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New Hampshire Veterans Home

139 Winter Street
Tilton, NH 03276



Kimberly M. MacKay
Commandant

Telephone: (603) 527-4400
Fax: (603) 286-4242

June 26, 2024

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

REQUESTED ACTION

Authorize the New Hampshire Veterans Home to enter into a **Retroactive, Sole Source** contract with RTH Mechanical Contractors, Inc. (VC#277973), Dover, NH in the amount of \$66,050.00 for HVAC blower replacement at the New Hampshire Veteran's Home, effective upon Governor and Council approval for the period May 20, 2024 through June 29, 2024. 100% General Funds.

Funding is available in account, Health and Social Services, NH Veterans Home, as follows:

| | |
|---|----------------|
| | <u>FY 2024</u> |
| 05-043-043-430010-53580000-030-500305 – Equipment New Replacement | \$66,050 |

EXPLANATION

This request is **Retroactive Sole Source** because three air exchange blowers that regulate the indoor temperature at the New Hampshire Veteran's Home (NHVH) stopped working on, or about, March 13, 2024. This created an emergency situation because these blowers help maintain the indoor temperature by circulating warm and cold air throughout the building.

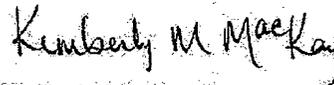
The purpose of this request is to gain retroactive sole source approval facilitating timely replacement of critical cooling equipment needed to maintain a safe and comfortable environment for New Hampshire Veterans. These blowers had previously been scheduled for replacement because they are obsolete with parts no longer available. Because parts were not available for repair, the determination was made to replace the units at this time. The statewide contracted vendors were contacted for the repair/replacement of the blowers; however, none were able to repair or replace the blowers in a timely manner that met the urgent nature of this request. RTH Mechanical Contractors, Inc. was able to provide the solution with an installation date that allowed the NHVH HVAC system to be back in working order within a reasonable timeline.

These blower units are an integral part of the HVAC system's capacity to maintain indoor temperature within the required temperature range of 71-81 by efficiently moving cool air in the summer and heat in colder months. These units service six of NHVH's residential wings, capable of housing up to one hundred residents at full capacity. Without these blowers in operation many areas within the residential wing would become uncomfortable for the residents as the external heat rises, potentially requiring relocation of residence and discontinuing use of the effected space until which point when the HVAC system is repaired.

| Contract financials | |
|-------------------------|-------------|
| RTH Mechanical Estimate | \$61,050.00 |
| Contract contingency | \$5,000 |
| Price limitation | \$66,050.00 |

Based on the foregoing, I am respectfully recommending approval of the **Retroactive Sole Source** contract with RTH Mechanical Contractors, Inc.

Respectfully submitted,



Kimberly M. MacKay
Commandant

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

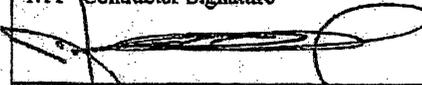
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION

| | | | |
|---|---------------------------------------|---|-------------------------------------|
| 1.1 State Agency Name New Hampshire Veteran's Home | | 1.2 State Agency Address 139 Winter Street Tilton, NH 03276 | |
| 1.3 Contractor Name RTH Mechanical Contractors Inc | | 1.4 Contractor Address 17 Production Drive, Dover, NH 03820 | |
| 1.5 Contractor Phone Number (603) 772-9779 | 1.6 Account Unit and Class Various | 1.7 Completion Date 06/29/2024 | 1.8 Price Limitation \$66,050.00 |
| 1.9 Contracting Officer for State Agency Steven Burgess | | 1.10 State Agency Telephone Number 1.11 (603) 271-2009 | |
| 1.11 Contractor Signature  Date: 5-23-24 | | 1.12 Name and Title of Contractor Signatory RICH HANSELL PRESIDENT | |
| 1.13 State Agency Signature Kimberly M MacKay Date: 6/10/2024 | | 1.14 Name and Title of State Agency Signatory Kimberly M. MacKay, Commandant | |
| 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: June 10, 2024 | | | |
| 1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____ | | | |

Contractor Initials 

Date 5-23-24

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.

Contractor Initials *J.P.W.*

Date 5-23-24

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.

EXHIBIT A - SPECIAL PROVISIONS

There are no special provisions of this contract.

Contractor Initials D.W.

Date 5-23-24

EXHIBIT B - SCOPE OF SERVICES

1. INTRODUCTION:

1.1. RTH Mechanical Contractors Inc (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire (hereinafter referred to as the "State"), New Hampshire Veterans Home, with HVAC Repair Services in accordance with the proposal submission and as described herein.

2. CONTRACT DOCUMENTS:

2.1. 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 Contractor's Proposal

2.2. 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 "Contractor's Proposal."

3. TERM OF CONTRACT:

3.1. The term of the contract shall commence on May 20, 2024 through June 29, 2024, a period of approximately six weeks.

4. SCOPE OF WORK:

4.1. Replace (3) Greenheck ERV supply blowers with direct drive fan assemblies.

4.1.1. Direct drive motors to be of VFD type with soft start and adjustable CFM.

4.1.2. Specifications of fans and drive motors detailed in Exhibit D.

4.2. Repair to Include:

4.2.1. Opening the top of the existing units for access.

4.2.2. Removal by crane of the existing blower assemblies.

4.2.3. Installation by crane of the new blower assemblies.

4.2.4. Disconnect and reconnection of power wiring at unit.

4.2.5. Re-sealing of the existing ERV roofs to make watertight.

4.2.6. Start-up of new fan assemblies

4.3. Repair and installation does not include the following:

4.3.1. Re-Balancing of the ERV's.

4.3.2. No DOC connections to VFD's

4.4. Except as otherwise provided in this Scope of Services, all services performed under this Contract shall be performed between the hours of 8:00 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas

4.5. Neither the Contractor nor its employees or subcontractors shall represent themselves as employees or agents of the State.

- 4.6. While on State property the Contractor, its employees, and its sub-contractors shall be subject to the authority and control of the State, but under no circumstances shall such persons be deemed to be employees of the State.
- 4.7. All personnel shall observe all regulations or special restrictions in effect at any State agency location at which services are to be provided.
- 4.8. The Contractor's personnel shall be allowed only in areas where services are to be provided. The use of State telephones by the Contractor, its employees, or its sub-contractors is prohibited.
- 4.9. If sub-contractors are to be utilized, Contractor shall provide 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.

5. CONTRACT TERMS AND EXECUTION:

5.1. Coordination and Project Conditions:

- 5.1.1. Maintain proper environmental conditions for installation of all building components and materials.
- 5.1.2. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion.

5.2. Permits and Fees:

- 5.2.1. Obtain and pay for all construction licenses, permits, and fees as may be required by law for construction of State's facility, and pay for all fees and charges, and use of the property other than the site of the work for storage of materials or other purposes.
- 5.2.2. Per "Saf-C 8100 State Building Permit System" a Building Permit shall be obtained by the Contractor from the Office of the State Fire Marshal (SFMO).
- 5.2.3. The Contractor shall create a Collaborator Profile through the SFMO permitting software MYGOV, if one is not already created. The Contractor will need to complete the application for each permit required and pay all applicable fees. The Agency on the MYGOV website refers to the State of New Hampshire Division of Fire Safety. The website to create the required profile and file all permit requests is:
https://public.mygov.us/divisionoffiresafety_nh
- 5.2.4. Permit applications for the Trades (Mechanical, Mechanical gas, Electrical, Fire Protection, Plumbing and SWPPP) are 'sub-permits' to the Building Construction Permit and each requires a separate application and payment. Application for Trade Permits must be submitted through the MYGOV electronic permitting system. For direct questions or further assistance, Contractors may contact Phil Biron at the State Fire Marshall's Office at (603) 223-4289 or DOS.FMO.INSPEC@DOS.NH.GOV.
- 5.2.5. When applying for a permit Contractor's will need the following:
 - 5.2.5.1. A copy of the Construction Permit Application Form (open on MYGOV)
 - 5.2.5.2. Contractor Information, Licensing Information and permit fee calculations
 - 5.2.5.3. Design professional information available on the drawing set.
 - 5.2.5.3.1. This information is found either on the seal of the architect or engineer of record, or by calling the design professional.
- 5.2.6. Fees for all re-inspections shall be paid by the Contractor as stated on the application form.
- 5.2.7. Along with permits, the State Fire Marshall's Office will issue a list of required inspections through the MYGOV Portal. All inspections will be maintained in the MYGOV Portal and be through the Collaborator Profile. Immediately upon receipt of Permits from the Office of the Fire Marshal, Contractor shall transmit copies to the State Project Manager. Additionally, Contractor shall post all paid permits at the applicable work site in a conspicuous location prior to beginning work.
- 5.2.8. All fees for interface with municipal (Town or City) and/or Private Infrastructure (Liberty, Eversource, etc.) must be applied for and paid for separately from this permit process. The Contractor is responsible to apply

for, obtain and pay for required permits from each municipality and/or Private company as required, unless noted otherwise in the Construction Documents.

5.3. State Labor Requirements:

- 5.3.1. Pursuant to RSA 21-I:80 and RSA 228:4-b, prior to any work being done by an individual contractor, such contractor, including ALL subcontractors and independent contractors, shall provide a Work Certificate for Contractors Before Beginning their Work on Public Projects (Work Certificate) to the State Project Manager. Sample form can be obtained at <http://das.nh.gov/publicworks/pwdocuments.asp>
- 5.3.2. The Work Certificate of this Contractor is required to be provided for approval of the Contract. All required information shall be completed with attached documentation and shall be returned to the NH DAS Division of Procurement & Support Services.
- 5.3.3. Subcontractors, including main and lower tier, will not be allowed to perform any work until their Work Certificates have been submitted to the State Project Manager via this Contractor. This Contractor shall maintain a log of all submitted subcontractor Work Certificates on-site. The log shall identify all main and lower-tier subcontractors and the status of the Work Certificate submission. This log shall be reviewed at each Progress Meeting to coordinate scheduled work with required Work Certificate submissions. An updated log shall be submitted with each Payment Application. This Contractor shall keep a copy of all Work Certificates on the jobsite, either in electronic or hardcopy form.
- 5.3.4. The Contractor shall obey all applicable State and Federal Labor laws.
- 5.3.5. Pursuant to RSA 21-I:81-a, the Contractor shall provide to the State Project Manager a list of the names and addresses of the CEO, CFO, other LLC principals, and each subcontractor to be used in the performance of the contract. This list shall be provided at the preconstruction meeting. The name and address of each subcontractor shall be provided on the Subcontractor/Employee Master List (below).
- 5.3.6. The Contractor shall maintain a Subcontractor/Employee Master List (Master List) of all personnel performing work on the job site, including the Contractor's employees, all subcontractors and subcontractor employees, and all independent contractors. Pursuant to RSA 21-I:81-b, the Master List shall identify which entity has hired each subcontractor and independent contractor and which entity is providing Workers Compensation coverage for the on-site personnel. The Master List shall also confirm that each employee has an OSHA-10 certification as required per RSA 277:5-a. Subcontractors and independent contractors will not be allowed to perform any work until they have been correctly identified on the Master List. A sample Master List document, created in Microsoft Word, can be obtained at <http://das.nh.gov/publicworks/pwdocuments.asp>. The initial Master List submission shall be at the preconstruction meeting.
- 5.3.7. The Master List shall be posted on the jobsite and updated as needed to reflect any new subcontractors and independent contractors. The Master List shall be reviewed at each Progress Meeting. On a monthly basis, the Contractor shall provide to the State Project Manager a .pdf or Microsoft Word file of the Master List, showing all current subcontracts.
- 5.3.8. The Contractor shall maintain a daily log-in sheet of all personnel performing work on the jobsite. Personnel shall list their name, name of employer, or identify themselves as independent contractors. No contractor, subcontractor or independent contractor performing work on the job site shall be allowed on site without first signing the daily log-in sheet. The Contractor shall verify that personnel listed on the daily log-in sheet are also listed on the Master List. If personnel are not listed on the Master List, they will not be allowed on site until their employer has certified, in writing, that the employee is covered under Workers Compensation coverage for the appropriate work classification noted on the Work Certificate.
- 5.3.9. The Contractor shall maintain on the jobsite copies of OSHA-10 certificates for all personnel listed on the Master List and required per RSA 277:5-a to have an OSHA-10 certificate.
- 5.3.10. The Contractor shall post six (6) mandatory labor posters in a conspicuous, weather-tight place at the jobsite:
- 5.3.10.1. Protective Legislation Law
- 5.3.10.2. Criteria to Establish an Employee or Independent Contractor

