
(603) 271-2201

RFB Bid Summary

Bid Description	HVAC Preventative Maintenance and Repair	Agency	Statewide
RFB#	2828-24	Requisition#	N/A
Agent Name	Jonah Rosa	Bid Closing	11/2/2023 @ 11:00 AM

Indicates Award:

Agency	Division / Bureau / District	Facility Name	Address	Town	County	Thayer LLC	Alliance Group Services, LLC	Expiring Contracts
						Term Total	Term Total	Term Total
<b>Section 1</b>								
DBEA		Canterbury Rest Area	1-93 NB Mile Marker 51	Canterbury	Merrimack	bid canceled	bid canceled	\$2,754.00
DBEA		North Conway Rest Area	3654 White Mtn Hwy	North Conway	Carroll	bid canceled	bid canceled	\$2,538.00
DBEA		Salem Welcome Center	1-93 NB Mile Marker 1 State Line	Salem	Rockingham	bid canceled	bid canceled	\$5,769.00
DBEA		Springfield Rest Area	1-89 NB Mile Marker 39	Springfield	Sullivan	bid canceled	bid canceled	\$5,760.00
DBEA		Sutton Rest Area	1-89 SB Mile Marker 26	Sutton	Merrimack	bid canceled	bid canceled	\$2,754.00
DES		Multiple Buildings	70 and 72 Silk Farm Rd.	Concord	Merrimack	bid canceled	\$15472300	N/A
DHHS		Glencliff Home	393 High Street	Glencliff	Grafton	bid canceled	bid canceled	\$9,684.00
DHHS		Hampstead Hospital	218 East Road	Hampstead	Rockingham	bid canceled	bid canceled	\$34,197.30
DHHS		Multiple Buildings	121 South Fruit St.	Concord	Merrimack	bid canceled	bid canceled	\$2,943.00
DHHS		NH Hospital	129 Pleasant St	Concord	Merrimack	bid canceled	bid canceled	\$20,070.00
DHHS		NH Hospital	36 Clinton St	Concord	Merrimack	bid canceled	bid canceled	\$81,342.00
DOT	BUREAU OF TRAFFIC		18 Smokey Bear Blvd	Concord	Merrimack	bid canceled	bid canceled	\$10,602.00
DOT	Bridge Maintenance	Crew 713 Franklin	13 Range Road	Franklin	Merrimack	bid canceled	bid canceled	\$8,910.00
DOT	Bridge Maintenance	Crew 714 Bedford	8 East Point Drive	Bedford	Hillsborough	bid canceled	bid canceled	\$2,673.00
DOT	Bridge Maintenance	Crew 715 Office	10 Ranger Way	Portsmouth	Rockingham	bid canceled	bid canceled	\$6,696.00
DOT	Bridge Maintenance	Hampton River Bridge	NH 1A over the Hampton River	Hampton	Rockingham	bid canceled	bid canceled	\$3,564.00
DOT	Bridge Maintenance	Memorial Bridge	US 1 Piscataqua River	Portsmouth	Rockingham	bid canceled	bid canceled	\$2,673.00
DOT	District 1	Shed101L	1055 South Main Street	Pittsburg	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed101U	2947 North Main St.	Pittsburg	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed102	8 Grant Rd	Columbia	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed102D	4 Gold Links Rd.	Dixville	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed103	143 Dam Rd.	Erroll	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed104	116 Brown Rd.	Groveton	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed105	180 Spruceville Rd.	West Milan	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed106	32 State Garage Rd.	Milan	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed107	24 Foster Drive	Whitefield	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed107	647B Main St.	Lancaster	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed108	160 Stag Hollow	Jefferson	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed109	1 Morin Drive	Gorham	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed109P	469 Rt 16	Glen	Grafton	bid canceled	bid canceled	N/A
DOT	District 1	Multiple Buildings	201 Dells Rd.	Littleton	Grafton	bid canceled	bid canceled	N/A
DOT	District 1	Shed112	3997 Rt 302 E.	Carroll	Coos	bid canceled	bid canceled	N/A
DOT	District 1	Shed113	88 Rt 302 E.	Bartlett	Carroll	bid canceled	bid canceled	N/A
DOT	District 1	Shed114	233 South Main St.	Lisbon	Grafton	bid canceled	bid canceled	N/A
DOT	District 1	Shed115	65 Old Airport Rd.	Lincoln	Grafton	bid canceled	bid canceled	N/A
DOT	District 1	Shed124	327 Butterhill Rd.	Franconia	Grafton	bid canceled	bid canceled	N/A
DOT	District 1	Shed124F	1157 Profile Rd.	Franconia	Grafton	bid canceled	bid canceled	N/A
DOT	District 1	Shed125M	50 State Garage Rd	Monroe	Grafton	bid canceled	bid canceled	N/A
DOT	District 2	DOT 201 Orford shed	946 NH Route 10	Orford	Grafton	bid canceled	bid canceled	N/A
DOT	District 2	DOT 202 Wentworth shed	465 East Side Drive	Wentworth	Grafton	bid canceled	bid canceled	N/A
DOT	District 2	DOT 203 Rumney shed	43 Old N. Groton Road	Rumney	Grafton	bid canceled	bid canceled	N/A
DOT	District 2	DOT 205 Canaan shed	490 NH Route 118	Canaan	Grafton	bid canceled	bid canceled	N/A
DOT	District 2	DOT 206 Bristol shed	84 Ayers Island Road	Bristol	Grafton	bid canceled	bid canceled	N/A
DOT	District 2	DOT 207 Lebanon shed	138 Etna Road	Lebanon	Grafton	bid canceled	bid canceled	N/A
DOT	District 2	DOT 212 Cornish Shed	220 Town House Road	Cornish	Sullivan	bid canceled	bid canceled	N/A
DOT	District 2	DOT 213 Sunapee Shed Wash Bay	8 Post Office Road	Sunapee	Sullivan	bid canceled	bid canceled	N/A
DOT	District 2	Multiple Buildings	8 Eastman Hill Road	Enfield	Grafton	bid canceled	bid canceled	N/A
DOT	District 3	DISTRICT 3 OFFICE	2 SAWMILL ROAD	GILFORD	Belknap	bid canceled	bid canceled	N/A



Division of Procurement Support Services  
Bureau of Purchase Property

Gary S. Lunetta  
Director  
(603) 271-2201

RFB Bid Summary

DOT	District 3	PATOL SHED 315	DOT 3 ROAD	ALTON	Belknap	bid canceled	bid canceled	N/A
DOT	District 3	Multiple Buildings	NH 153	CONWAY	Carroll	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 302	NH 16	TAMWORTH	Carroll	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 305	NH 109	MOULTONBOROUGH	Carroll	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 307	OLD ROUTE 28	OSSIPEE	Carroll	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 308	42 NORTH ASHLAND ROAD	ASHLAND	Grafton	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 309	NH 106	MEREDITH	Belknap	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 311	328 MIDDLE ROAD	TUFTONBORO	Carroll	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 312	1540 WAKEFIELD ROAD	WAKEFIELD	Carroll	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 313	427 DEPOT STREET	BELMONT	Belknap	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 314	10 BROWN HILL ROAD	BELMONT	Belknap	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 316	1013 ROUTE 106	LOUDON	Merrimack	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 324	42 DOT DRIVE	NEW HAMPTON	Belknap	bid canceled	bid canceled	N/A
DOT	District 3	PATROL SHED 325	22 LAUNDROMAT ROAD	THORNTON	Grafton	bid canceled	bid canceled	N/A
DOT	District 3	WAREHOUSE	NH 25	MOULTONBOROUGH	Carroll	bid canceled	bid canceled	N/A
DOT	District 4	Office	19 BASE HILL ROAD	SWANZEY	Cheshire	bid canceled	bid canceled	\$6,813.00
DOT	District 5	NH DOS Troop B	16 East Point Drive	Bedford	Hillsborough	bid canceled	bid canceled	\$11,088.00
DOT	District 5	Patrol Section 527	25 NH Route 101 East	Manchester	Rockingham	bid canceled	bid canceled	\$1,629.00
DOT	District 5	Patrol Section 528	41B Kendall Pond Road	Derry	Rockingham	bid canceled	bid canceled	\$1,629.00
DOT	District 5	Patrol Section 514	54 Shadow Lake Road	Salem	Rockingham	bid canceled	bid canceled	\$1,629.00
DOT	DISTRICT 6	District 6 Office	271 Main Street	Durham	Strafford	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	DOVER PATROL SHED 606	50 GERRISH ROAD	DOVER	Strafford	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	Epping Patrol Shed 608	73 Coffin Road	Epping	Rockingham	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	Exeter Patrol Shed 607	253 Epping Road	Exeter	Rockingham	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	Gonic Patrol Shed 603	25 Cemetery Road	Gonic	Strafford	bid canceled	bid canceled	\$1,629.00
DOT	DISTRICT 6	Kingston Patrol Shed 611	65 Mill Road	Kingston	Rockingham	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	KINGSTON PATROL SHED 613	35 NEWTON JUNCTION ROAD	Kingston	Rockingham	bid canceled	bid canceled	N/A
DOT	DISTRICT 6	Lee Patrol Shed 605	65 Pinkham Road	Lee	Strafford	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	Milton Patrol Shed 601	245 White Mountain Highway	Milton	Strafford	bid canceled	bid canceled	\$1,629.00
DOT	DISTRICT 6	N.Hampton Patrol Shed 612	143 South Road North	N Hampton	Rockingham	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	NEWFIELDS PATROL SHED 609	39 ROUTE 108	NEWFIELDS	Rockingham	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	Northwood Patrol Shed 604	Box 1159 First NH Turnpike	Northwood	Rockingham	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	Rye Patrol Shed 610	360 LAFAYETTE RD	Rye	Rockingham	bid canceled	bid canceled	\$477.00
DOT	DISTRICT 6	STRAFFORD PATROL SHED 602	1011 Parker Mountain Road	Strafford	Strafford	bid canceled	bid canceled	\$1,629.00
DOC		CONCORD TRANSITIONAL WORK CENTER (TWC)	275 North State St.	Concord	Merrimack	bid canceled	bid canceled	\$13,612.50
DOC		NH CORRECTIONAL FACILITY FOR WOMEN (NHCFW)	42 Perimeter Rd	Concord	Merrimack	bid canceled	bid canceled	\$147,825.00
DOC		NH STATE PRISON - WAREHOUSE	3 McGuire St	Concord	Merrimack	bid canceled	bid canceled	\$13,387.50
DOC		NH STATE PRISON FOR MEN (NHSP/M)	281 North State St.	Concord	Merrimack	bid canceled	bid canceled	\$254,745.00
DOC		NORTH END TRANSITIONAL HOUSING UNIT (NEH)	1 Perimeter Rd.	Concord	Merrimack	bid canceled	bid canceled	\$7,087.50
DOC		NORTHERN NH CORRECTIONAL FACILITY (NNHCF)	138 East Milan Rd	Berlin	Coos	bid canceled	bid canceled	\$114,075.00
DOS	DMV		50 BOSTON HARBOR RD	DOVER	Strafford	bid canceled	bid canceled	\$1,872.00
DOS	Fire Standards	ADMIN	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	bid canceled	bid canceled	\$2,394.00
DOS	Fire Standards	ARFF BUILDING	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	bid canceled	bid canceled	\$2,394.00
DOS	Fire Standards and Training	HOUSE	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	bid canceled	bid canceled	\$2,394.00
DOS	Fire Standards and Training	NEW DORM	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	bid canceled	bid canceled	\$2,394.00
DOS	Fire Standards and Training	NORTH	TRUDEAU ROAD	BETHLEHEM	Grafton	bid canceled	bid canceled	\$1,755.00
DOS	Fire Standards and Training	OLD DORM	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	bid canceled	bid canceled	\$2,394.00
DOS	Fire Standards and Training	STORAGE BUILDING	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	bid canceled	bid canceled	\$2,394.00
DOS	Police Standards and Training		17 Institute Drive	Concord	Merrimack	bid canceled	bid canceled	N/A
DOS	State Police	TROOP A	315 CALEF HWY	EPPING	Rockingham	bid canceled	bid canceled	\$2,781.00
DOS	State Police	TROOP C	15 ASHBROOK COURT	KEENE	Cheshire	bid canceled	bid canceled	\$2,502.00
DOS	State Police	TROOP D	125 Iron Works Road	CONCORD	Merrimack	bid canceled	bid canceled	\$1,980.00
DOS	State Police	TROOP E	1864 WHITE MNT. HWY	TAMWORTH	Carroll	bid canceled	bid canceled	\$2,592.00
DOS	State Police	TROOP F	549 RTE. 302	Twin Mountain	Coos	bid canceled	bid canceled	\$4,491.00



Division of Procurement Support Services  
Bureau of Purchase Property

Gary S. Lunetta  
Director  
(603) 271-2201

RFB Bid Summary

DOS	State Police	TROOP G	91 AIRPORT ROAD	CONCORD	Merrimack	bid canceled	bid canceled	\$1,071.00
DOS		911 Operations Building	50 Communications Dr.	Laconia	Belknap	bid canceled	bid canceled	\$58,392.00
DOS		AUTOMOTIVE GARAGE	39 HAZEN DRIVE	CONCORD	Merrimack	bid canceled	bid canceled	\$250.00
DOS		DOS WAREHOUSE	41 HAZEN DRIVE	CONCORD	Merrimack	bid canceled	bid canceled	\$1,377.00
DOS		MARINE PATROL - BELMONT	3 HIGGINS DRIVE	BELMONT	Belknap	bid canceled	bid canceled	\$2,745.00
DOS		WINDHAM WEIGH STATION	I-93 N & S	WINDHAM	Rockingham	bid canceled	██████████\$4,493,150	\$1,377.00
DOS		Blue Job (ATV Access Only)		Farmington	Stafford	██████████\$7,012,000	bid canceled	\$11,232.00
DOS		Pack Monadnock		Peterborough	Hillsborough	██████████\$7,012,000	bid canceled	\$11,232.00
DOS		Whittier Mountain (ATV Access Only)		Tamworth	Carroll	██████████\$7,012,000	bid canceled	\$11,232.00
DOS		Oak Hill		Loudon	Merrimack	bid canceled	bid canceled	\$11,232.00
DOS		Kearsarge (Hike Access)		Warner	Merrimack	bid canceled	██████████\$6,457,450	\$5,616.00
DOS		Warner Hill		Derry	Rockingham	██████████\$7,012,000	bid canceled	\$11,232.00
DOS		Tenney Mountain (ATV Access Only)		Plymouth	Grafton	bid canceled	bid canceled	\$11,232.00
DOS		Hyland Hill		Kenne	Cheshire	██████████\$7,012,000	bid canceled	\$11,232.00
DOS		Holden Hill		Stewartstown	Coos	██████████\$7,012,000	bid canceled	\$11,232.00
DOS		Pitcher Mountain		Stoddard	Cheshire	██████████\$4,408,000	bid canceled	\$11,232.00
DOS		IPOC Shelter	Smokey Bear Blvd	Concord	Merrimack	bid canceled	██████████\$4,615,150	\$11,232.00
DMAV	Adjutant General	AASF	26 Regional Drive	Concord	Merrimack	bid canceled	bid canceled	\$48,879.00
DMAV	Adjutant General	BERLIN RC	2169 Riverside Drive	Berlin	Coos	bid canceled	bid canceled	\$13,095.00
DMAV	Adjutant General	Multiple Buildings	1 Minute Man Way	Concord	Merrimack	bid canceled	██████████\$1,476,951,500	\$109,611.00
DMAV	Adjutant General	Multiple Buildings	4 Pembroke Road	Concord	Merrimack	bid canceled	bid canceled	\$137,268.00
DMAV	Adjutant General	Multiple Buildings	11 ACADAMY AVE	CENTER STRAFFORD	STRAFFORD	bid canceled	bid canceled	\$14,400.00
DMAV	Adjutant General	FMS ROCHESTER	86 Brock Street	Rochester	Stafford	bid canceled	██████████\$3,293,400	\$58,275.00
DMAV	Adjutant General	FRANKLIN RC	300 South Main Street	Franklin	Merrimack	bid canceled	██████████\$2,077,715,000	\$17,397.00
DMAV	Adjutant General	HILLSBORO FMS	140 West Main Street	Hillsborough	Hillsborough	██████████\$7,013,150	bid canceled	\$17,100.00
DMAV	Adjutant General	HOOKSETT	1227 Hooksett Road	Hooksett FMS	Merrimack	bid canceled	bid canceled	\$11,070.00
DMAV	Adjutant General	LEBANON RC	174 Heater Road	Lebanon	Grafton	bid canceled	bid canceled	\$7,848.00
DMAV	Adjutant General	LITTLETON FMS	350 Meadow Street	Littleton	Grafton	bid canceled	██████████\$4,132,315,000	\$51,309.00
DMAV	Adjutant General	MANCHESTER	1059 Canal Street	Manchester	Hillsborough	██████████\$3,812,015,000	bid canceled	\$45,432.00
DMAV	Adjutant General	MILFORD	154 Osgood Road	Milford	Hillsborough	bid canceled	bid canceled	\$14,679.00
DMAV	Adjutant General	NASHUA	154 Daniel Webster HWY	Nashua	Hillsborough	bid canceled	bid canceled	\$34,875.00
DMAV	Adjutant General	Multiple Buildings	722 Riverwood Drive	Pembroke	Merrimack	bid canceled	bid canceled	\$68,391.00
DMAV	Adjutant General	PLYMOUTH RC	19 Armory Road	Plymouth	Grafton	bid canceled	bid canceled	\$18,513.00
DMAV	Adjutant General	PORTSMOUTH RC	801 McGee Drive	Portsmouth	Rockingham	bid canceled	bid canceled	\$12,249.00
DMAV	Adjutant General	RAYMOND BISSON	70 Rochester Hill Road	Rochester	Stafford	bid canceled	██████████\$2,578,450	\$17,865.00
DMAV	Adjutant General	ROCHESTER	106 Brock Street	Rochester	Stafford	bid canceled	██████████\$1,533,600	\$12,249.00
DNCR		DNCR HQ	172 Pembroke Road	Concord	Merrimack	bid canceled	bid canceled	N/A
DNCR		HAMPTON BEACH STATE PARK	160 Ocean Blvd.	Hampton	Rockingham	bid canceled	bid canceled	\$8,784.00
DNCR		HAMPTON BEACH STATE PARK	170 Ocean Blvd.	Hampton	Rockingham	bid canceled	bid canceled	\$8,784.00
DNCR		HAMPTON BEACH STATE PARK	171 Ocean Blvd.	Hampton	Rockingham	bid canceled	bid canceled	\$8,784.00
DNCR		HAMPTON BEACH STATE PARK	180 Ocean Blvd.	Hampton	Rockingham	bid canceled	bid canceled	\$8,784.00
DNCR		HAMPTON BEACH STATE PARK	60/280 Ocean Blvd.	Hampton	Rockingham	bid canceled	██████████\$5,554,150	\$8,784.00
DNCR		Monadnock HQ	169 Poole Road	Jaffrey	Cheshire	bid canceled	██████████\$2,560,000	N/A
DAS	Central Facilities Bureau	Main Building	105 Pleasant Sreet	Concord	Merrimack	bid canceled	bid canceled	\$9,855.00
DAS	Central Facilities Bureau	Annex Building	115 Pleasant Sreet	Concord	Merrimack	bid canceled	bid canceled	\$8,955.00
DAS	Central Facilities Bureau	PHILBROOK BUILDING	121 South Fruit Street	Concord	Merrimack	bid canceled	bid canceled	\$36,180.00
DAS	Central Facilities Bureau	LAUNDRY BUILDING	127 Pleasant Street	Concord	Merrimack	bid canceled	bid canceled	\$10,035.00
DAS	Central Facilities Bureau	TRANSPORTATION BUILDING	127A Pleasant Street	Concord	Merrimack	bid canceled	bid canceled	\$10,575.00
DAS	Central Facilities Bureau	PHILBROOK A & B BUILDING	129 South Fruit Street	Concord	Merrimack	bid canceled	██████████\$5,023,100	\$9,225.00
DAS	Central Facilities Bureau	Brown Building	129 Pleasant Street	Concord	Merrimack	bid canceled	bid canceled	\$55,836.00
DAS	Central Facilities Bureau	WAREHOUSE BUILDING	131 Pleasant Street	Concord	Merrimack	bid canceled	bid canceled	\$6,750.00
DAS	Central Facilities Bureau	DoIT	27 Hazen Drive	Concord	Merrimack	bid canceled	bid canceled	N/A
DAS	Central Facilities Bureau	PAINT & CARPENTRY BUILDING	65 South Fruit Street	Concord	Merrimack	bid canceled	bid canceled	\$3,375.00
DAS	Central Facilities Bureau	GROUPS	79 South Fruit Street	Concord	Merrimack	bid canceled	bid canceled	\$7,515.00
DAS	Central Facilities Bureau	Thayer Building	97 Pleasant Sreet	Concord	Merrimack	bid canceled	bid canceled	\$15,075.00
Fish & Game		LANCASTER AMORY	GROVETON RD	LANCASTER	Coos	██████████\$3,117,515,000	bid canceled	\$10,602.00
Fish & Game		Region #2	200 Main St.	New Hampton	Belknap	bid canceled	bid canceled	\$4,050.00
Fish & Game		Region #3	225 Main St.	Durham	Stafford	bid canceled	bid canceled	\$5,400.00



Division of Procurement Support Services  
Bureau of Purchase Property

Gary S. Lunetta  
Director  
(603) 271-2201

RFB Bid Summary

Fish & Game			204 Main St.	New Hampton	Belknap	bid canceled	bid canceled	\$4,050.00
Lottery Commission		Headquarters	14 Integra Drive	Concord	Merrimack	bid canceled	bid canceled	\$12,132.00
NH Veteran's Home			139 WINTER STREET	TILTON	Belknap	bid canceled	bid canceled	\$109,539.00
<b>Section 1 Contract Term Total:</b>						<b>\$95,489.50</b>	<b>\$329,543.00</b>	<b>\$457,092.00</b>
<b>Section 1 Total Number of Locations Bid:</b>						<b>10</b>	<b>14</b>	<b>22</b>

	Thayer LLC	Alliance Group Services, LLC		Expiring Contracts
<b>Number of locations</b>	10	14	<b>Number of locations</b>	22
<b>Estimated annual spend</b>	\$21,219.89	\$73,231.78	<b>Expiring contract annual</b>	\$101,576.00
<b>Estimated term spend</b>	\$95,489.50	\$329,543.00	<b>Expiring contract term</b>	\$457,092.00
<b>Add allowance for balance of product line</b>	\$23,872.38	\$82,385.75	<b>Cost Savings</b>	\$32,059.50
<b>Recommended price limitation</b>	\$119,361.88	\$411,928.75	<b>Delta: new vs. expiring</b>	7%

Recommendation Summary	
Statewide Contract or Amendment	Statewide Contract
Term of Contract	5 years with option to extend for 2 years
Total Price Limitation	\$531,290.63
Number of Compliant Responses	2
Number of Sourced bidders	50
Number of NIGP Vendors Sourced	89
Number of non-responsive bidders	137
P-37 Checklist Complete	Yes
D&B Report Attached	No
Method of Payment (P-card/ACH)	P-card and ACH
FOB Delivered	Yes
Expiring Contracts Price Limitation	\$457,092.00
Total Cost Savings (\$/%)	\$32,059.50   7%
Special Notes:	The requested price limitation includes an allowance of \$82,385.75 (25%) to add new locations, new equipment, and address unplanned purchases or repairs under the contractor's balance of product line during the life of the contract. The State received a cost savings of 7% or \$32,059.50 when compared to the expiring contract's (Contract 8002589) pricing despite material costs associated with HVAC repair continuing to trend upwards of 20-25%. Additional locations that were not awarded from this bid are being bid under RFB 2857-24 which is due to close on December 13, 2023, to permit further cost savings to the State.

