



REQUEST FOR PROPOSALS

FOR

Heating System Glycol Replacement

At

Great Bay Community College

RFP #GBC27-01

Date of Issue: August 26, 2026

Proposals must be received no later than
3:00 PM on September 9, 2026

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, System Office Procurement at sfitzpatrick@ccsnh.edu

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

PURPOSE:

The purpose of this bid invitation is to establish a contract for services for supplying Great Bay Community College (GBCC) with the services indicated in the “Offer” section of this bid invitation, including delivery, installation and removal of old materials, in accordance with the requirements of this bid invitation and any resulting contract. This is intended to be a one-time project with completion of work required during the specific window indicated in the Service Schedule section.

BACKGROUND/SCOPE OF WORK:

The glycol in the heating system at Great Bay Community College’s main building is beyond its useful life and needs to be replaced. The system services the four-story building and contains approximately 2,600 gallons of glycol mix. GBCC is requesting the following services to be performed:

- Drain existing glycol in the system and dispose of in accordance with state/federal environmental regulations
- Refill system with water and a cleaning agent to circulate and clean the system over a few days
- Drain water/cleaner and dispose of in accordance with state/federal environmental regulations
- Refill system with 40% mix glycol
- Test system for proper operation

SERVICE LOCATION:

The work will be performed at GBCC’s Portsmouth campus:

Great Bay Community College
320 Corporate Drive
Portsmouth NH 03801

SERVICE SCHEDULE:

Work can be performed Monday through Sunday during daytime hours and/or evenings. Work must be completed by Friday by October 23rd, 2026. Exact days/times for work to be performed will be mutually agreed upon by Great Bay Community College and winning bidder.

If it becomes apparent that the winning bidder is unable to perform services during the above date/time window, GBCC reserves the right to terminate the agreement between the parties and contract with the next available bidder.

SCHEDULE OF KEY EVENTS:

Request for Proposal Issued	Wednesday, August 26, 2026
Proposal Due Date & Time	Wednesday, September 9, 2026 @ 3:00pm
Award Decision (Estimated)	Wednesday, September 16, 2026
Work Completion Date (no later than)	Friday, October 23 rd , 2026

INSTRUCTIONS TO BIDDERS:

Read the entire bid invitation prior to filling it out. Complete the pricing information in the “Offer” section, and all other required information on your offer. Also complete the attached Exhibit A – Bidder Questionnaire, then include your company’s contact information and sign the bid in the space provided.

SITE VISITATION:

Site visitations are not anticipated for this project

Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Any questions about the site should be submitted in writing to CCSNHpurchasing@ccsnh.edu

BID INQUIRIES:

Questions regarding the meaning and interpretation of the RFP, attachments, specifications, etc., shall be submitted via email. Answers will be provided via an RFP addendum posted to <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Please direct all questions or correspondence regarding this RFP to:

Sean Fitzpatrick, Procurement Manager
CCSNH System Office
CCSNHpurchasing@ccsnh.edu

BID SUBMITTAL:

All bids must be submitted on this form or an exact copy, must be typed or clearly printed in ink and must be received on or before the date and time specified on page 1 of this RFP. Interested parties may submit a response by email to CCSNHpurchasing@ccsnh.edu. All responses must be clearly marked with RFP number and date due.

The Community College System of NH is not responsible for proposals not received due to equipment failure, mail delays, etc. Confirmation of response receipt will be sent within 24 hours via email.

Bid Responses must include the following documents:

- Completed "Offer" Section of this RFP Form
- Completed Exhibit A – Bidder Questionnaire
- Bidder's W9
- Bidder's Certificate of Insurance

GOVERNING TERMS AND CONDITIONS:

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

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

PUBLIC DISCLOSURE:

Any information contained in the bid that a vendor considers confidential must be clearly designated. Marking of the entire bid or entire section of the bid (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this bid to the contrary, vendor pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders.

Generally, each bid shall become public information upon the effective date of all resulting contracts or purchase orders; however, to the extent consistent with applicable state and federal law and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (Right to Know Law), CCSNH shall endeavor to maintain the confidentiality of portions of the bid that is clearly and properly marked confidential. If a request is made to CCSNH to view portions of a bid that a vendor has properly and clearly marked as confidential, CCSNH will notify vendor of the request and of the date that CCSNH plans to release the records. By submitting a bid, vendors agree that unless the vendor obtains a court order, at its sole expense, enjoining the release of the requested information, CCSNH may release the requested information on the date specified in the CCSNH's notice without liability to the vendors.