- 5.3.10.3. NH Minimum Wage Law
- 5.3.10.4. Whistleblowers Protection Act
- 5.3.10.5. Workers Right to Know
- 5.3.10.6. Equal Pay Law
- 5.3.10.7. These posters can be found at the NH Dept. of Labor website Mandatory Posters | Inspection Division | NH Department of Labor

5.4. Preconstruction Meeting:

- 5.4.1. The Sate Project Manager will schedule meeting at the Project site prior to Contractor occupancy. Attendance is required for the following, unless otherwise waived:
 - 5.4.1.1. Contract Administrator
 - 5.4.1.2. Clerk of the Works
 - 5.4.1.3. Using Agency Representative(s)
 - 5.4.1.4. Major Subcontractors
- 5.4.2. The Contractor will be furnished a maximum of five (5) sets of Specifications and Drawings, free of charge. Any additional sets required shall be paid for at the cost of reproduction as determined by State.
- 5.4.3. The Contractor shall submit and review the following:
 - 5.4.3.1. All required Work Certificate(s) as defined above for the Contractor and all known subcontractors
 - 5.4.3.2. Work Certificate Log
 - 5.4.3.3. Master List of subcontractors and all personnel expected to be on site
 - 5.4.3.4. Daily log-in sheet requirement and format
 - 5.4.3.5. Contractor shall verify that personnel listed on log-in sheet are also on Master List
 - 5.4.3.6. OSHA-10 certificates for all on-site personnel required to be certified per RSA 277:5-a
 - 5.4.3.7. The Contractor will verify that all mandatory labor posters are posted in a conspicuous, weather-tight place, and that submission of list of products, schedule of values, and progress schedule.

5.5. Progress Meetings:

- 5.5.1. Progress meetings shall be scheduled and administered throughout progress of the work at regular intervals. The following are required to attend unless otherwise waived:
 - 5.5.2. Contract Administrator
 - 5.5.3. Clerk of the Works
 - 5.5.4. Using Agency Representative(s)
 - 5.5.5. Contractor
 - 5.5.6. Major Subcontractors as required.

5.6. Contract Requirements:

- 5.6.1. The Contractors and all Subcontractors shall refer to all of the Contract Documents, including those not specifically showing the work of their specialized trades, and shall perform all work reasonably inferable from them as being necessary to produce the intended results in compliance with applicable Federal, State, and Local codes.
- 5.6.2. All indications or notations which apply to one of a number of similar situations, materials or processes shall be deemed to apply to all such situations, materials or processes wherever they appear in the work, except where a contrary result is clearly indicated by the contract documents.
- 5.6.3. Where codes, standards, requirements, and publications of public and private bodies are referred to in the contract documents, such references shall be understood to be to the latest final and complete revision at the time of receiving Bids unless specifically identified, except where otherwise indicated.

- 5.6.4. Where no explicit quality or standards for materials or workmanship is established for work, such work is to be consistent with the best quality workmanship standards of the applicable trade.
- 5.6.5. All manufactured articles, materials, and equipment shall be applied, assembled, installed, connected, erected, tested, cleaned, and conditioned in accordance with the manufacturer's written or printed directions and instructions, unless specifically indicated otherwise in the contract documents.
- 5.6.6. The Drawings are made to scale as identified therein, but all working dimensions shall be taken from the figured dimensions and by actual measurements at the job; in no case by scaling. The Contractor shall study and compare all of the Drawings and verify all figures before laying out or constructing work. The Contractor shall be responsible for errors in his/her work that might have been avoided thereby. Whether or not an error is believed to exist, deviation from the Drawings and the dimensions given thereon shall be made only after approval in writing from the State Project Manager.
- 5.6.7. All Drawings and Specifications and copies thereof are the property of the State and shall not be used by the Contractor or Subcontractor on other Projects.
- 5.7. Notice:
- 5.7.1. Any written notice by either party to the Contract shall be sufficiently given if delivered to or at the last known business address of the person, partnership or corporation constituting the other party to the Contract, or to their, or their duly authorized agent, representative, or officer, or when sent by registered mail to such last known business address. The last known business address shall be that location which is last provided in writing.
- 5.7.2. All parties shall provide their most current physical location/address, mailing address, telephone number, fax number, and, where available, pager number(s), email address(es), and other methods of contact for all persons associated with the Contract.
- 5.7.3. Access to the Work:
- 5.7.4. The Contractor shall provide for access to the work, at all times, for observation and/or inspection by the State, Consultant, Engineer, and government officials having jurisdiction. The Contractor shall provide proper facilities for such access and inspection.
- 5.8. Accident Protection:
- 5.8.1. It is a condition of this Contract, and shall be made a condition of each subcontract entered into pursuant to the Contract, that the Contractor, any Subcontractors, or Independent Contractors shall not require any laborer or mechanic employed in the performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to the laborer's health or safety as determined by construction safety and health standards of the Occupational Safety and Health Administration, United States Department of Labor, which standards include, by reference, the established Federal Safety and Health Regulations for Construction. These standards and regulations comprise Part 1910 and Part 1926 respectively of Title 29 of the Code of Federal Regulations, as may be revised from time to time. In the event any revisions in the Code of Federal Regulations are published, such revisions will be deemed to supersede the appropriate Part 1910 and Part 1926, and be effective as of the date set forth in the revised regulation.
- 5.9. Hazardous Materials:
- 5.9.1. 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 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 Contractor 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.
- 5.10. Progress Cleaning and Waste Removal:



5.10.1. Contractor shall maintain areas free of waste materials, debris, and rubbish throughout the project, and ensure the project site is in a clean and orderly condition. Waste materials, debris, and rubbish shall be collected daily and disposed off-site. Permanent convenience receptacles may be utilized during construction.

5.11. Barriers:

5.11.1. Provide barriers to prevent unauthorized entry to construction areas, to allow for State's use of site, and to protect existing facilities and adjacent properties from damage from construction operations and demolition.

5.12. Security:

5.12.1. Contractor is required to submit criminal record forms for any employee on site. Additionally, Contractor will maintain log of workers and visitors to the site and make available to State on request.

5.12.2. State will control entrance of persons and vehicles related to State's operations.

5.13. Removal of Utilities, Facilities, and Controls:

5.13.1. The Contractor shall clean, and repair damage caused by installation or use of temporary work. All permanent facilities associated with the contract shall be restored to their specified, existing, and original condition as applicable. The State will provide graphics for required signage at the pre-construction meeting.

5.14. Submittal Procedures:

5.14.1. The Contractor shall provide one hard copy of all approved submittals to the Clerk of the Works. At completion of the project the Contractor shall provide two (2) digital copies on USB drives and one (1) hard copy in the form of a three-ring binder with all information from contract document software.

5.14.2. All submittals shall be transmitted with State accepted form. All transmittal forms shall be sequentially numbered, with revised submittals marked with the original number and sequential alphabetic suffix. Submittals shall contain the following information:

5.14.2.1. Identified Project

5.14.2.2. Contractor

5.14.2.3. Subcontractor and Supplier (as applicable)

5.14.2.4. Pertinent drawing, detail number, and specification section number (as applicable)

5.14.2.5. Contractor's stamp, signature, or initials (certifying review, verification, and approval)

5.14.3. Incomplete items submitted without the Contractor's stamp, signature, or initials shall be returned rejected.

5.14.4. All submittals shall be sent to the following individuals:

5.14.4.1. David Goulet David.W.Goulet@das.nh.gov

5.14.5. All shop drawings are to be returned to the Contractor from the State Project Manager. Direct return of shop drawings from Engineer to Contractor is not permitted.

5.14.6. Contractor shall identify variations from contract documents and product or system limitations that may be detrimental to successful performance of completed work. All changes shall be identified since time of previous submission. Contractor shall distribute copies of reviewed submittals as appropriate. Any and all submittals not requested will not be recognized or processed.

5.14.7. Work shall not begin until submittal items have been approved and returned to the Contractor by the State Project Manager and Engineer.

5.15. Construction Progress Schedules:

5.15.1. The Contractor shall submit initial schedules at the Pre-Construction Meeting, and updated schedules at all subsequent construction meetings. The Contractor shall submit revised progress schedule with each application for payment. The Contractor shall distribute copies of reviewed schedule to all subcontractors, suppliers, and other concerned parties. The Contractor shall instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.

5.16. Subcontracts:

5.16.1. Nothing contained in the Specifications or Drawings shall be construed as creating any contractual relationship between any subcontractor and the State. The Sections of the Specifications are not intended to control the Contractor in dividing the work among subcontractors or to limit the work performed by any trade. The Contractor shall be as fully responsible for the acts and omissions of subcontractors and of persons employed by them, as they are for the acts and omissions of persons directly employed by them. The Contractor shall, without additional expense to the State, utilize the services of specialty subcontractors, as required to complete the work.

~~5.16.2. The State will not undertake efforts to settle or resolve any differences between the Contractor and subcontractors or between subcontractors. The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other Contract Documents insofar as applicable to the work of subcontractors and to give the Contractor the same power to terminate any subcontract that the Contract Administrator may exercise over the Contractor under any provisions of the Contract Documents.~~

5.17. Responsibility of Contractor to Act in Emergency:

5.17.1. In case of any emergency that threatens loss or injury of property, and/or safety of life, the Contractor shall act as the situation may warrant. They shall notify the State Project Manager thereof immediately thereafter. Any compensation claimed by the Contractor together with substantiating documents in regard to expense, shall be submitted to the State Project Manager and the amount of compensation shall be determined by agreement.

5.17.2. In the event the State learns of an emergency that threatens loss or injury of property, and/or safety of life, the State shall notify the Contractor using the contact information provided in the Contract. The State may, but shall have no duty to take reasonable steps to mitigate the damage or loss to the Contractor. In either event, the State shall have no duty to undertake any specific acts and shall have no liability for actions or inactions taken absent gross negligence.

5.18. Mutual Responsibility of Contractors:

5.18.1. If the Contractor or any of their subcontractors or employees causes loss or damage to any separate Contractor or subcontractor on the work, the Contractor or Subcontractor agrees to settle with such separate Contractor or Subcontractor by agreement, if they will so settle. If such separate Contractor or subcontractor sues the State because of any loss so sustained, the Contract Administrator shall notify the Contractor and/or their subcontractors, who shall indemnify and hold harmless the State against any expenses or judgment arising therefrom.

5.19. Safety:

5.19.1. The Contractor shall, at all times, safely guard the State's property and persons from injury or loss in connection with this Contract. The Contractor shall, at all times, safely guard and protect their own work and that of adjacent property from damage. All passageways, guard fences, lights, and other facilities required for protection by Federal, State or Municipal laws and regulations must be provided and maintained.

