



REQUEST FOR PROPOSALS

RFP2018-04-HVAC

HVAC PREVENTATIVE MAINTENANCE AND SERVICE

JUNE 17, 2018

Issued by:

New Hampshire Liquor Commission



PO Box 503, Concord, NH 03302

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EXHIBITS

Exhibit A - No Response Form

Exhibit B - Contract Terms and Conditions (General Provisions, Form P-37 (v. 5/8/15))

Exhibit C - Proposal and Addendum Acknowledgement

Exhibit D - Store Information List

TABLE 1: SCHEDULE OF EVENTS

The following table sets forth the Schedule of Events for this Request for Proposal (“RFP”). The Schedule of Events is subject to change at the sole discretion of the New Hampshire Liquor Commission (“NHLC”). Any changes will be posted on the NHLC official website located at www.nh.gov/liquor. Respondents are responsible for checking the website for any schedule changes.

<u>Events</u>	<u>Responsibility</u>	<u>Date</u>
Request for Proposals Issued:	Issuing Office	Sunday, June 17, 2018
Deadline to Submit Inquiries By Electronic mail to NHLC Issuing Officer (“Closing Date”)	Potential Respondents	Wednesday, June 27, 2018 at 3:00 PM
NHLC Anticipated Date to Issue Responses to Potential Respondent Inquiries	Issuing Office	Friday, June 29, 2018 at 4:00pm
Deadline for Submission of Sealed Proposals to Issuing Office at: NH Liquor Commission ATTN: Katherine de Oliveira, RFP2018-04-HVAC 50 Storrs St (courier only) PO Box 503 (mail only) Concord, NH 03302-0503	Respondents	Thursday, July 12, 2018 at 3:00pm

PART I - GENERAL INFORMATION FOR RESPONDENTS

1. PURPOSE

The State of New Hampshire Liquor Commission proposes to enter into an agreement with a contractor to provide maintenance and service for the heating and air conditioning system and associated devices as described within in Exhibit D. Also, this RFP describes the project and the NHLC's requirements. A respondent may submit a proposal for services as further described in Part II, Section 24 "Method of Award."

2. ISSUING OFFICE

This RFP is issued by the NHLC that shall serve as the Issuing Office for this RFP. The Issuing Officer responsible for managing the RFP and serving as the sole point of contact is:

Katherine de Oliveira, Paralegal
NH Liquor Commission,
50 Storrs Street, P.O. Box 503
Concord, NH, 03302-0503
(tel: 603-230-7048)
(email: katherine.deoliveira@liquor.nh.gov)

All inquiries regarding this RFP must be submitted electronically to the Issuing Officer.

3. SCOPE

This RFP contains instructions governing the required content of proposals, terms governing this procurement process, a description of the services sought by the NHLC, requirements that a respondent must satisfy to be eligible for consideration, evaluation criteria, a description of standard contract terms and conditions, and other requirements that must be satisfied in each proposal

4. PROJECT DELIVERABLES:

The intent of this RFP is to obtain a contractor to provide maintenance and service for the heating and air conditioning system and associated devices as described within in Exhibit D.

Note: Modifications and/or new replacement equipment added during the term of the contract is also the responsibility of the Bidder.

THIS CONTRACT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE HEATING AND AIR CONDITIONING SERVICES AT LOCATIONS LISTED AND DESCRIBED HEREIN.

The NHLC's deliverables for this engagement consist of the following:

- A. The Bidder shall provide preventative maintenance once every spring and fall as listed and described herein. The Bidder shall schedule the preventative maintenance two weeks prior to performing the service; air conditioning preventative maintenance will be scheduled in the spring and heating preventative maintenance in the fall.
 - a) Spring preventative maintenance shall consist of the requirements listed and described herein.

- b) Fall preventative maintenance shall consist of the requirements listed and described herein.
- B. Preventative maintenance is expected to be billed at a fixed rate per store for fall and spring preventative maintenance listed in Part III, any service required above and beyond normal manufacturer preventative maintenance will require an estimate to be approved by the maintenance engineer before any work is performed. Any work performed above preventative maintenance must be billed on a separate invoice.
- C. Major repair service will require an estimate for work to be provided at no charge to the NHLC. In addition, the State reserves the right to get a second estimate for major repairs.
- D. Response Time:
 - a) All emergency situations shall have an immediate response time. The Bidder shall be available seven days per week and on call 24 hours per day in the event an emergency arise.
 - b) For normal service calls, vendor shall be expected to be at the NHLC store location for the repair service within 24 hours from the time of the call.
 - c) All planned repairs/enhancements must have a minimum response time of one (1) week.
- E. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as coils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the contracting officer or his designated representative.
- F. The Bidder will be responsible for presenting a report by store on the condition of all equipment as well as recommendations for future repairs. This report must be sent to the Liquor Commission representative, John Tower, no later than the first Friday of January each year.
- G. A separate work order must be made on each unit and sent in with the invoice for payment. The Liquor Commission representative is the contact person and the only one that can request services except for an emergency repair call.
- H. Caution to Offerors: The heating and air conditioning maintenance and services called for by this solicitation are highly critical to the needs of the Liquor Commission. All contractual requirements will be strictly enforced. Any Bidder receiving an award here under will be held fully responsible for proper performance of contract requirements. It is expected that an initial extra effort on the part of the Bidder and its personnel will be provided to create and maintain a condition of excellence.
- I. The Bidder shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain the contracting officer's signature thereon.
- J. The Bidder shall take all responsibility for the work under this contract; for the protection of the work; and for preventing injuries to persons and damage to property and utilities on or about the work. He shall in no way be relieved of his responsibility by any right of the State to give permission or issue orders relating to any part of the work; or by any such permission given on orders issued or by failure of the State to give such permission or issue such orders. The Bidder shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work is done is different from what was estimated or expected, or account of the weather, elements or other causes.
- K. The State reserves the right to hire equipment other than the Bidder if the Bidder's equipment does not report ready for service within three (3) hours of the time ordered. When such equipment, other than the

Bidder's is employed, any expense incurred above the contract price shall be borne by the Bidder and such additional expense shall be deducted from any money due the Bidder.

- 4.1** All work shall be performed by skilled professionals and shall be executed in a workmanlike manner in accordance with the best standards and practices of the trade and shall be repaired in kind by skilled professionals of the trades involved at no additional cost to the NHLC.
- 4.2** The Bidder shall complete all work and provide all materials, tools, equipment, and safety devices necessary to perform work in the proper manner within the time specified. The Bidder shall complete the entire work to the satisfaction of the NHLC and in accordance with the specifications herein described, at the price agreed upon. All the work, labor, and equipment to be completed and provided under the contract, shall be completed and provided strictly pursuant to, and in conformity with the specifications described herein and any directions of the NHLC representatives as given from time to time during the progress of the work, under the terms of this Contract.
- 4.3** The Bidder shall secure and pay for all permits, inspections and licenses necessary for the execution of the work.
- 4.4** All work must be performed in such a manner as to minimize inconvenience to the building occupants. The Bidder shall determine the NHLC's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
- 4.5** The Bidder shall at its own expense, wherever necessary or required, provide safety devices and take such other precautions as may be necessary to protect life and property.
- 4.6** The Bidder shall bear all losses resulting to them or to the NHLC due to any inadequacy in the quality of work performed or due to any error on the part of the Bidder in their estimation or expectation of project requirements or due to the weather, elements or other causes.
- 4.7** Unsatisfactory response to any of the listed services or requirements will be considered sufficient basis for immediate termination of the contract. The NHLC reserves the right to terminate this contract at any given time with a 10 day written notice.
- 4.8** Normal Working Hours: Normal working hours are 8:00 AM to 6:00 PM, Monday through Friday.
- 4.9** Other Hours: Other hours include overtime, holidays, and weekends.
- 4.10** Upon arrival at the site the Bidder shall sign in with the manager of the store or person in charge and after each scheduled or emergency call, before leaving the job site, shall present a written summary of the work performed and obtain the NHLC's signature thereon (Time of day must be written in and manager must initial at time of arrival and again at time of departure).
- 4.11** All work completed at Store #3 – Manchester, located within Manchester/Boston Regional Airport will require coordination with a member of our Maintenance Department, as the store is located within the secure/concourse area of the airport. All persons must go through airport security to access the store area and all tools must also go through the screening process.

