

Rockingham County Engineering & Maintenance Services  
116 North Road  
Brentwood, NH 03833  
Jude Gates, Senior Director of Facilities, Planning & IT  
603-679-9375  
[jgates@co.rockingham.nh.us](mailto:jgates@co.rockingham.nh.us)

Proposal Submission Deadline:  
June 27, 2022  
Proposal Opening:  
6/30/22 at 8:30am  
Mandatory Site Visit:  
6/8/22 at 9:30am

Interested parties should assemble at the  
office of Engineering & Maintenance, 116  
North Road, Brentwood, NH

**REQUEST FOR PROPOSAL  
HVAC EQUIPMENT REPLACEMENT  
ROCKINGHAM COUNTY COMPLEX  
31 MAY 2022**

You are hereby invited to submit proposals to replace HVAC equipment at the Rockingham County Complex on North Road in Brentwood, New Hampshire. The information necessary to complete the proposal is contained within this document.

Rockingham County, New Hampshire (Rockingham County) is a public entity composed of general administrative offices, Long Term Care and Rehabilitation Center, Assisted Living, Dept. of Corrections, Engineering and Maintenance Services and offices of Elected Officials: Commissioners, Delegation, County Attorney, High Sheriff, Register of Deeds, and Treasurer.

Questions on the technical specifications of the Request for Proposal should be directed to the contact listed above. Questions on bidding procedures can be directed to [rfp@co.rockingham.nh.us](mailto:rfp@co.rockingham.nh.us)

1. **Proposal Instructions (3 ways to submit)**

1. Two (2) copies (or one copy and one thumb drive) of the Proposal should be submitted in a sealed envelope marked "RFP – HVAC Equipment" addressed and delivered to:

Rockingham County Commissioners  
119 North Road, Brentwood, NH 03833

2. Submit your bid as a PDF to; [rfp@co.rockingham.nh.us](mailto:rfp@co.rockingham.nh.us)
3. You may submit your Proposal online through Public Purchase, which is free to sign up and submit. Please visit [www.rockinghamcountynh.org/rfpbidding](http://www.rockinghamcountynh.org/rfpbidding) for the link to our Public Purchase page.

**Submission must include:**

- Organization legal name with DBA if applicable
- W-9 Tax ID
- Physical address and mailing address (if different)
- Organization representative name and contact information (phone, fax, email)
- Complete cut sheets and specifications of all products quoted, if applicable.
- All pertinent information regarding warranty and service availability.
- Anticipated start time after receipt of order and anticipated time to perform scope of services.
- Certificate of Liability, certificate holder: Rockingham County, 119 North Rd., Brentwood, NH 03833

- a. Meetings are held through the following online Zoom meeting:  
<https://us02web.zoom.us/j/5808918771> or by telephone: 646-558-8656, Meeting ID: 580 891 8771.
  - b. Scheduled meetings are subject to change and information may be found here:  
[www.rockinghamcountynh.org/events](http://www.rockinghamcountynh.org/events)
3. **Proposal Award:** The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners. Formal notification of proposal award will occur thereafter. Information on the award will also be available on the RFP/Bidding section of our website: [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)
4. **Pricing:** Proposal prices are to remain in effect for a period of sixty (60) days from opening date of the proposal and are to remain firm once proposal is awarded to the successful Organization(s).
- a. Vendors awarded a state bid/contract should offer that pricing.
  - b. Should you have any variations (discounts and /or penalty clauses) that may affect the price, please specify in proposal.
5. **Additional Materials:** Following the review and screening of all proposals, Organization may be invited to participate in the final selection process, which may include the submission of additional information regarding cost or other issues, as requested by Rockingham County.
6. **Performance Clause:** In the event that the successful awarded Organization/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and such default is not corrected within thirty days of written notice from either party, the successful awarded Organization/ Rockingham County shall have the option of canceling the Proposal.  
The successful awarded provider acknowledges that all work performed on County property will be done so in accordance with the standard safety rules and guidelines of OSHA. Please include with your Proposal a copy of your safety rules and guidelines and/or acknowledgement of your compliance with OSHA.
7. **Contractual Obligations:** In the event that contracts for the supply of materials, equipment, or services are required under the proposal, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with County legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners. All contracts entered into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses.  
Sample language is provided below.
- a. **Non-Appropriation**
- Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term

b. **Indemnification**

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

8. **Insurance Requirements:** The Organization shall always maintain during the life of this proposal insurance coverage. The Organization must also require its subcontractors to maintain such coverage. Any request for modification of the coverage requirements must be submitted in writing with the proposal and will be evaluated accordingly.
- a. **Coverage:** The Organization shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.
  - b. **Workers Compensation Insurance:** The Organization shall carry workers compensation insurance as required by the State of New Hampshire.
  - c. **Comprehensive General Liability Insurance:** The Organization shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.
  - d. **Motor Vehicle Insurance:** The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.

- e. **Insurance Certificate:** The Organization shall provide an insurance certificate confirming the above insurance coverage.
  - i. The provider shall file certificates with Rockingham County showing that the above insurance has been purchased. Include with proposal submission and use mail to: Rockingham County, attn. Commissioners Office, 119 North Road, Brentwood, NH 03833.
  - ii. A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the above mail to address.