5.20. Supervision:

5.20.1. All work shall be done under the observation and inspection of the State Project Manager, Engineer, Using Agency and/or the Clerk of the Works. The State Project Manager may observe, examine, and test materials and workmanship at any and all times during manufacture and/or construction, and at any and all places where such manufacture and/or construction is carried on. The State Project Manager shall suspend work that may be subject to damage by climatic conditions.

5.20.2. Prior to final acceptance, the State Project Manager may make an examination of work already completed that was not specifically called for to receive an inspection prior to covering over, and shall require removing or tearing out same, the Contractor shall, upon request, promptly furnish all necessary facilities, labor, and materials. If such work is found to be defective in any material respect, due to the fault of the Contractor or their subcontractors, they shall defray all expenses of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the Contract, the actual cost of labor and material

necessarily involved in the examination and replacement, shall be completed per a Time and Material Alteration Order.

6. PROJECT COMPLETION REQUIREMENTS:

6.1. Closeout Procedures:

- 6.1.1. Submit a signed Substantial Completion Application attesting that the Contract Documents have been reviewed, Work has been inspected, and that all Work is complete in accordance with Contract Documents and ready for State Project Manager review. The Substantial Completion Application for use by the Contractor can be requested from the State Project Manager. The State Project Manager may modify this Agreement to accommodate any changes in Work.
- 6.1.2. Provide submittals to the State Project Manager as required by the Contract Documents and as required by authorities having jurisdiction.
- 6.1.3. Only after completion of all Punch List items and submission of all items the Contractor shall submit a Final Application for Payment identifying total adjusted contract sum, previous payments, and sum remaining due.
- 6.1.4. State will occupy all portions of building during construction as specified herein.

6.2. Final Cleaning:

- 6.2.1. Execute final cleaning prior to final project assessment. Final cleaning includes, but is not limited to, sweeping all working areas; removing temporary labels, stains, and foreign substances; removing waste, surplus materials, and rubbish from working areas. Use of proper cleaning agents is authorized.

6.3. Protecting Installed Construction:

- 6.3.1. Protect all installed work and provide special protection where specified in individual required sections. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

6.4. Project Record Documents:

- 6.4.1. Maintain on site one set of the following record documents:
- 6.4.2. Drawings and specifications
- 6.4.3. Revisions to the work
- 6.4.4. Shop drawings.
- 6.4.5. Manufacturer's instructions for assembly, installation, and adjusting.
- 6.4.6. All drawings, specifications, revisions, and shop drawings to be the most current and approved documents. Ensure entries are complete and accurate, enabling future reference by State. Contractor shall submit all required documents to the State Project Manager at time of Substantial Completion.

6.5. Operation and Maintenance Data:

- 6.5.1. Submit data bound in 8-1/2 x 11-inch (A4) text pages, three D side ring binders with durable plastic covers. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of project, and subject matter of binder when multiple binders are required. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- 6.5.2. For all Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages. Prepare Table of Contents for each volume, with each product or system description identified, typed on white paper, in three parts as follows:
 - 6.5.2.1. Part 1: Directory, listing names, addresses, and telephone numbers of, Engineer, Contractor, subcontractors, and major equipment suppliers.
 - 6.5.2.2. Part 2: Operation and maintenance instructions, subdivided by specification section. For each category, identify names, addresses, and telephone numbers of subcontractors and suppliers. Additionally, identify the

BD

any significant design criteria, parts list for each component, maintenance instructions for equipment and systems.

6.5.2.3. Part 3: Project documents and certificates, to include Shop Drawings, product data, material certificates (as applicable), and originals of warranties and bonds (as applicable).

6.6. Manual for Materials and Finishes:

6.6.1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. The State Project Manager will review draft and return one copy with comments. Manual to include, but not limited to:

6.6.2. Applicable product information (to include manufacturer part number and cut sheets as applicable)

6.6.3. Instructions for care and maintenance

6.6.4. GHS information (as applicable)

6.6.5. Reorder information in the case of custom materials (as applicable)

6.6.6. Additional information (as specified in other contract sections)

6.7. Spare Parts and Maintenance Products:

6.7.1. Furnish spare parts, maintenance, and extra products in quantities specified in individual specification sections.

6.7.2. Deliver to Project site and place in location as directed by State; obtain receipt prior to final payment.

6.8. Product Warranties and Product Bonds:

6.8.1. Obtain warranties and bonds executed in duplicate by responsible subcontractors, suppliers, and manufacturers, within ten days after Substantial Completion. All warranties start dates shall be the Substantial Completion Date. Verify that all documents are in proper form and contain full information. Submit all documents prior to Final Payment application.

6.9. Guarantee of Work:

6.9.1. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment, or workmanship for one (1) year from the Date of Substantial Completion of the work. If, within any guarantee period, repairs or changes are required in connection with guaranteed work, which in the opinion of the State Project Manager, is rendered necessary as a result of the use of materials, equipment or workmanship which are inferior, defective, or not in accordance with the terms of the Contract shall, promptly upon receipt of notice from the Contract Administrator, and at his own expense:

6.9.2. Replace in satisfactory condition in every particular, all such guaranteed work, correct all defects therein.

6.9.3. Make good all damage to the building or site, or equipment or contents thereof, which in the opinion of the State Project Manager, is the result of the use of materials, equipment or workmanship which are inferior, defective, or not in accordance with the terms of the Contract.

6.9.4. Make good any work or material, or the equipment and contents of said building or site disturbed in fulfilling any such guarantee.

6.9.5. In any case, wherein fulfilling the requirements of the Contract or of any guarantee, embraced in or required thereby, the Contractor disturbs any work guaranteed under another contract, he shall restore such disturbed work to a condition satisfactory to the State Project Manager and guarantee such restored work to the same extent as it was guaranteed under such other contracts.

6.9.6. If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the State may have the defects corrected and the Contractor and his/her Surety shall be liable for all expense incurred.

6.9.7. All special guarantees applicable to definite parts of the work that may be stipulated in the Specifications or other papers forming a part of the Contract shall be subject to the term of this paragraph during the first year of the life of such special guarantee.

7. ADDITIONAL REQUIREMENTS:

- 7.1. Any deviation in work hours shall be pre-approved by the State Project Manager. 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.
- 7.2. The Contractor 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. All electrical equipment must be in operating condition at the end of every shift.
- 7.3. 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 (State).
- 7.4. 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.
- 7.5. 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 it 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.
- 7.6. The Contractor shall initiate, maintain, and supervise all safety precautions and programs in connection with the work. The Contractor shall provide the necessary equipment and comply with all City, State and or Federal safety regulations.
- 7.7. The Contractor shall also be aware of laws and regulations relating to hazardous materials that may be encountered during duct cleaning 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.
- 7.8. If at any time during the performance of the work required by the Contract, the Contractor finds, or has reason to suspect, the presence of mold, asbestos, lead paint, or other hazardous materials, in the work area, the Contractor shall immediately notify the State representative setting forth their observations, suspicions and requesting instructions. 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. At the same time, the Contractor shall withdraw all personnel from the potentially contaminated area. The Contractor shall fully cooperate with the State and perform any remedial work as directed.
- 7.9. The Contractor shall give all notices and comply with all applicable laws, ordinances, rules, regulations, and lawful orders of a public authority bearing on the safety of personnel or property or their protection from damage, injury, or loss.
- 7.10. The Contractor shall provide adequate supervision of their employees to ensure complete and satisfactory performance of all work in accordance with the terms of the Contract.
- 7.11. The Contractor shall supervise and direct the work, using their best skills and attention. The Contractor shall be solely responsible for all means, methods, techniques, sequences, and procedures and for coordinating all portions of the work. All aspects of the project shall be subject to the inspection and approval of the State. The Contractor guarantees to repair, replace, re-execute, or otherwise correct any defect in workmanship, material, or the like that fails to conform to the requirements of the State, or that appear during the progress of the work or within one year of final acceptance by the State. The Contractor shall supply the State with all warranty information whether it be expressed or implied.

7.12. The Contractor shall perform all the work and furnish all the materials, tools, equipment, and safety devices necessary to perform in the manner and within the time hereinafter specified. The Contractor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon and fixed, therefore. All the work, and labor furnished under this Contract, shall be done, and furnished strictly pursuant to, and in conformity with the specifications described herein, and the direction of the State representatives as given from time to time during the progress of the work, under the terms of this Contract.

~~7.13. The Contractor shall adequately secure and protect their own tools, equipment, materials, and supplies. The State assumes no liability for any damage, theft, or negligent injury to the Contractor's property or to the property of their employees, agents or approved sub-contractors.~~

7.14. While on State property the Contractor, its employees, and its sub-contractors shall be subject to the authority and control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

7.15. All personnel shall observe all regulations or special restrictions in effect at the State agency location at which services are to be provided.

7.16. The Contractor's personnel shall be allowed only in areas where services are to be provided. The use of State telephones by the Contractor, its employees, or its sub-contractors is prohibited.

7.17. If sub-contractors are to be utilized, Contractor shall provide 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. OBLIGATIONS AND LIABILITY OF THE CONTRACTOR:

8.1. The Contractor shall provide all services strictly pursuant to, and in conformity with, the specifications described in the proposal, as described herein, and under the terms of this Contract.

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

8.3. 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.

8.4. 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\(q0fzcv55qhaeqs45jpvq5i45\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(q0fzcv55qhaeqs45jpvq5i45))/welcome.aspx).

8.5. 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.

8.6. 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.

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

9.1. 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.

10. CONFIDENTIALITY & CRIMINAL RECORD:

10.1. 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

D.H.

Date 5-23-24

EXHIBIT C - METHOD OF PAYMENT

11. CONTRACT PRICE:

11.1. The Contractor hereby agrees to provide HVAC 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 \$66,050.00; 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.

| From contract approval through completion | |
|--|---------------|
| Description | Lump Sum Cost |
| Lump sum offer, complete project scope as contained herein. Replace (3) Greenheck ERV supply blowers with direct drive fan assemblies. | \$61,050.00 |
| Project Contingency (available at the states sole option) | \$5,000.00 |
| Grand Total | \$66,050.00 |

12. PRICING STRUCTURE:

12.1. One payment for project subject to contract retainage.

13. INVOICE:

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

13.2. Contractor shall be paid according to the pricing structure after receipt of properly documented invoice and acceptance of the work to the State's satisfaction.

13.3. The invoice shall be sent to the following address:

David W. Goulet
Department of Administrative Services
Division of Public Works Design & Construction
7 Hazen Drive
John O. Morton Building
POB 483
Concord NH 03301

14. PAYMENT:

14.1. Contract Retainage:

14.1.1. The State shall retain 5% of the total price limitation from the final payment, to be released upon the issuance of a successful completion form approved by the Agency and the Division of Public Works Design and Construction.

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

Contractor Initials DW

Date 5-22-21

EXHIBIT D - Contractors Proposal

Contractor Initials

D.N.

Date 5-23-24

RTH Mechanical Contractors Inc.