FORM NUMBER P-37 (version 2/23/2023)

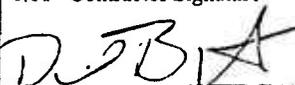
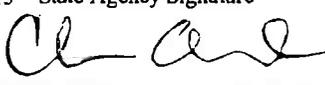
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name Department of Administrative Services Bureau of Purchase and Property		1.2 State Agency Address 25 Capitol Street, Room 102 Concord, NH 03301	
1.3 Contractor Name Alliance Group Services, LLC		1.4 Contractor Address 6 David Drive, PO Box 666 Essex Jct., VT 05453	
1.5 Contractor Phone Number 888-842-4822	1.6 Account Unit and Class Various	1.7 Completion Date 6/30/2028	1.8 Price Limitation \$411,928.75
1.9 Contracting Officer for State Agency Jonah Rosa		1.10 State Agency Telephone Number (603) 271-2550	
1.11 Contractor Signature  Date: 11/15/23		1.12 Name and Title of Contractor Signatory Daniel Bartlett PM Sales Consultant	
1.13 State Agency Signature  Date: 12/16/23		1.14 Name and Title of State Agency Signatory Charles M. Arlinghaus, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)  By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable)  By: <i>Duncan A. Edgar</i> On: December 6, 2023			
1.17 Approval by the Governor and Executive Council (if applicable)  G&C Item number: _____ G&C Meeting Date: _____			

**2. 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 B 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, 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 1.13 ("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.

3.3 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. 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 by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C which is incorporated herein by reference.

5.2 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. 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.

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 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

**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 applicable 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 employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4 The Contractor 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 this Agreement and all rules, regulations and orders pertaining to 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 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

**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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

**9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar 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. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

**10. PROPERTY OWNERSHIP/DISCLOSURE.**

10.1 As used in this Agreement, the word "Property" shall mean all data, 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.

10.2 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.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

**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.**

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

Contractor Initials DB

Date 11/15/23

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial 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 or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 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 any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 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. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any 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.** A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

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. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. **THIRD PARTIES.** This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. **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.

23. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. **FURTHER ASSURANCES.** The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. **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.

26. **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 with respect to the subject matter hereof.

**EXHIBIT A - SPECIAL PROVISIONS**

There are no special provisions of this contract.

Contractor Initials DB

Date 11/15/23

## EXHIBIT B - SCOPE OF SERVICES

### 1. INTRODUCTION:

Alliance Group Services, LLC (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire (hereinafter referred to as the "State") with HVAC Preventative Maintenance and Repair Services in accordance with the bid submission in response to State Request for Bid 2828-24 and as described herein.

### 2. CONTRACT DOCUMENTS:

This Contract consists of the following documents ("Contract Documents"):

- State of New Hampshire Terms and Conditions, General Provisions Form P-37
- EXHIBIT A Special Provisions
- EXHIBIT B Scope of Services
- EXHIBIT C Method of Payment
- EXHIBIT D Scope of Work – DMAVS
- EXHIBIT E Scope of Work – DOS
- EXHIBIT F Scope of Work – CFB
- EXHIBIT G RFB 2828-24
- EXHIBIT H Contractor's Bid Response

In the event of any conflict among the terms or provisions of the documents listed above, the following order of priority shall indicate which documents control: (1), Form Number P-37 as modified by EXHIBIT A "Special Provisions, (2) EXHIBIT B "Scope of Services," (3) EXHIBIT C "Method of Payment," (4) EXHIBIT D "Scope of Work – DMAVS", (5) EXHIBIT E "Scope of Work – DOS", (6) EXHIBIT F "Scope of Work – CFB", (7) EXHIBIT G "RFB 2828-24," and (8) EXHIBIT H "Contractor's Bid Response."

### 3. TERM OF CONTRACT:

The term of the contract shall commence on January 1, 2024, or upon approval of the Governor and Executive Council, whichever is later, through June 30, 2028, a period of approximately four and a half (4.5) years.

The Contract may be extended for up to an additional two (2) years thereafter upon the same terms, conditions, and pricing structure with the approval of the Governor and Executive Council.

The maximum term of the Contract (including all extensions) cannot exceed seven (7) years.

### 4. SCOPE OF WORK:

Contractor shall supply all labor, tools, transportation, materials, equipment, permits, and technician certifications as necessary and required to perform HVAC Preventative Maintenance and Repair services as described herein and according to Exhibit D, Exhibit E, and Exhibit F. The preventative maintenance and repairs shall be in compliance with the manufacturer's specifications and the following at a minimum. The Contractor shall create a recommended schedule for preventative maintenance and send electronically to the respective State site representative. The Contractor must be licensed to work in the State of New Hampshire, have a minimum of Five (5) years' verifiable commercial experience in HVAC maintenance and repair. Technicians employed by the Contractor must have a State of New Hampshire Gas Fitter's license. The Contractor must be certified by the manufacturers to work on any of the equipment described in this bid and able to provide the certificates as applicable.

The Contractor shall provide annual fall preventative maintenance of the unit heaters (UH) and cabinet unit heaters (CUH) as described herein. The maintenance inspection shall include the following services:

- Inspect grilles, coils, fan, blower wheels, etc. Clean as needed.
- Lubricate fan and motor bearings as required Check motor volts/amps.
- Check belts and sheaves where applicable.
- Check/clean drains, pans, condenser pumps where applicable.
- Check and tighten all electrical connections.

- Check unit-operating conditions.
- Check/inspect heat exchanger for overall condition and safe functionality.
- Replace condensate acid neutralizing media 1x/year during Fall PM.
- Check gas valve and associated controls where applicable.
- Check and tighten electric heater connections Check amps/volts where applicable.
- Check filters on CUH units, replace 1x/year during Fall PM.
- Check any outdoor air or mixing dampers for proper operations where applicable.
- Check fan assemblies.
- Check burner interlock controls.
- Check and tighten all mounting hardware.
- Check overall operation.
- Check operating controls.
- Check for overall safe and proper operation of equipment.
- Report any deficiencies found to on-site personnel.

The Contractor shall provide semi-annual preventative maintenance of the air handler systems to include air handlers (AHU's), energy recovery ventilators/Units (ERV's/ERU's), and Fan Coil Units (FCU's/FC's) 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 sequence of operations and internal controls.
- Inspect all heating and cooling coils. Clean as needed.
- Inspect all condensation pans and check to ensure that pans are pitched correctly for proper drainage. Clean as needed.
- Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order. Where applicable.
- 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.
- Inspect and clean/flush condensate pumps where applicable.
- Inspect energy recovery wheels and/or desiccant media cores Where Applicable. Report any deficiencies to agency.
- Replace contractor provided air filters 2x/year during scheduled PMs.
- Check humidifier strainer where applicable.
- Check and clean humidifier float assembly where applicable.
- Check humidifier level controls where applicable.
- Check and clean humidifier drain/pan where applicable.
- Check humidifier heating elements where applicable.
- Check all humidifier controls where applicable.

- Check and clean outside air intakes.
- Check for any unusual noises or vibrations.
- Check structural integrity of the unit.
- Replace contractor provided belts 1x/year during the Fall PM.

The Contractor shall provide semi-annual ductless split Heat-Pump Systems maintenance as required to maintain them in proper operating condition by providing, at a minimum, the following services:

- Inspect overall condition of units (indoor and outdoor).
- Check and record volts/amps of compressors.
- Check and record volts/amps of condenser fan motor(s).
- Check starter and contact surfaces.
- Check and record operating temperatures.
- Check refrigerant charge/pressures on units as needed based on unit operations.
- Check moisture indicators and sight glasses.
- Check oil levels 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 internal operating controls.
- Check and tighten all electrical connections.
- Lubricate motors/bearings where applicable.
- Inspect and clean condenser coil(s). Contractor shall provide and utilize condenser coil cleaner. The coils must be thoroughly 1x/year during the spring PM.
- Check cap tubes/piping for chafing.
- Check crankcase heaters.
- Visually check for signs of oil and refrigerant leaks.
- Check for any unusual noises or vibrations.
- Check structural integrity of the unit.
- Clean indoor evaporator washable air filters during both semi-annual PM's.
- Inspect evaporator and condenser coils for condition and signs of leaks.
- Operate unit from thermostat and ensure proper operations.
- Check crankcase heaters' operations where applicable.

The contractor shall provide annual fall exhaust fans (EF) maintenance to include at a minimum the following:

- Replace contractor provided belts 1x/year during the Fall PM.
- Inspect unit for overall condition.
- Check motor amp draw to nameplate.
- Inspect and tighten all electrical connections.
- Check bearings to ensure proper operations. Lubricate as needed.
- Inspect fan/blower for overall condition.
- Inspect motor and fan/blower sheave and pulley for overall condition and signs of uneven wear.

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 bypass 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

In the spring 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.

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 1<sup>st</sup> or shut down after September 30<sup>th</sup>, the State will be responsible for cooling tower draining and refilling in the event of freezing temperatures.

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.

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.**

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.

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.

The Contractor shall test and provide water treatment of the glycol system for PH, specific gravity, freeze point and glycol percentage. The Contractor shall treat the glycol loop to maintain proper PH, and inhibitor levels. The Contractor shall provide complete chemical water treatment of the cooling towers, condenser water and chilled water loops. Monthly water treatment reports shall be submitted to the corresponding State representative and should include at a minimum:

- PH
- Dissolved solids
- Alkalinity

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.

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.

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.

The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the agency contact.

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.

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. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three (3) hours from any overtime payment.

Request to repair and/or replace parts shall be approved by the State Agency or his/her designated representative(s). 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 State Agency or his/her designated representative(s).

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 Agency or his/her designated representative(s).

The Contractor shall present two (2) 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 State Agency or his/her designated representative(s), on or before January 30th of the following year.

The Agency shall provide the Contractor with all pertinent information regarding the requirements for services within two (2) 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.

**5. EMERGENCY REPAIRS:**

Emergency repairs are defined as urgent, have impacted the safety of personnel, or impacted the operational capability of the State and are needed within 24 – 48 hours of notification to the Contractor. The Contractor shall provide repair rates at the hourly rates for the State facilities listed herein. Agencies shall request services by issuing a Request for Quote (RFQ) with scope of work detailing as much information about the repair as available.

Requests for emergency repairs and/or replace parts shall be approved in advance by the State representative. Materials shall be invoiced not to exceed 10% above Contractor' cost. All replacement parts shall be new and of the same quality 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 State representative.

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 representative.

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 and certified technicians 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 determined to be caused by the Contractor, the State may at their discretion deduct a portion of the additional time.

**6. OTHER REPAIRS / REPLACEMENTS (NON-EMERGENCY):**

The Contractor shall provide repair rates at the hourly rates for the State facilities listed herein for other repairs that are not a part of preventative maintenance and are not emergency repairs. Agencies shall request services by issuing a Request for Quote (RFQ) with scope of work detailing as much information about the repair as available.

Requests to repair and/or replace parts shall be approved in advance by the State representative. Materials shall be invoiced not to exceed 10% above Contractor's cost. All replacement parts shall be new and of the same quality 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 State representative.

The Contractor shall, after each visit and before leaving the job site, present a written summary of the work performed and obtain signature thereon from the State representative.

**7. ADDITIONAL REQUIREMENTS:**

Unless otherwise stated in the Scope of Services, all services performed under this Contract(s) shall be performed between the hours of 8:00 A.M. and 4:00 P.M. for State business days, 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-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall 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 shall 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' 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. Approval by the State must be received prior to a sub-contractor starting any work.

**8. USAGE REPORTING:**

The Contractor shall submit a quarterly and annual usage report for analysis for each state agency or eligible participant. Reports are due no later than 30 days after the end of each calendar quarter to Jonah Rosa at the Bureau of Purchase and Property and sent electronic to [Jonah.L.Rosa@DAS.NH.Gov](mailto:Jonah.L.Rosa@DAS.NH.Gov). At a minimum, the Report shall include:

- Contract Number
- Utilizing Agency and Eligible Participant
- Services/Products Purchased (showing the manufacturer, item, part number, and the final cost.)
- Recycling documentation with respect to content used in the manufacture, development and distribution process of goods and services sold. This report shall include but not be limited to:
  - Percentage of recycled materials contained within finished products
  - Percentage of waste recycled throughout the manufacturing process
  - Types and volume of packaging used for transport
  - Any associated material avoided and/or recycled as applicable under contract
  - A standardized reporting form will be provided after contract award
- Total Cost of all Services/Products Purchased. Ability to sort by agency/eligible participant.
- Preferred in Excel format

**9. OBLIGATIONS AND LIABILITY OF THE CONTRACTOR:**

The Contractor shall provide all HVAC Preventative Maintenance and Repair Services strictly pursuant to, and in conformity with, the specifications described in State RFB #2828-24, as described herein, and under the terms of this Contract.

It is the responsibility of the Contractor to maintain this contract and New Hampshire Vendor Registration with up to date contact information.

Contract specific contact information (Sales contact, Contractor contract manager, etc.) shall be sent to the State's Contracting Office listed in Box 1.9 of Form P-37.

Additionally, all updates i.e., telephone numbers, contact names, email addresses, W9, tax identification numbers are required to be current through a formal electronic submission to the Bureau of Purchase and Property at: [https://das.nh.gov/purchasing/vendorregistration/\(S\(q0fzcv55qhaeqs45jpyq5i45\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(q0fzcv55qhaeqs45jpyq5i45))/welcome.aspx).

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

**10. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS:**

The Contractor certifies, by signature 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.

**11. CONFIDENTIALITY & CRIMINAL RECORD:**

Contractor Initials DB  
Date 11/15/23

If requested by the using agency, the Contractor and its 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 submitted to the individual using agency prior to the start of any work.

Contractor Initials DB

Date 11/15/23

**EXHIBIT C - METHOD OF PAYMENT**

**12. CONTRACT PRICE:**

The Contractor hereby agrees to provide HVAC Preventative Maintenance and Repair Services in complete compliance with the terms and conditions specified in Exhibit B for an amount up to and not to exceed a price of \$411,928.75; this figure shall not be considered a guaranteed or minimum figure; however, it shall be considered a maximum figure from the effective date through the expiration date as indicated in Form P-37 Block 1.7.

**13. PRICING STRUCTURE:**

Should an agency choose to only receive one semi-annual service it is understood that the cost will be half of the annual rate.

Agency	Division / Bureau / District	Facility Name	Address	Town	Year 1 Annual Rate (Jan. 2024 - Dec. 2024)	Year 2 & 3 Annual Rate (Jan. 2025 - Dec. 2026)	Year 4 & 5 Annual Rate (Jan. 2027 - Dec. 2028)
DES		Multiple Buildings	70 and 72 Silk Farm Rd.	Concord	\$3,380.00	\$3,482.00	\$3,586.00
DOS	Fire Standards and Training	STORAGE BUILDING	110 SMOKEY BEAR BLVD	CONCORD	\$270.00	\$280.00	\$290.00
DOS		WINDHAM WEIGH STATION	I-93 N & S	WINDHAM	\$966.00	\$995.00	\$1,025.00
DOS		Kearsarge (Hike Access)		Warner	\$1,388.00	\$1,430.00	\$1,473.00
DOS		IPOC Shelter	Smokey Bear Blvd	Concord	\$992.00	\$1,022.00	\$1,053.00
DMAV	Adjutant General	Multiple Buildings	1 Minute Man Way	Concord	\$31,753.00	\$32,706.00	\$33,687.00
DMAV	Adjutant General	FMS ROCHESTER	86 Brock Street	Rochester	\$7,080.00	\$7,293.00	\$7,512.00
DMAV	Adjutant General	FRANKLIN RC	300 South Main Street	Franklin	\$4,467.00	\$4,601.00	\$4,739.00
DMAV	Adjutant General	LITTLETON FMS	350 Meadow Street	Littleton	\$8,884.00	\$9,151.00	\$9,425.00
DNCR		HAMPTON BEACH STATE PARK	60/280 Ocean Blvd.	Hampton	\$1,194.00	\$1,230.00	\$1,267.00
DNCR		Monadnock HQ	169 Poole Road	Jaffrey	\$550.00	\$567.00	\$584.00
DAS	Central Facilities Bureau	PHILBROOK A & B BUILDING	129 South Fruit Street	Concord	\$1,080.00	\$1,112.00	\$1,146.00
Fish & Game		Region #2	200 Main St.	New Hampton	\$421.00	\$434.00	\$447.00
Fish & Game			204 Main St.	New Hampton	\$421.00	\$434.00	\$447.00

Labor Rates per hour / per person by County							
	Belknap	Carroll	Cheshire	Coos	Grafton	Hillsborough	Merrimack
Normal Business Hours (Monday through Friday; 8:00 am to 4:30 pm) *excludes State holidays	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00
After Normal Business Hours (Monday through Friday; 4:31 pm to 7:59 am) *excludes State holidays	\$148.50	\$148.50	\$148.50	\$148.50	\$148.50	\$148.50	\$148.50
Saturday, Sunday, and Holidays (8:00 am to 4:30 pm)	\$148.50	\$148.50	\$148.50	\$148.50	\$148.50	\$148.50	\$148.50
Saturday, Sunday, and Holidays (4:31 pm to 7:59 am)	\$148.50	\$148.50	\$148.50	\$148.50	\$148.50	\$148.50	\$148.50
*Holidays shall be based on State designated holidays							

Contractor Initials DB  
Date 11/15/23

**14. INVOICE:**

Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include the following at a minimum:

- Brief description of the work completed
- Location of where the work was completed (i.e., State Agency name, address, room number, etc.)
- Hourly labor rate and total hours to complete the work on-site
- Level of labor rate (i.e., apprentice, supervisor, manager, etc.)
- Materials cost to the Contractor vs. materials cost to the State (reflects total price not to exceed a 10% markup)
- Cost of equipment rentals as needed
- Subcontractor costs as needed

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

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

**15. PAYMENT:**

Payments may be made via ACH or P-Card. Use the following link to enroll with the State Treasury for ACH payments: <https://www.nh.gov/treasury>.

Contractor Initials DB  
Date 11/15/23

## EXHIBIT D - SCOPE OF WORK DMAVS

1. The Contractor shall provide the Department of Military Affairs and Veterans Services (DMAVS) with "preventative maintenance" and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices in compliance with the manufacturer's specifications and the following at a minimum.
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.
3. The Contractor shall provide on annual fall cleaning and inspections of all heating systems including RTUs, boilers, furnaces, Modine style heating units with gas Trane and domestic hot water tanks as described below:
  - 3.1. Remove all cleaning access panels.
  - 3.2. Wire brush and vacuum all fireside surfaces free of soot.
  - 3.3. Wash coat all refractory; perform patching of refractory as required
  - 3.4. Replace all gasketing as required.
  - 3.5. Reseal boiler access panels.
  - 3.6. Inspect all burners; replace spark ignitors and flame sensors Adjust spark gap and test pilots.
  - 3.7. Clean condensate neutralizers and replace media
  - 3.8. Test fire all burners and provide test results
  - 3.9. Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs.
  - 3.10. Test and ensure that all operating controls for the respective heating systems are working properly.
  - 3.11. Collect and properly dispose of all waste products that result from the cleaning or repairs to the above-mentioned boilers.
  - 3.12. Change oil, replace air and oil filters and inspect belts on air compressors. Test to ensure proper operation.
4. NOTE\*: For all sites with glycol systems, 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 -25 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.
5. The Contractor shall provide an annual fall maintenance inspection of the backflow devices on mechanical equipment, 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:
  - 5.1. Lubricate fan and motor bearings where applicable.
  - 5.2. Brush or vacuum grilles, coils, fans, fin tubes, etc.
  - 5.3. Check belts and sheaves where applicable
  - 5.4. Check steam traps, valves, etc. where applicable
  - 5.5. Check and tighten all electrical connections.
  - 5.6. Check all control operations.
  - 5.7. Lubricate and adjust dampers and linkages.
  - 5.8. Check heat exchanger for leaks where applicable
  - 5.9. Check gas valve and controls where applicable
  - 5.10. Check and tighten electric heater connections.
  - 5.11. Check amps/volts where applicable
  - 5.12. Check & replace filters.
  - 5.13. Check fan assemblies.
  - 5.14. Check and tighten all mounting hardware.
  - 5.15. Check overall operations.
  - 5.16. Check hardware and gaskets.
  - 5.17. Test backflow devices on all boilers chillers and provide test results

6. 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.

7. 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:

- 7.1. Brush, vacuum or clean grills, coils and fans
- 7.2. Lubricate fan and motor bearings where applicable
- 7.3. Check/replace belts and sheaves where applicable
- 7.4. Check and tighten all electrical connections.
- 7.5. Check all control operations.
- 7.6. Lubricate and adjust any dampers or linkages
- 7.7. Check amps/volts where applicable
- 7.8. Check fan assembly
- 7.9. Check and tighten all mounting hardware.
- 7.10. Check overall operation.

8. The Contractor shall provide an annual inspection in the spring (March - May) of the air handler systems. Inspections shall include the following:

- 8.1. Check bearings for wear.
- 8.2. Checking fans and fan shafts for proper balance
- 8.3. Checking all belts for proper tension, alignment and wear
- 8.4. Checking all air handling systems for proper flow, operation and control sequence. All related controls are included.
- 8.5. Clean all heating and cooling coils
- 8.6. Clean and scrub all condensation pans and check to make sure that pans are pitched correctly for proper drainage
  - 8.6.1. Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
- 8.7. Check all sheaves for proper alignment
- 8.8. Check and tighten all electrical terminations
- 8.9. Check contacts for wear
- 8.10. Check and record motor current against nameplate
- 8.11. Check all safety controls
- 8.12. Lubricate motors/bearings where applicable
- 8.13. Check fan wheels - clean as required
- 8.14. Check fan scrolls - clean as required
- 8.15. Check fan bearing supports
- 8.16. Check motor supports
- 8.17. Check damper operation
- 8.18. Check damper linkages
- 8.19. Check motor damper operation
- 8.20. Inspect and clean condensate pumps where applicable
- 8.21. Replace air filters (**Contractor shall provide filters; Filters to meet or exceed existing filters for efficiency and quality**)
- 8.22. Check humidifier strainer where applicable
- 8.23. Check and clean humidifier float assembly
- 8.24. Check humidifier level controls
- 8.25. Check and clean humidifier drain/pan

- 8.26. Check humidifier heating elements
  - 8.27. Check all humidifier controls
  - 8.28. Check and clean outside air intakes
  - 8.29. Check for any unusual noises or vibrations
  - 8.30. Check structural integrity of the unit.
9. 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:
- 9.1. Check and record volts/amps of compressors
  - 9.2. Check and record volts/amps of condenser fan motor where applicable
  - 9.3. Check starter and contact surfaces
  - 9.4. Check and record operating temperatures
  - 9.5. Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
  - 9.6. Check moisture indicators and sight glasses
  - 9.7. Check oil level
  - 9.8. Check oil contamination
  - 9.9. Check all belts where applicable
  - 9.10. Check all safety controls
  - 9.11. Check superheat and adjustment
  - 9.12. Check hot gas bypass controls where applicable
  - 9.13. Check head pressure controls where applicable
  - 9.14. Check unloader operation where applicable
  - 9.15. Check all operating controls
  - 9.16. Check and tighten all electrical connections
  - 9.17. Lubricate motors/bearings where applicable
  - 9.18. Inspect and clean condenser coil
  - 9.19. Check water cooled condenser coil where applicable
  - 9.20. Check water regulating valve where applicable
  - 9.21. Check cap tubes/piping for chafing
  - 9.22. Check crankcase heaters
  - 9.23. Visual check for oil refrigerant leaks
  - 9.24. (Contractor shall be responsible for the removal and disposal of any used refrigerant)
  - 9.25. Check fan wheels - clean as required
  - 9.26. Check fan scrolls - clean as required
  - 9.27. Check fan sheave wear
  - 9.28. Check fan sheave alignment
  - 9.29. Check fan bearing supports
  - 9.30. Check motor supports
  - 9.31. Check damper operation
  - 9.32. Check damper linkages
  - 9.33. Check motor damper operation
  - 9.34. Inspect and clean evaporator coils
  - 9.35. Inspect and clean condensate pans
  - 9.36. Inspect and clean condensate pumps where applicable

- 9.37. Replace air filters (Contractor shall provide filters; Air filters to meet or exceed existing filters for efficiency and quality)
- 9.38. Check humidifier strainer where applicable
- 9.39. Check and clean humidifier float assembly
- 9.40. Check humidifier level controls
- 9.41. Check and clean humidifier drain/pan
- 9.42. Check humidifier heating elements
- 9.43. Check all humidifier controls
- 9.44. Check and clean outside air intakes
- 9.45. Check for any unusual noises or vibrations
- 9.46. Check structural integrity of the unit
- 9.47. Check glycol level if applicable

10. 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),

- 10.1. 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
- 10.2. Check operational sequence of all VAV's, and related preheat, reheat and radiation valves and motors
- 10.3. Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
- 10.4. Test and calibrate all devices including but not limited to thermostats, actuators, controls, dampers, valves, variable air volume devices
- 10.5. Make back-up copies of software configurations and operating system. Provide customer with access to most recent copy.
- 10.6. Check and record and system abnormalities or deficiencies

11. The Contractor shall provide an annual inspection in the spring (March - May) of the pneumatic systems including all components as described below. The automatic temperature control system services shall consist, at a minimum, the following services:

- 11.1. Calibrate all transmitter receiver gauges and controllers
- 11.2. Check all PE switches, solenoid air valves and limit controls
- 11.3. Check all control valves and pilot positioners
- 11.4. Check operation of all auxiliary devices
- 11.5. Review HVAC system sequence of operation
- 11.6. Check all dampers and lubricate
- 11.7. Check operational sequence of all YAY's, CAY's and related preheat, reheat and radiation valves and motors, if equipment is not working notify maintenance mechanics
- 11.8. Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
- 11.9. Check all room thermostats
- 11.10. Check time clock operation and settings
- 11.11. Check particle filters and oil filters (change as required)
- 11.12. Check pressure reducing valve settings
- 11.13. Check low-pressure safety valve
- 11.14. Check air dryer refrigerant pressure/temperatures
- 11.15. Check air dryer drain tap and by pass valves
- 11.16. Drain air compressor tank and check traps
- 11.17. Check air compressor oil pressure
- 11.18. Check air compressor belt and sheaves (change as required); Change air compressor suction filter as required.