- 4.12 Subcontracting any portion of the contract is not permitted without prior written approval from the NHLC. In the event the NHLC approves the use of subcontractors in performance of this contract, the prime Bidder is not relieved of its responsibility and obligation to meet all the requirements of this agreement.
- 4.13 **BACKGROUND CHECKS: The State may require the Bidder to provide security clearance and/or background checks for any and all Bidder representatives or approved subcontractors that may complete work or be present during the completion of work in any NHLC facility.**
- 4.14 The NHLC shall require correction of defective work or damages to any part of the building or its appurtenances when caused by the Bidder's employees, approved subcontractors, equipment or supplies. The Bidder shall correct all defective work and repair damages incurred. Upon failure of the Bidder to proceed promptly with the necessary corrections, the NHLC may withhold any amount necessary to correct all defective work or repair damages from payments to the Bidder.
- 4.15 The Bidder work staff shall consist only of qualified persons completely familiar with the products and equipment they will be required to use. The Contracting Officer may require the Bidder to dismiss from the work such employees as they deem 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.
- 4.16 The Bidder or their personnel shall not represent themselves as employees or agents of the State. While on the State of New Hampshire's property, employees shall be subject to control of the State, but under no circumstances shall such persons be deemed to be employees of the State. All personnel shall observe all regulations or special restrictions in effect at the NHLC. The Bidder's personnel shall be allowed only in areas where work is being performed. The use of State telephones by the Bidder or their personnel is prohibited.
- 4.17 The Bidder shall provide employee picture identification badges identifying the company and name of each employee servicing the NHLC account. All contract employees, while servicing the NHLC, shall wear the identification badge.

PREVENTATIVE MAINTENANCE REQUIREMENTS

Operational Inspection Automatic Temperature Controls

NOTE: *The following inspection tasks will be completed when operating conditions permit.*

Report in with Customer Representative.

Refrigerated Air Dryer

Record and report abnormal conditions, measurements taken, etc

Check refrigerant pressure and record.

Air Compressor

Record refrigerant temperature.

Drain tank and check traps.

Brush condenser and cover grills as required.

Check belt, sheaves, filter, and change as required.

Operate drain trap and bypass valves.

Change suction filter as required.

Report controls condition and repair requirements.

Analyze motor operating conditions and lubricate.

**where applicable*

Check PE switch, starter and alternator.

Record compressor run time.

Comprehensive Inspection and Calibration Automatic Temperature Controls

NOTE: *The Comprehensive Inspection and Calibration may be performed in more than one season, due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment operating efficiency as well as appropriateness and timeliness of the procedures.*

Report in with Customer Representative

Record and report abnormal conditions, measurements taken, etc.

Air Compressor

Drain tank and check traps.

Change oil and check oil pressure.

Check belt and sheaves; change as required.

Change suction filter as required.

Inspect unloader and check valve.

Inspect high pressure safety valve.

Analyze motor operating conditions and lubricate.

Check PE switch, starter and alternator.

Record compressor run time.

Record oil carryover rate. *

Refrigerated Air Dryer

Check refrigerant pressure and record.

Record refrigerant temperature.

Brush condenser and cover grills as required.

Operate drain trap and bypass valve.

Filter and Pressure Reducing Station

Inspect coalescent filters (change as required).

Inspect charcoal filter (change as required).

Record pressure reducing valve settings, adjust as required.

Record oil carryover rate. *

Boiler, Chiller, Converter, Pumps and Zone Control

Check and calibrate all controllers.

Calibrate all transmitters and set receiver gages as required.

Fan Systems and HVAC Unit Controls

Review sequence of operation.

Check operation of all dampers.

Check pilot positioners.

Check all control valves.

Calibrate all controllers as required.

Calibrate all transmitters and set receiver gages as required.

Check all solenoid air valves, PE switches and air valves for proper operation.

Check auxiliary control devices.

Room-Terminal Unit Controls

Check all room stats and calibrate as required.

Check all control valves and report condition.

Check operation of unit coil steam traps.

Check operation of all dampers.

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

Check operation of auxiliary devices.

Terminal Units

Boxes--Mixing and Variable Air Volume(w/o Fan)

Inspect box for ductwork connection.

Lubricate and adjust dampers and linkage.

Verify operation of control.

Electric Duct Heaters

Inspect coil for damage to element.

Inspect isolators for damage or cracks.

Brush coil. Remove dust and debris.(where accessible)

Torque heating terminals.

Verify operation of control.

Verify staging of heating elements.

Check all PE switches.
Check all control valves.
Check all pilot positioners
Check auxiliary control devices
Clean discharge grill.
Check and clean strainers
Check steam traps and hand valves.

Reheat Coils - Electric

Inspect coil for damage to element.
Inspect isolators for damage or cracks.
Brush coil. Remove dust and debris. (Where accessible)
Torque heating terminals.

Verify operation of control.

Verify staging of heating elements.

Reheat Coils - Team and Hot Water

Inspect coil for leaks or damage.
Brush coil. Remove dust and debris. (Where accessible)

Induction Unit

Visually inspect coil. Clean as required.
Check and clean drains and drain pans.
Check and clean strainers.
Verify operation of steam trap(s) where applicable.
Verify operation of controls.

Radiation

Visually inspect fins/cast iron.
Check and clean strainers.
Clean as required.

Check steam traps and hand valves.

Report controls condition and repair requirements (if any).

**where applicable*

Operational Inspection Exhaust Fan And Blower

NOTE: *The following inspection tasks will be completed when operating conditions permit.*

Report in with Customer Representative.
Record and report abnormal conditions, measurements taken, etc.
Review customer logs with customer for operational problems and trends.

Fan and Motor

Verify operation of system motor.
Inspect tension on drive and fan belts, and change as needed.
Lubricate fan shaft bearings.
Lubricate motor bearings.
Inspect dampers and damper linkage.
Inspect for vibrations and unusual noises.

Report condition of dampers.
Report condition of motor windings - clean/dirty.
Clean intake screen on motor.

Starter

Inspect starter for signs of wear, arcing, overheating, burns, etc.
Measure and record operating amperage.*
Record condition and repair requirements (if any).

**where applicable*

Comprehensive Annual Inspection Exhaust Fan And Blower

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.
Record and report abnormal conditions, measurements taken, etc.
Review operation with customer for problems and trends.

Fan and Motor

Verify operation of system motor.
Inspect flexible connections and ductwork for damage and leaks.
Inspect tension on drive and fan belts, and change as needed.
Lubricate fan shaft bearings.
Lubricate motor bearings.
Lubricate dampers.
Clean intake screen on motor
Inspect fan wheel for free rotation, cracks and alignment.
Inspect for vibrations and unusual noises.
Report condition of dampers and damper linkage.

Test secureness of guards, doors and panels.
Verify operation of all indication.
Inspect all structural elements for corrosion and damage
Inspect motor windings for cleanliness.

Starter

Inspect wiring for secureness and damage.
Megger motor at starter and record reading.*
Inspect starter for signs of wear, arcing, overheating, burns, etc.
Inspect electrical connections for tightness and absence of moisture.
Measure and record operating voltage.
Measure and record operating amperage.*
Record condition and repair requirements (if any).

**where applicable*

Operational Inspection Air Handling Unit

NOTE: *The following inspection tasks will be completed when operating conditions permit.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer log with customer for operational problems and trends.

Fan and Motor

Verify operation of system motor, gages, etc.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers.

Inspect for vibrations and unusual noises.

Inspect coils for steam or water leaks.

Additional Tasks and/or Special Instructions:

Report condition of dampers.

Report condition of coil -- clean/dirty.

Report condition of motor windings -- clean/dirty.

Clean intake screen on motor.

Starter

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Measure and record operating amperage.

Report condition and repair requirements (if any).

**where applicable*

Comprehensive Annual Inspection Air Handling Unit

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.
Record and report abnormal conditions, measurements taken, etc.
Review operation with customer for problems and trends.

Fan and Motor

Verify operation of system motor, gages, etc.
Inspect flexible connections and ductwork for damage and leaks.
Inspect tension on drive and fan belts, and change as needed.
Lubricate fan shaft bearings.
Lubricate motor bearings.

Lubricate dampers
Clean intake screen on motor.
Inspect fan wheel for free rotation, cracks and alignment.
Inspect for vibrations and unusual noises.
Inspect coils for steam or water leaks.
Report condition of dampers.
Test secureness of guards, doors and panels.
Inspect humidifier parts.