17 Production Drive
Dover, NH 03820
David Goulet

Phone: 603-772-9779
Fax: 603-772-0389

2015 NATIONAL
SUBCONTRACTOR OF THE YEAR
04-30-2024

Project Manager III
Department of Administrative Services
Division of Public Works Design & Construction
7 Hazen Drive
John O. Morton Building
POB 483
Concord NH 03301

For: NH Veteran's Home – Northfield, NH
RE: Greenheck ERV Supply Blower Replacement

David, thank you for requesting a proposal to replace the (3) existing Greenheck ERV supply blowers at the facility. As I mentioned I would recommend the complete replacement of each of the three blower assemblies verse the repair/rebuilding of the existing fans that have had multiply repairs done to them at this time. I have spoken to our local Greenheck representative, and they have quoted us two options for the site's current units. The lead time on both options is quoted as 15-day build from factory. Our replacement method would require accessing the units through the existing roof of the units and then sealing the top of the units back up after the repair. This may not be a permanent repair to the roof but should be able to buy enough time for the site to look at replacement units in future.

Option 1: replace the existing fan assembly with as close to the existing belt driven single speed fan assembly, closely matching the existing fan assembly.

\$ 53,650.00

Option 2: Replace the existing belt driven fan with a direct drive fan assembly with a VFD added to the motor to be able to do soft starts and if needed adjust the fan CPM if needed.

\$ 61,050.00

We have included:

- Opening the top of the existing units for access
- Removal by crane of the existing blower assemblies
- Installation by crane of the new blower assemblies.
- Disconnect and reconnection of power wiring at unit.
- Re-sealing of the existing ERV roofs to make watertight.
- Start-up of new fan assemblies

We have not included:

- Re-Balancing of the ERV's
- No DDC connections to VFD's

Please let me know if you have any questions.

Thank you,

Bryan Covey

Bryan Covey – Estimator/Project Manager

SUBMITTAL

Job Name: Tilton VA

Engineer: na

Elevation: (ft) 233

Date: 4/30/2024

Submitted By: James Westfall

Email: jwestfall@buckleyonline.com

Phone: (603)669-3566

BUCKLEY ASSOCIATES INC - 270

55 BUCKLEY CIRCLE

MANCHESTER, NH 03109

US

Phone: (603)669-3566

Fax: (603)669-2347

Email Address: jwestfall@buckleyonline.com



P.O. Box 410 Schofield, WI 54476 (715) 359-6171 FAX (715) 355-2399 www.greenheck.com

| Performance | |
|----------------------------|-------|
| Quantity | 3 |
| Volume (CFM) | 5,200 |
| Total External SP (in. wg) | 1 |
| Operating Power (hp) | 2.33 |
| Required Power (hp) | 2.33 |
| Fan RPM | 1626 |
| Max Fan RPM | 2,074 |
| Oper. Frequency (Hz) | 60 |
| Elevation (ft) | 233 |
| Start-up Temp.(F) | 70 |
| Operating Temp.(F) | 70 |

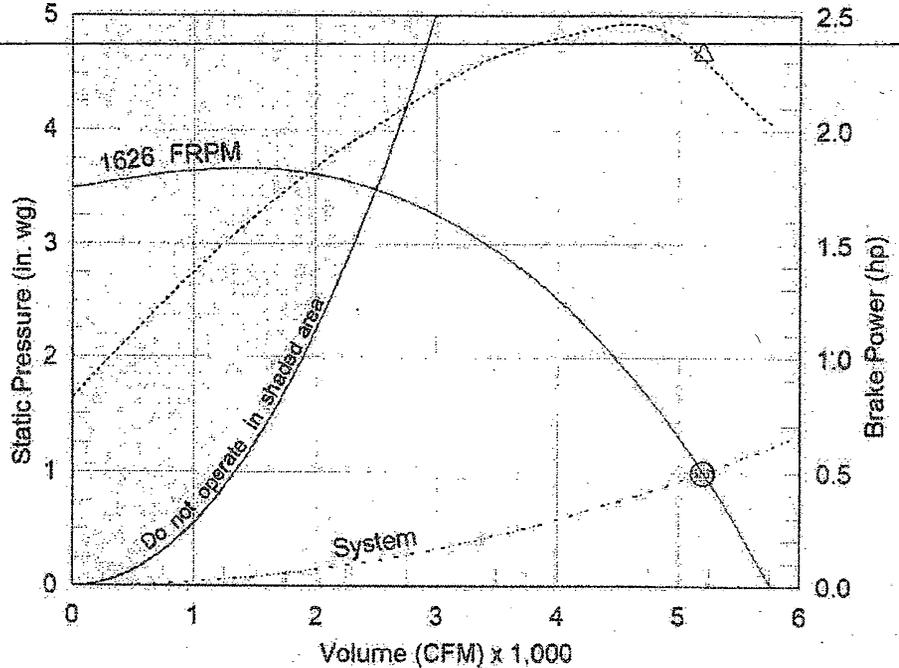
| Fan Configuration | |
|---------------------|-----------|
| Size | 18 |
| Wheel Type | BI |
| Arrangement | 10 |
| Drive Type | Belt |
| Class | I |
| Rotation | CCW |
| Discharge Position | TH |
| Construction Type | PermaLock |
| Spark Resistance | None |
| Scroll Material | Steel |
| Wheel Material | Steel |
| Inlet Cone Material | Steel |
| Pedestal Material | Steel |

| Equipment Weights | |
|-------------------|-----|
| Fan (LMD)(lb) | 197 |
| Motor/Drive (lb) | 92 |
| Accessories (lb) | 0 |
| Fan Total (lb) | 289 |

| Misc Fan Data | |
|---------------------------|-----------------|
| Fan Energy Index (FEI) | 1.11 |
| Outlet Velocity (ft/min) | 2,714 |
| Static Efficiency (%) | 37 |
| Tip Speed (ft/min) | 7,768 |
| Shaft Bearing Type | Standard |
| Bearing Life Calculation | Operating Point |
| L10 - Bearing Life (hrs.) | 573,870 |

| Motor and Drives | |
|----------------------|------------|
| Motor | Included |
| Size (hp) | 5 |
| RPM | 1725 |
| Enclosure | ODP |
| V/C/P | 208/60/3 |
| Frame Size | 184T |
| Max Frame Size | 215 |
| Location | Centered |
| Pulley Type | Adjustable |
| Drive Loss (%) | 4.7 |
| Drives | Standard |
| Drive Service Factor | 1.5 |
| MCA* (Amps) | 20.88 |
| MOP* (Amps) | 25 |
| SCCR* (Kilamps) | 5 |

Model: USF-18
Universal Single Width Fan
Operating Performance



- △ Operating Bhp point
- Operating point at Total External SP
- Fan curve
- System curve
- Brake horsepower curve

Nameplate Model: USF-18-3-B6-00-02-02

Sound Power by Octave Band

| Sound Data | 62.5 | 125 | 250 | 500 | 1000 | 2000 | 4000 | 8000 | LWA | dBA | Sones |
|------------|------|-----|-----|-----|------|------|------|------|-----|-----|-------|
| Inlet | 88 | 88 | 90 | 96 | 80 | 79 | 75 | 70 | 88 | 76 | 27 |
| Outlet | 96 | 91 | 88 | 84 | 82 | 79 | 76 | 68 | 88 | 76 | 28 |

*Values are estimated and subject to change. Actual values provided on fan at time of manufacture.
LWA - A weighted sound power level, based on ANSI S1.4
dBA - A weighted sound pressure level, based on 11.5 dB attenuation per octave band at 5 ft. dBA levels are not licensed by AMCA International
Sones - calculated using AMCA 301 at 5 ft



Model: USF-18
Universal Single Width Fan

Standard Construction Features:

HOUSING: Class II and under feature Perma-Lock construction on sizes 4 - 49 and continuously welded on sizes 54 - 73 and all class III fans - Unit support angles with mounting holes - Adjustable motor plate - Corrosion resistant fasteners - Inlet collars - Outlet flange standard on sizes 27 - 73 and all class III fans - Untreated steel parts are processed through a multi-stage cleaning and pre-treatment and then finished with a high-performance powder coating. Sizes 24 and less are rotatable in 45 deg. increments. Sizes 27 to 40 are rotatable in 90 deg. increments. Sizes greater than 40 and all class III are not rotatable.

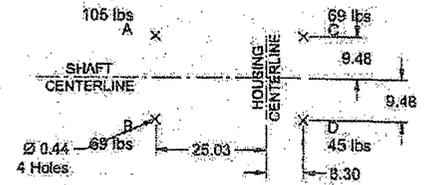
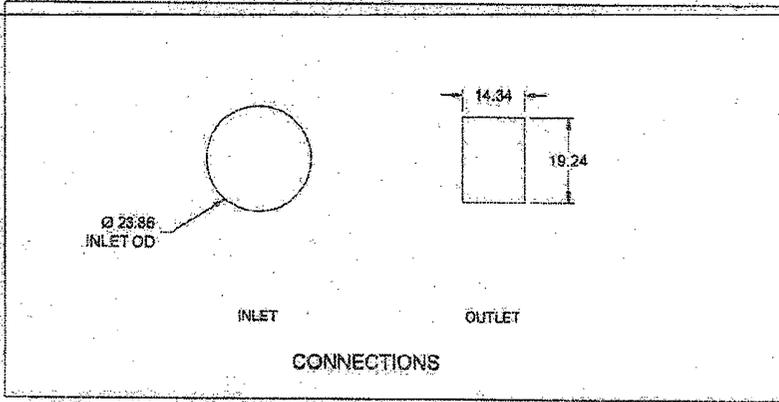
BEARINGS, SHAFT, AND WHEEL: Air handling quality, self-aligning, ball bearing in pillow block housing - Polished, solid steel shafts with rust inhibitor - Centrifugal wheel

Selected Options & Accessories:

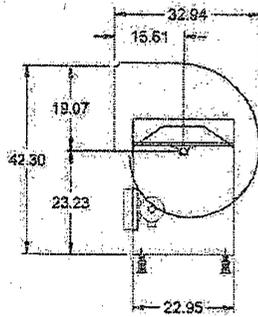
- Specific Motor Efficiency Minimum of 0.0%
- Switch - NEMA-3R, Toggle, For Indoor or Outdoor Use, Mounted & Wired
- Motor with Class B or Greater Insulation
- Standard Drives
- Finish - Coated
- Coating - Permatecor, Concrete Gray-RAL 7023, Fan and Attached Accessories
- Direct Mount Isolators, Isolator Spring, Free Standing, 1 Inch, Indoor Use Only, Base Coating - N/A
- Rotation - CCW
- Bearings - L10 Standard Life, 573k hours at Operating Point
- Discharge Position - TH
- UL/cUL-705 - Power Ventilators
- Polished Steel Shaft
- Extended Lube Lines - Nylon
- Inlet Connection, Slip Fit
- Outlet Connection, Slip Fit
- Weatherhood - Steel Construction
- Fasteners - Standard
- Unit Warranty: 1 Yr (Standard)

Model: USF-18

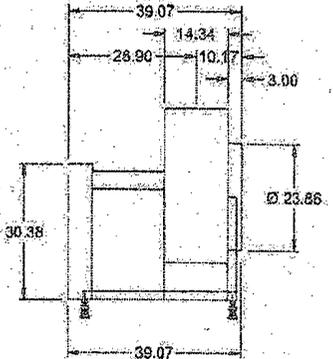
Universal Single Width Fan



FOOTPRINT VIEW



SIDE VIEW



END VIEW

Notes: All dimensions shown are in units of in.