- 11.19. Check air compressor unloaders and check valve
  - 11.20. Check air compressor operating controls including PE switch, starter and alternator
  - 11.21. Check air compressor high-pressure safety valve
  - 11.22. Repair or replace all defective components
  - 11.23. Change oil, replace air and oil filters and inspect belts on air compressors. Test to ensure proper operation.
12. 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:
- 12.1. Inspect electrical connections and contactors
  - 12.2. Check couplings for alignment and wear and realign or replace when necessary
  - 12.3. Lubricate all bearings
  - 12.4. Check packing and adjust if necessary
  - 12.5. Clean strainers
  - 12.6. Check impeller and wearing rings, check for any bearing wear
  - 12.7. Check gaskets
  - 12.8. Check for proper operation
  - 12.9. Check for any improper vibration or noise
  - 12.10. Tighten all nuts and bolts
  - 12.11. Check and tighten all electrical terminations
  - 12.12. Check contacts for wear
  - 12.13. Check and record motor current against nameplate
  - 12.14. Check motor mounts and vibrator pads.
13. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of Andy Nash, Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician.
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. 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).
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 (3) 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 (3) hours from any overtime payment.
16. Request to repair and/or replace parts shall be approved by Andy Nash, Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician. 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 Andy Nash, Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician.
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 signature thereon from Andy Nash, Facilities Supervisor, DMAVS or his designated representative.
18. The Contractor shall present two (2) 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 Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician, on or before January 15 of the following year.
19. Andy Nash, Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician shall:
- 19.1. Provide the Contractor with all pertinent information regarding the requirements within two (2) working days of receiving a request for information from the Contractor.
  - 19.2. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the Contractor's work.

Contractor Initials DB

Date 11/15/23

20. If applicable, as determined by the Department of Military Affairs and veterans Services, 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.

Contractor Initials DB

Date 11/15/23

## EXHIBIT E - SCOPE OF WORK DOS

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 owned by the State of New Hampshire.
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.
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 Contractor shall supply the filters and 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
  - Replace belts annually. Contractor shall include the replacement price in PM.
  - 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)

Contractor Initials DB  
 Date 11/15/23

- 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 Contractor shall supply the filters and 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
  - Replace belts annually. Contractor shall supply belts.
  - Filters changed at each PM. Contractor shall supply filters and include in pricing of PM
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 annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the agency contact.
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, at a minimum 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 (3) 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 (3) hours from any overtime payment.
11. 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 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, Department of Safety or his/her designated representative(s).
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 Administrator, Department of Safety or his/her designated representative(s).
13. The Contractor shall present two (2) 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 or his/her designated representative(s), on or before January 15th of the following year.
14. The Agency, shall:
- a. Provide the Contractor with all pertinent information regarding the requirements for services within two (2) 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.

## EXHIBIT F - SCOPE OF WORK CFB

1. The Contractor shall provide the Central Facilities Bureau with preventative maintenance, repair and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (Attachment 1, Section 3) 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 Attachment 1, Section 3. 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 is responsible for providing and replacing all air filters (including anti-microbial 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- The Contractor shall present two (2) 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 15th of the following year.
- The State shall:
  - Provide the Contractor with all pertinent information regarding the requirements for this contract within two (2) 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.

Contractor Initials DD  
 Date 11/15/23

**EXHIBIT G - RFB 2828-24**

RFB 2828-24 is incorporated here within.

Contractor Initials DB  
Date 11/15/23

**EXHIBIT H - CONTRACTOR'S BID**

Contractor's bid is incorporated here within.

Contractor Initials DB  
Date 11/15/23

**State of New Hampshire**  
**Department of State**

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that ALLIANCE GROUP SERVICES, LLC is a Delaware Limited Liability Company registered to transact business in New Hampshire on June 22, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 728145

Certificate Number: 0006342915



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 7th day of November A.D. 2023.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan  
Secretary of State

**Alliance Group Services, LLC**  
*(Name of Business)*

**UNANIMOUS WRITTEN CONSENT  
OF MEMBERS IN LIEU OF MEETING**

The undersigned, being all of the members of Alliance Group Services, LLC, a New Hampshire limited liability company (the "Company"), in accordance with the New Hampshire Revised Limited Liability Company Act, RSA 304-C:1 *et seq.*, agree to waive all notice of the time, place, and purpose of a meeting of the members of the Company, and hereby adopt the following resolutions with the same force and effect as if such resolutions had been adopted at a meeting of members duly called and convened for such purpose on the date set forth below, with a full quorum present and acting throughout:

RESOLVED, that it is in the best interests of the Company to enter into the transactions contemplated by that certain Agreement (the "Agreement") to provide certain HVAC services to the State of New Hampshire upon the terms and conditions set forth therein, said Agreement being awarded to the Company as the result of State of New Hampshire Bid No. 2828-24;

RESOLVED, that the terms and conditions of the Agreement are hereby authorized, accepted, and approved;

RESOLVED, that Daniel Bartlett, in their capacity as a member of the Company, is hereby authorized to execute and deliver the Agreement in the name, and on behalf, of the Company;

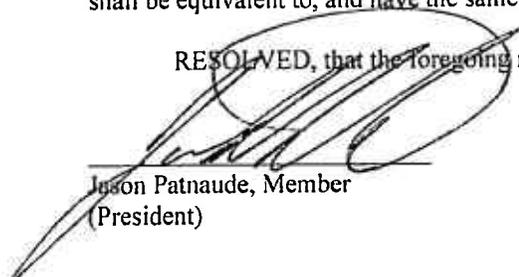
RESOLVED, that Daniel Bartlett, in their capacity as a member of the Company, is hereby authorized to execute and deliver any and all such other agreements, documents, or instruments and to take such other actions as may be necessary to consummate the transactions contemplated by the Agreement;

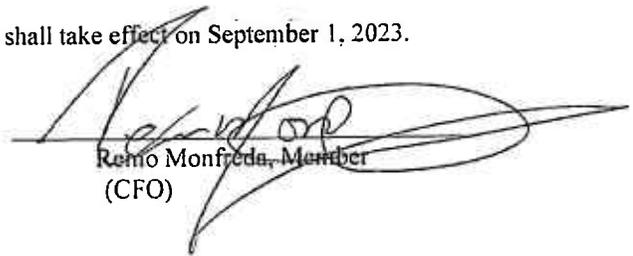
RESOLVED, that any other actions of Daniel Bartlett in furtherance of the foregoing resolutions, whether taken before or after the adoption or effectiveness of these resolutions, are hereby approved, confirmed, ratified, and adopted;

RESOLVED, that these resolutions may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument;

RESOLVED, that a facsimile or portable document format (PDF) signature on these resolutions shall be equivalent to, and have the same force and effect as, an original signature; and

RESOLVED, that the foregoing resolutions shall take effect on September 1, 2023.

  
Jason Patnaude, Member  
(President)

  
Remo Monfreda, Member  
(CFO)

**From:** [Dan Bartlett](#)  
**To:** [Rosa, Jonah](#)  
**Subject:** RE: State of NH Bid 2828-24 Award / HVAC Preventative Maintenance and Repair  
**Date:** Friday, November 17, 2023 10:33:35 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[Written Consent to State of NH.pdf](#)

**EXTERNAL:** Do not open attachments or click on links unless you recognize and trust the sender.

Jonah,  
See the email below from Remo verifying that the COA is still valid. Let me know if you are all set.

*Dan Bartlett*

Planned Maintenance Consultant

Alliance Group Services, LLC  
1494 Route 3A  
Suite 11  
Bow, NH 03304

(C) 802-318-1721  
(O) 802-662-5487

Hello,

This email is to confirm that the attached "written consent" authorizing Dan Bartlett to act on behalf of Alliance Group Services, LLC, is still in effect and valid as of today, November 17, 2023, and going forward.

Thank you.

**Remo Monfreda**

*CFO*



Mail: PO Box 666 | Essex Junction, VT 05453  
Ship: 6 David Drive | Essex Junction, VT 05452  
Main: 802-864-4000 | Direct: 802-857-5857  
[remom@agusa.com](mailto:remom@agusa.com) | [www.agusa.com](http://www.agusa.com)



---

**From:** Rosa, Jonah <Jonah.L.Rosa@das.nh.gov>  
**Sent:** Thursday, November 16, 2023 3:51 PM  
**To:** Dan Bartlett <danb@agusa.com>  
**Subject:** RE: State of NH Bid 2828-24 Award / HVAC Preventative Maintenance and Repair

Thank you, Dan. I see the attached Certificate of Authority is dated 9/1/2023, but the State requires this be no more than 30 days from the P37 signature date. Would you be able to provide a new certificate or an email from Jason Patnaude or Remo Monfreda confirming that the attached is still valid?

Best Regards,  
*Jonah Rosa*  
Purchasing Agent  
State of New Hampshire  
Department of Administrative Services  
Bureau of Purchasing and Property  
25 Capitol Street, RM 102  
Concord, NH 03301  
(603) 271-2550  
Email: [Jonah.L.Rosa@das.nh.gov](mailto:Jonah.L.Rosa@das.nh.gov)  
<https://das.nh.gov/purchasing>

Nominate an outstanding employee! Go to: <https://das.nh.gov/comm/das-employee-recognition-program.aspx>

---

**From:** Dan Bartlett <danb@agusa.com>  
**Sent:** Thursday, November 16, 2023 2:21 PM  
**To:** Rosa, Jonah <Jonah.L.Rosa@das.nh.gov>  
**Subject:** RE: State of NH Bid 2828-24 Award / HVAC Preventative Maintenance and Repair

**EXTERNAL:** Do not open attachments or click on links unless you recognize and trust the sender.

Jonah,  
See attached paperwork for the signed P37, COA & COI for bid 2828-24.

*Dan Bartlett*  
Planned Maintenance Consultant

Alliance Group Services, LLC  
1494 Route 3A

Suite 11  
Bow, NH 03304

(C) 802-318-1721  
(O) 802-662-5487

---

**From:** Rosa, Jonah <[Jonah.L.Rosa@das.nh.gov](mailto:Jonah.L.Rosa@das.nh.gov)>  
**Sent:** Wednesday, November 8, 2023 3:50 PM  
**To:** Dan Bartlett <[danb@agusa.com](mailto:danb@agusa.com)>  
**Subject:** State of NH Bid 2828-24 Award / HVAC Preventative Maintenance and Repair

Hi Dan,

I am sending this email to notify you that Alliance Group has been awarded the State of NH contract for HVAC Preventative Maintenance and Repair. Please review for accuracy and return the signed attached P37 form, Certificate of Authority (examples attached), and Certificate of Insurance no later than Friday, 11/17/2023. Please ensure the business name listed on the Certificate of Authority matches what is shown on the P-37. The bid response is attached as a reference so you may see that the language was copied over to the P-37 correctly. Thank you.

Best Regards,  
*Jonah Rosa*  
Purchasing Agent  
State of New Hampshire  
Department of Administrative Services  
Bureau of Purchasing and Property  
25 Capitol Street, RM 102  
Concord, NH 03301  
(603) 271-2550  
Email: [Jonah.L.Rosa@das.nh.gov](mailto:Jonah.L.Rosa@das.nh.gov)  
<https://das.nh.gov/purchasing>

Nominate an outstanding employee! Go to: <https://das.nh.gov/comm/das-employee-recognition-program.aspx>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hickok & Boardman, Inc 346 Shelburne Rd Burlington VT 05401	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 802-658-3500      FAX (A/C, No): 802-658-0541 E-MAIL ADDRESS: e-doc@hbinsurance.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC #	
<b>INSURED</b> ALLIGRO-01 Alliance Group Services, LLC DBA Alliance Mechanical P.O. Box 666 Essex Junction VT 05453	<b>INSURER A:</b> Nationwide Mutual Ins Co	
	<b>INSURER B:</b> Harlsville Ins Co	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

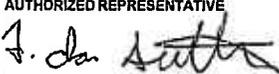
**COVERAGES**      **CERTIFICATE NUMBER: 1037102270**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			MPA0000004137BD	3/19/2023	3/19/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			BA0000004134BD	3/19/2023	3/19/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CMB0000004136BD	3/19/2023	3/19/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC0000004135BD	3/19/2023	3/19/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**      **CANCELLATION**

State of NH-Dept. of Admin Services Bureau of Purchase and Property 25 Capital St. Room 102 Concord NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**State of NH**

**HVAC Preventative Maintenance and Repair Services Bid**

**Bid # 2828-24**

**Bid Closing Date and Time: 11/2/2023 @ 11 AM**

**Purchasing Agent: Jonah Rosa**

**Date Submitted: 11/2/2023 @ 9 AM**

**This packet includes the following items in order**

- **Completed Transmittal Letter**
- **Initialed and dated RFP with vendor contact information**
- **Signed addendums 1 – 5**
- **Initialed and dated attachment 4: SOW Courts**
- **Initialed and dated attachment 5: SOW CFB**
- **Initialed and dated attachment 6: SOW DOC**
- **Initialed and dated attachment 7: SOW DMAV**
- **Initialed and dated attachment 8: SOW DOS**
- **Initialed and dated attachment 9: SOW CFB2**
- **Completed offer sheets 1, 2, 3**

**1494 Route 3A Suite 11 Bow, NH**

**Tel: 603-790-8272 \* Fax: 802-857-5019 \* [www.agusa.com](http://www.agusa.com)**

**STATE OF NEW HAMPSHIRE TRANSMITTAL LETTER**

Date: 11/1/23

Company Name: Alliance Group Services, LLC

Address: 1494 Route 3A Suite 11 Bow, NH 03304

To: Point of Contact: **Jonah Rosa**  
Telephone: **(603)-271-2550**  
Email: **NH.Purchasing@das.nh.gov**

RE: Bid Invitation Name: **HVAC Preventative Maintenance and Repair Services**

Bid Number: **2828-24**

Bid Posted Date (on or by): **9/29/2023**

Bid Closing Date and Time: **10/26/2023 @ 2:00 PM (EST)**

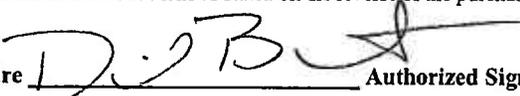
Dear **Mr. Rosa**,

[Insert name of signor] **Daniel Bartlett**, on behalf of **Alliance Group Services, LLC**, [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 # 2828-24 for HVAC 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 Closing 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.

This document shall be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

Authorized Signor's Signature  Authorized Signor's Title Planned maintenance consultant

**REQUEST FOR BID FOR HVAC PREVENTATIVE MAINTENANCE AND REPAIR  
SERVICES FOR THE STATE OF NEW HAMPSHIRE**

**1. PURPOSE:**

The purpose of this bid invitation is to establish a contract for HVAC preventative maintenance and repair services to the State of New Hampshire with services indicated in the SCOPE OF SERVICES and OFFER sections of this bid invitation, in accordance with the requirements of this bid invitation and any resulting contract.

**2. 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, and signed page one of the bid invitation.

**3. BID SUBMITTAL:**

All bids shall be submitted on this form (or an exact copy), shall be typed, or clearly printed in ink, and shall be received on or before the date and time specified on page 1 of this bid under "Bid Closing". Interested parties may submit a bid to the State of New Hampshire Bureau of Purchase and Property by email to [NH.Purchasing@DAS.NH.Gov](mailto:NH.Purchasing@DAS.NH.Gov). All bids shall 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.

**4. BID INQUIRIES:**

Any questions, clarifications, and/or requested changes shall be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid and shall be received in writing at the Bureau of Purchase and Property no later than 4:00 PM on the date listed in the timeline below. Questions shall not be submitted to anyone other than the Purchasing Agent or his/her representative. Bidders that submit questions verbally or in writing to any other State entity or State personnel shall be found in violation of this part and may be found non-compliant.

Questions shall be submitted by email to Jonah Rosa at [Jonah.L.Rosa@DAS.NH.Gov](mailto:Jonah.L.Rosa@DAS.NH.Gov).

Submissions shall clearly identify the bid Number, the Vendor's name and address and the name of the person submitting the question.

**5. 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 shall be marked as "Late" and shall not be considered in the evaluation process.

All offers shall remain valid for a period of one hundred 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.

**6. 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 shall 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: <https://apps.das.nh.gov/bidscontracts/bids.aspx>.

**7. TIMELINE:**

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

09/29/2023	Bid Solicitation distributed on or by
10/20/2023	Last day for questions, clarifications, and/or requested changes to bid
10/26/2023	2:00 PM (EST) Bid Closing
01/01/2024	Implementation of Contract

**8. TERMS OF SUBMISSION:**

All material received in response to this bid shall become the property of the State and shall 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.

A responding bid that has been completed and signed by your representative shall constitute your company's acceptance of all State of New Hampshire terms and conditions and shall legally obligate your company to these terms and conditions.

A signed response further signifies that from the time the bid is published (bid solicitation date and time) until a contract is awarded, no bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who shall select, evaluate, or award the RFB.

Furthermore, a signed response signifies that any terms and/or conditions that may be or have been submitted by the Vendor are specifically null and void and are not a part of this bid invitation or any awarded purchase order, even if said terms and/or conditions contain language to the contrary.

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.

CHAPTER ADM 600 PROCUREMENT AND PROPERTY RULES APPLY TO AND ARE MADE A PART HEREOF.

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.

**9. CONTRACT TERM:**

The term of the contract shall commence on January 1, 2024, or upon approval of the Governor and Executive Council, whichever is later, through June 30, 2028, a period of approximately four and a half (4.5) years.

The contract may be extended for up to an additional two years thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the successful Vendor and the State with the approval of the Governor and Executive Council.

**10. CONTRACT AWARD:**

The award shall be made to the Vendor(s) meeting the criteria established in this RFB and providing the lowest cost by location for section 1 and lowest cost in total for section 2 (Bureau of Courts). The State reserves the right to reject any or all bids or any part thereof. All award(s) shall be in the form of a State of New Hampshire Contract(s).

The State reserves the right to add or remove locations and/or equipment throughout the term of a resultant contract. The State shall submit a request for quote (RFQ) including a detailed scope of work to the successful Contractor for the addition of new locations and/or equipment. Quotes shall be consistent with pricing and service requirements contained herein and no service shall be performed until documented acceptance by the State is provided. Any addition of new equipment which constitutes a material change or increase in the assigned price limitation shall be effective upon approval of a contract amendment. Changes which do not constitute material change in scope of service or increased contract price limitation shall be effective upon written approval of the State.

Successful Vendor shall not be allowed to require any other type of order, nor shall the successful Vendor be allowed to require the filling out or signing of any other document by State of New Hampshire personnel.

**11. NOTIFICATION AND AWARD OF CONTRACT(S):**

Bid results shall not be given by telephone. For Vendors wishing to attend the bid closing, the names of the vendors submitting responses and pricing shall be made public. Other specific response information shall not be given out. Bid results shall be made public after final approval of the contract(s).

**Bid results may also be viewed on our website at <https://apps.das.nh.gov/bidscontracts/bids.aspx>.**

**For Vendors wishing to attend the bid closing: Names of the Vendors submitting responses and pricing shall be made public. In lieu of in person public bid openings the State shall conduct openings via electronic means until further notice.**

**12. LIABILITY:**

The State shall not be held liable for any costs incurred by Vendors in the preparation of bids or for work performed prior to contract issuance.

**13. PUBLIC DISCLOSURE OF BID OR PROPOSAL SUBMISSIONS:**

Generally, the full contents of any proposal (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and vendor presentations) become public information upon completion of final contract or purchase order negotiations with the selected vendor. Certain information concerning proposals, including but not limited to scoring, is generally available to the public even before this time, in accordance with the provisions of NH RSA 21-G:37.

Confidential, commercial or financial information may be exempt from public disclosure under RSA 91-A:5, IV. Any and all information contained in or connected to a bid or proposal that a Bidder considers confidential shall be clearly designated in the following manner:

**If the Bidder considers any portion of a submission confidential, they shall provide a separate copy of the full and complete document, fully redacting those portions by blacking them out and shall note on the applicable page or pages of the document that the redacted portion or portions are "confidential." Use of any other term or method, such as stating that a document or portion thereof is "proprietary", "not for public use", or "for client's use only", is not acceptable. In addition to providing an additional fully redacted copy of the bid submission to the person listed as the point of contact on Page one (1) of this document, the identified information considered to be confidential **must** be accompanied by a separate letter stating the rationale for each item designated as confidential. In other words, the letter must specifically state why and under what legal authority each redaction has been made. Submissions which do not conform to these instructions by failing to include a redacted copy (if required), by failing to include a letter specifying the rationale for each redaction, by failing to designate redactions in the manner required by these instructions, or by including redactions which are contrary to these instructions or operative law may be rejected by the State as not conforming to the requirements of the bid or proposal. Marking or designating an entire proposal, attachment or section as confidential shall neither be accepted nor honored by the State. Marking an entire bid, proposal, attachment or full sections thereof confidential without taking into consideration the public's right to know shall neither be accepted nor honored by the State.**

Notwithstanding any provision of this request for submission to the contrary, proposed pricing shall be subject to public disclosure REGARDLESS of whether or not marked as confidential.

If a request is made to the State by any person or entity to view or receive copies of any portion of a proposal, the State will assess what information it believes is subject to release; notify the Bidder that the request has been made; indicate what, if any, portions of the proposal or related material shall be released; and notify the Bidder of the date it plans to release the materials. To halt the release of information by the State, a Bidder must initiate and provide to the State, prior to the date specified in the notice, a court action in the Superior Court of the State of New Hampshire, at its sole expense, seeking to enjoin the release of the requested information.