Inspect all major stop valves and report condition.
Inspect all structural elements for corrosion and damage.
Report condition of coil -- clean/dirty.
Inspect motor windings for cleanliness.

Starter

Inspect wiring for secureness and damage.
Megger motor at starter and record reading.
Inspect switch gear, starter and contactor points.
Inspect starter for signs of wear, arcing, overheating, burns, etc.
Inspect electrical connections for tightness and absence of moisture.
Measure and record operating voltage.
Measure and record operating amperage.

Report condition and repair requirements (if any).

**where applicable*

Operational Inspection Pump

NOTE: *The following inspection tasks will be completed when operating conditions permit.*

Report with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Inspect for vibrations, unusual noises, odors, etc.

Inspect packing; adjust to a slow drip if necessary*

Inspect mechanical seal.*

Verify flow in sealing/flushing line.*

Lubricate coupling.*

Lubricate motor bearings.

Inspect system for leaks in piping, flange connections, etc., and record condition.

Lubricate pump bearings.

Inspect motor windings for dirt buildup.

Clean ventilation openings (grills and/or screens).

Visually inspect coupling.*

Starter or Contactor.

Inspect contacts for signs of wear, arcing, overheating, etc., and record condition.

Measure operating amperage and record reading.

Operational Test

Inspect level in system expansion tank and record reading.

Record suction and discharge pressure.

Report pump condition and repair requirements (if any).

** where applicable.*

Comprehensive Annual Inspection Pump

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review operation with customer for problems and trends.

Inspect for vibrations, unusual noises, odors, etc.

Inspect mounting points for secureness and tighten.

Inspect packing; adjust to a slow drip if necessary.*

Inspect mechanical seal.*

Verify flow in sealing/flushing line.*

Lubricate coupling.*

Lubricate motor bearings.

Inspect system for leaks in piping, flange connections, etc., and record condition.

Lubricate pump bearings.

Inspect motor windings for dirt buildup.

Clean ventilation openings (grills and/or screens).

Visually inspect coupling.*

Starter or Contactor.

Inspect wiring for secureness and damage, and record condition.

Megger motor at starter and record reading.

Clean enclosure.

Tighten terminal connections at starter

Inspect contacts for signs of wear, arcing, overheating, etc., and record condition.

Measure operating amperage and record readings.

Operational Test

Inspect level in system expansion tank and record reading.

Record discharge pressure.

Measure operating voltage and record reading.

Test accuracy of all pressure gages.

Record suction pressure.

Report pump condition and repair requirements (if any).

** where applicable.*

Operational Inspection Reciprocating Chillers And Standalone Compressors

NOTE: *The following inspection tasks will be completed when operating conditions permit.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Compressor(s)

Verify setting of oil cooler water (valve) regulator.*

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Controls

Verify operation of bypass valve.

Verify capacity control reaction.

Verify operation of oil temperature control.*

Verify operation of cooling water (valve) regulator.*

Starter

Measure operating amperage and record readings.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Operational Test

Draw oil sample for analysis.

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge pressure.

Check and record superheat.*

Check and record sub cooling.*

Compressor and Vessels

Test for refrigerant leaks and report results.

Report condition and repair requirements (if any).

** where applicable.*

Comprehensive Annual Inspection Reciprocating Chillers And Standalone Compressors

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.
Record and report abnormal conditions, measurements taken, etc.
Review customer logs with customer for operational problems and trends.

Compressor(s)

Inspect vibration eliminators for secureness and damage.
Clean and flush cooling system.*
Verify setting of oil cooler water (valve) regulator.*
Test oil for acid.*
Change oil and filter element.*
Take oil sample for analysis.*

Tighten terminal connections at heater elements.

Test secureness of mounting points, and tighten all major points.

Open Compressor (Only)

Lubricate motor bearings.
Clean motor air intake screens.
Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.
Check shaft alignment. Align as needed.

Controls

Inspect control center; clean and tighten connection; inspect components.
Verify operation of bypass valve.
Verify capacity control reaction.
Test low pressure cutout & record; calibrate if needed.
Test high pressure safety & record; calibrate if needed.
Verify operation of cooling water (valve) regulator.*

Test freeze control cutout and record temperature.*
Verify operation of oil temperature control.
Test oil high temp cutout and record; calibrate if needed.*

Starter

Inspect wire insulation for signs of overheating, burns etc.
Megger motor at starter and record reading.
Measure operating amperage and record reading.
Clean enclosure.
Tighten terminal connections at starter.
Measure operating voltage and record reading.
Inspect starter for signs of wear, arcing, overheating, burns, etc.

Operational Test

Run and record a complete test log on machine.
Verify refrigerant charge.
Verify oil level.
Verify superheat adjustment.
Inspect for vibrations and unusual noises in bearings, motors, etc.
Inspect moisture indicator for evidence of moisture.
Test accuracy of all pressure gauges.
Record compressor oil pressure.
Record compressor suction pressure.

Record compressor discharge pressure.

Compressor and Vessels

Test for refrigerant leaks and report results.

Report machine condition and repair requirements.

** where applicable.*

Operational Inspection Condensing Unit

NOTE: *The following inspection tasks will be completed when operating conditions permit.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Clean all debris from air inlet louvers.

Inspect all structural elements for corrosion and damage.

Test for secureness of guards, doors and panels.

Compressor(s)

Verify setting of oil cooler water (valve) regulator.*

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Controls

Verify operation of bypass valve.

Verify capacity control reaction.

Verify operation of oil temperature control.

Verify operation of cooling water (valve) regulator.*

Verify operation of fan speed control.*

Verify operation of damper cycling controller.*

Verify operation of fan cycling controller.*

Starter

Measure operating amperage and record readings.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motor, etc.

Inspect tension on drive and fan belts, and change as needed.

Lubricate motor bearings.

Report condition of coils - clean/dry.

Operational Test.

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge pressure.

Report machine condition and repair requirements (if any).

** where applicable.*

Comprehensive Annual Inspection Condensing Unit

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Clean all debris from air inlet louvers.

Brush condenser coil(s) to remove loose dirt.

Test for secureness of guards, doors and panels.

Inspect all structural elements for corrosion and damage.

Compressor(s)

Inspect vibration eliminators for secureness and damage.

Clean and flush cooling system.*

Verify setting of oil cooler water (valve) regulator.*

Test oil for acid.*

Change oil and filter element.*

Take oil sample for analysis.*

Tighten terminal connections at heater elements.

Test secureness of mounting points and tighten all major points.

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Check shaft alignment. Align as needed.

Test low pressure cutout and record; calibrate if needed.

Test high pressure safety and record; calibrate if needed.*

Verify operation of cooling water (valve) regulator.*

Test freeze control cutout and record temperature.*

Verify operation of oil temperature control.

Test oil high temp cutout and record; calibrate if needed.*

Verify operation of fan speed control.*

Verify operation of fan cycling controller.*

Starter

Inspect wire insulation for signs of overheating, burns, etc.

Megger motor at starter and record reading.

Measure operating amperage and record readings.

Clean enclosure.

Tighten terminal connections at starter.

Measure operating voltage and record readings.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motor, etc.

Wipe down motor(s) to remove loose dirt and oil buildup.

Inspect tension on drive and fan belts, and change as needed.

Inspect fans for vibrations and tightness.

Inspect wiring and connections for signs of wear, overheating, burns, etc.

Lubricate motor bearings.

Inspect all structural elements for corrosion and damage.

Report condition of coils - clean/dry.

Operational Test

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Test accuracy of all pressure gages.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge.

Controls

Inspect control center, clean and tighten connections; inspect components.

Verify operation of bypass valve. Verify capacity control reaction.

Compressor and Vessels

Test for refrigerant leaks and report results.

Report machine condition and repair requirements.

** where applicable.*

Operational Inspection Computer Room Units (Direct Expansion)

NOTE: *The following inspection tasks will be completed when operating conditions permit.*

Report in with Customer Representative.
Record and report abnormal conditions, measurements taken, etc.
Review customer logs with customer for operational problems and trends.

Fan(s) and Motor(s)

Verify operation of system motor, gages, etc.
Inspect tension on drive and fan belts, and change as needed.
Lubricate fan shaft bearings.
Lubricate motor bearings.
Lubricate dampers.
Inspect for vibration and unusual noises.
Inspect coils for steam or water leaks.
Inspect roof curb flashing.*
Report condition of dampers.
Report condition of coils – clean/dirty.
Clean intake screen on motor.