Isolators

Type: Spring, Free Standing, 1 Inch

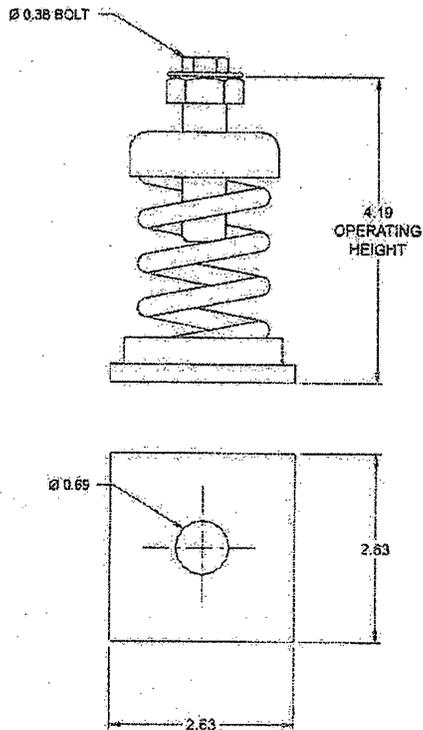
Standard Construction Features:

Laterally stable spring mounts. Springs are color coded or identified to indicate load capacity. Neoprene pad for noise reduction.

Fan Configuration

Model: USF-18
Arrangement: 10
Rotation: CCW
Motor Position: Centered
Isolator Color A: Gray
Isolator Color C: Gray
Isolator Description A: FDS-1-120
Isolator Description C: FDS-1-120
Isolator Manufacturer: Kinetics

Discharge Position: TH
Class: 1
Motor Frame Size: 184T
Isolator/Deflection: Spring, Free Standing, 1 Inch
Isolator Color B: Gray
Isolator Color D: Green
Isolator Description B: FDS-1-120
Isolator Description D: FDS-1-70



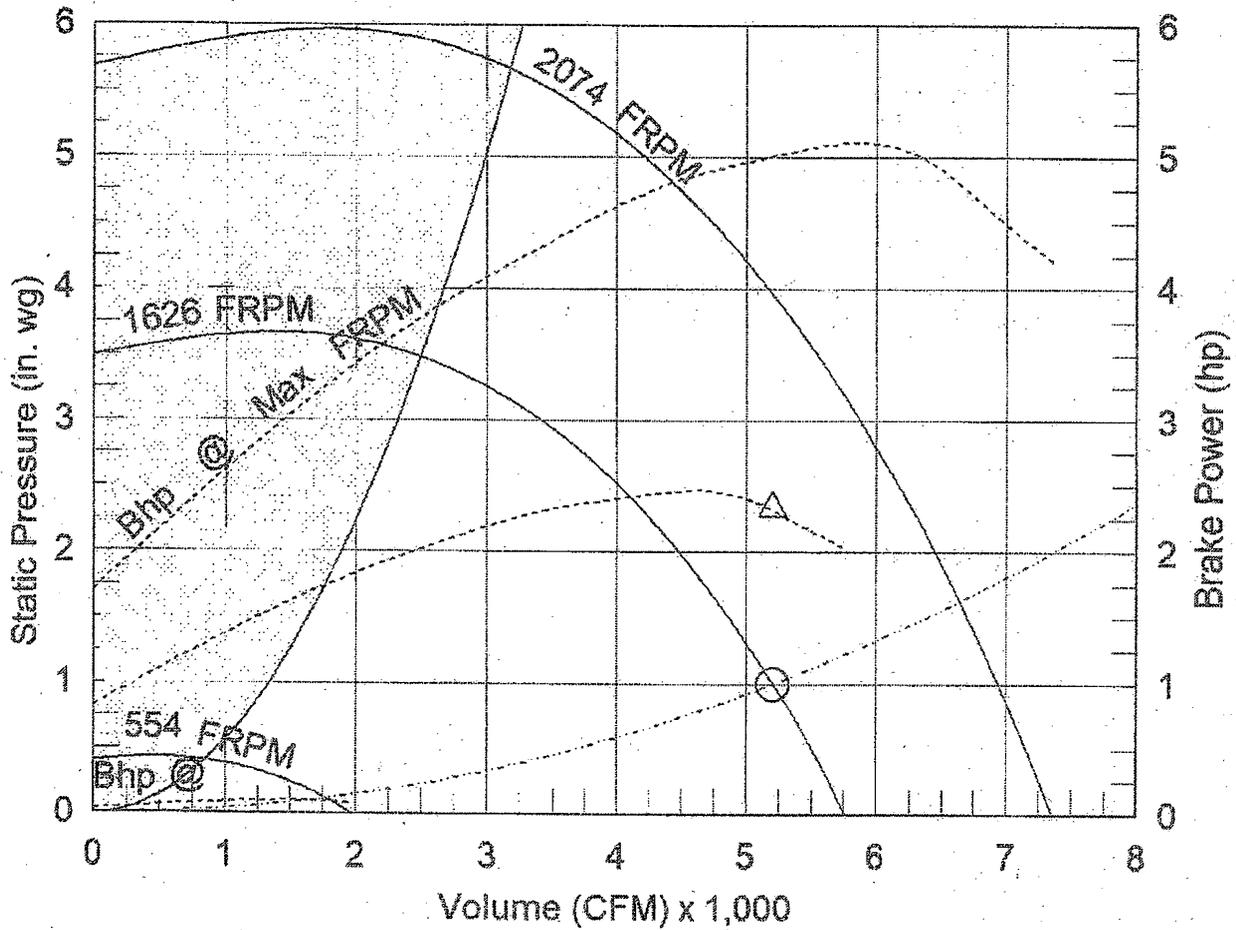
Notes: All dimensions shown are in units of in.

USF-18

Min/Max Fan Curve

Performance

| Requested Volume (CFM) | Actual Volume (CFM) | External SP (in. wg) | Total SP (in. wg) | Fan RPM | Operating Power (hp) |
|------------------------|---------------------|----------------------|-------------------|---------|----------------------|
| 5,200 | 5,200 | 1 | 1 | 1626 | 2.33 |



- △ Operating Bhp point
- Operating point at Total External SP
- Construction Limit
- Fan curve
- Min FRPM
- System curve
- Brake horsepower curve

| Performance | |
|----------------------------|-------|
| Quantity | 3 |
| Volume (CFM) | 5,200 |
| Total External SP (in. wg) | 1 |
| Operating Power (hp) | 2.2 |
| Required Power (hp) | 2.2 |
| Fan RPM | 1626 |
| Max Fan RPM | 2,074 |
| Oper. Frequency (Hz) | 55 |
| Elevation (ft) | 233 |
| Start-up Temp.(F) | 70 |
| Operating Temp.(F) | 70 |

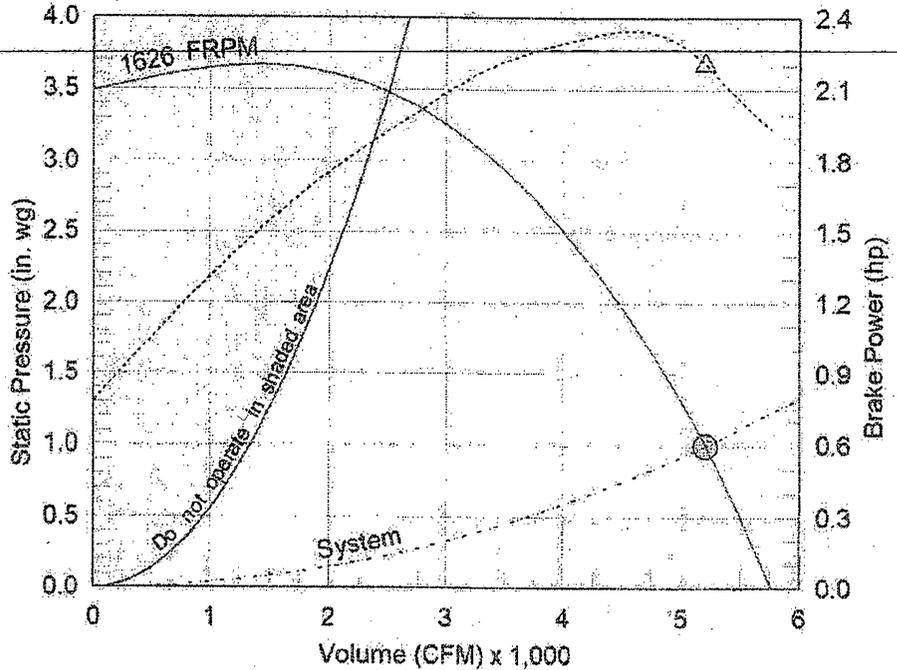
| Fan Configuration | |
|---------------------|-----------|
| Size | 18 |
| Wheel Type | BI |
| Arrangement | 4 |
| Drive Type | Direct |
| Class | I |
| Rotation | CCW |
| Discharge Position | TH |
| Construction Type | PermaLock |
| Spark Resistance | None |
| Scroll Material | Steel |
| Wheel Material | Steel |
| Inlet Cone Material | Steel |
| Pedestal Material | Steel |

| Equipment Weights | |
|-------------------|-----|
| Fan (LMD)(lb) | 179 |
| Motor/Drive (lb) | 115 |
| Control Box (lb) | 50 |
| Accessories (lb) | 1 |
| Fan Total (lb) | 345 |

| Misc Fan Data | |
|--------------------------|-------|
| Fan Energy Index (FEI) | 1.11 |
| Outlet Velocity (ft/min) | 2,714 |
| Static Efficiency (%) | 37 |
| Tip Speed (ft/min) | 7,768 |
| Shaft Bearing Type | N/A |
| Bearing Life Calculation | N/A |

| Motor and Drives | |
|------------------|----------|
| Motor | Included |
| Size (hp) | 5 |
| RPM | 1770 |
| Enclosure | TEFC |
| V/C/P | 208/60/3 |
| Frame Size | 184T |
| Max Frame Size | 284 |
| Location | Centered |
| MCA* (Amps) | 34.58 |
| MOP* (Amps) | 35 |
| SCCR* (Kiloamps) | 5 |

Model: USF-18
Universal Single Width Fan
Operating Performance



- △ Operating Bhp point
- Operating point at Total External SP
- Fan curve
- - - System curve
- Brake horsepower curve

Nameplate Model: USF-18-3-B6-00-02-02

Sound Power by Octave Band

| Sound Data | 62.5 | 125 | 250 | 500 | 1000 | 2000 | 4000 | 8000 | LwA | dBA | Sones |
|------------|------|-----|-----|-----|------|------|------|------|-----|-----|-------|
| Inlet | 88 | 88 | 90 | 86 | 80 | 79 | 75 | 70 | 88 | 76 | 27 |
| Outlet | 96 | 91 | 88 | 84 | 82 | 79 | 75 | 68 | 88 | 76 | 28 |

*Values are estimated and subject to change. Actual values provided on fan at time of manufacture.
LwA - A weighted sound power level, based on ANSI S1.4
dBA - A weighted sound pressure level, based on 11.5 dB attenuation per octave band at 5 ft. dBA levels are not licensed by AMCA International
Sones - calculated using AMCA 301 at 5 ft



Model: USF-18
Universal Single Width Fan

Standard Construction Features:

HOUSING: Class II and under feature Perma-Lock construction on sizes 4 - 49 and continuously welded on sizes 54 - 73 and all class III fans - Unit support angles with mounting holes - Adjustable motor plate - Corrosion resistant fasteners - Inlet collars - Outlet flange standard on sizes 27 - 73 and all class III fans - Untreated steel parts are processed through a multi-stage cleaning and pre-treatment and then finished with a high-performance powder coating. Sizes 24 and less are rotatable in 45 deg. increments. Sizes 27 to 40 are rotatable in 90 deg. increments. Sizes greater than 40 and all class III are not rotatable.