By submitting a proposal, Bidders acknowledge and agree that:

- The State may disclose any and all portions of the proposal or related materials which are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this bid;
- The State is not obligated to comply with a Bidder's designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted in your proposal; and
- The State may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to a Bidder.

**14. TERMINATION:**

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

**15. VENDOR CERTIFICATIONS:**

All Vendors shall be duly registered as a vendor authorized to conduct business in the State of New Hampshire.

- **STATE OF NEW HAMPSHIRE VENDOR APPLICATION:** To be eligible for a contract award, a Vendor must have a completed Vendor Application Package 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: <https://DAS.NH.Gov/Purchasing>).
- **NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION:** To be eligible for a contract award, a Vendor that is a corporation, limited liability company, or other limited liability business entity (this excludes sole proprietors and general partnerships) must be registered to conduct business in the State of New Hampshire **AND** in good standing with the NH

Secretary of State. Please visit the following website to find out more about the requirements for registration with the NH Secretary of State: <https://sos.nh.gov/corporation-division/>.

- **CONFIDENTIALITY & CRIMINAL RECORD:** If Applicable, any employee or approved subcontractor of the Vendor who will be accessing or working with records of the State of New Hampshire shall be required to sign a Confidentiality and Non-Disclosure Agreement and a Release of Criminal Record Authorization Form. These forms shall be returned to the designated State agency prior to commencing any work.
- **CERTIFICATE OF INSURANCE:** Prior to being awarded a contract the Vendor shall be required to submit proof of comprehensive general liability insurance coverage prior to performing any services for the State. The coverage shall insure 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 State of New Hampshire workers' compensation insurance to the extent required by RSA Chapter 281-A.

#### **16. BID PRICES:**

Bid prices shall remain firm for the entire contract period and shall be in US dollars and shall include delivery and all other costs required by this bid invitation. Special charges, surcharges (including credit card transaction fees), or fuel charges of any kind (by whatever name) may not be added on at any time. Any and all charges **shall be built into your bid price** at the time of the bid. Unless otherwise specified, prices shall be F.O.B. DESTINATION, (included in the price bid), which means delivered to a state agency's receiving dock or other designated point as specified in this contract or subsequent purchase orders without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.

Per Administrative Rule 606.01(e) "if there is a discrepancy between the unit price and the extension price in a response to an RFP, RFB or RFQ, the unit price shall be binding upon the vendor".

Price decreases shall become effective immediately as they become effective to the general trade or the Vendor's best/preferred customer.

Updated published price list MUST be emailed to [Jonah.L.Rosa@DAS.NH.Gov](mailto:Jonah.L.Rosa@DAS.NH.Gov).

#### **17. AUDITS AND ACCOUNTING:**

The successful Vendor shall allow representatives of the State of New Hampshire to have complete access to all records for the purpose of determining compliance with the terms and conditions of this bid invitation and in determining the award and for monitoring any resulting contract.

At intervals during the contract term, and prior to the termination of the contract, the successful Vendor may be required to provide a complete and accurate accounting of all products and quantities ordered by each agency and institution and by political sub-divisions and authorized non-profit organizations.

#### **18. ESTIMATED USAGE:**

The quantities indicated in the offer section of this bid invitation are an estimate only for the State of New Hampshire's annual requirements. These quantities are indicated for informational purposes only and shall not be considered minimum or guaranteed quantities, nor shall they be considered maximum quantities. These quantities **do not** include any eligible participant usage.

#### **19. USAGE REPORTING:**

The successful Vendor shall be required to submit a quarterly and annual usage report for analysis for each state agency or eligible participant. Reports are due no later than 30 days after each end of each calendar quarter to Jonah Rosa at the Bureau of Procurement Services and sent electronic to [Jonah.L.Rosa@DAS.NH.Gov](mailto:Jonah.L.Rosa@DAS.NH.Gov). At a minimum, the Report shall include:

- Contract Number
- Utilizing Agency and Eligible Participant
- Services/Products Purchased (showing the manufacturer, item, part number, and the final cost.)
- Recycling documentation with respect to content used in the manufacture, development and distribution process of goods and services sold. This report shall include but not be limited to:
  - Percentage of recycled materials contained within finished products
  - Percentage of waste recycled throughout the manufacturing process
  - Types and volume of packaging used for transport
  - Any associated material avoided and/or recycled as applicable under contract
  - A standardized reporting form will be provided after contract award
- Total Cost of all Services/Products Purchased. Ability to sort by agency/eligible participant.

- In Excel format

**20. ESTABLISHMENT OF ACCOUNTS:**

Each State of New Hampshire agency shall have its own individual customer account number. There may also be instances where divisions or bureaus within an agency will need their own individual customer account numbers. Should any State of New Hampshire agency place an order under the contract, the successful Vendor agrees to establish an account within three business days from the date the order is placed. However, there shall be no delay in any shipment; the agency shall receive the items ordered in accordance with the delivery time required under this bid invitation, as if an account already exists for the agency.

**21. 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 under this contract whenever said sub-division or nonprofit agency so desires. These entities are autonomous and may participate at their sole discretion. In doing so, they are entitled to the prices established under the contract. However, they are solely responsible for their association with the successful Vendor. The State of New Hampshire assumes no liability between the successful Vendor and any of these entities.

**22. PAYMENT:**

Payments shall be made via ACH or Procurement Card (P-card = Credit Card) unless otherwise specified by the State of New Hampshire. Use the following link to enroll with the State Treasury for ACH payments: <https://www.nh.gov/treasury/state-vendors/index.htm> Eligible participants shall negotiate their own payment methods with the successful Vendor.

**23. INVOICING:**

Invoices shall be submitted to the corresponding State agency after completion of work.

**24. TERMS OF PAYMENT:**

Payment shall be made in full within thirty (30) days after receipt of the invoice and acceptance of the corresponding goods and/or services to the State's satisfaction.

**25. 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 such bid invitations are advertised on our website at: <https://apps.das.nh.gov/bidscontracts/bids.aspx>.

It is a prospective Vendor's responsibility to access our website to determine any bid invitation under which the Vendor desires to participate. It is also the Vendor's responsibility to access our website for any posted addenda.

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

It is the prospective Vendor's responsibility to forward a signed copy of any addendum requiring the Vendor's signature to the Bureau of Purchase and Property with the bid response.

In preparation of a bid response, the prospective Vendor shall:

- Provide pricing information as indicated in the "Offer" section; and
- Provide all other information required for the bid response (if applicable); and
- Complete the "Vendor Contact Information" section; and
- Complete the company information on the "Transmittal Letter" page, and sign under penalty of unsworn falsification in the space provided on that page.

It is the responsibility of the Vendor to maintain any awarded contract and New Hampshire Vendor Registration with up to date contact information.

Contract specific contact information (Sales contact, Contractor contract manager, etc.) shall be sent to the State's Contracting Office listed in Box 1.9 of Form P-37.

Additionally, all updates i.e., telephone numbers, contact names, email addresses, W9, tax identification numbers are required to be current through a formal electronic submission to the Bureau of Purchase and Property at: <https://www.das.nh.gov/purchasing/vendorresources.aspx>.

## 26. **IF AWARDED A CONTRACT:**

The successful Vendor shall 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 Signatory (if Vendor is not a sole proprietor)

- Provide certificate of insurance indicating the coverage amounts required by Section 14 of the Form Number P-37.
- Provide proof of sufficient workers' compensation insurance coverage or evidence of exemption from RSA Chapter 81-A.
- If the successful Vendor is a corporation, limited liability company, or other limited liability business entity, then provide a certificate of good standing issued by the NH Secretary of State or, for a newly incorporated, formed, or registered entity, a copy of the appropriate registration document certified by the NH Secretary of State.

## 27. **SPECIFICATIONS:**

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

## 28. **SITE VISITATION:**

Prior to bidding, it is each Vendor's responsibility to become thoroughly familiar with the sites of the intended service, to determine everything necessary to accomplish the services. Failure of the Vendor to make a site visit does not relieve the Vendor of responsibility to fully understand what is necessary to accomplish a successful and complete services. Coordinate site visits with the respective contact for each location on "Attachment 2: Equipment List" as needed.

## 29. **SCOPE OF SERVICES:**

Vendor shall supply all labor, tools, transportation, materials, equipment, permits, and technician certifications as necessary and required to perform HVAC Preventative Maintenance and Repair services as described herein. The preventative maintenance and repairs shall be in compliance with the manufacturer's specifications and the following at a minimum. The Vendor shall create a recommended schedule for preventative maintenance and send electronically to the respective State site representative. The Vendor must be licensed to work in the State of New Hampshire, have a minimum of Five (5) years' verifiable commercial experience in HVAC maintenance and repair. Technicians employed by the Vendor must have a State of New Hampshire Gas Fitter's license. The successful Vendor must be certified by the manufacturers to work on any of the equipment described in this bid and able to provide the certificates as applicable.

29.1. The Contractor shall provide annual fall preventative maintenance of the unit heaters (UH) and cabinet unit heaters (CUH) as described herein. The maintenance inspection shall include the following services:

- Inspect grilles, coils, fan, blower wheels, etc. Clean as needed.
- Lubricate fan and motor bearings as required Check motor volts/amps.
- Check belts and sheaves where applicable.
- Check/clean drains, pans, condenser pumps where applicable.
- Check and tighten all electrical connections.
- Check unit-operating conditions.
- Check/inspect heat exchanger for overall condition and safe functionality.
- Replace condensate acid neutralizing media 1x/year during Fall PM.
- Check gas valve and associated controls where applicable.
- Check and tighten electric heater connections Check amps/volts where applicable.
- Check filters on CUH units, replace 1x/year during Fall PM.
- Check any outdoor air or mixing dampers for proper operations where applicable.
- Check fan assemblies.
- Check burner interlock controls.
- Check and tighten all mounting hardware.
- Check overall operation.
- Check operating controls.
- Check for overall safe and proper operation of equipment.
- Report any deficiencies found to on-site personnel.

29.2. The Contractor shall provide semi-annual preventative maintenance of the air handler systems to include air handlers (AHU's), energy recovery ventilators/Units (ERV's/ERU's), and Fan Coil Units (FCU's/FC's) 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 sequence of operations and internal controls.
- Inspect all heating and cooling coils. Clean as needed.
- Inspect all condensation pans and check to ensure that pans are pitched correctly for proper drainage. Clean as needed.
- Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order. Where applicable.
- 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.
- Inspect and clean/flush condensate pumps where applicable.
- Inspect energy recovery wheels and/or desiccant media cores Where Applicable. Report any deficiencies to agency.
- Replace contractor provided air filters 2x/year during scheduled PMs.
- Check humidifier strainer where applicable.
- Check and clean humidifier float assembly where applicable.
- Check humidifier level controls where applicable.
- Check and clean humidifier drain/pan where applicable.
- Check humidifier heating elements where applicable.
- Check all humidifier controls where applicable.
- Check and clean outside air intakes.
- Check for any unusual noises or vibrations.
- Check structural integrity of the unit.
- Replace contractor provided belts 1x/year during the Fall PM.

29.3. The Contractor shall provide semi-annual ductless split Heat-Pump Systems maintenance as required to maintain them in proper operating condition by providing, at a minimum, the following services:

- Inspect overall condition of units (indoor and outdoor).
- Check and record volts/amps of compressors.
- Check and record volts/amps of condenser fan motor(s).
- Check starter and contact surfaces.
- Check and record operating temperatures.
- Check refrigerant charge/pressures on units as needed based on unit operations.
- Check moisture indicators and sight glasses.
- Check oil levels 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 internal operating controls.
- Check and tighten all electrical connections.
- Lubricate motors/bearings where applicable.
- Inspect and clean condenser coil(s). Contractor shall provide and utilize condenser coil cleaner. The coils must be thoroughly 1x/year during the spring PM.
- Check cap tubes/piping for chafing.
- Check crankcase heaters.
- Visually check for signs of oil and refrigerant leaks.
- Check for any unusual noises or vibrations.

- Check structural integrity of the unit.
- Clean indoor evaporator washable air filters during both semi-annual PM's.
- Inspect evaporator and condenser coils for condition and signs of leaks.
- Operate unit from thermostat and ensure proper operations.
- Check crankcase heaters' operations where applicable.

29.4. The contractor shall provide annual fall exhaust fans (EF) maintenance to include at a minimum the following:

- Replace contractor provided belts 1x/year during the Fall PM.
- Inspect unit for overall condition.
- Check motor amp draw to nameplate.
- Inspect and tighten all electrical connections.
- Check bearings to ensure proper operations. Lubricate as needed.
- Inspect fan/blower for overall condition.
- Inspect motor and fan/blower sheave and pulley for overall condition and signs of uneven wear.

29.5. The Vendor 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 bypass 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

29.6. In the spring of each year, the Vendor 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.

- 29.7. The Vendor 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 1<sup>st</sup> or shut down after September 30<sup>th</sup>, the State will be responsible for cooling tower draining and refilling in the event of freezing temperatures.
- 29.8. The Vendor shall clean all condenser tubes once each year in order to remove all scale and sludge. The Vendor 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 Vendor shall be responsible to clean evaporator tubes if required to maintain the chiller in proper operating condition.
- 29.9. The Vendor 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 (Vendor 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.**
- 29.10. The Vendor 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.
- 29.11. The Vendor 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.
- 29.12. The Vendor shall test and provide water treatment of the glycol system for PH, specific gravity, freeze point and glycol

percentage. The Vendor shall treat the glycol loop to maintain proper PH, and inhibitor levels. The Vendor shall provide complete chemical water treatment of the cooling towers, condenser water and chilled water loops. Monthly water treatment reports shall be submitted to the corresponding State representative and should include at a minimum:

- PH
- Dissolved solids
- Alkalinity

- 29.13. The Vendor 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 Vendor shall inspect the equipment completely and perform any required maintenance in accordance with the manufacturer's recommendations.
- 29.14. 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)
  - 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.
- 29.15. In addition to annual start up and shut down and any emergency requirement, the Vendor 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.
- 29.16. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the agency contact.
- 29.17. The Vendor 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.
- 29.18. The Vendor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Vendor 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. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three (3) hours from any overtime payment.
- 29.19. Request to repair and/or replace parts shall be approved by the State Agency 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 State Agency or his/her designated representative(s).
- 29.20. The Vendor 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 Agency or his/her designated representative(s).
- 29.21. The Vendor shall present two (2) 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 State Agency or his/her designated representative(s), on or before January 30th of the following year.
- 29.22. The Agency shall provide the Vendor with all pertinent information regarding the requirements for services within two (2) working days of receiving a request for information from the Vendor.
- 29.23. Examine any documents submitted by the Vendor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the Vendor's work.

**30. EMERGENCY REPAIRS:**

Emergency repairs are defined as urgent, have impacted the safety of personnel, or impacted the operational capability of the State and are needed within 24 – 48 hours of notification to the vendor. The awarded Vendor(s) shall provide repair rates at the hourly rates for the State facilities listed herein. Agencies shall request services by issuing a Request for Quote (RFQ) with scope of work detailing as much information about the repair as available.

Requests for emergency repairs and/or replace parts shall be approved in advance by the State representative. Materials shall be invoiced not to exceed 10% above Vendor's cost. All replacement parts shall be new and of the same quality 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 State representative.

The Vendor 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 representative.

The Vendor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Vendor shall employ a sufficient number of trained and certified technicians 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. Vendor shall provide a not to exceed estimate before starting any work. If overtime is necessary and is determined to be caused by the Vendor, the State may at their discretion deduct a portion of the additional time.

**31. OTHER REPAIRS / REPLACEMENTS (NON-EMERGENCY):**

The awarded Vendor(s) shall provide repair rates at the hourly rates for the State facilities listed herein for other repairs that are not a part of preventative maintenance and are not emergency repairs. Agencies shall request services by issuing a Request for Quote (RFQ) with scope of work detailing as much information about the repair as available.

Requests to repair and/or replace parts shall be approved in advance by the State representative. Materials shall be invoiced not to exceed 10% above Vendor's cost. All replacement parts shall be new and of the same quality 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 State representative.

The Vendor shall, after each visit and before leaving the job site, present a written summary of the work performed and obtain signature thereon from the State representative.

**32. ADDITIONAL REQUIREMENTS:**

Unless otherwise stated in the Scope of Services, all services performed under this Contract(s) shall be performed between the hours of 8:00 A.M. and 4:00 P.M. for State business days, 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-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall 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 shall 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 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. Approval by the State must be received prior to a sub-contractor starting any work.

**33. WARRANTY REQUIREMENTS:**

The successful Vendor shall be required to provide warranties on all service provided by the Vendor for a period of not less than one (1) year or the manufacturer's standard warranty period, whichever is greater, commencing on the date work is performed. The warranty shall cover 100% of repair or replacement costs, including all parts, shipping, labor, travel, lodging, and expenses.

**34. OBLIGATIONS AND LIABILITY OF THE VENDOR:**

The successful Vendor shall perform all work and furnish all materials, tools, equipment and safety devices necessary to perform the requested services in the manner and within the time hereinafter specified. The Vendor shall provide said services to the satisfaction of the State and in accordance with the specifications and at the price set forth herein. All work to be performed and all equipment to be furnished pursuant to the Scope of Services included herein shall be performed and furnished in strict accordance with the specifications included herein, the terms of any contract awarded as a result of this solicitation, any associated contract drawings, and the directions of State representatives as may be given from time to time while the work is in progress.

The successful Vendor shall take full responsibility for the work to be performed pursuant to the Scope of Services included herein; for the protection of said work; and for preventing injuries to persons and damage to property and utilities on or about said work. The Vendor shall in no way be relieved of such responsibility by any authority of the State to give permission or issue orders relating to any part of the work, by any such permission given or orders issued, or by any failure of the State to give such permission or issue such orders. The successful Vendor shall bear all losses accruing to the Vendor as a result of the amount, quality, or character of the work required, or because the nature or characteristics of the work location is different from what the Vendor estimated or expected, or due to delays or other complications caused by the weather, elements, or other natural causes.

The successful Vendor agrees that any damage or injury to any buildings, materials, equipment, or other property resulting from the Vendor's performance of the requested services shall be repaired at the Vendor's own expense so that such buildings, materials, equipment, or other property are satisfactorily restored to their prior condition.

**35. NON-EXCLUSIVE CONTRACT:**

Any resulting Contract from this RFB will be a non-exclusive Contract. The State reserves the right, at its discretion, to retain other Contractors to provide any of the Services or Deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total Proposal.

**36. 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 the general and detailed specifications included herewith.

The quantities indicated in the offer section of this bid invitation are an estimate only for the State of New Hampshire's annual requirements. These quantities are indicated for informational purposes only and shall not be considered minimum or guaranteed quantities, nor shall they be considered maximum quantities. These quantities do not include any eligible participant usage.

Complete "Attachment 3: Section 1 Offer Sheet" and "Attachment 5: Section 2 Offer Sheet."

**37. VENDOR CONTACT INFORMATION:**

Please provide contact information below for a person knowledgeable of and who can answer questions regarding this bid response.

Daniel Bartlett	603-790-8272	
_____ Contact Person	_____ Local Telephone Number	_____ Toll Free Telephone Number
danb@agusa.com	agusa.com	
_____ E-mail Address	_____ Company Website	
Alliance Group Services, LLC	1494 Route 3A Suite 11	Bow, NH 03304
_____ Vendor Company Name	_____ Vendor Address	



# ATTACHMENT 1

## SAMPLE FORM TO BE COMPLETED UPON AWARD

FORM NUMBER P-37 (version 2/23/2023)

**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 Unit and Class	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  Date:		1.12 Name and Title of Contractor Signatory	
1.13 State Agency Signature  Date:		1.14 Name and Title of State Agency Signatory	
1.15 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i>  By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>  By: _____ On: _____			
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i>  G&C Item number: _____ G&C Meeting Date: _____			

**2. 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 B 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, 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 1.13 ("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.

3.3 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. 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 by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C which is incorporated herein by reference.

5.2 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. 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.

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 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

**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 applicable 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 employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor 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 this Agreement and all rules, regulations and orders pertaining to 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 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

**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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

**9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar 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. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

**10. PROPERTY OWNERSHIP/DISCLOSURE.**

10.1 As used in this Agreement, the word "Property" shall mean all data, 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.

10.2 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.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

**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.**

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, 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 continuously maintain in force, and shall require any

subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial 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 or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 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 any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### **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. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any 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.** A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

**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. CHOICE OF LAW AND FORUM.**

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

**20. CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

**21. THIRD PARTIES.** This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

**22. 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.

**23. SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

**24. FURTHER ASSURANCES.** The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

**25. 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.

**26. 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 with respect to the subject matter hereof.

## INSTRUCTION SHEET FOR BID INVITATION PREPARATION

Bid Invitation Saved As: Jonah Rosa/RFB/Bid 2828-24

Bid Invitation Closing: 10/26/2023 @ 2:00 PM

NIGP CODE: 910-36, 912-56, 914-50, 928-30, 941-25, 941-27, 941-51, 941-52, 941-55

**Please also include the following email addresses:**

[danb@agusa.com](mailto:danb@agusa.com)

[lschiller@AAAEnergy.com](mailto:lschiller@AAAEnergy.com)

[rveilleux@AAAEnergy.com](mailto:rveilleux@AAAEnergy.com)

[dkinnett@eneofnh.com](mailto:dkinnett@eneofnh.com)

[pobrien@eneofnh.com](mailto:pobrien@eneofnh.com)

[jbarstow@palmerandsicard.com](mailto:jbarstow@palmerandsicard.com)

[pmheatingsvcs@gmail.com](mailto:pmheatingsvcs@gmail.com)

[info@homeairplus.com](mailto:info@homeairplus.com)

[customer.service@bow-group.com](mailto:customer.service@bow-group.com)

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[Radoffice2@comcast.net](mailto:Radoffice2@comcast.net)

[lfoster@thayerhvac.com](mailto:lfoster@thayerhvac.com)



**STATE OF NEW HAMPSHIRE  
DIVISION OF PROCUREMENT AND SUPPORT SERVICES  
BUREAU OF PURCHASE AND PROPERTY  
STATE HOUSE ANNEX  
25 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6398**

Date of Change: October 10, 2023

**ADDENDUM # 01 TO BID INVITATION 2828-24**

**DATE AND TIME OF BID CLOSING: 10/26/2023 2:00 PM**

**FOR: HVAC Preventative Maintenance and Repair Services**

Question 1: Attachment 4: Section 2 Scope of Work – Courts / Scope of Services, page 1, #1– lists; The term “total maintenance program for HVAC repair services and automatic temperature control systems” shall mean servicing, repairing, lubricating and /or replacing chillers, air conditioning systems, heat plate exchangers, energy recovery and dehumidification units, air handing systems, heating and or air conditioning system components, all controls, valves, dampers, motors, and associated devices as necessary, as well as providing all necessary fluids and refrigerants. *Please verify this is an all-inclusive agreement, including equipment replacement?*

**State Response:** Yes; “Attachment 4: Section 2 Scope of Work” is for an all-inclusive maintenance agreement including equipment replacement for the respective locations listed therein.

Question 2: Can we pick and choose sites we wish to bid on within a county, or do we have to bid on the entire county?

**State Response:** “Attachment 3: Section 1 Offer Sheet” can be bid by location. “Attachment 5: Section 2 Offer Sheet” requires a bid for all locations.

Question 3: What is the turn-around time from asking a question to an addendum being issued?

**State Response:** The time it takes for an addendum to questions being posted to our website varies and is dependent on how many questions asked compared to the research needed to answer the questions properly.

Question 4: Manufacturer’s recommendations state a minimum of 2 PM visits per year on any HVAC equipment that has filter and belts, such as AH’s, RTU’s, furnaces etc. One (1) semi-annual PM visit does not meet any Manufactures suggested PM requirements or recommendations, yet throughout the bid, you ask us to follow Manufactures recommendations?