Starter

Inspect starter for signs of wear, arcing, overheating, burns, etc.
Measure and record operating amperage.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motors, etc.
Lubricate motor bearings.

Controls

Check all alarm points.
Verify operation of fan speed control.*
Inspect all panel lights.
Verify operation of damper cycling controller.*
Verify operation of fan cycling controller.*

Operational Test - Compressor(s)

Run and record and complete test log on machine.
Verify refrigerant charge.
Verify oil level.*
Verify superheat adjustment.
Inspection of vibrations and unusual noises in bearings, motor, etc.
Inspect moisture indicator for evidence of moisture.*
Record compressor oil pressure.*
Record compressor suction pressure.
Record compressor discharge pressure.

Electric Reheat*

Verify staging of heating elements.
Verify operation of control.

Steam and Hot Water Reheat

Inspect coil for leaks or damage.
Verify operation of steam trap(s).*
Verify operation of controls.

Humidifier*

Verify humidifier operating sequence.
Inspect humidifier pan.

Report condition and repair requirements (if any).

** where applicable.*

Operational Inspection Computer Room Units (Direct Expansion)

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.
Record and report abnormal conditions, measurements taken, etc.
Review operation with customer for problems and trends.

Fan(s) and Motor(s)

Verify operation of system motor, gages, etc.
Inspect flexible connections and ductwork for damage and leaks.
Inspect tension on drive and fan belts, and change as needed.
Lubricate fan shaft bearings.
Lubricate motor bearings.
Lubricate dampers.
Clean intake screen on motor.
Inspect fan wheel for free rotation, cracks and alignment.
Inspect for vibration and unusual noises.
Report condition of dampers.
Test secureness of guards, doors and panels.
Inspect humidifier parts.*
Inspect roof curb flashing.*
Inspect all major stop valves and report condition.
Inspect all structural elements for corrosion and damage.
Report condition of coils – clean/dirty.
Inspect motor windings for cleanliness.

Starter

Inspect wiring for secureness and damage.
Megger motor at starter and record reading.
Inspect switch gear, starter and contactor points.
Inspect starter for signs of wear, arcing, overheating, burns, etc.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motors, etc.
Wipe down motor(s) to remove loose dirt and oil buildup.
Inspect wiring and connections for signs of wear, overheating, burns, etc.
Lubricate motor bearings.

Compressor(s)

Inspect vibration eliminators for secureness and damage.
Test oil for acid content.*
Change oil and filter element.*
Take oil sample for analysis.
Tighten terminal connections at heater elements.*
Test secureness of mounting points, and tighten all major points.

Operational Test - Compressor(s)

Run and record and complete test log on machine.
Verify refrigerant charge.
Verify oil level.*
Verify superheat adjustment.

Controls

Inspect all panel lights.
Inspect control center; clean and tighten connections; inspect components.
Check all alarm points.
Test low pressure safety and record; calibrate if needed.
Test temperature sensors.
Verify operation of fan speed control.*
Verify economy cycle control.*

Inspect electrical connections for tightness and absence of moisture.

Measure and record operating voltage.

Measure and record operating amperage.

Inspect for vibrations and unusual noises in bearings, motor, etc.

Inspect moisture indicator for evidence of moisture.*

Record compressor oil pressure.*

Record compressor suction pressure.

Record compressor discharge pressure.

Electric Reheat

Inspect coil for damage to element.

Measure and record reheat amperage.

Inspect isolators for damage or cracks.

Brush coil. Remove dust and debris.

Torque heating terminals.

Verify operation control.

Verify staging of heating elements.

Verify operation of fan cycling controller.*

Verify operation of damper cycling controller.*

Steam and Hot Water Reheat

Inspect coil for leaks or damage.

Brush coil. Remove dust and debris.

Check and clean strainers.*

Verify operation of steam trap(s).*

Verify operation of controls.

Humidifier*

Verify operation of humidify probes.

Check steam orifice and clean, if necessary.*

Inspect humidifier pan.

Inspect infrared bulbs and clean, if needed.*

Report machine condition and repair requirements.

** where applicable.*

PART II - RFP TERMS AND INSTRUCTIONS

1. TYPE OF CONTRACT AND CONTRACT PERIOD

Fixed Price Contract - Any contract resulting from this RFP shall be structured as a Fixed Price contract. The contract will be for a period of three years with a possibility of a single, two-year extension.

- Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
- The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.
- Contract Continuity:

Upon expiration of the contract, if the State or the vendor fail to accept or agree on a contract extension for an additional period, the vendor must agree to provide all services under the same terms and conditions of the then-in-force contract on a month-to-month basis for a period not to exceed four (4) months to enable a satisfactory replacement of a vendor.

2. RFP INQUIRIES AND RESPONSES

- a. **Inquiry Submission.** Respondents must submit all inquiries, exceptions, or additions regarding this RFP, including without limitation, requests for clarifications or modifications to the RFP, by electronic mail (with the subject line titled “RFP-2018-04-HVAC Questions”) to the Issuing Officer identified in RFP, Part I, Section 2: Issuing Officer no later than the deadline to submit inquiries to NHLC Issuing Office specified in Table 1: Schedule of Events. Respondents must cite the relevant RFP title, RFP number, page, section, and paragraph in the inquiry submission. Respondents must not contact the Issuing Officer by telephone with any inquiries.
- b. **NHLC Responses to Inquiries.** The NHLC intends to issue official responses, to inquiries submitted on or before the deadline specified in Table 1: *Schedule of Events*. The NHLC may consolidate and/or paraphrase inquiries for sufficiency and clarity. Oral statements, representations, clarifications and modifications shall not be binding upon the NHLC. The Issuing Officer anticipates posting official answers to the questions on the NHLC website at www.nh.gov/liquor by the date specified in Table 1: *Schedule of Events*.

3. AMENDMENT TO THE RFP

The NHLC may amend this RFP at any time and at its sole discretion. The NHLC will post any amendments to the RFP on the NHLC official website located at www.nh.gov/liquor. In the event the NHLC determines it necessary to amend this RFP, the NHLC may extend deadlines and/or invite submission of additional information from respondents at any time, as the NHLC deems appropriate and at its sole discretion. Respondents are responsible for checking the website periodically for any new information or amendments to the RFP. The NHLC shall not be bound by any verbal information, and any written information that is not contained within the RFP or formally issued as an amendment by the Issuing Officer.

4. PROPOSAL FORMAT

Respondents must submit a complete response to this RFP using the format specified in Part III of this RFP. An official authorized to bind the respondent to the proposal must sign the proposal. If the official signs the Proposal Cover Sheet and the Proposal Cover Sheet is attached to the proposal, the requirement will be met. Proof of signatory authorization must be included with the proposal submission.

5. ECONOMY OF PREPARATION

Proposals should provide a straightforward, concise description of the respondent's ability to meet the requirements of the RFP.

6. PROPOSALS AND AWARDS

The NHLC intends to award a contract to a respondent as a result of this RFP. Notwithstanding the foregoing or any provision of this RFP to the contrary, the NHLC reserves the right, at any time and in its sole discretion, to reject any or all proposals, wholly or in part, and/or to award multiple contracts to one or more respondents, wholly or in part. A contractor will not retain any exclusive rights to provide the services and supplies described in this RFP process during the term of a contract or any extension thereto. The NHLC may, at its sole discretion, obtain services and related materials from other contractors.

