

**REQUEST FOR PROPOSAL FOR:**

HVAC REPAIRS & BOILER PREVENTATIVE MAINTENANCE

**NHTI – CONCORD’S COMMUNITY COLLEGE (NHTI)**

**PURPOSE:**

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for the repair and preventative maintenance of 14 boilers located on the NHTI campus. NHTI is a component college of the Community College System of New Hampshire.

**VENDOR CERTIFICATIONS**

The vendor who is awarded the contract must be duly registered to conduct business in the State of New Hampshire and must supply a current original State of NH Certificate of Good Standing prior to the commencement of services.

**CONTRACT TERM:**

The term of any resulting contract shall end on or before November 30, 2019.

NHTI shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

**PAYMENT AND COMPENSATION:**

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by NHTI. Partial payments are allowed.

**SCOPE OF SERVICES:**

Work within this request for proposal (RFP) shall include the following:

1. GRAPPONE HALL CHILLER REPAIRS (Unit Model – Airstack ASP30A-V, 7.5P HP 7.5)
  - A. Remove existing, furnish and install (1) OEM Circulator Pump for the Multi-Stack Chiller
  - B. Remove existing, furnish and install (1) OEM Free Cooling Fan for the Multi-Stack Chiller
  - C. Test for leaks, electrical and proper operation of the new parts  
**\*\*\*Glycol will be added and based on time and materials used\*\*\***
  
2. BOILER PREVENTATIVE MAINTENANCE
  - A. Maintenance shall consist of...
    - A.1. Draining of system
    - A.2. Refiling of system
    - A.3. Purging of system
    - A.4. Adding any necessary chemicals or water treatment per manufacture specifications.

*The following locations and equipment are shown below.*

**Sweeney Hall**, 4 Institute Drive.

1- Fulton, PHW 2000

1- Weil-McLain, 3388 boiler with Power Flame WCR3-G-25 burner

**Library**, 20 College Drive.

- 1- Fulton PHW 1000
- 1- Smith boiler series 28A-7 with Cyclonetic JB1G-05-RM7896C L.15-UL burner.

**Little Hall**, 31 College Drive.

- 2- Cleaver Brooks CFC-700-1500-125HW.

**Macrury Hall**, 40 College Drive.

- 2- Fulton PHW1400.

**Grappone Hall**, 43 College Drive.

- 2- Clever Brooks CFC-700-1500-60HW

**South Hall**, 15 Fan Road.

- 1- Cleaver Brooks CFC-700-1000-125HW.
- 1- Fulton PHW 950 SM

**Strout Hall**, 11 Fan Road

- 2- Fulton PHW 1000.

- 3. All work must be completed by November 30, 2019

**MANDATORY WALK THROUGH:**

A mandatory walk through is scheduled for August 27, 2019 at 10:00AM. Perspective vendors shall meet at the NHTI Maintenance Office, 4 Institute Drive, Concord NH 03301 for sign in. Only proposals submitted by bidders who are present at the walk through will be considered for award. Please contact Rob Bowen at 230-4120 or [rbowen@ccsnh.edu](mailto:rbowen@ccsnh.edu) with questions regarding the walk through.

**ADDITIONAL INFORMATION:**

NHTI reserves the right to make a written request for additional information from a bidder to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

All local, state and federal regulations are to be followed. Any fines assessed to CCSNH or NHTI due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract will need to complete a Form Contract for Services (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the NH Secretary of State.

Workers' compensation requirements as outlined in the Form Contract for Services and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers' compensation insurance coverage for all of its employees on this site.

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor's employees, and other related personnel who will be physically required to work at NHTI providing the following information for each person:

Name  
Employer's Company Name

NHTI reserves the right to request a criminal background check on any employee of Contractor. NHTI also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

**COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.**

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. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, 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. If the contract 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 (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall 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 a proposed contract.

**INSURANCE:**

Insurance will be more fully addressed at the time a Form Contract for Services is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

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, both for the benefit of CCSNH and NHTI, the following insurance: 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.

This insurance is in addition to the workers' compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the CCSNH, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by NHTI.

The certificates are required to name Community College System of New Hampshire and NHTI as additional insureds.