**State Response:** Some sites may only require one annual PM. For example, a particular site may not be operational in the winter months so the equipment will be prepared for shutdown in the Fall.

Question 5: A LOT of Missing or incorrect info under equipment Make and model, i.e.; page #1, 129 Pleasant St., 9 lines, no info at all, 7 lines has Invensys which is the make, but no Model # info at all / Page 2 under 29 Hazen Drive, has many incorrect lines under make / model # i.e.; 2321, 2355, 6X11 10.75BF, P47, EXN etc. There is no make and these are NOT model #'s and no way to tell what the equipment is, and the list goes on throughout the entire document.

**State Response:** Additional information has been provided in an updated “Attachment 2: Section 1 Equipment List.

“Attachment 6: Scope of Work – Department of Military Affairs and Veterans Services (DMAVS)” has been added.

**PURCHASING AGENT: JONAH ROSA**

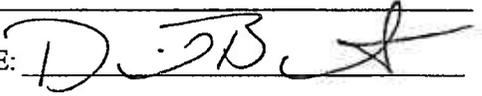
**Email: NH.Purchasing@das.nh.gov**

NOTE: ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS AND MUST BE SUBMITTED WITH THE BID. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

RESPONDENT BUSINESS NAME: Alliance Group Services, LLC

ADDRESS: 1494 Route 3A Suite 11 Bow, NH 03304

PRINT NAME: Daniel Bartlett

SIGNATURE: 

TEL. NO. 802-318-1721

EMAIL ADDRESS: danb@agusa.com

**Please visit: <https://das.nh.gov/purchasing/vendorresources.aspx> (click on "Bid and Proposals") for complete bid and addendums.**



STATE OF NEW HAMPSHIRE  
DIVISION OF PROCUREMENT AND SUPPORT SERVICES  
BUREAU OF PURCHASE AND PROPERTY  
STATE HOUSE ANNEX  
25 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6398

Date of Change: October 23, 2023

ADDENDUM # 02 TO BID INVITATION 2828-24

DATE AND TIME OF BID CLOSING: 10/26/2023 2:00 PM

FOR: HVAC Preventative Maintenance and Repair Services

Question 1: In section 29.5 of scope of services (semiannual inspection of the controls systems) it states that vendors are to perform software changes, upgrades and backups as required. Is the price for this to be included in the PM contract? Or will necessary changes and upgrades be an extra time and materials service?

**State Response:** Any costs (labor and materials) associated with preventative maintenance per the manufacturer's specifications and this bid's Scope of Services shall be included. Other repairs as described in paragraphs 30 and 31 shall be priced as described therein.

Question 2: In the scope of services for nearly every type of equipment listed, it notes that vendors will repair or replace defective components. I want to verify that this will be an extra time and materials service?

**State Response:** Any costs (labor and materials) associated with preventative maintenance per the manufacturer's specifications and this bid's Scope of Services shall be included. Other repairs as described in paragraphs 30 and 31 shall be priced as described therein.

Question 3: In section 29.9 of the scope of services (maintaining refrigerated chillers) it states that vendors will check for refrigerant leaks, and add refrigerant as required. It also states that vendors will check glycol levels, and add glycol as required. I want to verify that refrigerant, glycol and the labor to install will be an extra time and materials service?

**State Response:** Any costs (labor and materials) associated with preventative maintenance per the manufacturer's specifications and this bid's Scope of Services shall be included. Other repairs as described in paragraphs 30 and 31 shall be priced as described therein.

Question 4: If more equipment is discovered on sites that is not included in the RFP, will an amendment get filed to account for the extra equipment?

**State Response:** See paragraph 10 of the bid document which states, "The State reserves the right to add or remove locations and/or equipment throughout the term of a resultant contract. The State shall submit a request for quote (RFQ) including a detailed scope of work to the successful Contractor for the addition of new locations and/or equipment. Quotes shall be consistent with pricing and service requirements contained herein and no service shall be performed until documented acceptance by the State is provided. Any addition of new equipment which constitutes a material change or increase in the assigned price limitation shall be effective upon approval of a contract amendment. Changes which do not constitute material change in scope of service or increased contract price limitation shall be effective upon written approval of the State."

Question 5: Under contract award, it states that the award shall be made to the vendor meeting the criteria established in the RFB and providing the lowest cost by location for section 1 and lowest cost in total for section 2 (Bureau of Courts). This allows multiple contractors the possibility of winning the PM contract for individual buildings for the same agency. Does the agency have to use the contractor that won the PM contract for all service work? Regular hours or OT? Or will the agency be able to call any contractor regardless of who won the PM contract for their building?

**State Response:** "The award shall be made to the Vendor(s) meeting the criteria established in this RFB and providing the lowest cost by location for section 1 and lowest cost in total for section 2 (Bureau of Courts)" as described in paragraph 10 in the bid document. The cost or preventative maintenance shall be provided in the offer sheets (labor and materials) as described in paragraphs 29, 30, and 31 of the bid document and the attachments.

**Question 6:** There are specialty services that are very costly listed in the scope of services for the agencies falling under section #1. These services include (#1-Electrical testing - PAGE 9 of bid section 29.6) and (#2-water treatment - PAGE 10 and 11 of bid section 29.12). These specialty services are needed for certain agencies (I.e., General services) but not needed for other agencies (I.e., Dept. of Safety and Dept. of Corrections, or any of the other agencies within section #1 for that matter) and this would be a huge added expense to your overall yearly contract costs for these agencies that do not currently have these services, and do not need them. Based on the current Bid format all agencies under Section #1 will be bid with these services included. Is the intent to have these costly services provided for all agencies in section #1? If so, can you explain why these services would be needed as the individual agencies are stating they do not want these services included? If not, can you confirm that revised scopes of services will be provided for the state agencies within section #1 to reflect accurate services needed and intended?

**State Response:** Please see the additional scope of work per State Agency provided with this addendum. Any costs (labor and materials) associated with preventative maintenance per the manufacturer's specifications and this bid's Scope of Services shall be included. Other repairs as described in paragraphs 30 and 31 shall be priced as described therein.

**Question 7:** Several sections in the scope of services are ALL-INCLUSIVE and include component replacements and repairs instead of just the maintenance, examples listed below for reference. Please review. Can you please confirm which agencies falling under section #1 will be covered by these all-inclusive coverages? I believe that the only all-inclusive coverages in this contract apply to the general services agency and the courts agency, please confirm. Example #1 of this - Page 9 of Bid package - section #29.5 lists a scope of service for Control system Inspections/maintenance. Last 2 bullet items state "Repair or replace all defective components" and "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". This means it is ALL-INCLUSIVE. Example #2 of this - Page 10 of Bid package - section #29.9 lists a scope of service for Chillers and Air conditioning systems. Last bullet item states "Any other maintenance, or component replacement or repair necessary to maintain refrigerated chillers and air conditioning systems in accordance with manufacturer's specifications". This means it is ALL-INCLUSIVE. Example #3 of this - Page 10 of Bid package - section #29.10 lists a scope of service for cooling towers. Last 2 bullet items state "Repair and/or replace defective electrical components" and "Any other maintenance, or component replacement or repair necessary to maintain the cooling towers in accordance with manufacturer's specifications is included with this agreement". This means it is ALL-INCLUSIVE. Example #4 of this - Page 10 of Bid package - section #29.11 lists a scope of service for pumps. Last 2 bullet item states "Any other maintenance, or component replacement or repair necessary to maintain the pumps in accordance with manufacturer's specifications is included with this agreement". This means it is ALL-INCLUSIVE. Example #5 of this - Page 11 of Bid package - section #29.14 lists a scope of service for Air Handler systems. Last 2 bullet items state "Repair and/or replace defective electrical components" and "Any other maintenance, or component replacement or repair necessary to maintain the Air Handler Systems in accordance with manufacturer's specifications is included with this agreement". This means it is ALL-INCLUSIVE.

**State Response:** Please see the additional scope of work per State Agency provided with this addendum. Any costs (labor and materials) associated with preventative maintenance per the manufacturer's specifications and this bid's Scope of Services shall be included. Other repairs as described in paragraphs 30 and 31 shall be priced as described therein.

**Question 8:** There are 2 different AHU scope of services listed in this Bid, the 1<sup>st</sup> one is on page 7 section 29.2 (This one is just maintenance) and the 2<sup>nd</sup> is on Page 11 section 29.14. (this one is the All-Inclusive one). If there are 2 different scopes of service for the same class of equipment which one are the contractors supposed to adhere to? Both? If so, then that now means that every single agency that falls under section 1 is now paying for All-Inclusive coverage for all of their Air Handler equipment across all buildings. That would be a massive increase in cost across the board for all agencies.

**State Response:** Please see the additional scope of work per State Agency provided with this addendum. Any costs (labor and materials) associated with preventative maintenance per the manufacturer's specifications and this bid's Scope of Services shall be included. Other repairs as described in paragraphs 30 and 31 shall be priced as described therein. The equipment listed in the attachments to the bid is accurate.

**Question 9:** There are boilers listed on some of the equipment lists for some of the agencies, but there is no associated scope of service for this class of equipment. Will the scope of service be changes to reflect the add of these services? Or, will these pieces of equipment be removed from the covered equipment list?

**State Response:** The equipment listed in the attachments to the bid is accurate.

**Question 10:** There are water heaters listed on some of the equipment lists for some of the agencies, but there is no associated

scope of service for this class of equipment. Will the scope of service be changes to reflect the add of these services? Or, will these pieces of equipment be removed from the covered equipment list?

**State Response:** Please see the additional scope of work per State Agency provided with this addendum. Any costs (labor and materials) associated with preventative maintenance per the manufacturer's specifications and this bid's Scope of Services shall be included. Other repairs as described in paragraphs 30 and 31 shall be priced as described therein. The equipment listed in the attachments to the bid is accurate.

**Question 11:** There are Water source heat pumps listed under NH Vets home (Qty. 154), but there is no associated scope of service for this class of equipment. Will the scope of service be changes to reflect the add of these services? Or, will these pieces of equipment be removed from the covered equipment list? There is a scope of service for "Ductless Split Heat Pump Systems" this is not the same class of equipment, these are two totally different types of units.

**State Response:** Please see the additional scope of work per State Agency provided with this addendum. Any costs (labor and materials) associated with preventative maintenance per the manufacturer's specifications and this bid's Scope of Services shall be included. Other repairs as described in paragraphs 30 and 31 shall be priced as described therein. The equipment listed in the attachments to the bid is accurate.

**Question 12:** There are several mentions to "CONTROL TECH SYSTEM-SCHNEIDER I/A SERIES" in reference to the controls systems at these respective locations (for reference, on the equipment list for the Adjutant general department). Control Technologies is not a manufacturer, nor are they the Schneider controls representative, they are a contractor. Can you please confirm that these references within the Bid docs will be removed as to not confuse prospective bidders?

**State Response:** Control Systems are included in this bid as requested by the State Agency. Any costs (labor and materials) associated with preventative maintenance per the manufacturer's specifications and this bid's Scope of Services shall be included. Other repairs as described in paragraphs 30 and 31 shall be priced as described therein. The equipment listed in the attachments to the bid is accurate.

**Question 13:** We are requesting an extension to the timeline of this Bid from 10/26/2023 to 11/2/2023, to allow for the needed time to perform the work involved with providing the Bid as requested.

**State Response:** This bid is extended and will close on 11/2/2023 at 11:00 AM.

**Bid Currently Reads:**

09/29/2023	Bid Solicitation distributed on or by
10/20/2023	Last day for questions, clarifications, and/or requested changes to bid
10/26/2023	2:00 PM (EST) Bid Closing
01/01/2024	Implementation of Contract

**Change Bid to Read (highlighted to show the change):**

09/29/2023	Bid Solicitation distributed on or by
10/20/2023	Last day for questions, clarifications, and/or requested changes to bid
11/02/2023	11:00 AM (EST) Bid Closing
01/01/2024	Implementation of Contract

**Bid Currently Reads:**

The following attachments are an integral part of this bid invitation:

- Attachment 1: Sample P-37 Form
- Attachment 2: Section 1 Equipment List
- Attachment 3: Section 1 Offer Sheet
- Attachment 4: Section 2 Scope of Work - Courts
- Attachment 5: Section 2 Offer Sheet – Courts

**Change Bid to Read (highlighted to show the change):**

The following attachments are an integral part of this bid invitation:

- Attachment 1: Sample P-37 Form
- Attachment 2: Section 1 Equipment List
- Attachment 3: Section 1 Offer Sheet
- Attachment 4: Section 2 Scope of Work - Courts
- Attachment 5: Section 2 Offer Sheet – Courts

Attachment 6: Scope of Work – DOC  
Attachment 7: Scope of Work – DMAVS

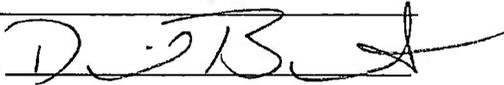
**PURCHASING AGENT: JONAH ROSA**  
Email: [NH.Purchasing@das.nh.gov](mailto:NH.Purchasing@das.nh.gov)

NOTE: ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS AND MUST BE SUBMITTED WITH THE BID. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

RESPONDENT BUSINESS NAME: Alliance Group Services, LLC

ADDRESS: 1494 Route 3A Suite 11 Bow, NH 03304

PRINT NAME: Daniel Bartlett

SIGNATURE: 

TEL. NO. 802-318-1721

EMAIL ADDRESS: danb@agusa.com

Please visit: <https://das.nh.gov/purchasing/vendorresources.aspx> (click on "Bid and Proposals") for complete bid and addendums.





**STATE OF NEW HAMPSHIRE  
 DIVISION OF PROCUREMENT AND SUPPORT SERVICES  
 BUREAU OF PURCHASE AND PROPERTY  
 STATE HOUSE ANNEX  
 25 CAPITOL STREET  
 CONCORD, NEW HAMPSHIRE 03301-6398**

Date of Change: October 30, 2023

**ADDENDUM # 04 TO BID INVITATION 2828-24**

**DATE AND TIME OF BID CLOSING:** 11/2/2023 11:00 AM

**FOR: HVAC Preventative Maintenance and Repair Services**

“Attachment 2: Equipment List” revision 3 and “Attachment 3: Offer Sheets” revision 3 is being provided with this addendum to add equipment at the Department of Safety (DOS) locations.

**PURCHASING AGENT: JONAH ROSA**

**Email: [NH.Purchasing@das.nh.gov](mailto:NH.Purchasing@das.nh.gov)**

NOTE: ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS AND MUST BE SUBMITTED WITH THE BID. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

RESPONDENT BUSINESS NAME: Alliance Group Services, LLC

ADDRESS: 1494 Route 3A Suite 11 Bow, NH 03304

PRINT NAME: Daniel Bartlett

SIGNATURE: 

TEL. NO. 802-318-1721

EMAIL ADDRESS: danb@agusa.com

**Please visit: <https://das.nh.gov/purchasing/vendorresources.aspx> (click on “Bid and Proposals”) for complete bid and addendums.**



**STATE OF NEW HAMPSHIRE  
 DIVISION OF PROCUREMENT AND SUPPORT SERVICES  
 BUREAU OF PURCHASE AND PROPERTY  
 STATE HOUSE ANNEX  
 25 CAPITOL STREET  
 CONCORD, NEW HAMPSHIRE 03301-6398**

Date of Change: November 1, 2023

**ADDENDUM # 05 TO BID INVITATION 2828-24**

**DATE AND TIME OF BID CLOSING:** 11/2/2023 11:00 AM

**FOR:** HVAC Preventative Maintenance and Repair Services

“Attachment 3: Offer Sheets” revision 4 is being provided with this addendum which updates the formula calculating the term totals.

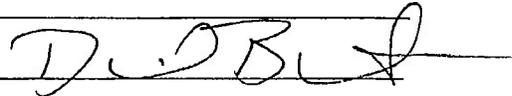
**PURCHASING AGENT:** JONAH ROSA

**Email:** [NH.Purchasing@das.nh.gov](mailto:NH.Purchasing@das.nh.gov)

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**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 4: Scope of Work - Courts**

The Vendor shall make service available twenty-four (24) hours per day, seven (7) days per week for scheduled and emergency HVAC and automatic temperature control system maintenance and repair services. The Vendor shall provide one (1) dispatch telephone number or other electronic means of communication that shall be available 24/7 for emergencies.

The Vendor shall respond by phone or other electronic device to all emergency repair calls within fifteen (15) minutes of reported occurrence. The Vendor shall physically be at the requested location no later than three (3) hours with the exception of five (5) hours for Coos County Superior Court, Carroll County Superior Court and Northern Carroll County Circuit Court after being notified by the State.

The Vendor shall respond by phone or other electronic device to all non-emergency repair calls within eight (8) hours after report of occurrence.

The Vendor shall employ a sufficient number of properly trained and/or certified (as applicable) personnel and subcontractors so that all requests for HVAC equipment and automatic temperature control system repairs are answered and completed within the required time limitations.

**Aerco Boilers and York Chiller at Hillsborough County Superior North – Johnson Controls Factory Certified Technicians are required. Certification will be verified. If the successful Vendor is not currently certified, then this certification shall be obtained within 60 days of the contract start date or subcontract to a Johnson Controls certified Contractor.**

**2. CHILLER AND AIR CONDITIONING SYSTEMS:**

**Any maintenance and or repairs to the York Centrifugal Chiller at Hillsborough County Superior Court shall be completed by Johnson Controls Factory Certified Technicians are required. Certification will be verified. If the successful Vendor is not currently certified, then this certification shall be obtained within 60 days of the contract start date or subcontract to a Johnson Controls certified Contractor.**

The Vendor shall inspect and complete preventative maintenance on all chillers and air conditioning systems, energy recovery and dehumidification systems annually in the spring (March-May); Liebert and computer room AC units semi annually, spring (March-May and fall (September-November) and as required to maintain them in proper operating condition by providing at a minimum the following services:

- Check motor current of compressors against nameplate
- Check and record volts/amps of condenser fan motor where applicable
- Check starter and contact surfaces; replace any worn or defective contacts or electrical devices
- Check and record operating temperatures
- Check refrigerant charge; add refrigerant if required
- Check moisture indicators and sight glasses
- Check oil level in compressors and add as required
- Check for oil contamination
- Check all belts and replace any worn or defective belts
- 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
- Replace air filters (filters to be provided by State)
- Check humidifier for proper operation
- Check and record temperature and humidity readings
- Clean humidifier drain/pan and humidifier float assembly
- Check humidifier heating elements, repair or replace as required
- Check and or replace ultraviolet bulbs per manufacturers recommendations
- Replace any worn or defective steam generators or humidity canisters



**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 4: Scope of Work - Courts**

	1 – Eaton Cooling Tower Fan with VFD, Model HVX9000
Hillsborough County Superior South	1 – Daikin RTU, Model RPS051DSYV6 3 - Daikin RTU RAC 4, Model DPSA040 1 – Daikin Condensing Unit, Model RCS12F150D
Jaffrey Circuit Court	1 – Carrier Air Conditioning Unit with condenser, Model 38AH044 500
Laconia Circuit Court	1 - Trane Evaporative Chiller, Model 5705-0377-060 1 – Trane Air Cooled Condensing Unit CH-1, Model RAUCC50EPZ13A0DFOOT10
Lebanon Circuit Court	2 -McQuay Air Conditioning Units, Model ALP019D
Manchester Circuit Court	1 – McQuay RTU #1 Air Conditioning Unit, Model RPS030B4 1 – McQuay RTU#2 Air Conditioning Unit, Model RPS060CSY 1 – McQuay RTU#3 Air Conditioning Unit, Model RPS036BY 1 – Trane RTU#4 Air Conditioning Unit, Model THC120 1 – Trane Chiller and Condensing Unit, Model CGAF-1
Milford Circuit Court	1- Trane Air Conditioning Unit and condensing Unit, Model RAUJC30EBC03A
Merrimack Circuit Court	1 – Trane Air Stack Chiller and Condensing Unit, Model QEW073020081
Merrimack County Superior Court	1 -- Trane Intellipak Roof Top Air Conditioning Unit, Model SXHLF4040R67CRKE9001 1 – Trane Intellipak Roof Top Air Conditioning Unit, Model SXHLF3040R58CNJE9001
Plymouth Circuit Court	1 – Snyder Air Conditioning Unit and condenser, Model ALP041C
Portsmouth Circuit Court	1 – York Air Conditioning Unit, Model Y14AW14M60
Rochester Circuit Court	1 – Trane 10 ton Air Conditioning Unit with condenser, Model TTA 120A300A 1 – Trane 20 Ton Air Conditioning Unit with condenser, Model # TRAU CC20GBC10BFI 1 – Trane Air Conditioning Unit with condenser, Model # TCC024F100AA
Rockingham County Superior Court	1 – Daikin Chiller, Model WWVRNNSASNB 2 - Cooling Tower Fans with VFDs 1 – Desert Air Dehumidification Unit, Model QS 30A4E28162

At a minimum the Vendor shall provide the following services during their monthly maintenance visits:

- Check chiller operation log
- Check chiller alarm log
- Check chiller and air conditioning units for proper operation and cycling
- Check and record operating temperatures
- Check and record chiller water entering and exit temperatures
- Check and record condenser water entering and exiting temperatures
- Check and record refrigerant discharge and suction pressures
- Check and record supply air temperatures
- Check and record return air temperatures
- Check refrigerant charge; add refrigerant if required
- Check moisture indicators and sight glasses
- Check oil level in compressors and add as required
- Check crankcase heaters
- Visually check for oil refrigerant leaks
- Any other maintenance or component replacement or repair necessary to maintain the chillers and air conditioning systems in accordance with manufacturers' specifications is included in this agreement. Any associated costs for crane or hoist usage are included in this agreement.

The Vendor shall clean all chiller condenser tubes **once each year, after the chiller has been shut down for the season and before annual start up** in order to remove all scale and sludge. The Vendor may use mechanical means to clean the condensers. In the event

**RFB 2828-24**  
**HVAC Preventative Maintenance and Repair**  
**Attachment 4: Scope of Work - Courts**

that chemical means are required to clean the condensers, the Contractor must seek and obtain approval in advance from the State Project Manager. The Vendor shall clean evaporator tubes, if required to maintain the chillers in proper operating condition.

The Vendor shall clean and check all cooling towers a **minimum of twice a year, in the spring (April-June)** and in the fall (**September-November**) and as required to maintain them in proper operating condition. At a minimum, this service shall consist of the following:

- Draining, flushing and cleaning towers
- Clean and paint rusted areas
- Check and clean or replace nozzles or atomizers
- Check float valves/electronic sensors and repair or replace as necessary
- Check basin heater at Hillsborough County Superior - North
- Inspect and lubricate all bearings
- Check fans for proper balance and repair/or replace if necessary
- Clean fan blades
- Check and tighten all electrical terminations
- Check contacts of wear repair and /or replace any worn or defective electric components and check motor current against nameplate.
- Any other maintenance or component replacement or repair necessary to maintain the cooling towers in accordance with manufacturers' specifications is included.

The Vendor shall clean and check all air-cooled and water-cooled condensers and glycol coolers a **minimum of once a year in the spring (April- June)** 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 paint rusted areas
- Inspect and lubricate bearings
- Check for refrigerant leaks, and repair (Vendor is responsible for the removal and proper recycling and or disposal of used refrigerants)
- Check fans for proper balancing and repair or replace if necessary
- Clean fan blades
- Check and tighten all electrical terminations, check contacts for wear. Repair and /or replace any worn and or defective electrical components and check motor current against nameplate.
- Any other maintenance or component replacement or repair necessary to maintain the condensers and glycol coolers in accordance with manufacturers' specifications is included.

**3. INDEPENDENT ELECTRICAL TESTING:**

**Prior to April 1 of each year (January – March),** the Vendor 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 chillers and air conditioning systems listed below. At a minimum, the following electrical testing services must be completed.