7. PROPOSAL SUBMISSION

a. **Proposal Submission Deadline:** Proposals must be submitted in hard copy and clearly marked “New Hampshire Liquor Commission, Response to RFP-2018-04-HVAC” and as specified in Section 7: *Proposals*. Proposals must be submitted to the Issuing Office no later than the Closing Date and Time in Table 1: *Schedule of Events*. Any respondent who elects to mail its proposal must allow sufficient mail delivery time to ensure timely receipt of its proposal. The NHLC accepts no responsibility for mislabeled, damaged or delayed mail. Proposals will not be accepted via electronic mail or facsimile transmission. The receipt of a proposal by the State’s mail system does not qualify as receipt of a proposal by the Issuing Office.

i. If due to inclement weather, natural disaster or any other cause, the location to which proposals are to be returned is closed on the Closing Date and Time in Table 1: *Schedule of Events*, the deadline for submission shall be automatically extended until the next NHLC business day on which the Issuing Office is open, unless the respondents are otherwise notified by the Issuing Office. The time for submission of proposals shall remain the same. Proposals not submitted by the Closing Date and Time in Table 1: *Schedule of Events* or as otherwise extended pursuant to this RFP will be rejected.

b. **Proposal Receipt:** A proposal will be considered received on the date and time of the NHLC’s receipt as officially documented by the NHLC.

c. **Proposal Information:**

i. Proposals from all interested Proposers qualified to provide services listed herein will be received until the deadline date in Table 1: *Schedule of Events*. Proposal packages will not be accepted after that time. The proposal packages may be delivered to the address below and identified on the outside of the envelope as:

Proposals: Courier Delivery Only
New Hampshire Liquor Commission
ATTN: “Katherine de Oliveira, RFP-2018-04-HVAC”
50 Storrs Street
Concord NH 03301

By Mail Only

New Hampshire Liquor Commission

ATTN: "Katherine de Oliveira, RFP-2018-04-HVAC"

Post Office Box 503

Concord NH 03302-0503

From: Company/Proposer Name
Address of Proposer
Phone No. Of Proposer
Fax No. of Proposer
Email Address of Proposer:

- ii. Proposers are advised to carefully read and complete all information requested in this RFP. If the Proposer's response to this RFP does not comply with the conditions for submittal to this RFP, **it may be considered unacceptable by the NHLC and may be rejected without further consideration.**
- iii. A draft agreement presented as Exhibit B is attached for informational purposes to inform the Proposer of the type of Agreement that will be used for the prosecution of this work. Proposers are instructed to thoroughly familiarize themselves with the terms, covenants, and conditions of the draft Agreement. The successful Proposer will be required to execute a similar agreement with the NHLC.
- iv. It is the NHLC's intention to award the contract to one Proposer. The NHLC will make the final determination in its sole judgment as to which Proposer(s) and proposal(s) are the most advantageous.
- v. The contents of the proposal of the successful respondent(s) will become contractual obligations, except to the extent the contents are changed through best and final offers or contract discussions, and if a contract is finalized. The finalized and approved contract language shall prevail over the respondent's proposal in the event of any inconsistency or ambiguity;
- vi. Under the laws of the State of New Hampshire, a proposal may be considered public record, and if determined to be so, must be made available for inspection and copying by any citizen of New Hampshire. Therefore, the NHLC cannot guarantee the confidentiality of any proprietary or otherwise sensitive information. Confidential or Proprietary information must be marked as such on each page and may be submitted in a separate envelope, sealed and marked "**Confidential Information**". It is understood, however, that the NHLC will have no liability for disclosure of such information contained in or with any proposal. Any proprietary or otherwise sensitive information contained in or with any proposal is subject to disclosure, unless exempted under the New Hampshire Right to Know Act, RSA 91-A.
- vii. No proposal may be withdrawn after it has been submitted to the NHLC unless the Proposer so requests by letter and such request by letter is received by the NHLC before the deadline for receiving proposals. Any request for withdrawal after the deadline must be made in writing and may be denied in the NHLC's sole discretion.

- viii. A respondent may modify its proposal by withdrawing its proposal and submitting a new sealed proposal that complies with the requirements of this RFP, but only if the respondent withdraws and resubmits its proposal prior to the Closing Date and Time in Table 1: Schedule of Events.
- ix. In submitting the proposal, the Proposer agrees that the proposal will remain valid for one hundred eighty (180) calendar days after the closing date for submission of proposals and may be extended beyond that by mutual agreement.

d. **Interpretation of Proposal Document:**

- i. If discrepancies or omissions are found by any prospective Proposer or there is doubt as to the true meaning of any part of this RFP, a written request for clarification or interpretation shall be submitted to Katherine M. de Oliveira, Paralegal, NHLC, prior to Deadline date for inquiries in Table 1: *Schedule of Events* (Katherine.deOliveira@liquor.nh.gov)
- ii. The NHLC is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addendum. All communication will be via electronic mail to Katherine.deOliveira@liquor.nh.gov.

8. EVALUATION OF PROPOSALS AND CRITERIA

- a. Each proposal submitted to the NHLC will be evaluated based on price, experience and capacity to perform services in a timely manner.
 - i. The proposals will be evaluated to determine whether they conform to the requirements of the RFP. Those proposals failing to meet the requirements, including completeness, format and content, may be rejected without further evaluation, and Proposers will be so informed in writing.

9. PROHIBITED COMMUNICATIONS

From the issue date of this RFP until the effective date of a resulting contract with any respondent, the Issuing Officer shall serve as the sole point of contact concerning this RFP. Respondents are prohibited from distributing any part of their proposals except to the Issuing Office as required under this RFP. Except for contacts with the Issuing Officer as permitted by this RFP, respondents are prohibited from contacting or lobbying any NHLC personnel or evaluation committee members regarding this RFP. Any respondent's attempt to improperly influence the evaluation of proposals and selection of a respondent may result in the disqualification and elimination of that respondent from this RFP procurement process. If the NHLC later discovers that the respondent has engaged in any communications prohibited under this RFP, the NHLC may reject the offending proposal or rescind a contract award, without any liability to the NHLC.

10. VALIDITY OF PROPOSAL

- a. By submitting a proposal, a respondent acknowledges and agrees that:
 - i. Its proposal shall remain in effect and is binding on the respondent for a period of one hundred and eighty (180) days following the Closing Date and Time in Table 1: *Schedule of Events*;
 - ii. The contents of the proposal of the successful respondent will become contractual obligations, except to the extent the contents are changed through best and final offers or contract discussions, and if a contract is finalized. The finalized and approved contract language shall prevail over the respondent's proposal in the event of any inconsistency or ambiguity;
 - iii. The respondent waives any right to withdraw or modify its proposal, except as permitted in the RFP;
 - iv. Proposals are irrevocable unless the proposal is withdrawn as permitted under this RFP or the expiration of 180 day(s) from the Closing Date and Time in Table 1: *Schedule of Events*. A

respondent must submit a written request to withdraw a proposal that is signed by an authorized representative of the respondent and submitted to the Issuing Officer prior to the Closing Date and Time in Table 1: *Schedule of Events*. If a respondent attempts to provide such written notice by facsimile transmission, the NHLC shall not be responsible or liable for errors in facsimile transmission. A respondent may modify its proposal by withdrawing its proposal and submitting a new sealed proposal that complies with the requirements of this RFP, but only if the respondent withdraws and resubmits its proposal prior to the Closing Date and Time in Table 1: *Schedule of Events*.

11. NON-COMMITMENT

Notwithstanding any provision of this RFP to the contrary, this RFP does not commit the NHLC to award a contract. By submitting a proposal, a respondent acknowledges and agrees that the NHLC may, at any time and in its sole discretion, and without any liability to a respondent, reject any and all proposals, or any portions thereof; cancel this RFP; and solicit new proposals under another acquisition process.

12. RESPONDENTS' COSTS AND EXPENSES

By submitting a proposal, a respondent acknowledges and agrees that the NHLC is not responsible or liable for any costs or expenses incurred by a respondent in connection with its participation in this procurement process, including, but not limited to: (1) any costs or expenses incurred by a respondent in relation to the preparation of a proposal or a respondent's participation at the pre-proposal conference or oral presentation and discussions, and other RFP processes and events; and (2) costs and expenses associated with any work performed by a respondent prior to the effective date of a contract with the respondent.

13. PROPERTY OF STATE

The proposal and all material received in response to this RFP shall become the property of the NHLC and will not be returned to respondents. By submitting a proposal, a respondent acknowledges and agrees that the NHLC may, at its sole option, use any or all ideas not protected by intellectual property rights that are presented in any proposal regardless of whether the proposal becomes part of a contract. Notwithstanding any respondent copyright designations contained on proposals, the NHLC shall have the right to make copies and distribute proposals internally and to comply with public record or other disclosure requirements under the provisions of any the State of New Hampshire or United States statute or regulation, or rule or order of any court of competent jurisdiction.

14. DISCUSSIONS FOR CLARIFICATION

The NHLC may require, at its discretion, respondents who submit proposals to provide the NHLC with oral and/or written clarification of their proposal to the NHLC to ensure thorough mutual understanding and respondent responsiveness to the solicitation requirements. The Issuing Officer will initiate requests for clarification. The NHLC reserves the right to recall any respondents for additional discussions as it deems necessary.