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, NHTI will fax addenda to all who have already submitted bids and post any changes to its website [www.ccsnh.edu/open-bids](http://www.ccsnh.edu/open-bids). Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

**SUBMISSION OF RFP RESPONSE:**

Proposals are due on September 11, 2019 at 2:00 pm. If any Addenda to the RFP are issued, please acknowledge in your bid. **Your response must include the following: Labor Total, Material Total and Project Total provided on Exhibit A (attached). Bidders may include a quote in addition to the Exhibit A. If there are price discrepancies between the quote and Exhibit A, prices listed on the Exhibit A will prevail.**

Mail or hand deliver proposals to:  
NHTI – Concord’s Community College  
Attention: Stephanie Milender  
31 College Drive  
Concord NH 03301-7425

Or- email to Stephanie Milender at [smilender@ccsnh.edu](mailto:smilender@ccsnh.edu)

You may verify receipt of your proposal by contacting Stephanie Milender at 603-230-4126 or [smilender@ccsnh.edu](mailto:smilender@ccsnh.edu)

**AWARD:** as applicable:

The contract will be awarded to the lowest bidder who meets the criteria listed in the specifications.

NHTI reserves the right to accept or reject any or all of the proposals.

NHTI reserves the right to waive any and all informalities in its best interest.

**BID RESULTS:**

Bid results may be viewed when available, once the award has been made, on our web site only at:  
[www.ccsnh.edu/closed-bids](http://www.ccsnh.edu/closed-bids)

For Vendors wishing to attend the bid opening: **Only the names of the Vendors submitting responses will be made public.**

**EXHIBIT A**

**PROJECT: NHTI-01 HVAC REPAIRS AND BOILER MAINTENANCE**

**COLLEGE NAME: NHTI – Concord’s Community College**

**BID FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Scope of Service #1**

1. Remove existing, furnish and install (1) OEM Circulator Pump for the Multi-Stack Chiller
2. Remove existing, furnish and install (1) OEM Free Cooling Fan for the Multi-Stack Chiller
3. Test for leaks, electrical and proper operation of the new parts  
\*\*\**Glycol will be added and based on time and materials used*\*\*\*

**All labor to complete Scope of Service #1:** \$ \_\_\_\_\_

**All materials and equipment to complete Scope of Service #1:** \$ \_\_\_\_\_

**Total labor and materials to complete Scope of Service #1:** \$ \_\_\_\_\_

**SCOPE OF SERVICE #2**

**BOILER PREVENTIVE MAINTENANCE**

*The following locations and equipment are shown below.*

- B. Maintenance shall consist of...
- B.1. Draining of system
  - B.2. Refiling of system
  - B.3. Purging of system
  - B.4. Adding any necessary chemicals or water treatment per manufacture specifications.

**Sweeney Hall**, 4 Institute Drive.

- 2- Fulton, PHW 2000
- 2- Weil-McLain, 3388 boiler with Power Flame WCR3-G-25 burner

**Library**, 20 College Drive.

- 3- Fulton PHW 1000
- 3- Smith boiler series 28A-7 with Cyclonetic JB1G-05-RM7896C L.15-UL burner.

**Little Hall**, 31 College Drive.

- 4- Cleaver Brooks CFC-700-1500-125HW.

**Macrury Hall**, 40 College Drive.

- 4- Fulton PHW1400.

**Grappone Hall**, 43 College Drive.

- 3- Clever Brooks CFC-700-1500-60HW

**South Hall**, 15 Fan Road.

2- Cleaver Brooks CFC-700-1000-125HW.

3- Fulton PHW 950 SM

**Strout Hall**, 11 Fan Road

4- Fulton PHW 1000.

**All labor to complete Scope of Service #2:** \$ \_\_\_\_\_

**All materials and equipment to complete Scope of Service #2:** \$ \_\_\_\_\_

**Total labor and materials to complete Scope of Service #2:** \$ \_\_\_\_\_

**All labor to complete the project:** \$ \_\_\_\_\_

**All materials and equipment to complete the project:** \$ \_\_\_\_\_

**Project Total:** \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledging Inclusion of Addendum:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**This bid must be signed by a person authorized to legally bind the bidder.**