- Megger all motors
- Check over current settings
- Check insulation resistance
- Check contact resistance
- Check all connections for tightness
- Clean, repair and or replace all worn or defective components

<b>Building</b>	<b>Equipment</b>
Carroll County Superior Court	1- Trane Air Conditioning Unit Model SLHFC40E 1 Trane Air Conditioning Unit, Model SLHFC 50E
Concord Circuit Court	1 – Condenser Unit, Model AD018G 1 – McQuay International A/C, Model ACZ016AC27-ER10 1 – McQuay SnyderGeneral A/C, Model ALP 027C 1 – McQuay SnyderGeneral A/C, Model ALP 021C 1 – McQuay International A/C, Model ACZ016AC27-ER10

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 4: Scope of Work - Courts**

Conway Circuit Court	1 – 120 B 10 Ton Air Conditioning System with Air Handler
Coos Superior Court	Trane Air Conditioner Model FFEB0401AG0D0F20B Trane Air Conditioner Model FHFB0201AG0BUC20
Derry Circuit Court	1 – Voyager AC Unit, Model YCD330AEHC2B1AE2
Dover Circuit Court	1- Carrier Air Conditioning Unit, Model 38AH0445
Franklin Circuit Court	1 – York Air Conditioning Unit, Model H4CE090A25B 1 – York Air Conditioning Unit, Model H2DH060506B 1 – York Air Conditioning Unit, Model H2CE120A25C
Hampton Circuit Court	1 – ACCU 1Trane Air Conditioning Unit, Model 4TTA090H300DDA 3 – ACCUS 2-4 Trane Air Conditioning Units, Model 4TTA3060D300DDA
Hillsborough County Superior North	1 – York Centrifugal Chiller, Model YMC2-S0879AA 1 – Eaton Cooling Tower Fan with VFD, Model HVX9000
Hillsborough County Superior South	1 – Daikin RTU, Model RPS051DSYV6 3 - Daikin AC Unit RAC 4, Model DPSA040 1 – Daikin Condensing Unit, Model RCS12F150D
Jaffrey Circuit Court	1 – Carrier Air Conditioning Unit with condenser, Model 38AH044 500
Laconia Circuit Court	1 - Trane Evaporative Chiller, Model 5705-0377-060 1 – Trane Air Cooled Condensing Unit CH-1, Model RAUCC50EPZ13A0DFOOT10
Lebanon Circuit Court	2 -McQuay Air Conditioning Units, Model ALP019D
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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 from completion of the electrical testing services.

**4. AUTOMATIC TEMPERATURE CONTROL SYSTEMS:**

The Vendor shall complete semi-annual maintenance: in the spring (March – May) and in the fall (September- November) of all automatic temperature control systems including all components as described below. The automatic temperature control system services shall consist, at a minimum, of 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 operations
- Check all dampers and lubricate

## RFB 2828-24

### HVAC Preventative Maintenance and Repair

#### Attachment 4: Scope of Work - Courts

- Check operational sequence of all Variable Air Volume VAV's, single duct terminal units, Constant Air Volume CAV's and related preheat reheat and radiation valves and motors.
- Check operation 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 valves
- Repair or replace all defective components
- Any other maintenance, or component replacement or repair necessary to maintain the automatic temperature control systems in accordance with manufacturers' specifications is included.

The Vendor shall maintain all digital automatic temperature control systems and associated devices. Direct digital temperature control systems include all hardware (terminals, printers, video stations and all other components, software and all peripheral equipment attached to the system. The Vendor shall provide semi-annual maintenance spring (March –May) and fall (September–November) and as required to maintain the digital temperature control systems in proper operating condition by providing, at a minimum the following services:

- Review temperature control system for proper operation, verify that all mechanical equipment that is connected to the digital temperature system starts and stops properly, check that set points are maintained and verify scheduling
- Repair any system failures due to normal wear and tear
- Repair or replace any defective components
- Repair and /or replace any defective valves/ valve motors, damper motors or actuators etc.
- Provide emergency calls between inspections, diagnosis of trouble, make adjustments and supply parts and labor.
- Provide any perform any required software upgrades, software patches
- Make back up copies of software configurations and operating system. Provide the State with access to the most recent copy.
- Any other maintenance or component replacement or repair necessary to maintain the digital temperature control systems in accordance with manufacturer's specifications is included.

#### **5. HEAT EXCHANGERS:**

The Vendor shall clean and check the plate heat exchangers a minimum of once a year and as required to maintain them in proper working condition. The Vendor shall inspect the equipment completely and perform any required maintenance pursuant to the manufacturers' recommendations.

#### **6. CONDENSER, CHILLED, HOT WATER, GLYCOL AND CIRCULATOR PUMPS:**

The Vendor shall maintain all condenser water, chilled water and glycol pumps a minimum of once year in the spring (March-May). In addition, the Vendor shall maintain 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:

- Clean and paint pump housings when required
- Inspect electrical connections and contactors; replace any worn or defective contactors or electrical components
- Check couplings for alignment and wear and realign or replace when necessary
- Lubricate all bearings
- Check packings 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
- Check for improper vibration or noise

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 4: Scope of Work - Courts**

- Tighten all nuts and bolts,
- Check motor current against nameplate
- Check motor mounts and vibrator pads
- Perform any other maintenance or component replacement necessary to maintain the condenser water, chilled water, circulators, hot water pumps and glycol pumps in accordance with manufacturer's specifications is included.

**7. VARIABLE FREQUENCY DRIVES:**

The Vendor shall maintain all variable frequency drives **semi annually, Spring (March-May) and fall (September-November)** and as required to maintain them in proper operating condition by providing, at a minimum, the following services:

- Visually inspect variable frequency drives
- Check diagnostic display for overheating , irregular voltage and fault logger
- Complete an electrostatic discharge protected cleaning of the units
- Check circulating fans for proper operation
- Clean and or replace air filters
- Check DC bus capacitors for building and or leakage
- Take voltage measurements while the units are running
- Monitor heat sink temperatures
- Check wire connections
- Inspect ribbon and fiber optic cables
- Perform functional test of the unit under normal conditions
- Perform any other maintenance or component replacement necessary to maintain the variable frequency drives in accordance with manufacturer's specifications is included.

**8. BOILERS, OTHER HEATING SYSTEMS AND DOMESTIC HOT WATER TANKS:**

**Any maintenance and or repairs on the Aerco Benchmark boilers at Hillsborough County Superior Court North shall be completed by Johnson Controls Factory Certified Technicians. Certification will be verified. If the successful Vendor is not currently certified, then this certification shall be obtained within 60 days of the contract start date or subcontract to a Johnson Controls certified Contractor.**

The Vendor shall provide **annual fall cleaning and inspections (September –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 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 boilers and or heating equipment
- Any other maintenance of component replacement or repairs necessary to maintain the boilers, burners, domestic hot water system and associated controls in proper working order in accordance with manufacturers' specifications is included.

**9. AIR HANDLING SYSTEMS:**

Air handling systems including supply and return fans, fan coil units, constant air volume units and variable air volume units shall be inspected **semi-annually; in the spring (March-May) and the fall (September – November)**. Maintenance shall be performed on these systems during these semi-annual inspections and as required to maintain them in proper working order in accordance with manufacturers' specifications. The Vendor shall provide at a minimum, the following semi-annual maintenance services;

- Repair or replace defective bearings
- Check fans and fan shafts for proper balance and repair or replace as necessary  
Check all belts for proper tension, alignment and wear. Replace worn or defective belts as required
- Check all air handling systems for proper flow, operation and control sequence (All related controls are included)

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 4: Scope of Work - Courts**

- Clean all heating and cooling coils, including all reheat, fan coils units, VAV, CAV and preheat coils **(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, weekdays nights or weekends)**
- After cleaning the condensate pans thoroughly, place biocide tablets in the condensate pans
- Blow out condensate drain lines and make ensure they are draining properly
- Replace air filters (provided by the State)
- Check bearings for wear; lubricate motors and fan bearings
- Check fan wheels – clean as require
- Check fans scrolls – clean as required
- Check fan bearing supports
- Check motor supports
- Check damper operation
- Check damper linkages
- Check all valves for proper operation
- Check all safety controls
- Align all sheaves and repair or replace as required
- Check and tighten all electrical terminations
- Check electrical contacts for wear; replace any worn or defective electrical components
- Check motor current against nameplate
- Any other maintenance or component replacement or repair necessary to maintain the air handling systems in accordance with manufacturers' specifications is included.

**10. UNIT HEATERS, RADIANT HEAT PANELS AND CABINET HEATERS:**

The Vendor shall provide annual fall maintenance and inspections (**September-November**) of all unit heaters radiant heat panels and cabinet heaters identified in Appendix A. The maintenance and inspections shall include the following services:

- Brush or vacuum grilles, coils, fans, fin tubes, etc
- Replace air filters (provided by the State)
- Check fan assembly
- Check and tighten all mounting hardware
- Check overall operation
- Check bearings for wear
- lubricate motors and fan bearings
- Check fan wheels – clean as required
- Check fans scrolls – clean as required
- Check fan bearing supports
- Check motor supports
- Check damper operation
- Check belts for proper tension, replace if worn
- Align all sheaves and repair or replace as required
- 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 ad controls where applicable
- Check oil burner and controls where applicable
- Check and tighten electrical heater connections
- Check motor current against nameplate
- Check hardware and gaskets
- Any other maintenance or component replacement or repair necessary to maintain the unit heaters, cabinet heaters and radiant heat panels in accordance with manufacturers' specifications is included.

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 4: Scope of Work - Courts**

**11. EXHAUST FANS:**

The Vendor shall provide annual fall maintenance and inspections (September-November) of all exhaust fans as described herein. The maintenance /inspections shall include the following services:

- Brush, vacuum or clean grills, coils and fans
- Check fan assembly
- Check and tighten all mounting hardware
- Check overall operation
- Check bearings for wear
- Lubricate fan and motor bearings where applicable
- Check and tighten all electrical connections
- Check all control operations
- Lube and adjust dampers or linkages
- Check damper operation
- Check belts for proper tension, replace if worn
- Align all sheaves and repair or replace as required
- Check motor current against nameplate
- Any other maintenance or component replacement or repair necessary to maintain the exhaust fans in accordance with manufacturers' specifications is included.

**12. WATER CHEMICAL TESTING AND TREATMENT:**

The Contractor shall retain the services of competent water treatment company to provide complete water chemical testing and treatment of all glycol systems. The contractor shall test these systems on an annual basis in the fall (September- November). Glycol loops shall be treated to maintain proper pH, and inhibitor levels. The State will provide all glycol that may be required. The water chemical treatment services shall include equipment to successfully provide the water chemical treatment services. The Vendor shall provide electronic water treatment reports within 5 business days of completion of the site visits and testing for each glycol system. The report shall include the following at a minimum:

- pH
- percentage of glycol
- specific gravity
- freeze point

The Contractor shall retain the services of a competent water treatment company to provide complete water chemical treatment of the cooling towers, condenser water, chilled water loops and forced hot water systems. The Contractor shall test these systems on a monthly basis from April through October. In addition, the Contractor shall test the forced hot water systems twice a year, in October and January. They shall provide chemicals for all forced hot water systems. The water treatment services shall include any equipment required to successfully provide the water treatment services. The Vendor shall provide electronic water treatment reports within 5 business days of completion of the site visits and testing for each location. The reports shall include a following at a minimum:

Alkalinity, Hardness, pH, Conductivity, Sulfite, Polymer, Iron

**13. GENERAL REQUIREMENTS:**

The Vendor shall perform the services as described herein utilizing mechanics skilled in the service of the respective HVAC equipment 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 Vendor shall maintain all necessary certifications and /or licensing as required by state and /or federal laws (e.g., NH Gas Fitter's License for all personnel engaged in the installation, maintenance and /or repair of gas fired appliances: EPA Certifications for CFC (chlorofluorocarbon Recovery).

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. Substitution will be permitted only with prior authorization of the State Project Manager.

The Vendor 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 designated building maintenance technician.

**RFB 2828-24**  
**HVAC Preventative Maintenance and Repair**  
**Attachment 4: Scope of Work - Courts**

The Vendor shall provide two (2) copies of a Final Report of work completed the previous 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 31 of each year.

The State will:

Provide the Vendor with all pertinent information regarding the requirements for this contract within two (2) working days of receiving a request for information from the Vendor.

Examine any documents submitted by the Vendor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the Vendor's work.

A Criminal Records Release Authorization Form (State of NH, Department of Safety, Division of State Police) shall be required for each employee prior to working at any of the Court Facility Locations. (Record Release Forms shall be provided to and kept on file with the Bureau of Court Facilities.)

The Vendor shall conduct their work so as to interfere as little as possible with State business. They shall at their own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.

The Vendor agrees that any damage or injury to building, material and equipment or to the other property during the performance of these services shall be repaired at their own expense.

The Vendor shall notify the State Project Manager of any maintenance related issues that are discovered while performing the work.

The Vendor shall give all notices and comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.

The Vendor shall initiate, maintain and supervise all safety precautions and programs in connection with the work. The Vendor shall provide the necessary equipment and comply with all City, State and or Federal safety regulations.

The Vendor shall also be aware of laws and regulations relating to hazardous materials that may be encountered during construction operations. The health and safety of employees, the general public, and the potential of damage to the overall environment is possible if hazardous materials are not recognized, reported, and the appropriate action taken to dispose of, remove from the site, or otherwise contain the possible contaminants.

If any abnormal condition is encountered or exposed that indicates the presence of a hazardous material or toxic waste, construction operations shall be immediately suspended in the project area and the State Project Manager notified. No further work shall be conducted in the area of the contaminated material until the site has been investigated and the State has given approval to continue the work in the area. The Vendor shall fully cooperate with the State and perform any remedial work as directed. Work shall continue in other areas of the Project unless otherwise directed.

The Vendor shall provide adequate supervision of their employees to ensure complete and satisfactory performance of all work in accordance with the terms of the contract.

The Vendor shall provide methods, means, and facilities to minimize noise produced by construction operations.

The Vendor shall ensure that all materials shall be of the best quality, all work is completed in a professional manner, and all aspects of the project are delivered in good working order, complete and perfect in every respect. All materials and equipment shall be new unless otherwise specified and shall be good quality free from faults and defects.

The Vendor shall further ensure that all dirt and debris resulting from the work under any resulting contract shall be disposed of at the end of each day or at the completion of work.

The Vendor shall supervise and direct the work, using their best skill and attention. The Vendor shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portion of the work. All aspects of the project shall be subject to the inspection and approval of the State. The Vendor guarantees to repair, replace, re-execute or otherwise



**RFB 2828-24**  
**HVAC Preventative Maintenance and Repair**  
**Attachment 5: Scope of Services – CFB**

1. The Vendor shall provide the Central Facilities Bureau with a “total maintenance program” for refrigerated water chillers, air conditioning systems, plate heat exchangers, and associated devices (see attached equipment list, Attachment 3, Section 3, 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 Attachment 3, Section 3.
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 Vendor 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 1<sup>st</sup> or shut down after September 30<sup>th</sup>, the State will be responsible for cooling tower draining and refilling in the event of freezing temperatures.
5. The Vendor shall clean all condenser tubes once each year in order to remove all scale and sludge. The Vendor shall use either chemical or mechanical means to accomplish the above, but if chemical means are used the Administrator, Central Facilities Bureau must be notified so that he/she may inspect and approve the cleaning. The Vendor shall be responsible to clean evaporator tubes if required to maintain the chiller in proper operating condition.
6. The Vendor 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 (Vendor 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 Vendor 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.

**RFB 2828-24**  
**HVAC Preventative Maintenance and Repair**  
**Attachment 5: Scope of Services – CFB**

8. The Vendor 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 Vendor 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 Vendor 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 Vendor 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 Vendor 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 if the awarded Vendor does not have the capacity to perform water treatment. Monthly water treatment reports for the Subcontractor shall be submitted and directed to the Administrator, Central Facilities Bureau and should include at a minimum:
  - PH
  - Dissolved solids
  - Alkalinity
13. In March of each year, the Vendor 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, Central Facilities Bureau within thirty days of completing the work.
14. The Vendor 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

**RFB 2828-24**  
**HVAC Preventative Maintenance and Repair**  
**Attachment 5: Scope of Services – CFB**

routine nature and then only when accompanied by and under the direction of a qualified journeyman. Further, the Vendor 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 Vendor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Vendor 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. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three (3) 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, Central Facilities Bureau or his/her designated representative.
17. The Vendor 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, Central Facilities Bureau or his/her designated representative.
18. The Vendor shall present two (2) 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, Central Facilities Bureau, on or before January 15th.
19. The Administrator, Central Facilities Bureau, shall:
  - a. Provide the Vendor with all pertinent information regarding the requirements for this contract within two (2) working days of receiving a request for information from the Vendor.
  - b. Examine any documents submitted by the Vendor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the Vendor's work.
20. The Vendor 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 Vendor is responsible to treat the glycol loop to maintain proper PH, and inhibitor levels. The Vendor 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 Vendor 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 if the awarded Vendor does not have the capacity to perform water treatment. Monthly water treatment reports for the Subcontractor shall be submitted and directed to the Administrator, Central Facilities Bureau and should include at a minimum:

- PH
- Dissolved solids
- Alkalinity

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**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 6: Scope of Work - DOC**

1. The Contractor shall provide the Department of Corrections with preventative maintenance, repair, and emergency services for the Heating, Ventilation, and Air Conditioning (“HVAC”) equipment and associated devices owned by the State of New Hampshire.
2. The term “preventative maintenance” as used above shall include providing all supervision, materials (i.e. coil cleaners, pan treat tablets, grease, and lubricants), equipment, labor, and transportation necessary for the successful completion of the work under the terms and conditions contained herein.
3. A report of deficiencies will be provided to the agency contact after each preventative maintenance inspection.
4. “Spring” is defined as the months of April and May. “Fall” is defined as the months of October and November.
5. The Contractor shall provide annual fall preventative maintenance of the unit heaters and cabinet heaters as described herein. The maintenance inspection shall include the following services:
  - Inspect grilles, coils, fan, etc. Clean as needed.
  - 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 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 burner interlock controls.
  - Check and tighten all mounting hardware.
  - Check overall operation.
  - Check operating controls.
  - Check thermometer accuracy.
  - Check hardware and gaskets.
  - Check overall operation.
6. The Contractor shall provide semi-annual preventative maintenance of the air handler systems to include air handlers, energy recovery ventilators (ERV’s), and heat ventilators (HV’s). 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 sequence of operations and internal controls.
  - Inspect all heating and cooling coils. Clean as needed.
  - Inspect all condensation pans and check to ensure that pans are pitched correctly for proper drainage. Clean as needed.
  - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order.

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 6: Scope of Work - DOC**

- 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.
  - Inspect energy recovery wheels where applicable. Report any deficiencies to agency.
  - Check air filters. Report any deficiencies to agency.
  - Check humidifier strainer where applicable.
  - Check and clean humidifier float assembly where applicable.
  - Check humidifier level controls where applicable.
  - Check and clean humidifier drain/pan where applicable.
  - Check humidifier heating elements where applicable.
  - Check all humidifier controls where applicable.
  - Check and clean outside air intakes.
  - Check for any unusual noises or vibrations.
  - Check structural integrity of the unit.
  - Inspect belts. Report any deficiencies to agency.
7. The Contractor shall provide preventative maintenance on all air conditioning system **condensers** annually in the spring 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(s).
  - Check starter and contact surfaces.
  - Check and record operating temperatures.
  - Check refrigerant charge. Report findings to agency.
  - Check moisture indicators and sight glasses.
  - Check oil level.
  - 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 internal operating controls.
  - Check and tighten all electrical connections.
  - Lubricate motors/bearings where applicable.
  - Inspect and clean condenser coil(s). Contactor shall provide and utilize condenser coil cleaner.

RFB 2828-24

HVAC Preventative Maintenance and Repair

Attachment 6: Scope of Work - DOC

- 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.
  - Check for any unusual noises or vibrations.
  - Check structural integrity of the unit.
8. The Contractor shall provide annual fall cleaning and inspections of all heating systems including **boiler, furnaces, and domestic hot water tanks** as described below:
- Remove all cleaning access panels.
  - Wire brush and vacuum all fireside surfaces free of soot.
  - Replace all maintenance-related 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 internal operating controls for the respective heating systems are working properly.
  - Perform combustion testing analysis annually. Post results on equipment.
  - Inspect expansion tanks.
  - Check gas pressures.
  - Collect and properly dispose of all waste products that result from the cleaning or repairs to the boilers.
  - Inspect belts annually where applicable.
  - Inspect filters. Report deficiencies to agency.
9. The Contractor shall provide semi-annual **cooling tower** maintenance (spring startup/fall shutdown) to include at a minimum the following:
- Drain and clean sump during fall shutdown.
  - Clean and fill sump during the spring.
  - Inspect electric heaters for proper operations where applicable.
  - Check the water fill makeup system.
  - Inspect and clean water distributor nozzles on top of cooling tower.
  - Check/inspect belts, report deficiencies to agency.
  - Inspect motors, lubricate as needed, and clean excess grease.
  - Check motor amp readings to nameplate.
  - Inspect couplings to ensure proper alignment and check for signs of uneven wear.
  - Inspect tower fan blades for overall condition. Report any deficiencies to agency.
  - Inspect all electrical. Tighten all loose connections as needed.
  - Check transmission gear oil. Change as needed.
  - Clean tower media (corrugated grates) both in spring and fall.
  - Inspect spray pump(s) and dampers where applicable.

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 6: Scope of Work - DOC**

10. The Contractor shall provide semi-annual (spring/fall) **chiller** maintenance to include at a minimum the following:
- Annually perform eddy current testing to verify condenser tube conditions, report finding/deficiencies to agency. Eddy current testing must be subcontracted if the Contractor is unable to perform this service.
  - Retrieve oil samples and send out for testing to ensure no signs of issues internal to the equipment.
  - Report findings to agency.
  - Inspect all electrical. Tighten all loose connections as needed.
  - Check variable speed drive (VSD) fluid. Change as needed.
  - Clean condenser tubes annually in the spring. Must utilize tube cleaning machine and clean all condenser tubes.
  - Check refrigerant charge. Report any issues found.
  - Inspect chiller for signs of refrigerant leaks. Report any issues found.
  - Inspect chiller for signs of water leaks. Report any issues found.
  - Check flow switches where applicable.
  - Check all related pressure gauges and ensure proper readings.
  - Utilize onboard processor to view diagnostics for active alarms and histories.
  - Report deficiencies to agency.
11. The Contractor shall provide annual fall **exhaust fans** maintenance to include at a minimum the following:
- Inspect belts. Report any deficiencies to agency.
  - Inspect unit for overall condition.
  - Check motor amps to nameplate.
  - Inspect electrical connections. Tighten as needed.
  - Check bearings to ensure proper operations. Lubricate as needed.
  - Inspect fan/blower for overall condition.
  - Inspect motor and fan/blower sheave and pulley for overall condition and signs of uneven wear.
12. The Contractor shall provide semi-annual **return fans (RF)** maintenance. This maintenance must coincide with the semi-annual air handler maintenances and shall include at a minimum the following:
- Inspect belts. Report any deficiencies to agency.
  - Inspect unit for overall condition.
  - Check motor amps to nameplate.
  - Inspect electrical connections. Tighten as needed.
  - Check bearings to ensure proper operations. Lubricate as needed.
  - Inspect fan/blower for overall condition.
  - Inspect motor and fan/blower sheave and pulley for overall condition and signs of uneven wear.
13. The Contractor shall provide annual **chilled water fans and cooling tower pumps** maintenance in the spring to coincide with the chiller and cooling tower spring maintenances and shall include at a minimum the following:
- Inspect overall condition of pumps assembly (pump/volute/motor).
  - Check for leaks. Report deficiencies to agency.
  - Inspect pump couplings for signs of damage or uneven wear. Check for proper alignment.
  - Check/verify motor amps to nameplate.
  - Inspect electrical. Tighten loose connections as needed.
  - Lubricate pump and motors. Clean away excess grease from equipment.
  - Verify proper pressures on pump gauges where applicable.