15. PRESENTATIONS

The NHLC may, at its discretion require a respondent to participate in oral and/or written presentations on any aspects of its proposal. Respondents may also be required to demonstrate any product(s) and/or service(s) proposed at the NHLC site.

16. INFORMATION TECHNOLOGY COMPLIANCE REQUIREMENT

In the event that any portion of a respondent's proposal requires software or hardware is connected to or installed on NHLC network then all such computer products and services must comply with the requirements of the NH. Department of Information Technology, which are available upon request. The Respondent shall stay knowledgeable with and shall abide by these standards for all related work resulting from this RFP.

17. CONTRACT TERMS AND CONDITIONS

The NHLC's standard terms and conditions are set forth in Exhibit B of this RFP. In the event of any conflict between the NHLC's terms and conditions and any portion of a proposal, the NHLC's terms and conditions shall take precedence and supersede any and all such conflicting provisions contained in a proposal, at the sole discretion of the NHLC. Additionally, any resulting contract may include additional provisions provided that they are agreed to by the NHLC and in a form and substance as prescribed by the NHLC. The failure of a selected respondent to reach agreement with the NHLC on contractual terms, conditions and other provisions may result in cancellation of the selection as described in this RFP.

18. CONFIDENTIALITY/SENSITIVE INFORMATION

The selected respondent may have access to confidential/sensitive information in the course of performing its obligations under the contract, and may be required to sign a confidentiality agreement.

19. DISCLOSURE OF PROPOSALS

- a. **Respondent Obligation.** A respondent must maintain the confidentiality of its proposal until the effective date of a resulting contract award with any respondent. A respondent's disclosure or distribution of its proposal to any individual or entity, other than the Issuing Office, prior to the effective date may be grounds for disqualification at the discretion of the NHLC.
- b. **NHLC Obligation.** The NHLC shall maintain the confidentiality of each proposal until a contract award is made as contemplated under N.H. RSA 21-G:37. Following an award as contemplated in RSA 21-G:37, the NHLC will disclose all proposals in accordance with applicable law and regulations, including, but not limited to, N.H. RSA Chapter 91-A, the Right to Know Law. Any respondent who determines that it must divulge any confidential, commercial or financial or other information not subject to public disclosure under applicable laws and regulations, (collectively referred to as "Respondent Confidential Information"), must submit in its proposal a signed written statement describing in detail the nature of the Respondent Confidential Information and the grounds for its position that the Respondent Confidential Information is exempt from public disclosure under applicable law and regulations, including but not limited to, the Right to Know Law, N.H. RSA Chapter 91-A; and submit a redacted version of its proposal that removes only the Respondent Confidential Information along with an unredacted proposal.

20. CONDITIONAL NATURE OF AGREEMENT

Notwithstanding anything in this agreement to the contrary, all obligations of the NHLC hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the NHLC be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the NHLC shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the Contractor notice of such termination. The NHLC shall not be required to transfer funds from any other account.

21. BEST AND FINAL OFFERS

The NHLC may, at its sole discretion, solicit Best and Final Offers (“BAFOs”) from respondents who have submitted responsive proposals and which have been determined to be reasonably possible of selection for a contract award.

- a. Respondents will be given opportunity to respond with a BAFO under a procedure defined by the NHLC which may include one (1) or more of the following:
 - i. Enter into pre-selection discussions:
 1. Schedule written and/or oral presentations or scripted demonstrations; and/or
 2. Request revised proposals.
- b. The NHLC will evaluate BAFOs against Criteria for Selection found in Part IV, Section IV-3. The NHLC will conduct BAFO proceedings uniformly, the BAFOs will be subject to solicitation by the NHLC and NHLC’s timely receipt of responses pursuant to schedule set by the NHLC. Respondents are encouraged to submit their best price as part of their initial proposal and not to assume there will be an opportunity to provide a BAFO at a later date.

22. NEWS RELEASES

Respondents shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this project without prior written approval of the NHLC, and only in coordination with the Issuing Office.

23. RESPONDENT’S REPRESENTATIONS AND AUTHORIZATIONS

By submitting a proposal, a respondent agrees, represents and acknowledges that:

- a. All information provided by, and representations made by, the respondent in its proposal are material and important and may be relied upon by the NHLC in awarding a contract;
- b. Any misstatement, omission or misrepresentation by a respondent shall constitute fraudulent concealment from the Issuing Office of the true facts relating to the proposal submission;
- c. The respondent has arrived at the price(s), amounts, terms and conditions in its proposal independently and without consultation, communication or agreement with any other respondent or potential respondent, and without effort to preclude the NHLC from obtaining the best possible competitive proposal. The respondent has not disclosed the price(s), the amount of the proposal nor the approximate price(s) or amount(s) of its proposal to any other firm or person, including but not limited to, a respondent or potential respondent for this RFP;
- d. The respondent has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal in response to this RFP or to submit a proposal higher than this proposal or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal; and
- e. The respondent makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

24. METHOD OF AWARD

The NHLC evaluation committee will select a proposal(s) based on criteria set forth in Part IV. The evaluation committee may consist of senior staff member(s) of the NHLC. The evaluation committee will submit a recommendation on its selection of a proposal(s) to the NHLC Commissioners for final approval. The responsible respondent(s) whose proposal(s) the NHLC determines to be the most advantageous to the State of New Hampshire, after taking into consideration all of the evaluation factors, shall be notified in writing of its selection for contract discussions. The resulting contract(s) will be based on the standard terms

and conditions contained in Exhibit B, and modifications and additions to the standard clauses acceptable to the NHLC in its discretion. If the NHLC is unable to reach agreement with a respondent(s) during contract discussions, the NHLC may, at its sole discretion and at any time, reject and cancel the first respondent selection and commence contract discussions with the next highest ranked respondent, and continue on in this manner at its discretion. The NHLC may, at its sole discretion, terminate any contract discussions, as it deems appropriate and at any time.

25. USE OF ELECTRONIC VERSIONS OF THIS RFP

This RFP is available in electronic form. If a respondent accepts the RFP in electronic form, the respondent acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the respondent's possession or relied upon by the respondent, and the Issuing Office's version of the RFP, the Issuing Office's version shall govern.

PART III - INFORMATION REQUIRED FROM THE RESPONDENT

Proposals must be submitted in the following format, including heading descriptions:

1. SERVICES:

A. Preventative Maintenance (PM) – Fixed Cost by Store

(Price includes Materials, Equipment, Labor and Transportation)

ST	LOCATION	Fall PM	Spring PM	Total Yearly PM
1	Concord			
3	Manchester			
4	Hooksett			
5	Berlin			
6	Portsmouth			
10	Manchester			
11	Lebanon			
13	Somersworth			
14	Rochester			
16	Woodsville			
17	Franklin			
18	Colebrook			
19	Plymouth			
20	Derry			
21	Peterborough			
22	Brookline			
23	Conway			
24	Newport			
26	Groveton			
27	Nashua			

ST	LOCATION	Fall PM	Spring PM	Total Yearly PM
28	Seabrook Beach			
29	Whitefield			
33	Manchester			
35	Hillsboro			
36	Jaffrey			
37	Lancaster			
39	Wolfeboro			
40	Walpole			
42	Meredith			
44	New Hampton			
45	Pittsfield			
47	Lincoln			
48	Hinsdale			
50	Nashua			
51	Pelham			
52	Gorham			
55	Bedford			
56	Gilford			
58	Goffstown			
59	Merrimack			
60	W Lebanon			
63	Winchester			
64	New London			
65	Campton			

ST	LOCATION	Fall PM	Spring PM	Total Yearly PM
68	N Hampton			
70	Swanzy			
75	Belmont			
78	Hampstead			
79	Epping			
81	Pembroke			
82	Warner			
	Total			

B. Service Other Than Preventative Maintenance:

1. Billing repair rates are to include personnel and vehicles.
2. Charges shall consist of actual time at the job sites. An estimate of hours required and a number of staff needed to complete a requested service will be provided to the Liquor Commission by the Vendor at the time the Vendor schedules the work. Also, the Vendor must sign- in with the Store Manager upon start and completion of the work at the specified location.
3. The Liquor Commission will pay one (1) way on service calls, mileage allowed shall be portal to portal, or the distance from the previous worksite to the new worksite, whichever is less.
4. The Liquor Commission retains the right to examine Vendor's invoices for the materials used in completing work. A copy of the Vendor's material invoices must be submitted with the billing to verify markup. The Liquor Commission will allow no other expenses incurred

Hourly Charges:

Regular Hours: Mon thru Fri (8:00am - 6:00pm EST) \$ _____

Other Hours: Weekends, Holidays & After-Regular Hours \$ _____

Materials Charges:

Contractor's *Percentage* of Mark-up from Contractor's Cost _____%

Mileage Charge:

Rate per Mile \$ _____

2. INVOICING:

1. All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire Liquor Commission business office.
2. All invoices must be submitted within 30 days of the fiscal year-end, (June 30th) of each year for work completed within the current fiscal year. It is the contractor's further responsibility to ensure that they have been paid within 60 days from the time of submittal. If invoices have not been submitted within the above mentioned time frame, approval will be required from The Governor and Executive Council prior to any processing of payments, which will delay payment.
3. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
4. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the contract. The State of New Hampshire Liquor Commission does not pay late charges or interest.