9. **Notice:**

- a. The Board of Rockingham County Commissioners reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which it deems to be in the best interest of Rockingham County and to waive any bid formality.
- b. Proposals are subject to public review and cannot be honored with proprietary, confidential, do not disclose, or any other restriction that conflicts with the New Hampshire Right to Know Law.
- c. Information provided in these specifications is to be used only for the purposes of preparing a proposal detailing costs and services to be provided to Rockingham County. It is expected that each Organization will read these specifications with care. Failure to meet certain conditions may invalidate proposals.
- d. The information contained herein is believed to be accurate but should not be considered as warranted in any way.
- e. Rockingham County may award to multiple providers.
- f. Any changes to the specifications shall meet the approval of Rockingham County.
- g. Any variations (discounts and/or penalty clauses) that may affect the price, please specify in your proposal.
- h. Upon satisfactory completion of the work and or receipt of the product, payment is subject to standard accounts payable process at Rockingham County.

Sincerely,

Jude Gates, Senior Director of Facilities, Planning & IT

JG:dr

ATTACHMENT A

You are hereby invited to submit a proposal for the supply and installation of the following rooftop air handlers, condensers, and energy recovery units. Proposals are to include the cost of all electrical, disconnection and reconnection of controls, start up and test, demolition and removal of existing units, necessary rigging, recovery of refrigerant & disposal per EPA guidelines. New units are to be equipped with UV disinfection lighting systems. \*\*Any controls work/additions/alterations needed to adapt the existing BAS controls system into the new equipment must be performed by Honeywell.

- A. Specifications: Provide all labor, materials and expertise necessary to replace twelve (12) HVAC units, the removal of one ERV, and the replacement of five (5) rooftop mushroom ventilators in various areas of the Rockingham County Complex.

Rockingham County desires direct replacements to the extent possible.

All new air handlers to include UV light systems. Factory installed is preferred if available.

B. Existing Units:

- ND-1 Trane modular air handler in Penthouse. SN: K92H43323  
Trane condenser on roof (shared with ND-2). Model  
RAUCC40EBZ1300DF00029  
C08F05998SN:
- ND-2 Trane modular air handler in penthouse. SN: K92H43281  
Trane condenser on roof (shared with ND-1).
- ND-3 Trane modular air handler in penthouse. SN: K92F31168  
Odyssey condenser on roof. Model TTA120E300AA  
SN: 12243ROSYA
- ND-5 McQuay Modular air handler in penthouse. Model CAH017FDDC  
SN: FBOU010700134
- McQuay Condenser on roof. Model RCS025DYY  
SN: FBOU130800435

- NM-1 Trane modular air handler in attic. SN: K92G36540  
 Trane condenser on roof. Model  
 RAUCJC40EBA03AODF00010  
 SN:C09G00943
- NB-3 Trane Torrivent in mechanical closet. Unit No: T-7 SN: K3J243856  
 Replacement to include DX cooling coil and condenser, sized for area served. Condenser to be located outside on ground level adjacent to AHU location. All ducts will need to be updated to incorporate necessary insulation.
- Admissiions Replace two (2) split units with Trane TAM7AOC60H51SBA or similar, sized for area served. Will require ducting to serve three (3) spaces.
- Linen Room Synder General on ground outside. Model CUR075FYYY  
 SN: 5VE84258-00  
 Alternative replacement similar to Admissions unit will be discussed at site visit.
- Dish Room ICE Packaged Rooftop. Model: N/A  
 SN: 06036177A
- FCU-1 Magic Aire in mechanical closet. Model 48-BVX-D  
 SN: WD50442251  
 Carrier Condenser on ground outside. Model 38EZG036310  
 SN: 1405E26710
- FCU-2 Carrier in mechanical closet. Model  
 39MN06B0058TN12SXS  
 SN: 2105F15567  
 Carrier Condenser on roof. Model N/A SN: N/A
- Jail G-Block Basement Trane Torrivent SN: K80A73047  
 Steam heat coil only (no cooling)
- AHX-1 Heatex ERV in penthouse. Disconnect and remove ERV.  
 Replace with duct connection.  
 Replace exhaust blower, eliminate supply blower.

**C. Scope of Work:**

~All refrigerant systems to be recovered per EPA guidelines.

~Include all demo, removal and disposal of old equipment.

- ~Include all crane work and rigging necessary to move equipment.
- ~Include all new refrigerant piping and insulation.
- ~Include all ductwork and adaptors necessary to reconnect to existing ductwork and reinsulate.
- ~Include all pipe, fittings, insulation, etc. to connect heating coils, condensate drains, etc.
- ~Include the replacement of all associated supply and return blowers.
- ~Include new fused disconnects and all electrical work necessary to connect new equipment to existing wiring.
- ~Include any coring, wall or roof penetrations necessary to install any components.  
All penetrations to be sealed and made weather tight.
- ~Include all associated work to open/close walls or roof to remove/ install equipment.  
All openings made will be restored to original condition.
- ~Rockingham County Engineering and Maintenance representative will be notified when pressure and vacuum testing of refrigerant systems.
- ~Include all work necessary to disconnect Honeywell controls from existing equipment and to reconnect to new equipment. Rockingham County desires to maintain the current level of control on all new equipment. Contractor is responsible for contracting with Honeywell to perform any wiring and programing necessary.
- ~Include all startup and testing to industry standards. All motors to be amp tested and verified to nameplates.

**D. Special Considerations:**

- Pricing is to include all freight charges to Brentwood, New Hampshire. Rockingham County will not be responsible for any additional freight charges not specified in your proposal.
- This is an occupied facility. At all times noise and dust are to be kept to a minimum.
- Installation shall be scheduled though the office of Engineering and Maintenance at 603-679-2256, ext. 9150 or 9148.

**E. Mandatory Site Visit Wednesday, 08 June 2022, 9:30AM**

Interested parties shall meet at the office of Engineering & Maintenance, 116 North Rd, Brentwood, NH