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 6: Scope of Work - DOC**

- Inspect associated variable frequency drives (VFD's) for overall condition and proper operations where applicable.
14. The Contractor shall provide annual fall heating pumps (all main heat loop pumps and boiler injector pumps) maintenance and shall include at a minimum the following:
- Inspect overall condition of pump assembly (pump/volute/motor).
  - Check for leaks. Report deficiencies to agency.
  - Inspect pump couplings for signs of damage or uneven wear. Check for proper alignment.
  - Check/verify motor amps to nameplate.
  - Inspect electrical. Tighten loose connections as needed.
  - Lubricate pump and motors. Clean away excess grease from equipment.
  - Verify proper pressures on pump gauges where applicable.
  - Inspect associated variable frequency drives (VFD's) for overall condition and proper operations where applicable.
15. The Contractor shall provide annual spring ductless split A/C maintenance to include at a minimum the following:
- Inspect overall condition of units (indoor and outdoor).
  - Check and flush indoor evaporator condensate drains.
  - Clean indoor evaporator washable air filters.
  - Inspect evaporator and condenser coils for condition and signs of leaks.
  - Wash condenser coils annually in the spring.
  - Operate unit from thermostat and ensure proper operations.
  - Check compressors for proper amp readings to nameplate.
  - Check crankcase heaters' operations where applicable.
  - Check condenser fans' operations and compare amp readings to nameplate.
  - Check refrigerant pressures on units as needed based on unit operations.
16. The Contractor shall provide annual fall pneumatic air compressors maintenance which shall include at a minimum the following:
- Inspect overall condition of equipment.
  - Drain and blowdown tank to remove water/condensation from tank.
  - Inspect electrical. Tighten loose connections as needed.
  - Replace compressor oil.
  - Replace compressor air filters.
  - Replace compressor motor belts.
  - Inspect associated air dryer units where applicable. Check for proper operations.
  - Check operation and settings of air pressure controls.
  - Check operations of automatic blowdown valves where applicable.
  - 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.
  - 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.

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 6: Scope of Work - DOC**

17. The New Hampshire Correctional Facility for Women (NHCFW) and the Northern New Hampshire Correctional Facility (NNHCF) have **HVAC building automation control systems**. The Contractor shall provide semi-annual (spring/fall) inspections of these control systems including all components as described below. NHCFW's control system uses the Trane Tracer SC+ application. Any maintenance and or repairs on the Trane Tracer SC+ application shall be completed by Trane Certified Technicians. Certification will be verified. If the successful Vendor is not currently certified, then this certification shall be obtained within 60 days of the contract start date or subcontract to a Trane certified Contractor. NNHCF uses a Schneider Electric Controls System. Any maintenance and or repairs on the Schneider Electric Controls System shall be completed by Schneider Certified Technicians. Certification will be verified. If the successful Vendor is not currently certified, then this certification shall be obtained within 60 days of the contract start date or subcontract to a Schneider certified Contractor. The automatic temperature control system services shall consist of, at a minimum, the following services:
- Check all control valves.
  - 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 all room thermostats.
  - Check time clock operation and settings.
  - Perform any software changes, upgrades and backups annually when required.
18. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems.
19. Except as otherwise provided in this Scope of Services, all Preventative Maintenance services performed under this Contract shall be performed between the hours of 7:00 A.M. and 3:00 P.M., unless other arrangements are made in advance with the NH Department of Corrections. Any deviation in work hours shall be pre-approved by the Contracting Officer and/or their designee. 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.
20. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ enough technicians 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 (5 hours for the Northern NH Correctional Facility in Berlin). If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three (3) hours from any overtime payment.
21. The Contractor must provide and include in their price the cost of subcontracting the annual services for the Trane Tracer SC+ system located at the New Hampshire Correctional Facility for Women. The annual software and firmware updates required for the system must be performed by a Trane certified technician.
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 signature thereon from the NHDOC staff member providing the escort/site access. Digital invoices, records and reports must be forwarded to the Administrator of Logistics, Department of Corrections or his/her designated representative(s).
23. The Agency, shall:
- Provide the Contractor with all pertinent information regarding the requirements for services within two (2) working days of receiving a request for information from the Contractor.

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 6: Scope of Work - DOC**

- Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the Contractor's work.

**24. REFRIGERATION/FREEZERS:**

24.1. All preventative maintenance visits will be properly documented to list all equipment serviced, deficiencies found, work performed, parts installed, and any other pertinent information. Preventative maintenance will be coordinated with all appropriate parties to ensure all work will be performed in a timely manner.

- Chemically clean and rinse condenser coils on all refrigeration units.
- Check electrical motors and take amperage readings.
- Lubricate bearings.
- Check and tighten electrical connections and fuses.
- Check and cycled all operation and safety controls.
- Verify thermostat specifications.
- Verify all temperature sensors integrity.
- Inspect filters and belts. Report any deficiencies to agency.
- Inspect blower wheels, sheaves and belts. Report any deficiencies to agency.
- Clean condensate drain pan and trap as needed.
- Check control components and wiring.
- Check motor amperage and voltage.
- Check refrigerant pressures and/or line temps.
- Check system alarm.

25. Emergency service shall be provided, as needed on a twenty-four (24) hour, seven (7) days a week basis. From the time of the call, the Contractor has a maximum of three (3) hours to respond and be on site to this call (5 hours for the Northern NH Correctional Facility in Berlin). If the Contractor is unable to respond within three (3) hours (5 hours for Berlin) and/or the malfunction or emergency is such that immediate action is required, then the State may take such action such as including obtaining an alternate service provider as may be necessary.

**26. ADDITIONAL AGENCY REQUIREMENTS:**

26.1. Administrative Rules, Policies, Regulations and Policy and Procedure Directives:

26.1.1. Contractor shall comply with any applicable NH Department of Corrections Administrative Rules, Policies, Regulations and Policy and Procedure Directives (PPD's). Additional information can be located as a separate link: [http://www.nh.gov/nhdoc/business/rfp\\_bidding\\_tools.htm](http://www.nh.gov/nhdoc/business/rfp_bidding_tools.htm).

26.2. Contractor shall comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42 U.S.C.15601 et. seq.), with all applicable Federal PREA standards, and with all State policies and standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within facilities/programs/offices owned, operated, or contracted. Contractor acknowledges that, in addition to self-monitoring requirements, the State will conduct compliance monitoring of PREA standards, which may require an outside independent audit. Additional information can be located as a separate link: [http://www.nh.gov/nhdoc/business/rfp\\_bidding\\_tools.htm](http://www.nh.gov/nhdoc/business/rfp_bidding_tools.htm).

26.3. Contractor Employee Information/Background Checks:

26.3.1. The Contractor (to include each employee and any approved subcontractor working in a NHDOC facility) 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 Corrections. Said clearance shall be obtained by

**RFB 2828-24**  
**HVAC Preventative Maintenance and Repair**  
**Attachment 6: Scope of Work - DOC**

submitting a Criminal Record Release Authorization Form on behalf of all personnel/employees and subcontractor to the NH Department of Corrections.

- 26.3.2. The NH Department of Corrections reserves the right to conduct a procedural review of all criminal background checks of all potential Contractor and/or sub-contractor's employees to determine eligibility status.
- 26.4. The NH Department of Corrections will notify the Contractor of any potential Contractor and/or sub-contractor's employees who does not comply with the criteria identified, below. In addition, the employees meeting the following criteria will not be permitted on-site:
  - 26.4.1. Individuals convicted of a felony shall not be permitted to provide services;
  - 26.4.2. Individuals with confirmed outstanding arrest warrants shall not be permitted to provide services;
  - 26.4.3. Individuals with a record of a misdemeanor offense(s) may be permitted to provide services pending determination of the severity of the misdemeanor offense(s) and review of the criminal record history by the Warden and/or designee of the corresponding facility requiring service;
  - 26.4.4. Individuals with restrictions on out-of-state and/or State of NH professional licenses and or certifications;
  - 26.4.5. Individuals whose professional licenses and/or certification have been revoked and reinstated from other States and/or the State of New Hampshire;
  - 26.4.6. Individuals with a history of drug diversion;
  - 26.4.7. Individuals who was a former State of NH employee and/or former contract employee that was dismissed for cause;
  - 26.4.8. Individuals previously employed with the NH Department of Corrections without prior approval of the NH Department of Corrections; and
- 26.5. The NH Department of Corrections may not permit relatives of currently incarcerated felons to provide services without prior approval.

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 7: Scope of Work - Department of Military Affairs and Veterans Services (DMAVS)**

1. The Contractor shall provide the Department of Military Affairs and Veterans Services (DMAVS) with "preventative maintenance" and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices in compliance with the manufacturer's specifications and the following at a minimum.
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.
3. The Contractor shall provide on annual fall cleaning and inspections of all heating systems including RTUs, boilers, furnaces, Modine style heating units with gas Trane and domestic hot water tanks as described below:
  - 3.1. Remove all cleaning access panels.
  - 3.2. Wire brush and vacuum all fireside surfaces free of soot.
  - 3.3. Wash coat all refractory; perform patching of refractory as required
  - 3.4. Replace all gasketing as required.
  - 3.5. Reseal boiler access panels.
  - 3.6. Inspect all burners; replace spark ignitors and flame sensors Adjust spark gap and test pilots.
  - 3.7. Clean condensate neutralizers and replace media
  - 3.8. Test fire all burners and provide test results
  - 3.9. Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs.
  - 3.10. Test and ensure that all operating controls for the respective heating systems are working properly.
  - 3.11. Collect and properly dispose of all waste products that result from the cleaning or repairs to the above-mentioned boilers.
  - 3.12. Change oil, replace air and oil filters and inspect belts on air compressors. Test to ensure proper operation.
4. NOTE\*: For all sites with glycol systems, 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 -25 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.
5. The Contractor shall provide an annual fall maintenance inspection of the backflow devices on mechanical equipment, 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:
  - 5.1. Lubricate fan and motor bearings where applicable.
  - 5.2. Brush or vacuum grilles, coils, fans, fin tubes, etc.
  - 5.3. Check belts and sheaves where applicable
  - 5.4. Check steam traps, valves, etc. where applicable
  - 5.5. Check and tighten all electrical connections.
  - 5.6. Check all control operations.
  - 5.7. Lubricate and adjust dampers and linkages.
  - 5.8. Check heat exchanger for leaks where applicable
  - 5.9. Check gas valve and controls where applicable
  - 5.10. Check and tighten electric heater connections.
  - 5.11. Check amps/volts where applicable

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 7: Scope of Work - Department of Military Affairs and Veterans Services (DMAVS)**

- 5.12. Check & replace filters.
- 5.13. Check fan assemblies.
- 5.14. Check and tighten all mounting hardware.
- 5.15. Check overall operations.
- 5.16. Check hardware and gaskets.
- 5.17. Test backflow devices on all boilers/chillers and provide test results
6. 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.
7. 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:
  - 7.1. Brush, vacuum or clean grills, coils and fans
  - 7.2. Lubricate fan and motor bearings where applicable
  - 7.3. Check/replace belts and sheaves where applicable
  - 7.4. Check and tighten all electrical connections.
  - 7.5. Check all control operations.
  - 7.6. Lubricate and adjust any dampers or linkages
  - 7.7. Check amps/volts where applicable
  - 7.8. Check fan assembly
  - 7.9. Check and tighten all mounting hardware.
  - 7.10. Check overall operation.
8. The Contractor shall provide an annual inspection in the spring (March - May) of the air handler systems. Inspections shall include the following:
  - 8.1. Check bearings for wear.
  - 8.2. Checking fans and fan shafts for proper balance
  - 8.3. Checking all belts for proper tension, alignment and wear
  - 8.4. Checking all air handling systems for proper flow, operation and control sequence. All related controls are included.
  - 8.5. Clean all heating and cooling coils
  - 8.6. Clean and scrub all condensation pans and check to make sure that pans are pitched correctly for proper drainage
    - 8.6.1. Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
  - 8.7. Check all sheaves for proper alignment
  - 8.8. Check and tighten all electrical terminations
  - 8.9. Check contacts for wear
  - 8.10. Check and record motor current against nameplate
  - 8.11. Check all safety controls
  - 8.12. Lubricate motors/bearings where applicable
  - 8.13. Check fan wheels - clean as required
  - 8.14. Check fan scrolls - clean as required

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 7: Scope of Work - Department of Military Affairs and Veterans Services (DMAVS)**

- 8.15. Check fan bearing supports
- 8.16. Check motor supports
- 8.17. Check damper operation
- 8.18. Check damper linkages
- 8.19. Check motor damper operation
- 8.20. Inspect and clean condensate pumps where applicable
- 8.21. Replace air filters (Contractor shall provide filters; Filters to meet or exceed existing filters for efficiency and quality)
- 8.22. Check humidifier strainer where applicable
- 8.23. Check and clean humidifier float assembly
- 8.24. Check humidifier level controls
- 8.25. Check and clean humidifier drain/pan
- 8.26. Check humidifier heating elements
- 8.27. Check all humidifier controls
- 8.28. Check and clean outside air intakes
- 8.29. Check for any unusual noises or vibrations
- 8.30. Check structural integrity of the unit.

9. 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:

- 9.1. Check and record volts/amps of compressors
- 9.2. Check and record volts/amps of condenser fan motor where applicable
- 9.3. Check starter and contact surfaces
- 9.4. Check and record operating temperatures
- 9.5. Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
- 9.6. Check moisture indicators and sight glasses
- 9.7. Check oil level
- 9.8. Check oil contamination
- 9.9. Check all belts where applicable
- 9.10. Check all safety controls
- 9.11. Check superheat and adjustment
- 9.12. Check hot gas bypass controls where applicable
- 9.13. Check head pressure controls where applicable
- 9.14. Check unloader operation where applicable
- 9.15. Check all operating controls
- 9.16. Check and tighten all electrical connections
- 9.17. Lubricate motors/bearings where applicable
- 9.18. Inspect and clean condenser coil
- 9.19. Check water cooled condenser coil where applicable

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 7: Scope of Work - Department of Military Affairs and Veterans Services (DMAVS)**

- 9.20. Check water regulating valve where applicable
- 9.21. Check cap tubes/piping for chafing
- 9.22. Check crankcase heaters
- 9.23. Visual check for oil refrigerant leaks
- 9.24. (Contractor shall be responsible for the removal and disposal of any used refrigerant)
- 9.25. Check fan wheels - clean as required
- 9.26. Check fan scrolls - clean as required
- 9.27. Check fan sheave wear
- 9.28. Check fan sheave alignment
- 9.29. Check fan bearing supports
- 9.30. Check motor supports
- 9.31. Check damper operation
- 9.32. Check damper linkages
- 9.33. Check motor damper operation
- 9.34. Inspect and clean evaporator coils
- 9.35. Inspect and clean condensate pans
- 9.36. Inspect and clean condensate pumps where applicable
- 9.37. Replace air filters (Contractor shall provide filters; Air filters to meet or exceed existing filters for efficiency and quality)
- 9.38. Check humidifier strainer where applicable
- 9.39. Check and clean humidifier float assembly
- 9.40. Check humidifier level controls
- 9.41. Check and clean humidifier drain/pan
- 9.42. Check humidifier heating elements
- 9.43. Check all humidifier controls
- 9.44. Check and clean outside air intakes
- 9.45. Check for any unusual noises or vibrations
- 9.46. Check structural integrity of the unit
- 9.47. Check glycol level if applicable

10. 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),

- 10.1. 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
- 10.2. Check operational sequence of all VAV's, and related preheat, reheat and radiation valves and motors
- 10.3. Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
- 10.4. Test and calibrate all devices including but not limited to thermostats, actuators, controls, dampers, valves, variable air volume devices

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 7: Scope of Work - Department of Military Affairs and Veterans Services (DMAVS)**

10.5. Make back-up copies of software configurations and operating system. Provide customer with access to most recent copy.

10.6. Check and record and system abnormalities or deficiencies

11. The Contractor shall provide an annual inspection in the spring (March - May) of the pneumatic systems including all components as described below. The automatic temperature control system services shall consist, at a minimum, the following services:

11.1. Calibrate all transmitter receiver gauges and controllers

11.2. Check all PE switches, solenoid air valves and limit controls

11.3. Check all control valves and pilot positioners

11.4. Check operation of all auxiliary devices

11.5. Review HVAC system sequence of operation

11.6. Check all dampers and lubricate

11.7. Check operational sequence of all YAY's, CAY's and related preheat, reheat and radiation valves and motors, if equipment is not working notify maintenance mechanics

11.8. Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters

11.9. Check all room thermostats

11.10. Check time clock operation and settings

11.11. Check particle filters and oil filters (change as required)

11.12. Check pressure reducing valve settings

11.13. Check low-pressure safety valve

11.14. Check air dryer refrigerant pressure/temperatures

11.15. Check air dryer drain tap and by pass valves

11.16. Drain air compressor tank and check traps

11.17. Check air compressor oil pressure

11.18. Check air compressor belt and sheaves (change as required); Change air compressor suction filter as required.

11.19. Check air compressor unloaders and check valve

11.20. Check air compressor operating controls including PE switch, starter and alternator

11.21. Check air compressor high-pressure safety valve

11.22. Repair or replace all defective components

11.23. Change oil, replace air and oil filters and inspect belts on air compressors. Test to ensure proper operation.

12. 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:

12.1. Inspect electrical connections and contactors

12.2. Check couplings for alignment and wear and realign or replace when necessary

12.3. Lubricate all bearings

12.4. Check packing and adjust if necessary

12.5. Clean strainers

12.6. Check impeller and wearing rings, check for any bearing wear

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 7: Scope of Work - Department of Military Affairs and Veterans Services (DMAVS)**

- 12.7. Check gaskets
- 12.8. Check for proper operation
- 12.9. Check for any improper vibration or noise
- 12.10. Tighten all nuts and bolts
- 12.11. Check and tighten all electrical terminations
- 12.12. Check contacts for wear
- 12.13. Check and record motor current against nameplate
- 12.14. Check motor mounts and vibrator pads.

13. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of Andy Nash, Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician.

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. 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).

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 (3) 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 (3) hours from any overtime payment.

16. Request to repair and/or replace parts shall be approved by Andy Nash, Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician. 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 Andy Nash, Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician.

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 signature thereon from Andy Nash, Facilities Supervisor, DMAVS or his designated representative.

18. The Contractor shall present two (2) 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 Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician, on or before January 15 of the following year.

19. Andy Nash, Facilities Supervisor, DMAVS or his designated representative Joe Stacey, Maintenance Technician shall:

- 19.1. Provide the Contractor with all pertinent information regarding the requirements within two (2) working days of receiving a request for information from the Contractor.
- 19.2. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the Contractor's work.

20. If applicable, as determined by the Department of Military Affairs and veterans Services, 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.

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 8: Scope of Work - DOS**

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 owned by the State of New Hampshire.
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.
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

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 8: Scope of Work - DOS**

- 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 Contractor shall supply the filters and 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
- Replace belts annually. Contractor shall include the replacement price in PM.
- 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

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 8: Scope of Work - DOS**

- 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 Contractor shall supply the filters and 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
- Replace belts annually. Contractor shall supply belts.
- Filters changed at each PM. Contractor shall supply filters and include in pricing of PM

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 8: Scope of Work - DOS**

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 annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the agency contact.
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, at a minimum 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 (3) 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 (3) hours from any overtime payment.
11. 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 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, Department of Safety or his/her designated representative(s).
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 Administrator, Department of Safety or his/her designated representative(s).

**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 8: Scope of Work - DOS**

13. The Contractor shall present two (2) 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 or his/her designated representative(s), on or before January 15th of the following year.
14. The Agency, shall:
  - a. Provide the Contractor with all pertinent information regarding the requirements for services within two (2) 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.

**RFB 2828-24**  
**HVAC Preventative Maintenance and Repair**  
**Attachment 9: Scope of Work – CFB2**

1. The Vendor shall provide the Central Facilities Bureau with preventative maintenance, repair and emergency services for the Heating, Ventilation, and Air Conditioning (“HVAC”) equipment and associated devices (see Attachment 3, Section 1) 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 Attachment 3, Section 1. Seasons are defined as:
  - Cooling Season (on or before April 30)
  - Heating season (on or before September 30)
3. The Vendor 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. Vendor 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 (Vendor 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

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**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 9: Scope of Work – CFB2**

- 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 (Vendor 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 Vendor 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 Vendor shall inspect all condenser water, and chilled water pumps as well as any glycol pumps annually in the spring (March- May). In addition, the Vendor 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

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**RFB 2828-24**

**HVAC Preventative Maintenance and Repair**

**Attachment 9: Scope of Work – CFB2**

- 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 Vendor 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 Vendor 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

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10/31/23

**RFB 2828-24**  
**HVAC Preventative Maintenance and Repair**  
**Attachment 9: Scope of Work – CFB2**

- 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: Vendor is responsible for providing and replacing all air filters (including anti-microbial 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 Vendor 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 Vendor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Vendor 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. Vendor 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 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, or his designated representative.
14. The Vendor 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 Vendor shall present two (2) 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 15th of the following year.
16. The State shall:
- a. Provide the Vendor with all pertinent information regarding the requirements for this contract within two (2) working days of receiving a request for information from the Vendor.
  - b. Examine any documents submitted by the Vendor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the Vendor's work.

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HVAC Preventative Maintenance and Repair  
Section 1 Offer Sheet

Vendor Company Name: Alliance Group Services, LLC

Instructions: Vendors are to fill out each of the "Annual Rate" of service columns for each location. It is understood that annual rate is for two Preventative Maintenance services per year (includes labor and material costs). Should an agency choose to only receive one semi-annual service it is understood that the cost will be half of the annual rate. If you do not wish to bid on a specific item, then write in "no bid." The award shall be made to the Vendor with the lowest cost per building. No more than one Vendor shall be awarded per building.