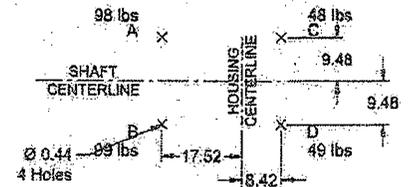
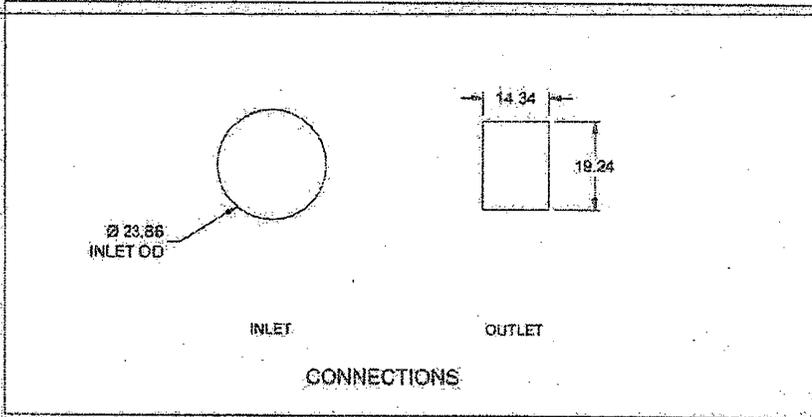
BEARINGS, SHAFT, AND WHEEL: Air handling quality, self-aligning, ball bearing in pillow block housing - Polished, solid steel shafts with rust inhibitor - Centrifugal wheel

Selected Options & Accessories:

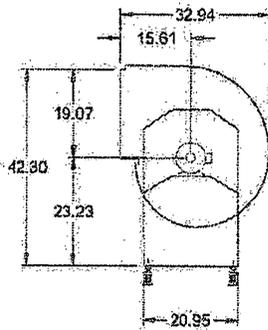
NEMA Premium Efficient Motor - meets NEMA Table 12-12
Motor VFD Rated without Shaft Grounding Protection
Control - ABB ACS320 VFD, Mounted and Wired
Control - Hand/Off/Auto, Mounted and Wired
Control - 24V Transformer, Mounted & Wired
Control Box - NEMA 3R Enclosure w/disconnect, Ship Loose
Motor sized for fan rpm operation with VFD, not power line Hz
Motor with Class B or Greater Insulation
Finish - Coated
Coating - Permatector, Concrete Gray-RAL 7023, Fan and Attached Accessories
Switch - NEMA-3R, Toggle, For Indoor or Outdoor Use, Mounted and Wired
Direct Mount Isolators, Isolator-Spring, Free Standing, 1 Inch, Indoor Use Only, Base Coating - N/A
Rotation - CCW
Discharge Position - TH
Arrangement - 4
UL/cUL-705 - Power Ventilators
Inlet Connection, Slip Fit
Outlet Connection, Slip Fit
Motor Cover - Steel Construction
Fasteners - Standard
Unit Warranty: 1 Yr (Standard)

Model: USF-18

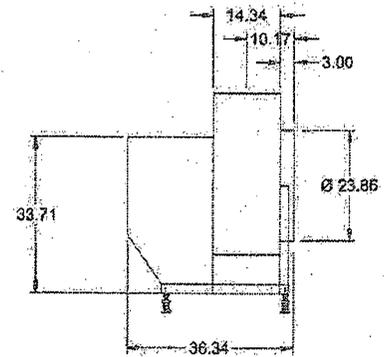
Universal Single Width Fan



FOOTPRINT VIEW



SIDE VIEW

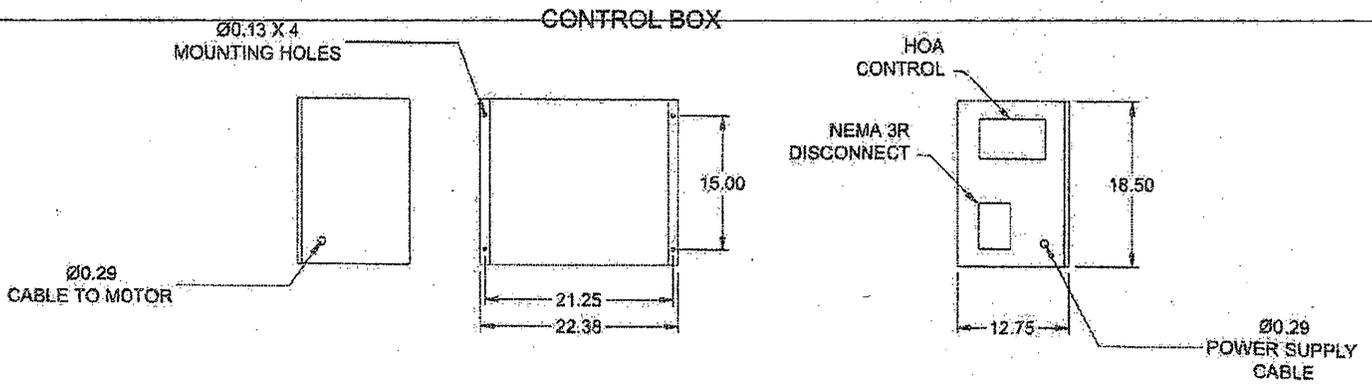


END VIEW

Notes: All dimensions shown are in units of in.

Model: USF-18

Universal Single Width Fan



Notes: All dimensions shown are in units of in.

Isolators

Type: Spring, Free Standing, 1 Inch

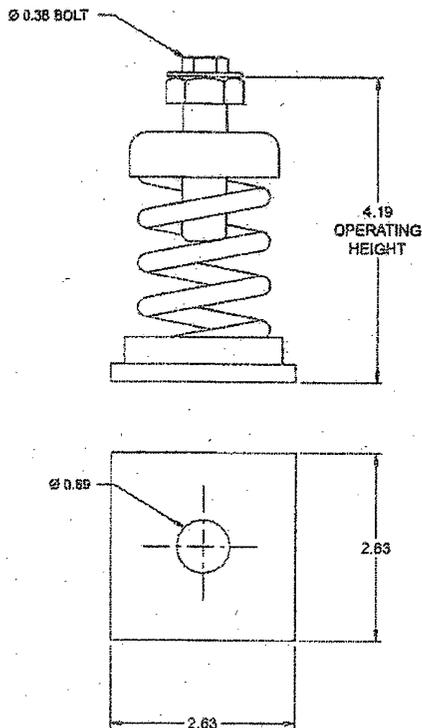
Standard Construction Features:

Laterally stable spring mounts. Springs are color coded or identified to indicate load capacity. Neoprene pad for noise reduction.

Fan Configuration

Model: USF-18
Arrangement: 4
Rotation: CCW
Motor Position: Centered
Isolator Color A: Gray
Isolator Color C: Green
Isolator Description A: FDS-1-120
Isolator Description C: FDS-1-70
Isolator Manufacturer: Kinetics

Discharge Position: TH
Class: I
Motor Frame Size: 184T
Isolator/Deflection: Spring, Free Standing, 1 Inch
Isolator Color B: Gray
Isolator Color D: Green
Isolator Description B: FDS-1-120
Isolator Description D: FDS-1-70



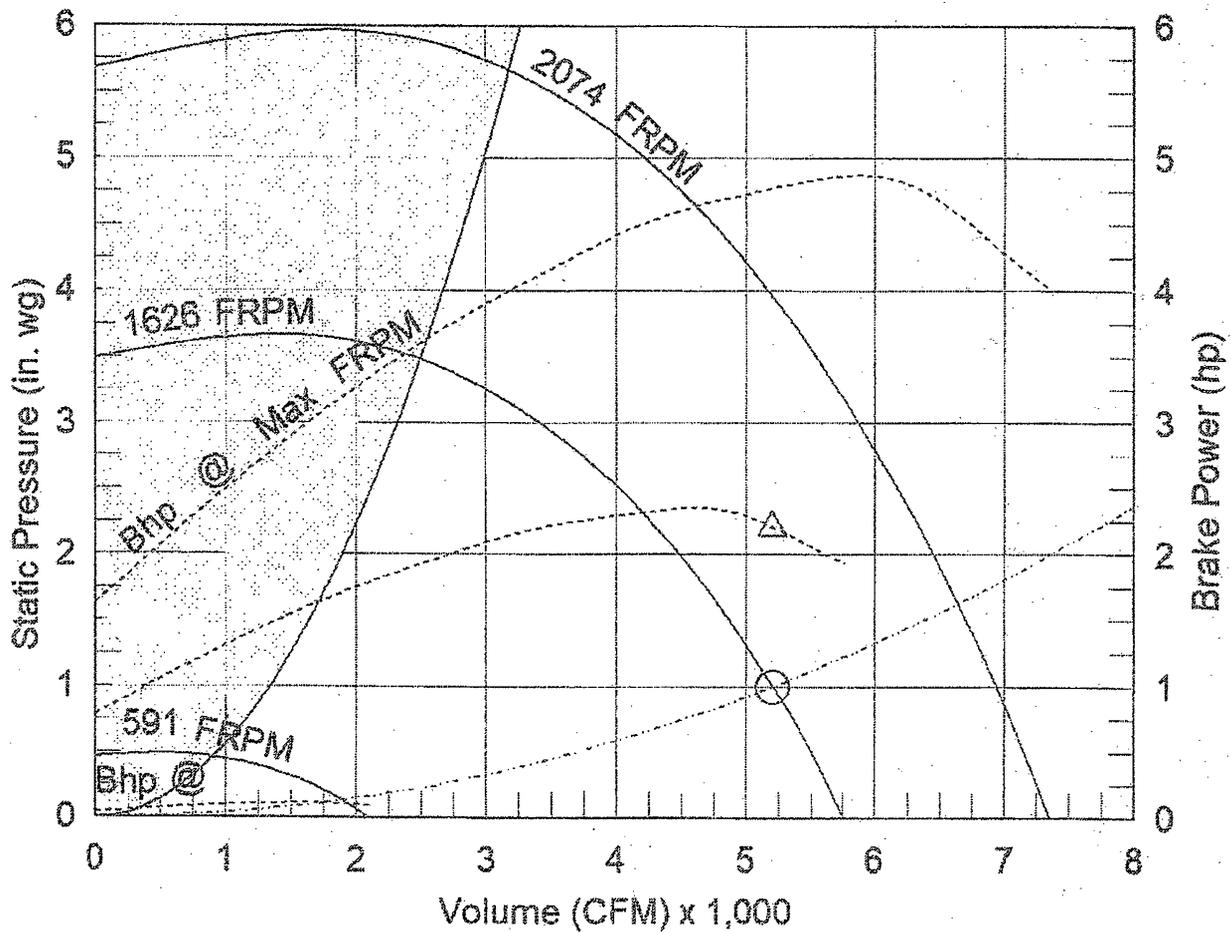
Notes: All dimensions shown are in units of in.