3. PRIOR EXPERIENCE:

Include a summary of your company's experience, with emphasis on the retail environment. Experience shown should be work done by individuals who will be assigned to this project, as well as that of your company. Experience referred to should be identified by customer, including the name, current address and telephone number of the responsible official who may be contacted. The NHLC reserves the right to contact any and all persons listed by the respondent concerning past work experience.

4. SUBCONTRACTOR:

The use of subcontractors on this project must be approved by the NHLC in advance of any work being done by that subcontractor.

5. OBJECTIONS & ADDITIONS TO STANDARD CONTRACT TERMS & CONDITIONS AND/OR AGREEMENT STANDARDS

The respondent must identify which, if any, of the terms and conditions contained in Exhibit B of this RFP it desires to negotiate, and the additional terms and conditions the respondent would like to add to the standard contract terms and conditions. The respondent's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the NHLC may consider late objections and additional requests, if it is in the best interests of the State of New Hampshire and the NHLC. The NHLC may, in its sole discretion,

accept or reject any requested changes to the standard contract terms and conditions and/or agreement standards. The respondent shall not request changes to other provisions of the RFP; nor shall the respondent request to completely substitute its own terms and conditions for Exhibit B. All terms and conditions must appear in one (1) integrated contract. The NHLC will not accept references to the respondent's, or any other, online guides or online terms or conditions contained in any proposal.

PART IV - CRITERIA FOR SELECTION

1. MANDATORY RESPONSIVENESS REQUIREMENTS

To be eligible for selection, a proposal must be:

1. Timely received from a respondent; and
2. Properly signed by the respondent's authorized representative, coversheet is provided in Exhibit C.

The NHLC reserves the right, in its sole discretion, to waive technical or immaterial nonconformities in a proposal.

2. REVIEW AND EVALUATION

The Issuing Office plans to utilize a committee of qualified personnel to review and evaluate timely submitted proposals. The Issuing Office will select the responsible respondent whose proposal is determined to be the most advantageous to the State of New Hampshire as determined by the NHLC after taking into consideration all of the evaluation factors.

3. CRITERIA FOR SELECTION

The NHLC has established the weight for the evaluation criteria for this RFP as specified in the following table:

<u>Criteria</u>	<u>Percent</u>
Overall Engagement Price	50%
Experience	25%
Capacity to Perform in a Timely Manner	25%

The following criteria will be used in evaluating each proposal:

Overall Engagement Price – This refers to the professional fees and expenses.

Experience – This refers to the respondent's prior experience performing the services listed within.

Capacity – This refers to the respondent's organizational capacity to handle the services including having the adequate employees and related experience to meet the project needs and potentially aggressive time lines.

EXHIBITS

EXHIBIT A
NO RESPONSE FORM

Response to Request for Proposal for HVAC PREVENTATIVE MAINTENANCE AND SERVICE

Contractors not responding to this solicitation are asked to complete this form. Please return this form **ONLY** to the address listed above or fax to (603) 271-2375

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Reason for NO RESPONSE:

Don't handle goods/service

Unable to respond due to current staff availability and/or business conditions

Insufficient time

Unable to meet terms, conditions, specifications or requirements as described within the solicitation due to:

Other: _____

This *NO* response is authorized by: _____ Date: _____

Signature

Title: _____

Please check one:

Retain our company on the mailing list for future solicitations.

Please remove our company from the mailing list for this commodity or service

EXHIBIT B

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 PROVISION

1. IDENTIFICATIONS.

1.1 State Agency Name New Hampshire State Liquor Commission		1.2 State Agency Address P.O. Box 503, 50 Storrs St., Concord, NH 03302-0503	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation \$
1.9 Contracting Officer for State Agency		1.10 State Agency Telephone Number	
1.11 Contractor Signature		1.12 Name and Title of Contractor Signatory	
1.13 Acknowledgment: State of _____, County of _____ On, _____, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace (Seal)			
1.13.2 Name and Title of Notary Public or Justice of the Peace			
1.13 State Agency Signature Date:		1.15 Name and Title of State Agency Signatory	
1.16 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i> By: _____ Director, On: _____			
1.17 Approval by Attorney General (Form, Substance, and Execution) <i>(if applicable)</i> By: _____ On: _____			
1.18 Approval by Governor and Executive Council <i>(if applicable)</i> By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/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 A 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 as indicated in block 1.18, 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 1.14 (“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. 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, and 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, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account 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 B which is incorporated herein by reference.

5.2 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. The State shall have no liability to the Contractor other than the contract price.

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 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.

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 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 opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further 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 all rules, regulations and orders, and 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 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

9.2 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.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) 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. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

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.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, 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 maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive 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 ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 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 his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

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. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her 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. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

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. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. 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.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. 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.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. 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.

24. 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 relating hereto.

EXHIBIT C
PROPOSAL AND ADDENDUM ACKNOWLEDGEMENT

Response to Request for Proposal for HVAC PREVENTATIVE MAINTENANCE AND SERVICE

The proposer acknowledges the proposer has carefully examined the RFP and draft Agreement.

The proposer warrants that if proposal is accepted proposer will contract with the NHLC and comply with the requirements of the RFP and draft Agreement. Proposer agrees to deliver an executed Agreement to the NHLC within two (2) weeks of notification of acceptance of his/her proposal and receiving agreement from NHLC.

I, the undersigned, guarantee our proposal meets or exceeds specifications contained in the RFP document.

I affirm that I have read and understand all the provisions and conditions as set forth in this RFP. Our firm will comply with all provisions and conditions as specified.

I affirm that I am duly authorized to execute this potential contract; that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other proposer(s); and that the contents of this proposal as to terms, or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other proposer(s) or to any other person(s) engaged in this type of business prior to the official opening of the proposal.

I also affirm that I have received and examined all Addenda that have been issued under this RFP as listed and initialed below:

Addendum No. _____	Dated: _____	Initialed _____
Addendum No. _____	Dated: _____	Initialed _____
Addendum No. _____	Dated: _____	Initialed _____
Addendum No. _____	Dated: _____	Initialed _____

Company Name and Name of Proposer: _____

Signature of Authorized Person: _____

Title: _____

Business Address of Proposer: _____

Business Phone Number: _____

Date: _____

EXHIBIT D

Store Information List (Subject to change)