Agency	Division / Bureau / District	Facility Name	Address	Town	County	Annual Rate	Annual Rate	Annual Rate	4.5 Year Term Totals
						Year 1 (Jan. 2024 - Dec. 2024)	Year 2 & 3 (Jan. 2025 - Dec. 2026)	Year 4 & 5 (Jan. 2027 - Jun. 2028)	
DBEA		Canterbury Rest Area	1-93 NB Mile Marker 51	Canterbury	Merrimack	\$555.00	\$572.00	\$589.00	\$2,582.50
DBEA		North Conway Rest Area	3654 White Mtn Hwy	North Conway	Carroll	\$2,010.00	\$2,070.00	\$2,132.00	\$9,348.00
DBEA		Salem Welcome Center	1-93 NB Mile Marker 1 State Line	Salem	Rockingham	\$1,448.00	\$1,491.00	\$1,536.00	\$6,734.00
DBEA		Springfield Rest Area	1-89 NB Mile Marker 39	Springfield	Sullivan	\$2,285.00	\$2,353.00	\$2,424.00	\$10,627.00
DBEA		Sutton Rest Area	1-89 SB Mile Marker 26	Sutton	Merrimack	\$810.00	\$834.00	\$859.00	\$3,766.50
DES		Multiple Buildings	70 and 72 Silk Farm Rd.	Concord	Merrimack	\$3,380.00	\$3,482.00	\$3,586.00	\$15,723.00
DHHS		Glencliff Home	393 High Street	Glencliff	Grafton	\$6,842.00	\$7,047.00	\$7,258.00	\$31,823.00
DHHS		Hampstead Hospital	218 East Road	Hampstead	Rockingham	\$8,908.00	\$9,175.00	\$9,450.00	\$41,433.00
DHHS		Multiple Buildings	121 South Fruit St.	Concord	Merrimack	\$16,910.00	\$17,417.00	\$17,940.00	\$78,654.00
DHHS		NH Hospital	129 Pleasant St	Concord	Merrimack	\$3,830.00	\$3,945.00	\$4,063.00	\$17,814.50
DHHS		NH Hospital	36 Clinton St	Concord	Merrimack	\$7,560.00	\$7,786.00	\$8,020.00	\$35,162.00
DOT	BUREAU OF TRAFFIC		18 Smokey Bear Blvd	Concord	Merrimack	\$6,495.00	\$6,690.00	\$6,891.00	\$30,211.50
DOT	Bridge Maintenance	Crew 713 Franklin	13 Range Road	Franklin	Merrimack	\$2,560.00	\$2,636.00	\$2,716.00	\$11,906.00
DOT	Bridge Maintenance	Crew 714 Bedford	8 East Point Drive	Bedford	Hillsborough	\$3,640.00	\$3,749.00	\$3,862.00	\$16,931.00
DOT	Bridge Maintenance	Crew 715 Office	10 Ranger Way	Portsmouth	Rockingham	\$1,912.00	\$1,969.00	\$2,028.00	\$8,892.00
DOT	Bridge Maintenance	Hampton River Bridge	NH 1A over the Hampton River	Hampton	Rockingham	\$1,272.00	\$1,310.00	\$1,350.00	\$5,917.00
DOT	Bridge Maintenance	Memorial Bridge	US 1 Piscataqua River	Portsmouth	Rockingham	\$1,132.00	\$1,166.00	\$1,201.00	\$5,265.50
DOT	District 1	Shed101L	1055 South Main Street	Pittsburg	Coos				NO BID
DOT	District 1	Shed101U	2947 North Main St.	Pittsburg	Coos				NO BID
DOT	District 1	Shed102	8 Grant Rd	Columbia	Coos				NO BID
DOT	District 1	Shed102D	4 Gold Links Rd.	Dixville	Coos				NO BID
DOT	District 1	Shed103	143 Dam Rd.	Erroll	Coos				NO BID
DOT	District 1	Shed104	116 Brown Rd.	Groveton	Coos				NO BID
DOT	District 1	Shed105	180 Spruceville Rd.	West Milan	Coos				NO BID
DOT	District 1	Shed106	32 State Garage Rd.	Milan	Coos				NO BID
DOT	District 1	Shed107	24 Foster Drive	Whitefield	Coos				NO BID
DOT	District 1	Shed107	647B Main St.	Lancaster	Coos				NO BID
DOT	District 1	Shed108	160 Stag Hollow	Jefferson	Coos				NO BID
DOT	District 1	Shed109	1 Morin Drive	Gorham	Coos				NO BID
DOT	District 1	Shed109P	469 Rt 16	Glen	Grafton				NO BID
DOT	District 1	Multiple Buildings	201 Dells Rd.	Littleton	Grafton				NO BID
DOT	District 1	Shed112	3997 Rt 302 E.	Carroll	Coos				NO BID
DOT	District 1	Shed113	88 Rt 302 E.	Bartlett	Carroll				NO BID
DOT	District 1	Shed114	233 South Main St.	Lisbon	Grafton				NO BID
DOT	District 1	Shed115	65 Old Airport Rd.	Lincoln	Grafton				NO BID
DOT	District 1	Shed124	327 Butterhill Rd.	Franconia	Grafton				NO BID
DOT	District 1	Shed124F	1157 Profile Rd.	Franconia	Grafton				NO BID
DOT	District 1	Shed125M	50 State Garage Rd	Monroe	Grafton				NO BID
DOT	District 2	DOT 201 Orford shed	946 NH Route 10	Orford	Grafton				NO BID
DOT	District 2	DOT 202 Wentworth shed	465 East Side Drive	Wentworth	Grafton				NO BID
DOT	District 2	DOT 203 Rumney shed	43 Old N. Groton Road	Rumney	Grafton				NO BID



HVAC Preventative Maintenance and Repair  
Section 1 Offer Sheet

DOS	Fire Standards	ADMIN	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	\$810.00	\$835.00	\$860.00	\$3,770.00
DOS	Fire Standards	ARFF BUILDING	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	\$640.00	\$659.00	\$680.00	\$2,978.00
DOS	Fire Standards and Training	HOUSE	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	\$1,620.00	\$1,669.00	\$1,719.00	\$7,536.50
DOS	Fire Standards and Training	NEW DORM	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	\$1,620.00	\$1,669.00	\$1,719.00	\$7,536.50
DOS	Fire Standards and Training	NORTH	TRUDEAU ROAD	BETHLEHEM	Grafton				NO BID
DOS	Fire Standards and Training	OLD DORM	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	\$1,420.00	\$1,462.00	\$1,507.00	\$6,604.50
DOS	Fire Standards and Training	STORAGE BUILDING	110 SMOKEY BEAR BLVD	CONCORD	Merrimack	\$270.00	\$280.00	\$290.00	\$1,265.00
DOS	Police Standards and Training		17 Institute Drive	Concord	Merrimack	\$2,795.00	\$2,879.00	\$2,965.00	\$13,000.50
DOS	State Police	TROOP A	315 CALEF HWY	EPPING	Rockingham	\$1,700.00	\$1,751.00	\$1,804.00	\$7,908.00
DOS	State Police	TROOP C	15 ASHBROOK COURT	KEENE	Cheshire	\$1,051.00	\$1,084.00	\$1,116.00	\$4,893.00
DOS	State Police	TROOP D	125 Iron Works Road	CONCORD	Merrimack	\$1,943.00	\$2,001.00	\$2,061.00	\$9,036.50
DOS	State Police	TROOP E	1864 WHITE MNT. HWY	TAMWORTH	Carroll	\$2,000.00	\$2,060.00	\$2,122.00	\$9,303.00
DOS	State Police	TROOP F	549 RTE. 302	Twin Mountain	Coos	\$1,620.00	\$1,669.00	\$1,719.00	\$7,536.50
DOS	State Police	TROOP G	91 AIRPORT ROAD	CONCORD	Merrimack	\$725.00	\$747.00	\$769.00	\$3,372.50
DOS		911 Operations Building	50 Communications Dr.	Laconia	Belknap	\$6,792.00	\$6,996.00	\$7,206.00	\$31,593.00
DOS		AUTOMOTIVE GARAGE	39 HAZEN DRIVE	CONCORD	Merrimack	\$2,130.00	\$2,194.00	\$2,260.00	\$9,908.00
DOS		DOS WAREHOUSE	41 HAZEN DRIVE	CONCORD	Merrimack	\$1,875.00	\$1,931.00	\$1,989.00	\$8,720.50
DOS		MARINE PATROL - BELMONT	3 HIGGINS DRIVE	BELMONT	Belknap	\$810.00	\$834.00	\$859.00	\$3,766.50
DOS		WINDHAM WEIGH STATION	I-93 N & S	WINDHAM	Rockingham	\$966.00	\$995.00	\$1,025.00	\$4,493.50
DOS		Blue Job (ATV Access Only)		Famington	Strafford	\$2,584.00	\$2,661.00	\$2,741.00	\$12,017.50
DOS		Pack Monadnock		Peterborough	Hillsborough	\$2,584.00	\$2,661.00	\$2,741.00	\$12,017.50
DOS		Whittier Mountain (ATV Access Only)		Tamworth	Carroll	\$2,584.00	\$2,661.00	\$2,741.00	\$12,017.50
DOS		Oak Hill		Loudon	Merrimack	\$2,584.00	\$2,661.00	\$2,741.00	\$12,017.50
DOS		Kearsarge (Hike Access)		Warner	Merrimack	\$1,388.00	\$1,430.00	\$1,473.00	\$6,457.50
DOS		Warner Hill		Derry	Rockingham	\$2,584.00	\$2,661.00	\$2,741.00	\$12,017.50
DOS		Tenney Mountain (ATV Access Only)		Plymouth	Grafton	\$2,584.00	\$2,661.00	\$2,741.00	\$12,017.50
DOS		Hyland Hill		Kenne	Cheshire	\$2,584.00	\$2,661.00	\$2,741.00	\$12,017.50
DOS		Holden Hill		Stewartstown	Coos	\$2,584.00	\$2,661.00	\$2,741.00	\$12,017.50
DOS		Pitcher Mountain		Stoddard	Cheshire	\$2,088.00	\$2,151.00	\$2,215.00	\$9,712.50
DOS		IPOC Shelter	Smokey Bear Blvd	Concord	Merrimack	\$992.00	\$1,022.00	\$1,053.00	\$4,615.50
DMAV	Adjutant General	AASF	26 Regional Drive	Concord	Merrimack	\$ 25,720.00	\$ 26,492.00	\$ 27,286.00	\$119,633.00
DMAV	Adjutant General	BERLIN RC	2169 Riverside Drive	Berlin	Coos	\$ 5,249.00	\$ 5,406.00	\$ 5,568.00	\$24,413.00
DMAV	Adjutant General	Multiple Buildings	1 Minute Man Way	Concord	Merrimack	\$ 31,753.00	\$ 32,705.00	\$ 33,687.00	\$147,695.50
DMAV	Adjutant General	Multiple Buildings	4 Pembroke Road	Concord	Merrimack	\$ 40,597.00	\$ 41,815.00	\$ 43,069.00	\$188,830.50
DMAV	Adjutant General	Multiple Buildings	11 ACADAMY AVE	CENTER STRAFFORD	STRAFFORD	\$ 22,023.00	\$ 22,683.00	\$ 23,363.00	\$102,433.50
DMAV	Adjutant General	FMS ROCHESTER	86 Brock Street	Rochester	Strafford	\$ 7,080.00	\$ 7,293.00	\$ 7,512.00	\$32,934.00
DMAV	Adjutant General	FRANKLIN RC	300 South Main Street	Franklin	Merrimack	\$ 4,467.00	\$ 4,601.00	\$ 4,739.00	\$20,777.50
DMAV	Adjutant General	HILLSBORO FMS	140 West Main Street	Hillsborough	Hillsborough	\$ 6,022.00	\$ 6,202.00	\$ 6,388.00	\$28,008.00
DMAV	Adjutant General	HOOKSETT	1227 Hooksett Road	Hooksett FMS	Merrimack	\$ 8,509.00	\$ 8,764.00	\$ 9,027.00	\$39,577.50
DMAV	Adjutant General	LEBANON RC	174 Heater Road	Lebanon	Grafton	\$ 3,337.00	\$ 3,437.00	\$ 3,540.00	\$15,521.00
DMAV	Adjutant General	LITTLETON FMS	350 Meadow Street	Littleton	Grafton	\$8,884.00	\$ 9,151.00	\$ 9,425.00	\$41,323.50
DMAV	Adjutant General	MANCHESTER	1059 Canal Street	Manchester	Hillsborough	\$ 12,738.00	\$ 13,120.00	\$ 13,514.00	\$59,249.00
DMAV	Adjutant General	MILFORD	154 Osgood Road	Milford	Hillsborough	\$ 6,695.00	\$ 6,896.00	\$ 7,103.00	\$31,141.50
DMAV	Adjutant General	NASHUA	154 Daniel Webster HWY	Nashua	Hillsborough	\$ 5,963.00	\$ 6,142.00	\$ 6,326.00	\$27,736.00
DMAV	Adjutant General	Multiple Buildings	722 Riverwood Drive	Pembroke	Merrimack	\$34,418.00	\$35,450.00	\$36,513.00	\$160,087.50
DMAV	Adjutant General	PLYMOUTH RC	19 Armory Road	Plymouth	Grafton	\$ 5,434.00	\$ 5,597.00	\$ 5,765.00	\$25,275.50
DMAV	Adjutant General	PORTSMOUTH RC	801 McGee Drive	Portsmouth	Rockingham	\$ 5,043.00	\$ 5,194.00	\$ 5,350.00	\$23,456.00
DMAV	Adjutant General	RAYMOND BISSON	70 Rochester Hill Road	Rochester	Strafford	\$ 5,543.00	\$ 5,710.00	\$ 5,881.00	\$25,784.50
DMAV	Adjutant General	ROCHESTER	106 Brock Street	Rochester	Strafford	\$ 3,297.00	\$ 3,396.00	\$ 3,498.00	\$15,336.00
DNCR		DNCR HQ	172 Pembroke Road	Concord	Merrimack	\$770.00	\$793.00	\$817.00	\$3,581.50
DNCR		HAMPTON BEACH STATE PARK	160 Ocean Blvd.	Hampton	Rockingham	\$2,253.00	\$2,320.00	\$2,390.00	\$10,478.00

HVAC Preventative Maintenance and Repair  
Section 1 Offer Sheet

DNCR		HAMPTON BEACH STATE PARK	170 Ocean Blvd.	Hampton	Rockingham	\$2,095.00	\$2,158.00	\$2,223.00	\$9,745.50
DNCR		HAMPTON BEACH STATE PARK	171 Ocean Blvd.	Hampton	Rockingham	\$745.00	\$767.00	\$790.00	\$3,464.00
DNCR		HAMPTON BEACH STATE PARK	180 Ocean Blvd.	Hampton	Rockingham	\$2,160.00	\$2,225.00	\$2,292.00	\$10,048.00
DNCR		HAMPTON BEACH STATE PARK	60/280 Ocean Blvd.	Hampton	Rockingham	\$1,194.00	\$1,230.00	\$1,267.00	\$5,554.50
DAS	Central Facilities Bureau	Monadnock HQ	169 Poole Road	Jaffrey	Cheshire	\$550.00	\$567.00	\$584.00	\$2,560.00
DAS	Central Facilities Bureau	Main Building	105 Pleasant Sreet	Concord	Merrimack	\$2,355.00	\$2,426.00	\$2,499.00	\$10,955.50
DAS	Central Facilities Bureau	Annex Building	115 Pleasant Sreet	Concord	Merrimack	\$4,045.00	\$4,166.00	\$4,292.00	\$18,815.00
DAS	Central Facilities Bureau	PHILBROOK BUILDING	121 South Fruit Street	Concord	Merrimack				NO BID
DAS	Central Facilities Bureau	LAUNDRY BUILDING	127 Pleasant Street	Concord	Merrimack	\$2,260.00	\$2,328.00	\$2,398.00	\$10,513.00
DAS	Central Facilities Bureau	TRANSPORTATION BUILDING	127A Pleasant Street	Concord	Merrimack	\$2,283.00	\$2,352.00	\$2,422.00	\$10,620.00
DAS	Central Facilities Bureau	PHILBROOK A & B BUILDING	129 South Fruit Street	Concord	Merrimack	\$1,080.00	\$1,112.00	\$1,146.00	\$5,023.00
DAS	Central Facilities Bureau	Brown Building	129 Pleasant Street	Concord	Merrimack	\$12,857.00	\$13,242.00	\$13,640.00	\$59,801.00
DAS	Central Facilities Bureau	WAREHOUSE BUILDING	131 Pleasant Street	Concord	Merrimack	\$2,650.00	\$2,730.00	\$2,812.00	\$12,328.00
DAS	Central Facilities Bureau	DoIT	27 Hazen Drive	Concord	Merrimack	\$15,240.00	\$15,697.00	\$16,168.00	\$70,886.00
DAS	Central Facilities Bureau	PAINT & CARPENTRY BUILDING	65 South Fruit Street	Concord	Merrimack	\$1,730.00	\$1,782.00	\$1,836.00	\$8,048.00
DAS	Central Facilities Bureau	GROUND	79 South Fruit Street	Concord	Merrimack	\$3,270.00	\$3,368.00	\$3,469.00	\$15,209.50
DAS	Central Facilities Bureau	Thayer Building	97 Pleasant Sreet	Concord	Merrimack	\$4,710.00	\$4,851.00	\$4,997.00	\$21,907.50
Fish & Game		LANCASTER AMORY	GROVETON RD	LANCASTER	Coos	\$2,540.00	\$2,616.00	\$2,695.00	\$11,814.50
Fish & Game		Region #2	200 Main St.	New Hampton	Belknap	\$421.00	\$434.00	\$447.00	\$1,959.50
Fish & Game		Region #3	225 Main St.	Durham	Stafford	\$535.00	\$551.00	\$568.00	\$2,489.00
Fish & Game			204 Main St.	New Hampton	Belknap	\$421.00	\$434.00	\$447.00	\$1,959.50
Lottery Commission		Headquarters	14 Integra Drive	Concord	Merrimack	\$3,869.00	\$3,985.00	\$4,104.00	\$17,995.00
NH Veteran's Home			139 WINTER STREET	TILTON	Belknap	\$10,954.00	\$11,283.00	\$11,622.00	\$50,953.00

Contract Term Total: \$2,209,448.50  
Total Number of Locations Bid: 109

Labor Rates per hour / per person by County							
	Belknap	Carroll	Cheshire	Coos	Grafton	Hillsborough	Merrimack
Normal Business Hours (Monday through Friday; 8:00 am to 4:30 pm) *excludes State	\$ 99.00	\$ 99.00	\$ 99.00	\$ 99.00	\$ 99.00	\$ 99.00	\$ 99.00
After Normal Business Hours (Monday through Friday; 4:31 pm to 7:59 am) *excludes State	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50
Saturday, Sunday, and Holidays (8:00 am to 4:30 pm)	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50
Saturday, Sunday, and Holidays (4:31 pm to 7:59 am)	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50
*Holidays shall be based on State designated holidays							

**RFB 2828-24**  
**HVAC Preventative Maintenance and Repair**  
**Section 2 Offer Sheet - Courts**

**Vendor Company Name: Alliance Group Services, LLC**

The locations contained herein require an all inclusive maintenance program as identified in "Attachment 4: Section 2 Scope of Work - Courts."  
 The Vendor shall be responsible for all maintenance, repairs, and full replacements as needed billed at a monthly rate. No additional costs shall be incurred.  
 The award will be to a vendor who can service all locations listed herein at the lowest cost.

Location	Year 1 Monthly Cost (Cost of One Month)	Year 2 & 3 Monthly Cost (Cost of One Month)	Year 4 & 5 Monthly Cost (Cost of One Month)	4.5 Year Term Totals
ROCKINGHAM COUNTY COURT				NO BID
DERRY CIRCUIT COURT				NO BID
PORTSMOUTH CIRCUIT COURT				NO BID
DOVER CIRCUIT COURT				NO BID
LACONIA CIRCUIT COURT				NO BID
PLYMOUTH CIRCUIT COURT				NO BID
HAMPTON CIRCUIT COURT				NO BID
HILLSBOROUGH COUNTY COURT SOUTH				NO BID
HILLSBOROUGH COUNTY SUPERIOR - NORTH				NO BID
CONCORD CIRCUIT COURT				NO BID
MANCHESTER CIRCUIT COURT				NO BID
CONWAY CIRCUIT COURT				NO BID
LEBANON CIRCUIT COURT				NO BID
MERRIMACK CIRCUIT COURT				NO BID
MILFORD CIRCUIT COURT				NO BID
MERRIMACK COUNTY SUPERIOR COURT				NO BID
COOS COUNTY SUPERIOR COURT				NO BID
FRANKLIN CIRCUIT COURT				NO BID
ROCHESTER CIRCUIT COURT				NO BID
JAFFREY-PETERBOROUGH CIRCUIT COURT				NO BID
CARROLL COUNTY COURT				NO BID
<b>Total:</b>				<b>NO BID</b>

	Labor Rates per hour / per person by County		
	Belknap	Carroll	Cheshire
Normal Business Hours (Monday through Friday; 8:00 am to 4:30 pm) *excludes State holidays	\$ -	\$ -	\$ -
After Normal Business Hours (Monday through Friday; 4:31 pm to 7:59 am) *excludes State holidays	\$ -	\$ -	\$ -
Saturday, Sunday, and Holidays (8:00 am to 4:30 pm)	\$ -	\$ -	\$ -
Saturday, Sunday, and Holidays (4:31 pm to 7:59 am)	\$ -	\$ -	\$ -
*Holidays shall be based on State designated holidays	\$ -	\$ -	\$ -

HVAC Preventative Maintenance and Repair  
Section 3 Offer Sheet - Central Facilities Bureau

Vendor Company Name: Alliance Group Services, LLC

The locations contained herein require an all inclusive maintenance program as identified in "Attachment 5: Section 3 Scope of Services - CFB."  
The Vendor shall be responsible for all maintenance, repairs, and full replacements as needed billed at a monthly rate. No additional costs shall be incurred.  
The award shall be made to the Vendor with the lowest cost per building. No more than one Vendor shall be awarded per building.

Agency	Division / Bureau / District	Facility Name	Address	Town	County	Year 1 Monthly Cost (Cost of One Month)	Year 2 & 3 Monthly Cost (Cost of One Month)	Year 4 & 5 Monthly Cost (Cost of One Month)	4.5 Year Term Totals
DAS	Central Facilities Bureau	Supreme Court Building	1 Charles Doe Drive	Concord	Merrimack	\$3,496.00	\$3,526.00	\$3,587.00	\$191,142.00
DAS	Central Facilities Bureau	Department of Revenue, M & S Building	109 Pleasant Street	Concord	Merrimack	\$3,855.00	\$3,873.00	\$3,911.00	\$209,610.00
DAS	Central Facilities Bureau	Concord Probate Court	2 Charles Doe Drive	Concord	Merrimack	\$1,769.00	\$1,784.00	\$1,791.00	\$96,282.00
DAS	Central Facilities Bureau	McAuliffe – Shepard Discovery Center	2 Institute Drive	Concord	Merrimack	\$4,912.00	\$4,947.00	\$5,018.00	\$267,996.00
DAS	Central Facilities Bureau	Emergency Operations Center	224 Sheep Davis Road	Concord	Merrimack	\$3,690.00	\$3,711.00	\$3,753.00	\$200,898.00
DAS	Central Facilities Bureau	Department of Motor Vehicles	23 Hazen Drive	Concord	Merrimack	\$6,868.00	\$6,903.00	\$6,975.00	\$373,638.00
DAS	Central Facilities Bureau	Administrative Services Data Center	29 Hazen Drive	Concord	Merrimack	\$2,761.00	\$2,794.00	\$2,860.00	\$151,668.00
DAS	Central Facilities Bureau	DHHS	29 Hazen Drive	Concord	Merrimack	\$17,442.00	\$17,515.00	\$17,666.00	\$947,652.00
DAS	Central Facilities Bureau	James H. Hayes Safety Building	33 Hazen Drive	Concord	Merrimack	\$11,452.00	\$11,496.00	\$11,586.00	\$621,876.00
DAS	Central Facilities Bureau	Legislative Office Building	33 North State Street	Concord	Merrimack	\$6,732.00	\$6,784.00	\$6,891.00	\$367,638.00
DAS	Central Facilities Bureau	DOT Materials & Research	5 Hazen Drive	Concord	Merrimack	\$2,385.00	\$2,397.00	\$2,420.00	\$129,708.00
DAS	Central Facilities Bureau	John O. Morton Building	7 Hazen Drive	Concord	Merrimack	\$3,746.00	\$3,806.00	\$3,929.00	\$207,018.00
DAS	Central Facilities Bureau	Records & Archives	71 South Fruit Street	Concord	Merrimack	\$5,966.00	\$5,996.00	\$6,055.00	\$324,486.00

Contract Term Total: \$4,089,612.00  
Total Number of Locations Bid: 13

Labor Rates per hour / per person by County							
	Belknap	Carroll	Cheshire	Coos	Grafton	Hillsborough	Merrimack
Normal Business Hours (Monday through Friday; 8:00 am to 4:30 pm) *excludes State holidays	\$ 135.00	\$ 135.00	\$ 135.00	\$ 135.00	\$ 135.00	\$ 135.00	\$ 135.00
After Normal Business Hours (Monday through Friday; 4:31 pm to 7:59 am) *excludes State	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50
Saturday, Sunday, and Holidays (8:00 am to 4:30 pm)	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50
Saturday, Sunday, and Holidays (4:31 pm to 7:59 am)	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50	\$ 202.50

\*Holidays shall be based on State designated holidays