USF-18

Min/Max Fan Curve

Performance

| Requested Volume (CFM) | Actual Volume (CFM) | External SP (in. wg) | Total SP (in. wg) | Fan RPM | Operating Power (hp) |
|------------------------|---------------------|----------------------|-------------------|---------|----------------------|
| 5,200 | 5,200 | 1 | 1 | 1626 | 2.2 |

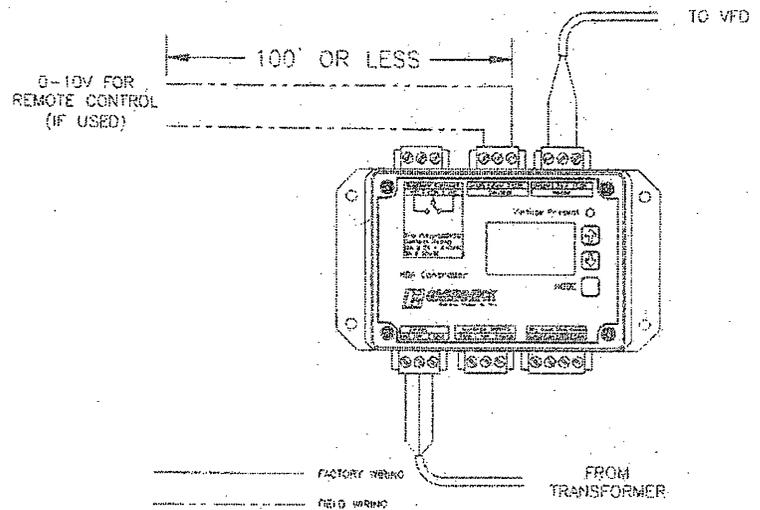


- △ Operating Bhp point
- Operating point at Total External SP
- Construction/System Limit
- Fan curve
- VFD 20 HZ Limit
- System curve
- Brake horsepower curve

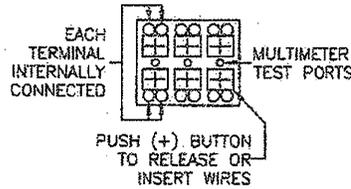
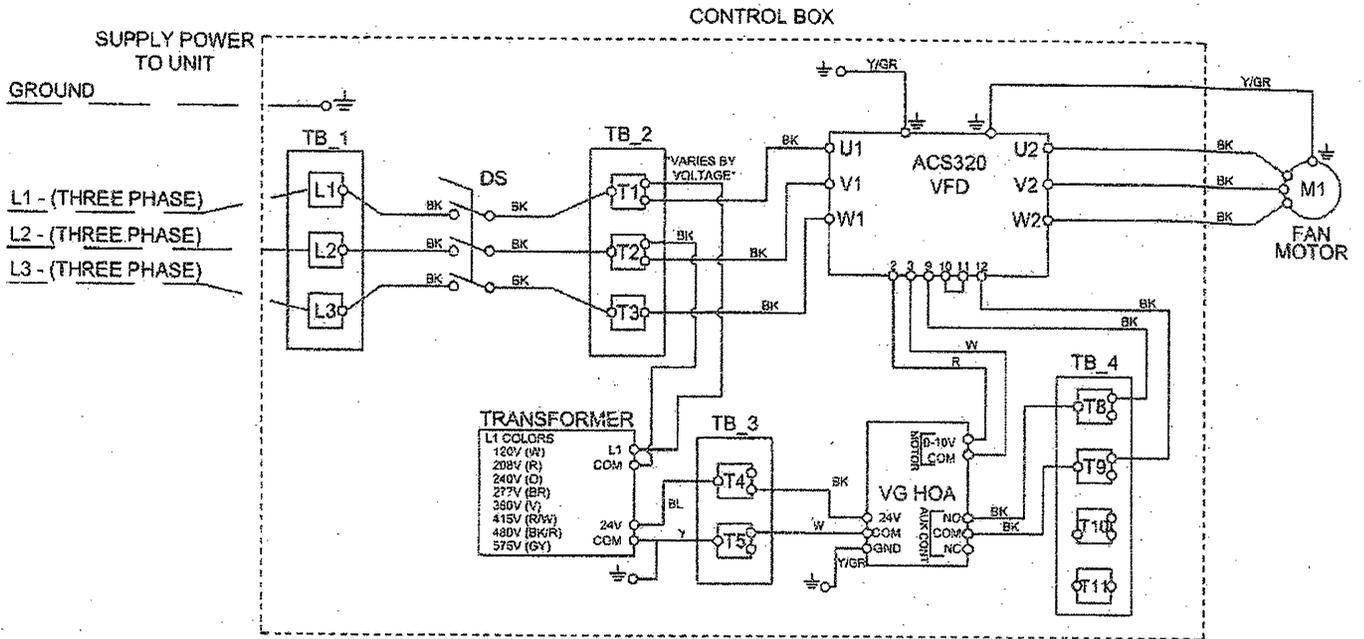
Vari-Green Motor & Control Options

The control box is a NEMA-3R Enclosure which is safe for indoor/outdoor usage. It provides a connection point for incoming power as well as shelters the electronics. A NEMA-3R Disconnect is also included providing a means to completely power down the fan. The HOA Controller can adjust motor speed via built-in buttons or accommodate a 0-10VDC input signal provided by Others.

| | |
|-----------------------|---------------|
| Input Voltage: | 208 |
| Input Phase: | 3ph |
| Output Voltage: | 208 |
| Output Phase: | 3ph |
| Motor Type: | Induction |
| VFD Brand: | ABB |
| VFD Model: | ACS320 |
| Control Box Mounting: | Ship Loose |
| Control Type: | Hand/Off/Auto |
| Transformer/HOA: | HOA Mtd |
| Control Damper: | None |



Wiring Diagram

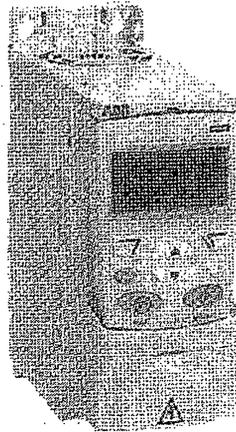


NOTE
1) SWAP MOTOR WIRES WHEN CCW ROTATION IS DESIRED



LOW VOLTAGE AC DRIVES

ABB drives for HVAC ACS320, 1.2 to 50.8A



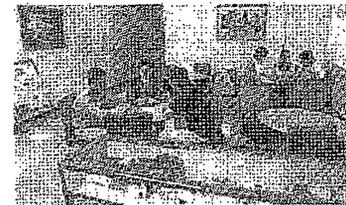
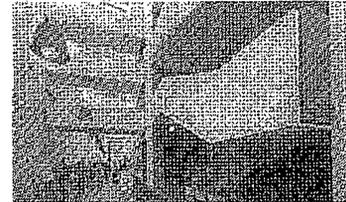
The compact ACS320 will save energy throughout your pump and fan HVAC applications. From booster pumps, exhaust and condenser fans to supply and return fans, the drive's built-in HVAC features such as embedded BACnet (MS/TP) ensure easy and complete integration into building management systems.

Making HVAC user friendly

The preprogrammed application macros and easy to use control panel make installation and drive setup simple. The control panel on the ACS320 uses HVAC terms and units, removing any guess work, and comes with 18 languages built-in. The unified height and depth of the drive frame sizes minimizes needed installation space.

Energy savings

With energy savings of up to 70 percent, the ACS320 can help to attain sustainability targets. The drive's energy optimizer tunes the drive's performance to help save even more energy. Built-in energy efficiency calculators monitor the energy used and saved. The savings are shown in kilowatt-hours and in local currency. Carbon dioxide (CO₂) emission reductions are also shown.



Technical data

| | |
|-----------------------------|---|
| Supply connection | |
| Voltage and power range | 1-phase, 200 to 240 V ±10% (2.4 to 9.8 A) 3-phase, 200 to 240 V ±10% (2.6 to 50.8 A) 3-phase, 380 to 480 V ±10% (1.2 to 44 A) |
| Frequency | 48 to 63 Hz |
| Connections | |
| Motor types | Asynchronous induction motors |
| Frequency | 0 to 500 Hz |
| Switching frequency | Selectable 4, 8, 12 and 15 kHz (derated) |
| Type of control | Scalar control and user definable U/f profiles Energy optimizer |
| Inputs and outputs | Two analog inputs, one analog output, five digital inputs (DI5 can be programmed for pulse train input), one digital output (can be programmed as pulse train output), one relay output. |
| PTC and PT100 | Any of the 5 digital inputs or analog input can be configured for PTC. Analog output can be used to feed PT100 sensor. |
| Communication | Embedded fieldbus protocols: BACnet (MS/TP), Modbus RTU (EIA-485), Johnson Controls N2, Siemens Building Technology FLN (P1). Available as an external option: Ethernet adapter for remote monitoring. |
| Options | |
| User interface | Basic control panel, ACS-CP-C Advanced HVAC control panel, ACH-CP-B Panel mounting kits for cabinet door installation |
| I/O extensions | MREL-01 module, three Form C relay outputs, 250 V AC/30 V DC |
| Chokes and filters | AC input and output chokes EMC filters |
| PC tools | DriveWindow Light 2 |
| Environmental limits | |
| Degree of protection | IP20/optional NEMA 1 kit |
| Ambient temperature | -10 to +50°C (+14 to +122°F), no frost allowed |
| Product compliance | |
| Directives and standards | Low Voltage Directive 2006/95/EC, Machinery Directive 2006/42/EC, EMC Directive 2004/108/EC, CE and C-Tick approvals, UL, cUL and GOST R, RoHS compliant, Quality assurance system ISO 9001 |
| EMC | Class C3 (2 nd environment unrestricted distribution) built-in as standard Class C2 and C1 with external optional EMC filters |

Complete HVAC functionality

The ACS320 comes standard with four embedded communication protocols, including BACnet (MS/TP) for easy integration into building management systems. Built-in real time clock and timers help you optimize energy use. The drive provides full output current at ambient temperatures of up to 50 °C without derating. Built-in software for controlling common HVAC applications includes:

- 2 PID controllers
- Timers with real time clock
- Pump and fan control
- Cooling fan control
- Pump cleaning
- Underload (broken belt) detection
- Pump protection
- Sleep function
- Pipe fill (precharge)

Typical applications for the ACS320 include:

- Supply and return fans
- Condenser fans
- Exhaust fans
- Fume hood fans
- Booster pumps
- Submersible pumps

Easy to order

The drive can be ordered with a blank panel, the basic control panel, or can be ordered with the advanced HVAC control panel. These three packages simplify the ordering process.

Advanced PC tool

The DriveWindow Light 2 PC tool can be used to monitor process performance or to set and tune drive parameters. It can also be used in offline mode to configure drive parameters before the drive installation on site.

ABB
Robotics and Motion
Drives and Controls
16250 W. Chesham Drive
New Berlin, WI 53151

abb.com/drives

ACS320-3P800-2-EN REV. Effective: 06/21/2018

Vari-Green Hand/Off/Auto (HOA) Control

Features:

Hand Mode: Set motor speed manually in the HOA keypad. Can be used for balancing, troubleshooting or to operate fan before external controls are installed/operational.

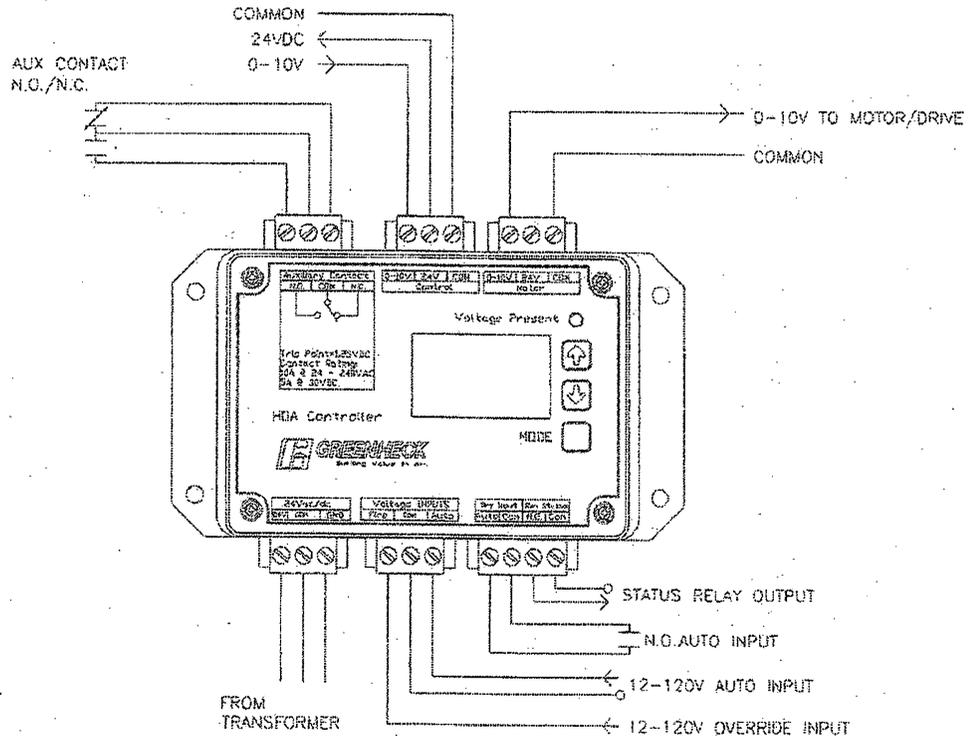
Auto-Local Mode: Set motor speed using HOA control. Motor can be started/stopped remotely via dry input and/or voltage input.