VENDOR CERTIFICATIONS:

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

Any questions must be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid. Submissions must clearly identify the Bid Number, the Vendor's name and address and the name of the person submitting the question.

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 Great Bay Community College, 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 the Great Bay Community College.

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

ADDENDUM:

In the event it becomes necessary to add or revise any part of this bid prior to the schedules submittal date, CCSNH will post on our website any addenda. Before your submission, always check the site for any addenda or other materials that may have been issued affecting the bid. The website address is <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

BID PRICES:

Bid prices must be in US dollars and must include delivery and all other costs required by this bid invitation. Bid prices should result in prices that are no higher than those charged to the bidder's best/preferred customer. Special charges, surcharges, or fuel charges of any kind (by whatever name) may not be added on at any time. Any and all charges **must be built into your bid price** at the time of the bid.

WARRANTY REQUIREMENTS:

The successful bidder shall be required to warrant all of the services awarded to them for a period of not less than one year. The warranty shall cover 100% of all parts, shipping, labor, travel, lodging and expenses.

EVLAUATION AND AWARD:

The award of the bid will be based upon bidder's total price for services listed in the "Offer" section of this bid invitation and their response to questions in Exhibit A. If an award is made, it will be in the form of a Community College System of NH Contract for Service.

Bidder submissions will be evaluated by a review committee made up of GBCC stakeholders, based on the criteria below. A Bidder's final score will be an average of each committee member's individual score.

Table 1
1RFQ Evaluation Prerequisite Chart

PREREQUISITE	Pass/Fail
All required submission documents are included	
Bidder's insurance coverages meet requirements	

Table 2
2RFQ Evaluation Categories Chart

RFP EVALUATION CATEGORIES	MAX. POINTS
1. Total Cost of Service	30
2. Project Approach	25
3. Company Experience	25
4. Project Scheduling	20
TOTAL POINTS	100

Table 3
3RFQ Evaluation Standards Chart

Score Range	Evaluation Standard
Excellent, 90% to 100% of category points	Response is complete, specific, well-supported, and directly aligned with GBCC's scope and operational needs. The proposal presents little or no concern regarding service reliability, safety, or value.
Good, 75% to 89% of category points	Response is relevant and generally complete. The vendor appears capable, though some details may be less specific or may require clarification.
Acceptable, 60% to 74% of category points	Response addresses the category but is general, limited, or only partially supported. The vendor may be capable, but the proposal does not clearly demonstrate strong alignment.
Weak, 1% to 59% of category points	Response is incomplete, vague, or raises concerns about the vendor's ability to meet MCC's needs.
No Credit, 0 points	Response does not address the category or provides no relevant information.

Great Bay Community College reserves the right to accept or reject any or all proposals.

Great Bay Community College reserves the right to waive all informalities in its best interest.

BID RESULTS:

Bid results may be viewed when available, on CCSNH's web site at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>.

TERMINATION:

The Community College System of NH shall have the right to terminate the resulting contract at any time by giving the successful bidder a thirty (30) day written notice.

OFFER:

It is the bidder's responsibility to ensure that all work is performed in compliance with all local, state and federal code rules & regulations

Successful bidder hereby offers to sell the required items and/or services to the Community College System of NH at the following price(s):

QTY UNIT DESCRIPTION

1 EA Services: Complete Glycol Replacement per Scope of Work above

DISCOUNT: If there is an educational discount, please apply

Any and all charges **must be built into your bid price** at the time of the bid. Bid is FOB Destination.

TOTAL COST: \$ _____

SIGNATURE:

The undersigned hereby offers to sell to the Community College System of NH the commodities or services indicated in the following page(s) of this Bid at the price(s) quoted in complete accordance with all conditions of this Bid.

Company Name: _____

Contact Person: _____

Address: _____

Tel.#: _____

Email: _____

Authorized Signature: _____

(TYPE OR PRINT NAME)

This document must be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all Community College System of NH terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary.

Exhibit A

Bidder Questionnaire

(Please attach responses on a separate document if needed)

1. Please describe your approach to completing this project, including a detailed outline of the steps and processes you would follow to successfully fulfill the scope of work.
2. Provide three examples of past experience working on similar projects
3. Provide your proposed schedule for completing the work before October 23, 2026