ST	LOCATION	ADDRESS	AC	HEAT	# of Units	Make	Model #
1	Concord	80 Storrs St., Ames Plaza Concord, NH 03302	X	X	2	Carrier RTU	48TCFD14A3A5A0A0A0 48TCEA07A2A5A0A0A0
3	Manchester	Manchester-Boston Regl Airport, 1 Airport Road, Suite #205 Manchester, NH 03103	X		1	Carrier	FB4CNF036
4	Hooksett	1271 Hooksett Rd, Hooksett, NH 03106	X	X	3	Bryant (2) / Reznor	580JP17D310G3B9AA 580DPV090224CAA UDAP75
5	Berlin	IGA Shppng Plaza 17 Pleasant St Berlin, NH 03570	X	X	3	Comfortmaker (2) / Thermo- Pride	PAMA048G1 PAMA048G1 CDB1-125N
6	Portsmouth	Pick N Pay 738 Islington Street Portsmouth, NH 03801	X		2	Rheem	RKNL-B120CL22E
10	Manchester	68 Elm Street Manchester, NH 03103-5749	X	X	3	Lennox	KGA09084BM3Y KGA090S4BM3Y KGA120S4BM3Y
11	Lebanon	12 Centerra Parkway Lebanon, NH 03766	X		2	York	D1EG090N16525ECA D2EG150N200255TC
13	Somersworth	5 Somersworth Plaza Somersworth, NH 03878	X		1	Carrier	48LJE008-521HF
14	Rochester	Ridge Markiet Place, 170 Market Place Blvd, Unit #1 Rochester, NH 03867	X	X	3	Johnson Controls/York	J12ZJS24D4B2PCD2A1 J15ZJS30B4B2PCD2A1 J15ZJS30B4B2PCD2A1
16	Woodsville	Butson's Complex 1 Forest St. Woodsville, NH 03785	X	X	3	Comfortmaker (2) / Burnham	PAMA048G1 PAMA048G1 V-18A-T
17	Franklin	Franklin Shppng Ctr 880 Central St. Franklin, NH 03235	X		1	The Trane Company	YSC090A3ELA2TD00000000
18	Colebrook	Colebrook, NH 03576	X	X	3	York (2) Dakin	D1EG120N20025C D1EG090N16525C RK12NMVJU
19	Plymouth	22 Ridge View Lane Plymouth, NH 03264		X	2	Bryant / Carrier	369AAN060120 58HS100111CA
20	Derry	Derry Meadows Shoppes, 35 Manchester Rd. Derry, NH 03038	X		1	The Trane Company	GAD180A3EHA0000
21	Peterborough	Peterborough Plz Ste #1 19 Wilton Rd. Peterborough, NH 03458	X	X	2	Carrier / Modine	48TMF016---511AA PAH55AF
22	Brookline	44A Route 13 Brookline, NH 03033	X	X	2	York / Modine	DM150N20N2AAA2A
23	Conway	234 White Mountain Hwy, Suite 9 Conway, NH 03818	X		4	Fridgedaire (3) / Olsen	S3BA060KA 3107-1340A
23	(cont)			X	4	Bryant	912SB66120S24A-A
24	Newport	Sugar Riv Shp Ctr 52 John Stark Hwy Newport, NH 03773	X	X	2	York / Carrier	ZF090N15N2AAA5A 48HDF00850
26	Groveton	Northumberland Shp Ctr PO Box 42 Route 3 Groveton, NH 03582	X	X	2	The Trane Company / Reznor	YCD060C1H0BE FE100
27	Nashua	Market Place Plaza 300 Main Street Nashua, NH 03060	X	X	5	American Standard (4) / Reznor	YSC060A4RHA00000HD FE50
28	Seabrook Beach	186 Ocean Blvd. Seabrook, NH 03874		X	3	American Standard (2) / Reznor	AUX120X960D3 UDAP100
28	(cont)		X		2	American Standard	2A7A1060A1000A

ST	LOCATION	ADDRESS	AC	HEAT	# of Units	Make	Model #
29	Whitefield	100 Lancaster Road PO Box 183 Whitefield, NH 03598	X	X	2	Thermo-Pride	1224-1
33	Manchester	North Side Plaza 1100 Bicentennial Dr. Manchester, NH 03104	X		3	Johnson Controls / York	DSV120A2E1AAAOA-A D1EA-180A25BH
35	Hillsboro	15 Antrim Road, Suite #1 Hillsboro, NH 03244	X	X	2	The Trane Company	YHC063A3RHA11A0A0C1B0000
36	Jaffrey	Monadnock Plz 80 Peterborough St. Jaffrey, NH 03452	X	X	1	York	D6CG090N09925C
37	Lancaster	Butson's Marketplace 199A Main St. Lancaster, NH 03584	X	X	1	York	D4CG090N16525A
39	Wolfeboro	35 Center Street Wolfeboro Falls, NH 03896	X	X	3	Carrier / American Standard	38CKB060301 38YKC060300 7A0060B100A1
40	Walpole	32 Ames Plaza Lane Walpole, NH 03608	X	X	2	York	D2CG036N08225B
42	Meredith	Old Province Common 71 Route 104 Meredith, NH 03253	X		3	Lennox	H518-311-78 H518-651-8P H518-651-8P
42	(cont)			X	3	Lennox	G818Q06-75-8 GS18Q04-5E-140-5 GS18Q04-5E-140-5
44	New Hampton	325 NH Route 104 Suite #11 New Hampton, NH 03256	X	X	3	Lennox	KGA102S4B524 KGA102S4B82Y KGA072S4BH1Y
45	Pittsfield	6 Water Street Pittsfield, NH 03263	X	X	1	Carrier	4CGB060300
47	Lincoln	165 Main Street Unit 6 Lincoln, NH 03251 Mail ONLY: PO Box 1205	X	X	2	York / Goodman	P3URD20N13001C GUI150-5
48	Hinsdale	849 Brattleboro Rd. Hinsdale, NH 03451	X	X	2	Carrier	48TCED12A2A5AOAOAO 48TME008-A201
50	Nashua	Willow Springs Plaza 294 DW Hwy Nashua, NH 03060	X	X	5	Trane	YSD210F4RHBOAHOB
50	(cont)				2	Mitsubishi	MUYD36NA
50	(cont)				1	Greenheck	GB141HP-4-X
50	(cont)				1	Reznor	SCA150-5
51	Pelham	Route 38, PO Box 10 Pelham, NH 03076	X	X	2	York	DM060N10A2AAA1A DJ048N10A2AAA2
52	Gorham	Androscoggin Plaza 159 Main Street Gorham, NH 03581	X	X	1	Thermo-Pride	TCJD60541S4A OL20-151FD
55	Bedford	9 Leavy Drive Bedford, NH 03110	X	X	3	Lennox	KGA120S4BM3Y KGA120S4BM3Y KGA150S4BM2Y
56	Gilford	18 Weirs Road Gilford, NH 03246	X	X	2	York	DM090N15N2AAA3A
58	Goffstown	Shop N Save Plaza 605 Mast Road Goffstown, NH 03102	X	X	2	Lennox	GCS16-653-75-5Y
59	Merrimack	Merrimack Shopping Ctr 6 Dobson Way, Suite A Merrimack, NH 03054-4131	X	X	5	Carrier	48TME005-A-501HQ
60	W Lebanon	Powerhouse Plaza, Unit #150 10 Benning Street West Lebanon, NH 03784	X	X	3	Lennox	TGA090S2BM1G
63	Winchester	30 Warwick Road, Suite 1 Winchester, NH 03470-2819	X	X	1	American Standard	YSC120A3EHA2R
64	New London	New London Shppng Ctr, Route 11 PO Box 464 New London, NH 03257	X	X	2	Amana	ACFC60A0UA GH140A50
65	Campton	Center at Campton Corners 25 Vintinner Road Campton, NH 03223	X	X	2	Lennox	C33-48C-2F-3

ST	LOCATION	ADDRESS	AC	HEAT	# of Units	Make	Model #
68	N Hampton	Village Shppng Ctr 69 Lafayette Road North Hampton, NH 03862	X	X	2	Rheem	RKKA-A060CK13E A085CL13E
70	Swanzey	Wilbur's Market Place Rte 12, Troy Rd, 37 Monadnock Hwy Swanzey, NH 03431	X	X	3	Carrier (2) / York	48GP-060115321VS P3HUD20N10401C
75	Belmont	12 Old State Road, Unit 1 Belmont, NH 03220	X	X	1	Carrier	48TDB012-620
78	Hampstead	416 Emerson Avenue, Unit #6 Hampstead, NH 03841	X	X	4	American Standard	AUD1C100A9481AA 4A7A3048A1000AA
79	Epping	5 Brickyard Square Epping, NH 03042	X	X	4	York	ZJ120N20V4CAB7A ZJ102N15V4CAA7A (X3)
81	Pembroke	Pembroke Crossing Plaza 619 Sand Road Pembroke, NH 03275	X	X	3	Lennox	ZGA102S4BM1Y (x2) ZGA072S4BH1Y
82	Warner	14 Nichols Mills Lane Warner NH 03278	X	X	3	Carrier	48TCED08A2A5A0A0A0 48TCED08A2A5ADA0A0A0 48TCED06A2A5A0A0A0A0
82	(cont)				2	Haier	1V12ES2VHA AW12ES2VHA
82	(cont)				1	Greenheck	6-085-06EX-QD