Auto-Remote Mode: Remote device provides 0-10V signal for speed reference. Motor can be started/stopped remotely via dry input and/or voltage input.

Override: Voltage input will run motor at speed set in the HOA keypad. This input will take precedence over every other signal/mode.

Auxiliary Contact: N.O./N.C. contact will change states when the motor is being sent above 1.85VDC. Useful to signal a damper actuator to open/close.

Status Output: N.O. contact will close when the motor is being sent above 1.85VDC. Useful to signal BMS or other device motor is being commanded to run. Does NOT prove motor is running.



| Specifications and Contact Ratings | |
|------------------------------------|------------------------------------|
| Power Input | 24VAC/VDC |
| Voltage Input | 12-120VAC/VDC |
| Override Input | 12-120VAC/VDC |
| Auxiliary Contact (N.O./N.C.) | 10A @ 24-240VAC / 5A @ 30VDC |
| Speed Reference Output | 0-10VDC |
| Status Output (N.O.) | Closes \geq 2.0V Speed reference |

State of New Hampshire

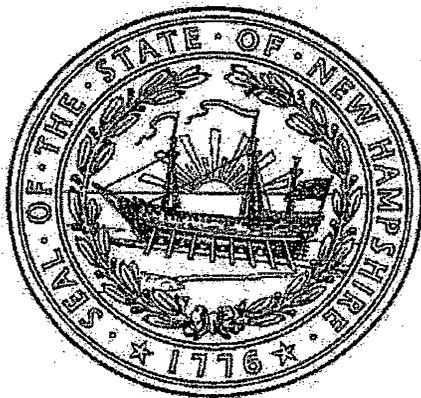
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that RTH MECHANICAL CONTRACTORS, INC. is a New Hampshire Profit Corporation registered to transact business in New Hampshire on May 19, 2008. 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: 596733

Certificate Number: 0006690070



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 16th day of May A.D. 2024.

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

David M. Scanlan
Secretary of State

Sole Officer Certification of Authority

I, Richard T. Hansell, hereby certify that I am the Sole Officer
(Name)

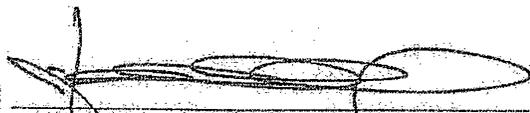
of, RTH Mechanical Contractors Inc which is a Corporation registered with the
(Name of Corporation)

Secretary of State under RSA 349. I certify that I am the Sole Officer of the Corporation.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Corporation. This Authority shall remain valid for thirty (30) days from the date of this Corporate Resolution.

DATED: 05/20/2024

ATTEST:



Richard T. Hansell
President and Sole Officer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/23/2024

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 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).

| | | | |
|----------------------------------|--|--|--------------------------------------|
| PRODUCER | | CONTACT NAME: Rhonda Noble | |
| THE ROWLEY AGENCY LLC | | PHONE (A/C, No, Ext): (603) 224-2562 | FAX (A/C, No): (603) 224-8012 |
| 45 Constitution Avenue | | E-MAIL ADDRESS: rnoble@rowleyagency.com | |
| P.O. Box 511 | | INSURER(S) AFFORDING COVERAGE | |
| Concord NH 03302-0511 | | | |
| INSURED | | INSURER A: Phoenix Insurance Co. | NAIC # 25623 |
| RTH Mechanical Contractors, Inc. | | INSURER B: Travelers Indemnity Co | 25658 |
| 17 Production Drive | | INSURER C: Travelers Property Casualty of America | 25674 |
| Dover NH 03820 | | INSURER D: Maine Employers Mutual Ins Co | 11149 |
| | | INSURER E: | |
| | | INSURER F: | |

COVERAGES CERTIFICATE NUMBER: 24/25 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"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | DT-CO-4X415491-PHX-24 | 2/20/2024 | 2/20/2025 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 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 | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRE AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | 810-4X420151-24-26-g | 2/20/2024 | 2/20/2025 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| C | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | CUP-4X422421-24-26 | 2/20/2024 | 2/20/2025 | EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 COMPLETED OPS AGGREGATE \$ 10,000,000 |
| D | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | Excluded Officer: Richard T. Hansell 5101800156 3A States: NH, VT, ME, MA & TX | 2/20/2024 | 2/20/2025 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000 |
| C | Installation Floater | | | QT-630-7X691859-TIL-24 | 2/20/2024 | 2/20/2025 | Installation (stored materials) \$1,000,000 Lmt |
| C | Leased/Rented Equipment | | | QT-630-7X691859-TIL-24 | 2/20/2024 | 2/20/2025 | Leased/Rented Equipment \$250,000 Limit |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 State of NH Project: NH Veteran's Home, Northfield NH-Greenheck ERV Supply Blower Replacement. State of NH, Dept of Administrative Services its agencies, and its agents and employees are included as additional insureds, on a primary and non contributory basis, as respects to general, auto and excess liability coverages when required by written contract. General liability additional insured protection includes coverage for ongoing and completed operations, and the excess follows form, when required by written contract. Waiver of Subrogation applies to the general, auto and excess liability coverages when required by written contract.

| | |
|--|--|
| CERTIFICATE HOLDER | CANCELLATION |
| State of New Hampshire Department of Administrative Services Bureau of Purchase & Property 25 Capitol 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 Rhonda Noble/RLN <i>Rhonda L. Noble</i> |

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Project name: HVAC Repairs to Existing Greenheck Units, New Hampshire Veterans Home

Project number and Contract letter: _____

**WORK CERTIFICATE for CONTRACTORS
BEFORE BEGINNING THEIR WORK on PUBLIC PROJECTS**

Certification Requirements of RSA 21-I:80 and RSA 228:4-b

By New Hampshire law, before any work is done on any major state project or any work on any highway, bridge or other construction, reconstruction, alteration or maintenance project, each contractor, subcontractor and independent contractor shall complete and sign this form and provide the following documents:

1. Attach a certificate of your current workers' compensation insurance coverage, naming NH Department of Administrative Services, Contract Office, Room 130, 7 Hazen Drive, Concord, NH 03302-0483 as the certificate holder, showing coverage specific for work within the State of New Hampshire. The Project Number and Contract Letter must be included on the certificate. [Note that any person directly performing work on a project, or who is actively engaged in on-site work on any construction site, cannot elect exclusion from workers' compensation coverage under RSA 281-A:18-a.]

2. Provide below an estimate of the total number of workers anticipated to be employed on the project during the contract period, and a number of days (8-hour periods), applied to each insurance classification code applicable to the work to be performed:

| <u>Number of workers</u> | <u>Days</u> | <u>Classification code & description of work</u> |
|--------------------------|-------------|--|
| 3 | 10 | 5537 HVAC |
| | | |
| | | |

[Attach additional sheets as necessary]

3. Provide proof of compliance with NH Department of Labor safety program requirements under RSA 281-A:64, in the following form:

A. By signing and submitting this form, you agree to provide employees with safe employment; to furnish personal protective equipment, safety appliances and safeguards; to ensure that such equipment, appliances and safeguards are used regularly; and to adopt work methods and procedures which will protect the life, health and safety of employees.

BOND NO. 108033554
10-16-2000, Rev. 7-19-2012

CONTRACT BOND
KNOW ALL MEN BY THESE PRESENTS

That we, RTH Mechanical Contractors, Inc., 17 Production Drive, Dover, NH 03820 Contractor as Principal
and Travelers Casualty and Surety Company of America as Surety whose mailing is:
AGENCY: P.O. Box 511, Concord, NH 03302-0511 are held and firmly bound unto the State of New Hampshire in the sum of Sixty Six Thousand Fifty and No/100ths
Dollars (\$66,050.00),

to be paid to the said State of New Hampshire or its certain attorney, its successors and assigns, for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

The Conditions of this obligation are that whereas the said Principal has entered into a contract with the State of New Hampshire through its Commissioner of Department of
Administrative Services for HVAC Repairs to Existing Greenheck Units, New Hampshire Veterans Home, 139 Winter Street, Tilton, NH
in the City/Town of Tilton

The Bonds shall guarantee the execution, faithful performance, and completion of the work to be done under the Contract, and payment in full of all bills and accounts for materials and labor used in the work.

Now the conditions of this obligation is such that if the said Principal and his subcontractors shall well and truly keep and perform all the agreements, terms and conditions in said contract set forth and specified to be by said Principal kept and performed and shall also pay all lawful taxes and shall also pay all labor performed or furnished, for all equipment hired, including trucks, for all materials used and for fuels, lubricants, power tools, hardware and supplies purchased by said principal and used in carrying out said contract and for labor and parts furnished upon the order of said Principal for the repair of equipment used in carrying out said contract, this agreement to make such payment being in compliance with the requirements of Revised Statutes Annotated 447:16 to furnish security there under and being in fact such security, and if said Principal shall well and truly indemnify and save harmless said The State of New Hampshire against all claims and suits for damage to person or property arising from carelessness or want of due care, or any act or omission on the part of said Principal during the performance of said contract; then this obligation shall be void and of no effect; otherwise it shall remain in full force and virtue.

The Principal and Surety further understand and agree (1) that no modification or alteration of said contract shall in any way affect the obligation of the Surety hereunder; (2) that in case of liabilities not covered by said Revised Statutes Annotated 447:16 but covered by this bond, then the provisions of this bond shall control; and (3) that pursuant to the contract and law, the Commissioner may withhold moneys under the contract sufficient to cover claims for payment for equipment, material and labor, and the Commissioner may elect to pay such claims from such moneys."

This bond shall become effective at the same time as the contract annexed hereto for the improvement hereinbefore mentioned.

Signed and sealed this 20th day of May 20 24

Witness *Sydney M. M... ..*

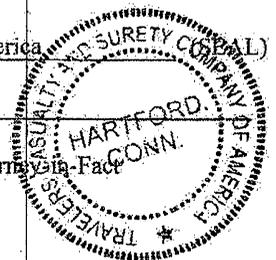
Attest *Hannah Abbott*
Hannah Abbott

RTH Mechanical Contractors, Inc. (SEAL)

By: *[Signature]*
Contractor:
Rich Hansell

Travelers Casualty and Surety Company of America (SEAL)

By: *[Signature]*
Surety
Mark J. Stevens - Attorney-in-Fact





**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Mark J Stevens** of **CONCORD** **New Hampshire** their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

City of Hartford ss.

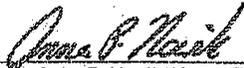
By: 
Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

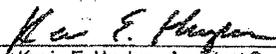
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 20th day of May, 2024




Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**